



*Prepared for the Office of Emergency  
Communications*

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ICTAP-OEC-CLSDESC-001-R0

August 2008

## **All-Hazards Type III Communications Unit Leader (COML)**

### **Class Description**

Further distribution authorization requests shall be referred to the Commanding Officer, Space and Naval Warfare Systems Center, San Diego, Code 55450, San Diego, CA, 92152: December 2004, or higher DoD Authority.

## 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

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|---|---------|
| • 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.



**NEW YORK STATE  
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES  
OFFICE OF INTEROPERABLE AND EMERGENCY COMMUNICATIONS  
Statewide Interoperability Coordinator**

**Andrew M. Cuomo, Governor**

**Robert M. Barbato, Director**

**Type III COML Course Prequalification**

The following prequalification are specified in the training support package:

- A public safety communications background with exposure to field operations; this experience should be validated by the authority who supervised the student.
- Fundamental public safety communications technology, supervisory, and personnel management skills. These include, but are not limited to:

- ⌚ Knowledge of local communications and communications systems
- ⌚ Frequencies and spectrum
- ⌚ Technologies
- ⌚ Knowledge of local topography
- ⌚ Knowledge of system site locations
- ⌚ Knowledge of local, regional, and state communications plans
- ⌚ Knowledge of local and regional Tactical Interoperable Communications Plans, if available
- ⌚ Communications and resource contacts

- **Completion of the following training courses:**

- ⌚ IS-700, IS-800b
- ⌚ IS-700 explains the purpose, principles, key components and benefits of the National Incident Management System (NIMS). The course also contains "Planning Activity" screens, allowing participants to complete planning tasks during this course.
- ⌚ IS-800b introduces participants to the concepts and principles of the National Response Framework.
- ⌚ ICS-100, ICS-200, and ICS-300
- ⌚ ICS-100 introduces ICS and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of ICS. It also explains the relationship between the ICS and NIMS.
- ⌚ ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within ICS.



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**COURSE REGISTRATION FORM**

[Two Pages]

Training Course: **NIMS Compliant All Hazards Type III  
Communications Unit Leader Training**  
[Please Type or Print All Information Clearly]

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Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Job Position: \_\_\_\_\_ Time in current position: \_\_\_\_\_

Name & Address of Current Employer or Organization Represented:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**Required Prerequisites Completed**

Check each one completed:

IS-100 \_\_\_; IS-200 \_\_\_; IS-300 \_\_\_; IS-700 \_\_\_; IS-800B \_\_\_

[Applicant must attach a copy of all training certificates/transcript showing completion of courses]

Course Name:

**All Hazards Type III Communications Unit Leader Training**

Course Dates:

**March 26, 27, 28, 29, 2012**

Location:

**Erie County Fire Training Academy  
3359 Broadway  
Cheektowaga, NY 14227**

**Briefly describe your activities &/or responsibilities as they relate to the course for which you are applying & tell how you will use the information obtained from this course. (Attach additional sheet if necessary)**

**I certify that the above information on this application is correct and true.**

\_\_\_\_\_/\_\_\_\_\_  
Applicants Signature / Date

**As supervisor of the above COML student, I will approve this person to serve as the Communications Leader during emergency circumstances.**

\_\_\_\_\_/\_\_\_\_\_  
Supervisor's Signature / Date

Supervisor's Office Number: \_\_\_\_\_

**Mail or scan and send this application to:**

**Ms. Christina L. Porter  
Office of Interoperable & Emergency Communications  
Building 7 A  
1220 Washington Avenue  
Albany, New York 12242**

**DHSESOIEC@dhses.ny.gov**

**YOU MUST PROVIDE COPIES OF ALL CERTIFICATES WITH YOUR  
REGISTRATION**