

BICS

BASIC INCIDENT COMMAND SYSTEM COURSE

TRAINING COURSE DESIGN

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BASIC INCIDENT COMMAND SYSTEM TRAINING COURSE DESIGN

Background

Following the enactment of RA 10121, otherwise known as the Philippine DRRM Act of 2010, the Philippine government took a proactive approach to manage the disaster consequences and reduce disaster risks by institutionalizing various mechanisms. Among these is the Incident Command System (ICS).

ICS is one of the flagship programs of the OCD. By virtue of various NDRRMC issuances, ICS has been institutionalized as an on-scene disaster response tool of the Philippine DRRM System. ICS is a standard, on-scene, and all-hazard incident management concept introduced by the US Forest Service that can be used by all DRRM Councils, emergency management, and response agencies. It is a disaster response tool that coordinates the actions of all response groups.

ICS has been proven effective in managing potential and actual disaster consequences. It has significantly enhanced the mechanisms for resource management, reporting and documentation, promotion of responder safety, and optimum achievement of response objectives as evident in past major disaster response operations, including management of planned high-density population gatherings.

To develop better appreciation and understanding of the ICS, there is a need to conduct a basic level of training, which will highlight discussions on the core principles, features, and functions of ICS.

In this regard, the course design for the conduct of Basic ICS Course is hereby prepared.

General Objective

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that are essential for the application of basic concepts and principles of ICS in any disaster situation.

Specific Objectives

Upon completion of the training, the participants will be able to:

1. Explain the concept of ICS, its background, overview, principles and features;
2. Describe the ICS organization;
3. Determine the ICS facilities;
4. Learn how to manage planned events and major incidents;
5. Explain the principle of management by objectives;
6. Determine the essentials in managing resources in ICS;
7. Understand the considerations for incident and event planning; and
8. Discuss the use of transfer of command, demobilization and close-out

Module Descriptions

MODULES	DESCRIPTIONS
Module 1: Introduction to ICS	This module is an introduction to the concept of ICS, highlighting its background and development as well as the key features and principles.
Module 2: ICS Organization and Staffing	This module presents the composition of the ICS organization and the roles and responsibilities of the members of the Incident Management Team.
Module 3: ICS Facilities	This module emphasizes the basic ICS facilities, their uses and map symbols.
Module 4: Managing Planned Events and Incidents	This module underscores the considerations for managing planned events and major incidents using a number of incident management options.
Module 5: Incident/ Event Assessment and Management by Objectives	This module highlights the process for assessing the situation and coming up with set of actions using the principle of management by objectives.
Module 6: Organizing and Managing Resources	This module is about the different standards and approaches used in ICS when it comes to resource management.
Module 7: Incident and Event Planning	This module presents the step-by-step process for planning as the cornerstone of ICS. Further, it introduces the incident action plan as a document that enumerates tactical actions for response.
Module 8: Transfer of Command, Demobilization and Closeout	This module provides an overview of the transfer of command, demobilization, and closeout as among the key activities when terminating an ICS operation.

Teaching-Learning Methodologies

Interactive lecture discussion
Audio visual presentation
Workshops
Structured learning exercises
Return demonstration

Duration

Three (3) days

Course Schedule

Note: The schedule may be adjusted depending on the pacing of the accomplishment of module exercises and completion of ICS forms by the participants.

DAY 1

TIME	PARTICULARS
0800H - 0830H	Registration
0830H - 0930H	Opening Program
0930H - 0945H	AM Break
0945H - 1030H	Course Overview
1030H - 1200H	Module 1: Introduction to ICS
1200H - 1300H	Lunch Break
1300H - 1400H	Module 1: Introduction to ICS (continuation)
1400H - 1500H	Module 2: ICS Organization and Staffing
1500H - 1515H	PM Break
1515H - 1745H	Module 2: ICS Organization and Staffing (continuation)
1745H - 1800H	Daily Evaluation

DAY 2

TIME	PARTICULARS
0800H – 0830H	Day 1 Recap
0830H – 1000H	Module 3: ICS Facilities
1000H – 1015H	AM Break
1015H – 1200H	Module 4: Organizing ICS and Managing Incidents and Events
1200H – 1300H	Lunch Break
1300H – 1430H	Module 5: Incident/Event Assessment and Management by Objectives
1430H – 1445H	PM Break
1445H – 1715H	Module 6: Organizing and Managing Resources
1715H – 1730H	Daily Evaluation

DAY 3

TIME	PARTICULARS
0800H – 0830H	Day 2 Recap
0830H – 1000H	Module 7: Incident and Event Planning
1000H – 1200H	Formulation of Incident Action Plan and Preparation for Operational Briefing
1200H – 1300H	Lunch Break
1300H – 1400H	Return Demonstration – Operational Period Briefing
1400H – 1500H	Module 8: Transfer of Command, Demobilization, and Close Out
1500H – 1515H	PM Break
1515H – 1530H	Post Exam and Overall Training Evaluation
1530H – 1600H	Closing Program
1600H	End of Training

Participants

- Any representative from the government, non-government organizations and private organizations
- Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines
- Must be willing to undergo series of ICS ladderized courses
- Must be willing to be deployed for ICS operations during disasters or planned events

Training Requirements

Number of Course Monitor, Trainers/ Facilitators, and Secretariat	Number of Training Days	Number of Training Hours
1 Course Monitor 4 Trainers/ Facilitators 2 Secretariat	3	24

Evaluation

Level 1: Reaction Level

- Module Evaluation
- Instructors Evaluation
- Over all Training Evaluation

Level 2: Learning Level

- Pre Test
- Post Test

Administrative Arrangements

Funding

All expenses for the conduct of training will be shouldered by _____

Meals

Meals and refreshments will be provided during the course.

Accommodation

Accommodation of the participants will be arranged at _____.

Course Materials

All materials in print will be available during the training.

Attire

Participants are required dress in smart casual attire during the training.

Certification

The issuance of certificates shall adhere to the requirements pursuant to **OCD Office Order 182, s. 2017: Guidelines on the Implementation of OCD Disaster Risk Reduction and Management (DRRM) Training Courses**. Per item 8.8.3.1, *“Certificate of completion shall be awarded to trainees who attended all sessions and successfully satisfied the requirements of the training course.”* Per item 8.8.4 of the said OCD Office Order, *“Certificate of Participation shall be given if the trainee missed a maximum of 5% of the required training hours and/or was not able to satisfactorily perform based on the set objectives of the training course.”*

Further, pursuant to **OCD Office Order No. 196, s. 2019: Revised Guidelines on the Implementation of Levels 1 and 2 Evaluation for DRRM Training**, in item 9.2, it is specified that a participant shall be required to take the pre-test and post-test under the following conditions in order to receive Certificate of Completion:

- Pre-test: must accomplish the pre-test but no passing grade required
- Post-test: must earn a passing grade (60% of the total test items) or higher

Gender Sensitivity and Responsiveness

The OCD upholds the principles of gender and development in the implementation of all its training programs. Hence, it is important for all attendees to maintain gender sensitivity and responsiveness throughout the course.

Contact Details

For further inquiries, you may contact:

Capacity Building and Training Service

Office of Civil Defense Central Office

912 - 4832 / 421-1926

cbts@ocd.gov.ph

Basic Incident Command System Training Secretariat Guide

Materials for Reproduction

- Trainees Manual: 50 pages (1 per pax; 1 per facilitator)
- Activity Packet_For Trainees: 12 pages (1 per pax)
- Activity Packet_For Facilitators: 17 pages (1 per facilitator)
- Activity Scenario: 4 pages (1 per pax; 1 per facilitator)
- Accomplished ICS 201: 4 pages (1 per pax; 1 per facilitator)
- Level 1 Reaction Evaluation Form: 3 pages (1 per pax)
- Pre-Test Questionnaire: 3 pages (1 per pax)
- Post-Test Questionnaire: 2 pages (1 per pax)
- Pre and Post-Test Sheet: 1 page (1 per pax)
- ICS Forms (at least 2 per pax; prepare extra copies for exercises)
 - ICS 201
 - ICS 202
 - ICS 203
 - ICS 204
 - ICS 205
 - ICS 206
 - ICS 208
 - ICS 211
 - ICS 215
 - ICS 215A

For Tarp Printing

- Planning P: flip chart size; at least 2 tarps, for posting on walls
- ICS Organization: flip chart size; at least 2 tarps , for posting on walls
- ICS Form 211: flip chart size; 4 tarps (1 per group)
- ICS Form 215: flip chart size; 4 tarps (1 per group)
- ICS Form 215A: flip chart size; 4 tarps (1 per group)

Others

- Deck of playing cards (for Module 1 exercise)
- ICS Vests (for the Operational Period Briefing)

Office Supplies

- A4 paper
- Notebooks
- Expanding envelopes
- Pencils
- Pens
- ID holders with lace
- Permanent markers
- Whiteboard markers
- Parchment papers
- Certificate holders
- Masking tapes (at least 2 rolls per group)

- Flip charts (at least 10 sheets per group)
- Meta cards (at least 10 per group)

Computer Supplies

- Laptop
- LCD projector
- Clicker
- Printer

Prescribed Training Kit Contents

- Trainees Manual
- Activity Packet_For Trainees
- Activity Scenario
- Accomplished ICS 201
- All ICS Forms
- Level 1 Reaction Evaluation Form
- Notebook
- Pen / Pencil

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