

Communications Unit Leader Activities

After C&GS meeting, obtain direction from LSC as to Command direction, expectations, requirements, procedures, request/order process, staffing, etc.
Ensure that the LSC is briefed on the status of the Communications Unit. Request staff & resources to support expected Communications requirements.
Organize & brief subordinates. As necessary, clarify resource request/order process, identify communications issues to be resolved, implement/ review communications procedures.

Review proposed tactics
Update ICS-205/ICS-205a for next Op Period based upon Operations Tactical Plan (ICS-215)
Identify and explain communications issues/ processes

Meet with Logistics to confirm status & availability of required resources
Request additional resources to support Communications requirements based upon information from Tactics Meeting



May be asked to attend and provide Communications briefing and/or identify/explain communications issues/ processes

COML does not attend C&GS meeting

This meeting is intended for IC/UC.

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Obtain ICS-201 and attend briefing
Based upon in-briefing, determine initial level of Communications support required
Draft initial ICS-205/ICS-205a based upon available resources
Obtain (if available) or develop ICS-217a
Request staff
Acquire work materials

Submit final ICS-205 and ICS-205a for IAP

COML or COMT attend meeting to:

- available to answer Communications questions from field personnel
- distribute Communications equipment

When COML assigned:
Arrive & check in
Assess situation
Receive initial briefing
Ensure readiness of personal response & COML kit
Review ICS tools including: IMH, Job Aid, & other references
Begin situational awareness

- Initial UC Meeting
- Incident Brief ICS-201
- Initial Response
- Notification
- Incident/Event

Initial Response

Continue to evaluate Unit's performance and make adjustments as necessary
Prepare to support any special Communications needs as required
Ensure the LSC is up-to-date on Communications unit status
Interact with all "customers" to ensure that the Communications Unit is providing satisfactory service
Ensure Communications Unit staff briefed on current and future activities