

## ***USING THIS COURSE***



## TARGET AUDIENCE

This training is designed for the nation's fire and emergency services providers who may assume Command and General Staff Functions of the Incident Command System (ICS) during a large/complex emergency incident.

## LENGTH OF COURSE

You can expect to spend between 7 and 14 hours completing this course.

## GOAL OF THIS COURSE

Your successful completion of this course is a prerequisite for enrolling in the 6-day resident course, *Command and General Staff Functions in the Incident Command System*. The goal of this course is to prepare you to successfully participate in the 6-day course by providing:

- A course that is based on the National Incident Management System (NIMS).
- An introduction to the roles and responsibilities of each of the eight Command and General Staff positions of an expanded ICS.
- An overview of Incident Management Teams (IMT's).
- An introduction to the ICS Forms that will be used in the 6-day course.
- A scenario where you will apply what you have learned.

## READING ASSIGNMENT

As part of your course work, you will be expected to read the Field Operations Guide (ICS 420-1). The ICS 420-1 will provide you with detailed information on the Command and General Staff positions such as common responsibilities, key definitions, position checklists, and organizational charts. You will use the ICS 420-1 as a resource in both this course and the 6-day resident course, *Command and General Staff Functions in the Incident Command System*.

## HOW TO USE THIS COURSE

This course is organized into six units and is designed for you to work at your own pace. Familiarize yourself with the general layout of the course. Each unit has the following primary features:



Unit Overview



Unit Objectives



Unit Content



Unit Quiz

## REFERENCE TOOLS

Additional reference tools can be found in the appendices.

**Appendix A** is a Job Aid: Routinely Used ICS Forms.

**Appendix B** is a sample of a completed Incident Action Plan (IAP).

**Appendix C** contains sample completed ICS Forms.

**Appendix D** contains the Field Operations Guide (ICS 420-1).

## THIS IS A CERTIFICATE COURSE

You **will receive a National Fire Academy (NFA) certificate** upon completion of this course. You must score **at least 80** on the final exam in order to meet one of the student selection criteria for the *Command and General Staff Functions in the Incident Command System* course.

## THE FINAL EXAM

Once you feel confident with the information in this course, you may take the final exam. The final exam is available to view and download (see the Course Materials Section) and consists of simulation scenario information and a final examination. The final exam consists of 40 multiple-choice questions. You must download and manually complete the final examination answer sheet from the Course Materials Page. **You must score at least 80 on the final exam in order to meet the qualifications of enrollment for the 6-day resident course, *Command and General Staff Functions in the Incident Command System*.**

### *Examination process*

- A. Access the simulation scenario information by viewing and downloading the Final Examination file from the Course Materials Section. You may wish to print a copy of the scenario to refer to while taking your final exam.
- B. Take the final exam, which consists of 40 multiple-choice questions.
- C. Complete a 75-5A (General Admissions Application Short Form).

1. Access and download the 75-5A form by clicking on the link in the Course Materials Section.
  2. Manual complete the 75-5A form.
- b. Mail your completed 75-5A form and the complete final examination answer sheet to the following address:
- Yvonne Lewis, Executive Secretary  
Commission on Fire Prevention and Control  
34 Perimeter Road  
Windsor Locks, CT 06096
- c. You will be notified of your score on the final exam as soon as possible.

## WHAT ARE THE REQUIREMENTS FOR THE 6-DAY RESIDENT COURSE?

Prior to applying for the 6-day resident course, *Command and General Staff Functions in the Incident Command System*, make sure that you have completed the following steps.

- Obtain a score of **at least 80 on the *Introduction to Command and General Staff* final exam.**
- Mail your completed 75-5A form (for *Introduction to Command and General Staff* course) to the NETC Virtual Campus (See address in 7b).
- Verify that you meet the student selection criteria for the *Command and General Staff Functions in the Incident Command System--6-day* resident course.

## STUDENT SELECTION CRITERIA FOR THE 6-DAY RESIDENT COURSE

This course is designed for those officers of emergency response agencies who, due to their rank and/or experience, would be assigned routinely to a Command and General Staff position at large/complex incidents. In addition, any command-level individual who is or will be involved in developing a local, regional, or State Incident Management Team.

Students must:

- Have successfully completed the final exam for the *Introduction to Command and General Staff* course with a score of 80 or higher.
- Possess a working knowledge of the Incident Command System and its application to large/complex incidents.
- Possess a working knowledge of strategy and tactics for large/complex emergency incidents.

## HOW DO I APPLY FOR THE 6-DAY RESIDENT COURSE?

1. Complete a 75-5 (General Admissions Application).
  - a. Access the fillable version of the 75-5 online and complete the form by typing in your personal information and printing the form; **or**
  - b. Access the nonfillable version of the 75-5 online, print out form; fill in your personal information.
2. Mail your completed form (75-5 General Admissions Application) during open enrollment periods to the following address:

NETC  
Office of Admissions, Bldg. I-216  
16825 South Seton Avenue  
Emmitsburg, MD 21727

3. The Admissions Office will review your application and will contact you with an acceptance letter should you be accepted into the 6-day course.