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# Unit 1: Introductions and Course Overview

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## Objectives

At the end of this unit, the students should be able to:

- Describe the purpose of Homeland Security Presidential Directive 5 and Homeland Security Presidential Directive 8.
  - Explain the purpose of the National Response Plan and the National Incident Management System.
  - List the six major components of NIMS.
  - Define resource management according to NIMS.
  - List the four primary resource management tasks.
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## Scope

- Course Welcome
    - Administrative Information
    - Introductions
  - Unit 1 Objectives
  - Course Overview
    - Course Objectives
    - Homeland Security Presidential Directives
    - NRP and NIMS
    - NIMS Components
    - NIMS Definition of Resource Management
  - Summary and Transition
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## Methodology

The Instructors will welcome the students to the course and introduce themselves, providing a brief statement of their backgrounds and experience with resource management. Then, they will provide the students with course administrative information and a brief introduction to the course materials.

Next, the students will introduce themselves, providing their names, agencies, and experience with resource management. They will also state their greatest need from this course.

The Instructor will continue the unit by providing an overview of the course, which will include information about Homeland Security Presidential Directives 5 and 8, the National Response Plan, and the National Incident Management System. Then, the Instructor will introduce the six major components of NIMS, as well as the definition of resource management according to NIMS. Next, the Instructor will describe the four primary resource management tasks according to NIMS.

**Methodology (Continued)**

After answering any questions that the students have, the Instructor will summarize the key points from this unit and transition to Unit 2.

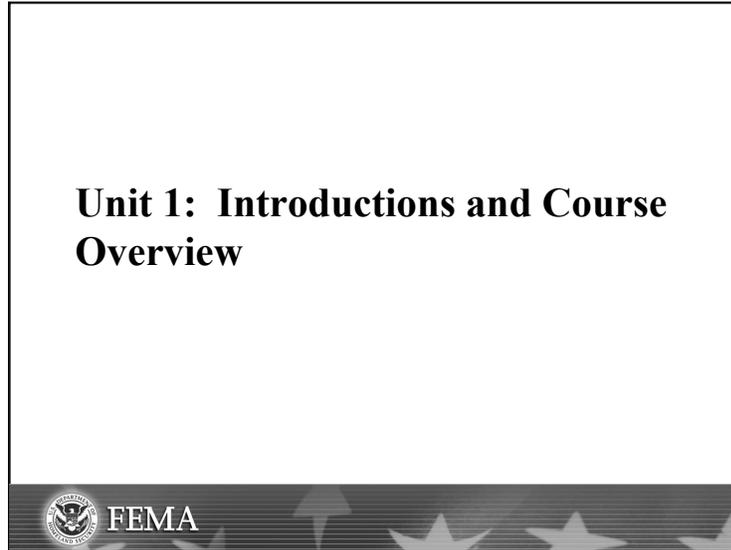
**Time Plan**

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.

<b>Topic</b>	<b>Time</b>
Course Welcome	20 minutes
Unit 1 Objectives	5 minutes
Course Overview	30 minutes
Summary and Transition	5 minutes
<b>Total Time</b>	<b>1 hour</b>



Visual 1.1



**Visual Description:** Course Welcome

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### Instructor Notes

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Welcome the students to the course.

Tell the group that this course will review the concepts and principles of resource management, preparedness measures, resource management during incidents (including Incidents of National Significance), and post-incident activities.

Introduce yourself by providing:

- Your name and organization.
- A brief statement of your experience with resource management.

Ask each of the other instructors to introduce him- or herself in the same way.



Visual 1.2

### Administrative Information

- Hours
- Evacuation routes and fire exits
- Restroom locations
- Smoking policy
- Breaks and lunch
- Cell phones and pagers



Unit 1:  
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**Visual Description:** Administrative Information

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### **Instructor Notes**

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Present the course administrative information to the group. Be sure to mention:

- The hours during which the class will convene.
- The evacuation route and fire exits.
- Restroom locations.
- Smoking policy.
- Breaks and lunch.
- All cell phones and pagers should be placed on vibrate for the duration of the class.

### **Course Materials**

Verify that everyone has a copy of the Student Manual. Point out that the Student Manual includes all of the information required to take the course. Explain that the instructors will provide additional information based on their own experience with resource management. Urge the students to take notes in their Student Manuals so that they retain this information after the class is over.



Visual 1.3

## Introductions

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- **Instructors**
- **Students**
  - **Name and organization**
  - **Experience with emergency or incident response, including resource management**
  - **One special issue that you would like to be able to resolve**



**Visual Description:** Introductions

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### Instructor Notes

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Introduce yourself by providing:

- Your name and organization.
- A brief statement of your experience with emergency or incident response, including resource management.

Ask the other instructors to introduce themselves in the same way.

Ask the students to introduce themselves by providing:

- Their names and organizations.
- A brief statement of their experience with emergency or incident response, including resource management.
- One special issue about resource management that they would like to be able to resolve by taking this course.

Record the students' expectations on chart paper. After all students have introduced themselves, summarize the introductions by using their responses to describe how their expectations will be addressed during the course and to clarify if there are any topics that are beyond the scope of this course.

If possible, hang the expectations list in the training room. Revisit the list at the end of the course to ensure that all issues have been addressed.



Visual 1.4

### Unit 1 Objectives

- Describe the purpose of Homeland Security Presidential Directives (HSPDs) 5 and 8.
- Explain the purpose of the National Response Plan (NRP) and the National Incident Management System (NIMS).
- List the six major components of NIMS.
- Define resource management according to NIMS.
- List the four primary resource management tasks.



Unit 1:  
Introductions and Course Overview

**Visual Description:** Unit 1 Objectives

### Instructor Notes

Introduce the unit objectives. Tell the group that, at the end of this unit, they should be able to:

- Describe the purpose of Homeland Security Presidential Directive 5 and Homeland Security Presidential Directive 8.
- Explain the purpose of the National Response Plan (NRP) and the National Incident Management System (NIMS).
- List the six major components of NIMS.
- Define resource management according to NIMS.
- List the four primary resource management tasks.



Visual 1.5

### 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**



Unit 1:  
Introductions and Course Overview

**Visual Description:** Course Overview

### Instructor Notes

Introduce this course by telling the group that the course will focus on the critical aspects of resource management. Explain that:

- Unit 2 will provide an overview of the concepts and principles of resource management.
- Unit 3 will describe resource management planning and preparedness.
- Unit 4 will cover resource management during full-scale disaster response.
- Unit 5 will describe resource management issues that accompany an Incident of National Significance.
- Unit 6 will cover the activities that need to take place following a deployment.
- Unit 6a will provide the students with an opportunity to apply what they have learned in a tabletop exercise.
- Unit 7 will summarize the course and include a final exam.

Ask if anyone has any questions about what will be covered in this course.



Visual 1.6

### Course Objectives

- 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.



Unit 1:  
Introductions and Course Overview

**Visual Description:** Course Objectives

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### Instructor Notes

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Review the course objectives with the group. As you describe the objectives, point out that the course will allow time to address the group's issues, concerns, and considerations.

Tell the group that, by the end of this course, they should be able to:

- Describe the concepts and principles that are the foundation of NIMS resource management.
- Explain how using hazard analysis information can help resource managers prepare for an incident.
- Relate how all of the phases of the resource management system function during an incident.
- List the resource management issues that accompany an Incident of National Significance.
- Describe the resource management activities that need to take place following a deployment.



Visual 1.7

### Homeland Security Presidential Directives

- HSPD-5 identifies steps for improved coordination in response to incidents. It requires DHS to establish the NRP and NIMS.
- HSPD-8 describes the way Federal departments and agencies will prepare. It requires DHS to develop a National Preparedness Goal.



Unit 1:  
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**Visual Description:** Homeland Security Presidential Directives

#### Instructor Notes

Explain that, in response to the attacks of September 11, 2001, President Bush issued the following Homeland Security Presidential Directives (HSPDs):

- HSPD-5: Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security (DHS) to coordinate with other Federal departments and agencies and State, local, and tribal governments to establish a National Response Plan (NRP) and a National Incident Management System (NIMS).
- HPSD-8: Describes the way Federal departments and agencies will prepare. It requires DHS to coordinate with other Federal departments and agencies and State, local, and tribal governments to develop a National Preparedness Goal.



Visual 1.8

## The NRP and NIMS

- The NRP is an all-discipline, all-hazards plan for the management of domestic incidents.
- NIMS provides a consistent framework for incident management at all jurisdictional levels regardless of the cause, size, or complexity of the incident.
- NIMS requires that ICS be institutionalized.



**Visual Description:** The NRP and NIMS

### Instructor Notes

Continue by elaborating on the NRP and NIMS:

- The NRP: Is an all-discipline, all-hazards plan for the management of domestic incidents. Using the template established by the NIMS, the NRP provides the structure and mechanisms to coordinate and integrate incident management activities and emergency support functions across Federal, State, local, and Tribal government entities, the private sector, and nongovernmental organizations.
- NIMS: Provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident. Building upon the Incident Command System (ICS), the NIMS provides the Nation's first responders and Federal, State, and local authorities with the same foundation for incident management for terrorist attacks, natural disasters, and other emergencies.

Emphasize to the group that NIMS requires that ICS be institutionalized.



Visual 1.9

## NIMS Components

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance



**Visual Description:** NIMS Components

### Instructor Notes

Tell the students that NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management. Six major components make up the NIMS systems approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance



Visual 1.10

### NIMS Definition of Resource Management

Coordinating and overseeing the application of tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident. Resources include:

- Personnel.
- Teams.
- Facilities.
- Equipment.
- Supplies.



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Unit 1:  
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**Visual Description:** NIMS Definition of Resource Management

### Instructor Notes

Explain that, as defined in NIMS, resource management involves coordinating and overseeing the application of tools, processes, and systems that provide incident managers with timely and appropriate resources during an incident.

Tell the students that resources include:

- Personnel.
- Teams.
- Facilities.
- Equipment.
- Supplies.



Visual 1.11

### Primary Resource Management Tasks

1. Establishing systems to describe, inventory, request, and track resources
2. Activating these systems before and during an incident
3. Dispatching resources before and during an incident
4. Deactivating or recalling resources during or after an incident



Unit 1:  
Introductions and Course Overview

**Visual Description:** Primary Resource Management Tasks

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#### **Instructor Notes**

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Tell the group that, according to NIMS, resource management involves the following four primary tasks:

Task 1: Establishing systems to describe, inventory, request, and track resources.

Task 2: Activating these systems before and during an incident.

Task 3: Dispatching resources before and during an incident.

Task 4: Deactivating or recalling resources during or after an incident.



Visual 1.12

### Summary and Transition

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- HSPD-5 and HSPD-8
- NRP and NIMS
- Six major components of NIMS
- NIMS definition of resource management
- Four primary resource management tasks



**Visual Description:** Summary and Transition

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#### Instructor Notes

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Summarize the important points for this unit regarding:

- HSPD-5 and HSPD-8.
- The NRP and NIMS.
- The six major components of NIMS.
- The NIMS definition of resource management.
- The four primary resource management tasks.

Transition to the next unit by explaining that Unit 2 will cover the concepts and principles of resource management.

**Ask if anyone has any questions before continuing.**

**Notes:**