

# Communications Unit Leader Activities

**Prepare for the Tactics Meeting**

- 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.

**Tactics Meeting**

- 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

**Prepare for the Planning Meeting**

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

**Strategy/Command & General Staff Meeting**

- COML does not attend C&GS meeting



**Planning Meeting**

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

**IAP Preparation and Approval**

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

**Operational Period Briefing**  
COML or COMT attend meeting to:

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

**IC/UC Develops/Updates Incident Objectives**

- This meeting is intended for IC/UC.

**IC/UC Develops/Updates Incident Objectives**

**Execute Plan and Assess Progress**

*New Operational Period Begins*

**Execute Plan & Assess Progress**

- 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

**Initial UC Meeting (if Unified Command)**

- This meeting is intended for IC/UC.

**Initial UC Meeting (if Unified Command)**

**Incident Briefing**

**Agency Administrator Briefing (if appropriate)**

**Initial Response and Assessment**

**Incident Briefing**

- 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

**Notification**

**Incident**

**Initial Response**

**Initial Response and Assessment**  
*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

Meeting

Briefing

Action