



FEMA

US&R GENERAL MEMORANDUM – 2016-039

May 9, 2016

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 2016-039 – Communications Networking
Workshop

COURSE #: SP2016-003

On behalf of the National Urban Search and Rescue (US&R) Response System (the System), Massachusetts Task Force One (MA-TF1) is hosting a FEMA COM-N Communications Networking (COM-N) Workshop.

The COM-N Workshop will take place at the MA-TF1 Training Facility, 43 Airport Road, Beverly, MA 01915, on September 20-23, 2016. Registration is on a first come basis and attendees should be System members who have background and aptitude in computer usage, and basic networking concepts in a Communications or Technical Information Specialist (TIS) position.

Please see the attached logistics information letter. Complete and submit registration forms no later than Monday August 22, 2016 at 12:00 EDT by email to: chennigan@matf.org or fax at: (978) 921-6074.

For additional information, please contact MA-TF1 directly at (978) 922-5680.

Task Force Representatives are asked to coordinate this information as appropriate with their Task Force Training Managers.

Attachments:

Logistics and Registration Letter

cc:

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



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 COM-N Workshop September 20-23, 2016

Workshop Topics:

The task force Communications Specialist is responsible for deploying, operating and maintaining data networking equipment, in support of an US&R deployment, under the direction of the IST Communication Unit Leader.

Target Audience:

The target audience for this course is personnel in a Communications or TIS position looking to expand their networking skills.

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
- The installation, operation, and maintenance of the task force networking systems including during incidents;

- Satellite internet
- Cellular internet
- Wireless access points
- Router configuration
- Network switch setup
- Computer networks
- Network printer configurations
- VSAT BoO Net
- Cellular BoO Net
- Distributed BoO Net

- 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 networking equipment
- Maintaining appropriate records and reports

- Maintaining the networking cache in an operational state at all times
- Developing requests for replacement or repair for consumable, inoperative, lost, damaged, or destroyed items



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

Tuition: \$600 per Student.

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

Workshop Dates: Tuesday, September 20th through Friday, September 23rd, 2016. 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: Monday, September 19th & Saturday, September 24th. 100% attendance is required, so please plan travel accordingly.

Registration: Your registration form must be received by Monday August 22nd, 2016 by 1200 hrs.

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 ***Boston Danvers Courtyard by Marriott***, located at 275 Independence Way, Danvers, MA 01923, (978) 777-8630 <http://www.marriott.com/hotels/travel/bosdv-courtyard-boston-danvers/> under “**FEMA.**” You will need to reserve your room by Sunday **August 1st, 2015** in order to receive the government rate of \$101.00/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 COM-N Workshop
September 20-23, 2016**

Registration Form (Please Print Clearly!)

NAME:

HOME ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

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

E-MAIL: _____

AGENCY REPRESENTED: _____

Email or FAX completed application to:

978-921-6074 (FAX)

Or

chennigan@matf.org