ICS Canada Curriculum and Training Standards

2025

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
February 9, 2018	Added AHJ contact information • Ontario	40
April 4, 2018	Removed reference to the term “Lead” Instructor Added content to address foreign instructors and cadres delivering ICS Canada material.	Throughout entire document 31

DATE	DESCRIPTION OF AMENDMENT	PAGE REFERENCE
April 4, 2018	Added wording to address instructors in one AHJ being recognized by another AHJ	4
	Added description for the Resources Unit Leader Course	28
September 3, 2019	Footnote 1 – Included content regarding "time between training"	10
	Wording around an agency's entitlement whether or not they can recognize online training as an accepted prerequisite.	13
	Minor adjustments to "recommended" instructor requirements.	Throughout document
	Included reference to "City of Vancouver" as an AAHJ	Throughout document
	Included wording recognizing Historical Knowledge and Experience as credit to becoming a recognized instructor and to not having "taken functional specific training.	42
	Removed Glossary of Terms and replaced content with a link to Documents found on the ICS Canada website	**45**
September 22, 2019	Minor reformatting and editing	Throughout document
	Included all course descriptions including courses planned for 2019/2020 delivery	Starting on page 13
October 11, 2020	Updated learning objectives for DIVS and STL/TFL	30, 31
April 27, 2022	Updated content to address virtual delivery	12-14
	Minor housekeeping	
	Update of courses	10
November 3, 2022	Minor housekeeping	
	Graphics regarding certificate standards	10
	Rewording of recognition of FEMA and NWCG certificates	11
	Instructor Facilitated Virtual Training	12
	O-305 Course Description	38
	Update recommendations for Lead Instructor for position and O-305 courses	48-49
	A/AHJ contact updates	49-51

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DATE	DESCRIPTION OF AMENDMENT	PAGE REFERENCE
April 19, 2024	Updated A/AHJ Contact Information	49
	Wording to support the description of Provincial/Territorial Agency Authority Having Jurisdiction (P/T-AAHJ)	3
	Minor housekeeping.	Throughout entire document
June 8, 2024	Wording describing prerequisite certificate requirements for training conducted in a province or territory without an AHJ	12
December 12, 2025	New terminology – P/T-AHJ, P/T-AAHJ and N-AAHJ	2
	Updated Section 1	3-9
	Updated A/AHJ Contact Information – Appendix B	51
June 11, 2025	Updated A/AHJ Titles	2
	Lead Instructor Reciprocity	5
	ICS/ECC course description	40
	Update instructor Requirements – I300 for I-100/200 Lead Instructors, I-400 for I-400 Lead Instructor	47
	Recommended knowledge requirement for I-402	48
	Master Instructor	48
	ICS/ECC Lead Instructor	49
January 14, 2026	Updated number of instructional hours for the Information Officer Course	28
	Replace "a minimum of X contact hours" with "an estimate of X contact hours.'	Throughout
May 6, 2026	Included details on course minimum prerequisite training for functional position courses.	24-40

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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.

The ICS Canada curriculum on its own, does not qualify individuals to perform any specific positions within an ICS organization. Personnel qualifications specify the combination of training, experience, and evaluations 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.

- **A/AHJ: Agency/Authority Having Jurisdiction** *(When referring to all AHJs and AAHJs)*
- **CIFFC:** Canadian Interagency Forest Fire Centre
- **EMO:** Emergency Management or Measures Organization
- **FEMA:** Federal Emergency Management Agency (United States)
- **IAP:** Incident Action Plan
- **N-AAHJ: National-**Agency Authority Having Jurisdiction
- **NWCG:** National Wildfire Coordinating Group (United States)
- **PLAR:** Prior Learning Assessment and Recognition
- **P/T-AHJ: Provincial/Territorial** Authority Having Jurisdiction
- **P/T-AAHJ**: Provincial/Territorial-Agency Authority Having Jurisdiction

SECTION 1 – AUTHORITIES, ROLES AND RESPONSIBILITIES

PROVINCIAL/TERRITORIAL AUTHORITY HAVING JURISDICTION (P/T-AHJ)

A Provincial or Territorial Authority Having Jurisdiction (P/T-AHJ) refers to the agency within a province or territory responsible for administering the ICS Canada program. This responsibility typically falls to the agency designated for public safety or their appointed representative.

Key roles and responsibilities of the P/T-AHJ include:

- **Representation on the ICS Canada Steering Committee:** The P/T-AHJ provides a representative who serves as a participating and voting member on matters related to ICS Canada and ICS Canada business.
- **Lead Instructor Endorsement Process:** AHJs are expected to develop process for granting Lead Instructor status in alignment with the ICS Canada Curriculum and Instructor Standards.
    - A P/T-AHJ should not endorse Lead Instructors outside its jurisdiction unless the instructor provides special knowledge or skills that the P/T-AHJ requires (e.g., language) to support their program.
    - A P/T-AHJ "can" endorse Lead Instructors from outside of their jurisdiction if:
        - The candidate is Canadian, and they live in a province or territory without an ICS Canada AHJ, and their services are necessary for the support of the ICS Canada program in in the AHJ's jurisdiction. Otherwise, if the candidate lives in a jurisdiction with an AHJ, then they must receive their Lead Instructor endorsement from their own geographic AHJ.
        - The candidate is from a "foreign" country and their services are necessary for the support of the ICS Canada program in the AHJ's jurisdiction.
        - Lead Instructors endorsed by AHJs for these reasons, can only provide training within the endorsing agency's jurisdiction and do not have automatic recognition of instructor status across all jurisdictions.
        - These Lead Instructors will be entered into the national database but will not have access to the instructor materials from the website. They will receive the required training materials directly from the AHJ for the specific project(s) they are being endorsed for.
- **Instructor Database Management**: Submission and maintenance of Lead Instructor information and updates to ICS Canada for inclusion in the national database.
- **Administration**: Any activity required of the AHJ that provides quality assurance of consistent training and supports the growth of the ICS Canada program within their jurisdiction.

Lead Instructors– P/T-AHJ

Lead Instructors endorsed by a P/T-AHJ function administratively under the oversight of their respective P/T-AHJ.

Key points about Lead Instructor roles and endorsements:

- **Eligibility**:
    - Anyone within a P/T-AHJ's jurisdiction who meets the established prerequisites determined by the P/T-AHJ can apply for Lead Instructor status.
- **Recognition**:
    - Once endorsed, and providing that the lead instructor resides within the P/T-AHJs jurisdiction, the Lead Instructor status is recognized nationwide across all P/T-AHJ jurisdictions.
- **Training Across Jurisdictions**:
    - Lead Instructors planning to train in another provincial or territorial jurisdiction must notify that jurisdiction's P/T-AHJ of any upcoming training.
    - The notification of training to the P/T-AHJ will allow for the opportunity to “brief” the Lead Instructor of any administrative responsibilities that may be required by the P/T-AHJ.
- **In-Class Supervision Requirements for P/T-AHJ Endorsed Lead Instructor**:
    - When co-teaching with Assistant, Unit, Trainee, or Adjunct Instructors, the Lead Instructor must be present during their sessions.
    - Assistant/Unit/Trainee Instructors receive their assignments and materials from the Lead Instructor.
- **Co-Teaching**:
    - When two P/T-AHJ endorsed Lead Instructors co-teach a course, they are not required to be present during each other's sessions, though it is recommended.
    - When two or more Lead Instructors participate in a delivery of an ICS Canada course, only one name is to be included on signature line of the certificate. That same name is to be included on all certificates for the class.
    - Lead Instructor must be present in the classroom when supporting a new instructor completing their co-teaching requirements as they work towards full Lead Instructor endorsement.
- **Pathway to Lead Instructor Endorsement**:
    - Candidates seeking Lead Instructor endorsement, should/may need to maintain a record of training while instructing under a Lead Instructor's supervision.
    - Lead Instructor candidate may be required to demonstrate their competency in the classroom as part of the endorsement process.
    - Newly endorsed Lead Instructors may be required co-teach a determined number of courses before independently leading a course.
    - Lead Instructors may be required to provide assessment and performance evaluations to those seeking Lead Instructor endorsement for those who have co-instructed with them.

- **Moving To Another Jurisdiction:**
    - If a Lead Instructor moves to another P/T-AHJ jurisdiction, the instructor is required to inform both, the former and new P/T-AHJ, of the relocation. Both are to ensure that the appropriate updates are completed withing the national Lead Instructor database.
- **Lead Instructor Reciprocity**
    - Lead Instructors endorsed by any P/T-AHJ authority shall be recognized by all P/T-AHJ jurisdiction.
    - Lead Instructor endorsement from any AAHJ authority shall be recognized by any jurisdiction when representing their agency in the classroom.

Assistant/Unit/Trainee/Adjunct Instructors

In a P/T-AHJ jurisdiction, individuals in these roles are always supervised by a Lead Instructor. These classifications of instructors are not listed in the national instructor database.

Minimum Requirements and Responsibilities:

- Unit Assignments: Instructors will receive their assignments and training materials from the course's Lead Instructor.
- Prerequisites: At a minimum, Assistant/Unit/Trainee Instructors must possess training equal to or higher than, the courses they will teach.
- Adjunct Instructors are usually subject matter experts required to instruct to technical (non-ICS) topics. They may possess little to no experience with the Incident Command System.
- Training Logs: New instructors with intentions of seeking Lead Instructor status should keep a log of training conducted, signed off by the Lead Instructor. Also, it is strongly recommended that Lead Instructors document and provide performance assessments to support new instructors in advancing their status.

PROVINCIAL OR TERRITORIAL AGENCY AUTHORITY HAVING JURISDICTION (P/T-AAHJ)

Eligibility for P/T-AAHJ status may be offered by the P/T-AHJ to any provincial government department, NGO, NFP, or municipal agency involved in emergency response, emergency management, or emergency social services within the P/T-AHJ's jurisdiction. P/T AAHJs do not have a national mandate for emergency response or supporting emergency management/social services.

***Key Details**:*

- **Designation**:
    - The P/T-AHJ grants P/T AAHJ status at its discretion. P/T-AHJs are not obligated to offer P/T-AAHJ status to any organization within their jurisdiction.

        - P/T-AAHJ vote status at the ICS Canada table will be determined by the responsible P/T-AHJ. The P/T-AHJ will determine if the P/T-AAHJ will sit at a Tier 1 voting member or Tier 2 non-voting member.
    - ***ICS Canada may grant P/T-AAHJ*** status within a jurisdiction without a sitting ICS Canada AHJ.
        - P/T AAHJs who received status from ICS Canada will be a full voting member and may retain status after an AHJ is recognized.
- **Participation**:
    - P/T-AAHJs endorsed by a P/T-AHJ are not voting members of the ICS Canada Steering Committee but may engage in national meetings and working groups by becoming Tier 2 participants providing they receive the support of the P/T-AHJ in their application for Tier 2 membership.
- **Alignment**:
    - P/T-AAHJs endorsed by a P/T-AHJ may be allowed to develop their own instructor base, or they may be required to align with the P/T-AHJ's program. This is at the discretion of the P/T-AHJ.
    - Administrative guidance and support may be provided to the P/T-AAHJ by the P/T-AHJ.

NATIONAL AGENCY AUTHORITY HAVING JURISDICTION (N-AAHJ) *

An **N-AAHJ** is a federal agency, NGO, or NFP recognized by ICS Canada as having a national mandate for emergency response, emergency management, or emergency social services across Canada.

***Key Responsibilities and Participation**:*

- **Representation**:
    - N-AAHJs may apply to the ICS Canada Steering Committee as either Tier 1 (voting) or Tier 2 (non-voting) members.
- **Instructor Development**:
    - Tier 1 N-AAHJs can, but are not required to create Lead Instructor endorsement processes in accordance with ICS Canada guidelines for their own agency as they may choose to contract instructor services from nationally endorsed instructors/contractors, or opt to receive instructor support from other A/AHJs
    - Lead Instructors from N-AAHJs are generally limited to training within their own agency unless they receive a request to support training from a P/T-AHJ or another N-AAHJ. Collaborative training between all ICS Canada agencies is highly recommended.

LEAD INSTRUCTOR GUIDELINES FOR P/T AAHJS AND N-AAHJS

Training With Other Agencies and Groups:

- Lead Instructors from any AAHJ program are endorsed to teach only to personnel within their agency or with their cooperating and supporting agencies. Although an AAHJ's role is not to exclusively train cooperating and supporting agencies, they can provide open seats to courses being offered to their own personnel.
- P/T AAHJs and N-AAHJs can provide training to external agencies if they receive the support of the P/T-AHJ. The AAHJ agencies cannot charge a fee for this training but can seek reimbursement for travel and incidental expenses.

Cross-Agency or Out-of-Agency Training Activities:

- AAHJ Lead Instructors seeking to teach ICS Canada courses **as a civilian** or as a **private instructor or contractor**, they must apply and meet the jurisdictional P/T-AHJ requirements for where they reside.
- Collaborative training with other ICS Canada agencies is permitted and highly encouraged but all instructor collaboration should be coordinated through each other's chain of command.
- AAHJ instructors receiving a request to provide training to other agencies or from the public, can do so if:
    - The AAHJ instructor is not receiving "pay for services". Being reimbursed for travel expenses and cost of materials is not considered "pay for services".
    - The AAHJ representative informs and receives the support of the P/T-AHJ prior to the delivery of training.
- For reasons determined by the AHJ, any requests from an AAHJ or AAHJ instructor to provide training to a non-A/AHJ agency or to the public under the oversight of the P/T-AHJ, can be declined by the P/T-AHJ and/or may have conditions applied.

COMMON RESPONSIBILITIES

Certificate Tracking

- Each jurisdiction should establish some form of certificate tracking in lieu of a centralized national system. This information may be used and required to validate student participation by AHJs should certificates require re-issuing or when applying for ICS Canada courses. See section on Replacement Certificates and Re-Writes.

Replacement Certificates and Re-Writes

- The A/AHJ or training provider issuing certificates is responsible for issuing replacement (lost) certificates for a minimum of five-(5) years from the date of the course. Replacement certificates may be provided in an electronic format.
- A/AHJs will develop procedures for arranging for exam re-writes and communicate the procedure to the training providers within their respective jurisdictions.

A/AHJ Access to the Lead Instructor Database

- There will be at least one Database Administrator for each A/AHJ that will be designated to manage their contacts within the ICS Canada Lead Instructor database. Only those designated as administrator will be able to submit new Lead Instructors and updates to the ICS Canada Lead Instructor database. Only database Administrators will be able to view the database contents.
- **O**nly endorsed Lead Instructors should be entered into the database. It will be the responsibility of the Lead Instructor to determine unit assignments and ensure the required training materials are provided to the other instructors to support the training.

Course Announcements and Calendars of Training

- A/AHJs are encouraged to share, communicate or publish course announcements and calendars for training. Lead Instructors are obliged to inform the A/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.

Quality Assurance

- The A/AHJ may have a representative monitoring a course at any time. Course monitors should provide at least a 24-hr. notice that they will be in attendance, and out of courtesy, the AHJ should provide prior notice.
- The AHJ may conduct a follow-up with trainees listed on a course roster seeking feedback on their experience during the course delivery.
- AHJs may require that the Lead Instructor collect course assessment forms and submit them to the AHJ for review.
- All ICS Canada courses should be on a schedule for review every 5-7 years or whenever a significant change to the program as occurred.
- ICS Canada instructors and A/AHJs are asked to forward any errors, omissions, or recommendations regarding curriculum to the ICS Canada national coordinator for action and/or consideration.

Instructor Application Review

- A/AHJs shall review ICS Canada Lead Instructor applications.
- The A/AHJ may use the standard checklist provided by ICS Canada (see Appendix) as a minimum standard for reviewing and considering Lead Instructor applications. The A/AHJ should advise the applicant of the results within a timely manner after considering the application.
- AAHJ instructor selection and approval process for teaching ICS Canada material should follow the agency's training plan and training strategy for their organization.

A/AHJ Support

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

SECTION 2 - STANDARDIZED TRAINING

INTRODUCTION

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[1] on a case-by-case basis that may shorten the time between courses. It is expected that all course participants will be experienced at their current training 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 their 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.

TRAINING LEVELS

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, I-400 and I-402 are advanced level training courses.

[1] The A/AHJ can take any approach towards determining how the appropriate "time between training" can be assessed or determined. Should the applicant not meet the "time" requirement established by the A/AHJ, the applicant can be asked write either a test developed by the A/AHJ, complete an exercise developed by the A/AHJ, complete a short essay assignment, or attend an interview to be assessed if the applicant can advance to the next level.

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
- Liaison Officer
- Information Officer
- Operations Section Chief
- Division/Group Supervisor
- Strike Team/Resource Team/Task Force Leader
- Planning Section Chief
- Situation Unit Leader
- Resource Unit Leader
- Logistics Section Chief
- Supply Unit Leader
- Facilities Unit Leader
- Finance and Administration Section Chief
- Finance and Admin Units
- O-305 Introduction to All Hazards Incident Management Teams
- ICS/ECC Workshop

ASSESSMENT BASED CERTIFICATES

The ICS Canada 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.

ICS and Functional Position 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 management 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 A/AHJ for all 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 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 instructor should be designated as the primary instructor with the responsibility to sign certificates, perform administrative course management and ensure delivery of the curriculum.

It is an accepted practice for the A/AHJ to "sign off" on certificates if the certificate is being generated and issued by the A/AHJ. Indicate under the signature line the name and position held within the A/AHJ of the person who holds the authority to sign certificates for the A/AHJ rather than "Instructor Name" if this is to be your practice.

CERTIFICATE STANDARDS

Standard certificate templates are provided with each ICS Canada course. See "*Appendix D – Sample Certificate".* We ask A/AHJs and training providers to use the Standard Certificate provided for all ICS Canada courses. Certificates provided as proof of training for other courses that are not consistent with the ICS Canada Standard Certificate may not be accepted by the hosting agency as proper proof of training.

Certificate of Completion

This is to certify that

Joe Russell

has successfully completed

I-300 - Intermediate Incident
Command System
ICS for Expanding Incidents

Newfoundland Labrador

Sandy McKinnon
Lead ICS Instructor

ICS

Figure 1

The only logos to be shown on an ICS Canada certificate will be the ICS Canada Logo on the right side of signature line and the F/P/T-AHJ logo on the left side. (See Figure 1.)

Certificate of Completion

This is to certify that

Joe Russell

has successfully completed

I-300 - Intermediate Incident
Command System
ICS for Expanding Incidents

Newfoundland Labrador

Sandy McKinnon
Lead ICS Instructor

ICS

Figure 2

If classroom training is being conducted in Nunavut, Quebec or Ontario, then the right side is left blank and just the ICS Canada logo will be displayed. (See Figure 2.)

A training provider should not display their logo on an ICS Canada certificate. They can include the "name" of their company under the printed signature line. (See Figure 3.) If a training provider wishes to provide a second certificate to promote their company, then they can issue a second certificate without an ICS Canada logo on it.

April 28-30th, 2018 Corner Brook NL

Sandy McKinnon
Lead ICS Instructor
ACME Training Services

Figure 3

Additional Training

The ICS Canada training material does not provide all the knowledge, skills and abilities to effectively and safely deploy resources in response to all-hazard incidents. Individual agencies and/or service providers should supplement ICS Canada training with any discipline specific and specialized training needs. ICS Canada training material does not address tactical procedures nor administrative requirements for specific agencies. This is content that can be added to any training or conducted as separate training to meet agency requirements.

CERTIFICATE RECIPROCITY

Course participants who receive a certificate upon successful completion of a level of approved ICS Canada training by a recognized ICS Canada 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 that is "non" ICS Canada, an

A/AHJ may choose to request the participant to complete an equivalency exam or PLAR prior to accepting the certificate as equivalent according to their respective training policy.

If an ICS Canada course is being provided in a jurisdiction without an ICS Canada AHJ/AAHJ, to receive an ICS Canada certificate, participants will be required to provide an ICS Canada certificate as proof of prerequisite training.

Certificate reciprocity for FEMA and NWCG certificates from the United States should be extended if the student presenting the certificate was a resident of the United States and now resides in Canada, or the certificate holder is a member of a Canadian agency that belongs to an international emergency management compact that supports interagency/international training. 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 receive 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 for the classroom and 1:8 for virtual delivery. Specific class size recommendations are identified within the Instructor Reference Manual for each of the ICS Canada courses but shall be limited to 24course participant maximum during classroom delivery. It is recommended that instructors consider smaller class sizes for virtual 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. A/AHJs, municipalities, agencies, organizations or responsible groups can choose not to recognize online training as a prerequisite for a position within their organization or on an application for advanced training. 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.

The recommended hours provided within the course material are to be considered "**contact**" or

"instructional" hours and additional time must be considered when including breaks and additional content. Instructors must also consider if delivering training online, that it will take additional hours to complete the program. Anticipate an additional 10-15% increase in time for virtual delivery of training.

ICS Canada holds 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 to be recognized as an ICS Canada certified course, the specific guidelines listed below shall be followed:

- Instructors should 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 if 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.

INSTRUCTOR FACILITATED VIRTUAL TRAINING

ICS Canada supports training provided using platforms such as Zoom, MS Teams, Google Meet, etc., as an accepted method of training delivery, providing that the cadre delivering the training can meet the instructional objectives and provide for an engaging and interactive learning experience for the students.

Virtual platforms can be used for any course within the ICS Canada library, but it does not mean that all courses are best delivered using virtual delivery. Classroom options should always be considered first.

Lead Instructors are expected to ensure that all aspects of the course can be presented as intended. It is reasonable to expect that some exercises and activities that were developed for classroom delivery may require tweaks and adjustments and is recommended if it continues to align with the objectives outlined within the assignment.

Lead Instructors are to have contingency plans in the event students and/or instructors' lose connectivity.

Instructors are expected to "dry run" all training prior to delivery to ensure content is available, links are connected, files are formatted and assembled properly for student use.

Instructors should be prepared to accommodate additional hours being that it is a virtual delivery.

It is recommended that each breakout group should be facilitated by a coach/facilitator for any exercises.

Courses may be broken up and delivered over a period of days/weeks or a period of time providing they meet the minimum expected instructional hours identified in the course description.

The attendee must be present and not miss more than 10% of the course presentations and activities.

Students must attend using a functional camera and microphone, along with a stable and adequate internet connection to be able to participate in training with video and audio on when they are requested. Headsets are recommended. It is a reasonable expectation that students participate with "camera on" and instructors should be encouraged to have students comply. If students cannot comply with the requirements for participation, then the students should seek other courses that will accommodate their situation.

The final exam will be provided immediately following the training and students will complete the final exam in the presence of the virtual instructor with a camera on, or under the supervision of a local invigilator. So not to disturb the class during an exam in the event of a question or functionality issue, students/instructors are encouraged to use the chat function of the application to communicate with each other. Final exams should be provided in a format similar to MS Forms where the student is emailed or provided with a link to the form and they complete the exam on the computer, then the completed exam is electronically returned to the instructor for scoring. Copies of the final test are not to be distributed using email or allowing a file to be downloaded to a local computer.

Although training materials will be provided in PDF format for on screen viewing, students should be encouraged to print materials particularly if they are working from devices with screens less than 50 cm. If the participant chooses to view material on a computer monitor, it is highly recommended that they use a laptop or desktop with multiple monitors or a single wide/ultrawide format monitors provide the best engagement experience. Instructors must advise students in advance of training if there is any specific content that must be printed prior to attending the training.

Students must be situated within an appropriate environment with no distractions and that it be conducive to an effective online learning experience. Attendees will not attend training from moving vehicles or by using any form of handheld communications or computing device.

A/AHJs are encouraged to observe/audit online deliveries the same as they would if they were provided in the classroom. Understand that attendance or participation may require special configuration for your profile so you may be able to attend. It is advisable to make your arrangements well in advance of training.

ICS Canada provides a guideline document for virtual delivery under the "Reference" tab on the ICS Canada website and instructors are encouraged to take time to review it. It would be appreciated if instructors with virtual delivery experience provide their best practices to be incorporated within the document so that it would benefit all virtual instructors within the ICS Canada program.

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.

Each course will describe the recommended number of "contact hours" (hours of instruction), not included are time for meals and the recommend 10 minute break for each 50 minutes of instruction.

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 between courses. The Lead 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 an estimate of 5 contact 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

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 an estimate of 12 contact 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 applicants 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 an estimate of 16 contact hours 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 multi-agency 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 incident management personnel, including persons serving as incident commander, command staff, section chiefs, division/group supervisors, branch directors, and unit leaders in Planning, Logistics and Finance/Administration, select department heads with multi-agency coordination responsibilities, area managers, emergency managers, and multi-agency coordination centre /ECC managers

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 12 contact 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 people 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 Evaluations 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 an estimate 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 a Lead 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 Evaluations 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 for determining 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 an estimate 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 for determining 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 All Hazards Incident Management Team.

Prerequisites

The prerequisite for all position specific courses is I-300 except for the Strike Team/Resource Team/Task Force Leader and Finance/Administration Unit Leaders courses, which is a minimum prerequisite of I-200 with I-300 being recommended. 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 between courses.

Target Audience

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

Course Delivery

Each course will describe the recommended number of "contact hours" (hours of instruction). Not included in "contact hours" are time for meals and the recommend 10 minute break for each 50 minutes of instruction. It is recommended not to exceed 6 hours of instruction per day.

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 the pass mark indicated in the training material on the final exam to receive a certificate of completion. Exams are "closed book" and should be 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 A/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 A/AHJ policy.

INCIDENT COMMANDER

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).

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires 26 student contact hours for presentation, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- 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

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.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 21 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- 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 any 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's 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.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 12 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- 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.

INFORMATION OFFICER

Course Description

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

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimated 27.75 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- Demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Information Officer on an AHIMT.
- Identify course objective and position-specific resource materials for the position of Information Officer.
- Describe the role and importance of the Information Officer position in incident operations, especially as it pertains to initial incident operations.
- Describe the fundamentals of information operations during incident management.
- Develop a Communications Strategy for disseminating incident information.
- Describe the importance of effective media relations and the role of the Information Officer in developing and maintaining such relationships.
- Describe the roles and responsibilities of Assistant Information Officers.
- Describe how the Information Officer may establish and leverage effective community relations.
- Describe the role of the Information Officer as it pertains to handling special situations within incidents.
- Describe how the Information Officer can keep her or himself and those they escort and work with alive and well in the incident environment.
- Define the Information Officer's roles and responsibilities during incident transition and demobilization.

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OPERATIONS SECTION CHIEF

Course Description

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

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 21 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to demonstrate an understanding of:

- The duties, responsibilities, and capabilities of an effective Operations Section Chief on an AHIMT.
- Unit terminal objectives:
    - Describe the function and components of the Operations Section
    - Describe the role and responsibilities of the Strike Team/Resource Team/Task Force Leader.
    - Describe the supervision and personnel management responsibilities of the Division/Group Supervisor.
    - Describe the supervision and personnel management responsibilities of the Division/Group Supervisor.
    - Describe the information gathering and dissemination responsibilities of the Division/Group Supervisor.
    - Describe the role of the Division/Group Supervisor in the planning process.
    - Describe the risk management and safety responsibilities of the Division/Group Supervisor.
    - Describe the interactions with the Command and General staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job.

DIVISION / GROUP SUPERVISOR

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.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 20 hours student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- The duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an AHIMT.
- Unit terminal objectives:
    - Describe the function and components of the Operations Section
    - Describe the role and responsibilities of the Strike Team/Resource Team/Task Force Leader.
    - Describe the supervision and personnel management responsibilities of the Division/Group Supervisor.
    - Describe the supervision and personnel management responsibilities of the Division/Group Supervisor.
    - Describe the information gathering and dissemination responsibilities of the Division/Group Supervisor.
    - Describe the role of the Division/Group Supervisor in the planning process.
    - Describe the risk management and safety responsibilities of the Division/Group Supervisor.
    - Describe the interactions with the Command and General staff and other ICS functional areas that are required to perform the Division/Group Supervisor's job.

STRIKE TEAM/RESOURCE TEAM/TASK FORCE LEADER

Course Description

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

Course Prerequisite - Minimum

- I-200

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 20 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- The duties, responsibilities, and capabilities of an effective Strike Team/Resource Team/ Task Force Leader on an AHIMT.
- Unit Learning Objectives:
    - Identify course objectives and position-specific resource materials for Strike Team/Resource Team/Task Force Leader.
    - Describe the function and components of the Incident Management Organization/Team and the Operations Section.
    - Describe the responsibilities of the Strike Team/Resource Team/Task Force Leader at the pre-response, response, operational, demobilization, and post-incident phases of an incident.
    - Describe the information gathering and dissemination responsibilities of the Strike Team/Resource Team/Task Force Leader.
    - Describe the leadership and personnel supervision responsibilities of the Strike Team/Resource Team/Task Force Leader.
    - Describe the risk management and safety responsibilities of the Strike Team/ Resource Team/Task Force Leader.
    - Describe the tasks a Strike Team/Resource Team /Task Force Leader is required to complete during an Operational period for an incident.

PLANNING SECTION CHIEF

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.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 24 student contact hours, not including scheduled breaks. (Course timings are currently under review)

Learning Outcomes

By the end of this course, students will be able to:

- 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.

RESOURCES UNIT LEADER

Course Description

The purpose of this professional development course, Resources Unit Leader, is to provide local and Provincial/Territorial (P/T) -level emergency responders with an overview of key duties and responsibilities of a Resources Unit Leader Type III in a Type III All Hazards Incident Management Team (AHIMT).

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 24 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- Identify course objectives and position-specific resource materials.
- Describe the organization and functions of the Planning Section.
- Establish and manage the Resources Unit.
- Complete the resources check-in process.
- Collect, process, and validate information used to track resources.
- Participate as a RESL in the planning process.
- Complete required documents to support the incident; and
- Manage and document the demobilization of incident resources.

SITUATION UNIT LEADER

Course Description

This course provides emergency responders with an overview of key duties and responsibilities of a Situation Unit Leader in a Type III AHIMT.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires 25 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- Identify course objectives and position-specific resource materials.
- Describe the function of the Planning Section and the roles and responsibilities of the Situation Unit Leader.
- Describe the function of the Situation Unit and the roles and responsibilities of the Situation Unit Leader.
- Identify how to obtain, analyze, and disseminate necessary incident intelligence.
- Identify how to select and use appropriate methods to display incident intelligence.
- Demonstrate how to use advanced technology to develop and display incident intelligence.
- Explain how to effectively establish and maintain the Situation Unit.
- Participate in a Planning Meeting and Operational Briefing.
- Demonstrate the ability to complete required documents to support the incident.

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.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 25 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- 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.

SUPPLY UNIT LEADER

Course Description

This course provides emergency responders with an overview of key duties and responsibilities of a Supply Unit Leader in a Type III AHIMT.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 25 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- Demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective SPUL on an AHIMT.
- Identify course objectives and position-specific resource materials.
- Describe the function and components of the Logistics Section and the Supply Unit.
- Describe the actions and considerations necessary to mobilize the unit and gain situational awareness.
- Describe the ordering process in its entirety.
- Describe the information required when an order originates to be able to process that order.
- Complete and submit a ICS Form 259 - Resource Order;
- Receive, reconcile, and distribute supplies and equipment.
- Maintain an appropriate inventory level of supplies.
- Manage the Supply Unit's resources; and
- Manage the demobilization of incident and Unit resources.

FACILITIES UNIT LEADER

Course Description

This course provides emergency responders with an overview of the key duties and responsibilities of a Facilities Unit Leader in a Type III AHIMT.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 31.5 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- Identify course objectives and position-specific resource materials.
- Describe the function and components of the Logistics Section and the Facilities Unit.
- Describe the information gathered and preparation needed during the pre-incident, dispatch/mobilization, and arrival phases.
- Provide and maintain required facilities-related incident services.
- Establish the incident facilities infrastructure.
- Design and establish the layout of incident facilities.
- Describe the implementation and maintenance responsibilities of the FACL throughout the incident.
- Describe the role and responsibilities of the FACL in ensuring safety on the incident.
- Establish and manage the Facilities Unit.
- Manage and document the demobilization of resources responsible to the FACL.

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FINANCE/ADMINISTRATION SECTION CHIEF

Course Description

This course provides emergency responders with an overview of key duties and responsibilities of a Finance/Administration Unit Leader in a Type III AHIMT.

Course Prerequisite - Minimum

- I-300

Delivery and Length

This classroom-based Instructor facilitated course requires and estimate of 18 student contact hours, not including scheduled breaks.

Learning Outcome

By the end of this course, students will be able to:

- Demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team.
- Identify course objectives and position-specific resource materials.
- Describe how to gather, organize, and communicate information necessary to perform as a Finance/Administration Section Chief.
- Describe the roles and responsibilities of a Finance/Administration Section Chief as they apply to planning, supervision, and coordination.
- Identify key strategies for interacting with members of the Incident Management Team and personnel outside of the IMT.
- Describe the information gathered from the initial meetings, briefings, and documents.

FINANCE/ADMINISTRATION UNIT LEADER

Course Description

This course provides emergency responders with an overview of key duties and responsibilities of a Finance/Administration Unit Leader in a Type III AHIMT.

Course Prerequisite - Minimum

- I-200

Delivery and Length

This classroom-based Instructor facilitated course requires an estimate of 20 student contact hours, not including scheduled breaks.

Learning Outcomes

By the end of this course, students will be able to:

- Identify the course objective and position-specific resource materials for the position of a Finance/Administration Unit Leader.
- Describe the purpose and functions of the Finance/Administration Section and establish a Finance/Administration Unit.
- Use appropriate information and clear communication to interact and coordinate with incident personnel.
- Assume the role of the Time Unit Leader (TIME) for an all-hazard incident.
- Assume the role of the Procurement Unit (PROC) Leader for an all-hazards incident.
- Assume the role of the Compensation / Claims Unit (COMP) Leader for an all- hazard incident.
- Assume the role of the Cost Unit Leader (COST) for an all-hazard incident.
- Manage a Finance/Administration Unit.

O-305, TYPE 3 ALL-HAZARDS INCIDENT MANAGEMENT TEAM INTRODUCTION

Course Description

This five-day course provides students with a solid foundation of the activities; processes; leadership elements; and the knowledge, skills, and abilities (KSAs) necessary to function within the framework of a Type 3 AHIMT deployed to an incident or planned event. The course is considered fast-paced, highly interactive, and challenging as the students, formed into the Command and General Staff positions on a Type 3 AHIMT, navigate through multiple activities and rapidly expanding incident scenarios. The course includes a comprehensive review of the roles and responsibilities of each of the ICS Command and General Staff positions, their roles as leaders of their sections or functional areas, leadership and teambuilding, and decision-making under stress.

Delivery and Length

This classroom-based Instructor facilitated course requires and estimate of 33 student contact hours, not including scheduled breaks.

Prerequisites

Minimum prerequisite for the O-305 is the I-300

Learning Outcomes

The Type 3 AHIMT Introduction course focuses on the importance of developing and operating as a functional Type 3 AHIMT. This course will assist individual responders to perform as viable team members by:

- Learning the basic foundational KSAs necessary to perform in an ICS position on a Type 3AHIMT.
- Emphasizing the nature and purpose of a Type 3 AHIMT so that others in the community and emergency services are more willing and able to assist or participate in their local Type 3 AHIMT.
- Demonstrating the critical role that leadership and teamwork skills play in the success of a Type 3 AHIMT.
- Providing a basic framework for building and maintaining critical interpersonal communications and for working together as a team member of a Type 3 AHIMT.
- Offering practical experience of on-scene operations through extensive exercises and simulations that provide students with multiple opportunities to perform as members of a Type 3 AHIMT during simulated incidents.

EMERGENCY COORDINATION CENTRE/INCIDENT COMMAND SYSTEM INTERFACE

Course Description

The goal of this professional development course, Emergency Coordination Centre/Incident Command System Interface, is to enable the students to develop an effective interface between the Incident Command/Unified Command and the Emergency Coordination Centre.

Delivery and Length

This classroom-based Instructor facilitated course requires and estimate of 8 student contact hours, not including scheduled breaks.

Prerequisites

Recommend attendees have at a minimum I-100 and I-200

Learning Outcomes

Upon completion of this course, students will be able to:

- Explain the course structure and potential ICS/ECC interface challenges.
- Explain key concepts, command and coordination systems, and structures.
- Analyze given scenarios to determine commonalities and potential interface issues between ICS and ECCs.
- Explain the respective roles and interconnectivity of command and coordination systems in coordination.
- Contrast the typical role and functions of the Incident Command and the ECC during emergency operations.
- Analyze given scenarios to apply ICS/ECC interface concepts.
- Develop an ICS/ECC interface action plan for your community.

SECTION 4 INSTRUCTOR STANDARDS

INTRODUCTION

The ICS Canada Steering Committee has established a set of minimum 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 recommended minimum qualifications necessary for an individual to become recognized nationally as an ICS Lead 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 LEAD INSTRUCTOR

The following are recommended minimum requirements for all ICS Canada Lead 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.

Once an AHJ has endorsed an ICS Canada Lead Instructor, the endorsement is recognized by all ICS Canada member agencies and jurisdictions.

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

Any AHJ can set requirements for the completion and submission of student evaluations of course deliveries. Training evaluations should be used as a quality control cycle for Instructors to help improve materials, facilitation, and delivery.

QUALITY ASSURANCE - TRAINING DELIVERY

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

Instructors are to advise their respective AHJ of upcoming/scheduled training deliveries. At any time, the 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 Lead Instructors. If an AHJ has deemed that the delivery of course materials are below standard, the Lead Instructor will be contacted by the AHJ with specifics and coached to meet the expected standard of delivery.

ICS CANADA COURSE TRANSFERABILITY

Course participants who successfully complete a level of approved ICS Canada training delivered by an ICS Lead 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.

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 or territory 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.

AAHJ Lead Instructor recognition will follow agency requirements for training endorsement.

P/TAAHJ Lead Instructor recognition will be described by responsible AHJ

FOREIGN INSTRUCTORS DELIVERING ICS CANADA TRAINING IN CANADA

Foreign Instructors

Foreign instructors requesting to deliver training must follow the same recognition procedures as any Canadian instructor seeking recognition. Before they can seek recognition from an AHJ, they must have a Canadian sponsor requiring their services to deliver ICS Canada ICS courses or ICS Canada Functional Position training. The sponsor could be a municipality, another government agency, NGO, or it could be from industry.

The recommended process on how the foreign instructor engages the AHJ to deliver ICS Canada training;

- At least 2 months prior to the project/training [2] , the "sponsor" is to make application to the AHJ outlining the training project and the instructor or cadre they want to employ from outside of Canada. (AHJ may require more advanced notification if desired)
- The AHJ will review instructor/cadre qualifications and either accept or reject application.
- When an instructor/cadre is accepted by the AHJ, then the training material is provided to the instructors by the AHJ.
- The AHJ will require the instructor/cadre to not to remove content and become familiar with the ICS Canada version. Key is to ensure instructor/cadre is aware that there is a different between ICS Canada and FEMA training material and they should be aware of the differences.
- The AHJ will inform the foreign instructor/cadre of any administrative requirements to meet and provide any further instructions.
- The instructor/cadre can add content to address the needs of the client.

  Foreign instructors and cadres must perform this process for every course/project and for each AHJ that they engage.

  A foreign instructor/cadre cannot delivery ICS Canada training unless sponsored by a client.

  This process is to facilitate and ensure lines of communications are established when foreign instructors are in Canada delivering ICS Canada courses.

  Foreign instructors/cadres will provide the ICS Canada required certificate upon successful completion of training.

<u>Agency AHJs and Foreign Instructors /Cadres</u>

Foreign Instructors/cadres recognized by an AAHJ can only deliver training to the personnel and stakeholders of the AAHJ.

AAHJ can offer vacant seats to AHJ for the purposes of filling available seats.

Agencies within the federal government without AAHJ status are free to use any foreign instructor/cadre recognized by another Federal AAHJ.

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[1] Project/Training – A "project/training" could be a series of courses conducted over a period of time. If instructors are different for various deliveries during the course of a project, each instructor will require to be vetted prior to being provided with training material

If a federal government agency without AAHJ status requires the services of foreign instructors/cadres and the established federal AAHJ has never worked with the contractor prior to the request, the federal agency can ask the federal AAHJ for support in recognizing the contractor. If the federal AAHJ is unable because of operational circumstances to complete the request, then any P/T-AHJ could receive the project application for the federal agency and treat it as a course/project conducted within the jurisdiction of the P/T-AHJ. A P/T-AHJ is not obligated to recognize foreign instructors/cadres for any federal agency

If the federal agency makes a request to a Federal AAHJ for assistance to recognize a contractor and the federal AAHJ determines that the contractor does not qualify, the federal agency cannot seek support from the P/T-AHJ for the same contractor. The inverse also applies.

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 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

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 and have demonstrated full comprehension of the subject matter prior to making an application as a Lead 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 upon request statistical information regarding all ICS training they provide. The A/AHJ may also request that the instructor submit copies of class lists annually, quarterly, monthly or after the course has been completed.

The statistical information must include:

- Name of each course participant
- Course title/level of training provided
- Number of course participant successfully completing course work
- Location (city/community) of training
- Any additional information requested by the A/AHJ

NON-ACTIVE INSTRUCTOR

AHJs should periodically review instructor activity and determine standards for maintaining Lead Instructor status. ICS Lead Instructors who do not report any training records for any ICS course for three consecutive years can be deemed to be a non-active Instructor and will be removed from the ICS Canada Instructor database by the responsible AHJ.

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.

Any Lead Instructor determined to be inactive, will be notified by ICS Canada or the AHJ of their change of status.

INSTRUCTOR NOTIFICATION WHEN TEACHING OUTSIDE OF AHJ JURISDICTION

Prior to delivering any ICS Canada training in another jurisdiction, the ICS Canada Instructor must self-identify with the responsible AHJ to ensure awareness of local training protocols. Course rosters and evaluation forms must also be submitted to the responsible AHJ within a time indicated by the AHJ.

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, I-300 .
- 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 and when available, must enroll and complete the I-400 within 3 years of receiving I-200 Lead Instructor endorsement.
- 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, I-400.
- 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 may be required by the endorsing agency.
- Lead Instructor is 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.

**Although I-402 may be considered subordinate to the I-100 in regards to the "hours of instruction", it is recommended that the Lead Instructor for the I-402 possesses advanced knowledge of ICS in order to properly explain and advise executive level audiences on the uses of the Incident Command System.*

Train the Trainer Lead Instructor (Master Instructor)

- Successful completion of ICS Canada I-100, I-200, I-300, I-400, I-402
- 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.
- Has proven or demonstrated, being knowledgeable in techniques of instruction and adult education methodologies.
- Has demonstrated competencies in the classroom and is recognized by the AHJ as an accomplished instructor, capable of meeting AHJ expectations in the development of up-and-coming Lead Instructors delivering the ICS Canada program

Position Specific Course Lead Instructor

- Recognized as an I-100 to I-400 Lead Instructor is recommended.
- Recommended to have served in the position on at least three occasions on an incident or planned event 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 or,
- Recognized qualifications in techniques of instruction and adult education methodologies, or
- Has demonstrated that they possess the knowledge, skills and abilities to deliver training in an adult environment.
- Historical recognition of experience can be recognized by the A/AHJ if the applicant meets their requirements.

O-305 IMT Course Lead Instructor

- Recognized as an ICS 100-400 Lead Instructor.
- Recommended to have served in a Command and General Staff position on at least three occasions on an incident that went beyond one operational period requiring a written Incident Action Plan (IAP).
- Recognized qualifications in techniques of instruction and adult education methodologies, or has demonstrated that they possess the knowledge, skills and abilities to deliver training in an adult environment.
- Recognition on-the-job experience can be recognized by the A/AHJ as an equivalent to training.

ICS/ECC Course Lead Instructor

- Instructors will be experienced Emergency Management personnel with supervisory- level expertise in the subject matter, which includes prior completion of the course and/or having served as an ECC Manager/Director or a senior staff member in an ECC with supervisory responsibility.
- Instructors will be familiar with ECC activation and deactivation procedures, activation levels, multiagency coordination, the relationship between the ECC and the on-scene Incident Command System (ICS) structure as well as identifying staffing, information, systems and equipment needs at the ECC.
- Instructors should represent a mix of ICS and ECC experience. Ideally one of the course instructors will have served in the ICS Command Staff or in a General Staff (supervisory position) and the other will have experience in a supervisory position at an ECC. If an experienced ECC supervisor is not available to instruct, at least one of the instructors should have experience in an ICS position that involved significant coordination with an ECC. Service in an ICS or ECC position should be within five years during real-world incidents, planned events, or accredited exercises that required a written ECC Coordination Plan or IAP and/or went more than one operational period.
    - Instructors are expected to possess a thorough knowledge and understanding of the Incident Command System (ICS) to include:
    - ICS Command, General Staff, and Unit Leader functions
    - Emergency Management principles (Preparedness, Prevention, Response, Recovery, Mitigation) concepts and principles
    - Municipal, Provincial Territorial, Federal inter agency cooperation and coordination
    - Incident Management Team organization, roles and responsibilities

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

The following are essential basic requirements for AHJ developing applications for endorsing 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	Applicants have 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	The applicant has attended an ICS Train the Trainer course and has indicated what level. (optional according to AHJ)		
5	Applicants have provided proof of recent experience in an ICS incident response, a planned event or an exercise (within the last five years)		
6	Applicants have provided proof of experience (within the 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 they would like to be allowed to deliver.		

AGENCY/AUTHORITY HAVING JURISDICTION LISTING

AHJs

ALBERTA - ALBERTA EMERGENCY MANAGEMENT AGENCY
Applications for Instructor approval shall be directed to:
Tom Cox - Program Coordinator,
Training, Certification and Standards
Muriel Stanley Venne Provincial Centre
12360 142 St NW,
Edmonton, AB
T5L 2H1
Email - Applications: aema.training@gov.ab.ca
Email - Inquiries: tom.cox@gov.ab.ca
Telephone: 780-427-2520

BRITISH COLUMBIA – EMERGENCY MANAGEMENT CLIMATE READINESS
Applications for Instructor approval shall be directed to:
Emergency Management and Climate Readiness
Jennifer Butterfield, Training Specialist
Ph: 250-896-9919
24 Hour Emergency Reporting: 1 800 663-3456
Email: EMCR_EMTraining@gov.bc.ca

MANITOBA - THE OFFICE OF THE FIRE COMMISSIONER
Applications for Instructor approval shall be directed to:
The Office of the Fire Commissioner
508-401 York Ave,
Winnipeg MB
R3C0P8
Email: Matthew.Notta@gov.mb.ca

NEWFOUNDLAND AND LABRADOR - JUSTICE AND PUBLIC SAFETY
Applications for Instructor approval shall be directed to:
Emergency Services Division
Dept. of Justice and Public Safety
45 Major's Pass
St. John's NL
A1B4J6
Email: StephenAsh@gov.nl.ca

NEW BRUNSWICK - EMERGENCY MEASURES ORGANIZATION
Applications for Instructor approval shall be directed to:
Don Tupper
Emergency Measures Organization
65 Brunswick Street
Fredericton, New Brunswick,
E3B 1G5
Email: emo@gnb.ca
Telephone: 506 453-2133

NORTHWEST TERRITORIES - EMERGENCY MANAGEMENT ORGANIZATION
Applications for Instructor approval shall be directed to:
Head of the Emergency Management Organization
Municipal and Community Affairs,
Government of the Northwest Territories
Telephone: 867 767-9161, EX : 21023
Email: michelle_pond@gov.nt.ca

NOVA SCOTIA - EMERGENCY MANAGEMENT OFFICE NOVA SCOTIA
Applications for Instructor approval shall be directed to:
Manager of Training
Nova Scotia Department of Emergency Management
33 Acadia Street,
Dartmouth, Nova Scotia,
B2Y 2N1
Email: emotraining@novascotia.ca
Telephone: 902-424-5620

NUNAVUT – NUNAVUT EMERGENCY MANAGEMENT
DEPARTMENT OF COMMUNITY SERVICES
GOVERNMENT OF NUNAVUT
P.O. BOX 1000, STATION 700
IQALUIT, NUNAVUT
X0A 0H0
ATTENTION: John Coyne
Email: jcoyne2@GOV.NU.CA
Alt Email: nem@gov.nu.ca
Telephone: 867-975-5477

ONTARIO - EMERGENCY MEASURES ONTARIO

Applications for Instructor approval shall be directed to:
Frances Tibollo
Ontario Ministry of Emergency Preparedness and Response, EMO
Toronto, Ontario
M3M 0B1
Email: Frances.Tibollo@Ontario.ca

PRINCE EDWARD ISLAND – PEI EMERGENCY MEASURES ORGANIZATION

Applications for Instructor approval shall be directed to:
Jeremy Oakes
Email: joakes@gov.pe.ca
Justice and Public Safety
Government of Prince Edward Island
6th floor, National Bank Tower, Suite 600
134 Kent Street
P.O. Box 911
Charlottetown, PEI C1A 8R8
Email: emotraining@gov.pe.ca
Telephone: 902-894-0385

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
Email: Beth.Runn@gov.sk.ca

YUKON TERRITORY - COMMUNITY SERVICES - PROTECTIVE SERVICES DIVISION

Applications for Instructor approval shall be directed to:
Safety and Training Program Manager
Community Services
Wildland Fire Management
PO Box 2703 (C-19)
Whitehorse, Yukon,
Y1A 2C6
Email: CS-WFM-Training@yukon.ca

PROVINCIAL/TERRITORIAL AGENCY AHJS

CITY OF OTTAWA
Office of Emergency Management 110 Laurier Avenue West
Ottawa, ON
K1P 1J1
Inquiries: paola.parenti@ottawa.ca

EMERGENCY MEDICAL ASSISTANCE TEAM ONTARIO
77 Browns Line, Suite 100,
Toronto ON
M8W3S2
Email: patrick.auger@emat.ca
Telephone: 613-601-3367

NATIONAL AGENCY AHJS

CANADIAN COAST GUARD
Exercises and Preparedness, Incident Management
222 Nepean, 5th Floor
Ottawa, ON
K1A 0E6
Inquiries: DFO.CCGICSTrainingTeam-EquipedeformationSCIGCC.MPO@dfo-mpo.gc.ca

CANADIAN FOOD INSPECTION AGENCY OF CANADA
Office of Emergency Management
1400 Merivale Road
Tower 2, Floor 3
Ottawa, ON
K1A 0Y9
Inquiries: melanie.demeules@inspection.gc.ca

NATIONAL INDIGENOUS FIRE SAFETY COUNCIL
24 Meadow Drive
Tyendinaga, Mohawk Territory
Ontario
K0K 1X0
Email: brett.pituka@indigenousfiresafety.ca
Telephone: 1 (888) 444-6811

PARKS CANADA AGENCY
NATURAL RESOURCE CONSERVATION BRANCH -
FIRE MANAGEMENT PROGRAM
Martin Lafontaine
PO Box 299,
135 Wasagaming Dr.,
Onanole, MB R0J 1N0
Email: martin.lafontaine@pc.gc.ca
Cell: (204) 647-3027

ROYAL CANADIAN MOUNTED POLICE
73 Leikin Drive
Ottawa ON K1A 0R2
Email: guy.girard@rcmp-grc.gc.ca
Telephone: 613-218-0328

TEAM RUBICON
Tim Kenney
Suite 200,
4320 Sherwoodtown Blvd
Mississauga ON L4Z2G6
Email: tim.kenney@teamrubicon.ca

THE SALVATION ARMY
Dan Millar
669 Horne Settlement Road
Enfield NS B2T1H3
Email: dan.millar@salvationarmy.ca
Telephone: 902-880-0454

In Provinces and Territories that are not represented by an P/T-AHJ, N-AAHJ 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

In Provinces and Territories with designated agencies responsible for wildland fire suppression are designated as P/T-Agency AHJs. These agencies are represented by:

CIFFC - CANADIAN INTERAGENCY FOREST FIRE CENTRE
1749 Ellice Ave,
Winnipeg, MB R3H 0B3

APPENDIX C – ICS CANADA SAMPLE CERTIFICATE

Each course hosted on the ICS Canada website will contain a blank certificate template in Word format.

The following is an example of a completed certificate.

Certificate of Completion

This is to certify that

Joe Russell

has successfully completed

I-300 - Intermediate Incident Command System ICS for Expanding Incidents

April 28-30th, 2018 Corner Brook NL

Newfoundland Labrador

Sandy McKinnon
Lead ICS Instructor

ICS

APPENDIX D – ICS CANADA Documents

The following is a link to the most up-to-date versions of important documents provided by ICS Canada
https://icscanada.ca/resources/

- **Lexicon**
- **ICS Operational Description**
- **Glossary of Terms**
- **ICS Canada Instructor and Curriculum Standard**