

SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC

Registration No. 2014/162285/08

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APPLICATION: RECOGNITION OF PRIOR LEARNING ACC 150

Incident Commander - 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 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.

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

4.2 Assume, Transfer, and Receive Command. This duty shall involve assuming initial command of an incident or planned event, preparing to transfer command to a later arriving officer, and receiving command during an established incident or planned event, according to the job performance requirements of 4.2.1 through 4.2.3.

- **4.2.1** 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.

- **4.2.2** 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.

- **4.2.3** Managing the transfer of command at an incident or planned event, given an 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 Communications

This duty shall involve establishing and managing communications systems in the rapidly changing, high-risk environment of an incident or planned event, according to the JPRs of 4.3.1.

- **4.3.1** 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 administering 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

- **4.4.2.** Conducting a situational analysis, given an incident or planned event and event- or incident-related information, so that incident life safety risks, environmental risks, and property risks are assessed, and a clear situational picture is obtained.

- **4.4.3** Developing an IAP, including a safety plan component, given an incident or planned event, a situational analysis of the incident or planned event, assigned resources, and ICS forms and documentation, so that strategic objectives are defined and communicated, the incident command structure is adjusted as necessary, resources are deployed in order to meet the goals of the plan, and the plan is documented in writing in the format established by the AHJ.

- **4.4.4** 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 the IC, so that a functional workspace is established and the resources necessary to command the incident are acquired and documented.

- **4.4.5** 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.

- **4.4.6** 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.

- **4.4.7** 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.

- **4.4.8** 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.

- **4.4.9** 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

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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