Position Log

Incident Name			Date Prepared	
Name			Contact #	
Shift Start		Shift End		Op Period	

Functional Checklist

Organization	Logistics Section
Primary	Cable Head-End Technician
Potential Alternate(s)	Information Technology Technician Information Technology Director
Supervisor	Logistics Section Chief
Overview	● Establish communication links between emergency response activities ● Provide for necessary communication and automated data processing equipment
Description	The Communications Unit provides communications support to response and recovery efforts and supports ESF-2 Communications Annex to the EOP.
Responsibilities	1. Ensure radio (commercial and amateur), telephone, CATV, satellite, computer, and other communications resources and services are provided to EOC staff as required. 2. Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with the supporting EOCs. 3. Determine and support specific computer requirements for all EOC positions (if staffed with computer needs). 4. Coordinate activation of disaster FM and/or AM broadcast capability. PIO and other command and general staff will develop and provide content. 5. Implement automated emergency response systems if available, for internal information management to include message and e-mail systems. 6. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage. 7. Develop and distribute a Communications Plan and Interoperable Field Operations Guide (Morongo IFOG) which identify all systems in use and lists specific frequencies allotted for the event or disaster.

Forms and Job Aids	○ Morongo Interoperable Field Operations Guide ○ ESF-2 Communications Annex to EOP ○ Radio Requirements Worksheet, ICS 216 ○ Radio Frequency Worksheet, ICS 217 ○ Communication Log, EOC 509
Checklist - Activation Phase	○ Upon arrival at the EOC check in at the designated check in location. ○ Identify yourself as the Communications Unit Leader (Orange Vest). ○ Report to the Logistics Section Chief or other assigned Supervisor. ○ Set up your workstation and review your position responsibilities. ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. ○ Contact the ESF-2 Communications Coordinator and identify mutual coordination efforts that can be undertaken.

Checklist - Operational Phase	○ Establish and maintain a position log and time card other necessary files. ○ Support amateur radio operations in support of the emergency. ○ Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC. ○ Ensure that adequate communications operators are mobilized to accommodate each section on a 24-hour basis or as required. ○ Ensure that communications links are established with other activated EOCs as appropriate. ○ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment and on-the-spot training as required. ○ Ensure that technical personnel are available for communications equipment maintenance and repair. ○ Mobilize and coordinate amateur radio resources to augment primary communications systems as required. ○ Keep the Logistics Section Chief informed of the status of communications systems. ○ Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the next Action Planning meeting. ○ Refer all contacts with the media to the Tribal Emergency Public Information Officer.
Checklist - Demobilization Phase	○ Deactivate your assigned position and close out logs when authorized by the Logistics Section Chief. ○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate. ○ Be prepared to provide input to the hot wash and after action-report. ○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave. ○ Clean around your work area before you leave. ○ Leave your contact information.
Checklist - Recovery Phase	○ Transition support to ESF-2 Communications. ○ Work with any other Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.