

**INCIDENT COMMAND SYSTEM
STANDARDIZATION PROJECT**



2007

Goal

The goal is to create a Course Equivalency for Incident Command classes from National Wildfire Coordinating Group (NWCG), United States Fire Administration (USFA), Emergency Management Institute (EMI), National Fire Academy (NFA), United States Department of Agricultural (USDA) and the U.S. Department of Homeland Security (DHS).

Background

There are numerous courses of instruction available for Incident Command classes. Since 1994, State Fire Training has been using NWCG materials for the delivery of I-100: Introduction to ICS, I-200: Basic ICS, I-300: Intermediate ICS, I-400: Advanced ICS and I-402: ICS for Executives.

After review of the training materials available for these classes in 2006, I have found that with the exception of some picture changes, added Activities, and some minor rearrangement of the PowerPoint Presentations, these courses are the same. A spreadsheet entitled "ICS Course Review" has been included in you package to show Course Names, Course Numbers and Course Hours. All courses are NIMS Compliant.

Recommendations

Adopt the Course Names and place the Courses in the "Course Information and Required Materials Manual", in the "Eligible Equivalent and Recognized Courses" section. With the exception of IS200.

Adopt the Course Description, Objective(s), Target Group, Minimum Instructor Qualifications, and Course Prerequisites.

Adopt G402 as a replacement for I-402 ICS for Executives.

Not Adopt IS200 as an equivalent to I-200: Basic ICS, I-200: Basic ICS: ICS for Single Resource and Initial Action Incidents, or Q463. This is an Internet course that takes about 3.5 hours to complete vs. a 12 to 16 hour classroom environment.

ICS Course Review.xls

State Fire Training Course	NWCG Course	USFA Course	EMI Course	NIMS Compliant	Hours*
I-100: Introduction to ICS (2006)	I-100: Introduction to ICS (2006)	Q462	IS100	Yes	2 to 4
I-200: Basic ICS (2006)	I-200: Basic ICS: ICS For Single Resources and Initial Action Incidents (2006)	Q463	IS200**	Yes	12 to 16
I-300: Intermediate ICS (2006)	I-300: Intermediate ICS: ICS for Supervisors and Expanding Incidents (2006)	H465	G300	Yes	18 to 24
I-400: Advanced ICS (2006)	I-400: Advanced ICS: ICS for Command and General Staff and Complex Incidents (2006)	H467	G400	Yes	20 to 22
I-402: ICS for Executives (1994)	Removed		G402		2

* All four courses have the same hour range

**Internet Course - 3.5 hours

I-100, IS100, Q462, INTRODUCTION TO ICS (2006)

2-4 hrs

Course Description

This self-paced course is an introduction to the Incident Command System (ICS). Topics include: introduction to ICS, basic features of ICS, incident commander and command staff functions, general staff functions, facilities, and common responsibilities. It provides a foundation upon which to enable entry-level personnel to function appropriately in the performance of incident-related duties.

This course is offered as an online and computer based self-study course. Upon completion of this course with successful completion of the final test, a certificate of completion is available to be printed from the course. To access the online version of this course go to: <http://training.nwcg.gov/classes/i100.htm>

This course was developed in conjunction with the US Fire Administration (Q462) and the Emergency Management Institute (IS100). These courses are built on the same lesson objectives and content as the NWCG I-100 course and are interchangeable; they are all National Incident Management System (NIMS) compliant.

Objective

- Orientation to the Incident Command System.

Target Group

Entry-level personnel working on an incident in a direct or support role, as well as off incident support personnel.

Minimum Instructor Qualifications

A course administrator that has successfully completed the I-200 course must be available in person, by phone, or by email to assist the student during the completion of this course.

Course Prerequisites

None

I-200, IS200, Q463, BASIC ICS: ICS FOR SINGLE RESOURCES AND INITIAL ACTION INCIDENTS (2006)

12-16 hrs

Course Description

This course introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include: leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions and transfers.

This course was developed in conjunction with the US Fire Administration (Q-463) and the Emergency Management Institute (IS-200). These courses are built on the same lesson objectives and content as the NWCG I-200 course and are interchangeable; they are all National Incident Management System (NIMS) compliant.

Objectives

- Describe an Incident Command System (ICS) organization appropriate to the complexity of an incident or event.
- Use the ICS to manage an incident or event.

Target Group

First line supervisors, single resource bosses, lead dispatchers, field supervisors, company officers, and entry level positions (trainees) on incident management teams.

Minimum Instructor Qualifications

Lead instructor must have successfully completed I-300 and must have specialized knowledge and experience appropriate for the audience. Should be qualified at the initial attack incident commander or single resource boss level.

Unit instructors must have successfully completed I-200.

Course Prerequisites

None

I-300, G300, H456, INTERMEDIATE ICS: ICS for Supervisors and Expanding Incidents (2006)

18-24 hrs

Course Description

This course provides description and detail of the Incident Command System (ICS) organization and operations in supervisory roles on expanding or Type 3 incidents. Topics include: ICS fundamentals review, incident/event assessment and agency guidance in establishing incident objectives, Unified Command, incident resource management, planning process, demobilization, transfer of command, and close out. This course was developed in conjunction with the US Fire Administration (H465) and the Emergency Management Institute (G300). These courses are built on the same lesson objectives and content as the NWCG I-300 course and are interchangeable; they are all National Incident Management System (NIMS) compliant.

Objective

- Describe how the National Incident Management System (NIMS) Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan (IAP) for a simulated incident.

Target Group

Type 3 Incident Management Team (IMT) candidates, incident middle management (Unit Leaders, Division/Group Supervisors, and Strike Team Leaders), elected officials, line officers, lead dispatchers, Multi-agency Coordination (MAC) members, director heads (public works director, fire chief, sheriff), emergency managers, agency representatives.

Minimum Instructor Qualifications

Lead instructor must have successfully completed I-400.

Unit instructors must have successfully completed I-300.

All instructors must have served as an incident commander (type 3 or above) or in a command and general staff position on an incident that went beyond one operational period or required a written incident action plan – OR – must have specialized knowledge and experience appropriate for the audience.

Course Prerequisites

I-200, Basic: ICS for Single Resources and Initial Action Incidents

I-400 G400, H467, ADVANCED ICS: ICS for Command and General Staff and Complex Incidents (2006)

16-20 hrs

Course Description

This course directs the student towards an operational understanding of large single-agency and complex multi-agency/multi-jurisdictional incident responses. Topics include: Fundamentals review for command and general staff, major and/or complex incident/event management, area command, and multi-agency coordination.

This course was developed in conjunction with the US Fire Administration (H467) and the Emergency Management Institute (G400). These courses are built on the same lesson objectives and content as the NWCG I-400 course and are interchangeable; they are all National Incident Management System (NIMS) compliant.

Objectives

- Identify the incident management process of command and general staff functions during complex incidents as prescribed by the Incident Command System.
- Describe implementation of the incident management process on a complex incident.
- Describe the management and coordination process during multiple incidents.

Target Group

Senior personnel expected to perform in a management capacity in an area command/complex incident environment.

Minimum Instructor Qualifications

All instructors must have successfully completed I-400, and must have served as an incident commander (type 3 or above) or in a command and general staff position on an incident that went beyond one operational period or required a written incident action plan.

Course Prerequisites

I-300, Intermediate ICS: ICS for Supervisors and Expanding Incidents

I-402, G402, ICS OVERVIEW FOR EXECUTIVES/SENIOR OFFICIALS

Emergency Management Institute Course

2 hrs

Course Description

The NWCG I-402 ICS for Executives course (1994 version) has been removed from the Publications Management System. The Emergency Management Institute has developed a course (G402) to replace the I-402 course and is available for download at:

<http://training.fema.gov/EMIWeb/pub/g402.asp>

This course is intended to be delivered as instructor-led classroom training. This is not a self paced, self-study or computer based training course.

This course covers the Fundamentals of ICS, ICS Organization & Features, Unified & Area Command, Coordination & Incident Management Assessment, and ICS Preparedness.

Target Group

Elected officials, city/county managers, executives, senior officials and agency administrators

Minimum Instructor Qualifications

Lead and Unit instructors must have completed I-100 and I-200, and have experience working in an ICS environment.

Course Prerequisites

None



FEMA

PROGRAM NOTICE

Train-the-Trainer

The United States Fire Administration's (USFA) National Fire Academy (NFA) is pleased to announce an educational opportunity to provide information and training necessary for State Fire Training Agencies. The NFA is conducting a Train-the-Trainer (TtT) for its newly developed 6-day course, T337--*Command and General Staff Functions for Local Incident Management Teams (IMTs)*.

The purpose of this course is to present training to a designated team of fire, emergency medical services (EMS), Department of Public Works, public health, and/or law enforcement personnel from a larger and generally more populated area, typically within a single jurisdiction (city, county, or region). They would be activated to manage an incident requiring a significant number of local and mutual-aid resources.

This course is intended to be delivered as "team training" to an entire local IMT. The aspects associated with training as a team are critical for effective coordination and decisionmaking under high-stress, dynamic situations such as those during emergency incidents. It is understood, however, that there are occasions where all team members may not be able to train together, and occasions when new/additional team members need to receive training.

The TtT is scheduled to be delivered January 28-31, 2008, (arrival will be January 27, and departure will be February 1); and February 25-28, 2008, (arrival will be February 24, and departure will be February 29). Each State will have the opportunity to select one representative to attend one offering of the program. The representative should, if possible, meet the instructor selection criteria attached. The instructor selection criteria are very strict. Many States may not have a suitable candidate, and some States may have to select qualified instructors in other disciplines (such as the Department of Natural Resources, State law enforcement, EMS, emergency management, or public health). Instructors not meeting the published criteria may not be successful as TtT students.

Participants will be provided a travel stipend, housing, and classroom facilities at the National Emergency Training Center (NETC) in Emmitsburg, MD. Meals and breaks during the TtT program will be the responsibility of the participant or sponsoring agency. Additional information about travel arrangements and meal cost will be provided with the confirmation letter from the NETC Admissions Office.

Applicants must not make any travel plans to attend the TtT until the NETC Admissions Office notifies them in writing of their acceptance.

Applicants must submit an admissions application FEMA Form 75-5A. Applications must have the signature of the State Fire Training Director. The applicant's signature also is required.

Completed applications with all required information must be received by November 30, 2007 at:

NETC Admissions Office
Fax Number: (301) 447-1441

To confirm the receipt of your application, please contact the Admissions Office at (301) 447-1035.

For questions regarding this training opportunity, please contact Diane Close at diane.close@dhs.gov

Thank you for your interest, and we look forward to your participation in this important educational opportunity.

Attachment

October 2, 2007

Subject: Recommended Instructor Qualifications for Command and General Staff Functions for Local IMTs (T337)

Instructor Selection Criteria for *Command and General Staff Functions for Local Incident Management Teams*

All instructors of the United States Fire Administration (USFA), National Fire Academy (NFA) course, *Command and General Staff Functions for Local Incident Management Teams*, are expected to have a thorough understanding of Command and General Staff functions; the National Incident Management System (NIMS) and National Response Framework concepts and principles; local, State, and Federal interagency cooperation and coordination; Incident Management Team (IMT) organization and operation; and the USFA's All-Hazards Incident Management Team Technical Assistance Program. Specifically, instructor applicants will be evaluated by USFA staff based on the following knowledge, skills, and abilities:

1. All instructors must have a minimum of 15 years' operational field experience at a Command level with a fire, emergency medical services (EMS), or law enforcement agency, or a wildland agency with fire suppression responsibility.
2. All instructors must have completed successfully:
 - a. IS-700, *National Incident Management System, an Introduction*;
 - b. USFA's *All-Hazards Incident Management Team (AHIMT)*;
 - c. IS-701, *Multi-Agency Coordination Systems (MACS)*;
 - d. ICS-100 and ICS-200 or equivalent; NFA's *NIMS ICS for the Fire Service* or *NIMS ICS for EMS* are preferred;
 - e. ICS-300 and ICS-400 or equivalent; NFA's *Command and General Staff Functions in ICS* is preferred; and
 - f. Train-the-Trainer or regular delivery of NFA's *Command and General Staff Functions for Local Incident Management Teams*.
3. It is recommended that instructors have completed one or more of the following successfully:
 - a. NWCG's S-420 or S-520; or
 - b. NASF's *Complex Incident Management Course (CIMC)*.
4. All instructors must have experience operating in Command or General Staff positions at major and/or complex incidents.
 - a. Instructors must have recent (within 5 years) experience performing in one (or more) Command or General Staff positions at large, complex emergencies or events which extended beyond one operational period and required a written Incident Action Plan (IAP).
 - b. All instructors must have had involvement in developing an IAP at an emergency incident.
 - c. All instructors must have had involvement in a Planning Meeting.

5. All instructors must have a minimum of 10 years' instructional experience, at least 5 of which must be with target audiences comprised of incident management-level emergency response personnel, and experience in simulation-based individual and team performance evaluation.
6. All instructors must have knowledge and experience with computers for instructional use.

The applicant may submit a résumé to the National Response Program Specialist either in electronic or paper copy. The applicant should tailor the résumé to respond to the above criteria **in detail**.

Instructor Maintenance Criteria for *Command and General Staff Functions for Local Incident Management Teams*

Instructors for the USFA *Command and General Staff Functions for Local Incident Management Teams* course will be evaluated by USFA Staff during course offerings and related efforts, and through course evaluations, after action reports, and by other means, to ensure that the following criteria are met:

1. Must maintain currency through participation in deployments to disasters or emergencies using a Type 1, Type 2, or Type 3 IMT or through participation in continuing education and training opportunities and deliveries of USFA's AHIMT course or NFA's *Command and General Staff Functions for Local Incident Management Teams* course.
2. Must maintain knowledge on the **current** concepts and principles of the Incident Command System (ICS), NIMS, National Response Plan (NRP), Emergency Support Function 4 (ESF-4, Firefighting), wildland and structural fire resource credentialing and deployment systems, and multiagency coordination systems for both wildland and nonwildland incidents and disasters.