Emergency Operations Center (EOC) Skillset: Communications Unit

Task Category:
Communications Unit Activation Phase Checklist
Communications Unit Operational Phase Checklist
Communications Unit Demobilization Phase Checklist

Task Categories: Complete Communications Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Communications Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ICS 214) and other necessary files.	C, E, F, I, T, A		
3. Keep all SEOC sections informed of communications systems statuses, with a focus on systems being restored.	C, E, F, I, T, A		
4. Determine SEOC needs for radio, telephone, and computer resources and services and ensure resources are provided to SEOC staff based on need.	C, E, F, I, T, A		
5. Coordinate with all SEOC sections, branches, and units regarding the use of all communication systems.	C, E, F, I, T, A		
6. Ensure the SEOC can adequately receive and direct all emergency-related communications to appropriate destinations within the SEOC.	C, E, F, I, T, A		
7. Develop and distribute the Incident Radio Communications Plan (ICS 205). The plan should identify all communications systems in use and list specific information to facilitate effective use of these systems (e.g., radio frequencies allotted for specific response elements).	C, E, F, I, T, A		
8. Implement RIMS to automatically record internal messages and emails.	C, E, F, I, T, A		
9. Continually monitor the operational effectiveness of SEOC communications systems. Provide additional equipment as required.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Ensure technical personnel are available for communications equipment maintenance and repair.	C, E, F, I, T, A		
11. Ensure all communications and SEOC computer resource requests and issues are addressed.	C, E, F, I, T, A		
12. Mobilize and coordinate amateur radio resources to augment primary communications systems as required.	C, E, F, I, T, A		
13. Prepare objectives for the Communications Unit and provide them to the Service Branch Director prior to the next planning meeting.	C, E, F, I, T, A		
14. Keep the Service Branch Director informed of the status of communications systems.	C, E, F, I, T, A		
15. Keep the Service Branch Director and Logistics Coordination Section Chief informed of significant issues affecting the Communications Unit.	C, E, F, I, T, A		
16. Complete the Shift Change tasks outlined in the EOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Communications Unit SEOC Demobilization Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
17. Assist EOC staff with the deactivation and clean-up of all communication systems and computer resources set up or distributed throughout the incident.	C, E, F, I, T, A		
18. Ensure all provided communication system and computer resources are returned, inventoried, and evaluated to ensure readiness for future use. All damaged or unreturned equipment should be brought to the attention of department/agency that provided the equipment.	C, E, F, I, T, A		
19. Inform the Resource Tracking Unit when communication system and/or computer resources are returned and final disposition (e.g., operational, damaged, etc.).	C, E, F, I, T, A		
20. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		