

# Program of Instruction

## Course Syllabus

**Course Title:** Command & General Staff Functions for the Local Incident Management Teams

**Course Duration:** 40 hours

**Program:** Homeland Security

**Course Prerequisites:** ICS-100 and ICS-200 or Unified Command

**Course Description:** This 5-day course is activity intensive and designed to better prepare emergency response personnel to manage large, complex incidents effectively by using the functional components of the Incident Command System. The focus of the course is to enhance the skills necessary to operate as a team in various Command and General Staff positions and to promote a better understanding of team operations through application during various simulations.

**Course Requirements:** Attend all of the classes, participate in the exercises, and correctly answer 70% of the final written exam.

### **Course Policies:**

**Attendance Policy:** IFSI requires students to attend (100%) or make up all course content that leads to certification. Students are expected to attend on time and to remain in class for the duration of the course. Students **MUST COMPLETE** all portions of a certification course, both classroom and practical, to be eligible to receive their certification.

If a student misses any portion of class with an accumulated absence of 20% or less of scheduled class time, it will be the student's responsibility to arrange the make-up of the missed course content with the instructor(s) or program manager. The student must make up the specific course content that s/he missed, not just the hours. Make-ups are limited to 20% of scheduled class time. Make-ups must be documented on the class roster. If a student's absence is greater than 20% refer to "True Emergences" section of the IFSI Examination Policy.

**Safety Policy:** Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

**Academic Integrity Policy:** IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

**Grading Policy:** Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

**American Disabilities Act:** As guaranteed in the Vocational Rehabilitation Act and in the American Disabilities Act, if any student needs special accommodations they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs. If arrangements cannot be made at the class site, the student will test at an alternative time and place where the special accommodations can be made.

### **Course Content:**

#### Unit 0

Title: Introduction

Terminal Learning Objectives: The student will be able to describe the intent/focus of the course.

#### Unit 1

Title: Overview of the Local IMT

Terminal Learning Objectives: The student will be able to explain what an Incident Management Team is and the members' responsibilities for incident planning.

#### Unit 2

Title: Incident Commander

Terminal Learning Objectives: The student will be able to explain the roles and responsibilities of the Incident Commander.

#### Unit 3

Title: Command Staff

Terminal Learning Objectives: The student will be able to explain the responsibilities of the Command Staff Positions.

#### Unit 4

Title: The Operations Section

Terminal Learning Objectives: The student will be able to explain the roles and responsibilities of the Operations Section Chief.

#### Unit 5

Title: The Planning Section

Terminal Learning Objectives: The student will be able to explain the roles and responsibilities of the Planning Section Chief

#### Unit 6

Title: The Logistics Section

Terminal Learning Objectives: The student will be able to explain the roles and responsibilities of the Logistics Section Chief.

#### Unit 7

Title: The Finance/ Administration Section

Terminal Learning Objectives: The student will be able to explain the roles and responsibilities of the Finance/ Administration Section.

#### Unit 8

Title: Unified Command

Terminal Learning Objectives: The student will be able to describe the roles and reporting relationships under a Unified Command that involves agencies with the same jurisdiction and under multijurisdictional conditions.

#### Unit 9

Title: Major Incident Management

Terminal Learning Objectives: The student will be able to recognize and apply various Incident Command System (ICS) management options related to major or complex incidents.

#### Unit 10

Title: Incident Resource Management

Terminal Learning Objectives: The student will be able to explain how to manage resources at an incident.

#### Unit 11

Title: Team Dynamics & Decisionmaking

Terminal Learning Objectives: The student will be able to demonstrate the behaviors that promote team effectiveness.

#### Unit 12

Title: Planning Process

Terminal Learning Objectives: The student will be able to demonstrate a clear understanding of the planning process and develop an Incident Action Plan.

## Unit 13

Title: Intelligence & Information Gathering

Terminal Learning Objectives: The student will be able to understand the roles and responsibilities of the Information & Intelligence gathering functions within the Incident Management Team.

### **Evaluation Strategy:**

FEMA/ DHS have a specific 25 question exam that is required to be taken.

### **Reference List:**

FEMA / U.S. Department of Homeland Security, National Incident Management System, Emergency Responder Field Operations Guide (FOG) October 2012

## Course Schedule

### DAY ONE

<u>Event</u>	<u>Duration</u>
Unit 0 -- Introduction	1 hour
Unit 1 – Overview of the Local IMT	1 hour
Unit 2 – Incident Commander	1 hour
Exercise – Bus Wreck/ School Shooting/ Mall Fire	1 hour
<b>Lunch</b>	
Unit 11 – Team Dynamics & Decision-making	1 ½ hours
Unit 3 – Command Staff (PIO)	1 hour
Unit 3 – Command Staff (Liaison/ Safety Officer) with video	1 ½ hours

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### DAY TWO

<u>Event</u>	<u>Duration</u>
Unit 4 – Operations Section	1 ½ hours
Exercise – Train Wreck	2 ½ hours
<b>Lunch</b>	
Unit 5 – Planning Section	1 ½ hours
Unit 13 – Information and Intelligence Gathering	1 hour
Unit 12 – Planning Process	1 hour
Operations Period Briefing Demonstration	½ hour

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### **DAY THREE**

<b><u>Event</u></b>	<b><u>Duration</u></b>
Exercise – Tornado	2 ½ hours
Unit 6 -- Logistics	½ hour
Unit 10 – Incident Resource Management	1 hour
<b>Lunch</b>	
Unit 7 – Finance/ Administration Section	½ hour
Computer system and software familiarization	½ hour
Exercise – Juvenile Walk away, School Collapse, Detention Center Fire	3 hours

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### **DAY FOUR**

<b><u>Event</u></b>	<b><u>Duration</u></b>
Unit 8 – Unified Command	1 hour
Unit 9 – Major Incident Management	½ hour
Exercise 9.1 – Major Incident Management	½ hour
Unit 9 – Area Command	1 ½ hours
<b>Lunch</b>	
Unit 9 – Multiagency Coordination Centers	1 ½ hours
Exercise – Event Plan Development	3 hours

## **DAY FIVE**

<b><u>Event</u></b>	<b><u>Duration</u></b>
Exercise – Event Plan Development Continues	1 hour
Review – Summarize and review the Course Objectives	½ hour
Exam – Final Written Exam	1 hour
Exercise – Final Incident Exercise	2 hours
<b>Working Lunch</b>	
Exercise – Final Incident Exercise	2 hours
Exercise Brief out – Operations Period Briefing	1 hour
Course Closeout	½ hour