

SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC

Registration No. 2014/162285/08

Contact Details:

Phone: 011-660 5672
Fax2Email: 086 544 0008
Fax: 011 660 1887
Email: info@saesi.com
Website: www.saesi.com



Addresses:

No. 295 Jorissen Street
Monument
KRUGERSDORP, 1739

PO Box 613, KRUGERSDORP, 1740

APPLICATION: RECOGNITION OF PRIOR LEARNING

ACC 179

Resources Unit Leader - NFPA 1026, 2014

First Name/s: _____

Surname: _____

ID Number: _____ Age: _____

Employer: _____

Postal Address: _____

(Where result and certificate/s should be sent)

Postal Code: _____

Tel No: _____ Fax No: _____

Cell No: _____ Membership No: _____

PURPOSE:

The purpose of this procedure is to assess your academical qualification **in combination with your experience** to determine if accreditation for the Resources Unit Leader qualification is appropriate. Any person with a Resources Unit Leader qualification or equivalent (Portfolio of evidence) and **18 Months Resources Unit Leader service** and an acceptable **CV of appropriate** experience can apply.

PROCEDURE:

- Submit a certified copy of training attended which satisfy the requirements of NFPA 1026, chapter 17.
- The decision of the Quality Assurance Working Group will be final.
- After evaluation of the application, the applicant will be informed in writing of the outcome of the assessment and of what will be required for full accreditation, if applicable.
- Application with regards to experience should be completed on annexure A & B. (No other CV will be accepted)

Experience / History

Date 1 st appointed in the Fire Dept.	
Highest Fire Qualification (Now)	
Position held.(Now)	
Designation (Now)	(Ops/Training/Admin Etc.)
Duration	From: _____ to: _____

The application and proof should be marked **“Quality Assurance Working Group”** and submitted to:

SAESI
P.O. Box 613
KRUGERSDORP
1740
Fax: 011 660 1887
Fax2Mail: 086 544 0008
Email: info@saesi.com

An administrative fee of R164.00 for members and R322.00 for non-members for **each** RPL application will be payable to SAESI before evaluation of the application. Proof of the payment should accompany the application.

The administration fee DOES NOT INCLUDE Certification/Seal fee.

Direct deposits can be made to:

The Southern African Emergency Services Institute.(SAESI)

Bank: ABSA
Account number: 310 810 045
Branch – Krugersdorp 632005

or the SAESI Branch Account to which you belong.

ANNEXURE A

Employing Service <i>(Where you have worked/are working)</i>	Position/Rank <i>(Held or are holding)</i>	Date		Primary Functions <i>(What you were / are doing)</i>
		From	To	

ANNEXURE: B

C.V. - Resources Unit Leader, NFPA 1026, 2014
Standard for Incident Management Personnel Professional Qualifications

This CV should accompany your application for accreditation on the grounds of Recognition of Prior Learning for Resources Unit Leader [Form: ACC 179].

Briefly describe your **Role as a Resources Unit Leader Responder** in the following activities. Use all the headings listed below in your CV. The purpose of this is to be able to have a realistic impression of your experience to be able to assess your application fairly.

If you attended any courses related to the Criteria described in the CV, copies of the certificates can be attached.

This CV is required in addition to a certified copy of your Resources Unit Leader qualification or higher qualification.

Note: Please use additional paper if the space provided is not adequate.

17.1 General

- **17.1.1.1** Familiarity with the National Response Framework and how it relates to the role of Resources Unit Leader, knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), Incident Action Plan (IAP) content, ICS forms, office supplies and equipment used for planning duties, types of resources commonly used at emergency events, agency standard operating procedures, and procedures for stopping unsafe or incorrect acts or operations.

- **17.2 Assume and Transfer the Position of Resources Unit Leader**
Assuming the role of Resources Unit Leader within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Resources Unit is established; relevant situational information of the incident is gained and maintained; the relationship with the outgoing Resources Unit Leader or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and objectives of the Incident Commander (IC) and Planning Section are received and understood; notification of position assumption is verbalized and documented; and the location of the Resources Unit Leader is identified and confirmed with the Planning Section Chief or IC.

- **17.2.2** Managing the transfer of Resources Unit Leader duties at an incident or planned event, given an incident or planned event, an established command structure and a Resources Unit Leader, an IAP either written or verbal, a current situation status, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, the new Resources Unit Leader is fully briefed on the incident or planned event, and the new Resources Unit Leader is identified.

- **17.3 Perform the Role of Resources Unit Leader at an Incident or Planned Event**
Establishing the check-in function at the incident facilities and verify that resources on the scene are checked in, given an incident or planned event, existing resource status and situation status information, incident documentation supplies and equipment, and communication equipment, so that contact with incident facilities are established, all resources arriving at incident facilities are checked in and accounted for, the accuracy of the resources list is maintained, credentialing is verified, resource status documentation is completed correctly, and communications equipment is used correctly.

- **17.3.2 Acquiring workspace and resources to perform assigned duties in coordination with facilities and supply units, given an incident or planned event and the duties of a Resources Unit Leader, so that adequate workspace is established at each facility and resources to assure documentation of check-in and tracking of resources are acquired.**

ACG

- **17.3.3** Preparing for and participate in planning meetings at an incident or planned event, given an incident or planned event, resource and status information, ICS incident planning forms, and incident documentation equipment and supplies, so that accurate resource status information is provided for use at planning meetings and incident documentation forms, equipment, and supplies are used correctly.

- **17.3.4** Preparing and maintain the ongoing resource status display and summary information, given an incident or planned event, resource status information, display format, other display requirements of Command Staff, incident documentation equipment and supplies, and communications equipment, so that all resources on the incident or planned event are accounted for, locations and assignments are displayed or summarized in the required format (master list), other display requirements of Command Staff are met, surpluses of resources are identified and shared in the planning and demobilization process, incident documentation equipment and supplies are used correctly, and communications equipment is used.

- **17.3.5** Assembling and disassemble task forces and strike teams when directed, given direction from the Operations Section Chief or the IC on the type and kind of resource needed, an incident or planned event, resource and status information, ICS incident planning forms, and incident documentation equipment and supplies, so that task forces and strike teams are organized upon request using available resources and span-of-control is maintained

- **17.3.6** Maintaining and updating the IAP based on changes made during the operational briefing, given an IAP, an operational briefing meeting, and changes made to the plan during the meeting, so that the plan is corrected to reflect the changes made during the briefing and the IAP is given to the Documentation Unit for filing.

- **17.3.7** Maintaining a unit log, given an incident or planned event assignment and a unit log form, so that significant decisions, actions, events, and work activities are documented and the form is completed according to procedures.

- **17.3.8** Managing the workflow process and set time schedules to accomplish assigned duties, given an incident or planned event, duties of the Resources Unit, and special requests for information, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained, and tasks are assigned.

- **17.3.9** Managing the demobilization process for assigned staff, given an incident or planned event, assigned staff, and a demobilization plan, so that staff understand the demobilization process, procedures in the plan are followed, performance ratings are completed, and staff are released according to the plan.

Declaration of Applicant & Management Representative/s

I, _____ (initials and surname of applicant) hereby confirm that the information is true and that I will accept the decision of the Quality Assurance Working Group with regards to my application.

Sign: _____ Date _____

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I, _____ in my capacity as the Head of Training for _____ hereby confirm that the above mentioned information, provided above is correct to the best of my knowledge.

Sign: _____ Date _____
(Head of Training)

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I, _____ in my capacity as the Head of Organization / Department / Section _____ hereby confirm that the above mentioned information, provided above is correct to the best of my knowledge.

Sign: _____
(Head of Organization / Department / Section)

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