

United States Coast Guard Incident Command System Training Guide

The following provides a description of current and planned Coast Guard ICS training courses. All of these courses have been updated to reflect NIMS terminology, concepts and processes. Course blocks grayed out are being revised, developed or planned.

Revised: 1/29/2016

ALL COAST GUARD COURSE COMPLETION INFORMATION SHOULD BE ENTERED IN DIRECT ACCESS.

a. General Knowledge Courses:

ICS-100 Introduction to ICS - on line - 1 hr	Course Code: 501375
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ICS-100 Introduction to ICS is suggested training for all entry-level personnel. This course is a self-paced module addressing the ICS organization, basic terminology, and common responsibilities.
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ICS-200 Basic ICS – on line – 2 hrs	Course Code: 501376
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ICS-200 Basic ICS introduces students to the principles of the Incident Command System (ICS) associated with incident-related performance. It is targeted for personnel assigned to an incident or event, persons working in support roles and cooperating agencies, off-incident personnel who require a minimum of NIMS ICS, and technical specialists assigned to support an incident from an off-site location. The course covers organization, facilities, resource terminology and the common responsibilities or general instructions associated with incident or event assignments. Prerequisite is ICS-100 and Is-700.

ICS-300 Intermediate ICS – classroom – 32 hours	Course Code: 501377
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ICS-300 Intermediate ICS expands on Basic ICS and is designed for personnel who will be assigned to key Emergency Operations Center and Incident Command Post roles and for those assigned to ICS supervisory positions. It provides more description and detail of the organization and operation of the ICS, management of resources, describes the duties of all positions including the Air Operations organization, and provides examples of how the essential principles are used in incident and event planning. The CG version of this course is process based and will require the students to work from initial response through two full planning cycles and develop two Incident Action Plans. Prerequisite is ICS-200.

ICS-400 Advanced ICS – classroom – 10 hours	Course Code: 501378
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ICS-400 Advanced ICS is designed for senior personnel expected to perform in Command and General Staff roles in the ICP and in a management capacity in an area command/complex incident environment. The course emphasizes large-scale organization development, roles and relationships of the primary staff, the planning, operational, logistical and fiscal consideration related to large and complex incident and event management. It describes the application of Area Command and the importance of interagency coordination on complex incidents and events and Multi-Agency Coordination (MAC). Prerequisite is ICS-300 and ICS-305.
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ICS-305 Intermediate ICS Refresher Training – on line – 6 hours	Course Code: 502326
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ICS-305 Intermediate ICS Refresher Training is a USCG designed on-line refresher course for personnel expected to perform in an Incident Command Post and/or will be assigned to ICS supervisory positions and will review the concepts, principles, and protocols of the Incident Command duties and exercises intended to re-familiarize the student with ICS. Prerequisite is ICS-300.

b. Position Specific Courses

ICS-210 Initial Incident Commander – On-Line – 4 hours	Course Code: 502325
ICS-210 Initial Incident Commander is designed for Single Resource Leader/Type 5 and Type 4 Incident Commanders. This four hour course consists of an overview of the ICS principles and protocols applicable to small incident management. The course specifically focuses on initial incident assessment, initial incident management (includes assuming command, organization, and execution), the development and use of the ICS-201, Transfer of Command, and the ICS-204 form. Prerequisite is ICS-100 and ICS-200.	

ICS-339 Division/Group Supervisor – classroom – 12 hours	Course Code: 502388
ICS-339 Division/Group Supervisor is designed to meet the training requirements of a Type 3 Operations Section Chief and Type 3 Division or Group Supervisor on a response incident. It provides instruction in support of the specific tasks of division/group supervisor, but will not instruct the student in general management/supervision or in the incident command system (ICS), both of which the student should learn through prerequisite course work. Course topics include: division/group management, organizational interaction, and division operations. Prerequisite is ICS-300.	

ICS-346/347/348 Situation, Demobilization and Resources Unit Leader – classroom – 45 hours	Course Codes: 502337/502328/502329
ICS-346/347/348 Situation Unit Leader, Demobilization Unit Leader, and Resources Unit Leader is a five-day course designed to prepare the student to accomplish the duties and responsibilities of a Situation Unit Leader, (SITL), Demobilization Unit Leader (DMOB), and/or Resources Unit Leader (RESL) on a Type 1, 2 or 3 incident. Situation Unit Leader topics include unit mission and function, organization of the unit, collecting incident information, technological aids, and reporting and displaying information. Demobilization Unit Leader course topics include organizing the unit, developing and writing the demobilization plan, and implementing the demobilization plan. Resources Unit Leader course topics include, organizing and managing the unit, check-in, tracking resource status, operational planning, and resources unit products. Extensive exercises in which the student will organize and operate in the three units, serves to test the student's skills. Prerequisite is ICS-300.	

ICS-351 Logistics and Finance Section Course – classroom – 45 hours	Course Code: 502330
ICS-351 Logistics and Finance Section Course is a five-day CG position specific course that presents the concepts, principles, and protocols of the Logistics and Finance Section duties intended to familiarize the student with the process mechanics of support activities in an incident. This course is also designed to meet the training requirements of the Type 3 Logistics and Finance Section Chiefs and Logistics and Finance Section Unit Leaders. This training is a blend of training, coaching and hands-on exercising. Prerequisite is ICS-300.	

ICS-358 Communications Unit Leader Course – classroom – 32 hours	Course Code: 502331
ICS-358 Communications Unit Leader Course is a four-day CG position specific course that presents the concepts, principles, and protocols of the Communications Unit Leader duties intended to familiarize the student with the process mechanics of communications support activities in an incident. Course topics include gathering information, organizing the communications unit, designing communications systems, installing, maintaining, and assigning equipment, internal and external coordination, and demobilization. This training is a blend of training, coaching and hands-on exercising. Prerequisite is ICS-300.	

ICS-402 Advanced Liaison Officer – classroom – 24 hours	Course Code: 501386
<p>ICS-402 Advanced Liaison Officer is a four-day CG position specific course and is designed to meet the training requirements of the Liaison Officer in a Type 1, 2 or 3 incident. This course concentrates on the duties and responsibilities as they pertain to planning for, supervision of staff and the coordination of the Liaison Officer duties. Subjects covered include: interaction with the command and general staff, Liaison Officer daily schedule, interaction with incident and non-incident personnel, information gathering, multi-agency coordination, meetings and briefings, forms, documents, supplies and demobilization. The course provides exercises to assist the student in acquiring the knowledge to learn these skills. Prerequisite is ICS-300 and ICS-400.</p>	

ICS-403 Advanced Public Information Officer – Classroom - 40 hours	Course Code: 501385
Not Available in FY16	
<p>ICS-403 Advanced Public Information Officer is a four-day CG position specific course and is designed to meet the training requirements of the Public Information Officer (equivalent to S-403) in a Type 1, 2 or 3 incident. This course concentrates on the duties and responsibilities as they pertain to planning for, supervision of staff and the coordination of the Public Information Officer duties. Subjects covered include: interaction with the command and general staff, Public Information Officer daily schedule, interaction with incident and non-incident personnel, information gathering, meetings and briefings, forms, documents, supplies and demobilization. The course provides exercises to assist the student in acquiring the knowledge to learn these skills. Prerequisite is ICS-400.</p>	

ICS-404 Advanced Safety Officer – classroom – 40 hours	Course Code: 501384
<p>ICS-404 Advanced Safety Officer is a four-day CG position specific course and is designed to meet the training requirements of the Safety Officer in a Type 1, 2 or 3 incident. Course topics include This course concentrates on the duties and responsibilities as they pertain to planning for, supervision of staff and the coordination of the Safety Officer duties. Subjects covered include: interaction with the command and general staff, Safety Officer daily schedule, interaction with incident and non-incident personnel, information gathering, operational risk management strategies, meetings and briefings, incident action plan development, forms, documents, supplies and demobilization. The course provides exercises to assist the student in acquiring the knowledge to learn these skills. Prerequisite is ICS-300 and ICS-400.</p>	

ICS-410 Advanced Incident Commander – classroom – 32 hours	Course Code: 502320
<p>ICS-410 Advanced Incident Commander is a four-day CG position specific course and is designed to meet the training requirements of the Incident Commander in a Type 1, 2 or 3 incident (equivalent to S-400). Course topics include team administration; communication, information and intelligence processing, agency administrator and IC responsibilities, transfer of command, and demobilization. The course provides exercises to assist the student in acquiring the knowledge to learn these skills. Prerequisite is ICS-300 and ICS-400.</p>	

ICS-430/440 Operations and Planning Section Chiefs – classroom – 48 hours	Course Code: 502321/502322
<p>ICS-430/440 Operations and Planning Section Chiefs course is a five-day position specific training designed to meet the training needs of the Operations Section Chief and Planning Section Chief in a Type 1, 2 or 3 incident. This course concentrates on the duties and responsibilities as they pertain to planning for, supervision of and the coordination of the operations and planning sections. Subjects covered include: interaction with the command and general staff, OSC and PSC daily schedule, interaction with incident and non-incident personnel, information gathering, strategies, meetings and briefings, incident action plan development, forms, documents, supplies and demobilization. The final exercise requires the students to observe a simulated planning meeting and use the information derived to find errors</p>	

in an incident action plan. Prerequisite is ICS-300 and ICS-400.

c. Team Courses:

ICS-320 Intermediate IMT Training – NO LONGER OFFERED Course Code: 501390

Incident Management Team (IMT) Workshop – classroom – 24 hours Course Code: None

Incident Management Team (IMT) Workshop is a CG IMAT facilitated three-day team building workshop. This workshop is NOT offered as part of the CG training system. It is very similar to the old ICS-320 and consists of an overview of the concepts, principles, and protocols of NIMS ICS with a focus on the establishment of the Incident Command Post, information flow, and NIMS ICS products related to management of resources, Command and General staff issues, development of the Operations Section organization and the Planning Cycle during a response. The workshop uses a scenario specific to the local port and attendees have the opportunity to sign-off PQS items. The hosting unit is encouraged to invite port partners to the workshop. Prerequisite is ICS-300.

ICS-420 Command and General Staff – NOT CURRENTLY OFFERED classroom – 32 hours Course Code: 501383

ICS-420 Command and General Staff is a four-day team course designed to prepare the student to function effectively in the position of a Type 2 Incident Commander, command or general staff with the application of previously acquired knowledge and skills. Students will participate in two types of groups (teams and similar position) during exercises. These exercises include a simulation of the mobilization, management, and demobilization phases of a rapidly accelerating Type 2 incident that has potential to become a Type 1 incident. The course will culminate in an exercise that will require the students to work through one full planning cycle and develop an Incident Action Plan. This training day should be a blend of training, coaching and hands-on exercises in team building and Human Resource Management to ensure that students leave with the necessary skills to establish and implement incident response policy. Prerequisite is ICS-320 and the position specific course for the position held (i.e. for Planning Section Chief, the prerequisite is ICS-440).

ICS-620 Basic Area Command – classroom – 24 hours Course Code: 501380

ICS-620 Area Command/Joint Field Office (JFO) is a three-day USCG designed course and is intended for senior personnel expected to perform in a management capacity in an area command/complex incident environment. The course provides why, when, where and how Area Command is established, and the organization, facilities, communications required and demobilization process under an Area Command organization. It also covers the organizational relationships between Area Command and incidents, and between an Area Command and jurisdictional authorities. Prerequisite is ICS-300 and ICS-400.