**Radio Program Review – Agency Administrator/Fire Program Manager/Law Enforcement Chief**

**Checklist #3**

| **Location:** |       |
| --- | --- |
| **Date:**MM/DD/YY |       |
| **Respondent:**First, Last |       |
| **Reviewed by:**First, Last |       |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 4,9 | Documents listed |
| 11 | Documentation of training |
| 1-3, 5-8,10, 12-15 | *MS* [*1292, Radio Communications Manual*](https://doimspp.sharepoint.com/%3Au%3A/r/sites/blm-nrob/companyblog_manuals/MS-1292%20-%20Radio%20Communications%20Manual.url?csf=1&web=1)*,*  |

**AGENCY ADMINSITRATION/FIRE PROGRAM MANAGER/LAW ENFORCEMENT**

**Key Code: Y= Yes N= No NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Radio system(s) provide reliable coverage and supports the performance of duties for field-going employees and their cooperators. *[MS-1292 para. 1.2 Radio Communications Manual]* | Choose an item. |       |
| 2 | Radio equipment/coverage outages are reported and corrected in a timely manner and do not adversely impact the safety and efficiency of field-going employees. *[MS-1292 para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 3 | Locations with no/unreliable radio system performance are identified and mitigation specifically related to communication requirements and shortfalls is approved by management team and available to field-going personnel and cooperators. (mitigation could include equipment such as portable repeaters, satellite devices).*[MS-1292 para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 4 | Radio user guide available/offered to all field-going employee(s).*[MS-1292 para. 8.2, Radio Communications Manual]* | Choose an item. |       |
| 5 | Portable and mobile radio(s) are not more than 7 years old. *[MS-1292 para. 2.5 D, Radio Communications Manual]* | Choose an item. |       |
| 6 | Portable and mobile radio(s) are being serviced when needed or required and have current channels with channel assignment.*[MS-1292 1.4 O, Radio Communications Manual]* | Choose an item. |       |
| 7 | The help desk system is used to report and/or track repairs and other radio-related trouble (reported on the systems).*[MS-1292 para. 2.7, Radio Communications Manual]* | Choose an item. |       |
| 8 | SAFENET and/or SAFECOM reports related to radio in your jurisdiction are provided in a timely manner to enhance situation awareness. *[Interagency for Fire and Fire Aviation Operations, ch. 7]* | Choose an item. |       |
| 9 | Repeater location maps and radio channel guides are provided/offered to radio users.*[MS-1292 para. 2.3, Radio Communications Manual]* | Choose an item. |       |
| 10 | Training is offered/provided to radio users at least annually.*[MS-1292 para. 8.1, Radio Communications Manual]* | Choose an item. |       |
| 11 | District Manager is aware of high priority finding(s) in their district.*[H-1292-3 para. 1.4 B Radio Site Facilities Handbook]* | Choose an item. |       |
| 12 | Risk management worksheet(s) and risk abatement plan(s) are rated appropriately, approved, and made available to personnel exposed to specific risks.*[MS-1292 para. 7.1, Radio Communications Manual]* | Choose an item. |       |
| 13 | Radio program capabilities meet state, district, and/or geographical area user requirements.*[MS-1292 para. 2.7 B, Radio Communications Manual]* | Choose an item. |       |
| 14 | Radio personnel are available and responsive to customer questions, inquires, and requests outside of maintenance management system (Help Desk System).*[MS-1292 para. 8.2, Radio Communications Manual]* | Choose an item. |       |
| 15 | The radio program is involved in emergency/COOP plan and meets user requirements in critical situations. *[MS-1292 para. 4.1, Radio Communications Manual]* | Choose an item. |       |
| 16 | Any comments or issues needing to be identified or brought to the attention of the radio program or the state office? |  |       |