



National Fire Academy

F0376 – Incident Command System and Resource Management for the Fire Service

Version: 1st Edition, 2nd Printing, June 2014

Quarter:

ACE Credit: In the lower-division baccalaureate/associate degree category, one semester hour in fire science, Leadership, fire service, or fire administration.

IACET Continuing Education Units: 1.6

Length of Course: 2 Days (13 hr., 5 min. contact hours)

Prerequisite: None

Curriculum: Incident Management

Training Specialist: Richard Sexton

Instructor:

Instructor email/phone:

Classroom: J-

Meeting Time: 8 AM – 5 PM

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Course Description (Catalog)

F0376 – “Incident Command System and Resource Management for the Fire Service.” This is a significantly revised two-day program providing students with an understanding of the Incident Command System (ICS) and Resource Management for the Fire Service and their application in both emergency and nonemergency situations. This course addresses the need for an ICS, an overview of the structure and flexibility of ICS, and an understanding of the command skills necessary to function effectively in an ICS structure and the need to effectively manage your resources. This course meets the requirements of ICS 100 and ICS 200.

Student Qualifications (Primary and Secondary Audience)

The target audience is all first responders with responsibilities to use, deploy, implement and/or function within an ICS.

Course Scope (Goal)

The students will examine the Incident Command System (ICS) organization and related forms. They will share experiences from their jurisdictions and organizations. This learning experience will empower the students to better understand and participate in the ICS activities of the home jurisdictions.

This course is designed to develop an understanding of the ICS and its application in both emergency and nonemergency situations. This course addresses the need for an ICS, an overview of the structure and flexibility of an ICS, and an understanding of the command skills necessary to function effectively in an ICS structure.

Course Objectives (Course Learning Outcomes – TLOs)

After successfully completing this course, you will be able to accomplish the following:

- Describe various functions and applications of the Incident Command System (ICS).
- Identify the roles and responsibilities of the Incident Command System (ICS) General Staff and the Intelligence/Investigation positions.
- Develop an organizational structure using an Incident Command System (ICS) Form 201, Incident Briefing, organizational chart and Strategy Prompter during an emergency incident.
- Recognize the importance of preparedness, establishing agreements, and continually evaluating the size and complexity of an incident.

Course Delivery Method

The National Fire Academy (NFA) offers specialized training courses and advanced management programs of national impact in an academic classroom environment [on campus at the National Emergency Training Center \(NETC\) in Emmitsburg, Maryland](#) and through their State, local, tribal, and US territories training partners. All course materials are designed for interactive classroom environments, in either paper notebook or electronic formats.

Course Schedule

The purpose of the course schedule is to give you, at a glance, the required preparation, activities, and evaluation components of your course.

DAY 1	DAY 2
Introduction, Welcome and Administrative	Unit 3: Developing an Organizational Structure
<i>Break</i>	<i>Break</i>
Unit 1: Incident Command System Command and Command Staff Functions and Applications Activity 1.1: Department Incident Management System Evaluation	Unit 3: Developing an Organizational Structure (cont'd) Activity 3.1: ICS Form 201, Incident Briefing
<i>Break</i>	<i>Break</i>
Unit 1: Incident Command System Command and Command Staff Functions and Applications (cont'd)	Unit 4: Incident Command System Implementation Activity 4.1: Understanding Preparedness Plans and Agreements
<i>Lunch Break</i>	<i>Lunch Break</i>
Unit 2: Incident Command System General Staff Functions and Responsibilities	Unit 4: Incident Command System Implementation (cont'd)
<i>Break</i>	<i>Break</i>
Unit 2: Incident Command System General Staff Functions and Responsibilities (cont'd) Activity 2.1: Effective Incident Command Organization	Activity 4.2: Complexity Analysis Unit 4: Incident Command System Implementation (cont'd) Activity 4.3: Operations Briefing

Note: Times listed reflect approximate instructional time blocks and may be adjusted to meet individual course preferences

Course Resources (Instructional Materials)

In order to be fully prepared, obtain a copy of the required textbooks and other instructional materials prior to the first day of class.

Required Readings

The student must complete required readings during the course to be able to thoughtfully participate in discussions and activities.

None.

Suggested Reading/Resources

Suggested readings and resources are not evaluated, but may enhance the student's understanding, serve as additional sources for citation and promote discussion of course material.

None.

Required Resources (Course Textbook)

Student Manual.

Supplemental Resources (Supplemental Course Textbook)

None.

Grading Methodology (Evaluation Procedures)

Each student will be assessed on the last day of class with one of two versions of the final examination. Each written evaluation will consist of a minimum of 30 multiple-choice questions. Students will each need to earn at least a score of 70 percent to pass the course. If they do not pass, they may take the alternate form of the examination once to attempt to obtain a passing score of 70 percent.

The required performance to successfully complete the course is attained by completing the class with a letter grade of a “C” or higher.

Letter Grade	Point Range
A	90-100
B	80-89
C	70-79
F	69 or lower

EXAMINATION ADMINISTRATION PROCEDURES

Students will be given exams at the end of the class, and only the instructor will grade the exams. While the exams are being graded by the instructor, students will be asked to complete end-of-course evaluations.

Exams are to be completed individually and not as a group or a group activity, unless specifically directed within the instructor guide for the specific course. Students should use pencils to complete answer sheets if bubble sheets and a scoring key overlay are being used.

There should only be one answer for any given question marked by the student. A question with multiple answers is considered incorrect. Please mark number of incorrect answers on completed exam sheets, record score (percentage), and mark the appropriate letter grade.

Transfer the letter grades to the corresponding student name on the course roster.

If a student does not obtain a passing grade on the first attempt, the instructor will provide remediation¹ prior to a retest. Students who do not pass the first exam will be allowed to take one retest of a new exam before departing from the class. A second failure will result in a grade of “F” being recorded on the grade roster.

Once all exams have been graded, instructors should review the exam as a group.

In the event of unusual events (storm, fire response, family emergency) or early departure, the host agency or state representative may be asked to proctor the exam at a later date. The instructor is responsible to notify the Training Specialist as soon as practical of the situation and name of person responsible for the exams and testing process.

Required Reading Assignments

Student completion of reading assignments will be done via evaluation of their class participation and will not be a separately graded activity.

Suggested Readings

Suggested readings are not evaluated, but may enhance the student's understanding and promote discussion of course material.

Course Outline

Unit 1: Incident Command System Command and Command Staff Functions and Applications (Day 1)

Objectives

Terminal Objective

The students will be able to:

- 1.1 Describe various functions and applications of the Incident Command System (ICS).

Enabling Objectives

The students will be able to:

- 1.1 Describe the evolution of the ICS.
- 1.2 Identify the need for an organized approach to management of emergency incidents.
- 1.3 Describe the responsibilities of the Incident Commander (IC).
- 1.4 Describe the responsibilities of the Command Staff positions.
- 1.5 Describe the logical expansion of the ICS and the interrelationship of the various elements and functions.

Unit 2: Incident Command System General Staff Functions and Responsibilities (Day 1)

Objectives

Terminal Objective

The students will be able to:

- 2.1 Identify the roles and responsibilities of the Incident Command System (ICS) General Staff and the Intelligence/Investigation positions.

Enabling Objectives

The students will be able to:

- 2.1 Identify the implementation requirements for Operations, Planning, Logistics, and Finance and Administration based on incident criteria.
- 2.2 Describe the responsibilities of Operations, Planning, Logistics, and Finance and Administration positions within the ICS.
- 2.3 Describe the Intelligence and Investigation position as it pertains to the ICS.
- 2.4 Define the role of the Rapid Intervention Crew (RIC).
- 2.5 Describe incident scene accountability during an emergency operation.
- 2.6 Complete the Strategy Prompter.

Unit 3: Developing an Organizational Structure (Day 2)

Objectives

Terminal Objective

The students will be able to:

- 3.1 Develop an organizational structure using an Incident Command System (ICS) Form 201, Incident Briefing, organizational chart and Strategy Prompter during an emergency incident.

Enabling Objectives

The students will be able to:

- 3.1 Identify the components of an ICS Form 201.

- 3.2 Recognize the types of mutual-aid agreements available.
- 3.3 Identify the type and capability of required resources.
- 3.4 Identify the components of the resource and situation status record.
- 3.5 Identify the components of the ICS organizational chart.

Unit 4: Incident Command System Implementation (Day 2)

Objectives

Terminal Objective

The students will be able to:

- 4.1 Recognize the importance of preparedness, establishing agreements, and continually evaluating the size and complexity of an incident.

Enabling Objectives

The students will be able to:

- 4.1 Describe preparedness and operational plans.
- 4.2 Identify incident types and Incident Management Teams (IMTs) based on the National Incident Management System (NIMS) criteria.
- 4.3 Describe the delegation of authority or letter of agreement process.
- 4.4 Describe Complexity Analysis criteria.
- 4.5 Describe common responsibilities in the Incident Command System (ICS).
- 4.6 Conduct an Operations Briefing.

Policies

Class Attendance and Cancellation Policy

Attendance

- You are required to attend all sessions of the course. If you do not, you may not receive a certificate.
- If you need to depart the training facility early and miss any portion of the course, you must make the request in writing to the sponsoring agency (e.g., State training director, etc.). The State training director may waive the attendance requirement in order to accommodate you with extraordinary circumstances as long as you complete all course requirements.

Course Failure

You can reapply for the failed course or any other NFA course and go through the random selection process. You don't have to successfully complete the failed course before attending another NFA course.

Student Code of Conduct Policy

Students, instructors and staff are expected to treat each other with respect at all times. Inappropriate behavior will not be tolerated.

Writing Expectations

Student writing will conform to the generally accepted academic standards for college papers. Papers will reflect the original work of the student and give appropriate credit through citations for ideas belonging to other authors, publications or organizations. Student written work should be free of grammatical and syntax errors, free of profanity or obscene language or ideas, and reflect critical thinking related to the course subject matter.

Citation and Reference Style

Attention Please: Students will follow the APA, Sixth Edition as the sole citation and reference style used in written work submitted as part of coursework to NFA. Assignments completed in a narrative essay, composition format, abstract, and discussion posts must follow the citation style cited in the APA, Sixth Edition.

Late Assignments

All assignments must be turned in by the established deadline. Late submissions could result in a 10 percent decrease in grade.

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Grading

Please review the following rubrics that explain how grades will be awarded.

Students who do not complete the entire course will be awarded an Incomplete (I) grade. In accordance with National Fire Academy academic policies, an Incomplete (I) grade must be removed by the end of the next semester following the course, or it automatically becomes a Failing (F) grade.

https://www.usfa.fema.gov/training/nfa/admissions/student_policies.html

Academic Honesty

Students are expected to exhibit exemplary ethical behavior and conduct as part of the NFA community and society as a whole. Acts of academic dishonesty including cheating, plagiarism, deliberate falsification, and other unethical behaviors will not be tolerated.

Students are expected to report academic misconduct when they witness a violation. All cases of academic misconduct shall be reported by the instructor to the State training director or host agency and to the NFA Training Specialist.

If a student is found to have engaged in misconduct and the allegations are upheld, the penalties may include, but are not limited to one or a combination of the following:

- expulsion,
- exclusion from future classes for a specified period; depending on the severity it could range from 1-10 years, and/or
- forfeiture of certificate for course(s) enrolled in at NETC.

Refer to NFA-specific Standard Operating Procedure 700.1 – *Academic Code of Conduct and Ethics* for more information.