

Communications Unit Check List

1. Contact CDO - (208) 387-5644 or (877) 775-3451 (toll free)

- Equipment assignments
- Frequency assignments (repeaters, links, aircraft, tactical, incident tone)
- Status of orders (pre-orders, equipment, when ordered, ETA, etc.)
- Adjacent incident information (interoperability issues, frequency assignments, incident locations, COML contact information)
- Equipment availability (pre-positioned, cache location, shortages)
- Is a COMC (Communications Coordinator) assigned? (contact information)
- Exchange contact information.

2. Attend Agency Administrator Briefing

- Identify local contact for finding possible repeater sites
- Can we use local net for traffic routes/emergency contact?
- Name of the local phone company
- Local phone company contact name and number
- Are there phone sets available at the local unit or will we need to buy them?

3. Meet with Operations and determine their needs

- Tactical channels
- Interoperability issues
- If communicating with other agencies, will we program their frequencies in our radios or use some other method?
- Area of operations (coverage)
- Are we handling Initial Attack also?

4. Meet with Air Operations and determine their needs

- How many aircraft will they have?
- How many Air-to-Air (VHF-AM) frequencies do they need?
- Will they separate fixed wing and rotor craft?
- Will AC Link need to be set up for flight-following?
- How many Air-to-Ground (VHF-FM) frequencies do they need?

5. Meet with Logistics Chief

- Will there be a night shift?
- Where will ICC be located (check with facilities)?
- Will there be a staging area and if so where and what will be their communications needs? (radio, phone, internet)
- Where will Helibase be and what will be their communications needs? (radio, phone, internet)

- Who will need telephones, fax service, internet, etc. and priority, if limited availability?
- Crew phones, are we providing and how many?
- Will there be a spike/base camp and if so what will be their communications needs? (radio, phone, internet)
- Will a Public Address system be needed for briefings?
- Meeting schedule

6. Design Communications System

- Order radio equipment
- Order personnel (RADO, INCM, COMT)
- Order supplies (batteries, telephone service, internet, forms, etc.)
- Build ICS 205 (Communications Plan)
- Once phones are in, prepare incident phone list
- Prepare IMT cell phone list if cell coverage is available

7. Install Radio System

- Test (voice check) equipment in camp
- Determine means of transportation and arrange
- Technicians assigned
- Is land use agreement required? (if so get with finance)
- Adhere to safety standards
- Install and voice test
- Document location
- Develop battery replacement/maintenance plan
- Clone radios

8. Taking Over an Existing Incident

- Current IAP
- Current ICS 205 (Communication Plan)
- Current ICS 220 (Aviation Summary)
- Equipment inventory
- Battery inventory
- Radio site locations and means of travel
- Current personnel status (time left, other quals, training status, etc.)
- Contact information (other COMLs in the area, local phone, local radio, satellite vendor, other contractors, etc.)
- Is there a Communications Coordinator in place and if so, contact information