

**COURSE OUTLINE**  
**ADVANCED OFFICER TRAINING/EMERGENCY OPERATIONS DIVISION**  
**INTERMEDIATE INCIDENT COMMAND SYSTEM FOR EXPANDING INCIDENTS**  
**(ICS 300)**

**Effective date of outline: August 5, 2019**

I. LEARNING NEED

Department members must understand and be able to apply the concepts of the Incident Command System (ICS). Basic ICS is taught in the academy; however, staff may choose to increase their knowledge by taking additional courses related to the ICS system.

COURSE INTRODUCTION

This course follows the guidelines set by the Federal Emergency Management Agency and will outline how the National Incident Management System (NIMS) Command and Coordination component supports the management of expanding incidents as well as describe the incident management processes as prescribed by ICS. ICS is a standardized, on-scene, all-risk, incident management concept. ICS is the result of decades of lessons learned in the organization and management of emergency incidents. It is a proven management system based on successful business practices.

Designers of the system recognized early that ICS must be interdisciplinary and organizationally flexible to meet the following management challenges:

- Meet the needs of incidents of any kind or size.
- Be usable for routine events or complex emergency incidents.
- Allow personnel from a variety of agencies to meld rapidly into a common management structure.
- Provide logistical and administrative support to ensure that operational staff can meet incident objectives.
- Be cost effective by avoiding duplication of efforts.

Applications for the use of ICS have included:

- Fire, both structural and wildfire
- Hazardous material situations
- Search and rescue
- Oil spills
- Pest eradication
- Control of animal diseases
- Planned events, such as parades or political rallies.

## LEARNING OBJECTIVES

### Lesson 1:

By the end of this lesson, you should be able to:

- Identify the purpose of the course.

### Lesson 2: Staffing Fundamentals:

ICS organization and duties and responsibilities of the organizational elements. Staffing Fundamentals will address the following objectives:

- Match responsibility statements to each ICS organizational element.
- List the ICS positions which may include Deputies, and describe Deputy roles and responsibilities. Describe differences between Deputies and Assistants.
- Describe ICS reporting and working relationships for Technical Specialists and Agency Representatives.
- Describe reporting relationships and information flow within the organization.
- Describe the Air Operations Branch and its relationship to other Functions.

### Lesson 3: Resource Management:

Stages of resource management and responsibilities related to resource ordering. Resource Management will address the following objectives:

- Discuss the general principles of resource management.
- Describe the responsibilities for resource management shared among the Command and General Staff.
- Describe how resource needs are identified and resources are procured.
- Describe how resources are checked in and tracked on an incident.
- Describe management actions that may result in poor performance.
- Describe the financial procedures that are part of the resource management process.

### Lesson 4: Unified Command:

Purposes and advantages of multi-jurisdiction and/or multiagency Unified Command. Unified Command will address the following objectives:

- Define the advantages of Unified Command.
- Define the kinds of situations that may call for a Unified Command organization.
- Identify the primary features of a Unified Command organization.

Lesson 5: Incident Management:

Ways in which incidents and events are organized to achieve incident objectives. Incident Management will address the following objectives:

- Describe the process of organizing and planning for incidents and planned events.
- Describe the steps in transferring incident command.
- List the major elements included in the incident briefing.
- Develop a sample organization around a planned event.

Lesson 6: Summary & Posttest:

Summary of the salient points of ICS 300 and the posttest

This course also has a threaded activity that will give students the opportunity to practice implementing the incident management process and create an Incident Action Plan (IAP) for a simulated expanding incident.

By the end of the course, students will be able to demonstrate through activities and a final exam, the duties, responsibilities, and capabilities of an effective Incident Command System in expanding incidents.

II. REQUIRED TEST

In addition to a final exam, multiple scenario tests are given during the course of instruction. Students are required to demonstrate their ability to apply what they have learned thus far during these scenarios. Students must show proficiency in problem solving/decision making as well as effective communications.

<u>Description</u>	<u>Hours</u>
POST Minimum Required Hours	<u>0</u>
Agency Specific Hours	<u>24</u>
Total Instructional Hours	<u>24</u>