

University of Illinois Fire Service Institute

Course Syllabus

Course Title: All-Hazards Finance/Administration Unit Leader (L 0975)

Course Duration: 24 hours

Program: Homeland Security

Course Prerequisites: IS 100, IS 200, ICS 300, IS 700, IS 800

Course Description: Before the 9/11 attacks, ICS training was exercised nearly exclusively on fire-based incidents. Recognizing the applicability and sincere need for NIMS principles across incident response disciplines, an “all-hazards” approach to training will be embraced in this course.

With an “all-hazards” approach, this course will focus on how a Finance/Administration Unit Leader (FAUL) needs to fundamentally possess the same core knowledge, skills, and abilities whether they are responding to a fire, an oil spill, a mass-casualty incident, or another incident. In other words, regardless of the hazard, discipline, or incident, the essential job of a Finance/Administration Unit Leader is the same.

This course uses lecture, discussion, student participation, and activities to focus on understanding the behaviors, duties, responsibilities, and capabilities of an effective FAUL on a Type 3 AHIMT.

The intended audience(s) are Federal, state, tribal, and/or local level emergency responders who may be designated as a Finance/Administration Unit Leader (FAUL) on their local or state IMT. The materials were developed with the assumption that audience members may have little or no actual experience as a member of an AHIMT.

The audience may include students from a variety of agencies and functional disciplines, including fire service, law enforcement, emergency management, public works departments, as well as public health organizations, medical emergency teams, and hospitals.

NIMS ICS specific training should be completed by personnel who are regularly required assigned to function under the Incident Command System (ICS), by personnel who may be called upon to function in a Command, Staff, or Unit Leader position on a Type III or IV AHIMT, or by those persons who desire to seek credentials/certification in those positions

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Course Requirements and/or Recommendations:

Pre-Course Work –

- None

Course Work –

- Participate in class discussion, activities and in group activities and exercises
- Complete unit quizzes
- Achieve 75% or higher on the final quiz

Post-Course Work –

- None

Required Textbook:

E/L 0975 NIMS ICS All-Hazards Finance Section Unit Leader December 2019, Version 1

This will be provided to the student on Day 1 of the class (digital version).

Course Policies:

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.

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.

Evaluation Strategy: Students will be evaluated with an end of course quiz.

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Course Content:

Unit: 1

Title: Unit Introduction

Terminal Learning Objective: Upon completion of this unit, students will be able to identify the course objective and position-specific resource materials for the four Finance/Administration Unit Leader positions.

Unit: 2

Title: Overview of the Finance/Administration Section

Terminal Learning Objective: Upon completion of this unit, students will be able to explain the purpose and function of the Finance/Administration Section.

Unit: 3

Title: Interaction and Coordination

Terminal Learning Objective: Upon completion of this unit, students will be able to identify information exchange strategies and appropriate communication skills when interacting with incident personnel.

Unit: 4

Title: Time Unit Leader Responsibilities

Terminal Learning Objective: Upon completion of this unit, students will be able to identify the Time Unit Leader's roles and responsibilities for an all-hazard incident.

Unit: 5

Title: Procurement Unit Leader Responsibilities

Terminal Learning Objective: Upon completion of this unit, students will be able to identify the Procurement Unit Leader's roles and responsibilities for an all-hazards incident.

Unit: 6

Title: Compensation/Claims Unit Leader Responsibilities

Terminal Learning Objective: Upon completion of this unit, students will be able to identify the Compensation/Claims Unit Leader's roles and responsibilities for an all-hazards incident.

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Unit: 7

Title: Cost Unit Leader Responsibilities

Terminal Learning Objective: Upon completion of this unit, students will be able to identify the Cost Unit Leader's roles and responsibilities for an all-hazards incident.

Unit: 8

Title: Unit Management

Terminal Learning Objective: Upon completion of this unit, students will be able to explain a Finance/Administration Unit Leader's management and administrative responsibilities that are integral to the Finance/Administration Unit.

Reference List:

Finance/Administration Section Chief Position Task Book

ICS 420-1 Field Operations Guide by the U.S. Fire Administration.

https://www.usfa.fema.gov/downloads/pdf/publications/field_operations_guide.pdf

National Incident Management System (NIMS), October 2017

The "Redbook 2018 Interagency Standards for Fire and Fire/Aviation Operations" from the National Interagency Fire Center Group

The U.S. Coast Guard "Incident Management Handbook"

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Course Schedule

DAY ONE

<u>Event</u>		<u>Duration</u>
Unit 1	Course Introduction	2 hours 30 minutes
Unit 2	Overview of the F/A Section	1 hour
Lunch		
Unit 2 (Cont.)	Overview of the F/A Section	2 hours 30 minutes
Unit 3	Interaction & Coordination	1 hour 30 minutes
Review		30 minutes

DAY TWO

<u>Event</u>		<u>Duration</u>
Unit 4	Time Unit Leader Responsibilities	2 hours 30 minutes
Unit 5	Procurement Unit Leader Responsibilities	1 hour
Lunch		
Unit 5 (Cont.)	Procurement Unit Leader Responsibilities	1 hour 30 minutes
Unit 6	Compensation/Claims Unit Leader Responsibilities	2 hours 30 minutes
Review		30 minutes

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DAY THREE

Unit 7	Cost Unit Leader Responsibilities	3 hours
Unit 8	Unit Management	30 minutes
Lunch		
Unit 8 (Cont.)	Unit Management	2 hour
Unit 8 (Cont.)	Review, Quiz Preparation	1 hour 30 minutes
Unit 8 (Cont.)	Final Quiz	1 hour