

**Pima County Office of Emergency Management
Pima County CERT Program
DHS-Arizona Auxiliary Communications (AUXCOMM)**

Proposed CERT Communications (CERTCOMM) Program

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Course Objective

CERT trained AZ PCOEM CERTCOMM Team

Course Completion

CERT certificate with Arizona AUXCOMM (COM-U) endorsement
CERT Instructor and Program Manager Arizona AUXCOMM (COM-U) endorsement
CERTCOMM-Pima County CERT Radio Communications Group

Executive Summary

This proposal seeks to create a Pima County training program and team of ARO's (Amateur Radio Operators) that are CERT (Community Emergency Response Team) members certified for joint field operations under the direction of the PCOEM COMM (Pima County Office of Emergency Management & Communications). Certified members will have the authority and training to operate and deploy individually or as teams with any Pima County CERT under the ADEM AUXCOMM IC (Arizona Division of Emergency Management Auxiliary Communications Incident Command) structure.

Presidential Directive 8, DHS OEC (Department of Homeland Security-Office of Emergency Communications), and FEMA 2015 National Preparedness directives seek to enhance communications interoperability and situational awareness for a common operating picture during major events.

The NPSTC (National Public Safety Telecommunications Council) currently provides training and certification for COMM-L (Communication Unit Leader) personnel.

COM-C, COM-L, COM-T, RADO, Scribes, Message Runners, and the Incident Communications Manager (INCM) comprise the Communications Unit in the Logistics Section. CERT's are part of the Operations Section. AUXCOMM members support the COM-L as a Technical Specialist (THSP) in the IC structure

This program outlines the IC structure, forms, and functions.

Course Plan

1. The basic CERT course will be presented in the conventional manner with no deletions or alterations of any course material. Possible exception may include highlighting information in some CERT Power Point slides.
2. The course is designed to enhance situational awareness and develop a common operating picture for the Incident Commander during an emergency event using CERT members. CERT's in most events are the first on scene. CERT's have vital trained skills that can support the IC during the operational periods. Providing these skills to radio operators would build rapid intelligence credibility for the IC. This information is critical during the first operational period. This would place limited CERT resources where they are needed the most.
3. AUXCOMM elements will be used in the CERT course presentation. This would include NIMS ICS forms and COM-U IC organizational structure. It is not an AUXCOMM course.
4. Students would use NIMS ICS forms during the CERT course presentation as "close to real world" as possible without disturbing the course timeline.
5. AUXCOMM IC structure interface with the CERT teams during operations. Each student would practice during the course, as if they were using their individual radios. This course would be a basic exercise along with the course material. Elements would be injected at the beginning of a CERT course unit (see last pages).
6. All Pima County CERT Instructors and Program Managers would be included in the AUXCOMM portion of the course. AUXCOMM, COM-L, COM-T, Scribes, RADO's, and others trained outside of Arizona prior to 2014, to be included in this program.
7. The program would be presented by PC OEM. CERT Liability deployment guidelines would then apply to ARO's who complete the classroom course. PC OEM insurance standards would also be met.
8. Joint training and exercises of CERT's with radio operators would open numerous new opportunities. Many radio drills could include CERT members that would benefit both organizations.
9. The AUXCOMM material can be adopted to be used in conjunction with the CERT On-line course or as needed by PC OEM.
10. The course should be made available to:
 - PCOEM COMM members
 - Tohono O'odam Nation CERT and OEM
 - CERT Trained Armature Radio Operators (all areas)
 - All VOAD Radio Operators (i.e. Red Cross)
 - Any PC EOC staff member (i.e. dispatchers, IC's)
 - Anyone approved by PC OEM (i.e. National Guard, Boarder Patrol)

Pima County CERT Team Minimum Requirements

Valid FCC Amateur Radio License (any level)
Pima County OEM COMM Member
Active participant of Saturday VHF or Hospital Net (3 per quarter)
Active participant in any local (City) Pima County CERT Program

FEMA CERT Independent Study Courses

IS-315 CERT Supplemental Training: The Incident Command System
IS-317 Introduction to Community Emergency Response Teams

FEMA Independent Study Courses

IS-100.b Introduction to Incident Command System, ICS-100
IS-120.a An Introduction to Exercises
IS-200.b ICS for Single Resources and Initial Action Incidents
IS-700.a National Incident Management System (NIMS) An Introduction

FEMA - CERT Emergency Communications Module

In this four-hour module, CERT members will learn: 1) the role of CERT in communications during an activation; 2) how to use a communications plan; 3) the use of different communication modes and strategies; and, 4) how to use communication devices.

<https://www.fema.gov/media-library/assets/documents/28059?id=6223>

Office of Emergency Communications - Technical Assistance Program OEC-TAP

The Communications Assets Survey and Mapping (*CASM*) database contains all listed assets (human and equipment) for most US agencies. The Pima County database will be updated in the coming weeks to reflect available county resources. This voluntary database is used by the ACM (Auxiliary Communications Manager) to assign resources during emergency events. The database will include all county CERT teams and VOAD's that use communication assets.

ARO's who wish not to participate in CERT Training

Safety and saving life are the top priorities in the CERT training program. Training at the very least may save your life and those of your family and neighbors.

As an example during the 1985 Mexico City Earthquake there were an estimated 10,000 people killed. There were 700 saved by untrained volunteers and 100 were killed trying to help.

Learning how to help without hurting yourself or the person you are trying to help saves lives and expedite the response effort. CERT's are a very valuable resource and a part of FEMA's response resource pool.

Taking the 26 hour course is well worth the time and when combined with your radio knowledge you will become a very important resource to the Incident Commander, fellow responders, and the EOC staff as outlined in this proposal. Before making a decision, take the FEMA Independent Study (IS) courses outlined above.

You can also provide valuable assistance to other ARO's and CERT's globally over the air.

A PCOEM COMM Typing Matrix will be developed to factor in ARO's without CERT training in the coming weeks. An example of the goal would be a Type III COM-L that is also a Type I CERT with AUXCOMM basic training.

Student NIMS ICS Forms

Forms used as regular course material	AUXCOM	CERT	New Course
201 Incident Briefing	X	X	X
202 Incident Objectives	X		X
203 Organization Assignment	X		X
204 Assignment List	X	X	X
205 Communications Plan	X		X
206 Medical Plan	X		X
207 Organizational Chart	X		X
208 Safety Message	X		X
210 Resource Status Change			X
211 Check In	X		X
213 General Message Form	X	X	X
214 Activity Log	X	X	X
217A Frequency Assignments	X		X
219-7 T-CARD Equipment Card	X		X
221 Demobilization Checkout	X		X
225 Performance Rating	X		
309 Communications Log	X		X

AUXCOMM Elements

These elements would be presented throughout the course with a size up at the end..

STANDARD CERT COURSE OUTLINE WITH AUXCOMM ELEMENTS

CERT Introduction and Overview

ICS Form 214 Activity Log

Acknowledgements
Community Preparedness
When Disaster Strikes
About Community Emergency Response Team (CERT) Training
How CERTs Operate
Course Overview and Objectives
Course Agenda
After *CERT Basic Training*
Instructor Responsibilities

Unit 1: Disaster Preparedness

ICS Form 201 Incident Briefing
ICS Form 202 Incident Objectives
ICS Form 203 Organization Assignment
ICS Form 204 Assignment List

Introductions and Overview
Community Preparedness: Roles and Responsibilities
Hazards and Their Potential Impact
Impact on the Infrastructure
Home and Workplace Preparedness
Reducing the Impact of Hazards Through Mitigation
CERT Disaster Response
Protection for Disaster Worker
Additional Training for CERTs
Unit Summary
Additional Materials
Appendix 1-A: Hazard Lesson Plans

Unit 2: Fire Safety

ICS Form 205 Communications Plan
ICS Form 207 Organizational Chart
ICS Form 208 Safety Message

Introduction and Unit Overview
Fire Chemistry
Fire and Utility Hazards
CERT Sizeup
Fire Sizeup Considerations
Firefighting Resources
Fire Suppression Safety
Hazardous Materials
Exercise: Suppressing Small Fires
Unit Summary

Unit 3: Disaster Medical Operations—Part 1

ICS Form 206 Medical Plan

ICS Form 211 Check In

ICS Form 213 General Message

Introduction and Unit Overview

Treating Life-Threatening Conditions

Triage

Unit Summary

Unit 4: Disaster Medical Operations—Part 2

Introduction and Unit Overview

Public Health Considerations

Functions of Disaster Medical Operations

Establishing Medical Treatment Areas

Conducting Head-to-Toe Assessments

Treating Burns

Wound Care

Treating Fractures, Dislocations, Sprains, and Strains

Nasal Injuries

Treating Cold-Related Injuries

Treating Heat-Related Injuries

Bites and Stings

Unit Summary

Unit 5: Light Search and Rescue Operations

Damage Assessment

NIFOG

AUXFOG

Introduction and Unit Overview

Safety During Search and Rescue Operations

Conducting Interior and Exterior Search Operations

Conducting Rescue Operations

Unit Summary

Unit 6: CERT Organization

ICS Form 217A Frequency Assignments

ICS Form 219-7 T-CARD Equipment Card

ICS Form 309 Communications Log

ICS Form 221 Demobilization Check Out

Introduction and Unit Overview

CERT Organization

CERT Mobilization

Documentation

Activity: ICS Functions

Activity: Tabletop Exercise

Unit Summary

Unit 7: Disaster Psychology

Introduction and Unit Overview
Disaster Trauma
Team Well-Being
Working with Survivors' Trauma
Unit Summary

Unit 8: Terrorism and CERT

Introduction and Unit Overview
What is Terrorism?
Terrorist Targets
Terrorist Weapons
CBRNE Indicators
Preparing at Home, Work, and in Your Neighborhood
CERT's and Terrorist Incidents
Activity: Applying CERT Principles to a Suspected Terrorist Incident
Unit Summary

Unit 9: Course Review and Disaster Simulation

Introduction and Unit Overview
Course Review
Final Exam
Disaster Simulation
Exercise Critique and Summary

AUXCOMM elements (time: 30 minutes with handout and course prerequisites)

Interoperability
Situational Awareness
Common Operating Picture
NIMS ICS Forms
Typing Matrix
Incident Action Plan
AUXCOMM Incident Command Structure
Deployment Method (task assignments)
Resources (CASM-Public Safety Tools)

Graduation

National Public Safety Telecommunications Council-Communications Unit Training

The Communications Unit (COMU) plays a critical support role within the Incident Command System (ICS). ICS establishes basic principles, practical tools, and a definitive nomenclature and structure for supporting incident-based emergency response.

The Communications Unit Leader (COML) heads the Communications Unit and is responsible for integrating communications and ensuring that operations are supported by communications. The COML must understand ICS and local response systems to support the efforts of Incident personnel.

Roles & Responsibilities of COMU Personnel

COML Course Development

COML Course Delivery

AuxComm (Auxiliary Communications) and COMT (Communications Technician) Courses

Subsequent to development of the COML course and its initial rollout, a select group of technical Subject Matter Experts (SMEs) was convened by OEC to develop and begin delivery of a 40 hour NIMS/ICS compliant Communications Technician (COMT) course. Initial offering of this course began in 2011 and is now also delivered by OEC/ICTAP in the same manner as the COML classes at no cost to the states/territories through OEC/ICTAP as one of their annual Technical Assistance support requests. These classes can also be independently sponsored by a local/regional/state governmental entity with similar student reimbursement requirements.

The COMT course has not received FEMA/EMI certification; students successfully completing the class will receive a DHS/OEC *Certificate of Completion*.

Beginning in mid-2010, OEC also funded development of a 20-hour NIMS/ICS compliant Auxiliary Communications (AuxComm) course by a group of SMEs with significant experience both as public safety professionals and volunteer communications managers. Initially offered in December 2010, this is now another major course offering by OEC/ICTAP to the states/territories through its Technical Assistance. As of now, this course is not being taught as a FEMA/EMI course and students successfully completing the class will receive a *Certificate of Completion* from DHS/OEC. The purpose of this course is to teach auxiliary emergency communicators their role in an EOC and field environments, who they will report to, and what they can expect as far as a mission under NIMS/ICS.

Train-the-Trainer Courses

A COML Train-the-Trainer (COML TtT) course has been developed by OEC and approved by FEMA/EMI. OEC plans to offer this course jointly with FEMA/EMI, as "E/L 949, All-Hazards Position Specific: Communications Unit Leader (COML) Train-the-Trainer (TtT)." Likewise for COMT instructors, OEC has developed a COMT Train-the-Trainer course. Both of these classes will be delivered by OEC in the same manner as other Technical Assistance offerings to the states/territories, noting that the COMT TtT will only be available through OEC.

Position Task Books (PTBs)

Course descriptions, prerequisites and other requirements for these classes are listed separately on this website.

OEC/ICTAP sponsored classes will only be available via a Technical Assistance request through a state/territory's Statewide Interoperability Coordinator (SWIC).

More Information...

NPSTC Website: <http://www.npstc.org/index.jsp>

NPSTC COM-U: <http://www.npstc.org/commUnitTraining.jsp>

SAFECOM Website: <http://www.dhs.gov/safecom>

For all COMU-related questions, please email COMU@hq.dhs.gov.

APPENDIX A
RESOURCE-TYPING

MINIMUM REQUIREMENTS FOR STATEWIDE DEPLOYMENT OF CITIZEN CORPS PROGRAMS

TYPE I (MANAGER)	TYPE II (SUPERVISOR)	TYPE III	TYPE IV	TYPE V	TYPE VI
<ol style="list-style-type: none"> 1. Manager / Team Leader 2. Type V - II plus; 3. IS-240 Leadership 4. IS-241 Decision Making 5. IS-242 Effective Communication 6. IS-244 Managing Volunteers 7. G-400 Advanced ICS 8. Capable of operating as an incident commander 	<ol style="list-style-type: none"> 1. Type V - III plus; 2. Supervisor group leader 3. Ethics, Cultural diversity, harassment training 4. Fingerprint background check (DPS & FBI) 5. G-300 Intermediate ICS 6. G-400 Advanced ICS (recommended) 7. Stress Management Training 	<ol style="list-style-type: none"> 1. Type IV & V plus 2. IS 200 Basic ICS 3. IS 800 National Response Plan 4. PPE appropriate to conditions expected 5. Exposure control, bloodborne & Airborne pathogen training 6. First Responder Awareness & Ops level 7. Immunizations or waiver (HEP A, B, Tetanus, Typhoid, TB baseline test) 	<ol style="list-style-type: none"> 1. Type V plus 2. IS 100 Incident Command 3. IS-700 NIMS 4. Active volunteer that participates per local jurisdiction/org requirements 5. Legal Residency status for U.S. 6. Background check: State (DPS) 	<ol style="list-style-type: none"> 1. Affiliated with Citizen Corps Program that has pledged to support the Citizen Corps Activation Annex. 2. Deployed at agency discretion 3. Training per local jurisdiction/org 4. Active Status per local jurisdiction/org 5. Meets Medical/Fitness requirements of the sponsoring program. 6. Minimum age requirements per State Worker's Comp 7. Picture ID of affiliate agency/org 8. Credential Card 	<p>Unaffiliated Volunteer</p>

State of Arizona Minimum Citizen Corps Volunteer Standards

APPENDIX A
RESOURCE-TYPING

Discipline Specific Requirements FOR STATEWIDE DEPLOYMENT OF CITIZEN CORPS PROGRAMS

TYPE	VOLUNTEER AFFILIATION				
	ARIZONA CITIZEN CORPS PROGRAM -- MINIMUM VOLUNTEER QUALIFICATIONS				
	CERT	VIPS	MRC	FIRE CORPS	USAonWATCH
I	1. SEE TYPE I MINIMUM REQUIREMENTS	1. SEE TYPE I MINIMUM REQUIREMENTS	1. SEE TYPE I MINIMUM REQUIREMENTS	To BE DETERMINED AT A LATER DATE	To BE DETERMINED AT A LATER DATE
II	1. IS244 –DEVELOPING AND MANAGING VOLUNTEERS 2. BASIC GRIEF & DEATH NOTIFICATION 3. STRESS MANAGEMENT/CISM	1. IS244 –DEVELOPING AND MANAGING VOLUNTEERS 2. BASIC GRIEF & DEATH NOTIFICATION	1. G265 INSTRUCTOR TRAINING 2. IS288 ROLE OF VOLUNTEER AGENCIES IN DISASTER 3. IS292 DISASTER BASICS 4. IS244 MANAGING VOLUNTEERS 5. IS242 EFFECTIVE COMMUNICATIONS 6. INTRO TO UNIFIED INCIDENT COMMAND		
III	1. NATIONALLY CERTIFIED FIRST AID 2. NATIONALLY CERTIFIED CPR/AED 3. CRIME SCENE PRESERVATION	1. STRESS MANAGEMENT/CISM	1. STRESS MANAGEMENT/CISM 2. IS275 ROLE OF EOC 3. IS97 SPECIAL NEEDS PLANNING CONSIDERATIONS		
IV	1. TACTICAL COMMUNICATIONS (FRS/GMRS/MURS/RADIO USE)	1. RADIO FAMILIARITY CLASS	1. ETHICS, CULTURAL DIVERSITY, HARRASMENT TRAINING – PER LOCAL JURISDICTION REQ.		
V	1. G-317 – BASIC CERT 2. IS700 NIMS 3. IS100 INCIDENT COMMAND 4. LOCAL BACKGROUND CHECK	1. CRIMINAL HISTORY AND DPS FINGERPRINTS.	1. IS 22 PERSONNEL & FAMILY PREPAREDNESS 2. ORIENTATION TO MRC & PUBLIC HEALTH 3. IS100 – INCIDENT COMMAND 4. CPR & FIRST AID 5. Is 700 NIMS		

Affiliated Volunteer – An individual whose agency has formally accepted responsibility for their participation in incident response