



**Pennsylvania State Fire Academy**  
1150 Riverside Drive  
Lewistown, PA 17044-1979

**Pennsylvania Emergency Management Agency**  
2605 Interstate Drive  
Harrisburg, PA 17110

## **Minimum Standard for Accreditation (MSA)**

**Date:** December 2009

**Last Revision:** December 2014

**Course Title:** G-291 Joint Information System/Joint Information Center Planning for Tribal, State, and Local Public Information Officers

**Course Code:** G-291

**Length of Course:** 7.5 hrs.      **Lecture/Lab Breakdown:** 4.0 hrs. / 3.5 hrs.

**Target Audience:** The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the State, tribal, or local level of government.

**Prerequisites:** None

**Referenced Texts:** **Joint Information System/Joint Information Center Planning for Tribal, State, and Local Public Information Officers**, FEMA G-291

**Course Goal:** This training program will be delivered with the intent to: Equip PIOs with the skills needed to establish and operate a JIS/JIC; and impart a working knowledge of operational practices for performing PIO duties within the NIMS multiagency coordination system.

**Description of Course:** As an incident expands in complexity, often multiple agencies, departments, and jurisdictions may be integrated into incident management activities both at the command and coordination levels. In a multiagency response, several PIOs may be assigned to the incident, requiring increased coordination.

The National Incident Management System (NIMS), based on best practices, recommends that responders establish a **Joint Information System (JIS)** and if necessary a **Joint Information Center (JIC)**. The JIC is a central location that facilitates operation of the JIS.

## MINIMUM STANDARDS FOR ACCREDITATION

G-291 JIS/JIC Planning for Tribal, State, and Local Public Information Officers

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**Description of Methodology to be used: (Brief):** Lecture, PowerPoint presentations, small group activities, and group discussion.

**Student Equipment/Supply Needs:** Note taking materials (Pen/Pencil, paper), Student Manual.

**Equipment/Audiovisual/Supply requirements:** Classroom setting with chairs and tables; computer with capabilities to play DVDs, LCD projector screen; additional handouts per instructor choice. Instructor Guide and PowerPoint provided on CD by PEMA.

**Special Notes & Conditions:** A class shall consist of a minimum of 10 and a maximum of 30 students. Two (2) Instructors are required for this course.

### **COURSE OUTLINE**

| <b><u>Time</u></b> | <b><u>Content</u></b>                               |
|--------------------|---|
| 1:00               | Unit 1: Welcome and Overview                        |
| 1:30               | Unit 2: The JIS Approach to Managing Information    |
| 2:15               | Unit 3: Organizing and Leading a Local JIC          |
| 1:00               | Unit 4: Integrating With State and Federal Partners |
| 1:00               | Unit 5: Putting It All Together                     |
| 0:45               | Unit 6: Course Summary                              |

**Competency Evaluation Mechanism (Brief description-attach copy):** Periodic questioning by instructor throughout presentation and a minimum score of 70% on the post course exam.

**Course Objectives (specific):** At the completion of the course the participant will be able to:

1. Describe the JIS approach to managing information.
2. Assess current management practices and capabilities to organize and lead a local JIC.
3. Identify organizational structures and resources to facilitate operations with State and Federal JIC partners.
4. Given a scenario, organize and operate a JIC.

**Questions/Comments: Contact the State Fire Academy Assistant Administrator**