



## Hennepin County

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Emergency Management  
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Medina, MN 55340

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Hennepin County Emergency Management, in cooperation with Washington County Sheriff's Office and Minnesota Department of Public Safety Division of Emergency Communications Networks, will be hosting an Auxiliary Communications (AUXCOMM) course. The purpose of this course is to train highly qualified amateur radio operators so they may assist their local, county, and state governments with emergency backup communications.

### **DATE AND TIME:**

November 17<sup>th</sup> and 18<sup>th</sup> 2018, 8AM to 6PM each day. Note: This course will be held on a Saturday and Sunday. Students are required to be present for the entire course.

### **LOCATION:**

Hennepin County Emergency Operations Center, 1600 Prairie Drive Medina MN 55340.

### **COST:**

This course is offered at no expense to students. No meals will be provided. No housing is being offered. All expenses incurred while attending this training will be the student's responsibility.

### **PREREQUISITES:**

- Membership in a government supporting communications organization is required (per Statewide Emergency Communications Board standard 3.48.0 and COMU Standard Operating Guidelines).
- Prior experience in auxiliary emergency communications
- Current and valid amateur radio license
- ICS100, ICS200, ICS700, and ICS800 is required at time of application. The most up to date version of these classes is encouraged (ICS100.C, ICS200.B, ICS700.B, and ICS800.C).
- Ability to learn and work in a team environment is essential.

### **APPLICATION PROCESS:**

Send an email to: [Dan.Anderson@hennepin.us](mailto:Dan.Anderson@hennepin.us) , titled AUXCOMM Class Application.

Please include the following information in your application email:

- List your name, address, email, phone number, and job title.
- Copy of your ICS certificates and amateur radio license (preferably in PDF format)
- What communications support organization you are a member of

Applicants may contact either course instructor with questions.

Dan Anderson, Hennepin County Emergency Management, 612-596-0253

Nate Timm, Washington County Sheriff's Office, 651-430-7863

Application deadline: 5PM November 5<sup>th</sup> 2018. If a minimum of 20 students are not registered by this time the class may be postponed. The class will be limited to a maximum of 30 students.

**COURSE MATERIAL:**

- Students will be provided with workbooks and informational CDs
- Laptops and USB thumb drives are encouraged but may only be used during exercises
- Course attire is business casual. No ham radio related badges, clothing, or emblems. The reasoning will be explained during the course.

**COURSE CONTENT:**

- Introduction
- The Communications Unit and the Emergency Operations Center (EOC)
- Auxiliary Emergency Communicator (AEC) Roles and Responsibilities
- Interoperable Communications
- Incident Communication
- Incident Radio Communications Plan
- Incident Communications Center
- Team Management and Accountability
- Resources
- Intrastate and interstate radio networks
- Final exercise exam
- Minnesota Amateur Emergency Communications Specialist (AECS) certification process