

## **ACCOUNTABILITY INFORMATION FOR COMMUNICATIONS EQUIPMENT**

- Handheld Radios-Information that needs to be tracked when you assign radios
  - Individual's name (check ID)
  - Resource order number (crew, overhead, equipment)
  - Position on the incident
  - Home Unit
  - Contact information
  - Radio identification number (kit#, property #, serial #)
  - Accessories (microphone, antenna, case, etc.)
  - Date
  - Resource order number for radio
  - Who owns the equipment
- Radio equipment (repeaters, links, remotes, etc.)-information that needs to be tracked
  - ID number (kit #, property #, serial #)
  - Location (site name, map)
  - Description of the equipment (repeater, link, remotes)
  - Resource order number (equipment or supply number)
  - Travel time, method, and route
  - Contact information (private land owner, facility, etc.)
  - Accessibility (key, private land, helicopter)
  - Who owns the equipment
- Telephony: information that needs to be tracked about telephones
  - Type of phone-cell, satellite, landline, etc.
  - Circuit number
  - Line number
  - Phone list
  - Location (section, unit, etc.)
  - Telephone set
  - Fax machines
  - Vendor contact information (technical support and sales)
  - Installation/release date
  - Resource order numbers (supply or equipment)
  - Features (toll restrictions, hunt groups, class of service, etc.)
  - Cost
- Cellular and satellite phones additional information:
  - Type of telephone
  - Individual's name
  - Resource order number (crew, overhead, equipment)
  - Position on the incident
  - Home unit
  - Contact information
  - Phone identification number (kit #, property #, serial #, phone #)

- Data systems information:
  - Contact information (from resource order) for the company
  - Vendor contact information (technical support and sales)
  - Circuit number from a telephone company
  - Location of network equipment (hub, switch, printers)