

# Kansas Division of Emergency Management Training

Register online at <https://ks.train.org> • Search for Course ID: 1071767

## Incident Communications Center Manager (INCM) Course

September 26-28, 2017 • 8am—5pm each day  
Eisenhower Center - Nickell Armory - Room 169  
2800 SW Topeka Blvd. Topeka, KS 66611

COMLs and COMTs are not the only communications professionals who manage the communications needs of an incident. For some incidents, the COML establishes an Incident Communications Center staffed with Radio Operators to provide communications support for operations. Once radio personnel are on scene, it becomes important for an Incident Communications Center Manager (INCM) to be assigned for coordination purposes and to avoid span-of-control issues.

This 3-day course is designed to prepare Communication Unit Leaders, Dispatch Supervisors and public safety communication professionals for managing all functions in the Incident Communications Center. .

### Prerequisites

- Awareness of fundamental public safety communications technology
- Completion of the OEC Communications Unit Awareness web-based course
- Completion of IS-100.b, IS-144, IS-200.b, IS-700.a and IS-800.b
- G300 (Recommended)

All Independent Study (IS) courses are available online (free of charge) at the FEMA Independent Study website: <http://training.fema.gov/IS/crslist.asp>

The deadline to register is September 12, 2017.

Lodging arrangements are offered by KDEM for those traveling over 50 miles.

Contact Greg Myer @ [Greg.S.Myer.nfg@mail.mil](mailto:Greg.S.Myer.nfg@mail.mil) for lodging.

Visit our website for a full listing of courses available in Kansas <http://www.kansastag.gov/KDEM.asp?PageID=266>

### Need help?

Isabel Herrera Schultes at [maria.i.herrera13.nfg@mail.mil](mailto:maria.i.herrera13.nfg@mail.mil) (785) 646-1412 OR KS-TRAIN Help Desk [helpdesk@kdheks.gov](mailto:helpdesk@kdheks.gov) (785) 296-5655

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### KS-TRAIN FAQs

**• How do I sign up for a TRAIN user account?**

Log onto <https://ks.train.org>. Click on "Create an Account," which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you'd like, you can also fill in the optional information.) When you have finished, click "Continue" to enter the site.

**• How do I find courses to take?**

There are several ways to do this. If you have a Course ID Number: enter this number in the "Search by Course ID" box (the second pale-blue box below the Kansas Seal). If you don't know the Course ID number you can click the "Course Search" link at the top of the screen. From this page you can click "Browse" to view all course offerings in TRAIN, or you can use any of the tools in the "Search Options" list to help narrow your results.

**• I've registered for a course – where do I find confirmation of this?**

All of your course registrations can be found by clicking "My Learning" from the home page. This will include all in-progress courses. *With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.*

**• I signed up for a "Live" course and can no longer attend. Who should I contact?**

You can withdraw yourself from any course by going to the Course Management page and clicking the "Withdraw" button. You can also contact Isabel Herrera Schultes at [maria.i.herrera13.nfg@mail.mil](mailto:maria.i.herrera13.nfg@mail.mil) or 785-646-1412 if you need help withdrawing.

**Please contact our office if you have any questions about this course.**

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*If you have a disability or need appropriate accommodations in order to fully participate in any training activity, please contact the State Training Officer, Erin McGinnis, at 785-646-1413, or [erin.m.mcginis2.nfg@mail.mil](mailto:erin.m.mcginis2.nfg@mail.mil) to discuss your specific needs.*