

POSITION #9, TITLE: Tactical Communications

Direct Supervisor: Logistics Section Chief

Mission: Obtain and maintain tactical internal and external communications systems for EDS.

Qualifications: Non-medical. Knowledge and training in radio communications and other communication forms.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with communication plans for EDS
- Work with Logistics Chief to create an operational communications plan
- Set up onsite Communications Center
- Obtain current directory for phone/fax/pager/Nextel numbers
- Familiarize self with clinic layout and process.
- Familiarize self with internal EDS (PA/phones/radios) communication equipment
- Gather necessary communications equipment/back-up equipment and batteries for EDS
- Test communications systems and back-ups
- Distribute phone list/call letters for communicating to all personnel along with communication protocols
- Ensure communication with Security, EOC and other cooperating agencies (MEMA etc.)
- Train staff in use of communications systems

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Manage and maintain internal and external communication systems
- Ensure supply of back-up batteries/chargers and alternate communications
- Assign radios/pagers (if used) to staff personnel/shift)-sign out sheet maintained
- Work with IT to ensure communication via internet
- Manage messaging system
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Ensure that all radios/pagers given out are returned and in good working order
- Return communications equipment to the proper authority
- Identify and tag all equipment needing repair and/or replacement
- Turn in Communications logs to Logistics Chief
- Identify issues for After Action Report.
- Participate in de-briefing.