




FEMA

US&R GENERAL MEMORANDUM – 2018-039

March 27, 2018

FOR: National Urban Search & Rescue Response System
Task Force Representatives

FROM: Dean Scott, Chief
Operations Section
Urban Search and Rescue Branch 

SUBJECT: US&R General Memorandum 2018-039 – Communications Specialist Course
Announcement, MA-TF1, May 5-10, 2018

COURSE: SP2018-009

On behalf of the National Urban Search & Rescue (US&R) Response System (the System), Massachusetts Task Force One (MA-TF1) is hosting a Communications Specialist Course from May 5-10, 2018.

The Communications Specialist course is being conducted at the MA-TF1 Training Facility at 43 Airport Road, Beverly, MA 01915. Registration is limited to 58 students and new or existing System students or instructors are welcome, student selection is solely the decision of task force management.

Note that this course will utilize the current curriculum and does not have a Computer-Based Training (CBT) component. A pilot course of the newly updated and blended CBT and ILT Communications course will be offered later in 2018.

Please see the attached Course Logistics letter and registration form for additional information. For additional registration information or questions, contact MA-TF1 at (978) 922-5680.

Attachments:

2018 MA-TF1 Communications Specialist Course Announcement and Logistics Letter

cc:

US&R Strategic Group
US&R Advisory Group
US&R Branch Staff
FEMA Regional/Federal/International ESF #9 Representatives



MASSACHUSETTS URBAN SEARCH AND RESCUE TASK FORCE 1 (MA-TF1)

43 Airport Road
Beverly, MA 01915
Telephone: (978) 922-5680
FAX: (978) 921-6074



FEMA US&R Response System Task Force Communications Specialist Training Course Saturday May 5th – Thursday May 10th, 2018

The Task Force Communications Specialist is responsible for managing, and maintaining, all communications and communications systems for the Task Force. The Communications Specialist reports directly to the Logistics Team Manager.

Description of Duties

The Communications Specialist is responsible for the following:

- Keeping the Task Force Leader and Logistics Manager informed of the capabilities and/or limitations of incident communications
- Assessing overall communications needs, obtaining frequencies, and developing the Task Force incident communications plan
- The installation, operation, and maintenance of the Task Force communications
- Systems including radio, satellite, telephone, internet, GPSs and networks during incidents
- Coordinating communications with other entities, Task Forces and the Incident Support Team (IST) Communications Unit Leader
- Adhering to all safety procedures
- Accountability, preventive maintenance, and minor repairs of communications equipment
- Maintaining appropriate records and reports
- Maintaining the communications cache in an operational state at all times
- Developing requests for replacement or repair for consumable, inoperative, lost, damaged, or destroyed items
- Developing a Task Force communications plan (ICS 205) as part of the tactical action plan
- Operating as an IST communications center dispatcher



The following logistical information will assist you with preparing to attend the course:

Tuition: None. Limited to two (2) members per FEMA US&R Task Force. A waiting list will be established should there be any unfilled seats.

Course Location: MA-TF1 Training Facility, 43 Airport Road, Beverly, MA 01915.

Course Dates: Saturday May 5th through Thursday May 10th, 2018. Class begins promptly at 0800 hrs each day and runs approximately 8 hours each day (or later until the days objectives are satisfied). Travel dates: Friday May 4th & Friday May 11th. 100% attendance is required, so please plan travel accordingly.

Registration: Your registration form must be received no later than Friday April 20, 2018 at 1200 hrs.

Prerequisites: Participants must have completed the Communications Pre-Course Workbooks

Volume 1: Matter, Energy, and DC Circuits

Volume 2: Radio Wave Propagation and Antenna

Once accepted into the course, the student must complete the two (2) Pre-Course Workbooks *prior* to class. Pre-Course Workbooks will be e-mailed to the student who should print, complete and **bring** the completed guides to the first day of class.

Student Manuals: Laptops or tablets are required as student manuals will be distributed on thumb drives

Meals: Lunch will be provided each day at the training facility.

Lodging: A block of rooms has been reserved at the **Marriott Danvers Courtyard**, located at 275 Independence Way, Danvers, MA 01923, **(978) 777-8630** and a second block of room has been reserved at the **TownePlace Suites Marriott**, located at 238 Andover Street, Danvers, MA 01923, **(978) 777-6222** under “**FEMA COMMS.**” You will need to reserve your room by Thursday **April 5, 2018** in order to receive the government rate of \$118.00/night + tax.

Travel: Students are responsible for their own travel and ground transportation. The closest airport (22 miles) is Boston’s Logan International Airport (BOS).

Questions: Please feel free to contact us here at MA-TF1 at **(978) 922-5680** if you have any questions about the course.



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**FEMA US&R Response System
Task Force Communications Specialist Training Course
Saturday May 5th – Thursday May 10th, 2018**

Registration Form (Please Print Clearly!)

NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (H) _____ (W) _____ (C) _____

E-MAIL: _____

Emergency Contact: _____

Emergency Contact Phone Number: _____

Main Discipline: _____

Mail completed application to:

MA-TF1
43 Airport Road
Beverly, MA 01915
or
FAX to (978) 921-6074
or
e-mail to: chennigan@matf.org