

Washington Emergency Management Division



Training Bulletin 07-004 Incident Command System (ICS) Student Manual Distribution Policy

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TOPIC: ICS Student Manual Distribution Policy

Over the past year, the state and local jurisdictions have implemented a very successful ICS training program. This is a direct result of two initiatives: local/regional trainers are conducting numerous ICS courses where shortfalls (or compliance requirements) are identified; and the state has implemented a strong support framework, including support of ICS manuals and an aggressive train-the-trainer schedule. Now, it is our intent to make the ICS training program sustainable at the regional level. The purpose of this Training Bulletin is to identify the procedures for a course manager to obtain ICS 300 and 400 student manuals and training aids.

In an effort to reduce costs associated with printing and shipping, the Exercise and Training Section will provide an allotment of ICS 300 and 400 student manuals to each Homeland Security Region one time only. It is our intent that each Region use these manuals repeatedly for each ICS course that is hosted in their Region. The average class size for an ICS 300 or 400 class is 30 students. In June of 2007 we will provide enough student manuals for two simultaneous ICS 300 courses and one ICS 400 course per Region, or 60 ICS 300 manuals and 30 ICS 400 manuals.

The Exercise and Training Section will provide CDs with all of the ICS 300 and 400 student materials so students can review materials at a later time. Please request these CDs through the State ICS Coordinator at least three weeks prior to delivery of the class. This will allow time for production and shipping of the material.

Regions should not have a need to maintain instructor guides. Instructors receive Instructor Guides when they attend and complete the ICS L-449 Train the Trainer course. There are a small number of Instructor Guides available upon request.

Additional ICS materials are available on FEMA's website at <https://training.fema.gov/IS/ICSResource/index.htm>, or through the State EMD website at http://www.emd.wa.gov/training/training_incident_command_system.shtml

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