

# The Incident Command System

ICS 200 (basic) and 300 (intermediate) Course

2011

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*Emergency Management is a Shared Responsibility that Takes Team Work*

## Incident Command System Combined 200/300 Course

- **Objective:** to train personnel to be proficient in the Incident Command System (ICS) to facilitate and to strive for regional to international consistency in the application of emergency management by all sectors (public, industry, First Nations and government) and for all hazards (spills, fires, accidents, floods, fires, etc.). Focus is emergency delivery at the Incident Command Post (site) and field (tactical) levels.
- **Approach:** to provide classroom instruction that includes a student manual, presentations, tests, and scenario development.
- **Style:** to deliver the courses that emphasizes the human relationship dynamics of working together and to address emergency preparedness concerns. Opportunities are provided for participant interaction and dialogue to explore issues and concerns as they arise.
- **Audience:** Government, industry, First Nations (Aboriginal), and non-government organizations personnel who are interested or required to have emergency management training. Mixed sector participation is recommended

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### Levels of ICS Training

*EnviroEmerg Consulting* provides training on ICS 200 (Basic) and ICS 300 (Intermediate). ICS 100 (Orientation) is a prerequisite to the higher levels of ICS training.<sup>1</sup> The target audiences and objectives of the training are:

- ➔ **ICS 200:** First line supervisors, single resource leaders, field supervisors and entry level positions (trainees) on an Incident Management Team. This level provides the ability to:
  - Describe an ICS organization appropriate to the complexity of an incident.
  - Use the emergency management system to manage an incident or event.
- ➔ **ICS 300:** Incident team management commander, chiefs, and officers, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors. This level provides the student the ability to:
  - Describe the management process for expanding incidents.
  - Explain the concept and application of Unified Command
  - Develop an Incident Action Plan for a planned event or an incident.
- **Course Delivery:** Both ICS 200 (Basic) and 300 (Intermediate) are provided together as a 3 day training course. These levels are recommended to be delivered by a qualified instructor. This is because the delivery of ICS training at these levels by manual or web is tedious. The ICS material - terminology, organization, and protocols - can be pedantic. ICS instruction is best provided in a class room setting with presentations, mini-exercises, scenario development, and delivered by an instructor that has been "around-the-block" in emergency preparedness and response. Having the opportunity to listen to stories that frame and provide context around the ICS makes for an interesting learning experience and ensures retainment of the subject details.

Within this ICS course, the supporting organizations and facilities such as Emergency Operations Centers and emergency specific tactics such as fire fighting, flood control, spill response are not examined in detail other than to illustrate the ICS process and linkages.

Participants are expected to be prepared to develop incident scenarios relevant to their organization(s). Recommended class size is 12 to 15 people.

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<sup>1</sup> ICS 100 (Orientation) is a prerequisite to the higher levels of ICS training. An alternative classroom training to meet this requirement is from the internet, such as the US *Federal Emergency Management Agency* web-site for ICS 100 at: (<http://emilms.fema.gov/ICS100G/index.htm>) The ICS 100 describes the ICS history, features and principles, and organizational structure.

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- **Versions of ICS:** Significant effort has been taken to ensure the training and course materials are consistent with the United States *National Incident Management System* (NIMS) at the site (Incident Command Post) and field (tactical levels).<sup>2</sup> This builds international harmonization and response capacity. The national versions of ICS - such as for Canada - mainly reflects differences in areas of nation-specific terminology.<sup>3</sup> Other countries that use ICS or considering to choose ICS as their national standard will be provides similar modifications. <sup>4</sup>
- **Course Cost: Instructor Fee and Manuals:** For ICS 200 (Basic) and 300 (Intermediate) as a combined 3 day course the cost is \$3,000 (CAN) for instructor fee, and \$25 *per* student for course materials (student manual, handouts). Applicable taxes are not included.
- **Logistics:** Training room rental and transportation for lunches and coffee to be provided by sponsor. Box/catered lunches should be provided in-class and to optimize class time.
- **Other Expenses:** As *per EnviroEmerg* Fee and Expenses Schedule for travel, meals, accommodation, and consumables. Contact *EnviroEmerg* directly for expenses schedule.

### About the Incident Command System

Training and course materials provided by *EnviroEmerg Consulting Services* focus on the Incident Command System (ICS) as it applies at the "site" (Incident Command Post) and field (tactical) levels of incident management. This is where most of the response performance and accountability resides. ICS is a "disciplined approach" to incident management that:

- ➔ Ensures responder safety.
- ➔ Pays attention to both the detail and the bigger picture about the incident.
- ➔ Lets the management organization get bigger faster.
- ➔ Addresses the complexity of an incident.
- ➔ Shares responsibility with others that have a reason to be involved.
- ➔ Builds relationships both internally within an organization and externally with other stakeholders and the response community.
- ➔ Saves lives.
- ➔ Protects property.
- ➔ Helps the environment, and
- ➔ Builds both response capability and capacity.

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<sup>2</sup> The content of the document is from a variety of sources, which includes the *US Federal Emergency Management Agency, US Department of Agriculture, US National Interagency Fire Centre, and BC Emergency Response Management System.*

<sup>3</sup> The course materials also are consistent with the Province of British Columbia *BC Emergency Response Management System* (BCERMS) which is founded on the ICS.

<sup>4</sup> The Incident Command System is recommended by the United Nations for emergency management as it is a proven emergency management approach that fosters competencies and builds national and international response capacity *via* mutual aid.

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The ICS is not just for dedicated emergency departments, such as Fire, Police and Ambulance. It is often undertaken by people that have never worked together or even met - such as companies and agencies. The management of incident can be "unusual" business for most people.

A few well-trained people in the right place, at the right time, doing the right things working as an Incident Management Team can make a big difference. However, it all starts under the ICS with an Incident Commander.

The use of the ICS is not yet universal. The ICS understanding and capacity in many countries are essentially where worker health and safety principles and practices were a decade ago. *EnviroEmerg* would like to improve on this situation by building capability and capacity through ICS training.

### Incident Command System Levels and associated Modules

Level	Modules				
ICS 100	#1 ICS Orientation				
<b>BASIC</b>					
ICS 200	#2 Principles & Features	#3 Organizational Overview	#4 Incident Facilities	#5 Incident Resources	#6 Common Responsibilities
<b>INTERMEDIATE</b>					
ICS 300	#7 Organization & Staffing	#8 Resource Management	#9 Unified Command	#10 Event & Incident Planning	#11 Air Operations
<b>ADVANCED</b>					
ICS 400	#12 General & Command Staff	#13 Major Incident Management	#14 Multi-agency Coordination	#15 ICS for Executives	