TOPIC: ORIENTATION AND ADMINISTRATION

TIME FRAME: 1:00

LEVEL of INSTRUCTION: Level I

TERMINAL LEARNING OBJECTIVE: At the end of this topic, a student will be able to identify facility and classroom requirements and identify course objectives; events, requirements, assignments, activities, resources, evaluation methods, and participation requirements in the course syllabus.

ENABLING LEARNING OBJECTIVES:
1. Identify facility requirements
2. Identify classroom requirements
3. Review course syllabus
4. Identify instructors and students

MATERIALS NEEDED:
- Writing board with markers/erasers
- Appropriate audio visual equipment
- Appropriate audio visual material
- Student Profile Sheet
- Course evaluation
- Pre Course Work

REFERENCES: None

PREPARATION: The Strike Team/Task Force Leader position is extremely dynamic in the types of assignments and the interpersonal issues involved. This course is the foundation for the position of Strike Team/Task Force Leader. To ensure successful delivery of this course, it is imperative that class participants know and be aware of the classroom environment and expectations for the coming days so that they can be an active participant. This desired outcome is essential so that students can get the most benefit from this course.
## I. ENABLING OBJECTIVES

A. Identify facility requirements
B. Identify classroom requirements
C. Review course syllabus
D. Identify instructors and students

## II. FACILITY REQUIREMENTS

A. Restroom locations
   1. Facility map if available
B. Food locations
   1. Area map if available
C. Smoking locations
D. Emergency procedures
   1. Exit plan
   2. Medical trained students
   3. Trauma kit / AED
   4. 911 notification
E. Host agency requirements
   1. Facility access
   2. Uniform requirement
   3. Parking plan
   4. Facility lock down times
   5. Security in the classroom after hours
III. CLASSROOM REQUIREMENTS

A. Start and end times
   1. Normally 0800 to 1700
      a) Lunch break 1 hour
      b) Breaks as needed

B. Electronic device policies
   1. Cell phone use
   2. Wireless data use
   3. Facility power use

C. Special needs and accommodations

D. Other requirements

IV. COURSE SYLLABUS

1. Course outline
2. Calendar of events / schedule
3. Course requirements
4. Student evaluation process
5. Assignments
6. Activities
7. Required student resources
8. Class participation requirement
9. Navigating the electronic student supplement
V. INTRODUCTIONS

A. Brief curriculum background

B. Instructors

C. Students
   1. Self-introduction
   2. Experience

D. Student Profile

E. Collect pre-course work

**NOTE:** Collect pre-course work. Once the Pre-Course Work Assignments have been returned, and reviewed with the students the second day, they should be evaluated by the instructor cadre. Any students not receiving the Pre-Course work will be issued the Pre-Course work as a homework assignment.

F. Student expectations for the course

VI. COURSE PREVIEW AND SCHEDULE

Have students fill out the Student Profile, Student Information Sheet 1-1-1.

Why do you want to be a Strike Team/Task Force Leader?

On white board or chart pad, have groups list student expectations and specific issues of concern and present
### VII. STUDENT REQUIREMENTS

**A. Quizzes 80% to pass (cumulative)**

1. Reference material may be used

**B. Final Exam 80% to pass**

**C. Class participation to be evaluated by instructor cadre**

**D. Course evaluations**

**NOTE:** Refer students to the Course Evaluation in their Student supplement. Suggest that they make notations throughout the course delivery

**NOTE:** Advise the students you will use student profiles to pre-assign groups of 3 to 5, each containing students varying in experience level, agency and All-Hazards background

### VIII. BACKGROUND OF ALL-HAZARDS CURRICULUM

**A. Diverse cadre of course developers with strong backgrounds as Strike Team/Task Force Leaders and the requirements of the California Incident Command Certification System (CICCS), and FIRESCOPE’s AH-330 course addresses California's diverse All-Hazards needs.**
SUMMARY:
You have now been given an opportunity to introduce yourself and to express your expectations of this course. You should be aware of the course syllabus and how to navigate the electronic student supplement.

EVALUATION:
No formal evaluation.

ASSIGNMENT:
Study for the next session.