



TRAINING ANNOUNCEMENT

Incident Tactical Dispatcher (INTD)

February 20 – 23, 2024

State Preparedness Training Center

Course Description

The course provides a realistic, hands-on approach to mastering the tasks and skills of an Incident Tactical Dispatcher (INTD). An Incident Tactical Dispatcher is a specially trained individual qualified to operate in a command post, base camp or at the incident scene in support of a specific incident or tactical operation. Incident Tactical Dispatchers leverage the multi-tasking, communication, accountability, and documentation skills of successful telecommunicators to provide public safety communications expertise and support at planned events and extended incidents such as hostage situations, multi-alarm fires, search and rescue operations, bombings, and active shooter incident in accordance with FEMA National Qualifications Standards. Incident Tactical Dispatchers may support the Communications Unit as a single resource or as part of an incident tactical dispatcher team. This course provides a basic understanding for the roles and responsibilities of an incident tactical dispatcher working in a tactical environment.

This course is designed for experienced dispatchers who are familiar with the Incident Command System and dispatch operations. Each attendee participates in hands-on training exercises and receives a Position Task Book (PTB).



Course Capacity

- In person: Minimum of 10 or a Maximum of 20 vetted/qualified students

Prerequisites for Attendance

(Prerequisites must be provided to OIEC and verified two (2) weeks in advance of the course.)

- Personal experience:
 - o A public safety background with three years of experience in dispatch operations
 - o Awareness of fundamental public safety communications technology
- Completion of the (MOST RECENT) following online courses from the FEMA/EMI website: <https://training.fema.gov/is/>
 - o IS-100: Introduction to the Incident Command System, ICS 100
 - o IS-144: Telecommunicators Emergency Response Taskforce (TERT) Basic Course
 - o IS-200: Basic Incident Command System for Initial Response
 - o IS-700: An Introduction to the National Incident Management System
 - o IS-800: National Response Framework, An Introduction
- Additional recommended training:
 - o ICS-300: Intermediate Incident Command System for Expanding Incidents, is recommended, but not required
- Additional documentation needed:
 - o Training Authorization Letter and Student Information Form

Course Provider

This course will be taught by a team of CISA-ECD Instructors, and NY State COMU Instructors from the DHSES-OIEC, who have both practitioner and COMU experience.

Location

State Preparedness Training Center (SPTC)
5900 Airport Road, Oriskany, NY 13424

Cost

There is **NO FEE** for this course. **Lunch will be provided.** Travel and all other meals are the responsibility of the course participant.

Date & Times

February 20, 2024 - Registration and Check-In: (7:30 AM – 8:00 AM)



February 20 - 23, 2024 - Course: (8:00 AM – 4:00 PM)

Registration

All student registrations will be reviewed by DHSES-OIEC, and the lodging reviewed by the SPTC. Enrollment emails will be sent to students (at the time of enrollment from DHSES LMS) NO LATER THAN 2 weeks prior to the start of the course. Registration does not guarantee a seat in the course.

To register for this course, access the New York State DHSES Learning Management System (LMS) portal on-line go to the following website: <https://lmsportal-dhses.ny.gov/acadisviewer/login.aspx>

If you do not have a User Account with DHSES LMS, you need to submit a New User Account Access Request WebForm to have an account created you. This is necessary to be able to submit a request to register for the course. [New User Account Access Request](#)

No Show Policy

Failure to attend a class you have been enrolled in can result in the denial of future course enrollment. If you have not received a confirmation (or denial) two weeks prior to the course start date, please contact DHSES-OIEC at (518) 322-4911, or OIEC.Training@dhses.ny.gov.

Lodging

You are eligible for lodging if your residence and official workstation are more than 50 miles from the SPTC and you are public sector personnel. Lodging is not available for federal employees or private industry participants. If you are eligible, you will be sent an email with lodging instructions prior to the start of the course. You must be enrolled in the course and have received lodging approval from the SPTC before arriving at the Center, or your lodging will not be covered, and you will not be allowed in the class. SPTC: (315) 768-5689 | SPTC.INFO@dhses.ny.gov | www.dhses.ny.gov/sptc

If approved by the SPTC, lodging will be provided on the nights of February 19, 2024 – February 22, 2024 for approved public sector personnel.

To cancel your course enrollment: notify OIEC.Training@dhses.ny.gov ASAP. ***You are responsible for canceling your hotel reservations.***

If you have any further questions, or need more information contact:

DHSES-OIEC: Phone: (518) 322-4911; E-mail: OIEC.Training@dhses.ny.gov.