

ICS – Outline Program Guidance (updated 04/23/2024)

This (and the other outline programs) were developed to provide a structure of programs that training centers were already providing. The program directors at the time did not want a single program across the consortium because of local and state requirements. This format provided an overall structure. NIEHS approved it. If starting from 'scratch' it would take a good bit of effort; however, consider the 'fill ins' that would be needed for a generic program to be tailored to the various participant groups across the MWC.

The topics shown below can be reordered and others added, as needed. This outline shows the minimum content. Facilitators must be competent in ICS, by training and experience.

NIEHS approved use of the outline format (below) contingent upon:

Trainers must:

1. Review the National Response Team websites for information on municipal responders, <https://www.osha.gov/laws-regs/federalregister/1996-06-05-0>
<https://www.nrt.org/sites/2/files/icppres1996.pdf>
<https://www.nrt.org/Main/Resources.aspx?ResourceType=Hazards&ResourceSection=2>
2. Review National Incident Management System, <https://www.fema.gov/emergency-managers/nims>
3. Access the web site provided for the International Association of Firefighters (IAFF), <https://www.iaff.org/>
4. Include at least one exercise using advanced training technologies (ATT) See section 10.5, Minimum Criteria
https://tools.niehs.nih.gov/wetp/public/hasl_get_blob.cfm?ID=11266&file_name=WTP_Minimum_Criteria_062818_Final_508.pdf
5. Review "Protecting Emergency Responders- Lessons Learned from Terrorist Attacks". https://www.rand.org/pubs/conf_proceedings/CF176.html

Please note that, as a condition of our award, acknowledgment of support must be included in the handouts, using the following text: This training was made possible by Grant Number ES06184 from the National Institute of Environmental Health Sciences (NIEHS).

Note: This training does not meet the requirements for serving as an Incident Commander at an actual incident. To serve as an Incident Commander, additional training is required, including an initial 24-hours of training at the Operations Level.

Step 1

- Review required websites
- Select Advanced Training Technology (ATT) exercise
- Identify needed local- and State-specific content

Step 2

A 2-day, 16-hour program to enable chemical emergency responders to acquire skills in a systems approach to emergency management.

Course Agenda

Introduction

Content:	Overall Course Objectives Provide Participant Materials Review Agenda
Objective(s):	Describe program purpose and class procedures Receive course manual/handout Review agenda for program Complete paperwork
Exercise:	Introductions/Icebreaker - What I want to learn and what skills I hope to acquire
Presentation:	Interactive discussion

What is an Emergency?

Content:	Types of Emergencies
Objective(s):	List of types of emergencies and characteristics of each Identify potential emergencies at participants' work site
Exercises:	List potential emergencies Categorize potential emergencies by type
Presentation:	Interactive discussion Small group activity

Tools and Constraints for an Organized Response

Content:	Laws, Regulations, Guidelines Incident Management System Unified Command Local Emergency Response Plan State Emergency Response Plan Federal Regional Response Team
Objective(s):	Describe legal requirements for emergency response List best practices for Incident Management System Describe context of your team to plan - local, state and federal teams Describe function of various team elements List training required for various team functions Identify constraints to best practices
Exercises:	Critique various IMS structures Identify training required for various functions
Presentation:	Presentation Interactive discussion Small group activities

The Written Emergency Response Plan

Content:	Required Elements Resources for Team Members Hazard Evaluation Release Reactions/events following release Stress of working in protective clothing Mitigation Equipment Protective Equipment Decontamination Termination Strategies to review Plan and Resources
Objective(s):	Implement plan Identify complete and incomplete elements in a plan Identify approaches to improve plan/resources Identify any differences between plan and external plans or requirements

Exercises: Critique participant's plan or a "model" plan
Access electronic information resource(s)
Compare plan with external requirements

Presentation: Interactive discussion
Small group activities
Brainstorming

Elements of Implementing a Plan

Content: Initial Actions
Size-up
Sustained Actions
Termination

Objective(s): Identify correct and incorrect actions during a response
Identify need post-emergency actions

Exercises: Review video
(or)
Conduct table-top simulation according to the written plan
(or)
Walkthrough simulated response using available resources

Presentation: Interactive discussion
Small group activity

Closing

Content: Solicit comments on the overall program
Complete evaluation forms
Ensure all checklists to document competency are collected
Provide follow-up resources

Exercises: Did program meet participants objectives/needs?

Presentation: Interactive discussion

Step 3 - Double check that content matches requirements

Step 4 - Document program delivery and content

A checklist is provided below to document that this program content is following this program policy.

CHECKLIST

- Reviewed National Response Team websites
- Accessed the IAFF website
- Use at least one ATT exercise in the program.
- Presentation consistent with outline.
- NIEHS support acknowledged (a term & condition of the award.)

Program objectives, agenda, exercises and handouts filed with training program director.