



AH-321, Damage Inspection Manager (DINM) Course Plan

Course Details

Description: This course is designed to provide the skills and knowledge needed to perform in the role of a Damage Inspection Manager. Topics include position overview; supplies and equipment; assignments; Damage Inspection Manager expectations; communications; documentation; navigation; safety, and data collection.

Designed For: Damage Inspection Manager (DINM), All-Hazards

Authority: None

Prerequisites: Intermediate ICS for Expanding Incidents (I-300); **and** National Response Framework, An Introduction (IS-800.b); **and** Qualified Damage Inspection Specialist (DINS)

Corequisites: None

Standard: Attend all course hours, and complete all in-class activities and homework assignments (as applicable)

Hours:
Lecture: 05:00
Activities: 02:30
Test: 00:30

Hours (Total): 08:00

Maximum Class Size: 40

Instructor Level: Primary

Instructor/Student Ratio: 1:40

Restrictions: None

SFT Designation: FSTEP

Required Resources

Instructor Resources

To teach this course, instructors need:

- Damage Inspection Manager (DINM) Course Plan
 - <http://osfm.fire.ca.gov/training/SFTCurriculum>
- ICS-1910, Damage Inspection Specialist (DINS) and Damage Inspection Manager (DINM) Position Manual
 - <http://firescope.org/>
- NWCG PMS-461 Incident Response Pocket Guide (current edition)
 - <https://www.nwcg.gov/>
- FIRESCOPE ICS-420-1, Field Operations Guide (current edition)
 - <http://firescope.org/>

Student Resources

To participate in this course, students need (if required by instructors):

- FIRESCOPE ICS-420-1, Field Operations Guide (current edition)
 - <http://firescope.org/>
- NWCG PMS-461 Incident Response Pocket Guide (current edition)
 - <https://www.nwcg.gov/>
- Handheld GPS unit
- Smart device
- Laptop computer

Facilities, Equipment, and Personnel

The following facilities, equipment, or personnel are required to deliver this course:

Facilities

- Standard classroom set up for up to 40 students
- Projector for audio/visual presentations
- Internet access

Unit 1: Course Introduction

Topic 1-1: Course Introductions

Terminal Learning Objective

At the end of this topic, a student will be able to identify the instructors, students, facility and classroom requirements of this course.

Enabling Learning Objectives

1. Identify instructors through self-introduction
 - Name
 - Agency
 - Experience with damage inspection
2. Identify students through self-introductions
 - Name
 - Agency
 - Experience with damage inspection
3. Identify the facility and classroom requirements during instruction
 - Restroom locations
 - Exits
 - Start and end times
 - Breaks
 - Electronic device policies
 - Special needs and accommodations
 - Other requirements as applicable

Discussion Questions

1. Are there any questions?

Activities

1. To be determined by the instructor

Topic 1-2: Course Description and Objectives

Terminal Learning Objective

At the end of this topic, a student will understand the instructor's expectations, course schedule, and course objectives during instruction.

Enabling Learning Objectives

1. Identify the instructor's expectations during instruction
 - The course is designed to be interactive and class participation is encouraged
 - The course contains several exercises designed to facilitate group and class discussion
2. Review the course schedule
3. Identify the course objectives during instruction
 - Have a thorough understanding of what damage inspection is and its purpose, and where the Damage Inspection Manager (DINM) fits in the ICS organizational structure
 - Have a thorough understanding of the responsibilities of a DINM

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- Have a thorough understanding of how and what to prepare for the damage inspection process to be successful
- Have a thorough understanding of all aspects of the damage inspection process
- Have a thorough understanding of incident damage inspection information needs and reporting requirements
- Have a thorough understanding of proper steps to ensure a safe and orderly demobilization of damage inspection resources

Discussion Questions

1. Are there any questions?

Activities

1. To be determined by the instructor

Topic 1-3: General Knowledge Requirements

Terminal Learning Objective

At the end of this topic, a student will understand how to qualify as a DINM based upon the DINM Qualification Guide.

Enabling Learning Objectives

1. Identify qualification guide requirements for qualification as a DINM
 - Intermediate ICS for Expanding Incidents (I-300); **and**
 - National Response Framework, An Introduction (IS-800.b); **and**
 - Qualified as a Damage Inspection Specialist (DINS); **and**
 - Completion of the DINM course (FIREScope AH-321); **and**
 - Completion of the DINM Position Task Book (PTB)
2. Additional recommended trainings:
 - Human Factors in the Wildland Fire Service (L-180)
 - Field Observer (S-244)
 - Intermediate Wildland Fire Behavior (S-290)
3. The California Incident Command Certification System (CICCS) is the approving authority for qualifications
 - CICCS is a cooperative effort between the Office of the State Fire Marshal (OSFM) and the California Governor's Office of Emergency Services (Cal OES), Fire and Rescue Branch
 - State Fire Training (SFT) is an OSFM responsibility
 - Cal OES manages the movement of fire service resources throughout the state during times of an emergency

Discussion Questions

1. Can your agency's Fire Chief approve your qualification as a DINM?
2. Who is the authority for confirming individuals' qualifications?

Activities

1. To be determined by the instructor

Instructor Note

1. In addition, the instructor is encouraged to reference the qualification guide for DINM.

Topic 1-4: Course Requirements

Terminal Learning Objective

At the end of this topic, a student will understand the course completion requirements.

Enabling Learning Objectives

1. Identify successful course completion requirements
 - Sign the course roster each day
 - Attend all 8 hours of instruction
 - Participate in all activities
 - Complete a class evaluation

Discussion Questions

1. Does everyone understand how to successfully complete this course?

Activities

1. To be determined by the instructor

Unit 2: Position Overview

Topic 2-1: Position Description

Terminal Learning Objective

At the end of this topic, a student, given an all-hazards emergency scenario will be able to describe what damage inspection is, to whom the DINM reports to, and the primary interactions within the Planning Section so that information can be compiled in a report working through an Incident Planning Section to the properly coordinated public agencies.

Enabling Learning Objectives

1. Describe what damage inspection is
 - A systematic survey of an incident for collecting and recording damage to property, infrastructure, environmental resources, and other items as needed
2. Describe the purpose of damage inspection
 - To inspect the area within the incident perimeter to identify damage and record data
 - To provide data for the Incident Status Summary (ICS-209) for effective decision making
 - Provide more accurate information for news releases by the Public Information Officer (PIO) to keep the public quickly and accurately informed
 - To provide data to assist with potential disaster declaration
 - To provide a clear understanding of the impact the disaster is having and provide information for loss analysis
 - To provide information for a variety of uses and agencies (federal/tribal, state, local and private)
 - To assist with recovery efforts
 - For research and regulation/ordinance validation
3. Describe to whom the DINM reports to
 - DINM functions within the Planning Section
 - DINM functions within the Situation Unit
 - DINM will report to and work under the direction of the Situation Unit Leader (SITL)
4. Discuss the primary interactions at the incident
 - Planning Section
 - Liaison Officer
 - Incident Commander
 - Federal/tribal, state, and local government agencies
 - Non-governmental organizations (NGOs)

Discussion Questions

1. Whom does the DINM report to?
2. How does the DINM interact within the Planning Section (PSC, SITL, GISS)?

Activities

1. To be determined by the instructor

Instructor Note

1. Instructor is encouraged to reference the ICS-1910 DINS/DINM Position Manual

Topic 2-2: Responsibilities

Terminal Learning Objective

At the end of this topic, a student, given a learning environment and equipment will be able to identify the DINM position in the Field Operations Guide (FOG) and understand the responsibilities of a DINM so these responsibilities are completed within the requirements and regulations of the Authority Having Jurisdiction (AHJ).

Enabling Learning Objectives

1. Identify the DINM position within the FOG
2. Describe the responsibilities of the DINM
 - Review Common Responsibilities (Chapter 1 of the FIREScope ICS 420-1 FOG)
 - Review Unit Leader Responsibilities (Chapter 1 of the FIREScope ICS 420-1 FOG)
 - Receive assignment and assess current situation
 - Check in and receive a briefing from the Situation Unit Leader (SITL) or Planning Section Chief (PSC) if the SITL is not available
 - Set up work location designated by the SITL
 - Obtain all necessary equipment and supplies
 - Attend daily incident Operational briefings
 - Establish inspection areas for each team within the incident perimeter for field data collection
 - Obtain and review a copy of the Incident Action Plan (IAP) for the current operational period
 - Conduct a daily Damage Inspection briefing with DINS teams prior to deployment to the field
 - Participate in Planning Section activities and attend Cooperator Meetings
 - Establish communication with local government representatives through the Liaison Officer
 - Provide for the safety and welfare of assigned resources
 - Always maintain communication with and accountability of assigned personnel
 - Oversee the inspection and documentation of incident caused losses to property, infrastructure, environmental resources, and other items as needed
 - Complete required forms and documentation according to AHJ specifications
 - Report information to the SITL by established procedure
 - After each operational period, provide for a debriefing and ensure submission of collected data and complete data validation analysis
 - Resupply expended materials prior to the next operational period
 - Respond to information requests in a timely manner
 - Prepare final Damage Inspection Report for approval by the Incident Commander
 - Exhibit model leadership values and principles
 - Establish and maintain positive interpersonal and interagency working relationships
 - Conduct self within agency policy, procedures and Incident Management Team (IMT) expectations

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- Complete ICS-225, Incident Personnel Performance Rating, for each assigned personnel
 - Demobilize according to the Incident Demobilization Plan
 - Maintain a Unit/Activity Log (ICS-214)
3. Identify what to include in your DINM kit
- Smart device with charging devices
 - Handheld GPS
 - Spare batteries
 - Damage Inspection Worksheet (hard copy data inspection form as backup)
 - Damage inspection field identification supplies
 - General office supplies
 - Clipboard
 - Cloneable portable radio (required – bring or obtain at incident)
 - Laptop computer
 - Thumb drive
 - Printer (optional)
 - Damage Inspection Report template
 - ICS-213
 - ICS-214

Discussion Questions

1. List some of the responsibilities of the DINM?

Activities

1. Class activity to develop a personal and work assignment (DINM Kit)

Unit 3: Incident Responsibilities

Topic 3-1: Administration

Terminal Learning Objective

At the end of this topic, a student, given DINM responsibilities, equipment and a simulated all-hazards incident scenarios will be able to determine the DINM administrative duties regarding personnel, equipment, significant events, and different agency interactions so the DINM will be able to safely comply with standard identified guidelines during an incident and communicate within the chain of command.

Enabling Learning Objectives

1. Describe the DINM administrative responsibilities regarding personnel, equipment, and significant events
 - Establish and maintain a strong command presence early
 - Provide for the safety and welfare of assigned resources
 - Survey assigned personnel's knowledge, skills, abilities, and match them to opportunities when possible
 - Communicate and ensure understanding of work expectations within the chain of command and across functional areas
 - Exhibit model leadership values and principles
 - Exhibit principles of respect and integrity
2. Describe the scope of a DINM responsibility for DINS personal injuries, equipment, and property issues
 - Notifications – Situation Unit Leader, Safety Officer, Comp/Claims Unit Leader, Medical Unit Leader, employee's agency
 - Ensure DINS completes appropriate paperwork for the injury or equipment/property issue
 - DINM to complete appropriate paperwork for the injury or equipment/property issue
3. Describe the different agencies a DINM may be working for or interacting with
 - Federal/Tribal
 - State
 - Local
 - Private
 - NGOs

Discussion Questions

1. Give some examples of providing for the welfare of the DINSs.

Activities

1. To be determined by the instructor

Topic 3-2: Preparing for Damage Inspection

Terminal Learning Objective

At the end of this topic, a student, given a simulated all-hazards incident scenario will be able to describe how and what to prepare for a successful damage inspection process prior to

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arriving at an incident and upon arriving at an incident so that resource requests, inspection areas, electronic data collection devices and information are collected while the team assignments are safely managed, hazardous areas are documented, and proper notification is made within the chain of command.

Enabling Learning Objectives

1. Describe information gathering prior to arriving at the incident to determine initial resource needs
 - Online maps
 - GIS/Parcel Information
 - News/Social Media
 - Determine the number of personnel/equipment ordered (ROSS)
2. Describe information gathering upon arriving at the incident
 - Need overview map of the incident
 - Damage assessment - A fast, limited detail survey to assess the amount and type of damage within the incident perimeter
 - Assess the incident size, scope, and impact to the surrounding areas
 - Assess the number of personnel needed
 - Division of labor
 - Estimate length of assignment
3. Describe ordering Resources
 - Personnel
 - Equipment
 - Supplies
 - Validate orders with ROSS
4. Describe inspection areas
 - Based on amount of damage
 - Based on size of incident
 - Based on the amount of driving
 - Based on the concentration of damage
 - Based on geographical factors
5. Describe mobile devices and apps
 - What electronic data collection process will be used on the incident (agency specific)
 - What handwritten process will be utilized if the electronic data collection process is unavailable or fails
6. Discuss DINS team assignments
 - Minimum of 2 personnel per team
 - Establish DINS team identifiers
 - Team composition should consist of one person familiar with the damage inspection process (experienced DINS) and a subject matter expert for the type of incident
 - Other team members can consist of Technical Specialists (e.g., law enforcement, hazardous materials, building official, structural engineer, etc.)
7. Conduct field training on what to document, how to utilize the electronic data collection method and forms to utilize

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- What training is needed specific to the incident – what to document
 - Provide data collection training to those unfamiliar with the electronic data collection process utilized at the incident
 - What forms will be utilized
8. Develop GIS field maps
- Determining inspection areas for DINs

Discussion Questions

1. What forms will be utilized during your assignment as a DINM?

Activities

1. To be determined by the instructor

Topic 3-3: An Operational Period as a DINM

Terminal Learning Objective

At the end of this topic, a student, given a simulated all-hazards Operational Briefing will be able to describe a DINM operational period so that a safe and thorough inspection is completed within an assigned area and data is properly documented and reported as required.

Enabling Learning Objectives

1. Discuss attending the Operational Briefing
2. Describe the process of conducting a Damage Inspection Briefing
 - Ensure DINs understand the importance of their responsibilities
 - Ensure DINs have supplies necessary for successful assignment
 - Ensure DINs are trained on what information to document and how to document it
 - Ensure DINs have damage inspection maps for field use
 - Ensure GPS is set up, charged and ready for use
 - Ensure DINs know their assignment for the day
 - Ensure DINs have a thorough safety briefing
 - Ensure DINs know how to handle issues that arise
3. Describe the DINM role in an ongoing incident including utilization of an IAP
 - Ensure all DINs teams have an IAP for the current operational period
 - Ensure all DINs teams are familiar with all aspects of the IAP for their assignment
4. Describe the process for reconciling data
 - Based on the electronic data collection process utilized
5. Describe the process to ensure a thorough inspection of the damage area
 - Ensure GPS unit is turned on and properly set up for track logs to track the day's progress
 - Conduct a systematic search for data collection efforts
 - Inspect all properties
 - Mark the property inspected as determined by the DINM
 - Stay within your assigned inspection area unless otherwise instructed (no freelancing)
 - Debrief with the DINs teams after each operational shift
6. Describe the debriefing process and with whom at the end of an operational period

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- DINs – Daily progress, what went well, what did not go well, hazards encountered, and how to improve the process
 - SITL – Provide damage inspection intelligence update by designated time
7. Describe process for maintaining accountability of DINs teams
 - Tracked by mobile device
 - Establish routine check in times with the DINM
 - Check in and out with Division/Group Supervisor
 - DINs teams to check in with DINM upon returning to the incident base

Discussion Questions

1. Describe some topics to discuss during a damage inspection briefing for the operational period?
2. Describe some daily duties of the DINM?

Activities

1. To be determined by the instructor

Topic 3-4: Deliverables

Terminal Learning Objective

At the end of this topic, a student, given procedures for report dissemination will be able to describe the process for information dissemination of the incident damage inspection data so that complete report deliverables are properly documented and that reporting procedures are adhered to by the responsible jurisdiction and within the chain of command.

Enabling Learning Objectives

1. Describe the process for dissemination of incident damage inspection data
 - Report damage inspection information through the chain of command by designated time to appropriate people
 - Attend Cooperators Meeting
 - Obtain approval and process to disseminate damage inspection information outside the chain of command or to outside agencies
 - Describe who would be interested in the damage inspection information/data
 - Within the Incident Command System
 - AHJ
 - Government agencies
 - Non-governmental organizations
2. Develop deliverables: data spreadsheets, report maps, final damage inspection report
 - Daily count of damaged/destroyed structures for the ICS-209
 - Daily delivery of damage inspection information as required
 - Damage Inspection Report
 - Case studies

Discussion Questions

1. Describe who within the Incident Command System would be interested in the damage inspection information collected?
2. Why does the DINM need to attend the Cooperators Meeting?

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Activities

1. To be determined by the instructor

Topic 3-5: Demobilization

Terminal Learning Objective

At the end of this topic, a student will be able to demonstrate the proper steps to ensure a safe and orderly demobilization of resources.

Enabling Learning Objectives

1. Describe the process to ensure that assigned resources are ready for demobilization
2. Describe the administrative duties which must be completed prior to demobilization
 - Conduct an Incident Personnel Performance Rating (ICS-225) evaluation with each DINS assigned
3. Describe the process for excessing of DINS personnel and equipment
4. Describe how the demobilization process applies to a DINS/DINM
 - DINM will not be demobed until all required paperwork is complete and submitted
 - Receive an Incident Personnel Performance Rating (ICS-225) from the SITL
 - SITL will declare the DINS/DINM excess on an ICS-213 to the Resources/Demob Unit
 - DINM will ensure all equipment obtained for damage inspection that is not consumable is returned prior to demob
 - DINM will successfully complete the demob process

Discussion Questions

1. What form is utilized by the DINM to declare a DINS excess to the incident?
2. What is the process for declaring resources excess on an incident?

Activities

1. To be determined by the instructor

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Time Table

Segment	Lecture Time	Activity Time	Total Unit Time
Unit 1: Course Introduction			
Topic 1-1: Course Introductions			
Lecture	0:15		
Topic 1-2: Course Description and Objectives			
Lecture	0:15		
Topic 1-3: General Knowledge Requirements			
Lecture	0:10		
Topic 1-4: Course Requirements			
Lecture	0:05		
Unit 1 Totals	0:45	0:00	0:45
Unit 2: Position Overview			
Topic 2-1: Position Description			
Lecture	0:30		
Topic 2-2: Responsibilities			
Lecture	0:30		
Activity 2-2: Develop a Personal and Work Assignment DINM Kit		0:30	
Unit 2 Totals	1:00	0:30	1:30
Unit 3: Incident Responsibilities			
Topic 3-1: Administration			
Lecture	0:30		
Topic 3-2: Preparing for Damage Inspection			
Lecture	0:45		
Topic 3-3: An Operational Period as a DINM			
Lecture	1:00		
Activity 3-3: To be determined		1:00	
Topic 3-4: Deliverables			
Lecture	0:30		
Activity 3-4: To be determined		1:00	
Topic 3-5: Demobilization			
Lecture	0:30		
Unit 3 Totals	3:15	2:00	5:15
Lecture, Activity, and Unit Totals:	5:00	2:30	7:30

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Course Totals

Total Lecture Time (LT)	5:00
Total Activity Time (AT)	2:30
Total Testing Time (TT)	0:30
Total Course Time	8:00