

*Agenda*  
**ICS-300: Intermediate ICS - Virtual**  
*Month xx – yy, 202x*

**INSTRUCTORS:**

[Name], U.S. EPA Region X  
 [Name], U.S. EPA Region Y  
 [Name], U.S. EPA Region Z

[Name], U.S. EPA Special Team  
 [Name], Tetra Tech, Inc.

**TRAINING SPECIALIST:** [Name], Tetra Tech, Inc.

**MS TEAMS FACILITATOR:** [Name], Tetra Tech, Inc.

Date and Time	Topic	Instructor
<b>Monday, Month Day</b> *All course times are Eastern Standard Time		
11:00 – 12:00 p.m.	Unit 1: Administration / Course Overview	
12:00 – 12:30 p.m.	LUNCH	-
12:30 – 3:30 p.m.	Unit 2: ICS Fundamentals	
3:30 – 5:00 p.m.	Unit 3: Unified Command	
<b>Tuesday, Month Day</b> *All course times are Eastern Standard Time		
11:00 – 11:45 p.m.	Unit 3: Unified Command (cont.)	
11:45 – 12:15 p.m.	LUNCH	-
12:15 – 2:30 p.m.	Unit 4: Incident / Event Assessment & Agency Guidance for Establishing Incident Objectives	
2:30 – 5:00 p.m.	Unit 5: Planning Process	
<b>Wednesday, Month Day</b> *All course times are Eastern Standard Time		
11:00 – 12:00 p.m.	Unit 5: Planning Process (cont.)	
12:00 – 12:30 p.m.	LUNCH	-
12:30 – 1:30 p.m.	Unit 5: Planning Process (cont.)	
1:30 – 5:00 p.m.	Unit 6: Incident Resource Management	
<b>Thursday, Month Day</b> *All course times are Eastern Standard Time		
11:00 – 12:00 p.m.	Unit 7: Demobilization, Transfer of Command, and Close out	
12:00 – 12:30 p.m.	LUNCH	-
12:30 – 1:30 p.m.	Unit 7: Demobilization, Transfer of Command, and Close out (cont.)	
1:30 – 3:30 p.m.	Unit 8: ICS-300 Course Summary & Test	
3:30 – 4:30 p.m.	Course Closing / Evaluation	