

University of Illinois Fire Service Institute

Course Syllabus

Course Title: ICS 402 Overview for Senior Officials (Executives, Elected, & Appointed)

Course Duration: 4 hours

Program: Homeland Security

Course Prerequisites: None

Course Description: The purpose of this course is to provide a forum for Senior Official discussion regarding the National Incident Management System (NIMS) and the importance of the role of Senior Officials in preparedness. At the end of the course, students will be able to explain NIMS tenets and the role of the four command and coordination entities (Incident Command System [ICS], Emergency Operations Centers [EOC], Multiagency Coordination [MAC] Group and the Joint Information System [JIS]).

The target audience for this course is senior officials including executives, elected and appointed officials, city/county managers, agency administrators, as well as emergency management officials, public information officers, public safety (law enforcement, fire, EMS, public health and public works) personnel, and a jurisdiction's policy and legal advisors.

Course Requirements and/or Recommendations:

- Pre-Course Work –
 - n/a
- Course Work –
 - Participate in class discussion and activities.
- Post-Course Work –
 - n/a

Required Textbook:

G 0402 NIMS Overview for Senior Officials (Executives, Elected, and Appointed), May 2019

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

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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 Emergencies" 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.

Retesting: If a student fails to pass an exam, retesting takes place on set dates at regional sites across the state. More information is provided in the course completion e-mail and on the IFSI website.

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.

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Evaluation Strategy: Students will not be evaluated with an end of course exam.

Course Content:

Module: 1

Title: Course Introduction

Terminal Learning Objective: Upon completion of this module, the students will explain the course goals and objectives.

Module: 2

Title: What is NIMS?

Terminal Learning Objective: Upon completion of this module, the students will explain the National Incident Management System.

Module: 3

Title: ICS Organization and Features

Terminal Learning Objective: Upon completion of this module, the students will explain the NIMS Management Characteristics, the organizational structure of the Incident Command System, and the role of the Command and General Staff

Module: 4

Title: NIMS Coordination: Emergency Operations Centers

Terminal Learning Objective: Upon completion of this module, the students will explain the attributes and purpose of Emergency Operations Centers.

Module: 5

Title: NIMS Coordination: The MAC Group and the Joint Information System

Terminal Learning Objective: Upon completion of this module, the students will explain the interconnectivity between the MAC Group, EOCs, the Joint Information System and Incident Command.

Module: 6

Title: Preparedness

Terminal Learning Objective: Upon completion of this module, the students will explain the Senior Official's role in preparedness.

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Module: 7

Title: Course Summary

Terminal Learning Objective: Upon completion of this module, the students will summarize the course objectives.

Reference List:

National Incident Management System 2017

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Course Schedule

Day 1

Unit 1	Course Introduction	15 Minutes
Unit 2	What is NIMS?	30 Minutes
Break		10 Minutes
Unit 3	ICS Organization & Features	1 Hour
Break		10 Minutes
Unit 4	NIMS Coordination: Emergency Operations Centers	30 Minutes
Unit 5	NIMS Coordination: The MAC Group & the Joint Information System	30 Minutes
Break		10 Minutes
Unit 6	Preparedness	30 Minutes
Unit 7	Course Summary	10 Minutes