

# Communications Team – Tele-communicator – JOB ACTION SHEET

Supervisor: Hospital/Clinic Staff

Mission: To operate radios and other communication devices

Qualifications: MRC Volunteer

## Before ...

- Receive briefing from MRC Coordinator
- Read the current operational objectives and Incident Action Plan
- Receive briefing and Just In Time training from Hospital or Clinic staff

## During ...

- Sign in on sign in sheet
- Work assigned that is within the volunteer's scope of practice.
- Monitor radios for messages and document radio traffic
- Transmit messages as assigned and document

## Deactivation

- Brief next shift
- Check out with supervisor
- Sign out on mission sheet
- Check in with MRC office