

CONFIDENTIAL EMERGENCY ASSIGNMENT DUTIES CHECKLIST

NEBRASKA DEPARTMENT OF EDUCATION
COMMUNICATIONS OFFICER

NAME	PHONE #	RADIO #
LOCATION		
SUPERVISED BY: LOGISTICS CHIEF		
EMERGENCY TYPE		

SUBORDINATES

TITLE	NAME	PHONE/RADIO

SUGGESTED EQUIPMENT

- *Office Supplies *Bull Horns *Radios *Telephones
- *Cellular Telephones *Loud Speakers *Applicable Forms and Logs

PRIMARY DUTIES

The person designated by the Logistics Chief to manage telephones, telephone lines, radios for internal and external communications. Acts as liaison to secure additional communications devices

DUTY CHECKLIST

	Time	Initials
Establish contact with Logistics Chief for initial briefing and assignment		
Initiate Emergency Log to record essential information		
Evaluate communication equipment and personnel requirements to support communications during the emergency		
Prepare to issue and log assigned phone # for the emergency to: *Incident commander *Safety Officer		

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*Public Information Officer			
*EOC Liaison			
*Operations Chief			
*Logistics Chief			
*Planning Chief			
*Finance Chief			
*Others as activated			
Name	Phone or radio #		
Create an EMERGENCY TELEPHONE LOG and disseminate to Incident Commander and all section chiefs			
Contact NEMA to request assistance with alternate communications 402-471-7415 or 402-471-7421			
Monitor all communication devices for misuse and problems			
Notify Logistics Chief of progress and additional needed resources			
Account for all communications equipment upon deactivation in coordination with Facility Support Officer			
Reactivate normal communications upon direction of Incident Commander			
Report to the Logistics Chief for further assignment or personal debriefing			
Submit all logs and reports upon deactivation			
Prepare detailed report concerning communications during the emergency			

