



L0973: NIMS ICS All-Hazards Finance/Administration Section Chief (2019)

Course Plan

Course Details

Description:	The goal of this professional development course, E/L0973 Finance/Administration Section Chief, is to provide Federal, State, and local-level emergency responders with an overview of key duties and responsibilities of a Finance/Administration Section Chief in a Type III All-Hazards Incident Management Team (AHIMT).
Designed For:	The intended audience(s) are local- or State-level emergency responders who may be designated as Finance/Administration Section Chiefs on their local or State Incident Management Team.
Authority:	Federal Emergency Management Agency - Emergency Management Institute
Prerequisites:	IS-0100 An Introduction to the Incident Command System; IS-0200 Basic Incident Command System for Initial Response; E/L/G 0300 Intermediate Incident Command System for Expanding Incidents; IS-0700 An Introduction to the National Incident Management System; and IS-0800 National Response Framework (NRF), An Introduction.
Standard:	N/A
Hours:	18.0 hours
Maximum Class Size:	24
Instructor Level:	Primary instructor
Instructor/Student Ratio:	1:24 (Note: FEMA recommends at least two instructors).
Restrictions:	None.
SFT Designation:	FSTEP
Note:	For FEMA issued course completion diplomas, the course must be registered through California Governor's Office of Emergency Services (Cal OES).

Required Resources

Instructor Resources

The following instructor resources are required:

- Instructor Guide
- Electronic files of all Unit Visual presentations
- Pretest and final exam
- National Qualification System IMT Position Task Books

Student Resources

To participate in this course, students need:

- Student Manual (hard-copy)

Facilities, Equipment, and Personnel

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

Facilities

- Standard classroom equipped for 24 students
- Whiteboards or easel pads with appropriate writing implements
- Projector/TV with appropriate laptop connections
- Wifi/Internet access

Time Table

Segment			Unit Total
Unit 1: Course Introduction			2.0
Unit 2: Information Gathering and Sharing			3.0
Unit 3: Section Management			5.5
Unit 4: Interaction and Coordination			3.5
Unit 5: Demobilization and Closeout			4.0
	Course Totals		18.0

Time Table Key

1. The Time Table documents the amount of time required to deliver the content included in the course plan.
2. The Course Totals do not reflect time for lunch (1 hour) or breaks (10 minutes per each 50 minutes of instruction or assessment). It is the instructor's responsibility to add this time based on the course delivery schedule.
3. Application (activities, skills exercises, and formative testing) time will vary depending on the number of students enrolled and the acquired structure selected for training. The Application time documented is based on the maximum class size identified in the Course Details section.
4. Summative Assessments are determined and scheduled by the authority having jurisdiction. These are not the written or psychomotor State Fire Training certification exams. These are in-class assessments to evaluate student progress and calculate course grades.

Objectives

Course Objectives

1. Identify course objectives and position-specific resource materials for the position of Finance/Administration Section Chief.
2. Explain the information collection and distribution methods of an effective Finance/Administration Section Chief.
3. Explain the roles and responsibilities of a Finance/Administration Section Chief as they apply to planning, supervision, and coordination.
4. Identify key strategies for interacting with personnel internal and external to the Incident Management Team.
5. Explain the Finance/Administration Section Chief's responsibilities in relation to development, review, and implementation of the Demobilization Plan.