ICTAP-OEC-CLSDESC-001-R0

August 2008

All-Hazards Type III Communications Unit Leader (COML)

Class Description

PURPOSE

Through the Office of Emergency Communications Interoperable Communications Technical Assistance Program (OEC/ICTAP), the ***All-Hazards Type III Communications Unit Leader*** (COML) Class is available to provide DHS approved National Incident Management System (NIMS) compliant Communications Unit Leader (COML) instruction to ensure that every state/territory has trained personnel capable of coordinating on-scene emergency communications during a multi-jurisdictional response.

CLASS OBJECTIVES

- Identify the functions of the Communications Unit and the duties and responsibilities of the COML.
- Arrive at an all-hazards incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a COML.
- Plan, organize staff, manage, and demobilize the communications unit in a safe and effective manner to meet the needs of the incident.
- Coordinate with the incident sections, appropriate communications personnel (e.g., communications coordinators), and other agencies to assist in accomplishing the overall incident objectives.
- Design, order, and ensure the installation and maintenance of all communications systems.
- Maintain accountability of assigned communications equipment.

CLASS STRUCTURE

Day One
- Unit 0 Introduction .... 1 hour
- Unit 1 Communication Unit .... 2 hours
- Unit 2 Interoperable Communications .... 3 hours
- Unit 3 Frequency Regulations and Usage .... 2 hours

Day Two
- Unit 4 Incident Communication Systems .... 3 hours
- Unit 5 Incident Communication Plans .... 4 hours
- Unit 6 Incident Communication Centers .... 1 hour

Day Three
- Unit 7 Personnel Management .... 2 hours
- Unit 8 Coordination .... 1 hour
- Unit 9 Demobilization .... 1 hour
- Unit 10 Resources .... 2 hours
- Final Exercise .... 2 hours

CLASS TIME REQUIREMENTS

It is a three (3) day class for a total of 24 hours. The class is presented with facilitated lecture and student exercises. There is adequate time built in to the class to facilitate interactive discussions and exercises. Instructors will work through the discussions and exercises to explain processes used to reach communication interoperability and be able to incorporate any additional communication solutions the students may develop during the class.

CLASSROOM REQUIREMENTS

The classroom should have adequate seating and working space for the number of students registered for the class. Logistical support items include a data projector, screen, computer cable power strip, painters tape and adjustable lighting. The electronic presentation is provided on a CD in the Power Point format. An easel with paper and markers or white board with markers and eraser will be needed. Class size is limited to 30 students.

PRE-COURSE WORK

Each student should be familiar with their Tactical Interoperable Communications Plan (TIC Plan) and/or their state/regional/local Communication Plan and communication assets.

COURSE MATERIALS

ICTAP will provide the student workbook and COML reference document and information CD. Students will need to bring pencils/pens and access to power if they want to use their TIC Plan as a tool to generate electronically produced communication plans and ICS forms.

WHO SHOULD ATTEND

The COML class is targeted for all local, regional, state and federal cross disciplinary emergency response professionals and coordination/support personnel with a communication background.

STUDENT PRE-REQUISITES

Listed below are the Type III All-Hazards COML pre-requisites candidates must possess to receive a certificate for course completion.

- A public safety communications background with exposure to field operations.

- Fundamental public safety communications technology, supervisory, and personnel management skills.

- Knowledge of local communications and communications system, frequencies and spectrum, technologies, local topography, system site locations including knowledge of local, regional, and state communication plans, and communications and resource contacts.

- Completion of the following training courses:
    - IS-700: explains the purpose, principles, key components, and benefits of the NIMS. The course also contains Planning Activity screens, allowing participants to complete planning tasks during this course.
    - IS-800b: introduces participants to concepts and principles of the National Response Framework.
    - ICS-100: introduces ICS, provides the foundation for higher level ICS training, describes ICS history, features, principles, and organizational structure, and the relationship between the ICS & NIMS.
    - ICS-200: provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.
    - ICS-300: provides training on, and resources for, personnel who are required to implement advanced application of the ICS.