

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

- 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.
- Coordinate Communications requirements and procedures** among participating agencies.
- 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.
- 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 Handouts** for presentation during the Mission Briefing.
- Establish telephone communications** at the Mission Base.
- Ensure** the Incident Communications Center and the Message Center (if applicable) is established.
- Setup communications equipment** and initiate operations at Mission Base. Ensure equipment is properly grounded. Ensure communications between Comm Center and Mission Staff.
- 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.