



## **(ESF 2) Tele-communications Group Supervisor Responsibilities**

### **Responsibilities:**

Reviews the EOC Common Responsibilities Checklist  
Develops plans for the use of incident communications equipment and facilities

### **Reports to:**

Infrastructure Branch Director

### **Supervises:**

Communications Specialists

### **Activation Phase:**

- Maintain an overall vision of safety during all processes.
- Initiates position log on WEBEOC
- Obtains situation briefing from the Infrastructure Branch Director
- Provides initial communications situation report and anticipated issues to the Infrastructure Branch Director
- Recommends staffing levels needed within group and requests support
- Liaises with communication providers and establishes procedures for information sharing and resource requests

### **Operational Phase:**

- Maintains position log on WEBEOC
- Monitors information on the status of communications tasks and reports to Infrastructure Branch Director
- Coordinates with other Emergency Support Functions
- Provides information regarding the status of communications in and around the area
- Prepares and implements the radio communication plan
- Establishes telephone, computer links and related communications systems
- Provides technical advice on adequacy of communications system, equipment capabilities, amount and types of equipment available and potential problems with equipment
- Provides communications input to the EOC Public Information Officer
- Coordinates with communications vendors to ensure availability of adequate technical support, services and equipment

### **Demobilization Phase:**

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Coordinates return of all communication resources

**Unique Resources Required:**

N/A