



ICS Training Policy

Resources and References

National Incident Management System (NIMS). Washington, DC: Department of Homeland Security, FEMA 501, December 2008.

http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf

NIMS Training Program. Washington, DC: Department of Homeland Security, Federal Emergency Management Agency, National Integration Center, June 2011.

http://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf

Chapter 38.52 Revised Code of Washington (RCW) – Emergency Management

Purpose

This policy provides the basis for implementation of the Washington State Emergency Management Division (EMD) Incident Command System (ICS) training program. The program goal is to ensure quality delivery of ICS training by local jurisdictions. One facet of this goal is to build a cadre of trained, local ICS instructors.

The target audience for this policy is the local Department of Emergency Management (DEM) and its ICS training cadre. It addresses the procedures for a DEM to sponsor an ICS course; and the requirements to become a state-certified ICS instructor.

ICS Curriculum

The NIMS Training Program, dated June 2011, outlines instructional standards for all ICS courses.

IS-700, IS-800, ICS-100 and ICS-200, are available on-line through the FEMA Independent Study Program at <http://www.training.fema.gov/EMIWeb/IS/crslist.asp>. Classroom delivery is the second option for completing these courses. Local DEMs and ICS instructors can acquire course materials from the FEMA Emergency Management Institute (EMI) website at <http://training.fema.gov/IS/NIMS.asp>. These courses provide an orientation to general NIMS concepts. It is recommended that students follow the sequence below:

- IS-700: An Introduction to NIMS
- IS-800: An Introduction to the National Response Framework (NRF)
- ICS-100: Introduction to ICS
- ICS-200: ICS for Single Resources and Initial Action Incidents

ICS-300 and ICS-400 are designed to be facilitated in the classroom in order to capture the enhanced learning through experiential methods. Neither ICS 300 nor ICS 400 are available

online due to the nature of the material and desired outcomes. These two courses are targeted for:

- **ICS-300:** Intermediate ICS for Expanding Incidents – intended for individuals who may assume a supervisory role in expanding incidents or Type 3 incidents.
- **ICS-400:** Advanced ICS – for senior personnel who are expected to perform in a management capacity in an area command or multiagency coordination entity.

The curriculum is designed to bring together groups from diverse, response backgrounds and disciplines, so as to collaborate in simulated incident scenarios. Interaction is the key for students to gain a thorough understanding of ICS concepts and to practice on-scene incident management.

Requirements to Become a State Certified ICS Instructor

In January of 2006 the National Integration Center (NIC) published training guidelines for the identification of ICS instructors. Washington State EMD certifies ICS instructors based on three requirements: ICS training, ICS instructor experience, and DEM sponsorship. Local jurisdictions may enforce a higher standard for their training programs at their discretion.

- **ICS Training.** ICS instructors will have successfully completed IS-700, IS-800, ICS-100, ICS-200, ICS-300, ICS-400 and the L-449 ICS Train-the-Trainer (TTT) courses. EMD coordinates with EMI or the Center for Domestic Preparedness to conduct the L-449 ICS TTT course. L-449 certificates are issued by these federal agencies.
- **ICS Experience.** Instructors must have served in a mid-level incident management position within five years in real-world incidents, planned events, or accredited exercises that required a written Incident Action Plan (IAP) or encompassed more than one operational period. EMD expects the local jurisdiction to ensure that each instructor possess recognized qualifications in techniques of instruction and adult education methodologies.
- **DEM Sponsorship.** To support counties, tribes, and local jurisdictions in attaining NIMS compliance, EMD requires a letter of sponsorship from the local DEM to ensure that jurisdictions are selecting instructors they choose to support. EMD will recognize endorsement by any region, county, city, or tribe that holds statutory responsibility for jurisdictional emergency management under RCW 38.52.

The sponsorship letter should be on agency letterhead and signed by the agency director. Its purpose is to describe the jurisdiction's need for the individual to be a certified ICS instructor and an endorsement of that instructor for their jurisdiction.

State-certified ICS Instructors and graduates of the L-449 ICS TTT course are expected to actively engage in instructing ICS-300 or ICS-400 courses under the approval of the sponsoring jurisdiction for recognition as a Washington State ICS instructor. Trainers who don't meet this requirement will be re-evaluated for state-sponsorship as a certified ICS trainer and may be removed from the State ICS Instructor Database. Removal as a State-certified ICS Instructor will be at the discretion of the State Training Program Manager.

ICS Instructor Database

A list of instructors who are certified to teach ICS in Washington State can be obtained from the State Training Program Manager. 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 State Training Program Manager.

Procedures for Conducting ICS-300 and ICS-400

The local DEM initiates coordination of the course through contact with the State Training Program Manager. The DEM can utilize a local certified ICS instructor or can request support from adjacent jurisdictions.

- **Four weeks prior to the start date**, the course manager should notify the State Training Program Manager of the proposed agenda, class dates/times, and instructors for the course. EMD will schedule the course on the Integrated Training and Exercise Calendar at: http://www.emd.wa.gov/training/training_index.shtml . It is the local DEM responsibility to allow enough time for state review. Review is a necessary element for state certification of the local course delivery.
- The state objective for course instruction is to delivery performance-based training. Additionally, the NIMS Training Program requires instruction standards to meet 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 training date and location; and list of course instructors to the State Training Program Manager. This course data will be provided using the ICS Course Completion Form in attachment 1. The ICS Course Completion Form in attachment 1 will be submitted in excel format, electronically to the State Training Program Manager. Washington State EMD will process electronic certificates and send them to the course manager for distribution to participants.

Students from Outside Jurisdictions

Students from other states or from federal agencies will be allowed to take the state-sponsored courses and the 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. EMD encourages local jurisdictions to admit students from all jurisdictions, but recognizes the necessity of placing students from outside jurisdictions on a stand-by basis.

Certificates

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

1. Students who complete courses on-line through the FEMA Independent Study Program (<http://www.training.fema.gov/EMIWeb/IS/crslist.asp>) will receive a federal certificate immediately upon the successful completion of the on-line test.
2. For classroom delivery, instructors can proctor a written exam or can direct students to the on-line course for testing only.

3. If the instructor chooses to provide a written exam upon completion of classroom delivery, the instructor or local agency must call the FEMA Independent Study Office to obtain a copy of the independent study final exam for group training. The FEMA Independent Study Office can be reached at (301) 447-1200 during Eastern Standard Time business hours (5:00 am to 2:00 pm PST). They will provide the multiple-choice OpScan Answer Sheet and mailing address for scoring. To request OpScan Answer Sheets, please visit FEMA Independent Study at <http://training.fema.gov/IS/>. The OpScan Form Request is located on a sidebar of the webpage.

NOTE: The OpScan form will be accepted for examination purposes until 28 December 2012 at which time it will be retired. Blank OpScan forms may be requested until 28 September 2012. Organizations that utilize the OpScan form should begin formulating processes to prepare for the retirement of this form and the hardcopy processing of examinations by EMI. Beginning 1 January 2013 all EMI Independent Study course testing will be accomplished online.

Washington State EMD provides certificates for ICS-300 and ICS-400 to instructors as addressed in the above procedures for conducting ICS-300 and ICS-400.

Point of Contact

Washington State EMD's Exercise and Training Section is the proponent for the promulgation of this policy. Questions or comments can be directed to James Yates, Washington State Training Program Manager, at (253) 512-7049 or j.yates@emd.wa.gov.