

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



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

Strategy/Command & General Staff Meeting

- COML does not attend C&GS meeting

IC/UC Develops/Updates Incident Objectives

- This meeting is intended for IC/UC.

Initial UC Meeting (if Unified Command)

- This meeting is intended for IC/UC.

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

Execute Plan and Assess Progress

IC/UC Develops/Updates Incident Objectives

Initial UC Meeting (if Unified Command)

Incident Briefing

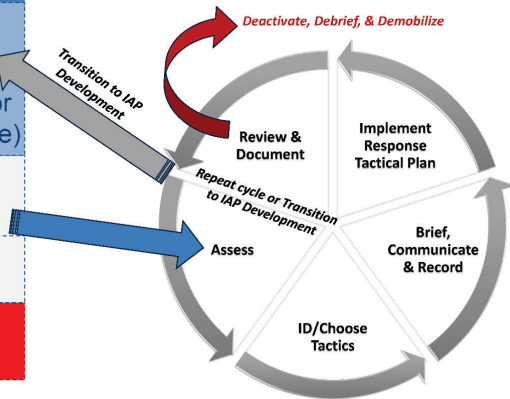
Agency Administrator Briefing (if appropriate)

Initial Response and Assessment

Notification

Incident

Meeting Briefing Action



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 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