



**Pennsylvania State Fire Academy**

1150 Riverside Drive  
Lewistown, PA 17044-1979

**Pennsylvania Emergency Management Agency**

2605 Interstate Drive  
Harrisburg, PA 17110

## **Minimum Standard for Accreditation (MSA)**

**Original program: March 2015**

**Course Title:** G-402: Incident Command System (ICS) Overview for Executives/Senior Officials

**Length of Course:** 2 Hours      **Lecture/Lab Breakdown:** 2 Hours / 0 Hours Group Discussions

**Target Audience:** The target audience for this course consists of elected officials, city/county managers, and agency administrators who need an introduction to the Incident Command System (ICS).

**Prerequisites:** None.

**Referenced Texts:** Student Manual, Instructor Guide, and PowerPoint provided on CD by PEMA.

**Course Goal:** The goal of this course is to provide an orientation to the Incident Command System (ICS) for Executives and Senior Officials (including elected officials, city/county managers, agency administrators, etc.).

**Description of Course:** This course presentation is to familiarize Executives/Senior Officials (elected officials, city/county managers, agency administrators, etc.) with Incident Command System (ICS) principles and their role in supporting incident management.

**Description of Methodology to be used: (Brief):** Lecture, discussions, small group activities, and PowerPoint presentations.

**Student Equipment/Supply Needs:** Note taking materials (Pen/Pencil, paper).

**Equipment/Audiovisual/Supply requirements:** Classroom setting with chairs and tables; computer with capabilities to play DVDs, LCD projector screen; video (digital or film) camera with appropriate media (SD card, DVD, VCR Tape, etc.), Play back device for recorded media (VCR, Computer, DVD Player); additional handouts per instructor choice.

## MINIMUM STANDARDS FOR ACCREDITATION

**Special Notes & Conditions:** Minimum of 10, Maximum of 30 students in the class. Minimum of one (1) instructor required to deliver this course.

### **COURSE OUTLINE**

<b><u>Time</u></b>	<b><u>Content</u></b>	<b><u>Notes</u></b>
<b><u>DAY ONE</u></b>		
0:10	Unit 1: What Is ICS?	
0:25	Unit 2: ICS Organization & Features	
0:50	Unit 3: Unified & Area Command	
0:15	Unit 4: Coordination & Incident Management Assessment	
0:20	Unit 5: NIMS Preparedness	

**Competency Evaluation Mechanism (Brief description-attach copy):** Class attendees must demonstrate knowledge of course subject matter during group discussions. No formal test will be administered.

**Course Objectives (specific):** At the completion of this course students will be able to:

1. Describe the Incident Command System (ICS).
2. Describe the various ways ICS can be applied.
3. Define the role of an Executive/Senior Official relative to the ICS.
4. Describe the major responsibilities of an Executive/ Senior Official as related to an incident.
5. Demonstrate basic familiarity with ICS terminology.
6. Describe the basic organization of ICS and know the functional responsibilities of the Command and General Staffs.
7. Describe issues that influence incident complexity and the tools available to analyze complexity.
8. Describe the differences between on-incident ICS organizations and activities and the activities accomplished by Emergency Operations Centers (EOCs), Area Commands, and Multiagency Coordination Systems (MACS).
9. Explain the administrative, logistical, financial, and reporting implications of large incident operations.
10. Describe the sources of information regarding the incident and how to access them.
11. Describe types of agency(ies) policies and guidelines that influence management of incident or event activities.

**Questions/Comments: Contact the State Fire Academy Administrator**