

# Tips for a successful ICS-320 IMT Workshop



1

Work through MTEP process to schedule training dates.



3

Schedule a training venue. We encourage you to use the same facilities that you plan to use in an actual incident. Note that funding (if required) is a unit requirement.



5

The IMAT will send a memo describing support requirements. Ensure that all personnel, facility, equipment and administrative needs are fulfilled.

2

Plan to fill principle roles in the course with primary members of your IMT, including port partners. The course is designed around a local scenario using your local plans/kits/templates.



4

Prepare individuals to contribute:

- Personal go-kits
- Position-specific training (if applicable)
- Intermediate ICS refresher (ICS-305 required every 3 years)

6

Support course attendance. See improved teamwork and ICS qualifications!



**Command involvement is absolutely crucial to maximize the training outcome for your unit!**