R0308

Dear National Fire Academy Student:

By now you should have received an email notification from the National Emergency Training Center (NETC) Admissions Office. This notification indicates your acceptance into the U.S. Fire Administration (USFA), National Fire Academy (NFA) "Command and Control of Fire Department Operations at Natural and Man-Made Disasters" (CCNM) course.

Congratulations on being selected to attend the USFA's/NFA's CCNM course.

This 2-week course is designed for fire officers who have the responsibility of commanding significant fire and rescue operations at catastrophic disasters. Some of the subjects covered in this course are advanced applications in incident command, command and control, Incident Command System (ICS)/Emergency Operations Center (EOC) interface, evacuation, sheltering, and communications. The course will apply these subject areas to catastrophic events involving hurricanes, blizzards, civil disturbances, terrorism, hazardous materials releases, tornadoes and floods.

Due to the complexity of the command and control procedures required of this course, it is imperative that you have a solid foundation in ICS. On the first day of class, you will be evaluated regarding your competency in this area. We strongly suggest that prior to attendance you make every effort to be proficient in this area. In an effort to assist you in this goal, the USFA has developed two web-based, self-study courses that are equivalent to ICS-100 and ICS-200 and meet National Incident Management System (NIMS) requirements. "ICS-100: An Introduction to the Incident Command System" (Q0462) and "ICS-200: Basic Incident Command System for Initial Response" (Q0463) are both available on our website at https://www.usfa.fema.gov/nfa/courses/online/.

The class graduation ceremony is an important part of the course. You are expected to attend this event. All departing travel arrangements should be made so that you do not leave campus prior to the class graduation.

The NFA classroom environment is computer based. Increased numbers of students and instructors are bringing laptop computers or other electronic devices to campus; you are responsible for the security and maintenance of your equipment. The NFA cannot provide computer software, hardware (which includes disks, printers, scanners, monitors, etc.), or technical support for your device. For your convenience, we do provide surge protector power strips at each classroom table.

December 2023

If you need additional information related to your course's content or requirements, please contact Mr. Richard Sexton, Incident Policy and Analysis Curriculum training specialist, at 301-447-7687 or email at richard.sexton@fema.dhs.gov. Good luck, and I hope to see you on campus.

Sincerely,

Eriks J. Gabliks, Superintendent
National Fire Academy
U.S. Fire Administration

Enclosure

Command and Control of Fire Department Operations at Natural and Man-Made Disasters
Pre-Course Assignment:
Community Emergency Operations Center Questionnaire

Your name (Last, First): _____

1.　　Are you the Emergency Program Manager (EPM) for your community?

　　　_____ Yes　Complete items 6 through 32 (all responses should be typed),
　　　　　　　　and have your supervisor complete and sign the Supervisor
　　　　　　　　Validation Statement at the end of this questionnaire.

　　　_____ No　Complete items 2 through 32 (all responses should be typed),
　　　　　　　　and have your EPM or other individual in charge of your
　　　　　　　　community's emergency management agency complete and sign
　　　　　　　　the EPM Validation Statement at the end of this questionnaire.

2.　　Meet with your EPM or other individual in charge of your community's emergency
　　　management agency and gather the following information:

　　　Agency (jurisdiction/state): _____

　　　Jurisdiction population: _____

3.　　Is the title "Emergency Program Manager" the correct title for the individual in charge of
　　　your community's emergency management program?

　　　_____ Yes

　　　_____ No

　　　If no, please identify the correct title: _____

4.　　Name of EPM: _____

5.　　Email and phone of EPM: _____

6.　　Is your EPM:

　　　a.　　_____ Full-time

　　　b.　　_____ Part-time

7. How is your Emergency Operations Center (EOC) staffed?

    a.   Hot — Dedicated, fully equipped, and staffed

    b.   Warm — Dedicated and some equipment in place

    c.   Cold — Typically a multiuse space that is not equipped and must be set up prior to activation

8. Is your EOC organized as a(n):

    a.   Incident Command System (ICS) model

    b.   Emergency Services Function (ESF)

    c.   Hybrid of ICS/ESF

    d.   Functional organization

    e.   Multiagency Coordination System

9. Provide an organizational chart of your EOC. Bring it with you on the first day of class.

10. Is your EOC:

    a.   A stand-alone agency

    b.   Within the fire department

    c.   Within the police department

    d.   Within another agency (identify) _____

11. Is your EOC:

    a.   A fixed facility

    b.   Used for other daily activities (describe)

12.   Is there regularly scheduled training?

    a.   _____ Yes

    b.   _____ No

    c.   If yes, please describe:

13.   What types of exercises does your EOC conduct, and how often does it conduct them?

    _____ Drills: _____ Monthly _____ Quarterly _____ Annually

    _____ Table-top exercises: _____ Monthly _____ Quarterly _____ Annually

    _____ Functional exercises: _____ Monthly _____ Quarterly _____ Annually

    _____ Full-scale exercises: _____ Monthly _____ Quarterly _____ Annually

    _____ Other exercises (identify type and frequency): _____

    _____ My EOC does not conduct exercises.

14.   What is the last date your community's Emergency Operations Plan (EOP) was completely revised?

_____

15.   Has your agency's Annex to the EOP been updated since then?

    a.   _____ Yes

    b.   _____ No

    c.   If yes, why was it done?

16.   Does your EOP contain a master resource directory with contacts for obtaining resources by hire or purchase?

    a.   _____ Yes

    b.   _____ No

17.   What system do you have in place for ensuring the contracts remain current?

18.   If you answered "no" to No. 16, are there formal mutual-aid plans or memorandums of understanding with regional emergency service organizations?

        a.   _____ Yes

        b.   _____ No

19.   What are the criteria in your community for activating the EOC?

20.   Who can activate the EOC in your community and under what conditions?

21. Identify which agencies (check mark) have predetermined EOC positions. (Select all that apply.)

   a. _____ Fire

   b. _____ Law enforcement

   c. _____ Emergency Medical Services

   d. _____ Medical

   e. _____ Public health

   f. _____ Public works

   g. _____ Finance

   h. _____ Schools

   i. _____ Utilities (public or private)

   j. _____ Emergency management volunteer agencies

   k. _____ Other agencies (list)

22. Who assumes the role of Disaster Manager (or the lead) in your EOC during an activation?

   a. _____

   b. Who is the alternate? _____

23. How do you maintain situational awareness inside the EOC?

24.   How do you maintain situational awareness outside the EOC?

a.

b.   With the disaster site?

c.   With other agencies not in the EOC?

d.   With areas of the community not involved in the incident?

25.   How is vital information shared with the EOC leadership? (Select all that apply.)

a.   _____ Written information using an ICS 213

b.   _____ Written information in memorandum form

c.   _____ Electronic, such as WebEOC®

d.   _____ Other (identify) _____

26.   How is the EOC staff alerted that the EOC has been activated?

27.   How is the EOC staff alerted to respond?

28.   Once activated, how long will it take for your EOC to become operational?

    a.   During normal business hours? _____

    b.   After normal work hours, during weekends, and on holidays? _____

29.   How many levels of activation exist in your EOC and what are they?

30.   Does your EOC have the ability to house staff during a campaign type incident?

    a.   _____ Yes

    b.   _____ No

    c.   If yes, please describe:

31.   Have you ever been assigned to a position in your EOC?

    a.   _____ Yes

    b.   _____ No

32.   If you answered "yes" to No. 31:

      a.   _____ Was this assignment a temporary assignment due to an incident?

      b.   _____ Was this assignment an ongoing position in addition to your other duties?

      c.   Identify the position, type of incident(s), etc., and describe your experiences:

Supervisor Validation Statement (Use if you answered "Yes" to Question 1.)

As the supervisor of _____ (student's name), I certify that the information provided on this questionnaire is accurate and reflects the true nature of our community's emergency management agency.

Signature: _____

Printed name: _____

Position: _____

Date: _____

Email: _____

Phone: _____

EPM Validation Statement (Use if you answered "No" to Question 1.)

As the EPM or individual in charge of the emergency management agency for _____'s (student's name) community, I certify that the information provided on this questionnaire is accurate and reflects the true nature of our emergency management agency.

Signature: _____

Printed name: _____

Position: _____

Date: _____

Email: _____

Phone: _____