

FY 2006 NIMS Training Requirements

Overview

National Incident Management System-related training is one of the important requirements that state, territorial, tribal and local entities must accomplish during FY 2006 (Oct. 1, 2005 – Sept. 30, 2006) to become fully compliant with NIMS. Jurisdictions will be required to meet the FY06 NIMS implementation requirements as a condition of receiving federal preparedness grants in FY 2007.

It is important to recognize that NIMS implementation will not end in FY06. NIMS is a dynamic system and the doctrine and implementation requirements will continue to evolve as our prevention, preparedness, response and recovery capabilities improve and our homeland security landscape changes. New personnel will continue to need NIMS training and NIMS processes will still have to be exercised in future years.

The successful implementation of the NIMS depends on the participation and integration of all state, territorial and community-based organizations, including public, non-governmental and private organizations that may have a role in preventing, preparing for, responding to or recovering from an incident.

States, territories, tribes and local jurisdictions should include appropriate organizations in their NIMS implementation efforts, including private sector emergency medical and hospital providers, transportation systems, utilities, and special facilities such as industrial plants, nuclear power plants, factories, military facilities, stadiums and arenas.

Full NIMS implementation is a dynamic and multi-year process with important linkages to the National Response Plan (NRP), the Homeland Security Presidential Directive-8 (National Preparedness Goal) and the National Infrastructure Protection Plan (NIPP). Future refinement to the NIMS will evolve as policy and technical issues are further developed and clarified at the national level. This may well result in additional requirements as to what constitutes continuous full NIMS compliance in FY07 and beyond.

IS-700 NIMS: An Introduction

All personnel with a direct role in emergency preparedness, incident management or response must complete this training. IS-700 NIMS: An Introduction is a Web-based awareness level course that explains NIMS components, concepts and principles. It is designed to be taken online as an interactive Web-course, but course materials may be downloaded and used in a group or classroom setting. IS-700 course answer sheets are available from the Emergency Management Institute and can be filled out automatically at <http://www.fema.gov/EMIWeb/IS/ansreq.asp> .

Who should take IS-700 in FY 2006? All personnel with a direct role in emergency preparedness, incident management or response must complete the training. Following are additional guidelines to help determine which who should take IS-700 training.

Executive Level – Political and government leaders, agency and organization administrators and department heads; personnel that serve as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level multi-agency coordination system personnel; senior emergency managers; and Emergency Operations Center Command or General Staff.

Managerial Level – Agency and organization management from first level to executive level supervisors; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel multi-agency coordination system personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and other emergency management/response personnel who require a higher level of ICS/NIMS Training.

Responder Level – Emergency response providers and disaster workers, entry level to managerial level including Emergency Medical Service personnel; firefighters; medical personnel; police officers; public health personnel; public works/utility personnel; and other emergency management response personnel.

Note: Multi-agency coordination system personnel include those charged with coordinating and supporting incident management activities. These emergency management personnel typically are situated in an emergency operations center or similar facility.

IS-800 NRP: An Introduction

All federal, state, territorial, tribal and local emergency managers or personnel whose primary responsibility is emergency management must complete this training. IS-800: National Response Plan (NRP) An Introduction is a Web-based awareness level course that introduces the key elements of the National Response Plan so that its implementation can be supported at all levels of government. The following topics are covered in this training:

- National Response Plan overview and correlation to NIMS;
- Roles and responsibilities of federal, state, local and tribal governments and private sector organizations;
- Coordinating structures in the field and at the regional and national levels;
- Field-level organizations and teams that support incidents; and
- Incident management actions, including notification and assessment, activation, deployment and demobilization.

The course is designed to be taken online as an interactive Web-course, but course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained from EMI by clicking on <http://www.fema.gov/EMIWeb/IS/ansreq.asp> and filling out the automated form.

Who should take IS-800 in FY06? All federal, state, territorial, tribal and local emergency managers or personnel whose primary responsibility is emergency management must complete this training. Included below are additional guidelines to assist you in determining the type of individual by position who should take the IS-800 training.

Federal Level – Officials in federal departments and agencies with emergency management responsibilities under the NRP.

State/Territorial Level – Officials in state and territorial government with emergency management responsibilities to include personnel from state and territorial emergency management agencies, and agencies that support and interact with the 15 Emergency Support Functions (ESF).

Tribal/Local Level – Officials in tribal and local jurisdictions with overall emergency management responsibilities as dictated by law or ordinance, officials with overall emergency management responsibilities through delegation, and officials involved primarily in emergency planning.

ICS-100 Introduction to ICS · ICS-200 Basic ICS

*All federal, state, territorial, local, tribal, private sector and non-governmental personnel at the entry level, first line supervisor level, middle management level, and command and general staff level of emergency management operations must complete **ICS-100** training.*

*All federal, state, territorial, local, tribal, private sector and non-governmental personnel at the first line supervisor level, middle management level, and command and general staff level of emergency management operations must complete **ICS-200** level training. See NIMS Training Guidelines for additional detail.*

Training developed and conducted by federal, state, local and tribal agencies, and training vendors at the **ICS-100** level must include at a minimum the following topics and specific objectives.

- *Purpose of ICS:* Identify requirements to use ICS, three purposes of ICS and common incident tasks.
- *Basic Features of ICS:* Describe the basic features of ICS.
- *Incident Commander and Command Staff Functions:* Describe the role and function of the Incident Commander and Command Staff.
- *General Staff Functions:* Describe the role and function of the Operations, Planning, Logistics and Finance/Administration sections.
- *Facilities:* Describe the six basic ICS facilities; identify facilities that may be located together and facility map symbols.
- *Common Responsibilities:* Describe common mobilization responsibilities and common responsibilities at an incident. List individual accountability responsibilities and describe common demobilization responsibilities.

Training developed and conducted by federal, state, local and tribal agencies, and training vendors at the **ICS-200** level must include at a minimum the following topical areas along with the specific objectives noted.

Leadership and Management: Describe chain of command and formal communication relationships, identify common leadership responsibilities, describe span of control and modular development and describe the use of position titles.

Delegation of Authority and Management by Objectives: Describe scope of authority, delegation of authority process and describe/explain management by objectives.

Functional Areas and Positions: Identify the ICS tools to manage an incident, demonstrate the function of organizational positions within ICS, and demonstrate the use of an ICS 201 form.

Briefings: Give an Operational Briefing and describe components of field, staff and section briefings/meetings.

Organizational Flexibility: Explain how the modular organization expands and contracts. Given a scenario, complete a complexity analysis; define the five types of incidents and describe the importance of preparedness plans and agreements.

Transfer of Command: List the essential elements of information involved in transfer of command and describe the process of a transfer of command.

The NIMS Integration Center recognizes that many operational aspects of NIMS, including ICS training, are available through state, local, and tribal agencies and private training vendors. It is not necessary that the training requirements be met through a federal source.

The *NIMS National Standard Curriculum Training Development Guidance, October, 2005*, provides stakeholders with an evaluation checklist for training content, which may be used to ensure that the ICS training offered by other agencies or vendors meets the standard “as taught by DHS.” To access the document see www.fema.gov/nims .

Emergency management/response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards, to include ICS courses managed, administered or delivered by EMI, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environment Protection Agency and the U.S. Coast Guard.

Who should take ICS-100 and ICS-200 in FY 2006? All federal, state, territorial, local, tribal, private sector and non-governmental personnel at the entry level, first line supervisor level, middle management level and command and general staff level of emergency management operations must complete ICS-100 level training. All federal, state, territorial, local, tribal, private sector and non-governmental personnel at the first line supervisor level, middle management level, and command and general staff level of emergency management operations must complete ICS-200 level training. Following are additional guidelines to which employees by position and function should take ICS-100 and ICS-200 training.

NIMS Training Guidelines

<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Entry level first responders & disaster workers</i></p> <ul style="list-style-type: none"> • Emergency Medical Service personnel • Firefighters • Hospital staff • Law Enforcement personnel • Public Health personnel • Public Works/Utility personnel • Skilled Support Personnel • Other emergency management response, support, volunteer personnel at all levels 	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</i></p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Middle management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</i></p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • <i>In FY07, ICS-300: Intermediate ICS or equivalent</i>
<p>Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:</p> <p><i>Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.</i></p>	<ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent • <i>And in FY07, ICS-300: Intermediate ICS or equivalent</i> • <i>In FY07, ICS-400: Advanced ICS or equivalent</i>

ICS Equivalent Training: ICS-100, 200, 300, and 400 level training equivalencies can be met by following the guidance outlined in the *NIMS National Standard Curriculum Training Development Guidance, October 2005*. It is not necessary that training requirements be met through a federal source. ICS training developed by state, local and tribal agencies and private training vendors can qualify as NIMS-compliant training if it meets or exceeds the ICS objectives outlined in the *NIMS National Standard Curriculum Training Development Guidance* and is adopted for use by the sponsoring training organization (i.e. State Emergency Management Agency, State Fire Training Academy, etc).

ICS-300 and ICS-400 training is not required for FY06. However, emergency management personnel at the middle management and command and general staff levels are urged to take these courses if needed. ICS-300 and ICS-400 training will be a FY07 NIMS compliance requirement.

Note: Multi-agency coordination system personnel include those persons who are charged with coordinating and supporting incident management activities. Typically, these emergency management personnel are situated in an emergency operations center or similar facility.

Available ICS-100 and ICS-200 Training

The Department of Homeland Security through the United States Fire Administration and the Emergency Management Institute in conjunction with the National Wildfire Coordinating Group and the United States Department of Agriculture has developed ICS-100 and -200 training. These courses are consistent with the *NIMS National Standard Curriculum Training Development Guidance* and meet FY06 training compliance activities outlined by the NIMS Integration Center.

The United State Fire Administration through its National Fire Programs Office has the following Web-based courses available at the ICS-100 and ICS-200 levels. The courses can be accessed at the following website: <http://www.usfa.fema.gov/training/nfa/independent/>

ICS Level	Course Code	Course Title
ICS-100	Q462	Introduction to NIMS ICS for Operational First Responders
ICS-200	Q463	Basic All-Hazards NIMS ICS for Operational First Responders

USFA also offers two direct delivery field courses: ICS for Fire Services (W/F-806) and ICS for Emergency Medical Services (W/F-163), which are equivalent to ICS-100 and ICS-200. These courses are offered regionally by states and at the National Emergency Training Center in Emmitsburg, Md., on weekends.

EMI has several ICS-100 and ICS-200 level courses that may be taken online as interactive Web-courses. These course materials may also be downloaded and used in a group or classroom setting.

Answer sheets may be obtained from the Emergency Management Institute and filled out automatically at www.training.fema.gov/EMIWeb/IS/ansreq.asp . To complete the courses or download course materials go to <http://training.fema.gov/emiweb/IS/crslst.asp> .

Classroom materials for ICS-100 and ICS-200 courses may be downloaded from the Web. Downloadable materials contain guides for teaching discipline specific versions of the programs, such as law enforcement and public works. Because of the size of the documents only text materials can be downloaded. Video contained in the materials may be obtained through the FEMA Publications Office. FEMA will post information about these courses at www.training.fema.gov/emiweb/ .

All classroom materials for ICS-100, -200, -300 and -400 to include student materials, instructional guides and classroom videos are available through the FEMA Publications Office on CD. To order call 1-800-480-2520 Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. Eastern, or write to FEMA, PO Box 2012, Jessup, MD 20794-2012.

ICS-300 and -400 course materials are state-administered programs and are coded as G-300 and G-400. For more information, contact your state emergency management agency or Tom Marlowe (tom.marlowe@dhs.gov or 301-447-1060) at EMI.

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