This page is intentionally left blank.
Unit 1: Course Introduction

STUDENT GUIDE
Objectives

By the end of this unit, students will be able to:

• Identify course objectives and position-specific resource materials for the position of Communications Unit Leader (COML)
• Describe the course objective
• Demonstrate knowledge of the Incident Command System (ICS)

Methodology

The purpose of this unit is to introduce students to the structure of the course, the course prerequisites, and gauge students’ previous coursework and on-the-job experience.

This unit uses lecture, discussion based activities, an exercise and quiz.

Content from the Course Introduction will not specifically be tested through a quiz or the final exam; however, before Unit 2, an ICS pretest will be given at the end of this unit to assist in evaluating level of practical ICS knowledge the students possess.

The purpose of Exercise 1 is to provide the participants with an opportunity to interact with other students at their tables and collectively identify their expectations for the course.
## Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Exercise 1</td>
<td>30 minutes</td>
</tr>
<tr>
<td>ICS Pretest</td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Total Time</strong></td>
<td><strong>1 hour, 30 minutes</strong></td>
</tr>
</tbody>
</table>
Topic

All-Hazards Communications Unit Leader

Key Points

Scope Statement

Through this unit, students will learn the objectives of the course. Additionally, students will confirm their knowledge of the roles and responsibilities of the Communications Unit Leader (COML).
Unit 1 Course Introduction

**Topic**
Unit Title Slide

**Key Points**

![Unit Title Slide Image]

---

**Unit 1**
Course Introduction

**Unit 1:**
Introduction

![Visual 1-2]
Key Points

**Unit Terminal Objective**

At the end of this unit, the student will be able to identify course objectives and position-specific resource materials for the position of COML.

**Unit Enabling Objectives**

- Describe the course objectives
- Demonstrate knowledge of the Incident Command System (ICS)
Unit 1 Course Introduction

Introduction

- Discuss administrative requirements of the course
- Cover SWIC’s request for Google mapping of COMLs
- Introduce instructors, course coordinator, and students
- Present course objectives
- Explain course process and develop expectations

Key Points
Unit 1  Course Introduction

**Topic**  Course Administration

---

**Course Administration**

- Start times
- Breaks
- Facility access procedures
- Restrooms
- Cell phones/pagers
- Emergency procedures

---

**Key Points**
Unit 1 Course Introduction

Topic OEC Personal Information Announcement

OEC Personal Information Announcement

- Communication Assets Survey & Mapping Tool Next Generation (CASM NextGen)
- Pinpoint student’s home agency location
- COML, COML TtT, COMT, COMT TtT, and AUXCOMM Trainees: Student’s name, organization, contact information
- Only shared with State representatives (SWIC)

Key Points
Unit 1  Course Introduction

Topic  OEC Personal Information Announcement

OEC Personal Information Announcement (cont'd)

- CASM NextGen
  - System requires username and password
  - SWIC only allowed to view their State data and/or bordering States
  - Goal is to graphically map COML locations
  - Students may opt out

Key Points
Topic  What is a Communications Unit Leader?

Key Points

The COML is responsible for a number of tasks, including:

- Planning and managing the technical and operational aspects of the communications function during an incident or event
- Preparing an Incident Radio Communications Plan (ICS 205)
- Establishing an Incident Communications Center (ICC)
- Ordering and managing personnel, equipment
- Establishing needed capabilities
- Participating in incident action planning
Unit 1 Course Introduction

Topic ICS 205 Example

ICS 205 Example

Key Points

One of the primary responsibilities of a COML is drafting the ICS 205 and submitting it for review and approval.
Unit 1 Course Introduction

Topic Introductions

Key Points

Student Introductions

- Name
- Agency
- Title
- Communications experience

Introductions

Instructors

Students

- Name
- Discipline & Agency
- The level of government you represent:
  - Local, County, Region, Tribal, State, Federal
- Your involvement in communications
This exercise is scheduled to last approximately 30 minutes. Students will list their expectations on an easel pad. After groups have completed their lists, each group will share their expectations with the rest of the class. The lists are saved so they may be reviewed throughout the course to ensure the course is meeting expectations.
Course Objectives

- Identify the functions, duties, and responsibilities of the COML
- Arrive at an all-hazards incident properly equipped, gather information to assess the assignment, and begin initial planning
- Plan, staff, manage and demobilize the Communications Unit in a safe and effective manner

Key Points

At the completion of this course students will be able to:

- 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, staff, manage, and demobilize the Communications Unit in a safe and effective manner to meet the needs of the incident

The All-Hazards Communications Unit Leader Course is a 24-hour course designed to meet the training needs of an all-hazards Incident Communications Unit Leader (COML). This COML will be qualified under the training to execute Tactical Interoperable Communications Plans (TICP).
Course Objectives (cont’d)

- Coordinate with incident sections, communications personnel, and other agencies to accomplish incident objectives
- Design, order, and provide for the installation and maintenance of all communications systems
- Maintain accountability of assigned personnel and communications equipment
- Developed to qualify the COML to execute Tactical Interoperable Communications Plans (TICPs) and other regional communications plans

Key Points
Course Design

- Course length of 3 days
- Combination of lecture, discussion, and exercises
- Cumulative Final Exercise
- Closed-book Final Exam
- Course was designed under the assumption that students have completed ICS 300

Key Points

The course has been designed to be three (3) days in length. Through a combination of lecture, discussion, and exercises, students, upon course completion, will be provided the knowledge to meet the objectives of the course. Student interaction and participation will be integral to this process.

Students are required to successfully complete a closed-book Final Exam in order to obtain a certificate of completion.

- 70% or higher will be required to pass
- Final Exam questions will be based on the Unit Enabling Objectives

The course was designed under the assumption that students would have completed ICS 300. The course material was not developed to substantively delve into the topics covered in those courses; rather, this is a position-specific course focusing on the duties and responsibilities of a COML in an all-hazards context.
Key Points

Before the 9/11 attacks, ICS was exercised nearly exclusively on fire-based incidents. Recognizing the applicability and sincere need for ICS principles across incident-response disciplines, FEMA has embraced an All-Hazards approach to incident response and management.

As ICS and IMTs transition from a fire-specific context, it will be important to remember where the concepts originated.

Given our personal incident experiences, each of us, instructors included, have a limited perspective (by no means All-Hazards). In other words, all our personal stories and examples will most likely come from the one discipline with which we have worked most. Hopefully, however, after this activity (and also through the introductions), it has been demonstrated that there is a diverse set of experience and knowledge in the classroom.

A COML needs to fundamentally possess the same core knowledge, skills, and abilities whether they are responding to a fire, an oil spill, a mass-casualty incident, etc. In other words, regardless of the hazard, discipline, or incident, the essential job of a COML is the same.
Pre-Planning Activities

FAMILY

Preparation is required for your family before you mobilize:

- Prepare family disaster plan so your family will be safe
- Home emergency supplies - water, food, first aid kit, flashlight, medications/prescriptions
- Evacuation – Routes and Locations
- Go Bag/Survival Kit - Ready on short notice
- POC (out of state) & phone number to notify & update status

Key Points
Unit 1  Course Introduction

**Topic**  ICS Forms 211 and 214

---

**ICS Forms 211 and 214**

**ICS Form 211: Check-In List**

**ICS Form 214: Activity Log**

---

**Key Points**
Unit 1 Course Introduction

Topic
Objectives Review

Objectives Review

1. What is the course objective?
2. What is the purpose of ICS?

Key Points

Unit Terminal Objective
At the end of this unit, the student will be able to identify course objectives and position-specific resource materials for the position of COML.

Unit Enabling Objectives

- Describe the course objectives
- Demonstrate knowledge of the Incident Command System (ICS)