Position initially assumed by classified staff available (alternates, if possible); ideally assumed by pre-designated classified personnel.

RESPONSIBILITIES:

- The goals of creating a safe environment are to maintain rescuer safety and to remove victims as quickly as possible while minimizing additional injury.
- Install, activate and maintain two-way radio and telephone resources and services for the District EOC staff as required.
- Oversee the installation of communication resources within the District EOC.
- Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
- Ensure that EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
- Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
- Supervise the communications unit.
- Watch for signs of stress in staff.

ACTIVATION STAGE:

- Check in with Operations Chief or Sector Coordinator for situation/safety briefing.
- Follow the Activation/Demobilization Generic checklist.
- Based on the situation, activate the necessary units within the Communications Team:
  - Communications Unit
  - Information Systems Unit
- Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the initial action planning meeting.
**OPERATIONAL STAGE:**

- Ensure that communication unit position logs and other necessary files are maintained.
- Continually monitor and test the activated radio and telephone systems. Keep the Sector Coordinators informed of system failures and restoration activities.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all EOC team/units regarding the use of all communication systems.
- Ensure that the EOC Communications Center is activated to receive and direct all events or disaster related communications to appropriate destinations within the EOC.
- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Ensure that communications links are established with activated EOC within the school District, as appropriate.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Meet periodically with Operations Chief to ensure that radio frequencies are adequate. Make modifications accordingly.
- 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.
- Refer all contacts with the media to the Public Information Team.

**DEMOBILIZATION STAGE:**

- Follow the Activation/Demobilization Generic checklist.

**EQUIPMENT/SUPPLIES:**

- Laptop Computer (if being used)
- “Cheat Sheet” for Laptop Computer (instructions for laptop use and computer commands)
- Clipboards
- Directory of Schools
- District identification badge, clearly visible
- Employee List – District Office
- EOC Team Assignments
- Personal Journal/Position Logs
- Post Its
- Radio Communications List
- Scissors
- Scotch Tape
- Scratch Pads
- Sector List
- Spiral Notebooks
- Staple Remover
- Stapler
- Telephone Extension List
- Vest (Employees wear green; runners/volunteers wear orange)

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