

Auxiliary Emergency Communications (AEC)

Training Course

Unit 4: Incident Communications



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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.



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Incident Information Resources

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



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Briefing

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



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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:

Independence Day Parade

2. Incident Number:

11-2112

3. Date/Time Initiated:

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**



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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/Time: 07/04/11 0600



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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:
11-2112

3. Date/Time Initiated:
Date: 07/04/11 Time: 0600

7. Current and Planned Objectives:

***Incident Objectives**

***Specific Problem Areas**



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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 Planned Actions, Strategies, and Tactics:	
Time:	Actions:
	Actions Strategies, Tactics, Events
6. Prepared by: Name: <u>S. Moldune</u> Position/Title: <u>ICT3</u> Signature: <u>S. Moldune</u>	
ICS 201, Page 2	Date/Time: <u>07/04/11 0600</u>



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ICS Form 201: Incident Briefing Page 3

Page 3 illustrates the incident organization including:

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



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ICS Form 201: Incident Briefing Page 3 (Cont)

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Independence Day Parade	2. Incident Number: 11-2112	3. Date/Time Initiated: Date: 07/04/11 Time: 0600
9. Current Organization (fill in additional organization as appropriate): <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 20px;"><div style="width: 30%;"><p style="color: red; font-weight: bold; font-size: 1.2em;">Enter Names of Individuals Assigned to positions</p></div><div style="width: 65%; text-align: center;"><div style="border: 1px solid black; padding: 10px; width: 250px; margin: 0 auto; margin-bottom: 10px;">Incident Commander(s)</div><div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; padding: 10px; width: 200px; height: 150px; margin-bottom: 10px;"></div><div style="display: flex; flex-direction: column; align-items: center;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Liaison Officer</div><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Safety Officer</div><div style="border: 1px solid black; padding: 5px;">Public Information Officer</div></div></div><div style="display: flex; justify-content: space-around; margin-top: 20px;"><div style="border: 1px solid black; padding: 5px; width: 20%;">Planning Section Chief</div><div style="border: 1px solid black; padding: 5px; width: 20%;">Operations Section Chief</div><div style="border: 1px solid black; padding: 5px; width: 20%;">Finance/Administration Section Chief</div><div style="border: 1px solid black; padding: 5px; width: 20%;">Logistics Section Chief</div></div></div></div>		
<p style="color: red; font-weight: bold; font-size: 1.2em;">Add/Expand to Branches, Divisions, Groups as needed</p>		
6. Prepared by: Name: <u>S. Moldune</u> Position/Title: <u>ICT3</u> Signature: <u>S. Moldune</u>		
ICS 201, Page 3		Date/Time: <u>07/04/11 0600</u>

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: Independence Day Parade		2. Incident Number: 11-2112		3. Date/Time Initiated: 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	<input checked="" type="checkbox"/>	Report to the first aid station at ICP
Rescue	1	06/01/11	0600	<input checked="" type="checkbox"/>	Report to the first aid station at ICP
Ambulance	1	06/01/11	0600	<input checked="" type="checkbox"/>	Report to the first aid station at ICP
6. Prepared by: Name: S. Moldune Position/Title: ICT3 Signature: <i>S. Moldune</i>					
ICS 201, Page 4			Date/Time: 07/04/11 0600		

List personnel, equipment ordered, status estimated time of arrival



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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”



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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



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Example of IAP

Saipan Independence Day Action Plan



Day/Night Operation Period

4 July 2010



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ICS Form 202: Incident Objectives

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: Independence Day Parade	2. Operational Period: Date From: 07/04/11 Time From: 07/04/11 Date To: 0600 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.	



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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 Required? Yes ☐ No ☐

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

<input checked="" type="checkbox"/> ICS 202	<input checked="" type="checkbox"/> ICS 206	Other Attachments:
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____

7. Prepared by: Name: Florence Calvo Position/Title: PSC1 Signature: Florence Calvo

8. Approved by Incident Commander: Name: Jonas Barcinas Signature: Jonas Barcinas

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: Independence Day Parade		2. Operational Period: Date From: 07/04/11 Date To: 0600 Time From: 07/04/11 Time To: 1700		
3. Incident Commander(s) and Command Staff:		7. Operations Section:		
IC/UCs	S. Moldune	Chief	Perry Saldan	
		Deputy	David Rabaluan	
Deputy	Sergeant Rangamar	Staging Area		
Safety Officer	Juan Pua	Branch		
Public Info. Officer	Tony Benvente	Branch Director		
Liaison Officer		Deputy		
4. Agency/Organization Representatives:		Division/Group	Traffic	Peter Bonja
Agency/Organization	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	Carol Canaganti	Branch		
		Branch Director		
		Deputy		
5. Planning Section:		Division/Group		
Chief	Florence Calvo	Division/Group		
Deputy		Division/Group		

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/Administration 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: <u>Florence Calvo</u> Position/Title: <u>PSC1</u> Signature: <u>Florence Calvo</u>			
ICS 203	IAP Page <u>2</u>	Date/Time: <u>07/04/11 0600</u>	



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ICS Form 204: Assignment List

ASSIGNMENT LIST (ICS 204)

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. Branch: Division: Group: Staging Area:	
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: Perry Saiden Branch Director: Floyd Memeliola Division/Group Supervisor: _____					
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)		Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader				
Hazmat	Ken Kerneau			ICP	
Utility Vehicle	Don Davis			Assembly Area	



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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 Instructions:

All personnel will have proper PPE with them at all times
Report any injury or illness to the ICP and your immediate supervisor

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
/	
TIC 1 / Command	
HazMat / Tactical	
/	

9. Prepared by: Name: Florence Calvo Position/Title: PSC1 Signature: Florence Calvo

ICS 204 IAP Page 3 Date/Time: 07/04/11 0600

ICS Form 205: Communications Plan

INCIDENT RADIO COMMUNICATIONS PLAN			Incident Name Independence Day Parade		Date/Time Prepared 7/3/2011 1300		Operational Period Date/Time 7/4/2011 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 800 MHz Trunked Radio System					Command and General Staff and offsite
2	Tactical	DPS 3	Traffic	CNMI 800 MHz Trunked Radio System					Interoperable Channel for LE
3	Tactical	DPS 3	Security	CNMI 800 MHz Trunked Radio System					
4	Tactical	DPS 3	PSD	CNMI 800 MHz Trunked Radio System					
5	Tactical	EMS	EMS	CNMI 800 MHz Trunked Radio System					Interoperable Channel for EMS/Hospital
6	Tactical	HazMat	HazMat	CNMI 800 MHz Trunked Radio System					
7	Tactical	EMS	SAR	CNMI 800 MHz Trunked Radio System					
8	Tactical	CNMI ARES	Amateur	443.875 W					CSQ
9	AN AVAILABLE CHANNEL IN CASE OF AN INCIDENT DURING THE PLANNED EVENT (ICS FORM 217A AVAILABLE CHANNEL LIST)								
10	Tactical	TIC 2	All public safety	CNMI 800 MHz Trunked Radio System					Channel to be assigned for an
5. Prepared by (Communications Unit) Joaquin Kirby					Incident Location: Parade Route/ICP Latitude Longitude				

ICS Form 206: Medical Plan

1. Incident Name: Independence Day Parade		2. Operational Period: Date From: 07//0411 Date To: 0600 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 Command Post	(123) 223-3344	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Transportation (indicate air or ground):			
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS
DPS Fire		9-1-1	<input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS



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ICS Form 206: Medical Plan (Cont)

5. Hospitals:

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
CHC	32 W. Cali Rd. San Juan, CA 12345	(123) 223-3344			<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Special Medical Emergency Procedures:

☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____

8. Approved by (Safety Officer): Name: Jesus Tefano Signature: Jesus Tefano

ICS 206

IAP Page 5

Date/Time: 07/04/11 0600

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



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ICS Form 208: Safety Message/Plan

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: Independence Day Parade	2. Operational Period: Date From: 07/04/11 Date To: 0600 Time From: 07/04/11 Time To: 700
<p>3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:</p> <p>Communications: Monitor your tactical channel. Refer to the ICS 205 Communications Plan for more information.</p> <p>Security: Be aware of suspicious people or packages.</p> <p>Awareness: Monitor your surroundings and communicate with adjoining resources. Anything you feel is out of the ordinary, report immediately. Report all injuries.</p> <p>Health: Drink plenty of fluids. Wear sun protection.</p>	
<p>4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Approved Site Safety Plan(s) Located At: ICP</p>	
<p>5. Prepared by: Name: Juan Pua Position/Title: SOFR Signature: <i>J. Pua</i></p> <p>ICS 208 IAP Page _____ Date/Time: 07/04/11 0600</p>	



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Map



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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



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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



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Support Nets

Other Nets called “Support Nets” include:

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



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Tactical Net Interoperability

- Emergency Medical Services (EMS)
- Fire
- Law Enforcement
- Emergency Management
- Explosive Ordnance Disposal
- HAZMAT
- Environmental Health
- DHS/FEMA
- Medical Examiner
- Military
- Public Health
- Public Works



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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



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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
 - AEC Manager



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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



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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



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

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



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Swap/Cache Radios

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



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Accountability

Examples of methods used for tracking accountability of issued equipment:

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



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T-CARDS

1. KIND OF PROPERTY	2. CACHE/UNIT NAME	3. I.D. NO.
4. SIZE/CAPACITY		
ASSIGNMENT RECORD		
5. DATE/TIME	6. OPERATIONAL PERIOD	
7. NAME		
8. HOME BASE		
9. INCIDENT ASSIGNMENT		
10. RETURNED DATE/TIME	OR	11. TRANSFERRED TO
5. DATE/TIME	6. OPERATIONAL PERIOD	
7. NAME		
8. HOME BASE		
9. INCIDENT ASSIGNMENT		
10. RETURNED DATE/TIME	OR	11. TRANSFERRED TO
5. DATE/TIME	6. OPERATIONAL PERIOD	
7. NAME		
8. HOME BASE		
9. INCIDENT ASSIGNMENT		
10. RETURNED DATE/TIME	OR	11. TRANSFERRED TO
<div style="display: flex; justify-content: space-between; align-items: center;"> ACCOUNTABLE PROPERTY ADD CARD </div>		
<small>ASSIGNMENT RECORD NFES 2098 ICS-219-9</small>		

INCIDENT MAINTENANCE RECORD
12. SPECIAL MAINT. REQUIREMENTS—PARTS:
13. MAINTENANCE PERFORMED AND DATE:
14. NOTE:
<small>ICS 219-9 (10/88) NFES 2098 GPO U.S. GOVERNMENT PRINTING OFFICE: 2011 - 777-400</small>



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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



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Test Systems

**Continually Test and Evaluate Both Your Personnel
and Systems**



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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.



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