

# Training & Exercises

<b><i>Communications Unit Leader (COML) Training Course</i></b>	
Type of TA Offering:	Four-Day Course (30 students maximum)
Stakeholders/Audience:	Emergency Response Personnel with a Technical Communications Background

## **Offering Overview**

This service offering is designed for all state/territory, tribal, regional, and local emergency response professionals and for support personnel with a communications background. It is designed to familiarize these professionals with the role and responsibilities of a COML under the National Incident Management System (NIMS) Incident Command System (ICS) and to provide hands-on exercises that reinforce the lecture materials. CISA and FEMA Emergency Management Institute (EMI) offer this course jointly as “L0969, NIMS ICS All-Hazards Communications Unit Leader Course.”<sup>9</sup>

Under the NIMS ICS structure, a COML is the focal point within the Communications Unit.<sup>10</sup> This course provides DHS-approved and NIMS-compliant instruction to ensure that every state/territory has trained personnel capable of coordinating on-scene emergency communications during a multi-jurisdictional response or planned event. CISA instructors are approved by DHS and have had extensive experience as COMLs.

The course is presented with facilitated lectures, hands-on activities, and extensive interactive discussions. CISA instructors work through the discussions and activities to explain in detail the processes used to achieve communication operability, interoperability, and how to incorporate additional communications solutions.

**There must be a minimum of 15 vetted/qualified students two weeks in advance of the course in order for CISA to conduct the course.**

## **Prerequisites for Attendance**

### **Personal experience:**

- A public safety background with experience in field operations
- A technical communication background
- Awareness of fundamental public safety communications technology
- Basic knowledge of applicable communications plan

### **Completion of the following online courses from the FEMA/EMI website:**

- IS-100, Introduction to the ICS
- IS-200, ICS for Single Resources and Initial Incidents
- IS-700, National Incident Management System (NIMS), an Introduction
- IS-800, National Response Framework (NRF)

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<sup>9</sup> For any CISA Communications Unit training course (COML, COML TtT, ITSL, COMT, AUXCOMM, AUXCOMM TtT, INCM, INTD, RADO), SWICs are encouraged to notify the STO prior to its start to ensure the course is documented in state training files.

<sup>10</sup> CISA is currently coordinating with FEMA NIC and EMI on redesignating the ICS COMU as a branch-level function. This guide will be updated as that change takes place.

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## **In-person classroom instruction:**

- ICS-300, Intermediate ICS for Expanding Incidents, is required

## **Additional recommended training:**

- ICS-400, Advanced ICS Command and General Staff Complex Incidents, is recommended, but not required

## **Course Registration Process**

### **SWIC Actions:**

- Provide course dates and location to the ICTAP Communications Unit Training Coordinator at least 45 days before the course.
- Designate a recipient of the FEMA student course evaluation forms and provide their name, mailing address, e-mail address and phone number to the ICTAP Communications Unit Training Coordinator at least 45 days before the course. This person must be available to deliver the packet of forms to the Lead Instructor on the first day of the course.
- Require each student to submit a FEMA Form 119-25-1 General Admissions Application signed by the student and their supervisor with proof of prerequisite completion.
- Obtain the STO's signature on the FEMA Form 119-25-1 General Admissions Application. Scan and e-mail the completed forms to the ICTAP Communications Unit Training Coordinator 2 weeks in advance of the course.

### **ICTAP Actions:**

- Determine instructor assignments.
- Submit a "Request to Conduct NIMS ICS Training Class" form to FEMA/EMI at least 45 days before the requested course start date in order to register the course in the FEMA EMI database.
- Fill out the Student Verification form based on the information contained in the FEMA Form 119-25-1s, check the agency affiliations against CASM, and provide the file to the Lead Instructor as a start on the typed roster.
- Fill out the Score Capture Sheet based on the information contained in the FEMA Form 119-25-1 and provide it to the Lead Instructor.
- Submit the COML Course Completion Package to FEMA EMI after the course.