

COMMUNICATIONS UNIT CHECKLIST

1. Contact the CDO- Phone: (208) 387-5644 Email: niicd@firenet.gov

- Equipment assignments
- Frequency assignments (repeaters, links, aircraft, tactical, tones)
- Status of orders (pre-orders)
- Adjacent incident information (interoperability issues, frequency assignments, locations, COML)
- Equipment availability (pre-positioned, cache locations, shortages)
- Is a Communications Coordinator (COMC) assigned?
- Exchange contact information with CDO or COMC

2. Attend Agency Administrator Briefing

- Identify local contact for finding possible repeater sites
- Local communications personnel
- Is local Admin/Fire Net available for traffic routes/emergency contact?
- Name/contact for local phone company
- Are phone sets available from the local sponsoring unit?

3. Meet with Operations and Determine Their Needs

- How many divisions for tactical channels?
- Area of operations (coverage)
- Is team responsible for Initial Attack? What areas?
- Interoperability issues
- If communicating with other agencies, will their frequencies be programmed in NIRSC radios?

4. Meet with Air Operations and Determine Their Needs

- How many Air-to-Air AM frequencies are required?
- Will fixed wing and rotor wing be on separate frequencies?
- Has a Heli-base been established?
- Will an Aircraft Link be needed for incident flight following?
- How many Air-to-Ground FM frequencies are required?
- How many Air-to-Air FM frequencies are required? (mostly in California)
- Is there a need for a Heli-base Deck Frequency?
- Is there a need for a Heli-base Takeoff and Landing Control Frequency (TOLC)?

5. Meet with the Logistics Chief

- Team policies and incident objectives
- Will a night shift be required?
- Where will the ICC be located? (check with Facilities, locate at quiet location close to medical)
- Will a staging area be established? What are their needs? (radio, phone, internet)
- Who will need telephones, fax service and internet? Determine priorities for lines.
- Crew phones?

- Will a spike camp be established? What are their needs? (radio, phone, internet)
- Will a Public Address system be needed for briefings?
- Field ordering process, tie in with supply. Will Communications Unit take all orders?
- Meeting schedule
- Have any communications personnel been ordered?
- Have any frequencies, equipment or services been ordered?

6. *Design the Communications System*

- Check map for possible repeater locations
- If needed, order radio equipment
- If needed, order communications personnel (RADO, INCM, COMT)
- Order supplies and services (batteries, telephone/internet service, forms)
- Build ICS-205 (Communications Plan)
- Fill out incident diagrams
- Prepare incident and cell phone list
- If needed, coordinate with CDO or COMC
- Send ICS-205, ICS-220 and incident diagrams to CDO or COMC

7. *Install Radio System*

- Test (voice check) equipment in camp
- Determine means of transportation and arrange
- Technicians assigned?
- Is land use agreement required?
- Install and voice test
- Voice check complete system
- Document locations
- Adhere to safety standards
- Develop battery replacement/maintenance plan
- Clone radios

8. *Taking Over an Existing Incident*

- Current IAP
- Current ICS-205 (Communications Plan)
- Current System Diagram
- Current ICS-220 (Aviation Summary)
- Equipment inventory and locations
- Battery inventory
- Radio site locations and means of travel
- Current personnel and status
- Adjacent incident information
- Local contact (Radio Tech)
- Contact information