National Fire Academy

F0609 – Introduction to Unified Command for All-Hazard Incidents
Version: 1st Edition, 4th Printing, August 2018
Quarter:
ACE Credit: Pending
IACET Continuing Education Units: 1.2

Length of Course: 2 Days (13 hr., 30 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)

F0609 – "Introduction to Unified Command for All-Hazard Incidents." This two-day course is designed to provide Company Officers (COs) with a better understanding of multiagency needs and a Unified Command structure. This course will provide the attendees with an understanding of the requirements of a Unified Command organization and provide learners with the knowledge and skills necessary to operate effectively in complex incidents.

Student Qualifications (Primary and Secondary Audience)

The primary audiences for this course are fire department and emergency medical services Company Officers (COs), first responders, chief officers and others who would function in a Command or General Staff position during a multiagency operation. Further specification for the audience includes officers who have Command responsibilities, are upwardly mobile and act in the position of a company officer, would function in a Command or General Staff position during a Unified Command operation, and are initially responsible for setting up the Incident Command organization.

This course, "Introduction to the Unified Command for All-Hazard Incidents" (IUCAHI), is designed to provide COs with a better understanding of multiagency needs and a Unified Command structure. As previously mentioned, this course is a revision. As such, it will provide students with an understanding of the requirements of a Unified Command organization and provide students with the knowledge and skills necessary to operate effectively in complex incidents.

Course Scope (Goal)

The goal of this course is to prepare students to coordinate with response partners and direct an incident through a common set of objectives, strategies and a single Incident Action Plan (IAP).

Course Objectives (Course Learning Outcomes – TLOs)

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

- Demonstrate and implement the Incident Command System (ICS) and describe the use of Incident Management Teams (IMTs) at major incidents.
- Understand the importance of preincident planning for major and catastrophic incidents, the operation of a Unified Command organization, and the concept of Area Command.
- Understand a basic Incident Action Plan (IAP).
- Understand a Multiagency Coordination System (MACS) and the operation of an Emergency Operations Center (EOC) as they relate to the management of all-hazard incidents.
- Identify federal resources and their role in response to Unified Command at all-hazard incidents.

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: The Planning Process and Incident Action Plan Development (cont'd) Activity 3.2: Developing an Incident Action Plan
Break	*Break*
Unit 1: Incident Command System Review and Incident Management Teams	Activity 3.2: Developing an Incident Action Plan (cont'd)
Break	*Break*
Unit 1: Incident Command System Review and Incident Management Teams (cont'd) Activity 1.1: Incident Command System Game Unit 2: Preplanning, Unified Command and Area Command	Activity 3.2: Developing an Incident Action Plan (cont'd)
Lunch	*Lunch*
Unit 2: Preplanning, Unified Command and Area Command (cont'd) Activity 2.1: Determining the Makeup of a Unified Command Organization	Unit 4: Multiagency Coordination Systems Unit 5: Federal Response to All-Hazard Unified Command Incidents
Break	*Break*
Unit 3: The Planning Process and Incident Action Plan Development Activity 3.1: Completing the Incident Command System Forms Associated With an Incident Action Plan	Unit 5: Federal Response to All-Hazard Unified Command Incidents (cont'd) Activity 5.1: Federal Agency Interface at All-Hazard Incidents Evaluation Examination

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 remediation[1] prior to a retest. Students who do no 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 Review and Incident Management Teams

Objectives

<u>Terminal Objective</u>

The students will be able to:

1.1   Demonstrate and implement the Incident Command System (ICS) and describe the use of Incident Management Teams (IMTs) at major incidents.

<u>Enabling Objectives</u>

The students will be able to:

1.1   Understand the importance of implementing ICS at incidents.

1.2   Understand the components and usage of ICS for managing all-hazard incidents.

1.3   Understand the concept of IMTs and its application to all-hazard incidents.

Unit 2: Preplanning, Unified Command and Area Command

Objectives

<u>Terminal Objective</u>

The students will be able to:

2.1   Understand the importance of preincident planning for major and catastrophic incidents, the operation of a Unified Command organization, and the concept of Area Command.

Enabling Objectives

The students will be able to:

2.1   Understand the importance of preincident planning for target hazards.

2.2   Describe Unified Command.

2.3   Define the advantages of Unified Command.

2.4   Identify the representatives who will constitute a Unified Command organization for a given scenario.

2.5   Understand the concept of Area Command.

Unit 3: The Planning Process and Incident Action Plan Development

Objectives

Terminal Objective

The students will be able to:

3.1   Understand a basic Incident Action Plan (IAP).

Enabling Objectives

The students will be able to:

3.1   Describe the steps in the planning process.

3.2   Select the correct Incident Command System (ICS) forms for use in preparing an IAP.

3.3   Fill out the appropriate ICS forms for an IAP related to a specific incident.

3.4   Gather the information needed to prepare an accurate IAP for a specific incident.

Unit 4: Multiagency Coordination Systems

Objectives

<u>**Terminal Objective**</u>

The students will be able to:

4.1   Understand a Multiagency Coordination System (MACS) and the operation of an Emergency Operations Center (EOC) as they relate to the management of all-hazard incidents.

<u>**Enabling Objectives**</u>

The students will be able to:

4.1   Explain the purpose of MACS.

4.2   Describe the EOC and its organization.

4.3   Explain the Emergency Support Functions (ESFs).

4.4   Understand the public information function and the need for a Joint Information System (JIS).

4.5   Understand the role, functions and assignments of the EOC.

Unit 5: Federal Response to All-Hazard Unified Command Incidents

Objectives

<u>**Terminal Objective**</u>

The students will be able to:

5.1   Identify federal resources and their role in response to Unified Command at all-hazard incidents.

<u>**Enabling Objectives**</u>

The students will be able to:

5.1   Describe all-hazard incidents, and identify several different types.

5.2   Explain the National Response Framework (NRF) and the role of federal assets at all-hazard incidents.

5.3   Identify the federal agencies that can assist with all-hazard incidents.

5.4   Explain the role of Intelligence/Investigation at all-hazard Unified Command incidents.

5.5   Develop a Unified Command structure with those federal agencies that would respond to an all-hazard Unified Command incident.

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.