





# TRAINING ANNOUNCEMENT

# MGT-347 ICS Forms Review Course

This 4-hour workshop for emergency response supervisors and mid-to upper-level managers provides a detailed introduction to the Incident Command System (ICS) forms used in the development of an Incident Action Plan (IAP). Participants will examine the primary forms used in an IAP, as well as supporting and other utility forms. In addition, participants will review the planning process to identify at what point the forms should be filled out and by whom. The workshop includes a practical application to instruct participants in the development of Specific, Measurable, Action-oriented, Realistic, and Time- based (SMART) control and management objectives.

# Participants:

Participants should come from middle and senior management including:

* Emergency Response Managers
* First-line Supervisors and Administrators Who Will Function as Incident Commanders or Unified Command Staff Members
* Emergency Management Coordinators
* Command and General Staff Members
* Emergency Operations Center Staff Members

## Venue:

## Cheboygan – Otsego – Presque Isle EDS (COP-EDS)

**6065 Learning Center Lane, Indian River, MI 49749**

## Course Date & Time:

## Tuesday, February 21, 2017 Time: 8:00 a.m. until 12:30 p.m.

## Registration:

## All participants MUST register in MI TRAIN no later than Friday February 10, 2017.

[**https://MI.TRAIN.ORG**](https://MI.TRAIN.ORG) **Course ID 1050439 (See attached Instructions).**

## FEMA / SID Number Required: Students must register and bring a copy of their SID number to class. Register online: <https://cdp.dhs.gov/femasid>

## If You Need Assistance: **Contact** Megan Anderson Emergency Management Coordinator, (O) 855-515-1624, (E-Mail) [manderson@cceoem.net](mailto:manderson@cceoem.net) OR Mike Hosh R7HSPB Training & Exercise Planner, (O) 989-619-3381, (E-Mail) [hoshmr-7@charter.net](mailto:hoshmr-7@charter.net) .