

## **Mission Communicators Equipment and Procedures Checklist**

### General Procedures:

- ❑ Time – Local, 24 hour time used ONLY
- ❑ Messages recorded and relayed EXACTLY as sent. No interpretations.
- ❑ Message forms include:
  - Who From:
  - Who To:
  - Time Received:
  - What frequency or radio circuit received on (to send reply)
  - What is the message?
  - Name of person taking message
- ❑ Exercise messages – START and END each message with “EXERCISE MESSAGE”
- ❑ Exercise – actual emergency: Understand correct code phrase for actual emergency
- ❑ Messages delivered to the correct position (not person) – i.e., to Ops, Planning, etc.
- ❑ Phonetic alphabet used correctly
- ❑ User correct ICS terminology, callsigns
- ❑ Speak clearly
- ❑ Have local emergency phone numbers and procedures posted:
  - Fire/Police/EMS
  - Tower/FSS (direct)
  - Other

### **Radio Operations Equipment and Supplies**

(recommended equipment)

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| <ul style="list-style-type: none"><li>❑ Message pads with duplicate (retained) copies – preferably large sheet format – several books. Telephone message books are ideal.</li><li>❑ Ball point pens and mechanical pencils with erasers</li><li>❑ Comm Logs – CAPF 110 (paper), electronic logs via MMU or ?? preferred</li><li>❑ Ops Normal Logs - CAWG F 110A</li><li>❑ Message Forms – ICS form 213 or CAPF 105 (213 preferred, multiple part)</li></ul> | <ul style="list-style-type: none"><li>❑ Earphones for each radio</li><li>❑ Mini tape recorder, with tape and batteries, ready to go</li><li>❑ Radio Programming lists and operations instructions for each radio</li><li>❑ Repeater map for state</li><li>❑ Affiliate agency frequency and tone guides (as available)</li><li>❑ Radio Station Roster for Wing, listing Name, Callsign, location, type</li><li>❑ ICS Form 205 (Incident Radio Communications Plan) Paper</li><li>❑ ICS Form 214 (Unit Log)</li></ul> |
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- ❑ ICS Form 216 (Radio Requirements worksheet) Paper
- ❑ ICS Form 217 (Radio Frequency assignment worksheet) Paper
- ❑ List of Communications Resources: Radios, portable repeaters, digital, text, mobile HF, etc
- ❑ Regs in binder:
  - CAPR 60-series
  - CAPR 100-series
  - Mission Radio Operator Home Study Course
  - Mission Communications Procedures – Highbird and Ops
- ❑ Status Board: ICS Form 205 (Incident Radio Communications Plan) Laminated (show frequencies in use)
- ❑ Diagram of Base showing location of each staff position
- ❑ Status Board: General Communications Information, laminated (see end page for format)
- ❑ Marker, suitable for laminated boards
- ❑ Drafting or masking tape
- ❑ Push pins
- ❑ Stapler and staples
- ❑ Staple remover
- ❑ Paper clips, assorted
- ❑ Clock (preferably digital, 24 hour, battery operated, must have battery backup)
- ❑ Post-it pads (2x2 minimum)
- ❑ Manila file folders
- ❑ Adhesive labels (small, white)

## **Comm Unit Leader Equipment and Supplies:**

(Recommended equipment)

- ❑ Coax (miscellaneous cable lengths)
- ❑ Coax connectors (PL-259)
- ❑ Coax adapters – assorted, including SO-239 barrels, PL-259 to N, N to N barrels, PL-259 to BNC, etc
- ❑ Electrical tape
- ❑ Soldering gun
- ❑ Soldering iron
- ❑ Solder
- ❑ Solder aids
- ❑ Watt meter - VHF
- ❑ SWR meter - VHF
- ❑ VOM meter
- ❑ AC Outlet tester
- ❑ Asst screwdrivers flat and phillips
- ❑ Adjustable open end (Crescent) wrenches, small and medium
- ❑ Wire strippers
- ❑ Wire cutters
- ❑ Coax cutters
- ❑ Needle nose pliers
- ❑ Vise grip pliers, small and medium
- ❑ Compass, magnetic (for aligning antennas)
- ❑ Strapping tape
- ❑ Tie wraps
- ❑ Nylon rope (small, for guys)
- ❑ Flagging tape (for marking hazards)
- ❑ Telephone cables 25'
- ❑ Telephone multiple outlet adapter
- ❑ Telephone cable connector (male to male)
- ❑ Antenna wire (for HF antennas)
- ❑ Antenna insulators (for HF antenna repair)
- ❑ Regs in binder:
  - ❑ CAPR 60-series
  - ❑ CAPR 100-series
- ❑ Mission Radio Operator Home Study Course
- ❑ Communications Unit Leader Home Study Course
- ❑ ES Communications Procedures Checklist
- ❑ Highbird and Ops Normal Procedures

## *Communications Local Procedures and STATUS*

- ❑ **Time – Use 24 hour Local time ONLY**
- ❑ **Messages recorded and relayed EXACTLY as sent. No interpretations.**
- ❑ **Write clearly! PRINT! CLEARLY!**
- ❑ **Include on Messages:**
  - **Who From:**
  - **Who To:**
  - **Time Received:**
  - **What frequency or radio circuit received on (to send reply to)**
  - **What is the message?**
  - **Name of person taking message**
- ❑ **Exercise messages – START and END each message with “EXERCISE MESSAGE”**
- ❑ **Deliver the message to the correct position (not person) – i.e., to Ops, Planning, etc.**
- ❑ **User correct ICS terminology, callsigns, phonetic alphabet**
- ❑ **Speak clearly**
  
- ❑ **BASE CALLSIGN “ \_\_\_\_\_ ”BASE**
  
- ❑ **Actual Emergency Code Phrase: \_\_\_\_\_**
  
- ❑ **Local emergency phone:**
  - **Fire/Police/EMS \_\_\_\_\_**
  - **Tower/FSS (direct) \_\_\_\_\_**
  - **Other \_\_\_\_\_**
  - **Other \_\_\_\_\_**
  - **Other \_\_\_\_\_**
  
- ❑ **Base Phone Number:**  
\_\_\_\_\_
  
- ❑ **Directions to the Base:**  
\_\_\_\_\_

**Other Information:**