INCIDENT COMMAND SYSTEM

NATIONAL TRAINING CURRICULUM

SYLLABUS SUMMARY

October 1994

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Module 1—Self-Paced ICS Orientation

Module 1 is intended for personnel assigned to an incident or event who have a minimum requirement for understanding ICS. The module reviews the ICS organization, basic terminology, and common responsibilities. It will provide enough information about the Incident Command System to enable personnel to work in a support role at an incident or event, or to support an incident from an off-site location. This module may also be used as a pre-course study program by personnel who will be continuing their training with additional modules.

Module 2—Principles and Features of ICS

Module 2 describes the principal features which constitute the Incident Command System. Collectively, these features identify the unique quality of the ICS as an incident or event management system.

- Five primary functions
- Management by Objectives
- Unity and Chain of Command
- Transfer of command
- Organizational flexibility
- Unified Command
- Span of control
- Common terminology
- Personnel accountability
- Integrated communications
- Resources management
- The Incident Action Plan

Module 3—Organizational Overview

Module 3 provides an introduction to the following subjects:

- Terminology
- Organizational Structure
- How the organization initially develops at an incident
- How the organization expands and/or contracts
- Transfer of command

An exercise related to organization development is included.

Module 4—Incident Facilities

Module 4 describes the principal facilities used in conjunction with ICS, and discusses their roles at an incident. Six facilities at an incident are discussed:

- Command Post
- Staging Areas
- Base
- Camps
- Helibase
- Helispots

Module 5—Incident Resources

Module 5 provides an introduction to the resource status keeping function. The following subjects are covered:

- Descriptions of the kinds of resources often used in incidents and events.
- Why resource status keeping is important to effective incident operations.
- Examples of how resources are typed for various applications.
- Three ways of using resources on an incident.
- Resource status conditions.
- Changing and maintaining status on resources.

An exercise involving resource designations and status keeping is included.

Module 6—Common Responsibilities Associated with ICS Assignments

Module 6 provides students with information on what they need to know and do following assignment to an incident. This module covers actions:

- Prior to leaving for assignment
- At incident check-in
- While working on the incident
- During demobilization

Module 7—Organization and Staffing

Module 7 provides a comprehensive description of the responsibilities of the organizational elements within each section of the ICS. Describes the general duties of each organizational element, terminology, staffing considerations, and reporting relationships. An exercise in organization development is included.

Module 8—Organizing for Incidents or Events

Module 8 describes ways in which incidents and events are organized to ensure achievement of incident objectives. It discusses the steps in organizational development that should take place on the incident or at the event. The incident briefing is covered, as well as the forms used to support incident operations. The concept of Unified Command is also addressed in this module. Two exercises involving development of the incident organization are included. One of the exercises is for an incident, the other for a planned event.

Module 9—Incident Resources Management

Module 9 discusses the resource management process at an incident. It describes the stages of resource management, responsibilities related to resource ordering, and the use of the Operational Planning Worksheet. The importance of staging areas in the management of resources is described. The module also discusses demobilization of resources and considerations related to cost-effective resource management. An exercise in resource management is included.

Module 10—Air Operations

Module 10 describes the role of the Air Operations Branch and how to set up an effective aviation organization to support incidents. An exercise in developing an Air Operations organization is included.

Module 11—Incident and Event Planning

Module 11 describes the planning process; the development of incident objectives, strategies and tactics; the use of operational periods; and the planning meeting. It describes the major steps and the personnel involved in the planning process. It includes support plans that may be required for some incidents, e.g., communications, medical, and traffic, and it covers the planning for incident or event demobilization. Forms used in preparing the Incident Action Plan are described. An exercise in developing an Incident Action Plan is included.

Module 12—Command and General Staff

Module 12 describes each Command and General Staff position in terms of principal responsibilities and importance to the organization. Guidelines for activation of the Command and General Staff positions and the role of deputies and assistants are discussed. Relationships and duties are covered for each Command Staff member and for Agency Representatives. An exercise in developing a Command and General Staff is included.

Module 13—Unified Command

Module 13 describes the purposes and advantages of multijurisdiction and/or multi-agency Unified Command, and how Unified Command can be applied to incident situations. It describes the Unified Command organization, how Unified Command is established, and the roles of its major elements. The module discusses a number of factors to be considered in implementing Unified Command. An exercise in developing a Unified Command is included.

Module 14—Major Incident Management

Module 14 describes how major or complex incidents and events can create special problems related to incident organization. It discusses how anticipating these potential problems can result in increased organizing options for the incident that will lead to more effective management. The module describes several models on how to divide major, single incidents for more effective management. Two exercises involving major incident management are included.

Module 15—Area Command

Module 15 describes why, when, where, and how Area Command is established, and the organization, facilities and communications required. It covers the organizational relationships between Area Command and incidents, and between Area Command and jurisdictional authorities. The demobilization process under an Area Command organization is described. A small-group exercise in developing an Area Command organization and identification of priorities and issues related to a simulated scenario is included.

Module 16—Multi-agency Coordination

Module 16 describes the major elements associated with developing and implementing an effective Multi-agency Coordination System compatible with the Incident Command System. The module describes essential differences between Area Command, Multi-agency Coordination Systems (MACS), and jurisdictional Emergency Operations Centers (EOC). An exercise involving the design of an interagency MACS is included.

Module 17—ICS for Executives

Module 17 is an ICS orientation for executives, administrators, and policy makers. It provides a basic understanding of ICS, Unified and Area command, and multi-agency coordination to those persons responsible for setting or implementing policy, but who normally are not a part of the on-scene ICS organization. The module also discusses responsibilities and information transfer between Agency Executives and Incident Commanders. An Executive Briefing is also included for use when time does not permit the use of the instructional module.

The table below provides summary information on modules, course structure, and supporting documentation.

INCIDENT COMMAND SYSTEM
NATIONAL TRAINING CURRICULUM

Modules	Courses and Titles	Est. Hours	NWCG Users	Public Safety	Other Govt.	Private Sector
I-100	INTRODUCTION TO ICS					
1	ICS Orientation	2	x	x	x	x
	Total I-100	2				
I-200	BASIC ICS					
2	Principles and Features of ICS	2	x	x	x	x
3	Organizational Overview	4	x	x	x	x
4	Incident Facilities	2	x	x	x	x
5	Incident Resources	2	x	x	x	x
6	Common Responsibilities	2	x	x	x	x
	Total I-200	12				
I-300	INTERMEDIATE ICS					
7	Organization and Staffing	6	x	x	x	x
8	Organizing for Incidents or Events	5	x	x	x	x
9	Incident Resources Management	4	x	x	x	x
10	Air Operations	4	x	x		
11	Incident and Event Planning	8	x	x	x	x
	Total I-300	27				
I-400	ADVANCED ICS					
12	Command and General Staff	6	x	x	x	x
13	Unified Command	6	x	x	x	
14	Major Incident Management	4	x	x	x	
15	Area Command	6	x	x		
	Total I-400	22				
I-401	MULTI-AGENCY COORDINATION					
16	Multi-agency Coordination	4	x	x	x	x
	Total I-401	4				
I-402	ICS FOR EXECUTIVES					
17	ICS for Executives	2	x	x	x	
	Total I-402	2				
	Total All Modules	69				

Companion Documents	Recommended for Course Presentations		Recommended for Training Administrators
History of ICS			x
Instructor Curriculum Guide	x		x
Curriculum Syllabus			x
Syllabus Summary			x
ICS Glossary	x		
ICS Position Descriptions and Responsibilities	x		
Scenario and Incident Action Plan Catalog	x		
ICS Forms Catalog	x		

Users can follow course designations or establish other groupings to meet agency-specific needs.