

LOGISTICS SECTION: COMMUNICATIONS (PIO)

TEAM MEMBERS	Christine Crise, Karen Miller
RESPONSIBILITIES:	This unit is responsible for establishing, coordinating, and directing verbal and written communications within the school disaster site and with the school district. If the school district cannot be contacted, communications may be made with outside agencies when necessary.
PERSONNEL:	<ul style="list-style-type: none"> ▪ Christine Crise, supported by student or disaster volunteer runners, and
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Set up the Communications station in a quiet location with access to the Command Post. ▪ Turn on radios and advise the Command Post when ready to accept traffic.
OPERATIONAL DUTIES:	<ul style="list-style-type: none"> ▪ Communicate with the county EOC per school procedure. At the direction of the Incident Commander, report the status of students, staff, and campus, using the Site Status Report form. ▪ Receive and write down all communications from the county EOC. ▪ Use runners to deliver messages to the Incident Commander with copies to the Planning Section Chief. ▪ Maintain the Communications Log: date/time/originator/recipient. ▪ Direct the media or the public to the PIO. ▪ Monitor AM/FM radio for local emergency news: specify station(s) and frequency.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ Close out all logs, message forms, etc. and turn them over to Documentation. ▪ Return all equipment and unused supplies to Logistics.

LOGISTICS SECTION: COMMUNICATIONS (CONTINUED)

EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Two-way radios with spare batteries for each▪ NOAA Weather Radio▪ LED Flashlight▪ Job description clipboard▪ Paper, pens▪ Table and chairs▪ AM/FM radio▪ File boxes, tote tray for outgoing messages▪ Forms:<ul style="list-style-type: none">▫ Site Status Report▫ Message Forms
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