

University of Illinois Fire Service Institute

Course Syllabus

Course Title: All-Hazards Operations Section Chief

Course Duration: 32 hours

Program: NIMS/ICS

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

Course Description:

This course addresses the responsibilities of an Operations Section Chief to ensure the maintenance of continuity and safety of on-site responders and the public. The course will allow students to hone their preexisting skillsets in communication and staff functions for a local Incident Management Team (IMT). Lecture-discussion, quizzes, multiple hands-on activities have been designed to enable students to learn, practice, and demonstrate their knowledge of the course material. Activity logs, check-in lists, Position Task Books, and breakout sessions, have been created and/or inherited to the course in order to provide learners with various methods of learning that will enhance their understanding of the roles and functions of an Operations Section Chief

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 0958 NIMS All-Hazards Operations Section Chief August 2019, Version
This will be provided to the student 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.

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: Course Introduction

Terminal Learning Objective: Upon completion of this unit, students will be able to identify course objectives and position-specific resource materials for the position of Operations Section Chief.

Unit: 2

Title: Pre-Incident, Activation, and Information Gathering

Terminal Learning Objective: Upon completion of this unit, students will be able to describe how to gather, organize, communicate, and share information necessary to perform as an Operations Section Chief.

Unit: 3

Title: Strategy and Tactics – Managing the Initial Phase

Terminal Learning Objective: Upon completion of this unit, students will be able to describe the purpose of the Strategy, Tactics, and Planning Meetings and the Operations Section Chief's roles and responsibilities in developing the ICS Form 215 Operational Planning Worksheet and the Incident Action Plan.

Unit: 4

Title: Supervision and Communication

Terminal Learning Objective: Upon completion of this unit, students will be able to describe the principles of supervision, delegation, and communication as they relate to the position of the Operations Section Chief.

Unit: 5

Title: Managing and Adjusting the Operations Section

Terminal Learning Objective: Upon completion of this unit, students will be able to identify key strategies for managing and adjusting the Operations Section.

Unit: 6

Title: Personal Interaction

Terminal Learning Objective: Upon completion of this unit, students will be able to describe the Operations Section Chief's role in developing and maintaining relations with people internal and external to the ICS Team.

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Unit: 7

Title: Risk Assessment and Safety Management

Terminal Learning Objective: Upon completion of this unit, students will be able to describe the Operations Section Chief's roles and responsibilities for risk assessment and safety management.

Unit: 8

Title: Contingency Planning

Terminal Learning Objective: Upon completion of this unit, students will be able to describe the need and process for contingency planning for an all-hazards incident.

Unit: 9

Title: Demobilization

Terminal Learning Objective: Upon completion of this unit, students will be able to describe the Operations Section Chief's roles and responsibilities for demobilization.

Reference List:

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

National Incident Management System (NIMS), October 2017: [fema.gov/media – library – data](https://www.fema.gov/media-library-data)

National Incident Management System Incident Command System Emergency Responder Field Operations Guide, October 2010

Operations Section Chief Position Task Book (PTB):
training.fema.gov/emiweb/i5/icsresource/assets/tb-ops.pdf

Redbook 2018 Interagency Standards for Fire and Fire Aviation Operations: from the National Interagency Fire Center Group: nifc.gov/policies/red-book/archive/2018RedBook.pdf

U.S. Coast Guard "Incident Management Handbook: atlanticarea.uscg.mil

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Course Schedule

DAY ONE

Unit 1	Course Introduction	2 Hours 20 Minutes
Unit 2	Pre-Incident, Activation, and Information Gathering	1 Hour 10 Minutes
Lunch		
Unit 2 (Cont.)	Pre-Incident, Activation, and Information Gathering	1 Hour 45 Minutes
Unit 3	Strategy and Tactics – Meeting the Initial Phase	2 Hours 30 Minutes
Review		15 Minutes

DAY TWO

Unit 3 (Cont.)	Strategy and Tactics – Meeting the Initial Phase	1 Hour 30 Minutes
Unit 4	Supervision and Communication	2 Hours
Lunch		
Unit 4 (Cont.)	Supervision and Communication	1 Hour 30 Minutes
Unit 5	Managing and Adjusting the Operations Section	2 Hour 45 Minutes
Review		15 Minutes

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DAY THREE

Unit 6	Personnel Interaction	3 Hours 30 Minutes
Lunch		
Unit 7	Risk Assessment & Safety Management	2 Hours 30 Minutes
Unit 8	Contingency Planning	1 Hour 45 Minutes
Review		15 Minutes

DAY FOUR

Unit 8 (Cont.)	Contingency Planning	45 Minutes
Unit 9	Demobilization	1 Hour 45 Minutes
Unit 9	Review	1 Hour
Lunch		
Exercise		3 Hours
Unit 9	Summary	30 Minutes
Unit 9	Final Quiz	1 Hour