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# Communications Annex

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## CHECKLIST FOR ALL DISASTERS

(There is no set order to these checklist items.)

*Started/Completed*

*Notes*

### Before an Emergency

- Test all communications equipment regularly.
  - Make sure radio batteries will hold a charge.
  - Make sure equipment will survive impacts of a disaster:
    - All equipment securely anchored.
    - Emergency power for base stations, repeaters, and portable radio chargers..
  - Make sure you have the latest version of the call-up list.
  - Locate sources of supplemental emergency communications equipment.
  - Set policy regarding who will use what means and channels of communication.
  - Arrange with the telephone company to designate essential service lines.
  - Make sure staff understands who will use what mutual aid channels.
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- Establish emergency communication links with:
    - Hospitals
    - Schools
    - Businesses

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### During an Emergency

- Respond to the Emergency Operations Center, if activated.
- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
- Maintain an Activity Log.
- Obtain briefing from Logistics Section Chief.
- Advise on Emergency Operations Center communication capabilities/standby features.
- Test primary and alternate communications.
- Review and update warning procedures.
- Notify Amateur Radio (ACS/RACES) coordinators.
- Confirm with Resource Status on emergency fuel supply.
- Ensure that communications supplies are on hand.
- Work with the Public Information Officer to prepare and issue bulletins as needed for the Emergency Alert System.
- Notify private industry and other governmental agencies as needed.
- Initiate callout for Communications personnel as needed.
- Route all incoming messages to the appropriate Emergency Operations Center staff.
- Assign message runners as needed.
- Activate public warning system as directed by Logistics Section Chief.
- Ensure that outgoing messages are transmitted promptly.
  
- Review and, if necessary, update plans for communicating with emergency field units of other jurisdictions.
- If needed, protect equipment from electromagnetic pulse.
- Resupply Emergency Operations Center work station before demobilizing.

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### After an Emergency

- Ø Ø Re-check all equipment.
- Ø Ø Replace batteries and other supplies as needed.
- Ø Ø Identify problems encountered, propose and implement solutions
- Ø Ø Assemble and check financial records; forward to Logistics Section Chief.
- Ø Ø Forward all reports to Logistics Section Chief.