

## **Check List – (CUL) COMMUNICATIONS UNIT LEADER**

*Tennessee Wing | Civil Air Patrol | United States Air Force Auxiliary*

- Review** (MRO) Mission Radio Operator Responsibilities.
- Review** (CUL) Communications Unit Leader Responsibilities.
- Obtain briefing** from the Logistics Section Chief.
- Coordinate with Section Chiefs & Branch Directors** to establish the communications portion of the Incident Action Plan.
- Obtain a Weather Briefing or Gather the Information Yourself** before setting up Mission Base communications and keep up with it during the course of the Mission. Remember, Safety is job one. Antennas are lightning rods.
- Coordinate Communications requirements and procedures** among participating agencies.
- Coordinate Radio Types** - Due to the channel labeling discrepancies between EF Johnson ground radios and the radios installed in Aircraft, the mission CUL MUST COORDINATE as to which radios will be used during the mission. This ensures that everyone is on the correct channel when needed. This becomes more critical when aircraft & vehicles from other Wings are involved.
- Be Planning for Mission De-Mobilization** – Know what needs to be done to secure or store all communications equipment at the conclusion of the Mission..
- Determine personnel and equipment** requirements for communications. (Base station, mobile, portable, airborne repeater, extension cords, antennas, etc.) Also, ensure adequate administrative supplies, (message forms, paper, pencils, etc.) are available. Assign Primary and Alternate MRO's.
- Coordinate & Assign Necessary Radio Callsigns.** Collect all Aircraft Tail Numbers and Vehicle ID's. Make sure everyone knows the correct Tactical & Functional callsigns for the Mission.
- Check CAPF 76 ROA cards** or Call Sign spreadsheet for ANY personnel that will be operating a CAP radio *UNSUPERVISED*.
- Prepare and Implement** the Incident Radio Communications Plan (ICS Form 205).
- Prepare Comm Briefing, Comm Status Board & Comm Handouts** for presentation during the Mission Briefing. Post the Comm Operational Status sheet around M.B.
- Establish telephone communications** at the Mission Base.
- Ensure** the Incident Communications Center and the Message Center (if applicable) is established.

TNWG Comm Form 1 – CUL Check List (Continued)

- Setup communications equipment** and initiate operations at Mission Base. Ensure equipment is properly grounded. Ensure communications between Comm Center and Mission Staff. Issue Intra Squad Radios (ISR's) as necessary.
- Assure adequate standby power is available** for radios and Mission Base lighting.
- Establish and maintain a communications status board** to show operational condition of all frequencies and base communications capability.
- Establish Advance and Relay radio stations as required.** Launch "Hi-Bird" first. Coordinate with Operations or Planning as appropriate.
- Ensure an Equipment Accountability** system is established.
- Ensure Portable radio equipment** is distributed to appropriate personnel.
- Monitor communications center operations.**
- Ensure Messages are logged and delivered** to the addressee immediately.
- Dispatch reports as required.**
- Provide Technical information** as required on:
  - Adequacy of communications systems currently in operation.
  - Geographic limitation on communications systems.
  - Equipment capabilities / limitations.
  - Amount and types of equipment available.
  - Anticipated problems or concerns in the use of communications equipment.
- Report any hazards or unsafe practices to the safety officer** for follow-up action and hazard abatement.
- Maintain records** on all communications equipment as appropriate and Ensure equipment is tested and serviceable.
- Ensure ALL Ground-to-Air and Ground-to-Ground communications,** (radio or phone), are properly logged on CAP, ICS or equivalent Log Sheets.
- Verify and Sign-off** on any MRO & CUL SQTR's as appropriate.
- Recover ALL issued Equipment** from Units being demobilized.
- On conclusion of mission, secure operations and restore facility to normal operation.**  
Pack and store-equipment and supplies as appropriate.