

University of Illinois Fire Service Institute

Course Syllabus

Course Title: All-Hazards Finance/Administration Section Chief (L 0973)

Course Duration: 24 hours

Program: NIMS/ICS

Course Prerequisites: IS 100, IS 200, ICS 300, ICS 400, IS 700, IS 800

Course Description: Before the 9/11 attacks, ICS training was exercised nearly exclusively on fire-based incidents. Recognizing the applicability and sincere need for NIMS principles across incident response disciplines, an “all-hazards” approach to training will be embraced in this course.

With an “all-hazards” approach, this course will focus on how a Finance/Administration Section Chief (FSC) needs to fundamentally possess the same core knowledge, skills, and abilities whether they are responding to a fire, an oil spill, a mass-casualty incident, or another incident. In other words, regardless of the hazard, discipline, or incident, the essential job of an FSC is the same.

This course uses lecture, discussion, student participation, and activities to focus on understanding the behaviors, duties, responsibilities, and capabilities of an effective FSC on a Type 3 AHIMT.

The intended audience(s) are Federal, state, tribal, and/or local level emergency responders who may be designated as a Finance/Administration on their local or state IMT. The materials were developed with the assumption that audience members may have little or no actual experience as a member of an AHIMT.

The audience may include students from a variety of agencies and functional disciplines, including fire service, law enforcement, emergency management, public works departments, as well as public health organizations, medical emergency teams, and hospitals.

NIMS ICS specific training should be completed by personnel who are regularly required assigned to function under the Incident Command System (ICS), by personnel who may be called upon to function in a Command, Staff, or Unit Leader position on a Type III or IV AHIMT, or by those persons who desire to seek credentials/certification in those positions

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Course Requirements and/or Recommendations:

Pre-Course Work –

- None

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 –

- None

Required Textbook:

E/L 0973 NIMS ICS All-Hazards Finance/Administration Section Chief December 2019, Version 1

This will be provided to the student on Day 1 of the class (digital version).

Course Policies:

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.

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.

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Course Content:

Unit: 1

Title: Course Introduction

Terminal Learning Objective: Upon completion of this unit, students will be able to identify course objectives and position-specific resource materials for the position of Finance/Administration Section Chief

Unit: 2

Title: Information Gathering and Sharing

Terminal Learning Objective: Upon completion of this unit, students will be able to explain information collection and distribution methods of an effective Finance/Administration Section Chief.

Unit: 3

Title: Section Management

Terminal Learning Objective: Upon completion of this unit, students will be able to explain the roles and responsibilities of a Finance/Administration Section Chief as they apply to planning, supervision, and coordination.

Unit: 4

Title: Interaction and Coordination

Terminal Learning Objective: Upon completion of this unit, students will be able to identify key strategies for interacting with personnel internal and external to the Incident Management Team.

Unit 5

Title: Demobilization and Closeout

Terminal Learning Objective: Upon completion of this unit, students will be able to identify Finance/Administration Section Chief's responsibilities in relation to the development, review, and implementation of the Demobilization Plan.

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Reference List:

National Incident Management System (NIMS), October 2017

Finance/Administration Section Chief Position Task Book

The ICS 420-1 Field Operations Guide by the U.S. Fire Administration.

https://www.usfa.fema.gov/downloads/pdf/publications/field_operations_guide.pdf

The “Redbook 2018 Interagency Standards for Fire and Fire/Aviation Operations”
from the National Interagency Fire Center Group

The U.S. Coast Guard “Incident Management Handbook”

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Course Schedule

DAY ONE

<u>Event</u>		<u>Duration</u>
Unit 1	Course Introduction	2 Hours 45 Minutes
Unit 2	Information Gathering & Sharing	45 Minutes
Lunch		
Unit 2	Information Gathering & Sharing	3 Hours 30 Minutes
Unit 3	Section Management	1 Hour
Review		30 minutes

DAY TWO

<u>Event</u>		<u>Duration</u>
Unit 3 (Cont.)	Section Management	3 Hours 30 Minutes
Lunch		
Unit 3 (Cont.)	Section Management	2 Hours
Unit 4	Interaction & Coordination	2 Hours
Review		30 Minutes

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DAY THREE

Unit 4 (Cont.)	Interaction & Coordination	1 Hours 30 Minutes
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Unit 5	Demobilization & Closeout	2 Hours
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Lunch

Unit 5 (Cont.)	Demobilization & Closeout	2 Hours
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Unit 5	Expectations Review, Final Quiz	2 Hours 30 Minutes
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