

University of Illinois Fire Service Institute

Course Syllabus

Course Title: All-Hazards Incident Commander

Course Duration: 40 hours

Program: Homeland Security

Course Prerequisites: IS 100.c, IS 200.c

Required for FEMA (EMI) Certification: IS 700.b, IS 800.c, ICS 300, ICS 400

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

The intended audience(s) are federal, state, tribal, and/or local level emergency responders who may be designated as an Incident Commander 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 0950 NIMS ICS All-Hazards Incident Commander November 2019, Version 1.0

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

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.

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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.

Course Content:

Unit: 1

Title: Course Introduction

Terminal Learning Objective: Upon completion of this unit, students will identify course objectives and position-specific resource materials for the position of Incident Commander.

Unit: 2

Title: Leading and Managing the Organization

Terminal Learning Objective: Upon completion of this unit, students will describe how to lead and manage an Incident Management Team (IMT) through an understanding of the interactions between the Incident Commander and the individual members of the IMT.

Unit: 3

Title: Incident Commander Responsibilities in IMT Administration and Readiness

Terminal Learning Objective: Upon completion of this unit, students will describe the Incident Commander's responsibilities in IMT administration and readiness.

Unit: 4

Title: Go-Kit, Aids, and Guides

Terminal Learning Objective: Upon completion of this unit, students will identify the components of a typical Incident Commander Go-Kit.

Unit: 5

Title: Command, Coordination, Support, and Agency Oversight

Terminal Learning Objective: Upon completion of this unit, students will describe the purpose and function of Command, Agency Oversight, Support, and Coordination as they relate to incident management and the role of the Incident Commander.

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Unit: 6

Title: Command and Coordination Structures

Terminal Learning Objective: Upon completion of this unit, students will describe command and coordination structures from the Incident Commander's standpoint.

Unit: 7

Title: Agency Administrator/Executive and Incident Commander Cooperation

Terminal Learning Objective: Upon completion of this unit, students will describe the interaction and cooperation that occurs between the Agency Administrator/Executive (AA) and the Incident Commander (IC) for the successful management of an incident.

Unit: 8

Title: Transfer of Command

Terminal Learning Objective: Upon completion of this unit, students will describe the considerations and procedures an Incident Commander should follow to ensure effective and safe transfer of command.

Unit: 9

Title: Incident Information

Terminal Learning Objective: Upon completion of this unit, students will describe effective communication practices for addressing audiences internal and external to the management of an incident.

Unit: 10

Title: Command's Direction

Terminal Learning Objective: Upon completion of this unit, students will define leader's intent, priorities, incident objectives, strategies, and tactics as they are utilized by the Incident Commander for effective incident management.

Unit: 11

Title: Planning and Meetings

Terminal Learning Objective: Upon completion of this unit, students will describe the Incident Commander's responsibilities for the various plans and meetings in which he or she participates.

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Unit: 12

Title: Staffing

Terminal Learning Objective: Upon completion of this unit, students will describe the staffing responsibilities and considerations of the Incident Commander.

Unit: 13

Title: Special Structures

Terminal Learning Objective: Upon completion of this unit, students will describe how the Incident Commander can identify and manage a special situation that occurs within an incident.

Unit: 14

Title: Financial Management and the Role of the Finance/Administration Section

Terminal Learning Objective: Upon completion of this unit, students will describe the financial management responsibilities of the Incident Commander and the role of the Finance/Administration Section.

Unit: 15

Title: Agreements

Terminal Learning Objective: Upon completion of this unit, students will describe the agreements that the Incident Commander may encounter while managing incidents.

Unit: 16

Title: Personal Documentation

Terminal Learning Objective: Upon completion of this unit, students will describe effective personal documentation practices for the position of Incident Commander.

Unit: 17

Title: Demobilization, Incident Closeout, and Course Closeout

Terminal Learning Objective: Upon completion of this unit, students will describe the role and responsibilities of the Incident Commander as they pertain to the demobilization process, returning an incident to local management, and the performance evaluations of the Command and General Staff.

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Reference List:

Emergency Responder Field Operations Guide, October 2010

Incident Command Position Task Book

National Incident Management System (NIMS), October 2017

The ICS 420-1 Field Operations Guide available from the US Fire Academy:
https://www.usfa.fema.gov/downloads/pdf/publications/field_operations_guide.pdf

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

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Course Schedule

DAY ONE

Unit 1	Course Introduction	3 Hours 30 Minutes
Lunch		
Unit 2	Leading & Managing the Organization	2 Hours
Unit 3	Incident Commander Responsibilities In IMT Administration & Readiness	2 Hours
Review		30 Minutes

DAY TWO

Unit 4	Go Kits, Aids & Guides	1 Hour
Unit 5	Command, Coordination, Support & Agency Oversight	1 Hour 30 Minutes
Unit 6	Command & Coordination Structures	1 Hour
Lunch		
Unit 6	Command & Coordination Structures	2 Hours 15 Minutes
Unit 7	Agency Administrator/Executive and Incident Commander Cooperation	1 Hour 45 Minutes
Review		30 Minutes

DAY THREE

Unit 8	Transfer of Command	2 Hours
Unit 9	Incident Information	1 Hour 30 Minutes
Lunch		
Unit 10	Command's Direction	2 Hours
Unit 11	Planning & Meetings	2 Hours
Review		30 Minutes

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DAY FOUR

Unit 12	Staffing	3 Hours 30 Minutes
Lunch		
Unit 13	Special Situations	2 Hours
Unit 14	Financial Management & the Role of the Finance/Administration Section	2 Hours
Review		30 Minutes

DAY FIVE

Unit 15	Agreements	1 Hour 30 Minutes
Unit 16	Personal Documentation	2 Hours
Lunch		
Unit 17	Demobilization, Incident Closeout & Course Closeout	2 Hours
	Review	1 Hour
	Final Quiz	1 Hour 30 Minutes