

# **NIMS Training Guidelines for FFY 2007**

## **NIMS Training Guidance**

The New York State Preparedness Steering Committee, with representation from the following state agencies: State Office of Homeland Security; State Emergency Management Office; Office of Fire Prevention and Control; Department of Health; Division of State Police; and Division of Criminal Justice Services has been tasked with overseeing compliance with the National Incident Management System (NIMS) established in March 2004 under Homeland Security Presidential Directive-5. 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 2007 and in response to inquiries received concerning the level of NIMS training needed by various disciplines.

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. During FFY 2007 (October 1, 2006 – September 30, 2007), NIMS training guidance is requiring the appropriate target audience (except Hospital Staff) to complete ICS 300: “Intermediate ICS” and for a certain target audience to complete both the ICS 300: “Intermediate ICS” and ICS 400: “Advanced ICS”.

Hospital Staff have been given an extension by the NIMS Integrations Center (NIC) until September 30, 2007, to complete the IS 700 “NIMS: An Introduction”; IS 800: “National Response Plan: An Introduction”; ICS 100: “An Introduction to ICS”; and ICS 200: “Basic ICS”.

The State Preparedness Steering Committee believes the term “target audience” identified by NIMS Integration Center (NIC) 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, Executive Order No. 26 was signed 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, Executive Order No. 26.1 was reissued for the National Incident Management System as promulgated under Homeland Security Presidential Directive-5. 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

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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 Preparedness Steering Committee and the State Office of Homeland Security as the State Administrative Agency (SAA) charged with overseeing NIMS compliance for state, local, and tribal governments in New York State.

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 **requirements** 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 the NIC guidance. The list is not intended to preclude other titles within agencies and organizations that may require NIMS training).
- The text under the column labeled “Target Audience” is the language provided by the NIMS Integration Center (NIC) regarding who the NIC suggests as the target audience. The *italicized* text that follows is recommendations of appropriate day-to-day position titles of target audiences developed by the State Preparedness Steering Committee.

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

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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.

- These guidelines are just that 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.

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 tables below to assist in determining who the State Preparedness Steering Committee recommends 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.

A copy of this guidance can also be found on the State Office of Homeland Security website: [http://www.security.state.ny.us/training/nims\\_documents.php](http://www.security.state.ny.us/training/nims_documents.php) and will be linked from the websites of other member agencies of the State Preparedness Steering Committee.

# **NIMS Training Guidelines for FFY 2007**

## **COURSE DESCRIPTIONS**

### **IS 700 NIMS: An Introduction**

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 interactively, course materials may be downloaded and used in a group or classroom setting. <http://training.fema.gov/EMIWeb/IS/crslist.asp>

### **IS 800: National Response Plan: An Introduction**

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 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. <http://training.fema.gov/EMIWeb/IS/crslist.asp>

### **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). <http://training.fema.gov/EMIWeb/IS/crslist.asp>

### **ICS 200: Basic ICS**

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. <http://training.fema.gov/EMIWeb/IS/crslist.asp>

### **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.

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## **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, unified command (optional), major and/or complex incident/event management, area command, and multi-agency coordination.

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](http://www.semo.state.ny.us//programs/training/calendar.cfm) .

The NYS Office of Fire Prevention & Control conducts Incident Command training classes throughout New York State. Please contact your County Fire Coordinator's office for class availability. A link to the County Fire Coordinators contact information is available on OFPC's website at: <http://www.dos.state.ny.us/fire/cfcountylist.htm>

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).

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.

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## 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.

#### **FFY 2007**

- 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 NIMS Executive Briefing will be a half day (4 hour) program designed to provide an overview of the following programs or topics: the National Incident Management System, the National Response Plan, Multi-Agency Coordination Systems, Incident Command System for Executives, the New York State Comprehensive Emergency Management Plan and New York State Executive Law Article 2-b. In addition to the course materials provided to participants, all participants will be given a handout with a list of websites for additional information on NIMS, NRP and ICS.

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## FIRE SERVICE

### Target Audience\*

### Required Training

<p>Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff.</p> <p><i>County Fire Coordinator</i>  <i>Bureau Chiefs, Deputy Chiefs, Fire protection Specialist from selected bureaus – Office of Fire Prevention and Control</i>  <i>Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during major and/or complex incidents, often referred to in NIMS as Type 1 or 2 level incidents</i>  <i>Emergency Operations Center Staff (if assigned as Section Chief or with Management level responsibilities in the EOC)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> <li>ICS-400: Advanced ICS or equivalent*</li> </ul>
<p>Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p> <p><i>Deputy County Fire Coordinators</i>  <i>Fire protection Specialist from selected bureaus – Office of Fire Prevention and Control</i>  <i>Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents (e.g. Deputy, Assistant, Division, Battalion)</i>  <i>Special Team Leaders (USAR, HazMat, Technical Rescue, IMAT)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> </ul>
<p>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</p> <p><i>Company Officers (e.g. Captains, Lieutenants)</i>  <i>Special Team members (firefighters)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul>
<p>Entry level first responders &amp; disaster workers</p> <ul style="list-style-type: none"> <li><i>Firefighters</i></li> </ul> <p>Other fire service personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> <li><i>Fire Police</i></li> <li><i>Dispatchers</i></li> </ul>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> </ul>

\*\* 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.

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## EMERGENCY MEDICAL SERVICE

### Target Audience\*

### Required Training

<p>Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff.</p> <p><i>Chief of Operations (Chief or Captain), EMS Supervisor</i>  <i>Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during major and/or complex incidents, often referred to in NIMS as Type 1 or 2 level incidents</i>  <i>County EMS Coordinator</i>  <i>Associate EMS Care Representatives – DOH Bureau of EMS</i>  <i>Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> <li>ICS-400: Advanced ICS or equivalent*</li> </ul>
<p>Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p> <p><i>EMS Lieutenant</i>  <i>Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents</i>  <i>Deputy County EMS Coordinators</i>  <i>Senior EMS Care Representative – DOH Bureau of EMS</i>  <i>Special Team Leaders (DMAT, IMAT)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> </ul>
<p>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</p> <p><i>EMS Crew Leader</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul>
<p>Entry level first responders &amp; disaster workers</p> <ul style="list-style-type: none"> <li><i>EMS First Responder</i></li> <li><i>Emergency Medical Technician (EMT)</i></li> <li><i>Advanced Emergency Medical Technician (AEMT)</i></li> <li><i>Critical Care Technician (CCT)</i></li> <li><i>Emergency Medical Technician-Paramedic (EMT-P)</i></li> </ul> <p>Other EMS personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> <li><i>EMS Dispatcher</i></li> </ul>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> </ul>



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## LAW ENFORCEMENT

### Target Audience\*

### Required Training

<p>Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff.</p> <p><i>Sheriff, Undersheriff, Chief Deputy, Police Chief, State Police Major</i>  <i>Chief Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during major and/or complex incidents, often referred to in NIMS as Type 1 or 2 level incidents</i>  <i>Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> <li>ICS-400: Advanced ICS or equivalent*</li> </ul>
<p>Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p> <p><i>Commanding Officers(Deputy, Assistant, Inspectors, Deputy Inspectors)</i>  <i>Commanding Officers who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents</i>  <i>Captains, Lieutenants,</i>  <i>State Police Emergency Management NCO's</i>  <i>Special Team Leaders (Emergency Service, Tactical, Mobile Response Team, Bomb Squad, Aviation, Marine, Criminal Investigation, IMAT or other agency specific)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> </ul>
<p>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</p> <p><i>Sergeants</i>  <i>Special Team members (Emergency Service, Tactical, Mobile Response Team, Bomb Squad, Aviation, Marine, Criminal Investigation, IMAT or other agency specific)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul>
<p>Entry level first responders &amp; disaster workers</p> <ul style="list-style-type: none"> <li><i>Deputy Sheriffs</i></li> <li><i>Police Officers</i></li> <li><i>Troopers</i></li> </ul> <p>Other emergency personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> <li><i>Police Dispatchers</i></li> <li><i>Peace Officers</i></li> </ul>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> </ul>

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## EMERGENCY MANAGEMENT

### Target Audience\*

### Required Training

<p>Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff.</p> <p><i>Emergency Management Commissioner, Director, Coordinator SEMO Executive Staff and Regional Directors Incident Management Assistance Team members (IMT) Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> <li>ICS-400: Advanced ICS or equivalent*</li> </ul>
<p>Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p> <p><i>Deputy Emergency Management Coordinator SEMO Professional staff; Operational staff; and Regional staff Emergency Management Program Managers (e.g. Planning)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> </ul>
<p>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</p> <p><i>SEMO (All staff) Emergency Management Program staff CERT Team Management Staff</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul>
<p>Entry level first responders &amp; disaster workers</p> <ul style="list-style-type: none"> <li>Other emergency management response personnel not previously identified such as:</li> </ul> <p><i>Communications Center Staff Clerical / Support Staff CERT Team Members</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> </ul>

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## PUBLIC WORKS

### Target Audience\*

### Required Training

<p>Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff.</p> <p>Regional Director; Director of Operations DOT Emergency Management staff <i>County Highway Superintendent; Highway Superintendent</i> <i>Public Works Management personnel who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during major and/or complex incidents, often referred to in NIMS as Type 1 or 2 level incidents</i> <i>Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> <li>ICS-400: Advanced ICS or equivalent*</li> </ul>
<p>Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p> <p><i>Deputy County Highway Superintendent</i> <i>Deputy Highway Superintendent</i> <i>Public Works Management personnel who will have supervisory responsibilities as an Incident Commander or Section Chief within the ICS organization during expanding incidents or those incidents extending into multiple operational periods, referred to in NIMS as Type 3 level incidents</i> <i>Assistant to Regional Director; Regional Transportation Manager</i> <i>Regional Transportation System Maintenance Engineer</i> <i>Regional Transportation System Operations Engineers</i> <i>Regional Equipment Manager; Agency Safety and Health Director</i> <i>Resident Engineers, Assistant Resident Engineers</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>ICS-300: Intermediate ICS or equivalent*</li> </ul>
<p>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</p> <p><i>Supervisors; Highway Maintenance Supervisors</i> <i>Bridge Repair Supervisor</i> <i>Traffic Management Center Operators</i></p>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> <li>ICS-200: Basic ICS or equivalent*</li> </ul>
<p>Entry level first responders &amp; disaster workers</p> <ul style="list-style-type: none"> <li><i>Public Works personnel</i></li> </ul> <p>Other emergency personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> <li>Public Works Dispatcher</li> </ul>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent*</li> </ul>

# NIMS Training Guidelines for FFY 2007

\*\* 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.

## HOSPITAL STAFF

### Target Audience\*

### Required Training

<p>Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff.</p> <ul style="list-style-type: none"> <li><i>Incident Commanders, Command Staff and General Staff for Biological, Chemical and Radiological Events as identified in the Hospital Emergency Preparedness Plan</i></li> </ul>	<p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction*</li> <li>ICS-100: Introduction to ICS or equivalent</li> <li>ICS-200: Basic ICS or equivalent</li> </ul>
<p>Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p> <ul style="list-style-type: none"> <li><i>Healthcare Preparedness staff with primary responsibility for responding to an event</i></li> <li><i>Hospital HERDS Administrators</i></li> <li><i>Director, Emergency Department</i></li> <li><i>Hospital - Director, Information Technology</i></li> <li><i>Hospital Director, Nursing</i></li> <li><i>Hospital Director, Pharmacy</i></li> <li><i>Hospital Director, Safety and Security</i></li> <li><i>Hospital Director, Transportation</i></li> <li><i>Hospital Medical Director</i></li> </ul>	<p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction*</li> <li>ICS-100: Introduction to ICS or equivalent</li> <li>ICS-200: Basic ICS or equivalent</li> </ul>
<p>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</p> <ul style="list-style-type: none"> <li><i>Hospital Medical Examiner</i></li> <li><i>Hospital Vaccine Clinic Manager</i></li> <li><i>Hospital BT Coordinators</i></li> <li><i>Hospital Designated Pharmacist</i></li> <li><i>Hospital Infection Control Practitioner</i></li> </ul>	<p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent</li> <li>ICS-200: Basic ICS or equivalent</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction*</li> </ul>
<p>Other emergency personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> <li><i>Agency and Organization Administrators and Department Heads</i></li> <li><i>Hospital CEOs</i></li> <li><i>Chair, Hospital Disaster Committee</i></li> </ul>	<p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction*</li> </ul>

# NIMS Training Guidelines for FFY 2007

\*\* 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

<p>Command and general staff, agency administrators, department heads, emergency managers, area commanders, and multi-agency coordination system/emergency operations center staff.</p> <ul style="list-style-type: none"> <li><i>Incident Commanders, Command Staff and General Staff for Biological, Chemical and Radiological Events as identified in the Public Health Emergency Preparedness Plan</i></li> </ul>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction*</li> <li>ICS-100: Introduction to ICS or equivalent</li> <li>ICS-200: Basic ICS or equivalent</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li><b>ICS-300: Intermediate ICS or equivalent (FY07 Requirement)</b></li> <li><b>ICS-400: Advanced ICS or equivalent (FY07 Requirement)</b></li> </ul>
<p>Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p> <ul style="list-style-type: none"> <li><i>Public Health Preparedness staff who would have primary responsibility for managing an incident</i></li> </ul>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction*</li> <li>ICS-100: Introduction to ICS or equivalent</li> <li>ICS-200: Basic ICS or equivalent</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li><b>ICS-300: Intermediate ICS or equivalent (FY07 Requirement) - as appropriate</b></li> </ul>
<p>First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.</p> <ul style="list-style-type: none"> <li><i>LHD Director of Disease Control</i></li> <li><i>LHD Director of Environmental Health</i></li> <li><i>LHD Director of Laboratory</i></li> <li><i>LHD Director of Patient Services</i></li> <li><i>LHD Medical Director</i></li> <li><i>LHD Medical Examiner</i></li> <li><i>LHD Vaccine Clinic Manager</i></li> <li><i>LHD BT Coordinator</i></li> </ul>	<p><b>FFY 2006</b></p> <ul style="list-style-type: none"> <li>FEMA IS-700: NIMS, An Introduction</li> <li>ICS-100: Introduction to ICS or equivalent</li> <li>ICS-200: Basic ICS or equivalent</li> <li>FEMA IS-800: National Response Plan (NRP), An Introduction*</li> </ul> <p><b>FFY 2007</b></p> <ul style="list-style-type: none"> <li><b>ICS-300: Intermediate ICS or equivalent (FY07 Requirement) - as appropriate</b></li> </ul>

## NIMS Training Guidelines for FFY 2007

<p>Other emergency personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"><li>• <i>Agency and Organization Administrators and Department Heads</i></li><li>• <i>Commissioners, Public Health Directors, Deputy Commissioners</i></li><li>• <i>NYSDOH Office/Center/Division and Bureau Directors Laboratory Directors</i></li></ul>	<ul style="list-style-type: none"><li>• FEMA IS-700: NIMS, An Introduction</li><li>• ICS-100: Introduction to ICS or equivalent</li><li>• FEMA IS-800: National Response Plan (NRP), An Introduction*</li></ul>

\*\* 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 2007

## ATTACHMENT 1

### National Emergency Responder Credentialing System

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?**

# **NIMS Training Guidelines for FFY 2007**

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?**



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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.

## **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.

# NIMS Training Guidelines for FFY 2007

## 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.

<b>Type 5</b>	<ul style="list-style-type: none"><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>
<b>Type 4</b>	<ul style="list-style-type: none"><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>
<b>Type 3</b>	<p>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.</p> <ul style="list-style-type: none"><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>
<b>Type 2</b>	<ul style="list-style-type: none"><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></ul>

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	<ul style="list-style-type: none"><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>
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### Incident Complexity and Types (Continued)

#### Incident Types

<b>Type 1</b>	<ul style="list-style-type: none"><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 exceed 1,000.</li><li>▪ Geographic and functional divisions are established. May require branching to maintain adequate span of control.</li><li>▪ Incident command post, base, camps, staging areas established.</li><li>▪ Incident extends into multiple operational periods requiring written IAP for each operational period.</li><li>▪ May require a written Delegation of Authority for the Incident Commander.</li><li>▪ The agency administrator/official will have briefings, and ensure that the complexity analysis and delegation of authority are updated.</li><li>▪ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.</li><li>▪ Typically involve incidents of national significance.</li></ul>
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