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# Unit 1: Course Introduction

STUDENT GUIDE

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**Objectives**

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By the end of this unit, students will be able to:

- Identify the course objective and position-specific resource materials for the position of Finance/Administration Section Chief.
- Describe the course objective.
- Explain the purpose of Position Task Books, or PTBs.

**Methodology**

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This unit uses lecture, handouts, an exercise, and discussion.

Content from the Course Introduction will not specifically be tested though a quiz or the final exam. Instructors will evaluate students' initial understanding of the Finance/Administration Section Chief position through the facilitation of Exercise 1.

**Time Plan**

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A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

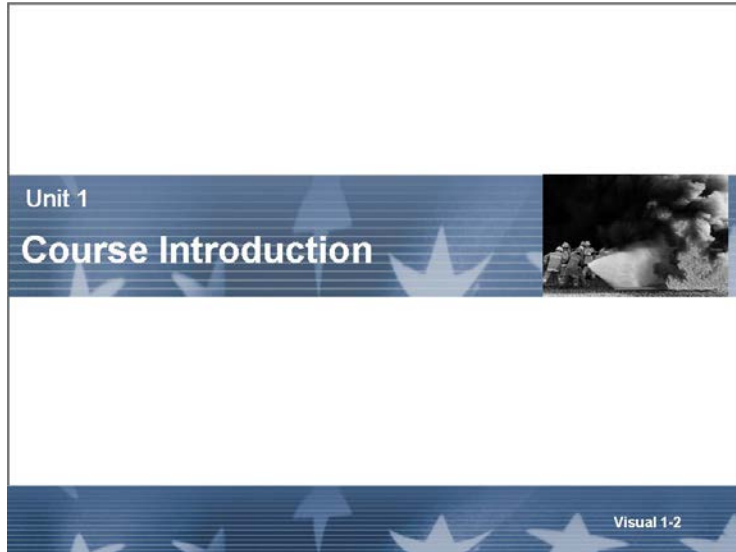
<b>Topic</b>	<b>Time</b>
Lesson	1 hour and 30 minutes
Exercise 1	1 hour and 30 minutes
<b>Total Time</b>	<b>3 hours</b>



**Topic**

Unit Title Slide

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**Key Points**

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Topic Unit Terminal Objective

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**Unit Terminal Objective**

Identify course objectives and position-specific resource materials for the position of Finance/Administration Section Chief.



Unit 1:  
Course Introduction

Visual 1-3

## Key Points

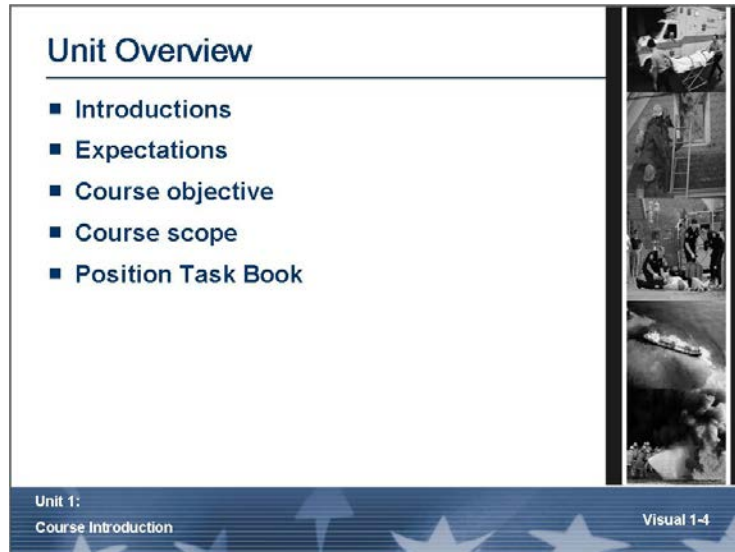
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### Unit Terminal Objective

Identify course objectives and position-specific resource materials for the position of Incident Commander.

### Unit Enabling Objectives

- Describe the course objectives
- Explain the purpose of Position Task Books



## Key Points

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### Scope Statement

Through this unit, students will learn the objectives of the course, be instructed on the use and purpose of Position Task Books and receive Finance/Administration Section Chief versions of these resources.

### Introductions

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- **Instructor and student introductions**
- **Incident response experiences**
- **Reasons for being a Finance/Administration Section Chief**



Unit 1:  
Course Introduction

Visual 1-5

### Key Points

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**Key Points**

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Follow directions from instructor on how to complete this activity.

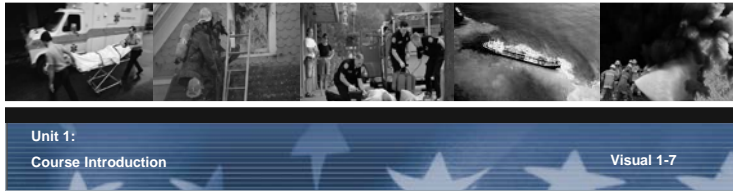
**Topic**Course Objective

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**Course Objective**

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Upon completion of this course, students will demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief.

**Key Points**

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### Course Design

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- Course length of 5 days
- Combination of lecture, discussion, and exercises
- Closed-book Final Exam
- Students should have completed ICS-100, ICS-200, ICS-300, and ICS-700 and one of the following:
  - All-Hazards Incident Management Team course
  - Command & General Staff Functions for Local IMT
  - ICS-420
- ICS-400 is also recommended

## Key Points

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### Course Length

The course is scheduled to be 3 days in length.

### Course Methodology

Through a combination of lecture, discussion, and exercises, students will be provided the knowledge to meet the objectives of the course. Student interaction and participation will be integral to this process.

### Closed-Book Final Exam

In order to receive a certificate of completion for the course, students must obtain a 70% or higher on the final exam. The final exam will be closed-book, 1 hour will be allotted for its completion, and the final exam's questions will be based on the Unit Enabling Objectives.

**Topic**All-Hazards Curriculum

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**All-Hazards Curriculum**

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- Incident Command System (ICS) origins in fire
- All-Hazards
- The fundamentals of the job are the same regardless of incident type

**Key Points**

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Follow directions from the instructor for discussing this curriculum.

**Discussion Activity**



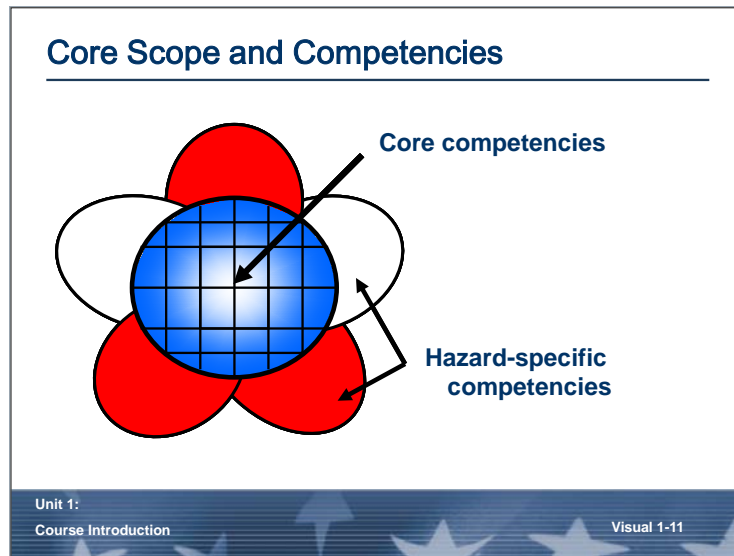
Unit 1:  
Course Introduction

Visual 1-10

## Key Points

This analogy emphasizes this point in the course—regardless of the scale of the incident, you will require the same types of resources and competencies, the only difference between incidents being the level at which they are applied. This course, though the context may focus on the 1% solution, will help you obtain the common knowledge, skills, and abilities to effectively function as a Finance/Administration Section Chief across a spectrum of incident levels.

Furthermore, in today's reality, there is a strong possibility that a Type III local or State-level team may have to respond to a Type I disaster until a Type I team can respond.

**Topic** Core Scope and Competencies**Key Points****Competency**

A broad description that groups core behaviors necessary to perform a specific function.

**The Flower Diagram**

The Flower Diagram illustrates the concept that successful performance of the tasks, duties, activities in any position requires both core and incident-specific competencies.

- Core competencies are the competencies required of a Finance/Administration Section Chief regardless of discipline
- Hazard-specific competencies are those required to perform in a particular discipline, such as law enforcement, fire, public health, HAZMAT, EMS, public works, etc.
- The center of the flower represents the core competencies of the position
- The petals represent the hazard-specific competencies associated with specific disciplines

You cannot be competent as a Finance/Administration Section Chief with only the center of the flower or only the petals. "The flower needs to be complete" to ensure qualification.

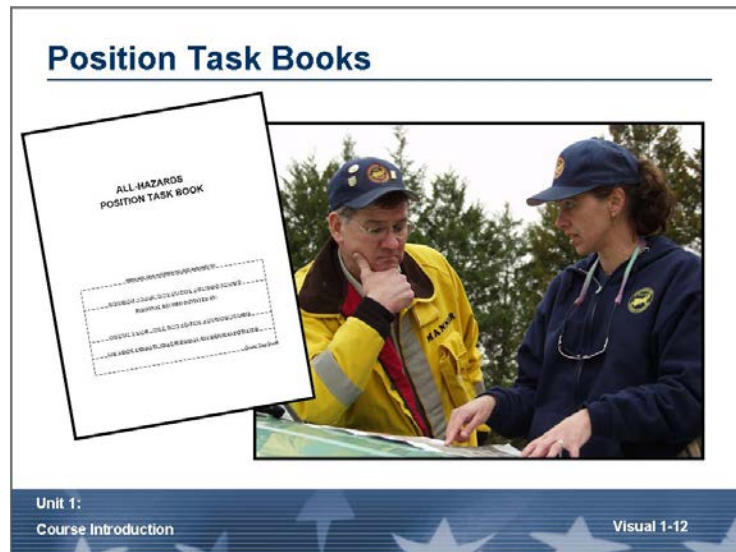
This course will help to establish core competencies (center of the flower) for the Finance/Administration Section Chief position. The hazard-specific competencies will have to be developed through additional agency or discipline training, field training, and the completion of the Finance/Administration Section Chief Position Task Book, which will be discussed in next slide.

A different analogy to explain core and hazard-specific competencies is that the core competencies are like a basic driver's license, and hazard-specific competencies are like endorsements to the license. For example, while a basic driver's license qualifies you as a general driver, you would need special endorsements to drive a bus with passengers or an 18-wheel tractor-trailer.

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**Topic** Position Task Books

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**Key Points**

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PTBs are the primary tools for observing and evaluating the performance of trainees aspiring to a new position within ICS. PTBs allow documentation of a trainee's ability to perform each task, as prescribed by the position. Successful completion of all tasks is the basis for recommending certification.

The use of PTBs originated in the Federal wildland fire environment. Starting around 2004, the PTBs were updated and improved to reflect the competencies necessary of the ICS positions. These competencies are all-hazards, meaning that they are the same across disciplines, whether you come from a background of HAZMAT, firefighting, law enforcement, etc.

The PTB is a checklist of tasks that trainees must demonstrate or perform successfully to become certified in the ICS position to which they aspire. A person qualified in that position must observe, evaluate, and sign-off on the trainee's PTB for the trainee to gain certification.

Demonstration of proficiency can be performed: 1) on an incident as a trainee; 2) in a simulation; or 3) in training, depending on the type of task being executed. The "code" (see the "Code" column in the PTB) assigned to the task indicates in which of these three areas the task must be demonstrated or performed.

PTBs are organized into a hierarchy of:

- Competencies—A broad description that groups core behaviors necessary to perform a specific function



- Behaviors—A general description of an observable activity or action demonstrated by an individual in a particular context
- Tasks—A specific description of a unit of work activity that is a logical and necessary action in the performance of a behavior; how the behavior is demonstrated or performed in a particular context
- Again, these are signed-off by qualified evaluators

A given agency or department must individually adopt PTBs as its training standard. PTBs are an integral part of the "performance-based" system Federal agencies have adopted for emergency response training. In order to earn a PTB, a trainee must first successfully complete the requisite training courses for that position.



**Key Points**

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Follow directions from the instructor on how to complete this exercise.

Handout 1-1

ACTIVITY LOG (ICS 214)

1. Incident Name: \_\_\_\_\_ 2. Incident Number: \_\_\_\_\_ 3. Date: \_\_\_\_\_

4. Incident Location: \_\_\_\_\_ 5. Incident Type: \_\_\_\_\_ 6. Incident Status: \_\_\_\_\_

7. Incident Description: \_\_\_\_\_

8. Incident Details: \_\_\_\_\_

9. Incident Summary: \_\_\_\_\_

10. Incident Notes: \_\_\_\_\_

11. Incident Comments: \_\_\_\_\_

12. Incident Remarks: \_\_\_\_\_

13. Incident Observations: \_\_\_\_\_

14. Incident Conclusions: \_\_\_\_\_

15. Incident Recommendations: \_\_\_\_\_

16. Incident Action Plan: \_\_\_\_\_

17. Incident Status Report: \_\_\_\_\_

18. Incident Final Report: \_\_\_\_\_

19. Incident Closure Report: \_\_\_\_\_

20. Incident Disposition Report: \_\_\_\_\_

21. Incident Resolution Report: \_\_\_\_\_

22. Incident Outcome Report: \_\_\_\_\_

23. Incident Impact Report: \_\_\_\_\_

24. Incident Mitigation Report: \_\_\_\_\_

25. Incident Recovery Report: \_\_\_\_\_

26. Incident Restoration Report: \_\_\_\_\_

27. Incident Reopening Report: \_\_\_\_\_

28. Incident Reassessment Report: \_\_\_\_\_

29. Incident Reevaluation Report: \_\_\_\_\_

30. Incident Reinspection Report: \_\_\_\_\_

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ICS Form 214: Activity Log

ICS Form 211: Check-In List

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name: \_\_\_\_\_ 2. Incident Number: \_\_\_\_\_ 3. Check-in location (outside of the scope):  
 Base  Staging Area  ICP  Helibase  Other \_\_\_\_\_

4. Start Date/Time: \_\_\_\_\_

5. End Date/Time: \_\_\_\_\_

6. Incident Location: \_\_\_\_\_

7. Incident Type: \_\_\_\_\_

8. Incident Status: \_\_\_\_\_

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Key Points

### Objectives Review

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1. *What is the course objective?*
2. *What is the purpose of Position Task Books?*



Unit 1:  
Course Introduction

Visual 1-15

### Key Points

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### Discussion

#### Unit Terminal Objective

Identify course objectives and position-specific resource materials for the position of Financial/Administrative Section Chief.

#### Unit Enabling Objectives

- Describe the course objective.
- Explain the purpose of Position Task Books.