
Resource Management

EMI Course Number: IS-703

October 2006

Course Background Information i

Unit 1: Introductions and Course Overview

Course Welcome 1-3

Unit 1 Objectives 1-7

Course Overview 1-8

Summary and Transition 1-15

Unit 2: Concepts and Principles of Resource Management

Introduction and Unit Overview 2-3

Command vs. Coordination 2-5

Effective Resource Management 2-10

NIMS Resource Management Concepts 2-12

NIMS Resource Management Principles 2-16

Resource Management and NIMS 2-33

Activity: Assessing Resource Management Readiness 2-51

Summary and Transition 2-55

Unit 3: Getting Ready

Introduction and Unit Overview 3-3

Hazard Analysis and Resource Management 3-5

Using Hazard Analysis Data for Resource Management 3-7

Resource Management Planning Model 3-10

Activity: Determining the Resource Requirements To Manage a Hazard 3-33

Planning for Interorganizational Issues 3-38

Interoperability 3-40

Activity: Interoperability Issues 3-43

Making Sure Everything Works 3-45

Summary and Transition 3-49

Unit 4: Resource Management During the Incident

Introduction and Unit Overview 4-3

System Activation 4-5

Initial Dispatch 4-10

Incident Transitions 4-13

Activity: Determining Resource Needs 4-24

Resource Management and ICS 4-32

Incident Resource Management Process 4-36

Resource Requests 4-45

Check-In Process 4-57

Resource Tracking at the Incident 4-60

Demobilizing Resources 4-62

Key Resource Management Considerations 4-67

Summary and Transition 4-70

Unit 5: The Complex Incident

Introduction and Unit Overview 5-3
 Incidents of National Significance 5-5
 Incident and Incident Management Team Types 5-10
 Coordinating Resources 5-17
 Mobilizing Resources 5-24
 Class Discussion: Learning From Past Incidents 5-47
 Summary and Transition 5-48

Unit 6: Reassessing Your Readiness: Post-Incident Activities

Introduction and Unit Overview 6-3
 Post-Incident Activities 6-5
 Learning From Experience 6-13
 Learning From Others 6-17
 Summary and Transition 6-19

Unit 6a: Tabletop Exercise

Exercise Introduction 6a-3
 How To Conduct This Exercise 6a-5
 Exercise Debriefing: Lessons Learned 6a-20
 Summary 6a-21

Unit 7: Course Summary and Final Exam

Introduction and Unit Overview 7-2
 Activity: Summary of Key Points 7-6
 Final Exam 7-7
 Course Wrap-Up 7-8

Appendix A: Sample Resource Management Annex (Optional Handout)

Course Background Information

Purpose	This course provides training to help resource managers prepare before an incident and contribute effectively to the response to an incident.
Who Should Attend	<p>The target audience includes personnel associated with resource management, including:</p> <ul style="list-style-type: none">▪ Professional first response personnel and emergency management personnel.▪ Elected officials of local, State, and tribal governments.▪ Appointed officials of local, State, and tribal governments.
IS-703 Instructor Qualifications	<p>It is recommended that this training be taught by instructors with the following minimum qualifications:</p> <ul style="list-style-type: none">▪ Experience managing resources at a complex incident.▪ Successfully completion of ICS-100, ICS-200, IS-700, and IS-800.▪ Experience as an instructor teaching adults. <p>A minimum of two instructors is recommended.</p>
Course Objectives	<p>The course objectives are as follows:</p> <ul style="list-style-type: none">▪ Describe resource management concepts and principles.▪ Explain how using hazard analysis information helps resource managers prepare.▪ Relate how all resource management phases function during an incident.▪ List issues accompanying an Incident of National Significance.▪ Describe post-incident activities.
Training Content	<p>The training is comprised of the following lessons:</p> <ul style="list-style-type: none">▪ Unit 1: Introductions and Course Overview▪ Unit 2: Concepts and Principles of Resource Management▪ Unit 3: Getting Ready▪ Unit 4: Resource Management During the Incident▪ Unit 5: The Complex Incident▪ Unit 6: Reassessing Your Readiness: Post-Incident Activities▪ Unit 6a: Tabletop Exercise▪ Unit 7: Course Summary and Final Exam <p>The table on the next page presents the recommended training agenda.</p>

Proposed Training Agenda

Day 1	Unit 1: Introductions and Course Overview	1 hour
	Unit 2: Concepts and Principles of Resource Management	2 hours 15 minutes
	Unit 3: Getting Ready	2 hours 30 minutes
	Unit 4: Resource Management During the Incident	2 hours 15 minutes
Day 2	Unit 4: Resource Management During the Incident (Continued)	1 hour 30 minutes
	Unit 5: The Complex Incident	2 hours
	Unit 6: Reassessing Your Readiness: Post-Incident Activities	1 hour
	Unit 6a: Tabletop Exercise	2 hours 30 minutes
	Unit 7: Course Summary and Final Exam	1 hour

Course Logistics Overview

Course Materials

Listed below are the materials that you will need in order to conduct this course:

- **Instructor Guide**: Obtain one copy of the Instructor Guide for each trainer.
 - **Student Manual**: Secure one copy of the Student Manual for each person attending the session.
 - **PowerPoint Files CD**: The course visuals are stored on a CD. **Transfer the course visuals from the CD to the hard drive of a computer.** The visuals will operate more effectively if they are accessed from the computer's hard drive instead of the CD. Complete the following steps for copying the folders and files from the CD:
 1. Insert the Visuals CD in your CD drive.
 2. Using Windows Explorer, access the list of folders and files on your CD drive.
 3. Highlight the folder on the CD titled "visuals."
 4. With the visual folder highlighted, click on the Edit pull-down menu and then select Copy.
 5. Select a location on your computer's hard drive. When you are in that drive (and folder), click on the Edit pull-down menu and then select Paste.
 6. All of the visuals should now be copied onto your hard drive.
 7. Test the visuals to make sure that everything transferred correctly.
 - **Course Evaluation Forms**: Make sure that you have one copy of the course evaluation form for each person attending the training.
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Resource Management Annex for Exercises

For the activity in Unit 2, the students will need to consult the Resource Management Annex from a jurisdiction's Emergency Operations Plan (EOP). This exercise will be more educational if students bring the Resource Annex from their own jurisdiction, so you should contact them prior to the course and encourage them to bring a copy.

In case students do not bring a Resource Management Annex of their own, a sample Annex is provided in Appendix A of this Instructor Guide. Make copies of this Annex ahead of time, and hand them out for the students to use during the exercises.

Course Logistics Overview (Continued)**Final Test**

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

**Course
Equipment**

Make arrangements to have a computer with a PowerPoint slide projector. Be sure to try out the projector in advance of the training, in case you need help getting it to work properly. Make sure all equipment is functioning properly.

Test the PowerPoint projector and the lights. If you do not have equipment for projection, plan to refer participants to their Student Manuals. The visuals are reproduced in the Student Manual, but the training is more effective with the projection of the visuals. Arrange for technical assistance to be available during training in the event of equipment malfunction.

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This course makes no use of copyrighted/proprietary material.
