

Communications

Mission: Ensure functional operation of all telecommunication/audiovisual equipment

Date: _____ Location: _____ Shift: _____ Reports to: Logistics Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214		
Obtain access codes for installed facility security systems and copier systems and control usage		
Establish and maintain redundant communications with DOC, local law enforcement, EMS and other locations as directed.		
Maintain local emergency phone number and radio frequency list on ICS Form 217		
Set up all IT systems needed to collect data, report data, connect to the internet and intranets		
Set up special communications systems including WebEOC		

POD Operations	Time	Initial
Work with facility staff to obtain and manage password systems for installed computer systems		
Provide training and support to data entry personnel and act in data entry role as required		
Troubleshoot system problems		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies.		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the Logistics Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- ICS organization chart
- ICS Form 214
- ICS Form 217

Tools

- Position identification
- Radio
- Laptop(s)