

University of Illinois Fire Service Institute

Course Syllabus

Course Title: All Hazards Situation Unit Leader (L 0964)

Course Duration: 40 hours

Program: NIMS/ICS

Course Prerequisites: IS 100, IS 200, ICS 300, IS 700, IS 800

Course Description: This course provides training on and resources for overall incident management skills for personnel who require intermediate application of the Incident Management System. This course will outline how the National Incident Management System Command & Coordination component supports the management of expanding incidents, as well as describe the incident management processes as prescribed by ICS.

The target audience for this course is individuals who may assume a supervisory role in expanding incidents. This includes Command and General Staff positions as well as Division/Group Supervisor and/or Unit Leader level positions that may be activated during an expanding incident that typically extends into multiple Operational Periods.

Course Requirements and/or Recommendations:

- Pre-Course Work –
 - The Pre-work folder contains two articles that provide foundational map-reading skills and information about the U.S. National Grid. Reprinted with appropriate permissions.
 - “The U.S. National Grid: Read Right, Then Up” by Al Studt
 - “One Grid to Rule Them All” by Brett Ortler
 - Basic Land Navigation, a self-paced mapping course (referred to in Unit 5)
- Course Work –
 - Participate in class discussion, activities and in group activities and exercises
 - Complete unit quizzes
 - Achieve 75% or higher on the final quiz
- Post-Course Work –
 - n/a

Required Textbook:

E/L NIMS ICS All-Hazards Situation Unit Leader June 2019, Version 1.0
This will be provided to the student on Day 1 of the class (digital version).

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Course Policies:

Attendance Policy: IFSI requires students to attend (100%) or make up all course content that leads to certification. Students are expected to attend on time and to remain in class for the duration of the course. Students **MUST COMPLETE** all portions of a certification course, both classroom and practical, to be eligible to receive their certification.

If a student misses any portion of class with an accumulated absence of 20% or less of scheduled class time, it will be the student's responsibility to arrange the make-up of the missed course content with the instructor(s) or program manager. The student must make up the specific course content that s/he missed, not just the hours. Make-ups are limited to 20% of scheduled class time. Make-ups must be documented on the class roster. If a student's absence is greater than 20% refer to "True Emergencies" section of the IFSI Examination Policy.

Safety Policy: Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

Grading Policy: Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

Retesting: If a student fails to pass an exam, retesting takes place on set dates at regional sites across the state. More information is provided in the course completion e-mail and on the IFSI website.

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American Disabilities Act: As guaranteed in the Vocational Rehabilitation Act and in the American Disabilities Act, if any student needs special accommodations, they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs. If arrangements cannot be made at the class site, the student will test at an alternative time and place where the special accommodations can be made.

Evaluation Strategy: Students will be evaluated with an end of course quiz.

Course Content:

Unit: 1

Title: Course Introduction

Terminal Learning Objective: Upon completion of this unit, students will be able to identify the course objective and position-specific resource materials for the position of Situation Unit Leader.

Unit: 2

Title: Overview of the Planning Section and the Incident Action Planning Process

Terminal Learning Objective: Upon completion of this unit, students will be able to describe the organization and functions of the Planning Section.

Unit: 3

Title: Overview of the Situation Unit

Terminal Learning Objective: Upon completion of this unit, students will be able to describe the function of the Situation Unit and the roles and responsibilities of the Situation Unit Leader.

Unit: 4

Title: Information

Terminal Learning Objective: Upon completion of this unit, students will be able to identify how to obtain, analyze, and disseminate necessary incident information.

Unit: 5

Title: Display Processing

Terminal Learning Objective: Upon completion of this unit, students will be able to identify how to select and use appropriate methods to display incident information.

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Unit: 6

Title: Advanced Display Processing

Terminal Learning Objective: Upon completion of this unit, students will be able to demonstrate how to use advanced technology to develop and display incident information.

Unit: 7

Title: Staffing and Organizing

Terminal Learning Objective: Upon completion of this unit, students will be able to explain how to effectively establish and maintain the Situation Unit

Unit: 8

Title: Incident Situation Status Reports

Terminal Learning Objective: Upon completion of this unit, students will be able to demonstrate the ability to complete required documents to support the incident.

Unit: 9

Title: Planning Meetings and Briefings

Terminal Learning Objective: Upon completion of this unit, students will be able to participate in a Planning Meeting and Operational Briefing.

Reference List:

National Incident Management System, Incident Command System
Emergency Responder Field Operations Guide, October 2010
National Incident Management System 2017

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Course Schedule

Day 1

Unit 1	Course Introduction	2 Hours 30 Minutes
Unit 2	Overview of the Planning Section and the Incident Action Planning Process	1 Hour
LUNCH		
Unit 2 (Cont.)	Overview of the Planning Section and the Incident Action Planning Process	1 Hour 45 Minutes
Unit 3	Overview of the Situation Unit	2 Hour 30 Minutes
Review		15 Minutes

Day 2

Unit 4	Information	3 Hours 30 Minutes
LUNCH		
Unit 4 (Cont.)	Information	1 Hour
Unit 5	Display Processing	3 Hours 15 Minutes
Review		15 Minutes

Day 3

Unit 5 (Cont.)	Display Processing	3 Hours 30 Minutes
LUNCH		
Unit 5 (Cont.)	Display Processing	2 Hours 30 Minutes
Unit 6	Advanced Display Processing	1 Hour 45 Minutes
Review		15 Minutes

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Day 4

Unit 6 (Cont.)	Advanced Display Processing	2 Hours
Unit 7	Staffing and Organizing	1 Hour 30 Minutes
LUNCH		
Unit 7	Staffing and Organizing	1 Hours 30 Minutes
Unit 8	Incident Situation Status Reports	1 Hour 45 Minutes
Review		15 Minutes

Day 5

Unit 8 (Cont.)	Incident Situation Status Reports	1 Hour
Unit 9	Planning Meetings and Briefings	2 Hours 30 Minutes
LUNCH		
Unit 9 (Cont.)	Planning Meetings and Briefings	2 Hours 45 Minutes
Unit 9 (Cont.)	Course Expectations, Summary, Quiz Introduction & Administration	1 Hour 45 Minutes