

**US Department of the Interior
Office of Emergency Management**

TRAINING ANNOUNCEMENT

**Command and General Staff Functions for Local Incident Management Teams
(H-337/I-300 and I-400)**

February 4 - 8, 2013
Rocky Mountain National Park and YMCA of the Rockies
Estes Park, CO

Description: This 45+ hour course presents Incident Command System (ICS) training to students who may be called on to serve in command and general staff positions on local Incident Management Teams (IMT). The course provides opportunities for students to gain an understanding of how the National Incident Management System (NIMS) command and management components support the management of expanding incidents and significant events. Given the complexity of most incidents, training as an IMT is critical for effective coordination and decision-making under the dynamic stressful situations often experienced during emergency incidents and major events. Students will be assigned to teams during the course in each command and general staff position for the purpose of developing the skills required to perform in a team configuration of moderate complexity. Each IMT will develop solutions for challenges faced as they participate in the incident/event management process for expanding incidents and extended response using the ICS. Cadre members are assigned to each team to coach, mentor and evaluate. Students are provided with daily team and individual evaluation and critique. The course concludes with a final scenario and a written examination. In addition to preparing students for the duties of command and general staff positions, the course simulates the demanding work environment of incident management with emphasis on timelines and participation. Students are expected to attend all classroom and breakout sessions. Leaving the class to place or answer cell phone calls is not permitted; work or personal business should be limited to breaks and after hours. Completion of the course does **not** commit or qualify trainees to serve on teams other than as allowed or required by their individual agencies.

The course has been approved by the Department of Interior Office of Emergency Management and the DOI NWCG agencies as meeting the requirements for I-300 and I-400 and by USFA/FEMA as meeting the prerequisite for command and general staff position specific courses.

Target Audience:

- DOI employees approved for all-hazard advance training opportunities (Bureau and DOI employees)
- DOI Incident Support Team (IST) members
- Other agencies, as space allows.

Pre-Requisites: Successful completion of IS-100, 200, 700 and 800. (These courses are available online at <http://training.fema.gov/is/crslist.asp?page=all>)

Cost of Training: There is no cost for the training; however, participants' agencies must cover travel, lodging and per diem costs. Participants not staying at the YMCA of the Rockies are required to pay a \$10.00 per person/ per day Off Grounds Membership fee.

Travel and time commitment considerations: Training begins at 0800 Monday, concludes at 1700 Friday and will include evening sessions. Students must attend and successfully complete the full course to receive training certificates.

Registration: The attached PARTICIPANT REGISTRATION FORM must be completed and returned (via e-mail or fax) to Elaine Bond by **COB Friday, January 04, 2013**.

Classroom & Lodging Details:

YMCA of the Rockies
Longs Peak Lodge
Estes Park, CO
<http://www.ymcarockies.org/estes-park-center-colorado.html>

There is a block of rooms available at the YMCA of the Rockies. The address is:
YMCA of the Rockies
2515 Tunnel Road
Estes Park, CO

A package rate of \$119.00/ night (\$84.00 for the room and \$35.00 for meals) is available for lodging and meals. The off-grounds membership fee is included in the package rate.

To reserve a room in this block, click on the group name below to start making reservations:
[Rocky Mountain National Park Dept. of Interior H-337 Course, 2013](#)

(If the group name hyperlink does not work, use the web address for this link, which is:
<http://www.reseze.net/cassets/mkt/YMCA/landingpage/354879.html>)

If you would like to come in earlier or stay longer, please make your reservation on-line first for the dates of the course. Then, call Central Reservations at (888) 613-9622 to add the additional nights to your existing reservation, and have your reservation number handy.

If you have any questions, please contact the Course coordinator, or the YMCA Central Reservations Office at (888) 613-9622.

Reservations should be made only after confirmation of acceptance into the course, and **no later than January 18, 2013**. Room availability and rates cannot be guaranteed for course participants after this date.

Transportation: The Estes Park Shuttle provides service from Denver International Airport (DIA) to the Estes Park area. Contact the Estes Park Shuttle at (970) 586-5151 or visit their website at <http://estesparkshuttle.com>. A 25% discounted rate is available.

DOI Contact: Elaine Bond
Department of the Interior/Office of Emergency Management
Phone: (202) 208-5417
Fax: (202) 501-6139
Email: Elaine_Bond@ios.doi.gov

Rocky Mountain National Park Contact: Rich Browne- Emergency Services Coordinator
Rocky Mountain National Park
Phone: 970-586-1213
Email: Rich_Browne@nps.gov

PARTICIPANT REGISTRATION FORM

Command and General Staff Functions for Local Incident Management Teams (H-337/I-300 and I-400)

Name: _____

Bureau/Office: _____

Official Title: _____

Desired Team Position (indicate first and second choice):

____ Incident Commander

____ Safety Officer

____ Information Officer

____ Liaison Officer

____ Logistics Section Chief

____ Planning Section Chief

____ Finance Section Chief

____ Operations Section Chief

Please indicate your completion dates for the following pre-requisite courses:

_____ I-100 _____ I-200 _____ I-700 _____ I-800

Contact Information:

Phone: _____

Fax: _____

E-Mail _____

Mailing Address:

Registrant's Signature

Date

As the immediate supervisor of this employee I approve his/her attendance.

Supervisor's Signature
(required)

Date

Please complete and return to Elaine Bond by COB Friday, January 11, 2013.
via email: Elaine_Bond@ios.doi.gov or via fax: (202) 501-6139