**Preface**

On 1 March 2004, the Department of Homeland Security published the *National Incident Management System* (NIMS) as a result of Homeland Security Presidential Directive 5 (HSPD-5). The NIMS provides a consistent nationwide template to enable Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life, property, and harm to the environment. This consistency provides the foundation for utilization of NIMS for all incidents, ranging from daily occurrences to incidents requiring coordinated Federal response. The NIMS was updated in 2007 and again in 2008 based on input from stakeholders at every level within the nation's response community and lessons learned during recent incidents.

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State and local jurisdictions MUST comply with NIMS in order to qualify for Federal Homeland Security/Preparedness grants.  NIMS is much more than a Federal mandate, however.  It is the right thing to do and can save lives if taken seriously and implemented appropriately.

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A critical tool in promoting the nationwide implementation of NIMS is a well-developed training program that facilitates NIMS training throughout the nation. Closely related to the training, core competencies will form the basis of the training courses' learning objectives and personnel qualifications that validate proficiency.  This was the basis for the NIMS 5-Year Training Plan, produced by the National Integration Center's Incident Management Systems Integration Division, who is charged with the development of NIMS documents and standards.  Please keep in mind that while training is a very important aspect of NIMS implementation and compliance, other aspects of NIMS such as planning, credentialing, resource typing, etc. are just as important and necessary for compliance.

**NYS NIMS Training Guidance**

Pursuant to the NIMS 5-Year Training Plan, NIMS compliance requirements, historical efforts in New York State, and the analysis of practical implementation of the intent of NIMS, the New York State Preparedness Steering Committee has prepared this NIMS Training Guidance.

The New York State Preparedness Steering Committee has been meeting regularly since 2005 and includes representatives from all of the State's major first response agencies.  The Committee includes representatives from:
- Office of Homeland Security (chair)
- State Emergency Management Office
- Division of State Police
- Department of Environmental Conservation
- Office of Fire Prevention and Control
- Department of Agriculture and Markets

# NIMS Training Guidelines for FFY 2009

- Department of Transportation
- Division of Criminal Justice Services
- Department of Health
- National Center for Security and Preparedness, Rockefeller College of Public Affairs and Policy

The New York State Preparedness Steering Committee has been tasked with overseeing compliance with NIMS. This document has been prepared by the State Preparedness Steering Committee in an effort to provide clarification regarding the NIMS training requirements for state and local agencies in New York State for federal fiscal year 2009 and in response to inquiries received concerning the level of NIMS training needed by various disciplines. This document is a replacement to the 2007 Guidance.

The primary purpose and intent of this NIMS Training Guidance document is to provide guidance to state, local, and tribal governments in New York State in helping to prioritize who needs to complete the various NIMS courses and to what level of ICS training personnel need to be trained.

The State Preparedness Steering Committee believes the "target audience" identified by the National Integration Center's Incident Management Systems Integration Division (IMSID) has caused confusion by using ICS titles such as *Branch Director, Division/Group Supervisor, Task Force/Strike Team Leaders, Unit Leaders,* etc. when attempting to define who needs to complete certain levels of NIMS and ICS training. These titles represent positions found within the ICS organizational structure and in most instances do not correlate to the position titles of the individuals who the training is intended for. Fire and Law Enforcement agencies use a rank structure e.g. lieutenant, captain, and not ICS position titles. Public health, hospital staff, public works/utilities, emergency management and emergency medical services position titles typically do not correlate to the ICS position titles either, oftentimes creating uncertainty as to whom exactly needs to complete required NIMS and ICS training.

In March of 1996, Governor Pataki signed Executive Order No. 26 establishing the National Interagency Incident Management System – Incident Command System as the state standard command and control system during emergency operations in New York State. In September 2006, Governor Pataki reissued Executive Order No. 26.1 for the National Incident Management System as promulgated under Homeland Security Presidential Directive-5. This Executive Order has been continued by Governor Paterson and is still in effect.

Over the last ten years, New York State has been a leader in providing ICS training to state and local governments at all levels of the ICS-National Training Curriculum (ICS 100 - ICS 400) and during this time, has developed a better understanding of who needs ICS training at the higher levels (ICS 300 and 400).

The tables contained in the following pages outline the NIMS training needs, by discipline, as recommended by the New York State Office of Homeland Security, charged with

# NIMS Training Guidelines for FFY 2009

overseeing NIMS compliance for State, local, and tribal governments in New York State, in consultation with FEMA and the State Preparedness Steering Committee.

The guidance contains the following elements:

- Course descriptions and topics covered for IS 700, IS 800, ICS 100, ICS 200, ICS 300 and ICS 400 courses.
- NIMS training recommendations for Executive level personnel (elected and appointed executives/officials)
- NIMS training recommendations by discipline for each of the following: fire service, emergency medical services, law enforcement, emergency management, public works, hospital staff, and public health.
- Recommended Target Audience for NIMS training. (The titles/positions listed as needing training are only recommendations based on IMSID guidance. The list is not intended to preclude other titles within agencies and organizations that may require NIMS training).

In addition to the elements listed above, this NIMS Training Guidance document incorporates the following "**assumptions**":

- **The most important consideration in determining whether or not an individual needs to complete ICS 300 or 400 level training is the expected function or responsibilities an individual is likely to perform within the incident command system such as an Incident Commander, Command Staff or General Staff (Section Chief) during an expanding or multiple operational period incident.**
- It is outside the scope of this document to be able to address every discipline, organization or agency that may need to complete NIMS training.
- The target audience from the discipline specific tables can be used to provide insight into what level of NIMS training may be required by other similar disciplines.
- Titles / Positions listed in the discipline-specific tables are not exclusive but rather representative of those individuals whose role and responsibilities in an ICS organizational structure help determine the level of training recommended.
- NIMS training recommendations listed in the accompanying tables are for "intrastate" purposes and may not meet the National Emergency Responder Credentialing System, a voluntary credentialing system being developed to establish minimum criteria for first responders to support "interstate" deployments of incident management personnel. Refer to attachment 1 "National Emergency Responder Credentialing System" at the end of this document.
- This document represents GUIDELINES and in no way preclude any state/local agency from preparing a more detailed document outlining NIMS training requirements for a specific agency or for discipline-specific job titles. That said, this document will provide the basis by which these included training courses will be factored in to NIMS compliance activities in New York State for State and local entities.

# NIMS Training Guidelines for FFY 2009

State, local and tribal jurisdictions and agencies should consider utilizing a four step approach to help determine who truly needs to complete the ICS 300 and 400 training.

1. Recognize the ICS 300 course is truly intended for individuals who, as a result of their job title or ICS qualifications, will have supervisory responsibilities such as an Incident Commander, Section Chief, Branch Director, or Division/Group Supervisor within the **ICS organization** during expanding incidents or those incidents extending into multiple operational periods, referred to in the NIMS as Type 3 level incidents (see attachment 2 "Incident Complexity and Types" at the end of this document). It does not necessarily correlate to the individual's rank or position in their day to day organization.
2. Recognize the primary or intended target audience for the ICS 400 course is for Type I and Type II qualified Incident Management personnel (see attachment 1, Incident Complexities and Type), referred to as "Overhead", or Incident Management Team personnel, Area Commanders, and Multi-Agency Coordination Group Coordinators, ICS 400 provides training for senior personnel expected to perform in a management capacity in a **major and/or complex incident** environment.
3. Review the discipline-specific guidance contained in the following tables to assist in determining who the State Preparedness Steering Committee suggests to complete ICS 300 and ICS 400 training based on the assumptions provided on the previous page.
4. Based on this review, prioritize the list of individuals in your organization to acquire this training, recognizing that not every individual who may need this training may be accommodated in the timeframe outlined by the NIC.

### Core Curriculum for NIMS Discussed in this Document

| Course Grouping | Course ID | Course Title |
|---|---|---|
| Overview | IS-700 | National Incident Management System (NIMS) an Introduction |
| Overview | IS-800 | National Response Framework (NRF), an Introduction |
| ICS Courses | ICS-100 | Introduction to the Incident Command System |
| ICS Courses | ICS-200 | ICS for Single Resources and Initial Action Incidents |
| ICS Courses | ICS-300 | Intermediate ICS |
| ICS Courses | ICS-400 | Advanced ICS |

Note that at the time of publication, no other courses are required for NIMS compliance, although a variety of additional NIMS-related training is available including Independent Study courses and ICS Position-Specific training.

### COURSE DESCRIPTIONS

**IS 700a NIMS: An Introduction**

# NIMS Training Guidelines for FFY 2009

IS-700a 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 interactively, course materials may be downloaded and used in a group or classroom setting. Answer sheets are available from the Emergency Management Institute's Independent Study Office at 301-447-1256. To obtain the IS-700a course materials or take the course online go to http://training.fema.gov

## IS 800b: National Response Framework: An Introduction

IS-800b National Response Framework (NRF): An Introduction is a Web-based awareness level course that introduces the key elements of the National Response Framework so that its implementation can be supported at all levels of government. The course is designed to be taken online as an interactive Web-course, or 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 Independent Study Office at 301-447-1256.

## ICS 100: Introduction to ICS

This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS). ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). IS-100 is also available in variations for multiple disciplines, including Healthcare/Hospitals, Law Enforcement, Public Works, and Schools. Each of these variations are built upon the same curriculum, but include examples relevant to each discipline.

## ICS 200: ICS for Single Resources and Initial Action Incidents

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources. I-200 provides training for personnel who are likely to assume a supervisory position within the ICS. This course will require 12-16 hours for presentation. The course units and lessons provide introduction to leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, and transfer of command. IS-200 is also available in a Healthcare variation.

## ICS 300 Intermediate ICS for Expanding Incidents

This course is designed to enable personnel to operate efficiently using the Incident Command System (ICS) in supervisory roles on expanding or Type 3 incidents. This course requires 24 hours for presentation. The course unit topics include ICS fundamentals review, incident/event assessment, unified command, incident resource

management, planning process, demobilization, transfer of command, and closeout.  This course is available in a classroom delivered format only.

**ICS 400 Advanced ICS for Major and/or Complex Incidents**

This course is designed to enable personnel to operate efficiently in the advanced application of the Incident Command System (ICS). I-400 provides training for senior personnel who are expected to perform in a management capacity in a major and/or complex incident environment. This course will require 16-20 hours for presentation. The course units and lessons provide fundamentals review for Command and General Staff, major and/or complex incident/event management, area command, and multi-agency coordination.  This course is available in a classroom delivered format only.

The State Preparedness Steering Committee is working with various partners to ensure the availability and delivery of ICS training at primarily the ICS 300 level and also a sufficient number of ICS 400 courses based on a prioritization of the appropriate target audience.

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 and is adopted for use by the sponsoring training organization (i.e. State Emergency Management Agency, State Fire Training Academy, etc).  Note, however, that training submitted as a pre-requisite to higher-level training may only be accepted if the training was provided by a recognized, quality provider.

Emergency management/response personnel already trained in ICS (I-100 through I-400) do not need to be retrained if their previous training is consistent with ICS training approved by DHS.  This includes ICS curriculums developed by any of the following: the National Wildfire Coordinating Group (NWCG), the Emergency Management Institute (EMI), the National Fire Academy (NFA), FIRESCOPE, the U.S. Coast Guard (USCG), and the U.S. Department of Agriculture (USDA).  The State Emergency Management Office uses the National Wildfire Coordinating Group curriculum when delivering ICS 300 and 400 level training.

The New York State Emergency Management Office is the largest provider of ICS 300 and ICS 400 training.  As the schedule for ICS 300 and ICS 400 courses are confirmed, the course announcement and registration information will be posted on the State Emergency Management Office website at:  www.semo.state.ny.us//programs/training/calendar.cfm .

A schedule of ICS 300 and ICS 400 courses offered by the New York State Office of Fire Prevention and Control can also be found at the following website: http://www.dos.state.ny.us/fire/pdfs/2007WebCalendar.pdf

# NIMS Training Guidelines for FFY 2009

## NIMS Compliance Training Requirements

| Fiscal Year | Compliance Requirement |
|:---:|:---|
| FY08 | Complete IS-700; IS-800<br>Complete ICS-100; ICS-200 – Awareness Training<br>Complete ICS-300 – Advanced Training |
| FY09 | Complete IS-700; IS-800; ICS-100; ICS-200 – Awareness Training<br>Complete ICS-300; ICS-400 – Advanced Training |

# NIMS Training Guidelines for FFY 2009

## EXECUTIVE LEVEL STAFF

| **Target Audience** | *Recommended Training* |
|---|---|
| Commissioners, Deputy Commissioners, Chair of the Board of Commissioners, County Executive, Town Supervisors, Mayors, County/City Managers, County Legislators, Town/Village Councilpersons, Chair of the Board of Supervisors, Supervisors, Superintendents, Deputy Superintendents, Staff Inspectors, Center Directors, Fire Commissioners, Chairpersons of Authorities or Special Districts, County/ City/Town/Village Attorneys and any other elected or executive level persons whose responsibilities may require them to need an overview and understanding of the National Incident Management System and their role during an emergency or disaster. | • NIMS Executive Briefing (1/2 day) Topics covered to include NIMS: An Introduction; National Response Plan; Multi-Agency Coordination Systems, ICS for Executives and NYS Executive Law Article 2-b |

Although there are no NIMS "Required Training" courses for Elected Officials, Executives, Commissioners, etc., the State Preparedness Steering Committee has requested the State Emergency Management Office develop a NIMS Executive Briefing. The State Preparedness Steering Committee has determined that this program meets the intent of the 'recommended training' for elected and appointed officials outlined by the National Integration Center.

# NIMS Training Guidelines for FFY 2009

## FIRE SERVICE

| Target Audience* | Required Training |
|---|---|
| • *County Fire Coordinator*<br>• *Bureau Chiefs, Deputy Chiefs (Office of Fire Prevention and Control)*<br>• *Command and General Staff members of Type I or Type II Incident Management Teams* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800: National Response Framework (NRF), An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent*<br>• ICS-400: Advanced ICS or equivalent* |
| • *Deputy County Fire Coordinators*<br>• *Fire protection Specialist from selected bureaus (Office of Fire Prevention and Control)*<br>• *Chief Officers who will have supervisory responsibilities as Command and General Staff within an incident management organization (including EOCs) during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents (e.g. Chief, Deputy, Assistant, Division, Battalion)*<br>• *Special Team Leaders (USAR, HazMat, Technical Rescue, IMAT)* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent* |
| Chief officers who will have the supervisory responsibility of primarily local resources, NIMS Type 4 and 5 level incidents<br>• *Company Officers (e.g. Captains, Lieutenants)*<br>• *Special Team members (firefighters)* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent* |
| Entry level first responders & disaster workers<br>• *Firefighters*<br><br>Other fire service personnel that require an introduction to NIMS and to the ICS include:<br>• *Fire Police*<br>• *Dispatchers* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent* |

** Other titles/positions may be appropriate at the various levels shown in the table.  It is impractical to list every job title or position for every discipline.

# NIMS Training Guidelines for FFY 2009

## EMERGENCY MEDICAL SERVICE

| Target Audience* | Required Training |
|---|---|
| • *County EMS Coordinator*<br>• *Associate EMS Care Representatives (DOH Bureau of EMS)*<br>• *Command and General Staff members of Type I or Type II Incident Management Teams* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800: National Response Framework (NRF), An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent*<br>• ICS-400: Advanced ICS or equivalent* |
| • *Deputy County EMS Coordinators*<br>• *Senior EMS Care Representative ( DOH Bureau of EMS)*<br>• *Chief Officers who will have supervisory responsibilities as Command and General Staff within an incident management organization (including EOCs) during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents  (e.g. EMS Chief, Captain, Lieutenant)*<br>• *Special Team Leaders (i.e. DMAT)* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent* |
| EMS Chief, Captain, or Lieutenants who will have the supervisory responsibility of primarily local resources, NIMS Type 4 and 5 level incidents<br>• *EMS Crew Leader* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent* |
| Entry level first responders & disaster workers<br>   • *EMS First Responder*<br>   • *Emergency Medical Technician (EMT)*<br>   • *Advanced Emergency Medical Technician (AEMT)*<br>   • *Critical Care Technician (CCT)*<br>   • *Emergency Medical Technician-Paramedic (EMT-P)*<br><br>Other EMS personnel that require an introduction to NIMS and to the ICS include:<br>   • *EMS Dispatcher* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent* |

** Other titles/positions may be appropriate at the various levels shown in the table.  It is impractical to list every job title or position for every discipline.

# NIMS Training Guidelines for FFY 2009

## LAW ENFORCEMENT

| Target Audience* | Required Training |
|---|---|
| • *Command and General Staff members of Type I or Type II Incident Management Teams* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800: National Response Framework (NRF), An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent*<br>• ICS-400: Advanced ICS or equivalent* |
| • *Sheriff, Undersheriff, Chief Deputy, Police Chief, State Police Major, Commanding Officers(Deputy, Assistant, Inspectors, Deputy Inspectors), Captains, Lieutenants*<br>• *Commanding Officers who will serve as Command and General Staff within an incident management organization (including EOCs) during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents*<br>• *State Police Emergency Management NCO's*<br>• *Special Team Leaders (Emergency Service, Tactical, Mobile Response Team, Bomb Squad, Aviation, Marine, Criminal Investigation, or other agency specific)* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent* |
| Commanding Officers, Captains, and Lieutenants who will have the supervisory responsibility of primarily local resources, NIMS Type 4 and 5 level incidents<br>• *Sergeants*<br>• *Special Team members (Emergency Service, Tactical, Mobile Response Team, Bomb Squad, Aviation, Marine, Criminal Investigation, or other agency specific)* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent* |
| Entry level first responders & disaster workers<br>• *Deputy Sheriffs*<br>• *Police Officers*<br>• *Troopers*<br><br>Other emergency personnel that require an introduction to NIMS and to the ICS include:<br>• *Police Dispatchers*<br>• *Peace Officers* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent* |

** Other titles/positions may be appropriate at the various levels shown in the table.  It is impractical to list every job title or position for every discipline.

# NIMS Training Guidelines for FFY 2009

## EMERGENCY MANAGEMENT

| Target Audience* | Required Training |
|---|---|
| • *Emergency Management Commissioner, Director, Coordinator*<br>• *SEMO Executive and Senior Staff and Regional Directors*<br>• *Command and General Staff members of Type I or Type II Incident Management Teams*<br>• *Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800: National Response Framework (NRF), An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent*<br>• ICS-400: Advanced ICS or equivalent* |
| .<br><br>• *Deputy Emergency Management Coordinator*<br>• *SEMO Professional staff; Operational staff; and Regional staff*<br>• *Emergency Management Program Managers (e.g. Planning)* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800: National Response Framework (NRF), An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent* |
| • *SEMO (All staff)*<br>• *Emergency Management Program staff*<br>• *CERT Team Management Staff* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent* |
| Entry level first responders & disaster workers<br><br>• Other emergency management response personnel not previously identified such as:<br><br>*Communications Center Staff*<br>*Clerical / Support Staff*<br>*CERT Team Members* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent* |

** Other titles/positions may be appropriate at the various levels shown in the table. It is impractical to list every job title or position for every discipline.

# NIMS Training Guidelines for FFY 2009

## PUBLIC WORKS

| Target Audience* | Required Training |
|---|---|
| • *Command and General Staff members of Type I or Type II Incident Management Teams* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800: National Response Framework (NRF), An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent*<br>• ICS-400: Advanced ICS or equivalent* |
| • *NYS DOT*<br>  ▪ *Regional Director; Director of Operations, DOT Emergency Management staff , Assistant to Regional Director; Regional Transportation Manager*<br>  ▪ *Regional Transportation System Maintenance Engineer*<br>  ▪ *Regional Transportation System Operations Engineers*<br>  ▪ *Regional Equipment Manager; Agency Safety and Health Director*<br>  ▪ *Resident Engineers, Assistant Resident Engineers*<br>• *County Highway Superintendent; Highway Superintendent, Deputy Highway Superintendent*<br>• *Public Works Management personnel who will serve as Command and General Staff within an incident management organization (including EOCs) during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent*<br>• ICS-300: Intermediate ICS or equivalent* |
| • *Supervisors; Highway Maintenance Supervisors*<br>• *Bridge Repair Supervisor*<br>• *Traffic Management Center Operators* | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent*<br>• ICS-200: Basic ICS or equivalent* |
| Entry level first responders & disaster workers<br><br>  • *Public Works personnel*<br><br>Other emergency personnel that require an introduction to NIMS and to the ICS include:<br>  • Public Works Dispatcher | • FEMA IS-700: NIMS, An Introduction<br>• ICS-100: Introduction to ICS or equivalent* |

\*\* Other titles/positions may be appropriate at the various levels shown in the table.  It is impractical to list every job title or position for every discipline.

# NIMS Training Guidelines for FFY 2009

## P-16 Education

| Target Audience* | Recommended Training** |
|---|---|
| **Elementary – Middle – Secondary Education** | |
| • *District Superintendents*<br>• *Superintendents of Schools*<br>• *Assistant Superintendents*<br>• *Public Information Officers*<br>• *Others as appropriate* | • NIMS Executive Briefing (1/2 day)<br>Topics covered to include NIMS: An Introduction; National Response Plan; Multi-Agency Coordination Systems, ICS for Executives and NYS Executive Law Article 2-B |
| • *Principals*<br>• *Assistant Principals*<br>• *School Safety and/or Crisis Team Members*<br>• *Others as appropriate* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800b: National Response Framework<br>• ICS-100SCa: Introduction to ICS for Schools |
| • *Security Personnel\*\*\**<br>• *Facility Directors*<br>• *Others as appropriate* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800b: National Response Framework<br>• ICS-100.SCa: Introduction to ICS for Schools<br>• ICS-200: Basic ICS or equivalent |
| **Higher Education** | |
| • *College/University Presidents*<br>• *College/University Vice Presidents*<br>• *Public Information Officers*<br>• *Others as appropriate* | • NIMS Executive Briefing (1/2 day)<br>Topics covered to include NIMS: An Introduction; National Response Plan; Multi-Agency Coordination Systems, ICS for Executives and NYS Executive Law Article 2-B |
| • *College Security Personnel \*\*\**<br>• *Public Safety Officers\*\*\**<br>• *Facility Directors*<br>• *Others as appropriate* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800b: National Response Framework<br>• ICS-100.HE: Introduction to ICS for Higher Education<br>• ICS-200: Basic ICS or equivalent |

*Other titles/positions may be appropriate at the various levels shown in the table. It is impractical to list every job title or position for every discipline.

** Grantees of the Emergency Response and Crisis Management (ERCM) grant administered by the U.S. Department of Education Office of Safe and Drug-Free Schools **must** be NIMS compliant. Courses and tasks that must be completed to be NIMS compliant may change over time and are primarily dependent on the NIMS implementation guidelines set forth by U.S. Department of Homeland Security through the National Integration Center (NIC) – see www.fema.gov/emergency/nims/index.shtm.

Schools that have not received federal emergency preparedness funding are **not** required to adopt NIMS, however the U.S. Department of Education Office of Safe and Drug-Free Schools recommends that LEAs work closely with their local community partners to assess their progress toward NIMS implementation. See: http://rems.ed.gov/views/documents/HH_NIMS.pdf

**\*\*\*** Public safety officers with "police officer status" must comply with the same NIMS training requirements as law enforcement personnel.

# NIMS Training Guidelines for FFY 2009

## HOSPITAL STAFF

| Target Audience* | Required Training |
|---|---|
| • *Incident Commanders, Command Staff and General Staff for Biological, Chemical and Radiological Events as identified in the Hospital Emergency Preparedness Plan* | • FEMA IS-700: NIMS, An Introduction<br><br>• FEMA IS-800: National Response Plan (NRP), An Introduction*<br><br>• ICS-100: Introduction to ICS or equivalent<br><br>• ICS-200: Basic ICS or equivalent |
| Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.<br><br>• *Healthcare Preparedness staff with primary responsibility for responding to an event*<br>• *Hospital HERDS Administrators*<br>• *Director, Emergency Department*<br>• *Hospital - Director, Information Technology*<br>• *Hospital Director, Nursing*<br>• *Hospital Director, Pharmacy*<br>• *Hospital Director, Safety and Security*<br>• *Hospital Director, Transportation*<br>• *Hospital Medical Director* | • FEMA IS-700: NIMS, An Introduction<br><br>• FEMA IS-800: National Response Plan (NRP), An Introduction*<br><br>• ICS-100: Introduction to ICS or equivalent<br><br>• ICS-200: Basic ICS or equivalent |
| First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.<br><br>• *Hospital Medical Examiner*<br>• *Hospital Vaccine Clinic Manager*<br>• *Hospital BT Coordinators*<br>• *Hospital Designated Pharmacist*<br>• *Hospital Infection Control Practitioner* | **FFY 2007**<br><br>• FEMA IS-700: NIMS, An Introduction<br><br>• ICS-100: Introduction to ICS or equivalent<br><br>• ICS-200: Basic ICS or equivalent<br><br>• FEMA IS-800: National Response Plan (NRP), An Introduction* |
| Other emergency personnel that require an introduction to NIMS and to the ICS include:<br><br>• *Agency and Organization Administrators and Department Heads*<br>• *Hospital CEOs*<br>• *Chair, Hospital Disaster Committee* | **FFY 2007**<br><br>• FEMA IS-700: NIMS, An Introduction<br><br>• ICS-100: Introduction to ICS or equivalent<br><br>• FEMA IS-800: National Response Plan (NRP), An Introduction* |

** Other titles/positions may be appropriate at the various levels shown in the table. It is impractical to list every job title or position for every discipline.

## PUBLIC HEALTH

| Target Audience* | Required Training |
|---|---|

# NIMS Training Guidelines for FFY 2009

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|---|---|
| Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff.<br><br>• *Incident Commanders, Command Staff and General Staff for Biological, Chemical and Radiological Events as identified in the Public Health Emergency Preparedness Plan* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800: National Response Framework (NRF), An Introduction*<br>• ICS-100: Introduction to ICS or equivalent<br>• ICS-200: Basic ICS or equivalent<br>• ICS-300: Intermediate ICS<br>• ICS-400: Advanced ICS |
| Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.<br><br>• *Public Health Preparedness staff who would have primary responsibility for managing an incident* | • FEMA IS-700: NIMS, An Introduction<br>• FEMA IS-800: National Response Plan (NRP), An Introduction*<br>• ICS-100: Introduction to ICS or equivalent<br>• ICS-200: Basic ICS or equivalent<br>• ICS-300: Intermediate ICS |
| First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.<br><br>• *LHD Director of Disease Control*<br>• *LHD Director of Environmental Health*<br>• *LHD Director of Laboratory*<br>• *LHD Director of Patient Services*<br>• *LHD Medical Director*<br>• *LHD Medical Examiner*<br>• *LHD Vaccine Clinic Manager*<br>• *LHD BT Coordinator* | • FEMA IS-700: NIMS, An Introduction<br><br>• ICS-100: Introduction to ICS or equivalent<br><br>• ICS-200: Basic ICS or equivalent<br><br>• FEMA IS-800: National Response Plan (NRP), An  Introduction*<br><br>• ICS-300: Intermediate ICS |
| Other emergency personnel that require an introduction to NIMS and to the ICS include:<br><br>• *Agency and Organization Administrators and Department Heads*<br>• *Commissioners, Public Health Directors,  Deputy Commissioners*<br>• *NYSDOH Office/Center/Division and Bureau Directors Laboratory Directors* | • FEMA IS-700: NIMS, An Introduction<br><br>• ICS-100: Introduction to ICS or equivalent<br><br>• FEMA IS-800: National Response Plan (NRP), An Introduction* |

** Other titles/positions may be appropriate at the various levels shown in the table.  It is impractical to list every job title or position for every discipline.

## ATTACHMENT 1

## National Emergency Responder Credentialing System

# NIMS Training Guidelines for FFY 2009

Federal Emergency Management Agency
NIMS Integration Center

**Q1. What is credentialing?**

As stated in the National Incident Management System (NIMS) document, credentialing involves "providing documentation that can authenticate and verify the certification and identity of designated incident managers and emergency responders. This system helps ensure that personnel representing various jurisdictional levels and functional disciplines possess a minimum common level of training, currency, experience, physical and medical fitness, and capability for the incident management or emergency responder position they are tasked to fill."

**Q2. What is the National Emergency Responder Credentialing System?**

The National Emergency Responder Credentialing System is currently under development by the Federal Emergency Management Agency's NIMS Integration Center. As a means to routinely identify and dispatch emergency responders, the National Emergency Responder Credentialing System will help mobilize the swift, safe and successful support of qualified responders who are called upon to assist communities across the nation. Ultimately, credentials verifying an emergency responder's identity and qualifications may be documented through a nationally accepted form of identification and/or through a record-keeping system, as required by NIMS.

**Q3. Why is a national credentialing system necessary?**

A national credentialing system will improve the methods, capabilities and coordination of emergency responders to deal with domestic incidents. Mandated by NIMS and in accord with Homeland Security Presidential Directive – 5, *Management of Domestic Incidents*, this initiative will allow quick and accurate verification of emergency responders' identities and qualifications.
Incidents such as the Oklahoma City Bombing, the 9/11 terrorist attacks on the World Trade Center and the Pentagon, and the recent responses to Hurricanes Katrina and Rita highlight the need for a national system to verify the qualifications and identity of emergency responders.
A national credentialing system will *not* provide automatic access to an incident site. In fact, it can serve to prevent unauthorized (i.e., self-dispatched or unqualified personnel) access to an incident and help maintain perimeter control of and access to that incident, while ensuring that those requested to respond to an incident meet the required criteria for participating in such an effort.

**Q4. Will a national credentialing system be established under the National Mutual Aid and Resource Management Initiative?**

Yes. A national credentialing system is a component of the National Mutual Aid and Resource Management System. In recognition that these efforts must be nationally applicable and widely accepted, the NIMS Integration Center is working closely with existing state, local, territorial and federal partners, as well as discipline-specific stakeholders, to reach a national consensus on what constitutes acceptable criteria for participation in a multi-jurisdictional response.

**Q5. Does certification differ from credentialing?**

Yes. Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions. Credentials may be issued as a result of certification through testing or evaluation.

**Q6.   What are the requirements for a national credentialing system?**

A national credentialing system must:
   • Function within existing federal, state, tribal and local identification and qualification protocols, where feasible;
   • Not place undue burden on federal, state, tribal or local governments;
   • Support (primarily) interstate augmentation of state and local resources;
   • Conform to ICS protocols; and
   • Use current credentialing emergency responder systems, where possible.

**Q7.   Will new training, qualifications and certifications standards be developed for the nationwide credentialing system?**

Yes. Existing training, qualifications and certifications standards will be reviewed in light of a capabilities-based analysis of emergency responders' ability to achieve mission critical tasks.
Using the Department of Homeland Security (DHS) National Planning Scenarios as a starting point, eight discipline-specific working groups will identify critical activities needed to save lives and protect property in major incidents. The working groups will identify the specific types of emergency responders who would perform these tasks; assign titles to these roles; and detail their required professional qualifications, certifications, training, and education. Gaps in existing training, education and experiences will be identified for further review by the NIMS Center. Additionally, NIMS awareness training for all levels will be incorporated in course curricula for credentialing personnel for selected incident management roles. Core curricula will include general awareness courses for all emergency management professionals such as NIMS training, ICS and emergency management courses.

**Q8.   Will DHS/FEMA issue credentials?**

No. Current governmental and non-governmental credentialing bodies at the federal, state, territorial and local levels will continue to issue credentials. Many of these credentialing systems are rooted in state licensure statutes and other well-established requirements and processes. Where no processes or requirements presently exist, those elements listed in Q6 will be important for participation in a national system.

**Q9.   Who can participate in the National Emergency Responder Credentialing System?**

Responders from federal, state, territorial, tribal and local agencies, as well as qualified individuals from the private sector, are encouraged to participate in the National Emergency Responder Credentialing System. The purpose is to develop an integrated and comprehensive system that will assist emergency managers in acquiring those qualified resources necessary to deal with an incident when local resources are overwhelmed.

**Q10.   Why should a state, territory, tribal or local jurisdiction or private vendor participate in the National Credentialing Initiative?**

As a critical component of NIMS, a national credentialing system will provide the nation with an increased capability to rapidly and easily deploy emergency responder during times of need. It will also ensure the capability, qualification and certification of any emergency responder called upon to assist dealing with an incident.

# NIMS Training Guidelines for FFY 2009

**Q11.** **Is participation in the National Emergency Responder Credentialing System mandatory?**

No. Participation in the National Emergency Responder Credentialing System is voluntary. However, emergency responders who volunteer must meet the requirements to support an incident.

**Q12.** **Who is involved in the National Emergency Responder Credentialing System?**

Federal, state and local officials, as well as subject matter experts from private non-governmental organizations and other emergency response management organizations and associations, are participating in this initiative.

**Q13.** **Is the National Emergency Management Association (NEMA) part of National Emergency Responder Credentialing System?**

Yes. NEMA is actively involved in this credentialing initiative and is participating in the working group discussions. The credentialing initiative builds on a mutual-aid framework pioneered by NEMA through the establishment of the Emergency Management Assistance Compact (EMAC).

**Q14.** **What will happen to existing state or discipline-specific credentialing programs?**

One requirement of this initiative is to work with the various disciplines in national, state, territory and/or local jurisdictions to bring current credentialing efforts into a national system while avoiding the duplication of efforts already in place.

**Q15.** **Should state and local programs under development slow down or halt their progress until new standards and procedures are identified by the National Emergency Responder Credentialing System?**

No. The NIMS Integration Center would like to know about ongoing or existing credentialing efforts, it encourages all credentialing efforts to proceed as normal. It is the intention of the Center to facilitate interstate mutual aid requests when local emergency responders are overwhelmed and request assistance from other jurisdictions.

## ATTACHMENT 2

## Incident Complexity and Types

### Incident Types

Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five levels of complexity.

| Type 5 | <ul><li>The incident can be handled with one or two single resources with up to six personnel, managed by a Type 5 Incident Commander.</li><li>Command and General Staff positions (other than the Incident Commander) are not activated.</li><li>Primarily local resources used.</li><li>The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.</li><li>Additional resources or logistical support are not usually required.</li><li>Written Incident Action Plan (IAP) is not required.</li><li>Examples include a vehicle fire, an injured person or a police traffic stop.</li></ul> |
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| Type 4 | <ul><li>Command staff and general staff functions are activated only if needed.</li><li>Primarily local resources used.</li><li>Resources vary from a single resource to multiple resource task forces or strike teams.</li><li>The incident is usually limited to one operational period in the control phase.</li><li>Written IAP is not required, but a documented operational briefing will be completed for all incoming resources.</li><li>The agency administrator/official may have briefings, and ensure the complexity analysis and delegation of authority is updated.</li><li>Examples may include a major structure fire, a multiple vehicle crash with multiple patients, an armed robbery or a small hazmat spill.</li></ul> |
| Type 3 | When capabilities exceed initial action, the appropriate ICS positions should be added to match the complexity of the incident. The Incident Commander is responsible to continually reassess the complexity of the incident.<ul><li>Ad-hoc or pre-established Type 3 organization managed by a Type 3 Incident Commander.</li><li>Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.</li><li>Local and non-local resources are used.</li><li>Resources vary from several resources to several task forces/strike teams.</li><li>May be divided into divisions. May require Staging Areas and an incident base.</li><li>The incident may extend into multiple operational periods.</li><li>A written IAP may be required for each operational period.</li><li>Examples include a tornado touchdown, earthquake, flood, or multi-day hostage stand-off.</li></ul> |
| Type 2 | <ul><li>A Type 2 incident may require the response of resources out of area, including regional and/or national resources to effectively manage the operations and command and general staffing. The incident is managed by a Type 2 Incident Commander.</li><li>Most or all of the Command and General Staff positions are filled.</li><li>Operations personnel may exceed 200 per operational period and total incident personnel may exceed 500 (guidelines only).</li><li>Many of the functional units are needed and staffed.</li><li>Geographic and functional area divisions are established. Incident command post, base, camps, staging areas are established.</li><li>A written IAP is required for each operational period.</li><li>May require a written Delegation of Authority to the Incident Commander.</li><li>The agency administrator/official is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.</li><li>Typically involve incidents of regional significance and extends into multiple operational periods.</li></ul> |

**Incident Complexity and Types** (Continued)

## Incident Types

| Type 1 | <ul><li>This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. A Type 1 Incident Commander manages the incident.</li><li>All Command and General Staff positions are activated. Most ICS functional units are required and staffed.</li><li>Operations personnel often exceed 500 per operational period and total personnel will usually</li></ul> |
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| | exceed 1,000. |
| | ▪ Geographic and functional divisions are established.  May require branching to maintain adequate span of control. |
| | ▪ Incident command post, base, camps, staging areas established. |
| | ▪ Incident extends into multiple operational periods requiring written IAP for each operational period. |
| | ▪ May require a written Delegation of Authority for the Incident Commander. |
| | ▪ The agency administrator/official will have briefings, and ensure that the complexity analysis and delegation of authority are updated. |
| | ▪ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions. |
| | ▪ Typically involve incidents of national significance. |