



IMS - Communications Officer Role

At a glance...

Assessed Customised Provision

Duration Notes:	4 hours
Delivery Method:	E-learning
Prerequisites:	Site / Local / National Incident Management Team workshop is desirable and recommended.

Introduction

To provide participants with greater knowledge of the specific role of Communications Officer, in an Incident Management System, with reference to the Forestry Commission Incident Management System, Defra Generic Plant Health Contingency Plan and other approaches, to provide the knowledge to work effectively as part of a Site, Local or National Incident Management Team for incidents or events.

Overview in brief

To provide participants with greater knowledge of the specific role of Communications Officer, in an Incident Management System, with reference to the Forestry Commission Incident Management System, Defra Generic Plant Health Contingency Plan and other approaches, to provide the knowledge to work effectively as part of a Site, Local or National Incident Management Team for incidents or events.

This is for either internal working or external interoperability and/or coordination with other organisations and the emergency services using JESIP.

The delivery method for this course is either E-Learning or Classroom

The finer details

This course provides knowledge and assessment on:

- Principles of Incident Management
- Communications Officer Role
- Civil Contingencies and Multi-agency Working





- Structure and Management of an Incident
- Shared Situational Awareness and Decision Making
- Creating a Strategy – Setting Aims and Objectives
- After Action Review and Organisational Learning

Who should attend?

Junior, middle and senior managers in the land management and Plant Health sectors who would work at Site, Local and/or National levels, respectively in the providing communications during incidents and events including; social media, public and staff engagement, media and press networks, press releases, press conferences, organisational briefing etc.

This can be for a wide range incident types and events including, but not exclusive too; Plant Health, Animal Health, Wildfires, Missing Persons, Pollution, Storms/High Wind damage (including windblow) as well as recreation sites, visitor centres, public engagement, volunteer programmes, festivals and concerts etc.

What will be covered?

The following is covered:

- What is Incident Management and the core principles as defined in the Incident Management System (IMS)
- Role, Responsibilities and Tasks of the Communications Officer
- Relevant Incident Management processes
- Communication Section Unit within the Incident Management Team
- Working with other functions and roles within the Incident Management Team
- Working with other organisations and responders.
- How to develop effective Incident Management Team structures.
- How to improve shared situational awareness and decision making.
- How to develop effective strategic using the aim, objective, tasking and outcomes approach using an Incident Action Plan.
- How to be part of an effective After Action Review.

