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# Unit 11: Final Course Review and Exam

INSTRUCTOR GUIDE

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**Objectives**

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By the end of this unit, students will have successfully:

- Reviewed the Course Objectives
- Reviewed the Unit Enabling Objectives
- Completed the final exam and exercise
- Completed all necessary documentation

**Methodology**

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This unit incorporates lecture, discussion-based activities, and an exercise.

The purpose of the Final Exercise is for students to synthesize and apply all of the information they have learned so far in the course in a hands-on setting.

The purpose of the Final Exam is for the students to demonstrate the understanding of the course and unit enabling objectives.

**Time Plan**

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A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

<b>Topic</b>	<b>Time</b>
Lesson	30 minutes
Final Exercise	1 hour
Final Exam	1 hour
<b>Total Time</b>	<b>2 hours, 30 minutes</b>

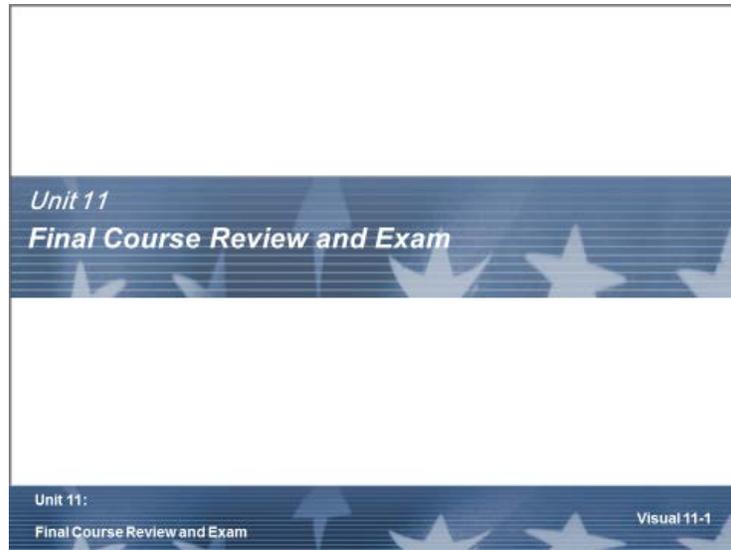
**Reference Materials**

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- Projector & other equipment as necessary for PowerPoint presentation
- Easel pad
- Marking pens
- Exercise: Final Exercise
- Exam: Final Exam

**Topic**Unit Title Slide

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**Explain the Following Key Points**

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Introduce the unit and move quickly to the next slide.

This unit focuses on wrapping up the course, and reconnecting the students to the material before moving on to the Final Exam.

**Evaluation**

The student will complete the final exam.

**Topic** Course Objectives Review

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**Course Objectives Review**

Has the All-Hazard COML course met the following course objectives?

- 1. Identify the functions of the Communications Unit and the duties and responsibilities of the COML.*
- 2. Arrive at an all-hazards incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a COML.*
- 3. Plan, staff, manage, and demobilize the Communications Unit in a safe and effective manner to meet the needs of the incident.*

Unit 11: Final Course Review and Exam Visual 11-2

**Explain the Following Key Points**

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Review the objectives for the course to ensure that the class has obtained the knowledge necessary to successfully meet the course objectives.

Pose the course objectives as questions. Ask the group to give a brief example/short explanation to answer each question. Try to call on a different student for each objective.

This is not intended to be an inclusive discussion of all material covered in the course, but rather a quick and engaging way to wrap up the course, and reconnect the students to the material before moving on to the Final Exam.

Ask the students to write down the top three to five things they learned in the course on their ICS Form 214.

Leave the 1st Course Objectives Review slide up so that students can think about what they learned in relation to the objectives. Then bring up 2nd Course Objectives Review slide.

At the end of the day, collect their ICS Form 214s. This will help identify what the students have learned and what areas may be especially important to highlight at the conclusion of the course.

**Summary**

The Communications Unit Leader is responsible for preparing and preplanning for an incident and should have an awareness of resources available to assist in performing the Communications Unit Leader function before and during an incident.

**Course Objectives**

- Identify the functions, duties, and responsibilities of the Communications Unit Leader
- Arrive at an all-hazards incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a Communications Unit Leader
- Plan, staff, manage, and demobilize the Communications Unit in a safe and effective manner to meet the needs of the incident

**Evaluation**

The student will complete the final exam.

**Topic** Course Objectives Review (cont'd)

**Course Objectives Review (cont'd)**

Has the All-Hazard COML course met the following course objectives?

- 4. Coordinate with the incident sections, appropriate communications personnel (e.g., communications coordinators), and other agencies to assist in accomplishing the overall incident objectives.*
- 5. Design, order, and ensure the installation and maintenance of all communications systems.*
- 6. Maintain accountability of assigned communications equipment.*

Unit 11: Final Course Review and Exam Visual 11-3

**Explain the Following Key Points****Course Objectives**

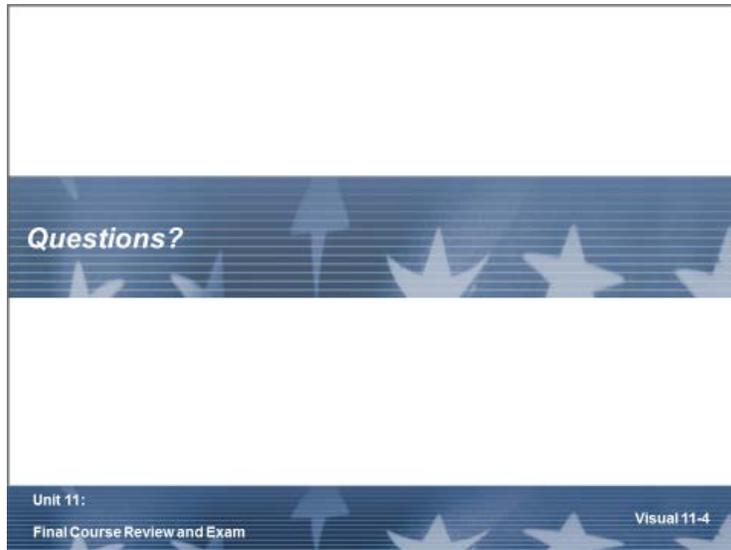
- Coordinate with the incident sections, appropriate communications personnel (e.g., communications coordinators), and other agencies to assist in accomplishing the overall incident objectives
- Design, order, and ensure the installation and maintenance of all communications systems
- Maintain accountability of assigned communications equipment

**Evaluation**

The student will complete the final exam.

Topic

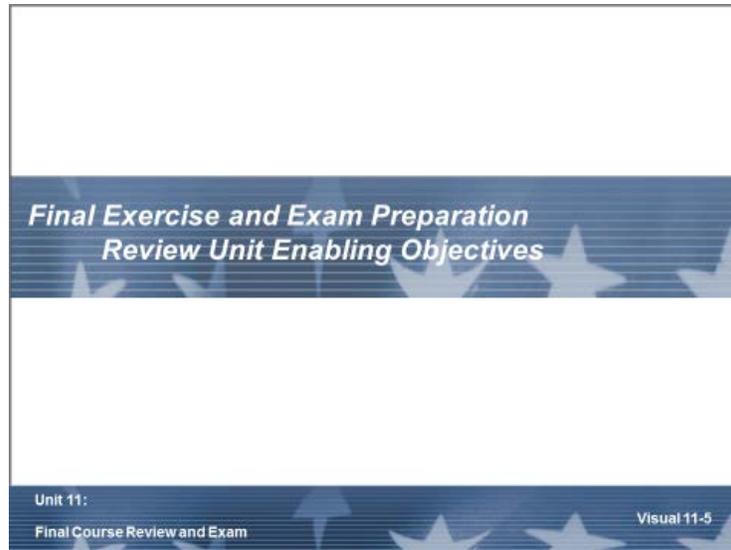
Questions?

**Explain the Following Key Points**

Provide students an opportunity to ask questions and seek clarification on presented material in this unit.

**Topic** Final Exercise & Exam Preparation

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### **Explain the Following Key Points**

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Review the Unit Enabling Objectives for the course to ensure that the class has obtained the knowledge necessary to successfully meet these Objectives.

Use the Final Exam Enabling Objectives Review Document to conduct this review.

This is not intended to be an inclusive discussion of all material covered in the course, but rather a quick and engaging way to wrap up the course, and reconnect the students to the material before moving on to the Final Exam.

### **Summary**

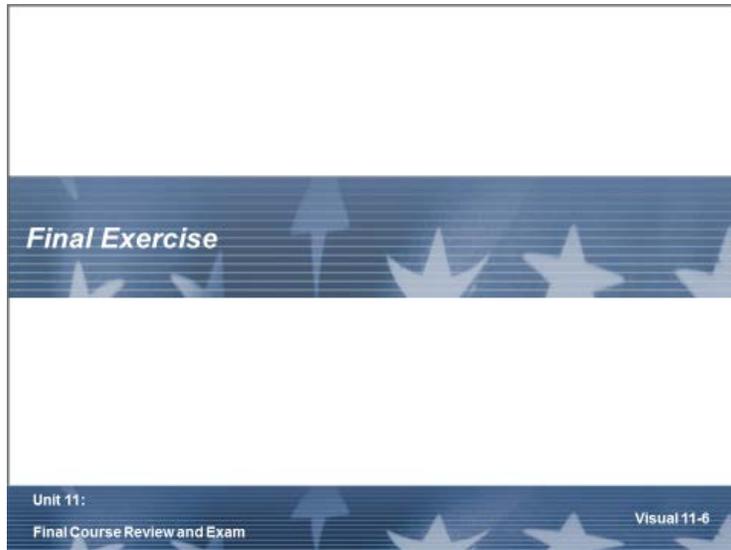
The Communications Unit Leader is responsible for preparing and preplanning for an incident and should have an awareness of resources available to assist in performing the Communications Unit Leader function before and during an incident.

### **Evaluation**

The student will complete the final exam.

Topic Final Exercise

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### Explain the Following Key Points

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**Retrieve Final Exercise Instructor Guide located in the Unit 10 exercise tab before proceeding.**

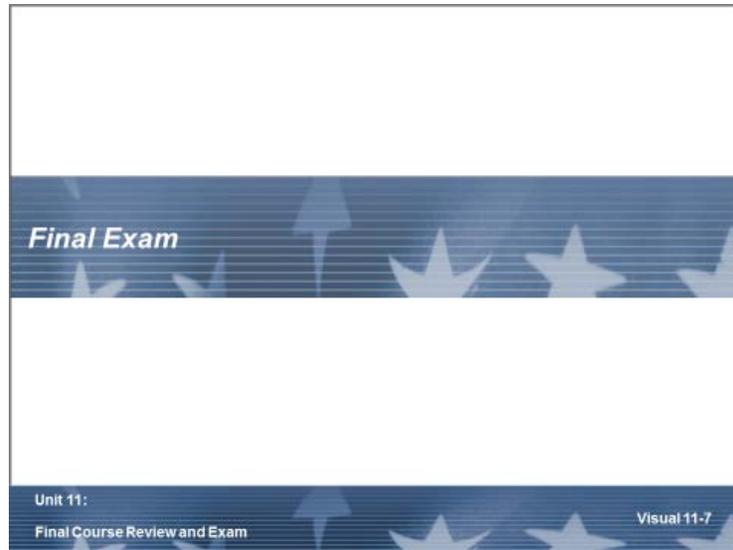
Refer to the Final Exercise.

The purpose of the Final Exercise is for students to synthesize and apply all of the information they have learned so far in the course in a hands-on setting.

Review outcomes of Final Exercise with the class before moving on to the Final Exam.

**Topic**Final Exam

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**Explain the Following Key Points**

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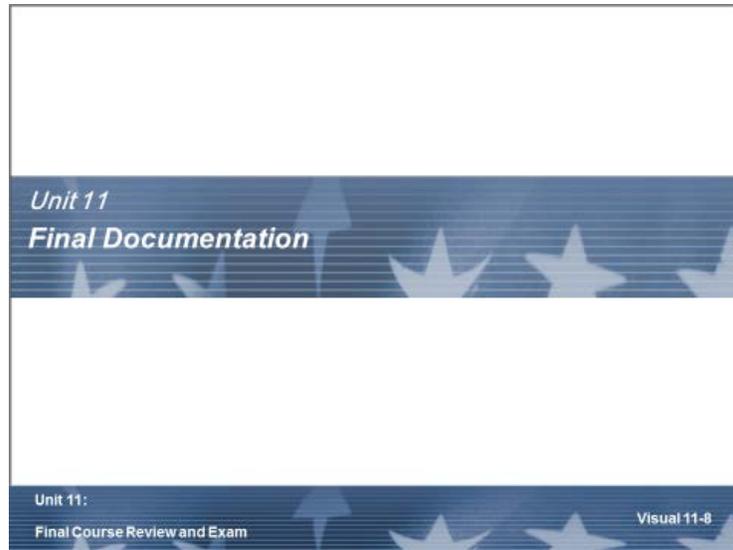
Refer to the Final Exam.

The purpose of the Final Exam is for the students to demonstrate the understanding of the course and unit enabling objectives.

Review correct responses for Final Exam with the class.

**Topic**Final Documentation

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**Explain the Following Key Points**

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Ensure all documentation has been completed

- Evaluations
- FEMA Form 119-25-1 – General Admissions Application
- Sign-in Sheet