
Unit 7: Course Summary and Final Exam

Objective

At the end of this unit, the students should be able to demonstrate their knowledge of resource management by passing a final exam.

Scope

- Introduction and Unit Overview
 - Unit Objective
 - Resources: NIMS
 - Resources: ICS
 - Activity: Summary of Key Points
 - Final Exam
 - Course Wrap-Up
-

Methodology

After introducing the unit objective, the Instructor briefly discuss a couple of online resources for information on NIMS and ICS. Then, the Instructor will summarize the course by conducting a question-and-answer discussion with the group. The Instructor will answer any questions that the students have about anything they have learned in the course.

At the end of the course summary, the Instructor will distribute the final exam. When all students have completed the final exam, the Instructor will conduct the course wrap-up, answering any administrative questions that the students may have about the final exam. Finally, the Instructor will thank the students for attending, and adjourn the class.

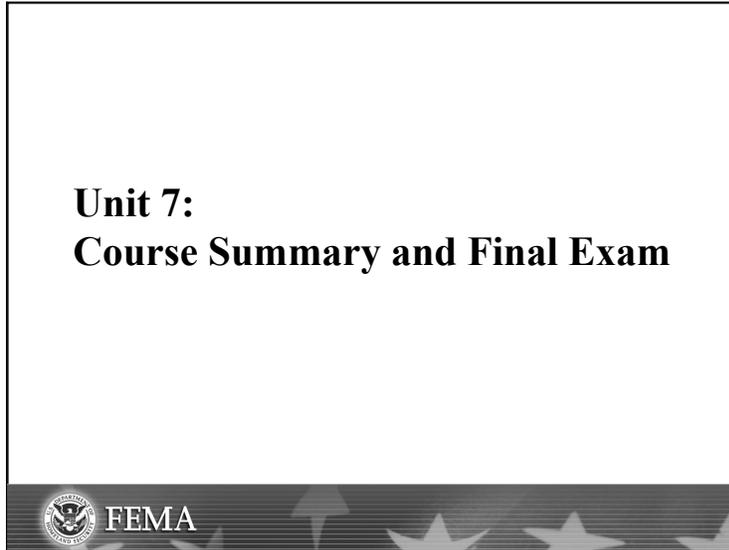
Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Introduction and Unit Overview	5 minutes
Activity: Summary of Key Points	20 minutes
Final Exam	30 minutes
Course Wrap-Up	5 minutes
Total Time	1 hour



Visual 7.1



Visual Description: Unit 7: Course Summary and Final Exam

Instructor Notes

Introduce this unit by reminding the students that the course discussed resource management in planning and preparedness, response, Incidents of National Significance, and post-incident activities. The tabletop exercise that they completed gave them the opportunity to apply what they learned throughout the course to a simulated incident.



Visual 7.2

Unit 7: Objective

Demonstrate your knowledge of resource management by passing a final exam.



Unit 7:
Course Summary and Final Exam

Visual Description: Unit 7 Objective

Instructor Notes

At the end of this unit, the students should be able to demonstrate their knowledge of resource management by passing a final exam.

Explain that before beginning the summary activity, you will review a couple of online sources for information on resource management.



Visual 7.3

Resources: NIMS

<http://www.fema.gov/emergency/nims>

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Visual Description: Resources: NIMS

Instructor Notes

Explain that this slide shows the NIMS Homepage on the FEMA Website. By clicking on the “Resource Management/Mutual Aid” link, students can access NIMS-oriented information and tools on resource typing, emergency responder credentialing, EMAC, mutual aid, and other topics.



Visual 7.4

Resources: ICS

ICS Resource Center Contents

ICS Review Document
A summary of key ICS features and principles.

ICS Training Materials and Opportunities
Access to ICS Training Materials and independent-study courses.

ICS Job Aids
Printable job aids related to ICS positions and activities.

ICS Forms
Printable versions of standard ICS forms.

ICS Position Checklists
Printable checklists of roles and responsibilities for ICS positions.

Glossary of Related Terms
Alphabetical list of terms and acronyms, with definitions.

Reference Documents
Printable versions of relevant reference documents including NIMS, NRP, and Directives.

Links
A list of applicable resource documents and web sites.

Click on a link above to view the resource center assets.

<http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm>

FEDERAL EMERGENCY MANAGEMENT AGENCY
FEMA

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Visual Description: Resources: ICS

Instructor Notes

Tell the group that this slide shows the main page of EMI's ICS Resource Center. From this page, users can access documents on a wide range of ICS topics, and tools such as job aids and forms.



Visual 7.5

Activity: Summary of Key Points

1. Work in table groups to complete this activity.
2. Review the material covered in this course.
3. Identify the three most critical points from the course.
4. Present your points to the class.



 You have 10 minutes to complete this activity.



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Visual Description: Activity: Summary of Key Points

Instructor Notes

Purpose: The purpose of this activity is to allow the students to identify the points from the course that are most important to them.

Instructions: Follow the steps below to conduct this activity:

1. Tell the students to work in their table groups to complete this activity.
2. Ask the groups to review the material covered in this course.
3. Explain that the groups should identify the three points from the course that are most important to them. Tell the groups to be ready to discuss their points with the class.
4. When all have finished, ask each group to select a spokesperson to present its key points to the class. Solicit input from the class and elaborate on the points based on your experience.

Ask if anyone has any questions before continuing to the final exam.

Alternate Activity:

Administer the exam. When everyone has completed the exam, go over the answers in plenary session, focusing on reviewing any questions missed by a significant number of students.



Visual 7.6

Taking the Exam

Instructions:

1. Read each item carefully.
2. Circle your answer on the test.
3. Check your work and transfer your answers to the computer-scan (bubble) answer sheet or enter the answers online.

→ You may refer to your Student Manuals when completing this test.



Visual Description: Taking the Exam

Instructor Notes

Note: Additional guidance appears on the next page.

Present the following instructions for taking the final exam:

1. Read each item carefully.
2. Circle your answer on the test.
3. Check your work and transfer your answers to the computer-scan (bubble) answer sheet or enter the answers online.

Tell the participants that they may refer to their Student Manuals when completing this test.

Distribute the exams. Remain in the room to monitor the exam and to be available for questions. Collect the completed exams.

Note: To receive a certificate of completion, students must take the 25-question multiple-choice final test, submit an answer sheet (to EMI's Independent Study Office), and score 75% on the test. Do NOT use the test unless you see IS-703 in the header and April 2006 in the footer. Older test versions contain outdated materials. Two options exist for test submission:

- Students submit their tests online and receive an e-mail with a link to their electronic certificate.
 1. Go to <http://training.fema.gov/EMIWeb/IS/is703.asp>.
 2. Click on "Download Final Exam Questions" (found at the bottom of the page). You may want to print the test.
 3. Click on "Take Final Exam" (found at the bottom of the page).
- Instructions for group delivery: Test answer sheets can be obtained upon request by calling (301) 447-1256. The completed tests can then be submitted as a group to:

EMI Independent Study
16825 South Seton Ave.
Emmitsburg, MD 21727



Visual 7.7

Feedback



Please complete the course evaluation form.

Your comments are important!



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Visual Description: Feedback

Instructor Notes

Emphasize that completing the course evaluation form is important. Explain that the students' comments will be used to evaluate the effectiveness of this course and make changes for future versions.

Distribute the course evaluation. Ask the students to complete the evaluation and return it to one of the instructors before leaving the classroom.

Thank the students for attending the course, and dismiss the class.

Notes: