

Program of Instruction

Course Syllabus

Course Title: All Hazards Incident Management Team

Course Duration: 40 hours

Program: Homeland Security

Course Prerequisites: ICS-100, 200, 300

Course Description: The overall goal of USFA's Incident Management Team (IMT) program is to develop state, regional, and tribal IMTs to function under the National Incident Management System (NIMS) during a large and/or complex incident or a major event. This course is designed for those who are assigned to function in a Type 3 IMT during a large/complex incident, typically extending into multiple operational periods. The Type 3 IMT can either support an existing ICS structure, or can assume command of an incident if requested to do so. The Type 3 IMT can ease the transition to a National IMT for large scale, long duration, or complex incidents. This course is 5 full days in length, Monday through Friday, from 8 a.m. to 5 p.m. and presents a demanding environment during simulations to create an incident management environment similar in nature to a large scale incident.

Course Requirements and/or Recommendations: These can be divided into three categories: those completed prior to arriving in class (Pre-Course Work), those completed during class, such as homework assignments and quizzes (Course Work), and requirements completed after class but prior to receiving a certificate of completion. (Post-Course Work)

Summary of Directions

Pre-Course Work: N/A

Course Work: Students must attend (100%) or make up all course content and participate in lectures as well as scenario work.

Post-Course Work: N/A

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 Emergences" 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.

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.

Course Content:

Unit: 1

Title: Course Overview and Introduction

Terminal Learning Objectives:

Given instructor-directed lecture and class discussion with interactive exercises and simulations, the students will be able to describe the goals and objectives of the course and identify the basic characteristics of an Incident Management Team

Unit: 2

Title: Leadership and Team Dynamics

Terminal Learning Objectives:

Given instructor-directed lecture and class discussion with interactive exercises and simulations, the students will be able to demonstrate the behaviors that promote team effectiveness.

Unit: 3

Title: Introduction to an Incident

Terminal Learning Objectives:

Given instructor-directed lecture and class discussion with interactive exercises and simulations, the students will be able to identify major components of the planning process, respond to leadership challenges for the incident, understand SMART objectives, and understand the components of a Strategy Meeting.

Unit: 4

Title: The Planning Cycle

Terminal Learning Objectives:

Given instructor-directed lecture and class discussion with interactive exercises and simulations, the students will be able to identify the components of the Operational Period Planning Cycle, and perform the major processes involved in a Tactics, Planning Meetings, and an Operational Briefing.

Unit: 5

Title: Simulation

Terminal Learning Objectives:

Given instructor-directed lecture and class discussion with interactive exercises and simulations, the students will be able to demonstrate the ability to perform leadership and team organization functions within an incident, recognize and perform the major components of the Incident Management Team process.

Course Schedule

(NOTE: A suggested time frame for the units is shown below. More or less time may be required, based on the experience level of the groups.)

DAY ONE

<u>Event</u>	<u>Duration</u>
Unit 1 – Course Overview and Introduction	3.5 hours
Lunch	
Unit 2 - Leadership and Team Dynamics	4.5 hours

DAY TWO

<u>Event</u>	<u>Duration</u>
Unit 3 - Introduction to an Incident	4 hours
Lunch	
Unit 4 - The Planning Cycle (pt. 1)	4 hours

DAY THREE

<u>Event</u>	<u>Duration</u>
Unit 4 - The Planning Cycle (pt. 2)	4 hours
Lunch	
Unit 4 – The Planning Cycle (pt. 2) (Cont.)	4 hours

DAY FOUR

<u>Event</u>	<u>Duration</u>
Unit 4 - The Planning Cycle (pt. 3)	4 hours
Lunch	
Unit 4 – The Planning Cycle (pt. 3) (cont.)	4 hours

DAY FIVE

<u>Event</u>	<u>Duration</u>
Unit 5 – Simulation	4 hours
Lunch	
Unit 5 – Simulation (cont.)	3 hours
Final Exam and Course Closeout	1 hour