

Training & Exercises

<i>Communications Unit Leader (COML) Training Course</i>	
TA Delivery Method:	Four-Day In-Person Course or Five-Day Virtual Course (Refer to “Virtual TA Service Offerings” at the beginning of this Guide)
Recommended Participants:	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 National Incident Management System (NIMS) 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” for in-person courses and “K0969, NIMS ICS All-Hazards Communications Unit Leader Course” for virtual courses.¹¹

Under the NIMS ICS structure, a COML is the focal point within the Communications Unit. This course provides U.S. Department of Homeland Security (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. Course materials and the COML Position Task Book will be provided to students via digital download prior to the course start date.

Course Capacity:

- **In-person:** minimum of 15 up to a maximum of 30 vetted/qualified students
- **Virtual:** maximum of 15 vetted/qualified students (more information will be made available during the scoping call)

Prerequisites for Attendance: *(prerequisites must be verified two weeks in advance of an in-person course or 30 days in advance of a virtual course)*

- Personal experience:
 - A public safety background with experience in field operations
 - A technical communications background
 - Awareness of fundamental public safety communications technology
 - Basic knowledge of applicable communications plans
- Completion of the following online courses from the FEMA/EMI website:
 - IS-100: Introduction to the Incident Command System, ICS 100
 - IS-200: Basic Incident Command System for Initial Response
 - IS-700: An Introduction to the National Incident Management System
 - IS-800: National Response Framework, An Introduction
- Completion of ICS-300: Intermediate Incident Command System for Expanding Incidents
- Additional recommended (not required) training:
 - ICS-400: Advanced Incident Command System for Complex Incidents

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¹¹ For any training courses (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 properly.

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Course Registration Process

- SWIC (or designated point of contact [POC]) actions:
 - Provide course dates and location to the CISA Communications Unit Training Coordinator at least 45 days before the course.
 - For in-person courses, designate a recipient of the FEMA student course evaluation forms and provide their name, mailing address, email address and phone number to the CISA 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 General Admissions Application signed by the student and their supervisor.
 - Review and vet/approve the prerequisite documentation for sufficiency.
 - Obtain the STO's signature on each FEMA General Admissions Application. Scan and email the completed forms to the CISA Communications Unit Training Coordinator 14 days in advance of in-person courses and 30 days in advance of virtual courses.
- CISA Actions:
 - Submit a "Request to Conduct NIMS ICS Training Class" form to FEMA/EMI at least 45 days before the requested course start date to register the course in the FEMA EMI database.
 - Submit the COML Course Completion Package to FEMA EMI after the course.