

SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC

Registration No. 2014/162285/08

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APPLICATION:

RECOGNITION OF PRIOR LEARNING

ACC 162

Operations Section Chief - 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 Operations Section Chief qualification is appropriate. Any person with an Operations Section Chief qualification or equivalent (Portfolio of evidence) and **18 Months Operations Section Chief service** and an acceptable **CV of appropriate** experience can apply.

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> |
|--|--|-------------|-----------|--|
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ANNEXURE: B

C.V. - Operations Section Chief, 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 Operations Section Chief [Form: ACC 162].

Briefly describe your ***Role as an Operations Section Chief 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 Operations Section Chief qualification or higher qualification.

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

8.1 General

- **8.1.1.1** Familiarity with the National Response Framework and how it relates to the role of Operations Section Chief, knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), and knowledge of procedures for stopping unsafe or incorrect acts or operations.

8.2 Assume and Transfer the Position of Operations Section Chief

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

8.2.2 Managing the transfer of Operations Section Chief duties at an incident or planned event, given an incident or planned event, an established command structure and Operations Section Chief, an IAP, 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 Operations Section Chief is fully briefed on the

incident or planned event, and the new Operations Section Chief is identified to all personnel and stakeholders.

8.3 Perform the Role of Operations Section Chief at an Incident or Planned Event

- **8.3.1** Selecting appropriate strategies and tactics to mitigate an incident or planned event, given an incident or planned event, an IAP, an ICS Form 215, assigned resources, situation and resource status information, incident documentation supplies and equipment, and communication equipment, so that incident conditions are monitored, incident operational needs are determined, and correct strategies and tactics for the given incident or planned event are selected.

- **8.3.2** Requesting resources to support incident strategic and tactical goals, given an incident or planned event, an IAP, an ICS Form 215, available incident resources, personnel and equipment time records, performance ratings, incident documentation, and communications equipment, so that immediate, ongoing, and future resource needs are determined and managed, appropriate span-of-control is maintained through the use of Division or Group Supervisors and Branch Directors, incident communications capabilities are maintained, and cost constraints are managed.

- **8.3.3** Acquiring workspace and resources to perform assigned duties of the Operations Section Chief, given an incident or planned event and the duties of the Operations Section Chief, so that an adequate workspace is established and the resources necessary to perform the duties are acquired and documented.

- **8.3.4** Deploying resources at an incident or planned event, given an incident or planned event, available resources, an IAP, incident documentation equipment and supplies, and communications equipment, so that appropriate resources are selected and assigned to the incident or planned event, span-of-control is maintained, resource deficits and excesses are communicated to Command, strategic and tactical priorities are met, communications equipment is used correctly, resources receive clear direction and assignments, safety and accountability systems are employed, assignments are documented according to AHJ standard operating procedures (SOPs) and standard operating guidelines (SOGs), and effective resource span-of-control is maintained.

- **8.3.5** Managing the workflow process and set time schedules to accomplish assigned duties at an incident or planned event, given an incident or planned event and duties assigned to the Operations Section Chief, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained, and tasks are assigned.

- **8.3.6** Maintaining the Operations Section activity log, given an Operations Section, situation and resources status information, and assignment or IAP, and incident documentation equipment and supplies, so that accurate records of resources and activities are maintained, work hours are tracked, the need for relief can be determined, and significant events and accomplishments are documented.

- **8.3.7** Coordinating the demobilization of the Operations Section at an incident or planned event, given an incident or planned event, resources assigned to the incident or planned event, an IAP, resource and situation status information, a demobilization plan, incident documentation equipment and supplies, and communications equipment, so that development, approval, and implementation of the demobilization are coordinated with the Planning Section (Demobilization Team), demobilization procedures are communicated to all involved parties, the remaining operational needs of the incident or planned event are met, resources are clear on their demobilization procedures and orders, and incident documentation is completed correctly.

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 _____



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)



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)

