Emergency Planning and Incident Command System (ICS) Training Course

Professional Development Training Course Outline

Category	Defense and Security	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Emergency Planning and the Incident Command System (ICS) are critical components of effective disaster risk management, crisis response, and operational continuity across public, private, and humanitarian organizations. Emergency Planning and Incident Command System (ICS) Training Course provides a comprehensive understanding of emergency preparedness frameworks, hazard identification, risk assessment, and coordinated response mechanisms using the globally recognized Incident Command System. Participants will gain practical knowledge of how structured command, control, coordination, and communication improve response efficiency during emergencies such as natural disasters, public health crises, industrial accidents, and security incidents.

The course emphasizes interoperable emergency management, multi-agency coordination, and scalable command structures that align with international best practices and national emergency management standards. Through scenario-based learning and applied case studies, participants will strengthen their capacity to plan, activate, manage, and evaluate emergency responses. The training equips professionals with operational, leadership, and decision-making skills required to protect lives, assets, and critical infrastructure while ensuring rapid recovery and organizational resilience.

Programme Curriculum

Emergency Planning and Incident Command System (ICS) Training Course

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Course Objectives

1. Understand core principles of emergency planning and preparedness.
2. Apply Incident Command System structures for effective incident management.
3. Identify and assess hazards using risk-based emergency planning approaches.
4. Develop emergency response plans aligned with global standards.
5. Strengthen coordination among responders and stakeholders during incidents.
6. Apply scalable command and control systems for complex emergencies.
7. Improve communication and information flow during crisis situations.
8. Integrate emergency operations centers into response frameworks.
9. Enhance decision-making under pressure using ICS protocols.
10. Manage resources efficiently during emergency response operations.
11. Apply safety management principles to protect responders and communities.
12. Conduct post-incident evaluation and after-action reviews.
13. Build organizational resilience through continuous emergency preparedness.

Organizational Benefits

- Improved readiness for emergencies and disasters
- Clear command and control during incident response
- Reduced response time and operational confusion
- Enhanced coordination across agencies and departments
- Better protection of life, property, and critical assets
- Stronger compliance with national and international standards
- Improved communication and information management
- More efficient use of emergency resources
- Strengthened leadership and accountability during crises
- Increased organizational resilience and recovery capacity

Target Audiences

- Emergency management professionals
- Disaster risk reduction practitioners
- Public safety and security personnel
- Health and humanitarian response teams
- Facility and operations managers
- Government officials and regulators

- NGO and community response coordinators
- Private sector risk and continuity managers

Course Duration: 10 days

Course Modules

Module 1: Introduction to Emergency Management

- Overview of emergency management concepts
- Types of emergencies and disasters
- Phases of emergency management
- Roles of organizations in emergencies
- Importance of preparedness and planning
- Case Study: Lessons from a national disaster response

Module 2: Principles of Emergency Planning

- Emergency planning cycles and frameworks
- Risk-based planning methodologies
- Stakeholder engagement in planning
- Legal and policy considerations
- Documentation and plan approval processes
- Case Study: Developing an institutional emergency plan

Module 3: Hazard Identification and Risk Assessment

- Hazard identification techniques
- Vulnerability and impact analysis
- Risk prioritization methods
- Use of risk matrices and tools
- Linking risk assessment to planning
- Case Study: Risk assessment for an urban flood scenario

Module 4: Overview of the Incident Command System

- History and purpose of ICS
- Key ICS principles and features
- Standardized terminology and structure
- Benefits of ICS in multi-agency response
- ICS applicability across incident types
- Case Study: ICS use in a large-scale emergency

Module 5: ICS Organizational Structure

- Command, operations, planning, logistics, and finance sections
- Roles and responsibilities within ICS
- Unity of command and span of control
- Modular organization concepts
- Transition and expansion of ICS
- Case Study: Structuring ICS for a complex incident

Module 6: Incident Commander Roles and Responsibilities

- Duties of the incident commander
- Establishing incident objectives
- Managing command staff functions
- Coordination with external agencies
- Decision-making under pressure
- Case Study: Incident commander leadership challenges

Module 7: Planning Section and Incident Action Plans

- Role of the planning section
- Situation status and documentation
- Developing incident action plans
- Planning cycles and briefings
- Use of maps and operational data
- Case Study: Creating an incident action plan

Module 8: Operations Section Management

- Operational tactics and strategies
- Supervising response resources
- Ensuring responder safety
- Coordinating field activities
- Adapting operations to changing conditions
- Case Study: Managing field operations during a wildfire

Module 9: Logistics Section and Resource Management

- Logistics roles and support functions
- Resource ordering and tracking
- Facilities, supplies, and communications
- Transportation and medical support
- Demobilization planning
- Case Study: Logistics coordination in disaster relief

Module 10: Finance and Administration Section

- Cost tracking and financial accountability
- Procurement and contract management
- Timekeeping and compensation processes
- Documentation for reimbursement
- Financial reporting during incidents
- Case Study: Managing emergency response costs

Module 11: Emergency Operations Centers (EOC)

- Purpose and functions of EOCs
- EOC activation and staffing
- Coordination between EOC and ICS
- Information management and reporting
- Technology support for EOCs

- Case Study: EOC coordination during a major incident

Module 12: Communication and Information Management

- Emergency communication principles
- Information flow and reporting lines
- Public information and media relations
- Use of communication technologies
- Managing misinformation and rumors
- Case Study: Communication failures during an emergency

Module 13: Safety and Responder Health

- Safety management within ICS
- Identifying operational hazards
- Implementing safety plans
- Managing responder fatigue and stress
- Health monitoring and support
- Case Study: Safety challenges in hazardous environments

Module 14: Recovery and Continuity Planning

- Transition from response to recovery
- Damage assessment and restoration
- Business continuity considerations
- Community recovery coordination
- Lessons learned integration
- Case Study: Post-incident recovery planning

Module 15: Exercises, Evaluation, and Continuous Improvement

- Types of emergency exercises
- Conducting drills and simulations
- After-action reviews and reporting
- Performance evaluation metrics
- Updating plans and procedures
- Case Study: Full-scale emergency simulation exercise

Training Methodology

- Instructor-led presentations and guided discussions
- Scenario-based learning and simulations
- Group exercises and problem-solving sessions
- Tabletop and functional emergency exercises
- Case study analysis and peer learning
- Facilitated development of emergency action plans

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now