# 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 150

# Incident Commander - NFPA 1026, 2014

First Name/s:	
Surname:	
ID Number:	Age:
Employer:	
Postal Address:	<u> </u>
(Where result and certif	ricate/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 Incident Commander qualification is appropriate. Any person with an Incident Commander Qualification or equivalent (Portfolio of evidence) and 18 Months Incident Commander 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 4.
- Submit a certified copy of the Incident Commander Course content and curriculum of course attended
- 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.
- If an application is made with any other qualification, not presented by SAESI, the curriculum of the qualification and **Portfolio of Evidence** of the student should be included.
- Application with regards to experience should be completed on annexure A & B. (No other CV will be accepted)

## **Experience / History**

Date 1 <sup>st</sup> 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		Date			
Service (Where you have worked/are working)	Position/Rank (Held or are holding)	From	То	Primary Functions (What you were / are doing)	

## ANNEXURE: B

# C.V. - Incident Commander, 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 Incident Commander [Form: ACC 150].

Briefly describe your *Role as an Incident Commander* 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 Incident Commander Qualification or higher qualification.

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

an incident o	rransfer, and Receive Command. This duty shall involve assuming initial command of property planned event, preparing to transfer command to a later arriving officer, and receiving arriving an established incident or planned event, according to the job performance is of 4.2.1 through 4.2.3.
•	<b>4.2.1</b> Assuming initial command of an incident or planned event, given an incident or planned event, a tactical command worksheet or other documentation, a radio, assigned resources, and the NIMS-ICS, so that the incident conditions are accurately assessed, the safety of all responders is ensured, a detailed size-up report is transmitted, an appropriate initial Incident Action Plan (IAP) is developed, resources are assigned according to the plan, and the person assuming command and his or her location are identified.
•	<b>4.2.2</b> Assuming command of an established incident scene, given an incident or planned event, an initial action plan, transition documents, incident documentation, resources assigned to the incident or planned event, NIMS-ICS, and incident command and communications equipment and facilities, so that situational awareness is maintained, information is exchanged with the outgoing IC, team roles and relationships are assessed and defined, resource capabilities and relationships are assessed, coordination of jurisdictions and boundaries of agencies are defined and maintained, communications with personnel and stakeholders are established, incident objectives are communicated to internal and external stakeholders, and safety and accountability systems are implemented.
	,

•	incident or planned event, an established command structure, an IAP, current situation status, incident resources, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, the new IC is fully briefed on the incident or planned event, and the new Incident Management Team members are identified to all personnel and stakeholders.
4.3 Commu	inications
•	hall involve establishing and managing communications systems in the rapidly changing, vironment of an incident or planned event, according to the JPRs of 4.3.1.
•	<b>4.3.1</b> Communicating relevant information to internal and external stakeholders, given an incident or planned event, communications equipment, and internal and external stakeholders, so that key transition documents are reviewed, support staff duties are delegated, incoming resources and section chiefs are briefed, hazardous situations are communicated, and incident objectives are validated and revised.

## 4.4 Management and Administration

This duty shall involve developing, managing, and administrating an incident management structure, as well as making effective decisions, in the rapidly changing, high-risk environment of an incident or planned event, according to the JPRs of 4.4.1 through 4.4.9.

4.4.1 Developing and managing an incident management organization capable of accomplishing strategic objectives, given an incident or planned event, incident status information, ICS forms and documentation, situational awareness, a communications system, incident resources and an IAP, so that an ICS organization is established and maintained; applicable span of control is maintained through the use of Division/Group Supervisors, Branch Directors, and the Operations Section Chief positions; resources and personnel cooperating in incident objectives are obtained and managed effectively; adjustments are made to the command structure when necessary; and the command structure remains in place until the incident or planned event is terminated

'	
or	<b>4.2.</b> Conducting a situational analysis, given an incident or planned event and event-incident-related information, so that incident life safety risks, environmental risks, and operty risks are assessed, and a clear situational picture is obtained.
re:	anned event, a situational analysis of the incident or planned event, assigned sources, and ICS forms and documentation, so that strategic objectives are defined ad communicated, the incident command structure is adjusted as necessary, sources are deployed in order to meet the goals of the plan, and the plan is ocumented in writing in the format established by the AHJ.
7	
wi IC	<b>4.4</b> Acquiring workspace and resources to perform assigned duties in coordination th facilities and supply units, given an incident or planned event and the duties of the , so that a functional workspace is established and the resources necessary to mmand the incident are acquired and documented.
_	

	<b>4.4.5</b> Managing the workflow process and set time schedules to accomplish duties assigned at an incident or planned event, given an incident or planned event and duties assigned to the IC, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained, and tasks are assigned.
•	<b>4.4.6</b> Implementing and monitoring incident assignments, given incident assignments, resources, situation status information, and operational procedures, so that organizational entities are established to accomplish tactical and support tasks, specific work tasks are assigned to specific individuals, applicable span of control is maintained plans and/or assignments are modified as dictated by incident conditions, resource needs for the personnel assigned are obtained, and command and general staff are notified of changes necessary to the IAP.
	y .
	<b>4.4.7</b> Coordinating IAP priorities and strategic objectives with jurisdictional Emergency Operations Center/Multi-Agency Coordination (EOC/MAC) Groups, when the EOC/MAC Groups exist, given an incident situation, resources, situation status information, and operational procedures, so that coordination of IAP strategic priorities among all jurisdictional response entities (e.g., multiple incident commanders, Area Commands) are established and resource priorities are prioritized to accomplish tactical and support tasks, IAPs and/or strategic priorities are modified as dictated by resource availability, and Command and General Staff are notified of necessary changes to the IAP.

•	<b>4.4.8</b> Creating and implementing an incident demobilization plan, given an incident or planned event, an incident command structure, assigned resources and agency demobilization procedures, so that staffing requirements are identified, relationships with stakeholder organizations are maintained, life safety and accountability considerations are identified, and control of the scene is returned to the AHJ or other responsible party.
•	<b>4.4.9</b> Directing an after-action review and debriefing, given incident records and reports, documentation procedures used by the AHJ, and personnel who were assigned to the incident or planned event, so that the effectiveness of incident operations is measured to improve future operations, completion of incident objectives is determined, performance evaluations are discussed with subordinates and other participants, and after incident reports are prepared and submitted according to the procedures of the AHJ.

## **Declaration of Applicant & Management Representative/s**

l,	(initials and surname of applicant) hereby confirm that the information	ation is
	pt the decision of the Quality Assurance Working Group with regards	
Sign:	Date	
l,	in my capacity as the Head of Training for he	reby
confirm that the above i	mentioned information, provided above is correct to the best of my kn	owledge.
Sign:	Date	
(Head of Train	ning)	
l,	in my capacity as the Head of Organization / Department / Sec	ction
herby	confirm that the above mentioned information, provided above is corr	ect to the
best of my knowledge.		
Sign:		
(Head of Organization	/ Department / Section)	