



# Incident Command System Student, Training and Training Provider Standards

## Record of Amendments

DATE	DESCRIPTION OF AMENDMENT	PAGE REFERENCE
Jan 11, 2016	Addition of Position Specific Lead Instructor Requirements	26
Jan 11, 2016	Date removed from the following reference(s) 3.3 Process to Become an ICS Canada Recognized Training Provider AND Under Lead Instructor section	22/26
Jan 11, 2016	Addition to Appendix C AHJ listing to include - NBEMO - Additional contact info added for PE and NS - New contact information for AB and Parks Canada	29
Oct 19, 2016	Updated AHJ contact information <ul style="list-style-type: none"><li>• New Brunswick</li><li>• Northwest Territories</li></ul>	

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## Introduction

The Incident Command System (ICS) is a management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is a fundamental form of management established in a standard format, with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system. It represents organizational "best practices" and, has become the standard for emergency management across the country. 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.
- Allow personnel from a variety of agencies to meld rapidly into a common management structure.
- Provide logistical and administrative support to operational staff.
- Be cost effective by avoiding duplication of efforts.

ICS consists of procedures for controlling personnel, facilities, equipment, and communications. It is a system designed to be used or applied from the time an incident occurs until the requirement for management and operations no longer exists.

ICS has been in use in response organizations in Canada since the mid 1990's. A major step forward on a national scale occurred in 2002 when all Canadian Wildland Fire Management agencies adopted ICS as the command and control structure for managing wildland fires. ICS doctrine and a series of training courses (I-100 through I-400) were developed and known as ICS Canadian Version in the wildland fire community and cooperating agencies.

The Incident Command System courses I-100 through I-400 and I-402 were reviewed and revised in 2010/2011 by an interagency and inter-jurisdictional development group with guidance from the Canadian Interagency Forest Fire Centre.

Complementing this renewal process a governance group for the pan-Canadian management of an ICS system was established. Representatives from a wide variety of emergency and first responder organizations formed a working group to ensure the continuity, standardization and interoperability of the Incident Command System throughout Canada. This consistency provides the foundation for utilization of ICS for all incidents, ranging from daily occurrences to incidents requiring a coordinated provincial or federal response. A critical tool in promoting the nationwide implementation of ICS is a well-developed training program that facilitates ICS training throughout the country.

The ICS Canada steering committee has developed an operational description document (doctrine), standard training courses, and training provider qualifications.

This document defines the training courses, the student certificate process, the training provider standards and the training provider recognition process.

These courses, on their own, do not qualify individuals to perform any specific positions within an ICS organization. Personnel qualifications specify the combination of training, experience, and evaluation that a candidate must complete to become qualified to fill a specific ICS position on a complex multi-jurisdictional incident.

## **Definitions**

**Authority Having Jurisdiction\***: The organization, office, or individual having statutory responsibility for enforcing the requirements of a standard.

**ICS Canada Steering Committee**: The committee that represents the network of organizations that have agreed to a standard “all-hazard” ICS doctrine and “all-hazard” ICS course training standards.

**ICS Canada Assessment Based Certificates**: Certificates awarded to successful course candidates in each of the I-100, 200, 300, and 400 courses. Candidates must pass the assessment(s) within each course to receive the certificate.

**ICS Recognized Training Provider**: Individual instructor that has been recognized (through a formal standard process by the appropriate Authority Having Jurisdiction) that meets the minimum requirements and has been deemed capable of providing consistent, quality ICS training to the required standard.

**SCORM** - is a collection of standards and specifications for web-based [e-learning](#). It is widely used and is supported by most Learning Management Systems

## **Acronyms**

**CIFFC**: Canadian Interagency Forest Fire Centre

**FEMA**: Federal Emergency Management Agency (United States)

**IAP**: Incident Action Plan

**JIBC**: Justice Institute of British Columbia

**NWCG**: National Wildfire Coordinating Group (United States)

**PLAR**: Prior Learning Assessment and Recognition

**SCORM**: Sharable Content Object Reference Model (SCORM)

\*The Authority Having Jurisdiction may choose to delegate AHJ responsibilities to trusted sources within their own jurisdictional boundaries.

For example: Authorities Having Jurisdiction have delegated the AHJ responsibilities as outlined within the Standards document to their respective provincial/territorial Wildland Fire Management agencies. This authority is limited to the corresponding agencies' wildland fire and resource management staff and cooperators.

## **Section 1 Student Training**

### **1.0 Introduction**

Standard training curricula have been developed for the ICS Courses as part of the ICS Canada Training Program. The target audience for each course has been identified in the course descriptions. Each course in the “I” series is a prerequisite for the next sequentially numbered course in the series.

Sufficient time must have elapsed after attending the I-200 or I-300 course for participants to use the knowledge gained in an operational setting or training exercise prior to attending the next I-series course (I-300 or I-400 respectively). Participants may have their previous operational knowledge and experience assessed through a PLAR process on a case by case basis that may shorten the time period between courses.

By no means shall any ICS Canada training provider deliver courses to the same audience back to back. This will provide the necessary context and understanding of the skills participants gain before moving on to the next course.

### **1.1 Training Levels**

Awareness level training presents ICS topics and concepts at an introductory level, with written or computer-based examinations (multiple-choice). I-100 and I- 200 are awareness level training courses.

Advanced level training is oriented towards skills development and includes more practical exercises as well as a written examination. Courses at this level are geared towards operating within the ICS system in a supervisory function. I-300 and I-400 are advanced level training courses.

### **1.2 Additional Training**

This training does not provide all the knowledge, skills and abilities to effectively and safely deploy resources in response to all-hazard incidents. Individual response agencies and/or service providers shall need to supplement generic ICS training with specific, specialized training for their own specific operational roles during a response to an incident or event.

The development of additional position specific ICS training has been identified as a long term goal of ICS Canada. As those additional courses are developed they will be made available to ICS practitioners.

### **1.3 Assessment Based Certificates**

The ICS I-100 through I-400 assessment based certificates do not provide a professional certification but rather *education and training* to help participants to

acquire specific knowledge, skills, and/or competencies associated with intended learning outcomes. The ICS I-100 through I-400 courses;

- Evaluate participants' achievement of the intended learning outcomes through course "final" examinations and in the advanced level training courses by also assessing understanding of ICS concepts in the practical exercises.
- Award a certificate only to those participants who demonstrate that they have met the intended learning outcomes by passing the course assessment(s).
- Focus on the education provided through the course.

Participants will be issued assessment based certificates by the authority having jurisdiction (AHJ) or designate for all classroom training provider facilitated I-100, I-200, 300 and 400 courses. I-100 certificates will be issued either online through the online course or by the AHJ responsible for marking the self-study exam.

Participants will be issued certificates of attendance for the I-402 course by the authority having jurisdiction or designate. The I-402 course does not include an assessment.

#### **1.4 Certificate Reciprocity**

Participants who receive a certificate upon successfully completing a level of approved ICS Canada training by ICS Canada recognized ICS training providers shall be able to enrol in other applicable ICS courses offered by other ICS Canada - recognized ICS training providers.

In cases where a participant has been inactive in a response or support role either on an incident/event or a practical exercise or where lengthy periods (4-5 years) have elapsed between ICS training, it is reasonable to expect the participant to complete an equivalency exam prior to enrolling in the next level of ICS training.

#### **1.5 Student Database**

The AHJ should maintain a database of participants that have completed ICS training. The dates of the training shall be noted as well as the participant's name and organizational affiliation. AHJs employing a learning management system (LMS) to manage participant data should ensure that the LMS is SCORM 1.2 compliant to allow for communication with present and future learning objects that may be developed by or for ICS Canada.

#### **1.6 Replacement Certificates**

The AHJ or designate issuing certificates is responsible to issue replacement (lost) certificates within a five year period of the specific ICS course having occurred.

## **Section 2 ICS Course Descriptions/ Standards**

### **2.0 ICS Courses**

The standard core curriculum for ICS system training has been arranged in a series of courses labelled I-100 through I-400. The courses provide a stepped approach to Incident Command System training. I-100 and 200 courses build the knowledge base for the I-300 and 400 courses which require the participants to develop and apply their skills in exercises. Not all participants will ever need to complete all levels of ICS training. The target audience within each course is identified in the course descriptions.

#### **2.0.1 Course Presentation and Materials**

The recommended course hours listed in the Instructor's Reference Manual have been developed by subject matter experts based on their estimation of the time required to present all material needed to adequately teach the unit and course objectives.

The hours listed can vary slightly due to factors such as the addition of local materials or smaller class sizes. Courses presented in an abbreviated form, varying greatly from the suggested course hours are not acceptable. ICS Canada holds any and all intellectual property rights in and of the training materials. The text of the syllabus, as well as both the participant and instructor manuals shall not be altered in whole or in part without the express written permission of ICS Canada. Training providers and participants are cautioned that in order to be recognized as an ICS Canada certified course, the specific guidelines listed below shall be followed:

- Instructors shall adhere to the recommended course hours.
- Lead instructors are encouraged to enhance (add) course materials to reflect the conditions, resources and policies of the local unit and area as long as the objectives of the course and each unit are not compromised. No deletion of text in any documents is permitted.
- Exercises may be modified (with prior permission of ICS Canada) to reflect local situations, resources and conditions where the participant will be likely to fill incident assignments. The objectives and intent of the exercises must remain intact. Training providers are encouraged to submit alternative exercises to help create a "bank" of scenarios and activities.
- Test questions may be added that reflect any local information that may have been added to the course. However, test questions in the certified course materials shall not be deleted to ensure the accurate testing of course and unit objectives.
- Test grades, to determine successful completion of the course, shall be based only on the questions in the certified course materials.

## **2.1 I-100 Introduction to Incident Command System**

### **Course Description**

Introduction to Incident Command System, I-100 introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System.

The course is available as a self-study guide, online interactive course and as a classroom, training provider facilitated course. The self-study guide and online versions can be completed in 2-4 hours. If I-100 is the only ICS course that an individual will take, it is recommended that the participant attend an instructor facilitated classroom version.

The classroom version of the course will require a minimum of 5.5 hours for presentation, exclusive of breaks. More time will be required if agency specific material is added. The instructor guide contains all information and references necessary for the course coordinator, training providers, and participants. The course instructions also contain information concerning course administration. Subject material is presented in units of instruction. Exercises in the units are designed to demonstrate procedures. Reference material is provided to assist participants in the classroom and on the job.

The classroom version of the course is interactive. It contains several exercises designed to facilitate group and class discussion.

#### **2.1.1 Purpose of Course**

I-100 was developed to introduce the basics of the Incident Command System. Course participants will be better prepared to function within an ICS environment.

#### **2.1.2 Learning Outcomes**

At the successful completion of this course participants will be able to demonstrate an introductory knowledge of the Incident Command System as described in the following topics and learning outcomes.

- Purpose of ICS: Identify requirements to use ICS, three purposes of ICS and common incident tasks.
- Basic Features of ICS: Describe the basic features of ICS.
- Incident Commander and Command Staff Functions: Describe the role and function of the Incident Commander and Command Staff.
- General Staff Functions: Describe the role and function of the Operations, Planning, Logistics and Finance/Administration sections.
- Facilities: Describe the six basic ICS facilities, identify facilities that may be located together, and identify facility map symbols.

- **Common Responsibilities:** Describe common mobilization responsibilities and common responsibilities at an incident, list individual accountability responsibilities, and describe common demobilization responsibilities.

### **2.1.3 Prerequisites**

There are no prerequisites for I-100 training.

### **2.1.4 Target Audience**

The target audience includes persons involved with emergency planning and response or recovery efforts at all levels. It is incumbent upon Federal, Provincial/Territorial, and local emergency management/response personnel to determine who within their organizations requires ICS-100 training, based on local incident management organizational planning.

*Responder level*—emergency response providers and disaster workers, entry level to managerial level, including emergency medical service personnel, firefighters, medical personnel, police officers, public health personnel, public works/utilities personnel, and other emergency management response personnel

Typically, all Federal, Provincial/Territorial, local, private-sector, and nongovernmental personnel at the following levels of responsibility in emergency management and incident response operations: first-line supervisor, mid-level management and command and general staff.

### **2.1.5 Testing and Evaluation Procedures**

Participants must obtain 80% or higher on the final examination to receive a certificate for this course. Participants may refer to the student notes during the exam. Exams are time limited to 2 hours maximum.

There are separate versions of the exam available for the I-100 course. These should be distributed randomly amongst the participants. Completed exams will be collected at the end of the course, and marked according to the policy of the AHJ. Online exams will be developed to make every effort to provide each participant with a random set of examination questions from a question bank.

**Rewrites:** Should a participant not be successful on the final examination, one rewrite can be scheduled according to the policy of the AHJ.

## **2.2 I-200 Basic Incident Command System – ICS for Single Resources and Initial Action Incidents**

### **Course Description**

I-200, defines the unique qualities of ICS as an event or incident management system. The course units and lessons provide introduction to leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, and transfer of command.

This course is training provider facilitated and will require a minimum of 14 hours for presentation, exclusive of breaks. More time will be required if agency specific material is added.

The course is interactive in nature. It has several exercises designed to facilitate group and class discussion.

### **2.2.1 Purpose of Course**

I-200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources. I-200 provides training for personnel who are likely to assume a supervisory position within the ICS.

### **2.2.2 Learning Outcomes**

At the successful completion of this course participants will be able to demonstrate basic knowledge of the Incident Command System as described in the following topics and learning outcomes.

**Leadership and Management:** Describe the chain of command and formal communication relationships, identify common leadership responsibilities, describe span of control and modular development, and describe the use of position titles.

**Delegation of Authority and Management by Objectives:** Describe scope of authority and the process by which authority is delegated.

**Management by objectives** must be described and explained.

**Functional Areas and Positions:** Identify the ICS tools to manage an incident, demonstrate the function of organizational positions within ICS, and demonstrate the use of an ICS 201 form.

**Briefings:** Give an operational briefing and describe components of field, staff and section briefings/meetings.

**Organizational Flexibility:** Explain how the modular organization expands and contracts, complete a complexity analysis given a specific scenario, define the five types of incidents, and describe the importance of preparedness plans and agreements.

**Transfer of Command:** List the essential elements of information involved in transfer

of command and describe a transfer-of-command process.

### **2.2.3 Prerequisites**

The intent of course prerequisites is to ensure a common standard of knowledge and experience is held by all participants. The prerequisite for I-200 is I-100 which shall be taken prior to the I-200 course. By no means shall any ICS Canada training providers deliver courses to the same audience back to back.

### **2.2.4 Target Audience**

It is incumbent on Federal, Provincial/Territorial, and local emergency management /response personnel to determine who within their organizations requires ICS-200 training, based on local incident management organizational planning.

*Responder level*—emergency response providers and disaster workers, entry level to managerial level, including emergency medical service personnel, firefighters, medical personnel, police officers, public health personnel, public works/utilities personnel, and other emergency management response personnel

Typically, all Federal, Provincial/Territorial, local, private-sector, and nongovernmental personnel at the following levels of responsibility in emergency management and incident response operations: first-line supervisor, mid-level management and command and general staff.

### **2.2.5 Testing and Evaluation Procedures**

Participants must obtain 80% or higher on the final examination to receive a certificate for this course. Participants may refer to the student notes during the exam. Exams are time limited to 2 hours maximum.

There are separate versions of the exam available for the I-200 course. These should be distributed randomly amongst the participants. Completed exams will be collected at the end of the course and marked according to the policy of the AHJ.

Rewrites: Should a participant not be successful on the final examination, one rewrite can be scheduled according to the policy of the AHJ.

## **2.3 I-300 Intermediate Incident Command System, ICS for Expanding Incidents**

### **Course Description**

I-300 defines the unique qualities of ICS as an event or incident management system in an expanding/escalating situation. The course units and lessons provide a review of ICS fundamentals, assessing incidents and setting objectives, unified command, resource management, the planning process, demobilization, transfer and termination of command of an incident.

This classroom based, training provider facilitated course will require a minimum of 17 hours for presentation, exclusive of breaks. More time will be required if agency specific material is added.

The course is interactive. It has several exercises designed to facilitate group and class discussion.

### **2.3.1 Purpose of Course**

I-300 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System in supervisory roles on expanding or Type 3 Incidents.

### **2.3.2 Learning Outcomes**

At the successful completion of this course participants will be able to demonstrate intermediate knowledge of the Incident Command System as described in the following topics and learning outcomes:

ICS Fundamentals Review: Explain ICS staffing fundamentals and organization, including reporting and working relationships, information flow, and transfer of command. Match responsibility statements to each ICS organizational element.

Unified Command: Define and identify the primary features of unified command. Describe the unified command organization and functions in a multi-jurisdictional or multiagency incident. Demonstrate roles and reporting relationships under a unified command in single and multi-jurisdictional incidents.

Incident Management Operations: Describe methods and tools used to assess incident/event complexity. Describe the five steps in transferring and assuming incident command. Identify the key principles of incident management operations. Describe the process for developing incident objectives, strategies, and tactics.

Resource Management: Identify and describe four basic principles of resource management. Identify the basic steps involved in managing incident resources. Demonstrate proper use of ICS forms.

Planning Process: Identify the importance of and explain the differences between planning for incidents or events. Discuss major planning steps, including logistical concerns, cost-benefit analysis, situational understanding, plan development, implementation, and evaluation.

Demobilization, Transfer of Command, Closeout: Describe importance of demobilization planning. Describe impact of agency specific policies, procedures, and agreements. List the major sections in a demobilization plan. Describe the process involved in terminating command.

### **2.3.3 Target Audience**

Federal, Provincial/Territorial, and local emergency management/response personnel determine who within their organizations requires ICS-300 training, based on local incident management organizational planning.

Typically, required personnel include all mid-level management, Federal, Provincial/Territorial, local, private-sector, and non-governmental personnel, including persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multiagency emergency coordination centre/emergency operations centre staff.

### **2.3.4 Prerequisites**

The intent of course prerequisites is to ensure a common standard of knowledge and experience is held by all participants. The prerequisites for I-300 are I-100 and I-200.

Sufficient time must have elapsed after attending the I-200 course for participants to use the knowledge gained in an operational setting or training exercise prior to attending the I-300. Participants may have their previous operational knowledge and experience assessed through a PLAR process on a case by case basis that may shorten the time period between courses.

By no means shall any ICS Canada training provider deliver courses to the same audience back to back.

This will provide necessary context and understanding of the skills they will develop when they take ICS-300.

### **2.3.5 Testing and Evaluation Procedures**

Participants must obtain 80% or higher on the final examination to receive a certificate of completion for this course. Participants may refer to their reference notes when taking the exam. Exams are time limited to 2 hours maximum. Training providers will also be assessing the participants' grasp of ICS concepts through the group exercises.

An independent proctor shall administer the exam. Completed exams will be collected at the course by the proctor and forwarded to the AHJ for marking.

Rewrites: Should a participant not be successful on the final examination, one rewrite can be scheduled according to the policy of the AHJ. The rewrite exam shall be forwarded to a designated invigilator approved by the AHJ.

## **2.4 I-400 Advanced Incident Command System**

### **Course Description**

I-400 is designed to enable personnel to operate efficiently in the advanced application of the Incident Command System (ICS). The course deals with the command and general staff functions during complex incidents, the implementation of the incident management process on a complex incident and the management and coordination process during multiple incidents.

This classroom based, training provider facilitated course will require 14 hours for presentation exclusive of breaks. More time will be required if agency specific material is added.

The course is interactive. It has several exercises designed to facilitate group and class discussion.

### **2.4.1 Purpose of Course**

I-400 provides training for senior personnel who are expected to perform in a management capacity in a complex incident or multiagency coordination environment.

### **2.4.2 Learning Outcomes**

**Command and General Staff:** Describe how unified command functions in a multi-jurisdictional or multiagency incident. List the major steps involved in the planning process. Describe issues that influence incident complexity and available analysis tools. Describe the primary guidelines and responsibilities of the Command and General Staff positions.

**Major and/or Complex Incident/Event Management: Deputies and Assistants:** List the primary factors affecting major and/or complex incidents and events. List the four expansion options for incident/event organization and describe their application.

**Area Command:** Define and list the principal advantages of area command, and describe how, where, and when area command would be established. Describe area command organization and identify six primary functions of area command.

**Unified Command:** Demonstrate knowledge of unified command structure and operations.

**Organizational Relationships:** Describe the organizational relationships among area command, unified command, multi-entity coordination systems, and emergency operation centers.

### **2.4.3 Target Audience**

Federal, Provincial/Territorial, and local emergency management/response personnel determine who within their organizations requires ICS-400 training, based on local incident management organizational planning.

Typically, required personnel include all Federal, Provincial/Territorial, local, private-sector, and non-governmental personnel, primarily persons serving as Command and General Staff in an ICS organization, select department heads with multi-agency coordination responsibilities, area managers, emergency managers, and multi-agency coordination centre /emergency operations centre managers.

### **2.4.4 Prerequisites**

The intent of course prerequisites is to ensure a common standard of knowledge and experience is held by all participants. The prerequisites for I-400 are I-100, I-200 and I-300.

Sufficient time must have elapsed after attending the I-300 course for participants to use the knowledge gained in an operational setting or training exercise prior to attending the I-400. Participants may have their previous operational knowledge and experience assessed through a PLAR process on a case by case basis that may shorten the time period between courses.

By no means shall any ICS Canada training provider deliver courses to the same audience “back to back”.

This will provide the necessary context and understanding of the skills participants gain in I-300 before moving on to the I-400.

### **2.4.5 Testing and Evaluation Procedures**

Participants must obtain 80% or higher on the final examination to receive a certificate of completion for this course. Participants may refer to their reference notes when taking the exam. Exams are time limited to 2 hours maximum. Training providers will also be assessing the participants’ grasp of ICS concepts through the group exercises.

An independent proctor shall administer the exam. Completed exams will be collected at the course by the proctor and forwarded to the AHJ for marking.

Rewrites: Should a participant not be successful on the final examination, one rewrite can be scheduled according to the policy of the AHJ. The rewrite exam shall be forwarded to a designated invigilator approved by the AHJ.

## **2.5 I-402 ICS for Executives**

### **Course Description**

I-402 introduces the Incident Command System (ICS) and provides the foundation for executive understanding and participation in the ICS. This course describes the history, features and principles, and organizational structure of the Incident Command System, including the relationship between the Incident Commander and Agency Executives. Course participants will be better prepared to function within an ICS environment.

This course will require about two hours for presentation. More time will be required if agency specific material is added. The course is intended to be delivered in a lecture format presented by an ICS Canada training provider.

### **2.5.1 Purpose of the Course**

This course provides a basic understanding of ICS, unified and area command, and multi-agency coordination to those persons responsible for establishing or implementing policy, but who normally are not a part of the on-scene ICS organization. The course also discusses responsibilities and information transfer between Executives and Incident Commanders. The target audience includes executives, administrators, and policy makers involved with emergency planning and response or recovery efforts.

### **2.5.2 Learning Outcomes**

At the successful completion of this course participants will be able to demonstrate a basic knowledge of the Incident Command System.

### **2.5.3 Target Audience**

Federal, Provincial/Territorial, and local emergency management/response personnel determine who within their organizations requires ICS-402 training, based on local incident management organizational planning.

Typically, required personnel include executives, administrators and policy makers.

### **2.5.4 Prerequisites**

There are no prerequisites for the I-402 course.

### **2.5.5 Testing and Evaluation Procedures**

There is no exam or evaluation procedure associated with the I-402 course.

## **2.6 Train the Trainer Awareness Level (I-100-I-200)**

### **Course Description**

Train the Trainer Awareness Level is designed to prepare participants to deliver ICS Canada I-100 and I-200 curricula. This classroom based training provider facilitated course requires a minimum of 12 hours for presentation, exclusive of breaks.

The course is interactive and provides an opportunity for participants to participate in a teaching exercise.

### **2.6.1 Purpose of the Course**

The Awareness Level Train the Trainer course provides training for individuals with existing experience in adult education and ICS to deliver the I-100 and I-200 courses.

### **2.6.2 Learning Outcomes**

At the successful completion of this course participants will be able to demonstrate an understanding of how to deliver the I-100 and I-200 as a training provider /facilitator in a classroom setting.

### **2.6.3 Target Audience**

Federal, Provincial/Territorial, and local emergency management/response personnel determine who within their organizations will deliver ICS training.

### **2.6.4 Prerequisites**

- a) Successful completion of recognized I-100, I-200 courses.
- b) Service in a mid-level emergency management and incident response position ("leader" level or higher) within five years in operational incidents, planned events, or exercises OR have specialized knowledge and experience appropriate for the audience.
- c) Recognized qualifications in techniques of instruction and adult education methodologies.

### **2.6.5 Testing and Evaluation Procedures**

Although there is no formal final exam, training providers delivering the Awareness Level Train the Trainer course will be assessing the involvement of the participants in the group discussions. In addition, participants understanding of the concepts will be assessed through the team teaching activity.

## **2.7 Train the Trainer Advanced Level (I-300-I-400)**

### **Course Description**

Train the Trainer Advanced Level is designed to prepare participants to deliver ICS Canada I-300 and I-400 curricula. This classroom based training provider facilitated course requires a minimum of 14 hours for presentation, exclusive of breaks.

The course is interactive and provides an opportunity for participants to participate in a variety of group and team-teaching exercises.

### **2.7.1 Purpose of the Course**

The Advanced Level Train the Trainer course provides training for individuals with existing experience in adult education and ICS to deliver the I-300 and I-400 courses.

### **2.7.2 Learning Outcomes**

At the successful completion of this course participants will be able to demonstrate an understanding of how to deliver the I-300 and I-400 as a training provider facilitator in a classroom setting.

### **2.7.3 Target Audience**

Federal, Provincial/Territorial, and local emergency management/response personnel determine who within their organization will deliver ICS training.

### **2.7.4 Prerequisites**

- a) Successful completion of recognized I-300, I-400 courses.
- b) Service as Incident Commander or in a command or general staff position in an incident that required multi-agency coordination and went beyond one operational period or required a written Incident Action Plan (IAP) within the previous five years.
- c) Recognized qualifications in techniques of instruction and adult education methodologies.

### **2.7.5 Testing and Evaluation Procedures**

Although there is no formal final exam, training providers delivering the Train the Trainer course will be assessing the involvement of the participants in the group activities and discussions. In addition, the participants' understanding of the concepts will be assessed through the team-teaching activities.

## **Section 3 Training Provider Recognition**

### **3.0 Introduction**

The Incident Command System Canada Steering Committee has established a set of standards and requirements for training providers wishing to deliver Incident Command System Canada (ICS) training I-100 through I-402 and associated train the trainer courses. It is important that ICS training be delivered by knowledgeable, competent training providers who understand both the ICS system and the applicability to various organizations in Canada.

This document establishes the minimum qualifications necessary for an individual to become recognized nationally as an approved ICS training provider.

The standards establish the minimum requirements for ICS delivery while preserving the integrity of the accepted ICS Canada system.

Training providers are approved by the AHJ in their province, territory, or federal jurisdiction but are recognized nationally.

**NOTE:** For the purposes of this document the term **training provider** means: *Any or all instructors, who wish to apply for recognition to deliver ICS Canada training using approved ICS Canada course materials. Blanket recognition is not provided to an organization or agency; training providers are assessed individually according to the criteria outlined in this section.*

In general terms this document establishes and outlines:

- essential requirements for individual ICS training providers;
- evaluation criteria for ICS training providers;
- process to become an recognized ICS training provider; and
- criteria for maintaining certification.

### **3.1 Standards**

#### **3.1.1 ICS Canada Training Materials**

Information regarding how recognized training providers can access ICS Canada approved ICS training materials is available via the ICS Canada website <http://www.icscanada.ca>

ICS Canada – recognized training providers may access/use ICS Canada training material once they have received approval as training providers.

The course descriptions outlined previously in this document identify the specific learning outcomes for each of the courses.

### **3.1.2 Suggested Class Size and Course Delivery Methodology**

It is important to ensure that class sizes are appropriate to allow all participants to gain the maximum benefit and be fully engaged in the exercises. In general terms it is recommended that ICS classes not exceed a 1:12 training provider /student ratio. Specific class size recommendations are identified within the Instructor Reference Manual for each of the ICS Canada courses but shall be limited to 24 participants maximum.

While some courses, such as I-100 lend themselves to self study and online delivery, the remainder of the ICS Canada courses shall be conducted in workshop setting to maximize the learning opportunities provided through the exercises. Alternative delivery methods for parts of the I-20 course shall be reviewed by the ICS Canada Steering Committee.

### **3.1.3 Standards/Requirements for ICS Canada Recognized Training Providers**

The following are essential requirements:

- qualified by a combination of education and demonstrated ability as an adult instructor;
- recent experience on an ICS managed emergency incident, planned event or exercise
- use of approved ICS Canada course materials (see Section 3.2)

Part of the ICS Canada recognition process is to designate the approved ICS training level(s). ICS training providers should identify what ICS level(s) they are applying to teach. Once an ICS training provider is ICS Canada recognized, the training provider may only teach the designated level(s) of ICS and must use ICS Canada)-approved materials. Individual “I” series course instructor requirements are found in Appendix A of this document.

ICS training providers are ICS Canada recognized on their own merit. Approval of one training provider within an agency/organization does not mean all training providers within the group are approved.

### **3.1.4 Evaluation of ICS Canada Training Courses**

All training courses shall be evaluated at the end of every training session. Training course evaluations are found in Annex C of all ICS Canada Instructor Reference Manuals. Training evaluations should be used as a quality control cycle for training providers to help improve materials, facilitation, and delivery.

ICS Training providers must retain copies of all course evaluation materials for a minimum of two years and provide copies to ICS Canada or the appropriate AHJ upon request.

### **3.1.5 Evaluation of ICS Training Providers**

The performance of all ICS Training Providers must be assessed through student evaluations during course delivery. Training evaluations should be used as a quality control process for training providers to help improve delivery and/or instructional techniques. Student training course evaluations found in Annex C of all ICS Canada Instructor material include evaluations of the course and the training provider(s).

The training provider must retain copies of all student evaluation materials for a minimum of two years and provide the evaluation material to ICS Canada or the appropriate AHJ upon request.

### **3.1.6 Quality Assurance - ICS Canada Training Delivery**

Effective training delivery and continued use of practical, current course materials are vital to maintain high quality ICS training across the country.

The AHJ shall have a quality assurance program in place to assess the delivery of ICS training.

This quality assurance program may include but is not limited to any of the following:

- The AHJ may have a representative monitor a course at any time, without notice.
- The AHJ may follow up with trainees listed on a course roster and ask questions how the course was conducted.
- Trainees may be invited to contact the AHJ directly and provide feedback on the course.
- The AHJ may review the course evaluation forms that the trainees complete.
- The AHJ representative could request a skills testing of the Training Provider at any time without notice.

At any time, the AHJ may also review course materials to ensure they continue to meet approved standards. Updates to course material will be posted on the ICS Canada website [www.icscanada.ca](http://www.icscanada.ca). In situations where the AHJ representative has deemed that the delivery or course materials are below standard the training provider will be contacted by the AHJ with the specific concern(s).

ICS Canada recognized training providers are expected to address these areas of concern. If the specified changes are not made, the AHJ reserves the right and has the authority to revoke "recognition" and remove the training providers name from the ICS Canada training provider database.

## **3.2 ICS Canada Training Curriculum**

To be recognized as a nationally approved course, all ICS Canada recognized training providers shall use the developed ICS Canada training materials available from <http://www.icscanada.ca>

ICS Canada training consists of awareness level courses (I-100 and I-200) that provide participants with a solid understanding of the ICS system and provide the framework of knowledge for advanced courses (I-300 and I-400), which provide additional knowledge to those expected to perform in a supervisory role in the ICS system.

The training does not necessarily provide all the knowledge, skills and abilities to effectively and safely deploy resources in response to all hazard incidents. Individual organizations will need to supplement generic ICS training with specific, specialized training for their own specific operational roles during a response to an incident.

### **3.2.1 ICS Canada Course Transferability**

Participants who successfully complete a level of approved ICS training with one of the ICS Canada recognized ICS training providers shall be able to enrol in other applicable ICS courses offered by other ICS Canada recognized ICS training providers.

The ICS Canada Steering Committee, through development of these standards, supports and encourages training equivalency recognition and certificate reciprocity between recognized ICS training providers without additional assessments.

In cases where a participant has been inactive in a response or support role either on incident/event or a practical exercise or where lengthy periods (several years) have elapsed between ICS training, it is reasonable to expect the participant to complete an equivalency exam prior to enrolling in the next level of ICS training.

## **3.3 Process to Become an ICS Canada Recognized Training Provider**

To be nationally recognized, a training provider interested in delivering ICS Canada course(s) must apply to the appropriate AHJ within their respective province, territory or federal organization.

Training provider applications shall include:

- Training background and experience in the field of instruction (describe specific training experience; types of course(s) taught; target audiences; number of years training experience at specific levels i.e. high school/technical school/college/industry/other adult education etc.);
- A list of ICS courses taken: I-100, 200, 300, 400.
- Any ICS Canada Train the Trainer course taken. JIBC, FEMA and CIFFC Train the Trainer courses will be accepted as equivalent;

- Identification of background and experience in emergency response management and Incident Command System training (describe specific emergency management and/or ICS courses previously taught, target audience(s), and when/where these courses were instructed);
- Identification of background and experience in an emergency management discipline (describe specific incident experience, incident command position filled, how recent the experience is.)
- Specific ICS courses the applicant is interested in and feels capable of instructing (i.e. I-100, I-200, I-300, I-400, I-402 etc.);
- A **minimum** of 3 instruction-related references from agencies or companies for whom the applicant has worked or trained within the past 5 years (provide agency/company representative name, contact number(s), and list the course(s) instructed).
- Any other information or combination of training and experience that the applicant feels would make them qualified to instruct ICS courses.

### **3.3.1 Submission of Applications**

All applications and supporting documentation for training providers or training materials should be submitted to the appropriate AHJ listed in appendix C-

### **3.3.2 Training Provider Application Review**

The appropriate AHJ shall review ICS Canada training provider applications. The AHJ may, as needed, call on the expertise of other subject matter experts to provide assistance in the review process.

The AHJ will use a standard checklist (see Appendix B) for reviewing training provider applications.

The AHJ will advise the applicant of the results within 30 days of receipt of the application.

The ICS Canada Steering Committee reserves the right to audit the AHJ's procedures to ensure Training Provider application review standards, record keeping and process timelines are being met.

### **3.3.3 Application Approval Process**

If the application as an ICS Canada training provider is approved by the AHJ, an ICS Canada endorsement will be provided.

The AHJ will issue a letter to the applicant stating that the applicant meets established

and required national standards. The letter will identify key points regarding the approval, including any expiry date.

A database of recognized ICS training providers will be maintained by the appropriate AHJ and ICS Canada.

### **3.3.4 Training Provider Mentoring**

It is recommended that novice ICS Canada recognized training providers fill Unit Instructor roles on at least two ICS courses prior to assuming the Lead Instructor role. This provides additional opportunity for new instructors to continue to improve their skills and the quality of delivery.

### **3.3.5 Application Denial Process**

If the application is not approved by the AHJ, the reason(s) will be provided to the applicant along with the specific requirements necessary for the applicant to become a recognized ICS training provider.

Should a submission not be approved, the applicant may appeal to the AHJ within 30 days of receiving non-approval notification. The applicant must state why the decision should be reversed, or what changes have been made to warrant a decision reversal.

The AHJ will review the appeal and provide a decision within 60 days of receipt of the appeal. The findings of the chair of the AHJ review committee shall be final and binding.

## **3.4 Training Records**

All ICS recognized training providers shall provide the appropriate AHJ with annual statistical information regarding all ICS training they provide.

The statistical information must include:

- course title/level of training provided;
- number of participants successfully completing course work; and
- location (city/community) of training.

The statistical information for each calendar year should be submitted by January 31 of the following year (e.g. 2012 calendar year information must be submitted by January 31, 2013).

### **3.4.1 Non-Active Training Providers**

Recognized ICS training providers who do not report training records for three consecutive years shall be deemed to be non-active training providers and will be removed from the ICS

Canada Training Providers' database.

Reinstatement of non-active training providers will require a new application on behalf of the training provider and a full review by the appropriate AHJ.

### **3.5 Training Provider Approval Reciprocity**

Prior to delivering any ICS Canada training in another jurisdiction, an approved training provider must self-identify with the local AHJ to ensure they are aware of local protocols.

## Minimum Lead Training Provider Requirements

### I-100:

- Successful completion of \*recognized I-100, I-200 courses.
- Service in a mid-level emergency management and incident response position (leader level or higher) within five years in operational incidents, planned events, or exercises OR have specialized knowledge and experience appropriate for the audience.\*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.

### I-200:

- Successful completion of \*recognized I-100, I-200, I-300 courses OR I-100, I-200 and Awareness Level Train the Trainer.
- Service in a mid-level emergency management and incident response position (leader level or higher) within five years in operational incidents, planned events, or exercises OR have specialized knowledge and experience appropriate for the audience.\*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.

### I-300:

- Successful completion of \*recognized I-100, I-200, I-300 courses and I-400 preferred. Recommended: Advanced Level Train the Trainer.
- Service as Incident Commander, command or general staff position in an incident, planned event or exercise that went beyond one operational period or required a written Incident Action Plan (IAP) within the previous five years in an operational incident or planned event.\*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.

### I-400

- Successful completion of \*recognized ICS-100, I-200, I-300 and I-400
- Required: Advanced Level Train the Trainer
- Service as Incident Commander or in a command or general staff position in an incident, planned event or exercise that required multi-agency coordination and went beyond one operational period or required a written IAP within the previous five years.\*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.

**I-402**

- Successful completion of \*recognized ICS-100, I-200, I-300 and I-400
- Service as Incident Commander or in a command or general staff position in an incident or planned event that required multi-agency coordination and went beyond one operational period or required a written IAP within the previous five years.\*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.

**Position Specific Training Courses (Various)**

- Successful completion of \*recognized I-100, I-200, I-300, I-400 courses.
- Service in the position on at least three occasions on an incident, planned event or exercise that went beyond one operational period or required a written Incident Action Plan (IAP). Service to have occurred within the previous five years in an operational incident or planned event. \*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.

**Awareness Level (I-100, 200) Train the Trainer**

- Successful completion of \*recognized I-100, I-200, I-300
- Service in a mid-level emergency management and incident response position (leader level or higher) within five years in operational incidents, planned events, or exercises OR have specialized knowledge and experience appropriate for the audience.\*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.
- Considerable Experience (5+ courses) delivering I-100 and I-200 courses as a lead training provider.

**Advanced level (I-300) Train the Trainer**

- Successful completion of \*recognized ICS-100, I-200, I-300 and I-400 preferred.
- Service as Incident Commander or in a command or general staff position in an incident or planned event that required multi-agency coordination and went beyond one operational period or required a written IAP within the previous five years.\*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.
- Considerable experience (5+ courses) delivering I-300 and/or 400 courses as a lead training provider.

### **Advanced level (I-400) Train the Trainer**

- Successful completion of \*recognized ICS-100, I-200, I-300 and I-400.
- Service as Incident Commander or in a command or general staff position in an incident or planned event that required multi-agency coordination and went beyond one operational period or required a written IAP within the previous five years.\*\*
- Recognized qualifications in techniques of instruction and adult education methodologies.
- Considerable experience (5+ courses) delivering I-300 and 400 courses as a lead training provider.

\* Recognized ICS courses are ICS Canada Courses. Note: CIFFC ICS Canadian Version (2002), JIBC ICS courses and NWCG/FEMA courses will be recognized as equivalent for the purposes of **lead instructor** requirements.

Unit instructors may deliver specific units of instruction under the direct supervision of the lead instructor. The unit instructor must have successfully completed the ICS course level they are instructing and have the necessary operational background and training delivery experience commensurate with the unit they are instructing.

It is further recommended that novice ICS Canada recognized training providers that meet lead instructor requirements fill unit instructor roles on at least two ICS courses prior to assuming the lead instructor role. This provides additional opportunity for new instructors to continue to improve their skills and the quality of delivery.

#### **\*\* Maintaining Operational ICS Currency/Proficiency**

It is recognized that some training providers will be unable to maintain the operational currency requirements going forward, beyond the initial rolling five year period. As such, remaining active as a lead training provider delivering ICS Canada courses (at least two Awareness level courses annually or one Advanced Level course annually) will be recognized as equivalent to service on an incident, planned event or exercise.

## Assessment Criteria for Review and Approval of ICS Canada Training Provider Application

The following are essential requirements for ICS Canada Recognized training providers:

- teaching credentials;
- experience as an adult educator;
- experience in an emergency management discipline, and
- use of ICS Canada course materials

		Yes	No
1	Applicant has provided proof of teaching credentials as an adult educator and/or proof of experience as an adult educator.		
2	Applicant has provided proof of completion of ICS Canada courses		
3	Applicant has provided proof of ability to perform as an adult instructor through (at least 3) letters of reference and/or other documents, such as student evaluations or instructor appraisals		
4	Applicant has attended an ICS Train the Trainer course and has indicated what level.		
5	Applicant has provided proof of recent experience in an ICS incident response, a planned event or an exercise (within the last five years)		
6	Applicant has provided proof of experience (within previous five years) as an Incident Commander, or in a command or general staff position in an incident that went beyond one operational period or required a written Incident Action Plan.		
7	Applicant has detailed the ICS Canada courses he /she wishes to deliver.		

**Authority Having Jurisdiction**

**Alberta** - Alberta Emergency Management Agency

Applications for training provider approval shall be directed to:

Tom Cox  
Program Coordinator, Training Development  
Alberta Emergency Management Agency  
14515-122 Avenue  
Edmonton, AB T5L 2W4  
Email: [Tom.cox@gov.ab.ca](mailto:Tom.cox@gov.ab.ca)  
Phone: 780-644-4811

**Manitoba** - The Office of the Fire Commissioner

Applications for training provider approval shall be directed to:

Manitoba Emergency Services College.  
1601 Van Horne Ave E  
Brandon, MB  
R7A 7K2

**Newfoundland and Labrador** - Fire and Emergency Services

Applications for training provider approval shall be directed to:

Fire and Emergency Services-NL  
2 Wellon Drive  
Deer Lake, NL, A8A 2N3

**New Brunswick** - Emergency Measures Organization

Applications for training provider approval shall be directed to:

Attn: Don Tupper  
Emergency Measures Organization  
65 Brunswick Street  
Fredericton, New Brunswick, E3B 1G5  
Email: [emo@gnb.ca](mailto:emo@gnb.ca)  
Phone : 506 453-2133

**Northwest Territories** - Emergency Measures

Applications for training provider approval shall be directed to:

Manager, Emergency Measures  
Public Safety  
Municipal and Community Affairs  
Government of the Northwest Territories  
Work: 867 767-9161 ex 21023  
Cell: 867 446-0073  
Fax: 867 873-0309  
[Ivan\\_russell@gov.nt.ca](mailto:Ivan_russell@gov.nt.ca)

## Appendix C

### **Nova Scotia** - Emergency Management Office Nova Scotia

Applications for training provider approval shall be directed to:

Stephen Mills  
The Emergency Management Office of Nova Scotia  
33 Acadia Street,  
Dartmouth, Nova Scotia, B2Y 4R4  
Email: [Stephen.mills@novascotia.ca](mailto:Stephen.mills@novascotia.ca)  
Phone: 902-634-7590

### **Prince Edward Island** - Office of Public Safety Emergency Measures Organization

Applications for training provider approval shall be directed to:

Attn: Tanya Mullally  
Provincial Emergency Management Coordinator  
PEI EMO  
PO Box 911 Charlottetown, PEI, C1A 7L9  
Email: [tmullally@gov.pe.ca](mailto:tmullally@gov.pe.ca)  
Phone: 902-368-5980

### **Saskatchewan** - Emergency Management and Fire Safety Branch of the Ministry of Government Relations

Applications for training provider approval shall be directed to:

Ministry of Government Relations  
Emergency Management and Fire Safety Branch  
5th Floor - 1855 Victoria Avenue, Regina, SK, Canada, S4P 3T2

### **Yukon Territory** - Community Services - Protective Services Division

Applications for training provider approval shall be directed to:

Emergency Management Planner  
Yukon Emergency Measures Organization  
PO Box 2703  
Whitehorse, Yukon, Y1A 2C6

### **Parks Canada Agency** - Natural Resource Conservation Branch - Fire Management Program

Applications for training provider approval shall be directed to:

Jonathan Large  
National Fire Management Officer  
Parks Canada Agency  
1300 – 635 8th Ave S.W.  
Calgary, AB. T2P 3M3  
Email: [jonathan.large@pc.gc.ca](mailto:jonathan.large@pc.gc.ca)  
Telephone: 403-292-8471  
Facsimile: 403-292-4404

**In those Provinces/Territories that aren't represented by an AHJ, SARVAC will provide AHJ services to Ground Search and Rescue Volunteers.**

SARVAC  
Search and Rescue Volunteer Association of Canada  
24 McNamara Drive  
Paradise, NL , A1L 0A6