



NVADG Communications

Check List

Time Done	Action
	Initiate 214 Vest: Check List: Laminated Radios: King / Family White Board: Briefing on Assignment(s):
	Assignments <ul style="list-style-type: none"> <input type="checkbox"/> Report to Animal Group Supervisor <input type="checkbox"/> Keep the master ICS chart updated <input type="checkbox"/> Make up an ICS 205 <input type="checkbox"/> Supervise and Assist: Hotline Operator, Dispatcher, Radio Operator
	Coordinate with: <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Shelter Group Supervisor and Evac Group Supervisor <input type="checkbox"/> Communication group leader or alternate attends hourly briefings
	Set Up <ul style="list-style-type: none"> <input type="checkbox"/> Hotline – transfer VOIP <input type="checkbox"/> Confirm Wilson Cell Phone Booster is operational <input type="checkbox"/> Internet <input type="checkbox"/> Repeater as necessary <input type="checkbox"/> Start the generator in the IFAW Rig (Battery switch to on, start panel on right side of entry door.) <input type="checkbox"/> Turn on the radio power supply (rack mounted in right cabinet near the radios) <input type="checkbox"/> Turn on VHF radio and UHF if needed and air check the radio <input type="checkbox"/> Turn on lights in the IFAW rig (back wall in the main room) <input type="checkbox"/> Go to attack trailer and transfer all radio equipment to IFAW rig <input type="checkbox"/> Install batteries in King radios and Motorola shelter radios <input type="checkbox"/> Air test each radio after installing batteries <input type="checkbox"/> Dispatch radio operating station <ul style="list-style-type: none"> • log book available, VHF radio adjusted to the proper frequency <input type="checkbox"/> Checkout of radios using the proper form and instructing user <input type="checkbox"/> List checked out radios on white board wall next to dispatch station <input type="checkbox"/> include radios checked out long term) including position and AR number <input type="checkbox"/> Determine and announce frequencies for initial operation <input type="checkbox"/> post on outside of IFAW rig <input type="checkbox"/> Assure coverage of radio dispatch operator position <input type="checkbox"/> Service radios as needed <input type="checkbox"/> Reprogram radios as needed for evacuation communications