



ICS Instructor Program Plan



Indiana
Department
of
Health



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Executive Summary

The Indiana Department of Health (IDOH), through its Division of Emergency Preparedness, is advancing statewide incident management capacity by implementing an ICS Train-the-Trainer (TTT) program and delivering a structured ICS curriculum to public health and healthcare partners. This initiative aligns with the National Incident Management System (NIMS).

The ICS TTT program will ensure a sustainable cadre of qualified instructors capable of delivering consistent, high-quality ICS courses across Indiana. By training trainers within IDOH, healthcare coalitions, and local partners, IDOH will expand instructional capacity and reduce reliance on limited external training resources.

The ICS curriculum delivery will provide tiered education opportunities, from foundational (ICS-100/200/700/800) to advanced (ICS-300/400) courses, ensuring staff and partners are prepared to support coordinated incident response operations. The curriculum will be sequenced to align with the preparedness cycle, exercise objectives, and real-world operational requirements.

Program Objective

The Indiana Department of Health (IDOH) Division of Emergency Preparedness will strengthen statewide incident management capacity through an ICS Train-the-Trainer program and structured curriculum delivery. This approach will build a sustainable instructor cadre and provide consistent, high-quality training for IDOH staff, healthcare coalitions, and response partners. At least one ICS course will be delivered quarterly, with expanded access for external public health and medical representatives through a simplified request process and increased course availability. These efforts will enhance incident command proficiency, interoperability, and resilience across Indiana's public health and medical response system.



Background

ICS Curriculum

The ICS curriculum is designed to familiarize participants with the Incident Command System (ICS) and the National Incident Management System (NIMS). Both NIMS and ICS are nationally recognized systems for managing large-scale emergency situations or planned events.

Curriculum structure: The curriculum comprises seven key courses that progressively enhance participants' understanding of ICS and NIMS.

Course formats: These courses are offered in a variety of formats. Please refer to the table below for details.

| Available online or in-Person | Only available in-person |
|-------------------------------|--------------------------|
| ICS (IS) 100 | ICS 300 |
| ICS (IS) 200 | ICS 400 |
| ICS (IS) 700 | G-191 |
| ICS (IS) 800 | |



ICS Course Delivery in the State of Indiana

In the state of Indiana, the Indiana Department of Homeland Security (IDHS) is the certifying authority for any in-person courses including ICS 300, ICS 400, G-191. Thus, they are the agency who manages, tracks, and reports on the deliveries of all ICS courses throughout the state of Indiana. This gives them the authority to also approve or deny course deliveries of ICS. However, all courses that are available for online deliveries are tracked and managed by the FEMA National Disaster and Emergency Management University (FEMA NDEMU).

State of Indiana ICS Instructor Requirements

Based on the standards set forth by the Indiana Department of Homeland Security (IDHS) as well as the FEMA Instructor requirement guidelines; to deliver an ICS course, The following are required to deliver ICS courses.

- At least one certified "Lead Instructor" present for the course delivery.
 - A lead instructor is defined as someone who has completed the most recent versions of all ICS curriculum courses and possesses at least one of the following active and valid certificates:
 - Firefighting instructor
 - Law enforcement Instructor
 - ICS Train the Trainer Course (0449)
 - Note: If the course has a lead instructor present for the duration of the course delivery, additional instructors do not have to meet the lead instructor requirements



ICS Train-the-Trainer (0449) Course

For those who do not possess a current and valid law enforcement or firefighter instructor certificate and wish to become lead instructors with the ability to deliver official ICS course deliveries, they will need to complete the ICS Train-The-Trainer (0449) course. The prerequisites for this course are listed below:

ICS Train-the-Trainer Prerequisites

- Completion of the following courses
 - IS-100.c, FEMA Introduction to the Incident Command System, ICS-100
 - IS-200.c, FEMA Incident Command System for Single Resources and Initial Action Incidents, ICS-200
 - IS-700.b, An Introduction to the National Incident Management System (NIMS)
 - IS-800.d, National Response Framework (NRF), An Introduction
 - ICS-300, Intermediate Incident Command System for Expanding Incidents
 - ICS-400 Advanced Incident Command System for Command and General Staff, Complex Incidents and MACS
 - G0191, Emergency Operations Center/ICS Interface
- Formal instructor training (At least one of the following):
 - M-410 – National Wildland Coordinating Group Facilitative Instructor
 - Fire Instructor I and II
 - E-0141, Instructional Presentation and Evaluation Skills,
 - Center for Domestic Preparedness Instructor Course
 - Valid teaching certificate or equivalent
- Real-world field experience in ICS at incidents, events or exercises.

Delivery of ICS Train-the-Trainer (K0449) Course

Delivery of the ICS TTT course can be obtained through two parties as seen below.

- **Texas A&M Engineering Extension Service (TEEX):** offers the Incident Command System (ICS) Curricula, Train-the-Trainer (MGT-906)
 - These courses will typically be in-person deliveries either in Indiana or in other states
- **FEMA National Disaster and Emergency Management University:** Offers the Incident Command System (ICS) Curricula, Train-the-Trainer (E/L/K 0449)
 - These courses are offered on the NDEMU campus, virtually, or can be delivered in-person in the state of Indiana



IDOH Delivery of ICS Curriculum

Multiple members of the IDOH Training and Exercise Team meet the requirements to be lead instructors for the delivery of the ICS curriculum. IDOH will prioritize delivery requests from public health and medical related organizations. The following section will describe the process for managing external requests for course deliveries.

Course Request Overview

IDOH staff will attempt to deliver at least one ICS course per quarter and will prioritize delivery opportunities for those who have requested them, specifically those in the public health and medical field.

Note: IDOH T&E staff will attempt to fulfill each request. However, it is not guaranteed that all requests will be accepted.

IDOH will utilize a [SmartSheet survey](#) to collect all relevant information for course delivery requests. Training and exercise staff will monitor these requests and determine whether to accept or reject course requests. Approvals will be based on the following criteria:

- Minimum attendance requirements being met
- Venue availability
- IDOH T&E staff availability
- Financial considerations



Course Delivery Request Process and Coordination

IDOH T&E staff will regularly monitor SmartSheets for new submissions for requests. Within 72 business hours of a request an IDOH T&E member shall reach out and advise the requestor whether or not their course request will be accepted.

Step 1: Course Request Submission

Requestor responsibilities

1. The requestor should identify and submit the following information in the [SmartSheet Request form](#)
 - a. At least 15 participants will be in attendance for the requested course delivery
 - b. There is a venue available for the proposed dates and that venue will meet basic requirements such as having A/V equipment, Wi-Fi, etc

IDOH Training and Exercise Team responsibilities

1. An IDOH T&E staff member will review all submissions and contact the requestor within 72 business hours. The IDOH T&E coordinator will assign one T&E member to coordinate with the requestor for course delivery coordination and will verify that the following information has been validated:
 - a. Minimum attendance requirements being met
 - b. Venue availability
2. If the requirements are met, the IDOH T&E team member will coordinate with IDHS to post the course to ACADIS and coordinate with the requestor to share registration rosters and other registration information.
3. IDOH T&E team members will also ensure that the course is highlighted in both the IDOH Training and Exercise Bulletin as well as on the IDOH Training and Exercise Events Calendar
4. Two weeks before the course is set to start, the IDOH T&E member will coordinate with the requestor to verify that there are no issues with the course delivery

Step 2: Course Delivery

Requestor responsibilities

1. The requestor will identify at least one day-of point of contact for the venue who can assist with any technical issues and provide any additional venue information

IDOH Training and Exercise Team responsibilities

1. The IDOH T&E instructor will arrive at the training venue an hour before the course is set to start and will set up the room as well as verify that all equipment is operational.
2. The IDOH T&E instructor will bring all course materials including pre-tests, final tests, sign-in sheets, and supplemental material
3. The IDOH T&E instructor will deliver the course material



Step 3: Course Finalization

IDOH Training and Exercise Team responsibilities

1. The IDOH T&E instructors will contact the IDHS State Training Officer (STO) to notify them that the course has been completed. The IDOH instructor will provide the following course documentation to the STO:
 - a. Course sign-in sheets
 - b. Pre-test and final test results
 - c. Participant feedback forms

IDHS State Training Officer responsibilities

1. The State Training Officer or designated representative will upload all documentation to ACADIS
2. The State Training Officer or designated representative will close and finalize the course delivery on ACADIS and provide all participants who met all requirements of the course a course completion certificate



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IDOH ICS TTT Program Project Overview

The following portion of this document will lay out the process for how IDOH T&E will identify, roster, and train additional external individuals to teach the ICS curriculum and how program management will be carried out.

Overview

The Incident Command System (ICS) Train-the-Trainer (TTT) Program is designed to build and sustain instructional capacity within the Indiana Department of Health (IDOH) and its partners. By developing a cadre of qualified instructors, the program ensures that ICS training can be consistently delivered across the state without reliance on limited external resources.

Through the TTT program, selected participants will receive advanced instruction on course content, adult learning principles, and facilitation techniques specific to ICS courses. Graduates of the program will be certified to deliver foundational and intermediate ICS courses (e.g., ICS-100, ICS-200, ICS-300, and ICS-400) to IDOH staff, healthcare coalitions, local health departments, and medical response partners.

The program supports statewide preparedness by:

1. **Expanding training capacity:** Establishing a pool of instructors to meet growing training needs.
2. **Standardizing course delivery:** Ensuring consistency in course content and quality across training sites.
3. **Improving access:** Increasing the availability of ICS courses for public health and healthcare professionals.
4. **Sustaining proficiency:** Supporting continuous learning and workforce readiness for incident response.
5. **Ensuring instructor readiness:** IDOH Training & Exercise (T&E) staff will support and monitor future instructors by verifying that they meet all prerequisites for the ICS TTT course, as outlined by TEEX or EMI, and by providing ongoing mentorship.

By institutionalizing the ICS TTT program, IDOH will strengthen Indiana's incident management capabilities, enhance interoperability among partners, and build a more resilient public health and medical response system.



Project Timeline

- **Program development (August - September 2025)**
 - Define ICS program goals and objectives.
 - Develop Instructor curriculum and training materials.
 - Identify and secure funding
 - Establish partnerships with relevant agencies and organizations.
 - Request ICS TTT Course from TEEEX
- **Recruitment and outreach (October - November 2025)**
 - Create promotional materials and outreach strategies.
 - Announce the program through various channels (email, social media, professional networks).
 - Host informational sessions to attract potential candidates.
 - Collect applications and verify eligibility.
- **Selection and enrollment (December 2025)**
 - Review applications and select 20-25 qualified candidates.
 - Notify selected candidates and provide enrollment instructions.
 - Schedule orientation sessions for enrolled participants.
- **Training Delivery (January - March 2026)**
 - Conduct the instructor training course, focusing on teaching methodologies, course content, and practical exercises.
 - Provide opportunities for candidates to practice teaching and receive feedback.
 - Assess candidates' performance and provide additional support as needed.
- **Certification and Deployment (April 2026)**
 - Evaluate candidates' readiness and certify successful participants as ICS instructors.
 - Develop a deployment plan for newly certified instructors.
 - Assign instructors to upcoming ICS training sessions and events.
- **Program Evaluation and Improvement (May - June 2026)**
 - Collect feedback from participants and stakeholders.
 - Analyze program outcomes and identify areas for improvement.
 - Implement changes and enhancements for future iterations of the program.



ICS TTT Program Pathway

Step 1: Candidate Application and Prioritization

Prospective instructors can apply for the ICS TTT Program utilizing the [ICS TTT Program Application](#). The application will serve as a basic information gathering process that will allow IDOH T&E staff to identify which additional prerequisite courses should be held to ensure that prospective instructors meet all ICS TTT course prerequisites.

Prioritization of ICS Applications

IDOH will prioritize applications from applicants in the public health and medical field, those committed to providing ICS training at the request of IDOH T&E, and those who will deliver ICS courses to public health and medical personnel.

Step 2: Prerequisite Completion and Verification

The IDOH T&E team will assist and ensure that Candidates complete the following pre-requisite courses for the ICS Train-the-Trainer Course:

- IS-100.c, FEMA Introduction to the Incident Command System, ICS-100
- IS-200.c, FEMA Incident Command System for Single Resources and Initial Action Incidents, ICS-200
- IS-700.b, An Introduction to the National Incident Management System (NIMS)
- IS-800.d, National Response Framework (NRF), An Introduction
- ICS-300, Intermediate Incident Command System for Expanding Incidents
- ICS-400 Advanced Incident Command System for Command and General Staff, Complex Incidents and MACS
- G0191, Emergency Operations Center/ICS Interface
- Formal instructor training
 - M-410 – National Wildland Coordinating Group Facilitative Instructor
 - Fire Instructor I & II
 - E-0141, Instructional Presentation and Evaluation Skills,
 - Center for Domestic Preparedness Instructor Course
 - Valid teaching certificate or equivalent

Formal Instructor Training

IDOH Training & Exercise (T&E) will develop and deliver an adult education course that fulfills the formal instructor training prerequisite, ensuring candidates are prepared to serve as ICS instructors.



Step 3: Enrollment in ICS TTT Course

Eligible candidates attend an approved ICS Train-the-Trainer course offered by TEEX or EMI. Training emphasizes adult learning methods, facilitation techniques, and mastery of ICS content.

Step 4: Certification & instructor qualification

Participants who successfully complete the course receive certification as ICS instructors. IDOH T&E staff maintain records of instructor certifications and training eligibility.

Step 5: Mentorship & initial delivery

New instructors are paired with experienced trainers for co-teaching opportunities. IDOH T&E staff provide guidance and feedback to ensure quality and consistency.

Step 6: Independent course delivery

Certified instructors begin delivering ICS courses (ICS-100 through ICS-400) to IDOH staff, healthcare coalitions, local health departments, and medical response partners. Instructors are expected to deliver at least one course annually to maintain active status.

Step 7: Ongoing monitoring & sustainment

IDOH T&E staff track instructor activity, provide refresher opportunities, and support continuous development. Regular evaluation ensures statewide training needs are met and instructional quality remains consistent.

