



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL**

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## ATTACHMENT 3

**Date:** April 23, 2013

**To:** State Board of Fire Services

**From:** Rodney Slaughter, Deputy State Fire Marshal

**Subject/Agenda Action Item:** Advanced All-Hazards Incident Management (AAIM) Course

**Recommended Actions:** Discussion/Action

**Background Information:**

The AAIM training program was introduced at the October 21, 2011 STEAC meeting by CAL FIRE Deputy Chief Tony Roberts who explained the purpose, scope and plan. At their April 20, 2012 meeting, STEAC was provided a program update regarding the first AAIM beta Class with a preview of the video segments being used to simulate a variety of disasters. STEAC members were also given a tour of the AAIM web-site ([www.californiafiretraining.org](http://www.californiafiretraining.org)).

The AAIM curriculum is intended to strengthen the Incident Management capabilities of all public safety agencies including fire, law enforcement and emergency medical agencies in collaboration with local government, public health, public works, transportation, utility, and business organizations.

The AAIM training program will strengthen catastrophic emergency management capabilities through the use of video simulations of significant disasters that require a multi-disciplinary approach to a variety of emergencies within the context of a major catastrophic event.

The training will also prepare non-public safety organizations for their role within the National Incident Management System (NIMS) and their role within the Incident Command System in response to a catastrophic incident.

CAL FIRE has identified the need to strengthen its own capabilities with the anticipated retirement of experienced incident commanders and the need to have equally trained and experienced partners in public safety, local government, and non-public safety agencies that may be involved on catastrophic emergencies.

A curriculum workgroup of subject matter experts has developed a training action plan, course description and course outline with the first phase of grant funding. The workgroup convened a workshop in December 2009 that included multi-agency representation from law enforcement,

public health, local government, and local business, to document a needs assessment of what specific information needs to be presented in the curriculum to the benefit of all interested parties.

The second phase of grant funding allowed the workgroup to refine and finish the curriculum (student material, instructor guide, and multimedia slide show), along with producing several video simulations through an interagency agreement with C.S.U. Chico Instructional Media Center.

The third and final phase of grant funding has allowed for the continued refinement of the curriculum, one more pilot class (May 2013), as well as the development of a website for marketing the AAIM class and distributing the course material (print and video) to qualified instructors has been completed.

A copy of the AAIM Course Information and Required Materials is included in this attachment, as well as the AAIM Instructor Qualifications.

**Analysis/Summary of Issue:**

The AAIM training program is an important aspect in the development and maintenance of advanced incident managers. An FSTEP approved AAIM training program will provide an accessible program to emergency managers here in California as well as increasing the capabilities of incident management training across the country. Therefore, both the Statewide Training and Education Advisory Committee (STEAC) and the SFT staff recommend approval for the AAIM course as an FSTEP training program.



# COURSE INFORMATION AND REQUIRED MATERIALS

**Course:** ADVANCED ALL-HAZARDS INCIDENT MANAGEMENT (AAIM) 2012 FSTEP  
**Hours:** 48  
**Designed For:** National Incident Management System (NIMS) Type-I Command and General Staff  
**Description:** All-hazards complex incident management training for Type-I incident management teams (IMT)  
**Prerequisites:** IS-208.a - State Disaster Management, IS-240.a Leadership & Influence, IS-241.a Decision Making and Problem Solving, IS-242.a Effective Communication, IS-244.a Developing and Managing Volunteers, IS-288 The Role of Voluntary Agencies in Emergency Management, IS-520 Introduction to Continuity of Operations Planning for Pandemic Influenzas, IS-650.a Building Partnerships with Tribal Governments, IS-700.a NIMS An Introduction, IS-701.a NIMS Multiagency Coordination System (MACS) Course, IS-702.a National Incident Management System (NIMS) Public Information Systems, IS-703.a NIMS Resource Management Course, IS-706 NIMS Intrastate Mutual Aid - An Introduction, IS-775, EOC Management and Operations, IS-800.B National Response Framework, An Introduction, IS-860.a National Infrastructure Protection Plan (NIPP), and Qualified in a Command or General Staff position at the Type 3 complexity level  
**Certification:** Not Applicable  
**Standard:** 80%  
**Class Size:** Up to 48 participants (based on incident management teams of 10 to 12 people per team)  
**Restrictions:** Venue shall have adequate classrooms, breakout rooms, and information technology capabilities according to course logistics plan to be approved in advance of the class by SFT staff.

REQUIRED STUDENT MATERIALS	EDITION	PUBLISHER
▪ ICS Field Operations Guide		FIRESCOPE
▪ AAIM Participant Guide		AAIM
▪ NIMS Pre-course Materials		FEMA
▪ NIMS Forms		FEMA

REQUIRED INSTRUCTOR MATERIALS	EDITION	PUBLISHER
▪ Instructor Guide		AAIM
▪ Coaches Guide		AAIM
▪ Simulation Coordination Logistics Sheet		AAIM

VENDORS CONTACT INFORMATION	
AAIM	<a href="http://californiafiretraining.org">http://californiafiretraining.org</a>
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies <a href="http://www.firescope.org">www.firescope.org</a>
NIMS	<a href="http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm">http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm</a>

## ADVANCED ALL-HAZARDS INCIDENT MANAGEMENT COURSE PLAN



# COURSE INFORMATION AND REQUIRED MATERIALS

## ADVANCED ALL-HAZARDS INCIDENT MANAGEMENT COURSE PLAN

### Unit 1 Course Introduction.....1:00

**Scope Statement:** The Scope of this Unit is to provide a description and overview of the course, define TLO, define ELO and provide students with the course expectations and evaluation process. During this Unit, students will be introduced to the instructors, provide an introduction of themselves, and learn the layout of the classroom and facilities.

**Terminal Learning Objective (TLO):** At the conclusion of this Unit the students will be able to describe the course outline, course expectations and evaluation process.

**Enabling Learning Objectives (ELO):**

At the conclusion of this Unit the students will be able to:

1. Identify facility and classroom requirements
  - Start and end times
  - Breaks
  - Restrooms
  - Food locations
  - Smoking locations
  - Emergency procedures
  - Electronic devices
  - Special needs and accommodations
  - Other requirements
2. Review the course outline
  - Course objectives
    - Calendar of events
    - Course requirements
    - Student evaluation process (80% is required on the summative test)
    - Assignments and activities
    - Required student resources
3. Class participation requirements
  - Describe course conduct
  - Identify Instructors and coaches
  - Identify team members
  - Describe TLO
  - Describe ELO

**Discussion Questions:**

1. What are formative and summative tests?
2. What score do you need to successfully complete the final exam?

**Activities:**

1. To be determined by the instructor

### Unit 2 Agencies, Entities and Plans .....4:00

**Scope Statement:** The scope of this Unit will be to provide the student with information regarding: Agencies, entities, and plans that may need to be accessed and engaged in order to mitigate incidents. Agencies and entities may bring jurisdictional considerations, and resources which could be required to deal with incidents.

**Terminal Learning Objective (TLO):** At the conclusion of this Unit, students will be able to describe role, responsibilities and authorities of agencies, entities and plans.

**Enabling Learning Objectives (ELO):** For each government agency, governmental entities, the military, non-governmental organizations, corporate entities and organizations participants will:



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- Describe the jurisdictional and statutory authorities and responsibilities
- Describe the process(s) for activating and/or accessing
- Describe their capabilities, limitations and potential resources
- Describe any special needs or considerations
- Understand any rules, responsibilities or relationships
- Describe Local, State and National plans
- Describe transition or short term recovery plans

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

### Unit 3 Command and Coordination.....2:30

**Scope Statement:** Students will be provided information on the interactions that occur with IMT's and various levels of coordinating and directing organizations which may be instituted at a higher level command authority. These organizations may occur at the Federal, State, and Local levels of government.

**Terminal Learning Objective (TLO):** At the conclusion of this Unit, students will be able to describe methods which facilitate the interactions between IMT's and other governmental coordinating/directing organizations including but not limited to a Multi-Agency Coordinating System, Area Command, Theatre (NIMO) Teams, Joint Information Centers(JIC), Emergency Operations Centers (EOC).

**Enabling Learning Objectives (ELO):** At the conclusion of this Unit, students will be able to:

- Identify and describe the functions of coordinating and managing entities.
- Describe Operation Centers
- Describe Joint Information Centers
- Describe IMT Interactions with the groups listed above
- Describe challenges that can occur when coordinating agencies
- Describe strategies to overcome challenges when coordinating agencies

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

### Unit 4 Scenario - Transportation .....8:00

**Scope Statement:** This will be a five to six hour exercise that will allow the students to utilize lessons learned in previous Units. The IMT's will develop a plan and provide solutions to a transportation scenario provided by the instructional staff. The intent of this scenario is to utilize tools that have been provided to demonstrate an ability to coordinate with agencies at the Federal, State, and Local levels.

**Terminal Learning Objective (TLO):** At the conclusion of this unit, the students will be able to develop a plan and provide solutions to a transportation scenario provided by the instructional staff.

**Enabling Learning Objectives (ELO):** At the conclusion of this unit, the students will be able to utilize tools that have been provided to demonstrate an ability to coordinate with agencies at the Federal, State, and Local levels.

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

### Unit 5 Safe Management of Incident Resources.....2:30

**Scope Statement:** The scope of this Unit includes tools and information that IMT's can utilize to identify



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and mitigate safety issues. Students will learn to address long duration assignments, tragedy and high stress situations. The team will be provided information to form a basis for making sound decisions to conduct safe incident operations.

**Terminal Learning Objective (TLO):** At the conclusion of this Unit students will be able to describe and implement effective mitigating strategies for safety issues and stressful situations.

**Enabling Learning Objectives (ELO):** At the conclusion of this unit, the students will be able to identify IMT and individual responsibilities and accountability for safely managing incident personnel.

- Describe key considerations to manage risk.
- Describe key considerations to manage stressful situations.
- Describe key considerations when assessing risk vs. gain.
- Describe resources available to use when injury or tragedy occurs.

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

### Unit 6 Incident management Team Challenges .....3:00

**Scope Statement:** In this Unit, teams will be provided with information to identify challenges that can impact a team and potential strategies to address them.

**Terminal Learning Objective (TLO):** At the conclusion of this Unit, students will be able to describe methods to identify and concepts to effectively address team challenges that may require enhanced skills to affect a successful outcome.

**Enabling Learning Objectives (ELO):** At the conclusion of this unit, the students will be able to identify and describe incident organization considerations such as:

- Intelligence function (sharing sensitive info) within NIMS
- Conventional and Unconventional team roles
- Incident Management Support vs. Operational Control
- Multiple IMT's assigned to the same incident work
- Describe the challenges of transitioning
- Mission clarity / Delegation of Authority
- Transitions between different agency teams
- Agencies unfamiliar with formal transitions
- Describe methods to effectively integrate agencies/entities
- Describe concepts for maintaining relationships and resolving conflicts of: Jurisdictional authority, IMT, Agency Representative, staff, agency administrator, line officer and assisting cooperation agencies
- Describe the need to consider long term planning
- Describe concepts of resource utilization
- Describe the potential impacts of dignitary visits

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

### Unit 7 Incident Management Assistance Team (IMAT) .....2:00

**Scope Statement:** IMAT's are quite often called upon to assist and instruct other agencies in the management of incidents under their jurisdiction. This presents unique challenges in that IMAT's are placed in an advisory capacity with no delegated authority.

**Terminal Learning Objective (TLO):** At the conclusion of this unit, students will be able to utilize the lessons taught to effectively integrate into, advise and serve a requesting agency as an Incident Management Assistance Team (IMAT).



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**Enabling Learning Objectives (ELO):** At the conclusion of this unit, the students will be able to:

- Identify issues related to an IMT not being in charge
- Describe issues related to a requesting agency's limited Incident Command System (ICS) knowledge
- Describe agency's resistance to establishing ICS
- Describe when to utilize subject matter expert(s)
- Recognize when host agency has inadequate personnel to staff organization

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

### Unit 8 Scenario- Public Health.....8:00

**Scope Statement:** This will be a five to six hour exercise that will allow the students to utilize lessons learned in previous Units. They are expected to interact with simulated served agency personnel during a public health pandemic. The team is not from the requesting entity.

**Terminal Learning Objective (TLO):** At the conclusion of this unit, the students will be able to identify the challenge with working as an IMAT and providing solutions.

**Enabling Learning Objectives (ELO):** At the conclusion of this unit, the students will be able to understand their role as an IMAT.

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

### Unit 9 Volunteers and Donations.....2:30

**Scope Statement:** Students will be provided information on the importance of volunteer organizations, their response to incidents and how best to utilize volunteers to support personnel and the public. Additional Information addresses the spontaneous volunteer, people who just show up and want to help.

**Terminal Learning Objective (TLO):** At the conclusion of this unit, students will be able to describe the elements necessary to effectively utilize volunteers and volunteer organizations.

**Enabling Learning Objective (ELO):** At the conclusion of this unit, students will be able to:

- Identify volunteer and volunteer organization resources and capabilities
- Primary entities-i.e. Red Cross, Salvation Army, etc.
- Secondary entities-Volunteer Organizations Active in Disasters (VOAD), California Animal response Emergency Care System (CARES), etc.

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

### Unit10 External influences.....3:00

**Scope Statement:** This Unit will provide the students with information which will help them to identify and manage external influences. These influences may include issues related to: governmental agencies, special interest groups, industrial groups, political issues, the media, and situations where agencies and entities have conflicting primary, secondary, and/or parallel responsibilities.

**Terminal Learning Objective (TLO):** At the conclusion of this Unit, students will be able to identify potential external influences which could influence the management of an incident and provide strategies to help resolve adverse situations.

**Enabling Learning Objectives (ELO):** At the conclusion of this unit, the students will be able to:

- Identify potential external administrative, political, environmental and legal influences that must be



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recognized and understood to successfully manage an incident.

- Describe which team position has primary responsibility for taking action.

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

**Unit 11 Fiscal Considerations .....1:00**

**Scope Statement:** The students will be provided information which will assist them in identifying and finding potential solutions to complex or unfamiliar financial issues such as: Who has the authority to encumber funds? Who establishes the accounting systems to track and project costs? What is the fiscal effect of emergency declarations?

**Terminal Learning Objective (TLO):** At the conclusion of this unit, the students will be able to identify and solve complex fiscal issues involving several agencies and scenarios including cost share, apportionment and accountability

**Enabling Learning Objectives (ELO):** At the conclusion of this unit, students will be able to:

- Establishing complete and accurate fiscal documentation
- Establish clearly defined fiscal responsibilities for all involved entities
- Agency relationships sharing jurisdictional/statutory responsibilities
- Cost effective management practices that support Agency Administrator(s) objectives
- Authority to encumber funds
- Contracting Authorities
- Establishment of financial record keeping system for auditing purposes
- Reimbursement of funds
- Cost sharing
- Financial considerations involving emergency declarations

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

**Unit 12 Final Written Exam .....2:30**

**Scope Statement:** The summative exam covers all the AAIM material presented up to this point.

**Terminal Learning Objective (TLO):** At the conclusion of the exam, participants will have a good idea of how much material they have learned and retained.

**Enabling Learning Objectives (ELO):** At the conclusion of this unit, successful students will be able to recognize their level of understanding of the course materials and role on an IMT at the Type-1 complexity.

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor

**Unit 13 Scenario- Natural Disaster .....7:00**

**Scope Statement:** This will be a five to six hour exercise which will provide the students with a natural disaster scenario that incorporates all lessons from throughout the course. This will be the final scenario and will be weighted more heavily in the grading.

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. Instructions for completing the exam will be reviewed by the instructor to the participants.



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**Unit 14 Course Critique / Team Evaluations / Closeout.....1:00**

**Discussion Questions:**

1. To be determined by the instructor

**Activities:**

1. To be determined by the instructor



# CALIFORNIA STATE FIRE TRAINING PROCEDURES

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### §4.2 Standard Requirements for SFT Registered Instructors

- (A) Program overview:
  - (1) The Registered Instructor application process allows professional fire industry personnel to qualify to teach specific OSFM courses.
  - (2) All CFSTES and FSTEP Instructors shall be registered with SFT.
- (B) Regional Instructor Orientation course.
  - (1) Have attended and passed the SFT "Regional Instructor Orientation" course or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.
  - (2) Prospective instructors shall satisfy all instructor requirements and become registered within one (1) year of attending the Regional Instructor Orientation.
- (C) Ethical Leadership in the Classroom course.
  - (1) Have attended and passed the SFT "Ethical Leadership in the Classroom" course.
  - (2) Have your signed Instructor Code of Ethics/Conduct agreement processed by SFT.
- (D) Instructor training [one of the following five (5) options]:
  - (1) Have attended and passed the Level 1 Instructor courses: Training Instructor 1A, 1B, and 1C.
  - (2) Have a valid community college teaching credential.
  - (3) Completed the UC/CSU 60-hour Techniques of Teaching course.
  - (4) Completed the NFA's Fire Service Instructional Methodology course.
  - (5) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.
- (E) Teaching experience.
  - (1) Have taught a minimum of 80 hours within a fire service/EMS related program in a formal classroom or drill ground environment.
- (F) Course work.
  - (1) Have attended and passed the SFT course you are applying to teach.

■ ■ ■

### §4.3.10 PREVENTION COURSES (CFSTES INSTRUCTORS)

- (A) Rank and occupational experience (performing in an "acting" capacity does not qualify).
  - (1) Fire Prevention 1A, 1B, and 1C.
    - (a) Held the position of prevention officer for a minimum of three (3) years within a California fire department.
  - (2) Fire Prevention 2A, 2B, 2C, 3A, and 3B (both of the following):
    - (a) Held the position of prevention officer for a minimum of three (3) years within a California fire department.



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- (b) Course specific expertise relating to the content of the course.

### **§4.3.11 PUBLIC EDUCATION COURSES (CFSTES INSTRUCTORS)**

- (A) Rank and occupational experience (performing in an "acting" capacity does not qualify).
- (1) Held the position of public education officer for a minimum of three (3) years within a California fire department.

### **§4.3.12 TERRORISM LIAISON OFFICER (TLO) (FSTEP INSTRUCTORS)**

- (A) Terrorism Liaison Officers are selected to represent their department to work with the Regional Threat Assessment Center.
- (B) Terrorism Liaison Officers must present a letter from their Regional Threat Assessment Center showing that they are approved to teach the TLO course when applying as a registered State Fire Training Terrorism Liaison Officer Instructor.

### **§4.3.13 ADVANCED ALL-HAZARDS INCIDENT MANAGEMENT (AAIM) (FSTEP INSTRUCTORS)**

- (A) Successfully complete an Advanced All-Hazards Incident Management Course (AAIM)
- (B) A letter from the Fire Chief documenting experience as a qualified Command or General staff position during Type-1 complex incidents while assigned on an incident management team (IMT).
- (C) Or, have successfully completed Complex Incident Management Course (CIMC) or Advanced Incident Management Course (S-520)
- (D) Or, performed as a Command and General Staff instructor/coach S-420 validated with a letter from the fire chief and/or a copy of an instructor participation certificate
- (E) Or, performed as an instructor for the FEMA O-305 All-Hazards Incident Management Training validated by a letter from the fire chief and/or instructor participation certificate