

Program of Instruction

Course Syllabus

Course Title: All Hazards Communication Unit Leader (COML)

Course Duration: 24 Hours

Program: NIMS

Course Prerequisites: ICS 100, 200, 300, 700, ICS 400 (Recommended) and one of the following:

- All-Hazards Incident Management Team course
- Command & General Staff Functions for Local Incident Management Team (IMT)
- S-420

Course Description: The purpose of this professional development course, E-969 Communications Unit Leader (COML), is to provide local and State-level emergency responders with an overview of key duties and responsibilities of a Communications Unit Leader Type III in a Type III All Hazards Incident Management Team (AHIMT).

Course Requirements: These can be divided into three categories: those completed prior to arriving in class (Pre-Course Work), those completed during class, such as homework assignments and quizzes (Course Work), and requirements completed after class but prior to receiving a certificate of completion. (Post-Course Work)

Summary of Directions

Pre-Course Work: None

Course Work: Attend and participate/complete all course components

Post-Course Work: None

Course Policies:

Attendance Policy: IFSI requires students to attend (100%) or make up all course content that leads to certification. Students are expected to attend on time and to remain in class for the duration of the course. Students **MUST COMPLETE** all portions of a certification course, both classroom and practical, to be eligible to receive their certification.

If a student misses any portion of class with an accumulated absence of 20% or less of scheduled class time, it will be the student's responsibility to arrange the make-up of the missed course content with the instructor(s) or program manager. The student must make up the specific course content that s/he missed, not just the hours. Make-ups are limited to 20% of scheduled class time. Make-ups must

be documented on the class roster. If a student's absence is greater than 20% refer to "True Emergences" section of the IFSI Examination Policy.

Safety Policy: Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

Grading Policy: Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

American Disabilities Act: As guaranteed in the Vocational Rehabilitation Act and in the American Disabilities Act, if any student needs special accommodations they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs. If arrangements cannot be made at the class site, the student will test at an alternative time and place where the special accommodations can be made.

Course Content:

Module: 1

Title: Course Introduction

Terminal Learning Objectives:

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

Module: 2

Title: Overview of the Incident Command System

Terminal Learning Objectives:

At the end of this unit, students will be able to describe the function and components of the Logistics Section and the Communications Unit. The student will also be able to describe the actions and considerations necessary to mobilize for an incident and gain situational awareness

Module: 3

Title: The Communications Unit

Terminal Learning Objectives:

At the end of this unit, students will be able to describe the function and components of the Communications Unit.

Module: 4

Title: Interoperable Communications

Terminal Learning Objectives:

Identify methods for the application, coordination, and use of interoperable communications.

Module: 5

Title: Frequency Regulations and Usage

Terminal Learning Objectives:

At the end of this unit, students will be able to identify methods and standards relating to frequency regulations and use.

Module: 6

Title: Incident Communications Systems

Terminal Learning Objectives:

At the conclusion of the unit, the student will describe the Communications Unit Leader's responsibilities in establishing an incident radio communications system.

Module: 7

Title: Develop and Disseminate the Incident Radio Communications Plan (ICS Form 205)

Terminal Learning Objectives:

At the end of this unit, students will be able to create and publish a properly constructed Incident Radio Communications Plan (ICS Form 205) and a Communications Resource Availability (ICS Form 217A).

Module: 8

Title: Incident Communications Centers (ICC)

Terminal Learning Objectives:

At the end of this unit, students will be able to identify Communications Unit Leader responsibilities in establishing an Incident Communications Center (ICC) as well as manage all incident communications needs, personnel, and the ICC.

Module: 9

Title: Personnel Management

Terminal Learning Objectives:

At the conclusion of this unit, students will be able to describe requirements of personnel management.

Module: 10

Title: Demobilization and Position Task Book

Terminal Learning Objectives:

At the end of this unit, students will be able to describe the Communications Unit Leader roles and responsibilities for demobilization/transition from an incident.

Module: 11

Title: Final Course Review and Exam

Terminal Learning Objectives:

This unit focuses on wrapping up the course, and reconnecting the students to the material before moving on to the Final Exam.

Course Schedule

DAY ONE

<u>Event</u>	<u>Duration</u>
Module 1 – Course Introduction	1 hour 30 minutes
Module 2 – ICS Review	1 hour 30 minutes
Module 3 – The Communications Unit	1 hour 30 minutes
Lunch	
Module 4 – Interoperable Communications	3 hours
Module 5 – Frequency Regulation & Usage	30 minutes
Expectations Review	15 minutes

DAY TWO

<u>Event</u>	<u>Duration</u>
Module 5 – Frequency Regulation & Usage (continued)	3 hours
Module 6 – Incident Communications Systems	1 hour
Lunch	
Module 6 – Incident Communications Systems (continued)	2 hours
Module 7 – Develop and Disseminate the ICS form 205	2 hours
Expectations Review	15 minutes

DAY THREE

Event

Duration

Module 8 – Incident Communications Centers

2 hours

Module 9 – Personnel Management

1 hour 30 minutes

Lunch

Module 10 – Demobilization and PTB

1 hour

Module 11 – Final Course Review and Exam

3 hours