

University of Illinois Fire Service Institute

Course Syllabus

Course Title: ICS 300 Intermediate Incident Command System for Expanding Incidents (O 0465)

Course Duration: 24 hours

Program: Homeland Security

Course Prerequisites: IS-100, IS-200, IS-700 and IS-800

Course Description: This course provides training on and resources for overall incident management skills for personnel who require the intermediate application of the Incident Management System. This course will outline how the National Incident Management System Command & Coordination component supports the management of expanding incidents, as well as describe the incident management processes as prescribed by ICS.

The target audience for this course is individuals who may assume a supervisory role in expanding incidents. This includes Command and General Staff positions as well as Division/Group Supervisor and/or Unit Leader level positions that may be activated during an expanding incident that typically extends into multiple Operational Periods.

Course Requirements and/or Recommendations:

Pre-Course Work –

- None

Course Work –

- Participate in-class discussion, activities and in group activities and exercises
- Complete unit quizzes
- Achieve 75% or higher on the final test

Post-Course Work –

- None

Required Textbook:

E/L/G 0300 Intermediate Incident Command System for Expanding Incidents, ICS 300, April 2019, Version 1.0

This will be provided to the student on Day 1 of the class (digital version).

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Course Policies:

Attendance Policy: IFSI requires students to attend (100%) or make up all course content that leads to certification. Students are expected to attend on time and to remain in class for the duration of the course. Students **MUST COMPLETE** all portions of a certification course, both classroom and practical, to be eligible to receive their certification.

If a student misses any portion of class with an accumulated absence of 20% or less of scheduled class time, it will be the student's responsibility to arrange the make-up of the missed course content with the instructor(s) or program manager. The student must make up the specific course content that s/he missed, not just the hours. Make-ups are limited to 20% of scheduled class time. Make-ups must be documented on the class roster. If a student's absence is greater than 20% refer to the "True Emergencies" section of the IFSI Examination Policy.

Safety Policy: Students shall understand and follow all instructions of operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

Academic Integrity Policy: IFSI has the responsibility for maintaining academic integrity to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

Grading Policy: Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

Retesting: If a student fails to pass an exam, retesting takes place on set dates at regional sites across the state. More information is provided in the course completion e-mail and on the IFSI website.

American Disabilities Act: As guaranteed in the Vocational Rehabilitation Act and the American Disabilities Act, if any student needs special accommodations, they are to notify their instructor and provide documentation as soon as possible so arrangements can be made to provide for the student's needs. If arrangements cannot be made at the class site, the student will test at an alternative time and place where the special accommodations can be made.

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Evaluation Strategy: Students will be evaluated with an end of course closed-book test.

Course Content:

Chapter: 1

Title: Course Introduction

Terminal Learning Objective: Upon completion of this chapter, students will be able to identify the course scope, objectives, and classroom logistics.

Chapter: 2

Title: ICS Fundamentals Review

Terminal Learning Objective: Upon completion of this chapter, and given a simulated situation, students will be able to identify roles and reporting relationships under a Unified Command that involves agencies within the same jurisdiction and under multijurisdictional conditions.

Chapter: 3

Title: Initial Actions for Unified Command

Terminal Learning Objective: Upon completion of this chapter, students will be able to develop incident objectives for a simulated incident.

Chapter: 4

Title: Implementing an Operational Planning Process

Terminal Learning Objective: Upon completion of this chapter, students will be able to create an ICS Form 215, Operational Planning Worksheet, and an ICS Form 215A, Incident Action Plan Safety Analysis, using a given scenario.

Chapter: 5

Title: Planning Process, IAP, and Operations Brief

Terminal Learning Objective: Upon completion of this chapter, students will be able to create a written IAP for an incident/event using the appropriate ICS forms and supporting materials and use the IAP to conduct an Operational Period Briefing.

Chapter: 6

Title: Incident Resource Management

Terminal Learning Objective: Upon completion of this chapter, students will be able to explain the principles and practices of incident resource management.

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Chapter: 7

Title: Demobilization, Transfer of Command, Closeout, and Transition to Recovery

Terminal Learning Objective: Upon completion of this chapter, students will be able to identify demobilization considerations for a given scenario.

Chapter: 8

Title: Course Summary

Terminal Learning Objective: Upon completion of this chapter, students will be able to summarize the course objectives.

Reference List:

National Incident Management System, Incident Command System Emergency Responder Field Operations Guide, October 2010

National Incident Management System, October 2017, Federal Emergency Management Agency. Retrieved from: <https://www.fema.gov>

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Course Schedule

DAY ONE

<u>Event</u>		<u>Duration</u>
Chapter 1	Course Introduction	1 hour 30 minutes
Chapter 2	ICS Fundamentals Review	2 hours
	Lunch	
Chapter 2 (cont.)	ICS Fundamentals Review	1 hour 30 minutes
Chapter 3 Review	Initial Actions for Unified Command	2 hours 45 minutes 15 minutes

DAY TWO

<u>Event</u>		<u>Duration</u>
Chapter 4	Implementing an Operational Planning Process	2 hours 30 minutes
Chapter 5	Planning Process, IAP, and Operations Brief	1 hour
	Lunch	
Chapter 5 (cont.) Review	Planning Process, IAP, and Operations Brief	4 hours 15 minutes 15 minutes

DAY THREE

<u>Event</u>		<u>Duration</u>
Chapter 6	Incident Resource Management	3 hours 30 minutes
	Lunch	
Chapter 7	Demobilization, Transfer of Command, Closeout, and Transition to Recovery	2 hours 30 minutes
Chapter 8	Course Summary, Test	2 hours
