



# Pennsylvania State Fire Academy

1150 Riverside Drive  
Lewistown, PA 17044-1979  
(717) 248-1115 (in PA)  
1-800-459-4096 (outside PA)  
FAX (717) 248 3580

## Minimum Standard for Accreditation (MSA)

**Date:** 2-07-05

**Last Revision:** 2-10-11

**Course Title:** Introduction to the Incident Command System (ICS-100)

**SFA Course Code:** ICS-100.b

**DOH CEU No.:** 001641

**DOH CEUs Assigned:** Pending

**Course Length:** 8.5 hours

**Lecture/Lab Breakdown:** 8.5 / 0

**Prerequisites:** ELIS

**Referenced Text(s):** *Introduction to the Incident Command System (ICS-100)*, August 2010  
DHS / FEMA / Emergency Management Institute

**Course Goal:** This course will provide training on and resources for personnel who require a basic understanding of the Incident Command System (ICS) and coordination efforts between all level of government and the private sector.

**Course Description:** This course will discuss the need for a management system during major emergencies and disasters. The student will learn the basic features of ICS; its applications, organizational principles and elements, the Incident Commander and Command Staff functions, General Staff functions, ICS facilities and functions, and ICS planning.

**Description of Methodology:** Lecture, videos, facilitated discussion, and group exercises.

**Student Equipment & Supplies:** *ICS-100: Introduction to the Incident Command System* student manual, notebook, and pen or pencil.

**Equipment/Audiovisual/Facility/Supply Requirements:** Computer, LCD projector and screen, external speakers for video segments, CD-ROM with PowerPoint presentation and videos, classroom suitable for 25 – 50 students able to take notes, and student manual and final exam for each student.

**Special Notes & Conditions:** You may need to complete two (2) test answer sheets depending if you are seeking a certificate from FEMA's Emergency Management Institute (EMI). The two (2) answer sheets include one for the Educational Training Agency (ETA) and one for EMI.

1. The ETA test answer sheet (required) is to be scored by the instructor and Pass/Fail marked on the class roster sheet. The class roster sheet will be returned to the ETA for certificate issue.

- Should a student wish to submit for the EMI Federal certificate, an EMI test answer sheet should be provided. The EMI test answer sheet is NOT to be collected by the instructor; rather it shall be the sole responsibility of the student to submit their answer sheet to EMI.

**Course Objectives:** By the end of the course, the student will be able to, with a minimum 70% accuracy:

- Demonstrate a basic knowledge of the Incident Command System;
- Identify three (3) purposes of the Incident Command System;
- Identify requirements to use the Incident Command System;
- Describe the basic features of the Incident Command System;
- Select the correct terminology for ICS facilities;
- Identify common tasks related to personal accountability;
- Identify the five major ICS management functions;
- Identify the position titles associated with the Command Staff;
- Describe the role and function of the Incident Commander;
- Describe the role and function of the Command Staff;
- Describe the roles and functions of the General Staff including the Operation, Planning, Logistics, and Finance / Administration Section;
- Define Unified Command;
- List the advantages of Unified Command;
- Identify the primary features of Unified Command;
- Differentiate between command and coordination;
- Describe the steps to take to ensure you are ready to assume ICS responsibilities;
- Assess your organization's readiness for implementing ICS.

### **Course Schedule**

<b><u>Time (hr.)</u></b>	<b><u>Unit</u></b>	<b><u>Topic</u></b>
0:35	Unit I	Course Overview
1:00	Unit II	Incident Command System Overview
2:20	Unit III	ICS Features and Principles
0:55	Unit IV	Incident Commander & Command Staff Functions
2:05	Unit V	General Staff Functions
1:05	Unit VI	Unified Command
1:30	Unit VII	Course Summary

**Total Time - 8 .5 hours**

**Competency Evaluation Mechanism:** Successful completion (75% or better) on the final exam.

**Questions/Comments: Contact the PA State Fire Academy Curriculum Specialist at 717-248-1115**