

University of Illinois Fire Service Institute

Course Syllabus

Course Title: All-Hazards Liaison Officer (L 0956)

Course Duration: 16 hours

Program: Homeland Security

Course Prerequisites: IS 100, IS 200, ICS 300, ICS 400, IS 700, IS 800

Course Description: Before the 9/11 attacks, Incident Command System training was exercised nearly exclusively on fire-based incidents. Recognizing the applicability and sincere need for National Incident Management System 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 Liaison Officer (LOFR) 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 Safety Officer 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 Liaison Officer (LOFR) on a Type 3 All Hazards Incident Management Team (AHIMT).

The intended audience(s) Federal, state, tribal, and/or local level emergency responders who may be designated as a Liaison Officer on their local or state Incident Management Team. 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.

National Incident Management System (NIMS) Incident Command System (ICS) specific training should be completed by personnel who are regularly assigned to function on a Type 3 AHIMT or by those persons who desire to seek credentials/certification in those positions.

University of Illinois Fire Service Institute

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 0956 NIMS ICS All-Hazards Liaison Officer Course, November 2019, Version 1.0

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 always mindful of safety. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity 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: Student will be evaluated with an end of course quiz.

University of Illinois Fire Service Institute

Course Content:

Unit: 1

Title: Course Introduction

Terminal Learning Objective: Upon completion of this unit, students will identify the course objective and position-specific resource materials for the position of Liaison Officer.

Unit: 2

Title: Position Concept

Terminal Learning Objective: Upon completion of this unit, students will explain the roles and responsibilities of the Liaison Officer as a member of the Command Staff.

Unit: 3

Title: Agency Representatives

Terminal Learning Objective: Upon completion of this unit, students will explain the roles and responsibilities of an Agency Representative.

Unit: 4

Title: Stakeholders

Terminal Learning Objective: Upon completion of this unit, students will explain the roles and responsibilities of the Liaison Officer with regards to Stakeholders.

Unit: 5

Title: Incident Communications and Work Location

Terminal Learning Objective: Upon completion of this unit, students will explain types of communication and work location requirements for a given incident.

Unit: 6

Title: Information Flow and Use of Assistance

Terminal Learning Objective: Upon completion of this unit, students will identify the process and relevant parties involved in incident information flow, including the role of Assistant Liaison Officers.

University of Illinois Fire Service Institute

Unit: 7

Title: The Planning Process

Terminal Learning Objective: Upon completion of this unit, students will identify the Liaison Officer's contribution to the NIMS incident action planning process.

Unit: 8

Title: Special Situations

Terminal Learning Objective: Upon completion of this unit, students will explain the proper steps to follow in the event of a special situation.

Unit: 9

Title: Demobilization

Terminal Learning Objective: Upon completion of this unit, students will identify the demobilization process as it relates to the duties of the Liaison Officer.

Reference List:

Emergency Responder Field Operations Guide, October 2010

ICS 420-1 Field Operations Guide available from the US Fire Administration/National Fire Academy:

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

Liaison Officer Position Task Book

National Incident Management System (NIMS), October 2017

The "Redbook 2019 Interagency Standards for Fire and Fire Aviation Operations" from the Interagency Standards for Fire and Fire Aviation Operations Group, National Interagency Fire Center.

The US Coast Guard "Incident Management Handbook":

https://www.atlanticarea.uscg.mil/Portals/7/Ninth%20District/Documents/USCG_I_MH_2014_COMDTPUB_P3120.17B.pdf?ver=2017-06-14-122531-930

University of Illinois Fire Service Institute

Course Schedule

DAY ONE

<u>Event</u>		<u>Duration</u>
Unit 1	Course Introduction	2 Hours 15 Minutes
Unit 2	Position Concept	1 Hour 15 Minutes
Lunch		
Unit 3	Agency Representative (AREP)	1 Hour 15 Minutes
Unit 4	Stakeholders	1 Hour 45 Minutes
Unit 5	Incident Communications & Work Location	1 Hour 15 Minutes
	Review	15 Minutes

DAY TWO

<u>Event</u>		<u>Duration</u>
Unit 6	Information Flow & Use of Assistants	2 Hours 15 Min
Unit 7	The Planning Process	1 Hour 15 Minutes
Lunch		
Unit 8	Special Situations	1 Hour 15 Minutes
Unit 9	Demobilization	1 Hour 15 Minutes
	Review	30 Minutes
	Exam Preparation & Administration	1 Hour 30 Minutes