

# Auxiliary Emergency Communications (AEC)

## Training Course

### Unit 7: Team Management and Accountability



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# Terminal Learning Objective

## Enabling Learning Objectives

**TLO:** Understand the AEC roles and responsibilities for supporting ICS, team management, and accountability.

**ELO A:** Describe how to fit into the ICS environment.

**ELO B:** Describe components of a Demobilization Plan.

**ELO C:** Identify Demobilization documentation.



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# Teamwork

Promote teamwork by:

- Holding unit meetings
- Sharing information
- Providing incident and reference documents
- Maintaining a positive attitude
- Pairing people up on assignments and/or allow opportunities for training/learning



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# Professional Standards

- Provide a safe and comfortable environment
- Equal Opportunity, Civil Rights, Freedom From Sexual Harassment
- Critical incident stress management
- Personnel Evaluations (ICS Form 225)
- Maintain Time Keeping Records
- Maintain a Activity Log (ICS Form 214)



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# Safety and Risk Management Process

- Everyone is responsible for safety
- Risk management process

**Definition:** A process of evaluating and mitigating hazards in the work environment



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# Safety and Risk Management Process (Cont)

Steps of the risk management process:

- Situational awareness
- Hazard assessment
- Hazard control
- Decision point
- Evaluate



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# Demobilization Plan

- Demobilization planning starts upon arrival
- Date and time of demobilization
- Transitioning to other teams
- Personnel and equipment
- Facility
- Accountability



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# Equipment Demobilization

- Gateway/patch deactivation requires announcement and confirmation
- Announcements made on all AEC channels
- Equipment is accounted for and returned
- Issues are resolved and documented
- Equipment is rehabbed and ready for the next incident



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# Equipment Demobilization (Cont)

Radio #	Name	Home Base	Assignment	Fire Name	Division	Date	Misc Info
K045-01	Kelly Auey		Medical	Kinishba		7/15	
K045-02	Returned						
K045-03	Dean Stewart	Prescott		Kinishba		7/17	
K045-04	Russell Fox		Ground Support	Kinishba		7/17	O-19
K045-05	Robert Ferrh	Lakeside Fire		Kinishba		7/15	E-70
K045-06	Justin Fisher	Springerville Fire	Task Force One	Kinishba		7/16	
K045-07	James Scotthatch	Globe Fire		Kinishba		7/16	E-259
K045-08	Mark Wade	Greer Fire		Kinishba		7/16	E-260
K045-09	Returned						



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# Documentation

## Final Documentation

- All Communications Unit documentation is the COML's responsibility
- Auxiliary Emergency Communications Unit documentation is the AEC Manager's responsibility to draft and submit for approval
- Evaluating communications staff performance documents experience and ways to improve next assignment



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# Documentation (Cont)

## After Action Report (AAR)

- Brief description of incident
- Resources used
- Best practices/lessons learned
- Conclusion/recommendations



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# ICS Form 221: Demobilization Checkout

<b>1. Incident Name:</b>		<b>2. Incident Number:</b>	
<b>3. Planned Release Date/Time:</b> Date:                      Time:		<b>4. Resource or Personnel Released:</b>	<b>5. Order Request Number:</b>
<b>6. Resource or Personnel:</b> You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).			
<b>LOGISTICS SECTION</b>			
	<b>Unit/Manager</b>	<b>Remarks</b>	<b>Name                                      Signature</b>
<input type="checkbox"/>	Supply Unit		
<input type="checkbox"/>	Communications Unit		
<input type="checkbox"/>	Facilities Unit		
<input type="checkbox"/>	Ground Support Unit		
<input type="checkbox"/>	Security Manager		
<input type="checkbox"/>			
<b>FINANCE/ADMINISTRATION SECTION</b>			
	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                                      Signature</b>
<input type="checkbox"/>	Time Unit		
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>OTHER SECTION/STAFF</b>			
	<b>Unit/Other</b>	<b>Remarks</b>	<b>Name                                      Signature</b>
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>PLANNING SECTION</b>			
	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                                      Signature</b>
<input type="checkbox"/>			
<input type="checkbox"/>	Documentation Leader		

# ICS Form 221: Demobilization Checkout (Cont)

7. Remarks:

8. Travel Information:

Estimated Time of Departure: \_\_\_\_\_

Destination: \_\_\_\_\_

Travel Method: \_\_\_\_\_

Manifest:  Yes  No

Number: \_\_\_\_\_

Room Overnight:  Yes  No

Actual Release Date/Time: \_\_\_\_\_

Estimated Time of Arrival: \_\_\_\_\_

Contact Information While Traveling: \_\_\_\_\_

Area/Agency/Region Notified: \_\_\_\_\_

9. Reassignment Information:  Yes  No

Incident Name: \_\_\_\_\_

Incident Number: \_\_\_\_\_

Location: \_\_\_\_\_

Order Request Number: \_\_\_\_\_

10. Prepared by: Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Signature: \_\_\_\_\_

ICS 221

Date/Time: \_\_\_\_\_



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# ICS Form 225: Incident Personnel Performance Rating

## INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name:		2. Incident Name:			3. Incident Number:	
4. Home Unit Name and Address:				5. Incident Agency and Address:		
6. Position Held on Incident:		7. Date(s) of Assignment: From: _____ To: _____		8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		9. Incident Definition:
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="checkbox"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.

# Exercise 7-1: Train Derailment

- **Purpose**

- The purpose of this exercise is to assist the COML with AEC communication capabilities including voice and data

- **Objectives**

- Describe AEC communication capabilities for voice and data
- Draft an AEC ICS Form 205



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# Exercise 7-1: Train Derailment (Cont)

## Instructions

- Review exercise 7-1 Background, Scenario Response, Tasking, Resources, and Organization Chart

## Outputs

- Present organization chart and ICS Form 205
- Present and discuss results per individual or group

**Exercise Duration: 1 hour**



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# Background/Scenario

## Background

- Dead of winter; -3F and calm

## Scenario

- Early morning train derailment
- Propane, ethanol, and unknown materials burning
- Massive explosion blows out windows for a mile away
- Electricity out for 20,000 people
- Injuries are minimal



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# Response

- The IC (Fire Chief) has established a Command Post upwind from the derailment on the Interstate Highway that has been closed. A COML is at the ICP with the town's MCU serving as the ICC
- Unified Command consists of EMS (private contractor), Fire/Rescue, Police and Public Works
- The IC has also called for the town's EOC to be opened and the Emergency Manager is enroute to the EOC, along with other key town personnel



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# Response (Cont)

- Evacuation Center for 1500 people has been set up at the vacant State College dorms northwest (and upwind) of the scene with many evacuees anticipated
- Four evacuation collection points have been established in the area of homes impacted by the explosion and 5 school buses are being used to ferry evacuees to the Evacuation Center



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# Response (Cont)

- Evacuation is being coordinated by the Police Department and the Evacuation Center is being staffed by Public Health
- Two Hazard Assessment Teams have been established by Public Works to check on the habitability of homes very near the location



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# Tasking

The COML has called the AEC Manager for the Central region's Community Emergency Response Team (CERT), asking for the following support:

- Only two RADOs are available in the ICC and are already very overloaded. Provide two qualified supplemental personnel to assist RADOs
- With fire and police channels overloaded, place someone in the EOC to relay critical resource requests (via data messages) between the EOC and ICC



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# Tasking (Cont)

## COML's request (Cont)

- Provide communications between Evacuation Center and the EOC (Public Health), including both data – primarily evacuee names/addresses – and voice
- Numerous evacuees are anticipated due to power outage and extremely low temperatures



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# Tasking (Cont)

## COML's request (Cont)

- Provide communications support between the five evacuation buses and the Evacuation Center, to also be monitored at the ICC for special requests (disabled, special needs, etc.)
- Provide communications between two Hazard Assessment Teams, the EOC (Public Works Branch) and ICC



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# Resources

- 25 CERT members serving the Central City area who are licensed Amateur Radio operators, 15 with dual-band (VHF/UHF) radios and 1 portable data station.
- Four members have been trained and are qualified by fire/police to work as public safety RADO
- Central City's EOC is equipped with two VHF and two UHF Amateur radio stations, plus two extra antennas/feed-line for both bands. EOC also has data communications capability



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# Resources (Cont)

- Central City's MCU is also equipped with two VHF and two UHF Amateur radio stations, plus two extra antennas/feed-line for both bands. MCU also has data communication capabilities
- Central City has a cache of 15 VHF portables normally used for special events
- Radios are keypad programmable and equipped with National Interoperability channels, covering both Amateur and Public Safety bands. Each has a rechargeable battery plus AA battery clamshell

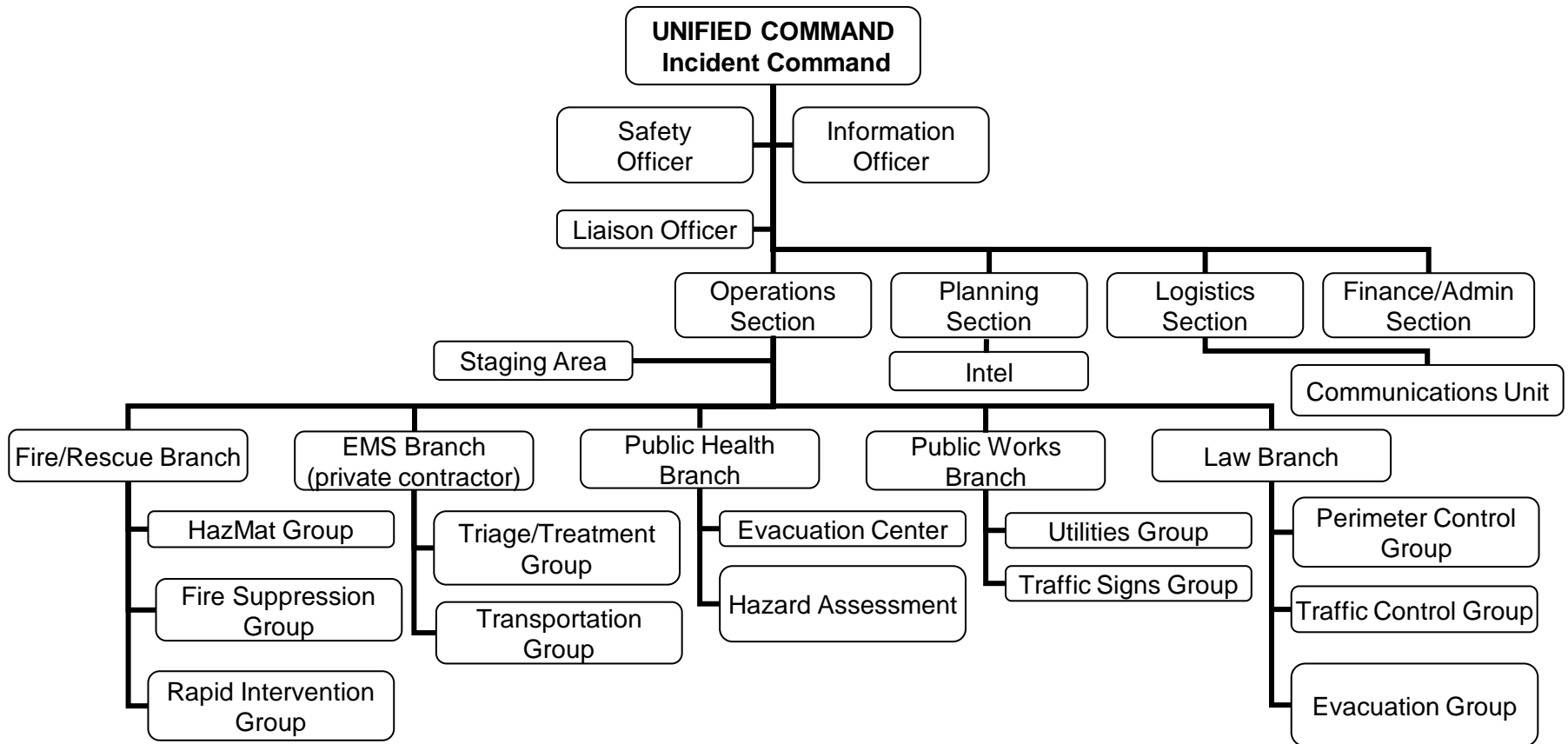


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# Exercise 7-1: Train Derailment Organization Chart



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Use this org chart as reference to support the incident

# Unit 7: Summary

- 1) Described the AEC roles and responsibilities for supporting ICS, team management and accountability.
- 2) Described how to fit into the ICS environment.
- 3) Described components of a Demobilization Plan and ICS forms.



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