

# 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:<br>Independence Day Parade  | 2. Incident Number:<br>11-2112 | 3. Date/Time Initiated:<br>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):<br><br><b>*Sketch showing incident, roads, location of assigned personnel &amp; equipment</b><br><br><b>*Command and Tactical Frequencies</b> |                                |  |

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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: <i>S. Moldune</i> |
| 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:<br><b>Independence Day Parade</b> | 2. Incident Number:<br><b>11-2112</b> | 3. Date/Time Initiated:<br>Date: <b>07/04/11</b> Time: <b>0600</b> |
|---|---------------------------------------|--|

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:                                   |
|-------|--|
|       | <b>Actions Strategies, Tactics, Events</b> |
|       |  |
|       |  |
|       |  |

|  |                                 |
|--|---------------------------------|
| 6. Prepared by: Name: <b>S. Moldune</b> Position/Title: <b>ICT3</b> Signature: <i>S. Moldune</i> | Date/Time: <b>07/04/11 0600</b> |
|--|---------------------------------|

ICS 201, Page 2



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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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## 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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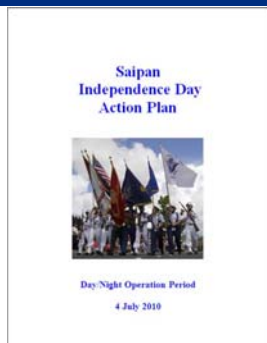
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## Example of IAP



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## ICS Form 202: Incident Objectives

### INCIDENT OBJECTIVES (ICS 202)

|   |   |
|---|---|
| 1. Incident Name:<br><b>Independence Day Parade</b>   | 2. Operational Period: Date From: <b>07/04/11</b> Date To: <b>0600</b><br>Time From: <b>07/04/11</b> Time To: <b>1700</b> |
| 3. Objective(s):<br>Implement Safe, efficient and fun event<br>Develop contingency plans for an incident during the event (SWAT, lost child, etc.) Provide Security   |   |
| 4. Operational Period Command Emphasis:<br>All personnel will have proper personal protective equipment (PPE) with them at all times.<br>Report injuries to the Incident Command Post (ICP) and your immediate supervisor.<br>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**



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## ICS Form 203: Organization Assignment List

### ORGANIZATION ASSIGNMENT LIST (ICS 203)

|   |   |                       |                |
|---|---|-----------------------|----------------|
| 1. Incident Name:<br><b>Independence Day Parade</b> | 2. Operational Period: Date From: <b>07/04/11</b> Date To: <b>0600</b><br>Time From: <b>07/04/11</b> Time To: <b>1700</b> |                       |                |
| 3. Incident Commander(s) and Command Staff:         |   |                       |                |
| IC/UCs: <b>S. Moldune</b>                           | 7. Operations Section:  |                       |                |
| Deputy: <b>Sergeant Rangamar</b>                    | Chief: <b>Perry Saldan</b>  |                       |                |
| Safety Officer: <b>Juan Pua</b>                     | Deputy: <b>David Rabaluan</b>   |                       |                |
| Public Info. Officer: <b>Tony Benvente</b>          | Staging Area: _____   |                       |                |
| Liaison Officer: _____                              | Branch: _____   |                       |                |
| 4. Agency/Organization Representatives:             |   |                       |                |
| Agency/Organization                                 | Name  | Division/Group        | Division/Group |
| FBI   | Frank Tudlea  | Traffic Security      | Peter Bonja    |
| CPD   | Regina Celta Jr   | PSD                   | Patrick Semens |
| USCG  | Ivan Igotol   |                       | Perry Saldan   |
| GGH   | Carol Canaganti   | Branch: _____         |                |
| 5. Planning Section:                                |   | Deputy: _____         |                |
| Chief: <b>Florence Calvo</b>                        |   | Division/Group: _____ |                |
| Deputy: _____                                       |   | Division/Group: _____ |                |



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## ICS Form 203: Organization Assignment List (Cont)

|   |                      |   |                                  |
|---|----------------------|---|----------------------------------|
| <b>6. Logistics Section:</b>                |                      | Division/Group                            |                                  |
| Chief                                       | <b>Jesus Pinsula</b> | Division/Group                            |                                  |
| Deputy                                      |                      | <b>Air Operations Branch</b>              |                                  |
| <b>Support Branch</b>                       |                      | Air Ops Branch Dir.                       |                                  |
| Director                                    |                      |   |                                  |
| Supply Unit                                 | <b>Joe Pudse</b>     |   |                                  |
| Facilities Unit                             |                      | <b>8. Finance/Administration Section:</b> |                                  |
| Ground Support Unit                         |                      | Chief                                     |                                  |
| <b>Service Branch</b>                       |                      | Deputy                                    |                                  |
| Director                                    |                      | Time Unit                                 |                                  |
| Communications Unit                         | <b>Clive Kilroy</b>  | Procurement Unit                          |                                  |
| Medical Unit                                |                      | Comp/Claims Unit                          |                                  |
| Food Unit                                   | <b>T. Cookies</b>    | Cost Unit                                 |                                  |
| <b>9. Prepared by: Name: Florence Calvo</b> |                      | Position/Title: <b>PSC1</b>               | Signature: <i>Florence Calvo</i> |
| ICS 203                                     |                      | IAP Page <b>2</b>                         | Date/Time: <b>07/04/11 0600</b>  |

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## ICS Form 204: Assignment List

### ASSIGNMENT LIST (ICS 204)

|  |                    |   |         |   |                                      |
|--|--------------------|---|---------|---|--------------------------------------|
| <b>1. Incident Name:</b><br><b>Independence Day Parade</b>   |                    | <b>2. Operational Period:</b><br>Date From: <b>07/04/11</b> Date To: <b>0600</b><br>Time From: <b>07/04/11</b> Time To: <b>1700</b> |         | <b>3.</b>   |                                      |
| <b>4. Operations Personnel:</b> Name _____ Contact Number(s) _____<br>Operations Section Chief: <b>Perry Saiden</b><br>Branch Director: <b>Floyd Memeliola</b><br>Division/Group Supervisor: _____ |                    |   | Branch: |   | Division:<br>Group:<br>Staging Area: |
| <b>5. Resources Assigned:</b>  |                    | Contact (e.g., phone, pager, radio frequency, etc.)   |         | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |                                      |
| Resource Identifier  | Leader             | # of Persons  |         |   |                                      |
| Hazmat   | <b>Ken Kerneau</b> |   |         |   | ICP                                  |
| Utility Vehicle  | <b>Don Davis</b>   |   |         |   | <b>Assembly Area</b>                 |

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## ICS Form 204: Assignment List (Cont)

|   |  |
|---|--|
| <b>6. Work Assignments:</b>   |  |
| Provide HazMat Services and assist other agencies as needed<br>Distribute Water & Food to support personnel   |  |
| <b>7. Special Instructions:</b>   |  |
| All personnel will have proper PPE with them at all times<br>Report any injury or illness to the ICP and your immediate supervisor  |  |
| <b>8. Communications</b> (radio and/or phone contact numbers needed for this assignment):<br>Name/Function _____ Primary Contact, indicate cell, pager, or radio (frequency/system/channel) _____<br>TIC 1 / Command _____<br>HazMat / Tactical _____ |  |
| <b>9. Prepared by: Name: Florence Calvo</b> Position/Title: <b>PSC1</b> Signature: <i>Florence Calvo</i>  |  |
| ICS 204    IAP Page <b>3</b> Date/Time: <b>07/04/11 0600</b>  |  |

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



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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



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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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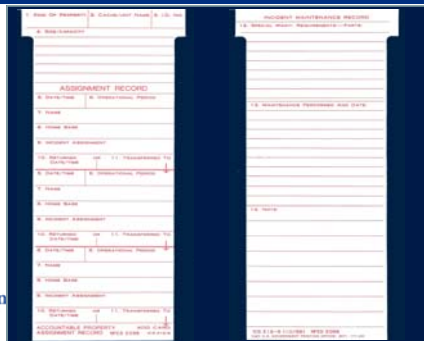
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## T-CARDS



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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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# Homeland Security

## **OEC/ICTAP**

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