

The major responsibilities of the Incident Dispatcher are:

- Review [Common Responsibilities](#).
- Ensure adequate staffing (Incident Communications Manager).
- Obtain and review the Incident Action Plan (IAP) to determine the incident organization and Incident Radio Communications Plan.
- Set up Incident Radio Communications Center; check-out equipment.
- Request service on any inoperable or marginal equipment.
- Set-up Message Center location, as required.
- Receive and transmit messages within and external to the incident.
- Maintain files of Status Change Cards (ICS Form 210, 4 KB [PDF](#)) and
- General Messages (ICS Form 213, 5 KB [PDF](#)).
- Maintain a record of unusual incident occurrences.
- Provide a briefing to relief personnel on:
 - Current activities.
 - Equipment status.
 - Any unusual communications situations.
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- Turn in appropriate documents to the Incident Communications Manager or [Communications Unit Leader](#).
- Demobilize the Communications Center in accordance with the Incident Demobilization Plan.
- Maintain Unit/Activity Log (ICS Form 214, 5 KB [PDF](#)).