

FY 2006 NIMS Training Requirements

Overview

National Incident Management System-related training is one of the important elements that state, territorial, tribal and local entities must complete during Fiscal Year 2006 (Oct. 1, 2005 – Sept. 30, 2006) to become fully compliant with the NIMS. Jurisdictions are required to meet the FY06 NIMS requirements as a condition of receiving federal preparedness funding assistance 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 need NIMS training and NIMS processes will have to be exercised in future years.

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

States, territories, tribes and local jurisdictions should consider and 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 (i.e. the “National Preparedness Goal”) and the National Infrastructure Protection Plan. 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. Although it is designed to be taken online as an interactive Web-course, course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained from the Emergency Management Institute by calling the EMI Independent Study Office at 301-447-1256. To obtain the IS-700 course materials or take the course online go to <http://training.fema.gov/emiweb/IS/is700.asp>. More than 550,000 persons completed this course in FY 2005.

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. Included below are additional guidelines to assist you in determining the type of individual by position who should take the IS-700 training.

Executive Level – Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles 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 supervision to executive level; 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; mi-level 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 persons responsible for coordinating and supporting incident management activities. These emergency management personnel typically may function from an emergency operations center or similar facility.

IS-800 NRP: An Introduction

All federal, state, local, 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 an incident; 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; course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained from the Emergency Management Institute by calling the EMI Independent Study Office at 301-447-1256. To obtain the IS-800 course materials or take the course online see <http://training.fema.gov/emweb/IS/is800.asp>.

Who should take IS-800 in FY 2006? As stated above all federal, state, territorial, tribal and local emergency managers or personnel whose primary responsibility is emergency management must

complete must 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 government departments and agencies with emergency management responsibilities under the NRP.

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

Tribal/Local Level – Officials in tribal and local jurisdictions with overall emergency management responsibilities as dictated by law or ordinance; those officials with overall emergency management responsibilities through delegation; and those officials primarily involved 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 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. See NIMS Training Guidelines for additional detail.

Training developed and conducted by federal, state, local and tribal agencies as well as private training vendors at the **ICS-100** level must include at a minimum the following topical areas along with the specific objectives noted.

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

Training developed and conducted by federal, state, local and tribal agencies as well as private 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* to include these objectives: Describe chain of command and formal communication relationships, the use of position titles and span of control and modular development and identify common leadership responsibilities.
- *Delegation of Authority and Management by Objectives* to include these objectives: Describe scope of authority, delegation of authority process and management by objectives.
- *Functional Areas and Positions* to include these objectives: 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* to include these objectives: Give an Operational Briefing and describe components of field, staff and section briefings/meetings.
- *Organizational Flexibility* to include these objectives: Explain how the modular organization expands and contracts and based on a given scenario, complete a complexity analysis. Define the five types of incidents and describe the importance of preparedness plans and agreements.
- *Transfer of Command* to include these objectives: 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.” [Click here to access the NIMS National Standard Curriculum Training Development Guidance, October 2005.](#)

Emergency management/response personnel already trained in ICS do not need retraining if their previous training is consistent with DHS standards, including ICS courses managed, administered or delivered by the Emergency Management Institute, 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, 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 assist in determining by position or function, persons who should take the ICS-100 and ICS-200 training.

NIMS Training Guidelines

Audience	Required Training
<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 • ICS-300: Intermediate ICS or equivalent (FY07 Requirement)
<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 • ICS-300: Intermediate ICS or equivalent (FY07 Requirement) • ICS-400: Advanced ICS or equivalent (FY07 Requirement)

* Additional IS-800 Guidelines are provided in this document

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 the 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 the training meets or exceeds the ICS objectives outlined in the *NIMS National Standard Curriculum Training Development Guidance, October 2005* 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 a required for FY 2006. However, emergency management personnel at the middle management and command and general staff levels are urged to take this training if needed. ICS-300 and ICS-400 training will be a FY 2007 NIMS compliance requirement.

Note: Multi-agency Coordination System personnel include those persons responsible for coordinating and supporting incident management activities. Typically, these emergency management personnel are stationed 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 U.S. Department of Agriculture has developed ICS-100 and 200 training. These courses are consistent with the *NIMS National Standard Curriculum Training Development Guidance October 2005* and meet the FY 2006 training compliance activities outlined by the NIMS Integration Center.

The *United State Fire Administration (USFA)*, 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 & ICS-200. These courses are offered regionally by states and at the National Emergency Training Center in Emmitsburg, Md. on weekends.

The Emergency Management Institute 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 by calling the EMI Independent Study Office at 301-447-1256. To complete the courses or download the course materials go to <http://training.fema.gov/emiweb/IS/crslist.asp>.

Course	Course Code	Status Web-Based	Status Classroom
ICS-100 General	IS-100	Completed on Web	Downloadable – no video
ICS-100 Law Enforcement	IS-100.LE	Completed on Web	Downloadable Guide
ICS-100 Public Works	IS-100.PW	Completed on Web	Downloadable Guide
ICS-100 Public Health	IS-100.PH	Under Development	Down loadable Guide
ICS-100 Hospital	IS-100.H	Under Development	Downloadable Guide
ICS-100 Federal Worker	IS-100.FW	Completed on Web	Downloadable
ICS-200 General	IS-200	Completed on Web	Downloadable – no video
ICS-200 Law Enforcement	IS-200.LE	Under Development	Downloadable Guide
ICS-200 Public Works	IS-200.PW	Under Development	Downloadable Guide
ICS-200 Public Health	IS-200.PH	Under Development	Downloadable Guide
ICS-200 Hospital	IS-200.H	Under Development	Downloadable Guide
ICS-200 Federal Worker	IS-200.FW	Completed on Web	Downloadable

When available, classroom materials for ICS-100 and ICS-200 courses will be downloadable from the Web site. Downloadable materials contain guides for teaching discipline specific versions of the programs (i.e. law enforcement, public works, etc). Due to the size of the documents only the text materials can be downloaded. Video contained in the materials can be obtained through the FEMA Publications Office. FEMA will post information about these courses at: <http://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 a CD. To order the CD you may call 1-800-480-2520 Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. Eastern Time. You may also write to the following address: 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 G400. For additional information on these courses please contact your state emergency management agency or Tom Marlowe (tom.marlowe@dhs.gov or 301-447-1060) at the Emergency Management Institute (EMI). In FY 2006 EMI will offer train-the-trainer courses for these programs across the country.

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