

I-SUITE

1.0 –I-SUITE INTRODUCTION

OBJECTIVE

Upon completion of this unit, the trainee will be able to:

1. Identify unit topics and required performance levels.

I. INTRODUCTIONS

A. Transportation.

Who needs rides to lunch, hotel, etc.?

B. Facilities: restrooms, drink and snack locations, emergency exits.

C. Lunch and break schedule.

D. Telephones and where emergency messages can be left.

II. COURSE OVERVIEW

A. Time Frames.

Lots to cover. Class will start at the time stated.

B. Course Organization.

1.0 Introduction to I-Suite

2.0 Incident Resource Status System (IRSS).

3.0 Incident Action Plan (IAP).

4.0 Incident Time System (ITS) – 8 hours.

5.0 Incident Cost Accounting and Reporting System (ICARS) – 8 hours.

C. Student Workbook.

1. Lesson outline.
2. Glossary.
3. Disaster recovery plan.///
4. Evaluations for each unit, starting with Unit 1.
5. Course and unit evaluations are very helpful.

III. COURSE OBJECTIVES

- A. Identify the operational requirements for running I-Suite (hardware, software, and network).
- B. Describe the various help information that is available to you.
- C. Identify the steps required to set up PCs and establish user access (downloading, login and password – when available).
- D. Identify the “Finance Track” and “Planning Track,” and the courses available in each.