ICS Canada
Curriculum and Training Standards

2017

DATE	DESCRIPTION OF AMENDMENT	PAGE REFERENCE
Jan 11, 2016	Addition of Position Specific Instructor Requirements	26
Jan 11, 2016	Date removed from the following reference(s) Process to Become an ICS Canada Recognized Instructor AND Under 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 • New Brunswick • Northwest Territories	39
Dec 20, 2016	Updated AHJ contact information • Canadian Coast Guard	39
March 14, 2017	Redraft and reorganization of manual, including addition of position specific training and Agency AHJ, addition of Glossary of Terms	All
July 31, 2017	Edits to definition of AHJ and addition of Agency AHJ. Revision of the term instructor to only reference Instructor and remove references of Unit Instructor.	Several Pages 4 – 5 and various throughout
Feburary 9, 2018	Added AHJ contact information • Ontario	40

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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 this Standards documents as an operational description document (doctrine), which includes standard training course summaries, Instructor qualifications, recognition process, and the process for quality assurance and integrity of the ICS Canada curriculum. Agencies Having Jurisdiction (AHJs) are required to adopt these minimum standards and may choose to add to and exceed these standards to align with their respective quality assurance program. An AHJ can also make a request to ICS Canada for special modification to a part of the Standard, these will be responded to on a case by case basis, the integrity of the ICS Canada product will always be the primary goal for any approvals. Any changes to the standards should be clearly documented and provided to any Instructor conducting courses in their jurisdiction.

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.

Acronyms and Terms

Within this text there are several terms specific to ICS Canada for easy reference some of the more common generic terms are listed below.

AHJ – Authority Having Jurisdiction

AAHJ – Agency Authority Having Jurisdiction

CIFFC: Canadian Interagency Forest Fire Centre

EMO: Emergency Management or Measures Organization

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)

SECTION 1 – ROLES AND RESPONSIBILITIES

PROVINCIAL OR TERRITORIAL AUTHORITY HAVING JURISDICTION – (AHJ)

Only Provincial or Territorial agencies will be referred to as the Authority Having Jurisdiction or AHJ. There is only one AHJ per province or territory. The department normally responsible for ICS Canada AHJ status usually falls to the department responsible for Emergency Management or its counterpart.

AHJs can recognize, within their jurisdiction, Agency Authority Having Jurisdiction. For jurisdictions where an AHJ does not exist, this responsibility will move up to ICS Canada.

AGENCY AHJS - (AAHJ)

The definition of an AGENCY for the purposes of ICS Canada and AHJ is as follows:

- An Agency is defined as a group or organization with a primary first responder role, or who have a mandate or jurisdictional role from either a Municipal, Provincial or Federal level of government. An agency may also be a not for profit group which represents a first responder group from a federal context, for example SARVAC.

Current AAHJs in Canada:
- SARVAC is the recognized AAHJ for all SAR organizations across Canada
- Parks Canada is the recognized AAHJ for all Parks Canada entities across Canada
- Canadian Coast Guard is a recognized Agency AHJ for all Coast Guard across Canada.
- CIFFC is an AAHJ for the Wildland Fire Group across Canada.

Although an AAHJ can be located within the geographic boundaries of an AHJ, the AAHJ does not fall under the administrative scrutiny of the AHJ. The AAHJ scope of training delivery is targeted internally towards their respective organizations, and could be extended to stakeholders, assisting or cooperating agencies that would potentially work with the AAHJ on an incident.

An AAHJ that is located within an AHJ province or territory is asked to establish and maintain open lines of communication with the AHJ with regard to ICS and ICS training opportunities. An A-AHJ may provide training records to an AHJ for training conducted within the AHJ jurisdiction to maintain provincial student databases. An AAHJ retains the option of whether or not to list its instructors within the instructor database. AHJ and AAHJ instructors are encouraged to network and collaborate on training opportunities wherever possible. An AAHJ instructor co-instructing with an AHJ instructor will do so as an employee of the AAHJ organization.

Throughout this manual when referencing AHJ and AAHJ it will be commonly referenced as A/AHJ unless there are specific variances which need to be clarified.

Roles and Responsibilities of A/AHJs

<u>LEAD INSTRUCTOR DESIGNATION</u>

- Any individual can submit an application to the respective AHJ or AAHJ (commonly referred to as A/AHJs) to become an Instructor of the various training levels. A sample application form is available from ICS Canada.
- Only an A/AHJ can approve Instructors to deliver ICS Canada branded curriculum.
- AHJs will review all applications and determine their eligibility into the program. It will be determined whether the applicant is denied or if there is a requirement for the applicant to participate in additional teaching assignments before being granted Instructor status.
- AAHJ instructors will most likely follow an established training program and training strategy for their respective organizations. Such programs should have processes for instructor selection.
- An instructor applicant can apply to instruct any number of courses and be recognized as an ICS Lead Instructor if they meet the requirements established by the A/AHJs.
- Individuals who have not received Instructor status may teach on ICS courses with the intent of either mentoring as a future ICS Canada Instructor or as a subject matter expert to enhance teaching material. In either scenario the individual must be supervised by a qualified ICS Canada Instructor.   These individuals are not listed in the instructor database nor do they have access to the training curriculum website.
- An A/AHJ cannot endorse an instructor application who resides in another province territory where an AHJ exists. In the case of an AAHJ, the AAHJ cannot endorse an instructor outside of its agency to instruct in another jurisdiction. However, an A/AHJ can endorse an instructor from outside of the jurisdiction, from an area without an AHJ, to teach courses within their respective jurisdiction.

The roles and responsibilities for A/AHJs are identical except for one exception:

- When a Lead Instructor from an AAHJ wishes to deliver outside training of jurisdiction of the AAHJ, they must apply to the AHJ to request instructor status.

<u>QUALITY CONTROL/AUDITING INSTRUCTOR</u>

As part of the quality control assurance, it is recommended that the A/AHJ periodically audit or visit courses, especially for new Instructors. All ICS Canada Instructors (except for AAHJ instructors teaching within their agencies) are to advise the AHJ of any training occurring within the AHJ's geographic area of responsibility. An AHJ can audit any instructor conducting courses within the AHJ's area of responsibility. AAHJs and AHJs should always look for collaborative opportunities to share instructors and student seats.

The AHJ's endorsement of Instructor status should not be taken lightly. The success of the program is based on the competencies of strong Instructors to properly deliver the curriculum. Careful selection of candidates, auditing of delivery and mentoring of new Instructors will go a long way to building a reputable and respected program.

CERTIFICATE TRACKING

Instructors must forward course rosters of all course participants taught within the jurisdiction to the responsible AHJ. This information may be used and required to validate student participation by AHJs should certificates require re-issuing. See section on Replacement Certificates and Re-Writes.

ICS CANADA STEERING COMMITTEE

The ICS Canada Steering Committee is made up of Provincial, Territorial, Federal and Agency representatives who are committed to the use of the ICS Canada curriculum.

The ICS Canada Steering Committee reserves the right to audit jurisdiction procedures to ensure standards, record keeping, and process timelines are being met.

A database of recognized ICS Instructors will be maintained by the appropriate A/AHJ and ICS Canada. ICS Canada will provide support to A/AHJs in order to consistently and efficiently deliver and maintain ICS Canada curriculum and maintain the integrity of ICS Canada products.

ICS Canada can recognize agencies as AAHJs if they are located in a province without an identified ICS Canada AHJ. In those instances, ICS Canada will notify, in writing, the respective provincial or territorial emergency management organization of the request for their awareness.

The A/AHJ or designate issuing certificates is responsible for issuing replacement (lost) certificates within a five year period of the specific ICS course having occurred according to A/AHJ policy. Replacement certificates may be sent in electronic format.

The AHJ should maintain a database of Course participants that have completed ICS training. *The dates* of the training shall be noted as well as the course participant's name and organizational affiliation.

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

A/AHJ ACCESS TO TRAINING MATERIAL AND DATABASE

Once an ICS Canada A/AHJ has been designated, the A/AHJ designated administrator and lead contact for the program will receive administrator access to the ICS Canada Instructor database. An Administrator will be able to add/edit/delete Instructors within the database. Only Instructors designated as Lead Instructor should be entered into the database. Those designated as Unit Instructor do not have access to the training products and are not entered into the database. It will be the responsibility of the Lead Instructor to determine unit assignments and ensure the correct materials are provided.

Once an Administrator has added a Lead Instructor to the database, the administrator can then enable access to courses the Instructor is authorized to deliver.

As previously noted, ICS Canada allows the AAHJs to determine whether or not to list their Instructor within the national database.

COURSES AND COURSE CALENDARS

A/AHJs are encouraged to advertise and publish course announcements and calendars for training being facilitated and conducted by the A/AHJ. AHJ Instructors are not required to advertise training, but they are required to inform the AHJ of any training they are delivering within the respective jurisdiction. It is encouraged, whenever possible and practical, to open seats to other disciplines, agencies or organizations.

All training material will be provided for free to all AHJs. It is not the intention of ICS Canada to provide material to AHJs to make a profit from the delivery of training. Cost recovery for training is an acceptable expectation. Contracting Instructors are permitted to charge a fee for delivery of training.

AHJ SUPPORT

ICS Canada does not provide any endorsement of Instructors. A/AHJs can reach out to other A/AHJs for information on Instructors if looking for recommendations or feedback. The Instructor database should be used to help support A/AHJs looking for qualified Instructors and is used by ICS Canada for the purposes of communicating with and supporting Instructors. A/AHJs are strongly encouraged to network with other A/AHJs.

The ICS Canada website (www.icscanada.ca) is a public website and a resource for A/AHJs and Instructors where all information related to "ICS Canada" is stored and posted. Course material and instructor resources are maintained behind a password protected folder. Only those who are enabled in the instructor database can access the password protected material.

ICS Canada employs a part time coordinator to support the A/AHJs if there are any questions, challenges or issues that require a response or action. Contact information can be found in the appendices of this document.

QUALITY ASSURANCE PROGRAM

This quality assurance program should include the following minimum features:

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

At any time, the A/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. In situations where the A/AHJ representative has deemed that the delivery or course materials are below standard the Instructor will be contacted by the A/AHJ with the specific concern(s).

ICS Canada Instructors are expected to address any 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 Instructor name from the ICS Canada Instructor database. Notification should also be made to ICS Canada for awareness.

If an Instructor recognized from another province teaches in a jurisdiction of another AHJ and issues are found with the delivery of the training material it is suggested that the AHJ reach out to the Instructor's home AHJ to discuss appropriate steps to address.

INSTRUCTOR APPLICATION REVIEW

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

The AHJ may use the standard checklist provided (see Appendix) for reviewing Instructor applications. The AHJ should advise the applicant of the results within a timely manner after receiving and reviewing the application.

AAHJ instructor selection and approval process for teaching ICS Canada material will most probably follow the Agency's training plan and training strategy. The same Standards Document applies to both.

SECTION 2 STANDARD TRAINING

<u>INTRODUCTION</u>

Standard training curriculum has 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.

It is recommended that A/AHJs ensure sufficient time has elapsed after attending the I-200 or I-300 course for course 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). A/AHJs may evaluate and assess course participant's previous operational knowledge and experience through a PLAR process on a case by case basis that may shorten the time period between courses. It is expected that all course participants are experienced at their current trained level before taking advanced training.

By no means shall any ICS Canada Instructor deliver courses to the same audience back to back unless it is supported by the A/AHJ. It is the intention that a period of time should pass between courses to allow the candidate to apply training and gain experience before moving to the next level. There will be circumstances because of operational, financial or logistical challenges for which an Instructor may request approval to deliver courses concurrently. Any approvals will be made on a case by case basis and according to A/AHJ policy.

<u>TRAINING LEVELS</u>

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

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

Levels:

- I-100 and I- 200 are awareness level training courses.
- I-300 and I-400 are advanced level training courses.

Position specific training has been developed to build further capacity and understanding of the roles and responsibilities for positions. The following curriculum has been developed:

- Incident Commander
- Safety Officer
- Strike Team/Task Force Leader
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Information Officer * in development
- Finance and Administration Section Chief * in development
- Finance and Admin Units * in development
- Situation Unit Leader * in development
- Resource Unit Leader * in development
- Facilities Unit Leader * in development
- Supply Unit Leader * in development

ASSESSMENT BASED CERTIFICATES

The ICS I-100 through I-400 assessment based certificates do not provide a professional certification but rather the *education and training* to help course participant acquire specific knowledge, skills, and/or competencies associated with intended learning outcomes.

The ICS I-100 through I-400 courses:

- Evaluate course 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 course participants who demonstrate that they have met the intended learning outcomes by passing the course assessment(s).

- Focus on the educational aspects of the course provided throughout the training.

Course participants will be issued assessment based certificates by either the Instructor or the AHJ for all I-100 to I-400 courses. Certificates may be issued either electronically or in hard copy format. Instructors can issue certificates of attendance for the I-402 course; however, there is no standard template or an assessment. If an instructor does issue certificates it is required to follow the same template format used in other courses provided by ICS Canada.

If there is more than one Instructor delivering a course, only one should be designated as the Primary Instructor with the responsibility to sign certificates, perform administrative course management and ensure delivery of the curriculum.

ADDITIONAL TRAINING

The ICS I-series 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 will be required to supplement generic ICS training with specific, specialized training to practice the skills offered in the curriculum for their own specific operational roles during a response to an incident or event.

CERTIFICATE RECIPROCITY

Course participants who receive a certificate upon successful completion of a level of approved ICS Canada training by a recognized ICS Instructor, shall be able to enroll in other applicable ICS courses offered by other ICS Canada - recognized Instructors within Canada.

If a participant presents a certificate from another training program, non ICS Canada, an A/AHJ may choose to request a participant to complete an equivalency exam or PLAR prior to accepting the certificate as equivalent according to their respective training policy. For the purposes of aligning with the ICS Canada teaching curriculum currently only FEMA ICS training should be considered equivalent as this material was the basis for the development of the ICS Canada curriculum. Ultimately the final decision and process lies with the responsible A/AHJ.

ICS CANADA TRAINING MATERIALS

Only a recognized ICS Canada Instructor may access/use ICS Canada training material once they have received approval from their respective A/AHJ.

Course participants on Train the Trainer courses do not get access to ICS Canada Training materials until they have been approved by the appropriate AHJ as an Instructor.

CLASS SIZE AND COURSE DELIVERY METHODOLOGY

It is important to ensure that class sizes are appropriate to allow all course participants to gain the maximum benefit and be fully engaged in the training. In general terms it is recommended that ICS classes not exceed a 1:12 Instructor /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 course participant maximum during classroom delivery.

While some courses lend themselves to self-study and online delivery, the majority of the ICS Canada courses shall be conducted in workshop settings to maximize the learning opportunities provided through the exercises. Alternative delivery methods for ICS Canada materials shall be reviewed and approved by the ICS Canada Steering Committee.

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 course participant and instructor manuals shall not be altered in whole or in part without the expressed written permission of ICS Canada.

Instructor and course 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 outlined for each course.
- 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 changes to content are permitted.
- Instructors are encouraged to submit optional exercises to help create a "bank" of scenarios and activities to ICS Canada for approval at least 4 weeks prior to the planned delivery.
- 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.
- Exercises may be modified (with prior permission of ICS Canada) to reflect local situations, resources and conditions where the course participant will be likely to fill incident assignments. The objectives and intent of the exercises must remain intact.

SECTION 3 ICS COURSE DESCRIPTIONS/ STANDARDS

ICS I-SERIES COURSES GENERAL INFORMATION

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

DELIVERY AND LENGTH

The length of each course is provided in the respective course summaries; more time will be required for any course if agency specific material is added. All courses are interactive.

PREREQUISITES

The prerequisite for each course is provided in the respective course summaries. Sufficient time must have elapsed after attending an ICS course for course participants to use the knowledge gained in an operational setting or training exercise prior to attending the next level of training. Course 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. The Instructor for each course is responsible for verifying that all participants have the necessary prerequisites.

TARGET AUDIENCE

Agencies are responsible for determining who within their organization requires the various levels of ICS training, based on local incident management organizational planning.

TESTING AND EVALUATION PROCEDURES

Course participants must obtain 80% or higher on the final examination to receive a certificate of completion for the I series courses which are open book. Exams are limited to two hours maximum. Instructors will also be assessing the course participants' grasp of ICS concepts through the group exercises.

Exams will be administered according to AHJ policy and may include an independent proctor. Rewrites are limited to one per participant and according to AHJ policy.

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.

DELIVERY AND LENGTH

- Self-Study – Online Version - the self-study guide and online versions can be completed in two to four hours.
- Classroom Version – this version requires a minimum of five and a half hours for presentation, exclusive of breaks.

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: the requirements and purpose to use ICS and common incident tasks.
- Basic Principles and Features of ICS
- Incident Commander and Command Staff Functions: roles and functions of the Incident Commander and Command Staff.
- General Staff Functions: roles and functions of the Operations, Planning, Logistics and Finance/Administration sections.
- Facilities: basic ICS facilities, their use and location, and facility map symbols.
- Common Responsibilities: common mobilization responsibilities and common responsibilities at an incident, individual accountability responsibilities, and common demobilization responsibilities.

PREREQUISITES

There are no prerequisites for I-100 training.

TARGET AUDIENCE

Typically, agencies and organizations adopting and implementing ICS should require all 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 to complete I-100.

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

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COURSE DESCRIPTION

I-200 defines the unique qualities of ICS as an event or incident management system. 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.

DELIVERY AND LENGTH

This course is Instructor facilitated and requires a minimum of 14 hours for presentation, exclusive of breaks.

LEARNING OUTCOMES

At the successful completion of this course participants will be able to demonstrate basic knowledge of ICS through:

- Leadership and Management: chain of command, formal communication relationships, common leadership responsibilities, span of control and modular development, and position titles.
- Delegation of Authority and Management by Objectives: scope of authority and the process by which authority is delegated.
- Management by objectives and Transfer of Command
- Functional Areas and Positions: introduction to the process used to manage an incident, the function of organizational positions, and demonstration of the use of an ICS 201 form.
- Briefings: operational briefings and field, staff and section briefings/meetings.
- Organizational Flexibility: modular organization expansion and contraction, complexity analysis, five types of incidents, and the importance of preparedness plans and agreements.

PREREQUISITES

The prerequisite for I-200 is I-100.

TARGET AUDIENCE

Typically the following would be included: responder level—emergency response providers and disaster workers who are entry level to supervisory level, including emergency medical service personnel, firefighters, medical personnel, police officers, public health personnel, public works/utilities personnel, and other emergency management response personnel.

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. I-300 is designed to enable personnel to operate efficiently during an incident or event using ICS in supervisory roles on expanding or Type 3 Incidents.

DELIVERY AND LENGTH

This classroom based, Instructor facilitated course requires a minimum of 17 hours (two and half days) for presentation, exclusive of breaks.

LEARNING OUTCOMES

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

- ICS Fundamentals Review: ICS fundamentals and organization, reporting and working relationships, information flow, and transfer of command.
- Unified Command: features, organization and functions in a multi-jurisdictional or multiagency incident. Roles and reporting relationships under a unified command in single and multi-jurisdictional incidents.
- Incident Management Operations: methods and tools used to assess incident/event complexity and transferring and assuming incident command. The key principles of incident management operations and additional training on developing incident objectives, strategies, and tactics.
- Resource Management: basic principles, steps of resource management and use of appropriate ICS forms.
- Planning Process: planning for incidents or events in reference to the major planning steps, such as logistical concerns, cost-benefit analysis, situational understanding, plan development, implementation, and evaluation.
- Demobilization, Transfer of Command: planning, impact of agency specific policies, procedures, and agreements, and terminating command

PREREQUISITES

The prerequisite for I-300 is I-200.

TARGET AUDIENCE

Individuals recommended to take the I-300 course include mid-level management 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.

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.

DELIVERY AND LENGTH
This classroom based, Instructor facilitated course requires 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.

LEARNING OUTCOMES

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

- Major and/or Complex Incident/Event Management: Deputies and Assistants: primary factors affecting major and/or complex incidents and events, expansion options for incident/event organization.

- Area Command: principal advantages of area command, including how, where, and when area command would be established, area command organization and primary functions.

- Unified Command: unified command structure and operations.

- Organizational Relationships: organizational relationships among area command, unified command, multi-entity coordination systems, and emergency operation centres/emergency coordination centres.

PREREQUISITES
The prerequisite for I-400 is I-300.

TARGET AUDIENCE
Typically, personnel 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.

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 presentation 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 presentation 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.

DELIVERY AND LENGTH

The presentation of the 402 will take approximately two hours. The course is intended to be delivered in a lecture format presented by an ICS Canada Instructor.

LEARNING OUTCOMES

At the successful completion of this presentation participants will be able to demonstrate a basic knowledge of the Incident Command System to endorse and support site operations from an executive or administrative view.

PREREQUISITES

There are no prerequisites for the I-402.

TESTING AND EVALUATION PROCEDURES

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

TARGET AUDIENCE

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

TRAIN THE TRAINER AWARENESS LEVEL (I-100-I-200)

COURSE DESCRIPTION

Train the Trainer Awareness Level is designed to prepare course participants become future ICS Instructor to deliver ICS Canada I-100 and I-200 curricula.

DELIVERY AND LENGTH

This classroom based Instructor facilitated course requires a minimum of 12 hours for presentation, exclusive of breaks. The course is interactive and provides an opportunity for course participants to deliver portions of material and facilitate a learning exercise.

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 Unit Instructor in a classroom setting. Course participants may then make application to the responsible AHJ for recognition as an ICS Canada Instructor. ICS training materials will not be provided to course participants until they are recognized as an Instructor.

PREREQUISITES

a) Successful completion of recognized I-100 and 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.

TESTING AND EVALUATION PROCEDURES

There is no formal final exam; the instructor delivering the course will assess understanding of the concepts by course participants through group discussions and team activities.

TARGET AUDIENCE

Agencies are responsible to determine who within their organization will deliver ICS training.

TRAIN THE TRAINER ADVANCED LEVEL (I-300 - I-400)

COURSE DESCRIPTION
Train the Trainer Advanced Level is designed to prepare course participants become ICS Canadian Instructor to deliver ICS Canada I-300 and I-400 curricula.

DELIVERY AND LENGTH
This classroom based Instructor facilitated course requires a minimum of 14 hours for presentation, exclusive of breaks. The course is interactive and provides an opportunity for course participants to participate in a variety of group and team-teaching exercises.

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 an Instructor facilitator in a classroom setting. Course participants may then make application to the responsible AHJ for recognition as an ICS Canada Instructor. ICS training materials will not be provided to course participants until they are recognized as Instructor.

PREREQUISITES

a) Successful completion of recognized I-300 and 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.

TESTING AND EVALUATION PROCEDURES
There is no formal final exam; the instructor delivering the course will assess understanding of the concepts by course participants through group discussions and team activities.

TARGET AUDIENCE
Agencies are responsible to determine who within their organization will deliver ICS training.

POSITION SPECIFIC TRAINING GENERAL INFORMATION

All position specific training courses are designed to address the roles and responsibilities of the respective position on a Type 3 Incident Management Team.

PREREQUISITES

The prerequisite for all position specific courses is I-300. Course 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.

TARGET AUDIENCE

Agencies and organizations are responsible to determine who within their organizations requires ICS Position Specific training, based on local incident management organizational planning.

The audience may include students from a variety of agencies and functional disciplines, including fire service, law enforcement, emergency management, public works departments, as well as public health organizations, medical emergency teams and hospitals.

TESTING AND EVALUATION PROCEDURES

Course participants must obtain 70% or higher on the final exam to receive a certificate of completion. Exams are "closed book" and limited to a two hour maximum. Instructors will assess understanding of the duties and responsibilities of the specific position.

Exams will be delivered according to AHJ policy. An independent exam proctor may be used. Should a course participant not be successful on the exam, one rewrite can be provided according to AHJ policy.

Incident Commander Course

COURSE DESCRIPTION

The course provides emergency responders with an overview of key duties and responsibilities of a Type III Incident Commander in a Type III All-Hazards Incident Management Team (AHIMT).

DELIVERY AND LENGTH

This classroom based Instructor facilitated course requires a minimum of 30 hours for presentation, exclusive of breaks optimally presented over five - eight hour days.

LEARNING OUTCOMES

At the conclusion of the course participants will be able to demonstrate position specific knowledge:

- Duties, roles, responsibilities, and capabilities of an effective Incident Commander.

- How to manage an IMT through an understanding of the interactions between the Incident Commander and the individual members of the IMT.
- Incident Commander's responsibilities in IMT administration and readiness.
- The purpose and function of command, agency oversight, support, and coordination.
- The command structures and MACS from the Incident Commander's standpoint.
- The interaction and cooperation between the Agency Administrator and the IC.
- The procedures an IC should follow to ensure effective and safe transfer of command.
- Effective communication practices for addressing internal and external audiences.
- Incident objectives, strategies, and tactics as they are used by the IC.
- The plans and meetings for which the IC is responsible.
- The staffing responsibilities and considerations of the Incident Commander.
- How the IC can identify and manage a special situation that occurs within an incident.
- The financial management responsibilities of the IC and the role of the Finance Section.
- Effective and advantageous personal documentation practices for the IC.
- The process of demobilization and the evaluations of the Command and General Staff.

SAFETY OFFICER

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COURSE DESCRIPTION
This course provides emergency responders with an overview of key duties and responsibilities of a Safety Officer Type III in a Type III AHIMT.

DELIVERY AND LENGTH
This classroom based Instructor facilitated course requires a minimum of 27 hours for presentation, exclusive of breaks optimally delivered over four- eight hour days.

LEARNING OUTCOMES
At the conclusion of the course participants will be able to demonstrate position specific knowledge with:

- The duties, responsibilities, and capabilities of an effective Safety Officer on an All-Hazards Incident Management Team

- The roles and responsibilities when assuming the position and creating an attitude of safety on an incident

- The information needed when beginning work on an incident and potential sources for obtaining that information

- The distinction between a hazard and a safety risk, and identify situations and actions that are of high importance to the Safety Officer

- The techniques that can be used to prioritize hazards for mitigation, the different types of mitigation and accident prevention

- The purpose, components, and use of ICS Form 215A and the ICS Form 208

- The various methods of communicating safety risks and mitigations through the Incident Safety Plan, Assistant Safety Officers, Safety Messages, and briefings

- The Safety Officer's interactions with the Logistics Section (and its various sub-units) to ensure that personnel needs are safely met

- The ability to identify unsafe actions and situations while working on the incident, how to prevent those safety risks, and how to stop unsafe operations

- Ensuring safety and demobilizing the Safety Unit during incident demobilization

LIAISON OFFICER

COURSE DESCRIPTION

This course provides emergency responders with an overview of key duties and responsibilities of a Liaison Officer Type III in a Type III AHIMT.

DELIVERY AND LENGTH

This classroom based Instructor facilitated course requires a minimum of 12 hours for presentation, exclusive of breaks optimally delivered over two - eight hour days.

LEARNING OUTCOMES

At the conclusion of the course participants will be able to demonstrate position specific knowledge with:

- The duties, responsibilities, and capabilities of an effective Liaison Officer on an AHIMT.
- The role and importance of the Liaison Officer as a member of the command staff.
- The function of an Agency Representative (AREP).
- The roles and responsibilities of the Liaison Officer regarding stakeholders and evaluate Liaison Officer success.
- The types of communication and work location needs for a given incident.
- The process and relevant parties involved in incident information flow including the role of Assistant Liaison Officers.
- How the Liaison Officer fits into the planning process.
- How to determine the proper steps to follow in the event of a special situation.
- The demobilization process as it relates to the duties of the Liaison Officer.

OPERATIONS SECTION CHIEF

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COURSE DESCRIPTION

This course provides emergency responders with an overview of key duties and responsibilities of a Operations Section Chief Type III in a Type III AHIMT.

DELIVERY AND LENGTH

This classroom based Instructor facilitated course requires a minimum of 24 hours for presentation, exclusive of breaks optimally delivered over four- seven/eight hour days.

LEARNING OUTCOMES

At the conclusion of the course participants will be able to demonstrate position specific knowledge with:

- The duties, responsibilities, and capabilities of an effective Operations Section Chief on an AHIMT.
- The roles, responsibilities, and importance of the Operations Section Chief as a member of the general staff.
- How the Operations Section Chief fits into the planning process.
- The demobilization process as it relates to the duties of the Operations Section Chief.

DIVISION GROUP SUPERVISOR

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COURSE DESCRIPTION

This course provides emergency responders with an overview of key duties and responsibilities of a Division/Group Supervisor Type III in a Type III AHIMT.

DELIVERY AND LENGTH

This classroom based Instructor facilitated course requires a minimum of 20 hours for presentation, exclusive of breaks optimally delivered over three - eight hour days.

LEARNING OUTCOMES

At the conclusion of the course participants will be able to demonstrate position specific knowledge with:

- The duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an AHIMT.

STRIKE TEAM TASK FORCE LEADER

<u>COURSE DESCRIPTION</u>

This course provides emergency responders with an overview of key duties and responsibilities of a Strike Team/Task Force Unit Leaders Type III in a Type III AHIMT.

<u>DELIVERY AND LENGTH</u>

This classroom based Instructor facilitated course requires a minimum of 20 hours for presentation, exclusive of breaks optimally delivered over three - eight hour days.

<u>LEARNING OUTCOMES</u>

At the conclusion of the course participants will be able to demonstrate position specific knowledge with:

- The duties, responsibilities, and capabilities of an effective Strike Team/Task Force Leader on an AHIMT.

PLANNING SECTION CHIEF

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COURSE DESCRIPTION
This course provides emergency responders with an overview of key duties and responsibilities of a Planning Section Chief Type III in a Type III AHIMT.

DELIVERY AND LENGTH
This classroom based Instructor facilitated course requires a minimum of 24.5 hours for presentation, exclusive of breaks optimally delivered over three - eight hour days.

LEARNING OUTCOMES
At the conclusion of the course participants will be able to demonstrate position specific knowledge with:

- Describe the function of the Planning Section and the roles and responsibilities of the Planning Section Chief.
- The information gathered from the initial meetings, briefings and documents.
- The function of the Resources Unit and the roles and responsibilities of the Resources Unit Leader.
- The function of the Situation Unit and the roles and responsibilities of the Situation Unit Leader.
- The purpose, timing and structure of each of the meetings, briefings and documents in the Planning Cycle.
- The key strategies for interacting with members of the Planning Section, members of the IMT, and personnel outside of the IMT.
- The responsibilities of the Documentation Unit and Demobilization Unit Leaders and the purpose of the Final Incident Package

LOGISTICS SECTION CHIEF

COURSE DESCRIPTION
This course provides emergency responders with an overview of key duties and responsibilities of a Logistics Section Chief Type III in a Type III AHIMT.

DELIVERY AND LENGTH
This classroom based Instructor facilitated course requires a minimum of 32 hours for presentation, exclusive of breaks optimally delivered over five - eight hour days.

LEARNING OUTCOMES
At the conclusion of the course participants will be able to demonstrate position specific knowledge with:

- The duties, responsibilities, and capabilities of an effective Logistics Section Chief.
- The responsibilities of the Logistics Section Chief in relationship to the responsibilities of Unit Leaders within the Section.
- The responsibilities of specific Units in the Logistics Section including:
    - Facilities Unit Leader.
    - Ground Support Unit Leader.
    - Supply Unit Leader.
    - Food Unit Leader.
    - Medical Unit Leader
    - Communications Unit Leader
- The priorities of the Logistics Section Chief upon initial activation, describing how the Logistics Section Chief translates these priorities into action.
- Considerations in activating, briefing, and assessing the capabilities of each Unit
- Identify the Logistics Section Chief's coordination and communication responsibilities outside the Logistics Section.
- Identify techniques for successfully managing personnel and demobilizing.

SECTION 4 INSTRUCTOR STANDARDS

INTRODUCTION

The ICS Canada Steering Committee has established a set of standards and requirements for individuals wishing to deliver ICS Canada training I-100 through I-402, associated train the trainer, and position specific training courses. It is important that ICS training be delivered by knowledgeable, competent Instructors 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 ICS Instructor. The standards establish the minimum requirements for ICS delivery while preserving the integrity of the accepted ICS Canada system.

In general terms this document establishes and outlines:

- essential requirements for ICS Instructors;
- evaluation criteria for ICS Instructors;
- process to become a recognized ICS Instructor; and
- criteria for maintaining certification.

ICS CANADA RECOGNIZED INSTRUCTOR

The following are essential requirements for all ICS Canada Instructors:

- qualified by a combination of education and demonstrated ability as an adult instructor;
- approved under an Authority Having Jurisdiction (AHJ);
- 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 Instructors should identify what ICS level(s) they are applying to teach. Once an ICS Instructor is ICS Canada recognized, the Instructor 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 the Appendices of this document.

CERTIFICATION AND EXPIRY

A/AHJs are the approving body for ICS Canada Instructors and may require Instructors to follow specific agency policy for application and recertification. ICS Canada at a minimum requires all ICS Canada Instructors be recognized as follows:

- be certified for at least five (5) years; an AHJ may choose to shorten the certification period.

- Maintaining Operational ICS Currency/Proficiency - It is recognized that some Instructors will be unable to maintain the operational currency requirements at all times. As such, remaining active as an Instructor requires the delivery of ICS Canada courses (at least two Awareness level courses annually or one Advanced Level course annually) which will be recognized as equivalent to service on an incident, planned event or exercise.

EVALUATION OF COURSES

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

ICS Instructors 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. These evaluations may also be used to assess the quality of the Instructor.

QUALITY ASSURANCE - TRAINING DELIVERY

Effective training delivery and continued use of current course materials are vital to maintain high quality and consistent ICS training across the country. The A/AHJ shall have a quality assurance program in place to assess the delivery of ICS training.

Instructors need to advise their respective AHJ of future training deliveries. At any time, the A/AHJ may monitor Instructors and review the course materials presented to ensure they continue to meet approved standards. Updates to course material will be posted on the ICS Canada website www.icscanada.ca and be accessible to recognized ICS Canada Instructors. If an AHJ has deemed that the delivery or course materials are below standard, the Instructor will be contacted by the A/AHJ with the specific concern(s).

ICS Canada Course Transferability

Course participants who successfully complete a level of approved ICS Canada training with an ICS Instructor shall be able to enroll in other applicable ICS Canada courses offered by other ICS Canada Instructors.

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

In cases where a course participant has been inactive in a response or support role either on an incident/event or a practical exercise or where a period of no longer than five years have elapsed between ICS training, it is reasonable to expect the course participant to complete an equivalency exam prior to enrolling in the next level of ICS training.

Process to Become an ICS Canada Recognized Instructor

To be nationally recognized, an individual interested in delivering ICS Canada course(s) must apply to the appropriate AHJ within their respective province, territory or federal organization according to AHJ policy. It is recommended that Instructor applications shall include at minimum the following information:

- Training background and experience in the field of instruction (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, I-200, I-300, I- 400 and any position specific training;
- Any ICS Canada Train the Trainer course taken. FEMA and CIFFC Train the Trainer courses may be accepted as equivalent according to AHJ Policy;
- Identification of background and experience in emergency response management and ICS training (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 (specific incident experience, incident command position filled, and when.)
- 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 three 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.

INSTRUCTOR APPLICATION REVIEW AND APPROVAL PROCESS

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

The AHJ may use the standard checklist provided (see Appendix B) for reviewing Instructor applications. A decision should be made upon review if the individual will be granted Lead or Unit Instructor status. The AHJ should advise the applicant of the date of next application review and provide results within 30 days of review date.

If the application as an ICS Canada Instructor is approved, 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 should identify key points regarding the approval, including any expiry date.

AAHJ instructor endorsement will comply with the agencies' policies for instructor development, at the same time acknowledging the Standards Document.

APPLICATION DENIAL PROCESS

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

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, if applicable, shall be final and binding.

AAHJ will follow agency policy and procedures for instructor nomination and recognition.

INSTRUCTOR MENTORING

A/AHJs may wish to mentor individuals as future ICS Canada Instructors to build capacity and diversity within the instructor cadre. It is recommended that at minimum potential candidates teach different units on at least two ICS courses prior to making application as an Instructor. This may be adjusted

according to AHJ training policy.

When mentoring future Instructors a recognized ICS Canada Instructor must provide supervision and guidance to ensure adherence to the teaching material.

TRAINING RECORDS

All ICS recognized Instructors shall provide the A/AHJ with statistical information regarding all ICS training they provide. The frequency of submitting the information will be determined by the AHJ

The statistical information must include:

- name of each course participant;
- course title/level of training provided;
- number of course participant successfully completing course work; and
- location (city/community) of training.
- Any additional information requested by the A/AHJ.

NON-ACTIVE INSTRUCTOR

Recognized ICS Instructors who do not report training records for three consecutive years shall be deemed to be a non-active Instructor and will be removed from the ICS Canada Instructor database by the responsible AHJ. Unit Instructors who have not taught for the same length (three consecutive years) shall also be deemed non-active and may require reinstatement based on AHJ process.

Reinstatement of non-active Instructors will require a new application and a full review by the appropriate AHJ.

AAHJ organizations will follow agency policies and processes to determine instructor activity requirements.

INSTRUCTOR NOTIFICATION WHEN TEACHING OUTSIDE OF AHJ JURISDICTION

Prior to delivering any ICS Canada training in another jurisdiction, the ICS Canada Lead Instructor must self-identify with the local respective, responsible AHJ to ensure awareness of local training protocols. Course rosters and evaluation forms must also be submitted to the responsible AHJ within two weeks of the completed training.

Instructor Requirements For Application

Access to training materials will be provided once Instructor status is awarded and approved by the responsible A/AHJ.

I-100:

- Successful completion of ICS Canada I-100, I-200 courses.

- Service in a mid-level emergency management or 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 ICS Canada 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 ICS Canada 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 ICS Canada ICS-100, I-200, I-300 and I-400

- Successful completion of ICS Canada Advanced Level Train the Trainer if deemed to be required by the AHJ.

- Recommended to have served 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 ICS Canada ICS-100, I-200, I-300 and I-400.
- Recommended to have served 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

- Successful completion of ICS Canada I-100, I-200, I-300, I-400 courses.
- Recommended to have served 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 & I-200) TRAIN THE TRAINER

- Successful completion of ICS Canada 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 an Instructor.

ADVANCED LEVEL (I-300) TRAIN THE TRAINER

- Successful completion of ICS Canada ICS-100, I-200, I-300 and I-400 preferred.

- Recommended to have served 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 an Instructor.

ADVANCED LEVEL (I-400) TRAIN THE TRAINER

- Successful completion of ICS Canada ICS-100, I-200, I-300 and I-400.

- Recommended to have served 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 an Instructor.

APPENDIX A - ASSESSMENT CRITERIA FOR REVIEW AND APPROVAL OF ICS CANADIAN INSTRUCTOR APPLICATION

The following are essential requirements for ICS Canadian Instructors:

- 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. (optional according to AHJ)		
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 would like to be allowed to deliver.		

APPENDIX B - AUTHORITY HAVING JURISDICTION LISTING

Alberta - Alberta Emergency Management Agency
Applications for Instructor approval shall be directed to:
Tom Cox
Program Coordinator, Training Development
Alberta Emergency Management Agency
14515-122 Avenue
Edmonton, AB T5L 2W4
Email: Applications: aema.training@gov.ab.ca Inquiries: Tom.Cox@gov.ab.ca
Phone: 780-644-4811

Manitoba - The Office of the Fire Commissioner
Applications for Instructor 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 Instructor 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 Instructor approval shall be directed to:
Attn: Don Tupper
Emergency Measures Organization
65 Brunswick Street
Fredericton, New Brunswick, E3B 1G5
Email: emo@gnb.ca
Phone: 506 453-2133

Northwest Territories - Emergency Measures
Applications for Instructor 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

Nova Scotia - Emergency Management Office Nova Scotia
Applications for Instructor 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
Phone: 902-634-7590

Ontario – Office of the Fire Marshall and Emergency Management
Applications for Instructor approval shall be directed to:
Heather Gosein
Office of the Fire Marshal and Emergency Management
25 Morton Shulman Ave
Toronto, ON, M3M 0B1
Email: Heather.Gosein@ontario.ca
Voice: 647-329-1093

Prince Edward Island – PEI Emergency Measures Organization
Applications for Instructor approval shall be directed to:
Attn: Tanya Mullally
Provincial Emergency Management Coordinator
PEI EMO
PO Box 911 Charlottetown, PEI, C1A 7L9
Email: tlmullally@gov.pe.ca
Phone: 902-368-5980

Saskatchewan - Emergency Management and Fire Safety Branch

Applications for Instructor approval shall be directed to:

Ministry of Government Relations

Emergency Management and Fire Safety Branch

5th Floor - 1855 Victoria Avenue,

Regina, SK

S4P 3T2

Yukon Territory - Community Services - Protective Services Division

Applications for Instructor approval shall be directed to:

Emergency Management Planner

Yukon Emergency Measures Organization

PO Box 2703

Whitehorse, Yukon, Y1A 2C6

Canadian Coast Guard

Office of Incident Management

200 Kent St Station 5S015

Ottawa, ON

K1A 0E6

Inquiries: ICS-SCI.XNAT@dfo-mpo.gc.ca

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

Applications for Instructor 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

Telephone: 403-292-8471

Facsimile: 403-292-4404

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

SARVAC - Search and Rescue Volunteer Association of Canada

24 McNamara Drive

Paradise, NL

A1L 0A6

ICS Canada

ICS Glossary of Terms

Appendix Document for ICS Canada Training Material

Agency: A division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. Agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, Jurisdictional Agency, and Multiagency Incident.)

Agency Administrator or Executive (AA): The Official responsible for administering policy for an agency or jurisdiction, having full authority for making decisions, and providing direction to the management organization for an incident.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated/sent to incidents (Another term for this is Expanded Dispatch).

Agency Representative (AREP): An individual assigned by a primary, assisting or cooperating agency to an incident who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency/Authority Having Jurisdiction (AHJ): An organization, office, business, governmental subdivision or individual having statutory responsibility for enforcing the requirements of a code or standard or for approving equipment, material, and installation of a procedure.

Air Operations Branch: A Branch that may be established by the Operations Section Chief to meet mission requirements dependent on the nature of the incident and the availability of aerial assets.

Air Operations Branch Director (AOBD): The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

All Hazard/All-Risk (AHAR): Any incident or event, natural or human-caused, which warrants action to protect life, property, environment, and public health and safety, and minimize disruption of governmental, social, and economic activities.

Allocated Resources: Resources dispatched to an incident.

Area Command and Unified Area Command) (AC/UAC): An organization established to oversee the management of 1) multiple incidents that are each being handled by an ICS organization, or 2) large or multiple incidents to which several Incident Management Teams have been assigned. Area Command (AC) has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command may become Unified Area Command (UAC) when incidents are multijurisdictional.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assistant: Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

Branch: The organizational level having functional or geographic responsibility for major parts of the Operations or Logistics functions. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

Branches are identified on a map by the use of Roman numerals or by functional name (e.g., medical, security, etc.).

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel. Camps can be collocated at the incident Base, or on and around an incident.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process whereby all resources first report to an incident. Check-in locations can include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division/Group Supervisors (for direct line assignments).

Chief: The ICS title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, and Finance/Administration, and intelligence /investigations (if established as a separate section).

Clear Text: The use of plain language in radio communications transmissions. Ten Codes or agency- specific codes are not used when utilizing clear text.

Command: The act of directing, ordering or controlling resources by virtue of explicit legal, agency, or delegated authority.

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

Common Terminology: Normally used words and phrases – avoiding the use of different words/phrases for same concepts to ensure consistency.

Communications Unit: An organizational Unit in the Logistics Section responsible for providing communication services at an incident.

Compensation/Claims Unit: Functional Unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

Complex: Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to Unified Command.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordination Centre: A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Unit: Functional Unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: The functional Unit within the Planning Section responsible for assuring an orderly, safe, and efficient return of an incident resource to the original location and status.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the

authority to manage a functional operation or perform a specific task. In some cases, a Deputy will act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The ICS title for individuals responsible for supervision of a Branch.

Dispatch: The implementation of a command decision to move a resource or resources to an assigned operational mission or an administrative move from one location to another.

Dispatch Centre: A facility from which resources are ordered, mobilized, and assigned to an incident. Dispatch Centres can be found in ECCs and DCCs. Typical dispatch centres will support new and ongoing incidents. For complex incidents, an ECC or DCC can establish an "Expanded Dispatch" to deal exclusively of one or more specific incidents. Not to be confused with an activity within Logistics/Communications Unit.

Division: Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit: Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

Expanded Dispatch/Ordering: An organization that is authorized to set up outside of the Incident Command Post to assist the Logistics Section with the ordering of supplies, services and resources to support the incident

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Finance/Administration Section: The Section responsible for all incident costs and financial considerations. This section includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Food Unit: Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

Function: Refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence Section Chief may be established, if required, to meet the incident management needs.

Ground Support Unit: The functional unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

Group: Established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division (See Division). Groups are located between Branches (when activated) and Resources in the Operations Section.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident Base.

Helispot: Any designated location where a helicopter can safely take off and land. Some Helispots may be used for loading of supplies, equipment, or personnel.

Incident: An occurrence, either caused by humans or natural phenomena that requires a response to prevent or minimize loss of life or damage to property and/or the environment.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the IC or UC and any assigned supporting staff.

Incident Commander (ICT): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is sometimes identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Communications: Incident Command manages communication at an incident, using a common Communications Plan and an incident based Communications Centre established solely for the use by the command, tactical, and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology for communications.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Incident Type: Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex.

Incident Support Organization: Includes any off-incident support provided to an incident. Examples would be Agency Dispatch Centres, Airports, Mobilization Centres, etc.

Information Officer (IOFR): A member of the Command Staff responsible for interfacing with internal clients, the public and media and/or with other agencies with incident-related information requirements.

Initial Action: The actions taken by resources that are the first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence/Investigations: A functional organization component within the ICS that is responsible to ensure that all on-scene intelligence gathering, analyzing, processing, dissemination, and investigation operations and activities are properly managed, coordinated, and directed effectively and efficiently. Intelligence/Investigations gathered within the Intelligence/ Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved). This function can be implemented as either a member of the Command Staff, as a unit(s) within the Planning Section, as a Group or Branch within the Operations Section, or as a separate section of the General Staff.

Joint Information Centre (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (municipal, regional, Provincial/Territorial/Federal) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Kind of Resource: Describes what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopter, ambulance, combustible gas indicator, bulldozer. Resource capability is defined by Type.

Leader: The ICS title for an individual responsible for a Task Force, Strike Team, or functional

unit.

Liaison Officer (LOFR): A member of the Command Staff responsible for coordinating with Agency Representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and materials for the incident.

Management by Objectives: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Managers: Individuals within ICS organizational Units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

Medical Unit: Functional Unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Centre: The Message Centre is part of the Incident Communications Centre and is collocated or placed adjacent to it. The centre receives records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

Multi-agency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision making and resources allocated among cooperating agencies, and may establish priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined by the Multi-Agency Coordination System.

Multi-agency Coordination Systems (MACS): Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-Agency Coordination Systems include facilities, equipment, emergency coordination centres (ECCs), specific multi-agency coordination entities, personnel, procedures, and communications.

Multi-Jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents may be managed under single or Unified Command (UC).

Objective: The overarching purposes or aim of an incident response is expressed as an objective. Objectives must be specific, measurable, action oriented realistic and time sensitive.

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: The Section responsible for all tactical operations at the incident. This section can include Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Overhead: Personnel assigned to supervisory positions, including incident commander, command staff, general staff, branch directors, supervisors, unit leaders, managers and staff.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

Procurement Unit: Functional Unit within the Finance/Administration Section responsible for financial matters involving vendor contracts

Recorders: Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.

Reinforced Response: Those resources requested in addition to the initial response.

Reporting Locations: Location or facilities where incoming resources can check in at the incident. (See Check-In.)

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident.

Resources Unit: Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Safety Officer (SOFR): A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Logistics, and Intelligence (if established). The section is organizationally situated between the Branch and the Incident Command. In the Planning and Finance/Administration Sections, it is between the Units and Incident Command.

Service Branch: A branch within the Logistics Section responsible for service activities at the incident. This branch includes the Communication, Medical, and Food Units.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew of individuals with an identified work supervisor that can be used on an incident.

Situation Unit: Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. An appropriate span of control is 1:3 to 1:7, with optimal being 1:5.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Stakeholder: Any person, group, or organization affected by and having a vested interest in an incident and/or response operation.

Strategy: The general plan or direction selected to accomplish specific incident objectives set by the Incident Commander.

Strike Team: A specified combination of the same kind and type of resources with common communications and a Leader.

Supervisor: The ICS title for individuals responsible for a Division or Group.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., Communications Plan, Map, Safety Plan, Traffic Plan, and Medical Plan.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.

Tactics: The set of specific, measurable actions or tasks used to accomplish the defined strategies.

Task Force: Any combination of single resources assembled for a particular tactical need with common communications and a Leader.

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS organization.

Time Unit: Functional Unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

Type: A classification of resources that refers to capability. Type 1 is more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of Incident Management Teams, experience and qualifications.

Unified Area Command (UAC): A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command).

Unified Command (UC): An application used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element having functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.

Unit Leader: An individual in charge of managing Units within a functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others could be assigned as technical specialists.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.