



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	http://californiafiretraining.org
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies www.firescope.org
NIMS	http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm

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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