



ICS Training Policy

Resources and References

National Incident Management System, December 2008

Five-Year NIMS Training Plan, February 2008

FEMA NIMS Resource Center (<http://www.fema.gov/emergency/nims/>)

Purpose

The purpose of this document is to provide a basic understanding of how the Washington State Emergency Management Division (EMD) has implemented its Incident Command System (ICS) training program. The target audience is the local jurisdiction training coordinators who would like to sponsor ICS training. This policy letter addresses the procedures for sponsoring an ICS course and the requirements to become a state-certified ICS instructor. As NIMS compliance is a basic prerequisite for all Homeland Security grants, adherence to this ICS training policy is required for training reimbursement with federal grant funds.

Procedures for Conducting ICS 300 or ICS 400 courses

- Four weeks prior to the start date the course manager shall notify the State ICS Coordinator of the proposed agenda, class dates/times, and instructors for the course. As defined in the Five-Year NIMS Training Plan, instruction standards require a minimum of 18 contact hours for ICS 300 courses and a minimum of 14 contact hours for ICS 400 courses. Attendees must attend all required course hours and pass the final exam in order to have successfully completed the course.
- After the course is completed the course manager shall provide the name, organization, and email address of each participant. The State will then process electronic certificates and send them to the course manager for distribution to participants.

ICS 300 and ICS 400 are not available online due to the nature of the material and the need for experiential learning. These two courses are targeted for:

- Staff who are in supervisory roles in expanding incidents (ICS-300).
- Senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination (ICS-400).

The curriculum is designed to have a group of people from diverse backgrounds collaborate in simulated incident scenarios. This interaction is the key to having the students gain a better understanding of the ICS material. The Washington State Emergency Management Division provides certificates for ICS-300 and 400 only.

Certificates for ICS-100 & 200, IS-700 & 800

Certificates for ICS-100, ICS-200, IS-700, and IS-800 are issued by the Emergency Management Institute (EMI). There are two options to obtain 100, 200, 700, and 800 certificates.

1. The courses can be taken online through the FEMA Independent Study Program at <http://www.training.fema.gov/IS/crslist.asp> . This web site produces a certificate upon the successful completion of the online test.
2. Classroom delivery is the second option for completing these courses. Students will either have to take a written test and fill-in an Opscan Answer Sheet or go online to take the test. EMD maintains a stockpile of answer sheets. To obtain a copy of the IS-100 and IS-200 final exam for group training, you must call the Independent Study Office at 301-447-1200 during normal business hours. Students will need to place their answers on Opscan Answer Sheet forms and mail the forms to the IS Office for scoring. To request Opscan Answer Sheets, please visit <http://training.fema.gov/IS/ansreq.asp> , click on FEMA Independent Study and then click on Opscan Form Request. The recommended procedure for the final test, however, is to have the students take the test online. This will eliminate the administrative overhead of using Opscan Answer Sheets and result in a quicker issuance of certificates.

Students from other States or Jurisdictions

Students from other states or from federal agencies will be allowed to take the state-sponsored ICS-300/400 courses and ICS Train-the-Trainer course on a stand-by basis. The course manager will finalize the student roster and make the determination to admit students from the stand-by roster. The course manager will have the final decision concerning admittance of students.

Requirements to Become a State Certified ICS Instructor

ICS Instructor experience and training

In January of 2006 the NIMS Integration Center (NIC) published training guidelines for the identification of ICS instructors. In addition to having successfully completed IS-700, IS-800 or IS-800b, IS-100, IS-200, ICS-300, ICS-400 and the ICS Train-the-Trainer (TTT) course, instructors must have served in a mid-level incident management position within five years in real-world incidents, planned events, or accredited exercises and possess recognized qualifications in techniques of instruction and adult education methodologies. Local jurisdictions may enforce a higher standard for their training programs at their discretion.

Sponsorship letter for acceptance into the ICS TTT course

One of the primary goals of the Washington State EMD Training Section is to support counties, tribes, and local jurisdictions in attaining NIMS compliance. One facet of this goal is building a cadre of trained ICS instructors. Graduates of the ICS TTT course will be expected to instruct an ICS-300 or 400 courses within 18 months of recognition as a Washington State ICS instructor. **Trainers who don't meet this requirement will be removed from the certified trainer database.** EMD requires a sponsorship letter to ensure that jurisdictions are selecting instructors they choose to support. The sponsorship letter needs only to be a statement from any region, county, city, or tribe describing the need for an individual to be ICS instructor certified and as an endorsement of that instructor for their jurisdiction. The ICS

TTT course is taught by FEMA's Emergency Management Institute or the Center for Domestic Preparedness. Certificates are issued by these federal agencies.

ICS Instructor Database

A list of instructors who are certified to teach ICS in this state can be obtained from the State ICS Training Coordinator. It is the instructor's responsibility to ensure that the contact information is current as well as to ensure they are currently enrolled in the system. In the course of regular maintenance of the list, names have been removed due to inactivity or inaccurate contact information. Instructors should review the information annually and send updates and/or documentation to the Washington State Emergency Management Division as needed.

The Exercise and Training Section of the Washington State Emergency Management Division is responsible for the promulgation of this guide. Questions or comments should be directed to Chris Utzinger, Washington State ICS Training Coordinator, at (253) 512-7080 or c.utzinger@emd.wa.gov or James Yates, Washington State Training Program Manager, at (253) 512-7049 or j.yates@emd.wa.gov .