# Auxiliary Emergency Communications (AEC)

## **Training Course**

**Unit 4: Incident Communications** 





Office of Emergency Communications / Interoperable Communications Technical Assistance Program

## Terminal Learning Objective Enabling Learning Objectives

**TLO:** At the conclusion of the unit, the student will describe COML responsibilities and the role of AEC Communicators in assisting the COML.

**ELO A:** Identify incident information sources used to establish AEC support.

**ELO B:** Describe use of various AEC radio nets.

**ELO C:** Identify requirements for establishing an AEC incident radio communications system.



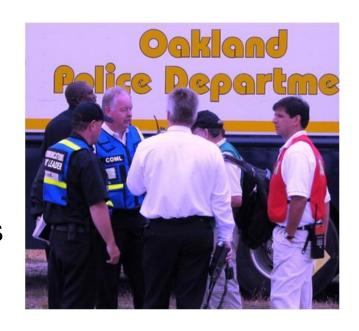
#### **Incident Information Resources**

- Face-to-face meeting with COML
- Incident Briefing Form (ICS Form 201)
- From the Incident Action Plan (IAP)



### Briefing

- Frequencies/channels in use
- Current and anticipated resources
- Current and anticipated communications related issues
- Expected duration of the incident





### ICS Form 201: Incident Briefing Page 1

#### Page 1 will include:

- Incident map sketch
  - Location of assigned personnel and equipment
  - Command and tactical frequency assignments INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:		
Independence Day Parade	11-2112	Date: 07/04/11 Time: 0600		

**4. Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

\*Sketch showing incident, roads, location of assigned personnel & equipment

#### \*Command and Tactical Frequencies





## ICS Form 201: Incident Briefing Page 1 (Cont)

- Situation summary, health and safety briefing
  - Health and safety hazards
- 5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.
  - \*Health Hazards Warnings/Protective Measures
  - \* Safety Hazards –Warnings/ Removal Measures

6. Prepared by: Name:	S. Moldune	Position/Title:	ICT3	Signature:	S. Moldune	
ICS 201, Page 1		Date	e/Time: <u>07/0</u>	04/11 0600		





### ICS Form 201: Incident Briefing Page 2

#### Page 2 will include:

- Current and planned objectives
  - Incident objectives
  - Specific problem areas

#### **INCIDENT BRIEFING (ICS 201)**

1. Incident Name:

Independence Day Parade

2. Incident Number:
3. Date/Time Initiated:
Date: 07/04/11 Time: 0600

7. Current and Planned Objectives:

\*Incident Objectives

\*Specific Problem Areas



## ICS Form 201: Incident Briefing Page 2 (Cont)

- Current and planned actions, strategies, tactics, and events
  - Chronological list of current actions
  - Significant events

8. Current and	nd Planned Actions, Strategies, and Tactics:		
Time:	Actions:		
	Actions Strategies, Tac	ctics, Events	
]			
6. Prepared b	by: Name: S. Moldune Position/Title:	e: ICT3 Signature: Ø. Moldune	
ICS 201, Page	ge 2 Date/Time: _	07/04/11 0600	



### ICS Form 201: Incident Briefing Page 3

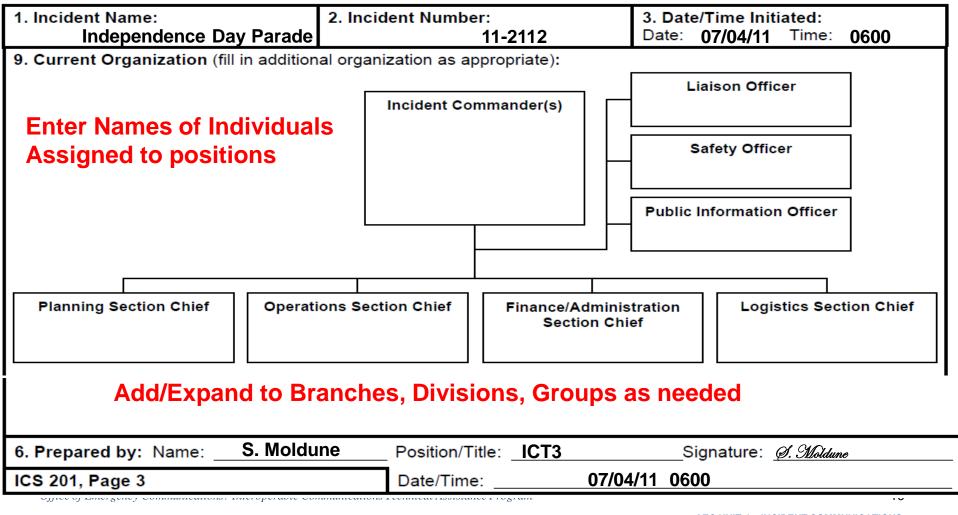
Page 3 illustrates the incident organization including:

- Command Staff
- Agency representatives
- General Staff
- Branches
- Divisions/Groups
- Staging



## ICS Form 201: Incident Briefing Page 3 (Cont)

#### **INCIDENT BRIEFING (ICS 201)**



### ICS Form 201: Incident Briefing Page 4

#### Page 4 documents the:

- List of personnel and equipment
- Initial response
- When ordered
- ETA
- On scene
- Location/Assignment



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## ICS Form 201: Incident Briefing Page 4 (Cont)

#### **INCIDENT BRIEFING (ICS 201)**

1. Incident Name:		2. Incident Number:			3. Date/Time In	itiated:		
Independence Day	y Parade	11-2112			Date: 07/04/	11 Time:	0600	
10. Resource Summary:								
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)			
Engine	1	06/01/11	0600	X	Report	to the first aid s	tation at I	СР
Rescue	1	06/01/11	0600	X	Report	to the first aid s	tation at I	СР
Ambulance	1	06/01/11	0600	X	Report	to the first aid s	tation at I	CP
6. Prepared by: Name: _	S. Moldune	Position	on/Title:	ICT3		Signature:	S. Moldu	me
ICS 201, Page 4		Date/	Гіте:		07/04	l/11 0600		

List personnel, equipment ordered, status estimated time of arrival

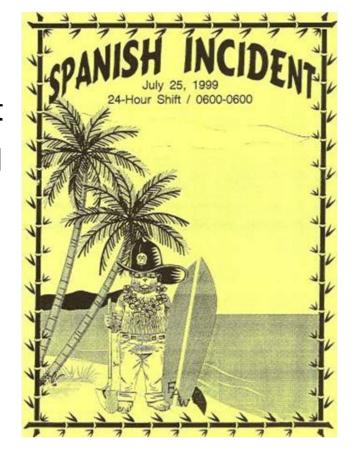




#### Incident Action Plan (IAP)

- Specific operational period commonly 12 hours
- May be only one IAP per incident
- Unnecessary if the ICS Form 201 meets incident needs

"A plan that contains general management objectives reflecting the overall incident strategy, and specific action plans for the next operational period"







#### Incident Action Plan (Cont)

#### Typically Includes:

- Cover Page
- ICS Form 202: Incident Objectives
- ICS Form 203: Organization Assignment List
- ICS Form 204: Assignment List
- ICS Form 205: Incident Radio Communications Plan
- ICS Form 206: Medical Plan
- Safety Message
- Maps



### Example of IAP

#### Saipan Independence Day Action Plan



Day/Night Operation Period

4 July 2010



### ICS Form 202: Incident Objectives

#### **INCIDENT OBJECTIVES (ICS 202)**

1. Incident Name:

Independence Day Parade

2. Operational Period: Date From: 07/04/11 Date To: 0600
Time From: 07/04/11 Time To: 1700

3. Objective(s):

Implement Safe, efficient and fun event Develop contingency plans for an incident during the event (SWAT, lost child, etc.) Provide Security

4. Operational Period Command Emphasis:

All personnel will have proper personal protective equipment (PPE) with them at all times.

Report injuries to the Incident Command Post (ICP) and your immediate supervisor.

Communications to operate on assigned channels.



## ICS Form 202: Incident Objectives (Cont)

General Situational Awareness								
Temperatures predicted to be above 90 degrees- keep watch for elderly Known protestors may attempt disruptions- be ready to report any situations								
5. Site Safety Plan Re	equired? Yes 🗌 No 🗌							
Approved Site Safe	ety Plan(s) Located at:							
6. Incident Action Pla	n (the items checked below are include	d in this Incident Action P	lan):					
<b>X</b> ICS 202	<b>X</b> ICS 206	Other Attachments	¢					
▼ ICS 203	☐ ICS 207							
<b>▼</b> ICS 204	☐ ICS 208							
X ICS 205	Map/Chart							
☐ ICS 205A	☐ Weather Forecast/Tides/Currents							
7. Prepared by: Name	e: Florence Calvo Position/Title:	PSC1 Si	gnature: Florence Calvo					
8. Approved by Incide	ent Commander: Name: Jonas Baro	<b>cinas</b> Signatu	re: <u>Jonas Barcinas</u>					
ICS 202	IAP Page 1 Date/Time:	07/04/11 0600						

## ICS Form 203: Organization Assignment List

#### ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: Independe		e Day Parade	2. Operation	ational Period: Date From: 07/04/11 Date To: 0600 Time From: 07/04/11 Time To: 1700				
		er(s) and Command	Staff:	7. Operations Section:				
IC/UCs S. Moldune			Chief	Perry Saldan				
				Deputy	David Rabaluan			
Deputy	Se	rgeant Rangamar		Staging Area				
Safety Officer	Ju	an Pua		Branch				
Public Info. Officer	То	ny Benvente		Branch Director				
Liaison Officer				Deputy				
4. Agency/Organiz	zatio	n Representatives:		Division/Group	Traffic	Peter Bonja		
Agency/Organization	ı	Name		Division/Group	Security	Patrick Semens		
FBI		Frank Tudlea		Division/Group	PSD	Perry Saldan		
GPD		Regina Celta Jr		Division/Group				
USCG		Ivan Igutol		Division/Group				
GGH		<b>Carol Canaganti</b>		Branch				
				Branch Director				
				Deputy				
5. Planning Section	on:			Division/Group				
Cł	hief	Florence Calvo		Division/Group				
Dep	utv			Division/Group		NOIDENT COMMUNICATIONS		

# ICS Form 203: Organization Assignment List (Cont)

6. Logistics Section:			Division/Group					
Chief	Jesus Pinsula		Division/Group					
Deputy			Air Operations Branch					
Support Branch			Air Ops Branch Dir.					
Director								
Supply Unit	Joe Pudse							
Facilities Unit			8. Finance/Admini	stration Section:				
Ground Support Unit			Chief					
Service Branch			Deputy					
Director			Time Unit					
Communications Unit	Clive Kilroy		Procurement Unit					
Medical Unit			Comp/Claims Unit					
Food Unit	T. Cookies		Cost Unit					
9. Prepared by: Name	E: Florence Calvo	Position	/Title: PSC1	Signature: 🏸	orence Calvo			
ICS 203	IAP Page 2	Date/Tir	ne: <b>07/04/11 0</b> 6	600				



### ICS Form 204: Assignment List

#### **ASSIGNMENT LIST (ICS 204)**

1. Incident Name:		2. Operational P			3.
Independence D	ay Parade	Date From: 07/ Time From: 07/			Branch:
4. Operations Person	nel: <u>Name</u>	!	Contact	Number(s)	Division:
Operations Section C  Branch Direct	ctor: Floy	y Saiden d Memeliola			Group: Staging Area:
Division/Group Superv	/isor:				
5. Resources Assign	ed:	Su			Reporting Location,
Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pa	ager, radio	Special Equipment and Supplies, Remarks, Notes, Information
Hazmat	Ken Ker	neau			ICP
Utility Vehicle	Don Dav	vis			Assembly Area
- A 1170	I	1			



## ICS Form 204: Assignment List (Cont)

6. Work Assignments	:							
Provide HazMat Services and assist other agencies as needed Distribute Water & Food to support personnel								
7. Special Instruction	s:							
All personnel Report any inj	•	•					upervisor	
8. Communications (r	adio and/or phone				•	•		
Name/Function		Primar	y Contact: Inc	dicate cell, p	oager, or	radio (frequer	ncy/system/channel)	
TIC 1 /	Command							
HazMat /	HazMat / Tactical							
9. Prepared by: Name	∍: Florence Calve	<u>o</u>	Position/Title:	PSC1		Signature:	Torence Calvo	
ICS 204	IAP Page 3		Date/Time: _	07/04/11	0600			

#### ICS Form 205: Communications Plan

	INCIDENT RADIO Incident Name			Date/Time Prep	pared		Operational Period Date/Time		
C	OMMUNICAT	TIONS PLAN	Independence	Day Parade		7/3/2011 1300		7/4/20	011 0600-1700
Ch #	Function	Channel Name	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode	Remarks
1	Command	TIC 1	Command	CNMI 80	0 MHz T	runked Radio	o Systen	า	Command and General Staff and offsite
2	Tactical	DPS 3	Traffic	CNMI 80	0 MHz T	runked Radio	o Systen	n	Interoperable Channel for LE
3	Tactical	DPS 3	Security	CNMI 80	0 MHz T	runked Radio	o Systen	ı	
4	Tactical	DPS 3	PSD	CNMI 80	0 MHz T	runked Radio	o Systen	ı	
5	Tactical	EMS	EMS	CNMI 80	0 MHz T	runked Radio	o Systen	ı	Interoperable Channel for EMS/Hospital
6	Tactical	HazMat	HazMat	CNMI 80	0 MHz T	runked Radio	o Systen	ı	
7	Tactical	EMS	SAR	CNMI 80	0 MHz T	runked Radio	o Systen	1	
8	Tactical	CNMI ARES	Amateur		443	3.875 W			CSQ
9	9 AN AVAILABLE CHANNEL IN CASE OF AN INCIDENT DURING THE PLANNED EVENT (ICS FORM 217A AVAILABLE CHANNEL LIST)						T (ICS FORM 217A		
10	Tactical	TIC 2	All public safety	CNMI 80		runked Radio		1	Channel to be assigned for an
	repared by (Co aquin Kirby	mmunications U	nit)		Incident Lo Latitude	cation: Parade I Longitude	Route/ICP		

#### ICS Form 206: Medical Plan

1. Incident Name:		2. Operational Period:	Date From: 07//0411	Date To: <b>0600</b>
Independence D	ay Parade		Time From: 07/04/11	Time To: 1700
3. Medical Aid Stations:				
Name		Location	Contact Number(s)/Frequency	Paramedics on Site?
Medical Station #1	Incident Co	mmand Post	(123) 223-3344	☐ Yes <b>X</b> No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
4. Transportation (indicate a	air or ground):			
			Contact	
Ambulance Service		Location	Number(s)/Frequency	Level of Service
				☐ ALS ☐ BLS
DPS Fire			9-1-1	X ALS BLS



### ICS Form 206: Medical Plan (Cont)

5. Hospitals:							
	Address,	Contact	Travel Time		_	_	
Hospital Name	Latitude & Longitude if Helipad	Number(s)/ Frequency	Air	Ground	Trauma Center	Burn Center	Helipad
СНС	32 W. Cali Rd. San Juan, CA 12345	(123) 223-3344			☐ Yes Level:	☐ Yes <b>X</b> No	☐ Yes ☐ No
					☐ Yes Level:	☐ Yes ☐ No	☐ Yes ☐ No
6. Special Medic	cal Emergency Procedure	s:					
	aviation assets are utilized t		are used		•	ations.	
7. Prepared by (Medical Unit Leader): Name: Signature:							
8. Approved by	(Safety Officer): Name: <u>Je</u>	esus Tefano		_ Signatur	e: <u>Jesus Te</u> fano		
ICS 206	IAP Page <u>5</u>	Date/Time: 07/	<u>/04/11 0</u>	600			

## Instructions for Completing ICS Form 208: Safety Message/Plan

- Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions
- Enter information such as known safety hazards and specific precautions to be observed during this operational period
- If needed, additional safety message(s) should be referenced and attached



### ICS Form 208: Safety Message/Plan

#### SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: Date From: 07/04/11 Date To: Time From: 07/04/11 Time To: 700

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

Communications: Monitor your tactical channel. Refer to the ICS 205 Communications Plan for more information.

Security: Be aware of suspicious people or packages.

Awareness: Monitor your surroundings and communicate with adjoining resources. Anything you feel is out of the ordinary, report immediately. Report all injuries.

Health: Drink plenty of fluids. Wear sun protection.



4. Site Safety Plan Required? Yes \( \) No \( \) Approved Site Safety Plan(s) Located At:		ICP		
5. Prepared by: Name: Juan Pua		Position/Title: SOFR	Signature: <i>J. Pua</i>	
ICS 208	IAP Page	Date/Time: <b>07/04/11</b>	0600	

#### Map









Parade Route

irst Aide Stations

Fireworks (if possible)



#### AEC Net Assignments

- AEC assignments will be determined by the AEC Manager and COML
- The Net assigned to the Communications Unit is often used as a link between the AEC Manager and the COML
- AEC Communicators may be assigned as a "radio operator" to shadow key personnel



#### Tactical Nets

There are typically a number of Tactical Nets. Examples of Tactical Nets include:

- CERT
- First Aid Stations
- Hazard Assessment
- Parade Management and Parade Route
- Parking Management
- Severe Weather Reporting



#### Support Nets

Other Nets called "Support Nets" include:

- Communications Support (within AEC organization)
- Evacuation Shelter Support



### Tactical Net Interoperability

- Emergency Medical Services (EMS)
- Fire
- Law Enforcement
- EmergencyManagement
- Explosive Ordnance Disposal
- HAZMAT



OEC/ICTAP

- Environmental Health
- DHS/FEMA
- Medical Examiner
- Military
- Public Health
- Public Works

### Tactical Net Interoperability (Cont)

- Special Weapons & Tactics (SWAT)
- Urban Area Search and Rescue Teams (USAR)
- Hospitals
- Transportation (Public and Private)

- Radiological Support
- Schools
- Utilities
- Nongovernmental Organizations (NGOs), e.g., Red Cross and Salvation Army



### AEC Available/Assigned Nets

- Reference documents for available Nets
  - ICS Form 217A
  - NIFOG
  - Frequency/Agency Listing
  - Local/Region Communications Plans
  - NTIA/FCC (applicable rules and regulation documents)
- Assigning Nets





#### Communications Systems

- Design to support the needs of the incident/event
- Use shared frequencies
- Share a repeater system in the area
- Utilize a mobile communications unit
- Set up repeaters and portable towers
- Adhere to user agreements if applicable
- Document the plan with the ICS Form 205



## Order, Install, and Use Temporary System Equipment

- Apply local and regional communications SOPs
- Adhere to FCC rules and restrictions on channel use, including license parameters such as licensed Area of Operation
- Adhere to interoperability and mutual aid agreements



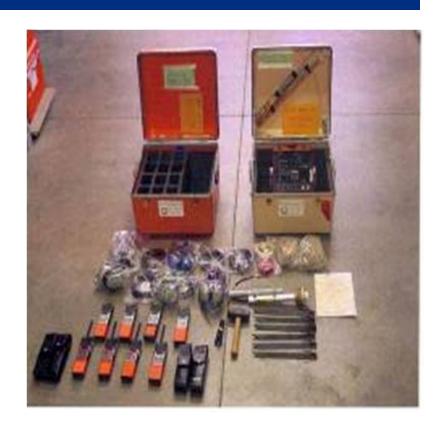
## Order, Install, and Use Temporary System Equipment (Cont)

- Avoid interference issues
- Determine required coverage area
- Locate specific equipment sites
- Provide for equipment security



### Swap/Cache Radios

- Accountability/inventory
- Provide AEC radio cache programming
- "On-the-fly" training of licensed personnel who are issued AEC cache radios



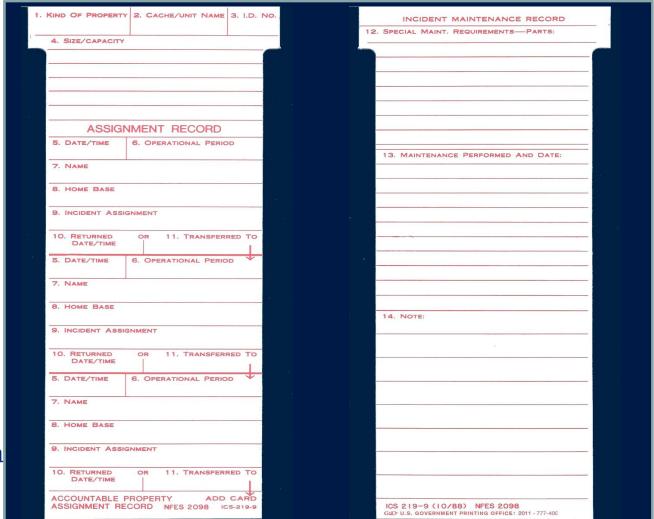
#### Accountability

Examples of methods used for tracking accountability of issued equipment:

- Paper forms
- Computer Database
- Bar Code System
- T-Cards



### T-CARDS





#### Consider Using AEC Volunteers

#### Properly trained AEC Communicators can assist with:

- Data systems
- Point-to-point connectivity (e.g., 5.8 GHz microwave)
- Emergency Power
- Radio system design and implementation
- Satellite
- Telephones
- Technical support



## Test Systems

## Continually Test and Evaluate Both Your Personnel and Systems



## Unit 4: Summary

- 1) Described the COML responsibilities and the role of AEC Communicators in assisting the COML.
- 2) Identified incident information sources used to establish AEC support.
- 3) Described use of various AEC radio nets.
- 4) Identified requirements for establishing an AEC incident radio communications system.







Office of Emergency Communications / Interoperable Communications Technical Assistance Program