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Homeland Security NIMS & ICS Training Grants

Policies and Procedures

Purpose

This bulletin is to provide guidance on OJA policies for funding NIMS and ICS training courses only, which will be effective March 15, 2006 through February 28, 2007. All training course applications must state clear goals and objectives to be accomplished and provide the instructors name or the institution providing the training. The application period will close September 1, 2006. Jurisdictions must have scheduled training prior to the September 1, 2006 close date to be completed by February 28, 2007 to be eligible for OJA homeland security funding after September 1, 2006. All applicants must plan ahead in order to properly schedule classes after the close date to be completed by February 28, 2007.

Additional training policies will be forthcoming in the near future to address future funding programs for training.

Background

The NIMS is a comprehensive system that will improve response operations through the use of the Incident Command System (ICS) and other standard procedures and preparedness measures. It will also promote development of cross-jurisdictional, statewide and interstate regional mechanisms for coordinating incident management and obtaining assistance during large-scale or complex incidents.

The state recognizes that the overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level. However, it is critically important that all jurisdictions comply with the NIMS because the challenges we face as a state and nation are far greater than the capabilities of any one jurisdiction; they are not, however, greater than the sum of all of us working together through mutual support.

Homeland Security Presidential Directive 5 (HSPD- 5), Management of Domestic Incidents, requires all federal departments and agencies to adopt and implement the NIMS, and requires states, territories, tribes and local governments to implement the NIMS to receive federal preparedness funding.

In federal Fiscal Year 2006, states, territories, tribes and local communities will be required to complete several activities to comply with the NIMS. The attached implementation matrix describes the actions that states must take by the end of federal FY 2006 (September 30, 2006) to

be compliant with NIMS ICS training requirements only. Additional NIMS compliance requirements can be found @ the following NIMS web site: <http://www.fema.gov/nims/>

Beginning October 1, 2006, all jurisdictions, will be required to meet the NIMS implementation requirements as a condition of receiving federal preparedness funding assistance, including state homeland security funding programs. Jurisdictions that have applied for NIMS and ICS training prior to the close date of September 1, 2006 that have scheduled courses to be completed by February 28, 2007 will be eligible for state homeland security funding, provided the guidelines within attachment A have been completed.

Eligible Training Courses

Incident Command System Training

In order for Incident Command System courses to be eligible for reimbursement they must teach the basic system outlined in the NIMS version 7.1. Training on other types of Incident Command System will not be reimbursed. The example courses listed below are from the Emergency Management Institute, the National Fire Academy and the National Wildfire Coordinating Group (NWCG). First responders that have already taken ICS training that consisted of the previous versions of the identified curriculum **will not** need to be retrained. Incident Command System courses taken through independent study or Internet based will not be reimbursed. **OJA will also fund a combined IS-700 / ICS-100 course**, for those that are required to take both courses.

- National Incident Management System (IS-700)
- National Response Plan (IS-800)
- G 100 Incident Command System (ICS-100) Introductory
- G 200 Incident Command System (ICS-200) Basic
- G 300 Incident Command System (ICS-300), Intermediate
- G 400 Incident Command System (ICS-400) Advanced
- G 100 & G 200 Incident Command System (ICS): Law Enforcement
- G 100 & G 200 Incident Command System (ICS): Public Works
- G 100 & G 200 Incident Command System for Public Health
- G 100 & G 200 Incident Command System for Hospitals
- F163 Incident Command System for Emergency Medical Service
- F806 Incident Command System for Fire Service
- L449 Incident Command System Train the Trainer

Allocation Process

Funding for training for all applicants will be awarded with priority given to those jurisdictions that have teams identified as a component of the regionalized response teams and that clearly have a need for training in order to be compliant. In addition, OJA and WEM will work with the state technical colleges to institutionalize NIMS and ICS training within the technical college system to provide NIMS and ICS training courses for first responders that need to attend training.

Validation Process

A form will be placed on the OJA web site that will allow the chief official of all public safety response agencies the opportunity to validate that their agency has completed all mandatory NIMS and ICS training as outlined in this bulletin. Agency heads will be allowed to sign off that their agency is compliant with the NIMS ICS training guidelines. These guidelines are outlined in attachment A, page 8.

The homeland security program has a 100% compliance policy and training records will be reviewed in the future to validate whether or not an agency has completed the necessary minimum training.

Application Procedures

- Local units of government may apply directly to OJA for NIMS and ICS training. In addition, the state technical colleges may apply for funding to support NIMS and ICS training to local first responders in the respective areas only. Please go to our web site <http://oja.wi.gov> and follow the links to start the application process. Detailed instructions on how to use the online application are also available on the website. Applicants will apply for a **'05 training grant**.
- Counties are encouraged to coordinate with one another and/or the technical colleges in order to maximize the number of first responders being trained that need to complete NIMS and ICS training requirements.
- Local jurisdictions are highly encouraged to coordinate training with their county emergency management office. It is the responsibility of the local grantee to notify the county emergency management director of approved NIMS and ICS training.
- After applications are reviewed, all applicants will receive email notification whether or not your application has been approved.

Changes to Applications

All changes to applications, including application budgets, must receive prior approval from OJA. Submission of invoices that have not received this prior approval may result in delay or denial of payment. Changes to applications must be made by amending the online application. Instructions for amending applications can be found in the Application Instructions available on the OJA website at <http://oja.wi.gov>

Payments

Funds will be dispersed on a reimbursement basis upon submission of the G-2 close out form, course roster and any invoices that support costs incurred for training. An instructor signed course roster must be submitted directly to OJA upon completion of the training in addition to the close out G-2 form.

Funds received by subgrantees are subject to the rules outlined by the Federal government. All jurisdictions must be compliant with all applicable Federal statutes, regulations, policies, guidelines and requirements, including OMB circulars A-21, A-87, A-102, A-110, A-122, A-133 and 28 C.F.R. parts 66 or 70. Further information regarding Federal requirements and OMB circulars can be found at <http://www.whitehouse.gov/omb/circulars/>.

No Reimbursement of Overtime/Backfill

NIMS and ICS classes are **no longer** eligible for reimbursement of overtime/backfill and travel expenses, upon completion of the class. Due to the federal mandated NIMS and ICS training requirements and limited homeland security funding OJA is no longer able to support the reimbursement of overtime/backfill for these courses.

Attachment A

FY 2006 NIMS Training Requirements

Overview

Training is one of the important elements that state, territorial, tribal and local entities must complete during the FY 2006 (October 1, 2005 – September 30, 2006) to become fully compliant with the NIMS. Jurisdictions will be required to meet the NIMS implementation requirements as a condition of receiving federal preparedness funding assistance beginning September 1, 2006.

It is important to recognize that NIMS implementation will not end in FY 2006. The NIMS is a dynamic system, and the doctrine as well as the implementation requirements will continue to evolve as our prevention, preparedness, response, and recovery capabilities improve and our homeland security landscape changes. Further, new personnel will continue to need NIMS training, and NIMS processes will still have to be exercised in future years.

The successful implementation of the NIMS depends on the participation and integration of all state, territorial and community-based organizations, including public, non-governmental, and private organizations that may have a role in preventing, preparing for, responding to, or recovering from an incident. States, territories, tribes and local jurisdictions should therefore consider and include appropriate organizations in their NIMS implementation efforts, including private sector emergency medical and hospital providers, transportation systems, utilities, and special facilities such as industrial plants, nuclear power plants, factories, military facilities, stadiums and arenas. Moreover, full NIMS implementation is a dynamic and multi-year phase-in process with important linkages to the National Response Plan (NRP), the Homeland Security Presidential Directive - 8 (i.e. the "National Preparedness Goal") and the National Infrastructure Protection Plan (NIPP). Future refinement to the NIMS will evolve as policy and technical issues are further developed and clarified at the national level. This may well result in additional requirements being issued by the NIC as to what will constitute continuous full NIMS compliance in FY2007 and beyond.

IS-700 NIMS: An Introduction: Who Must Take It

All personnel with a direct role in emergency preparedness, incident management or response must complete this training. IS-700 NIMS: An Introduction is a Web-based awareness level course that explains NIMS components, concepts and principles. Although it is designed to be taken online as an interactive Web-course, course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained from the Emergency Management Institute by calling the EMI Independent Study Office at 301-447-1256. To obtain the IS700 course materials or take the course online go to <http://training.fema.gov/emiweb/IS/is700.asp>. More than 550,000 persons completed this course in FY 2005.

Who should take IS-700 in FY 2006? All personnel with a direct role in emergency preparedness, incident management or response must complete the training. Included below are additional guidelines to assist you in determining the type of individual by position who should take the IS-700 training.

Executive Level – Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and Emergency Operations Center Command or General Staff.

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

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

Note: Multi-agency Coordination System personnel include those persons who are charged with coordinating and supporting incident management activities. These emergency management personnel typically may function from an emergency operations center or similar facility.

IS-800 NRP: An Introduction: Who Must Take It

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

- National Response Plan Overview (and correlation to NIMS)
- Roles and Responsibilities of federal, state, local and tribal governments, and private sector organizations
- Coordinating structures in the field and at the regional and national levels
- Field-level organizations and teams that support an incident
- Incident management actions, including notification and assessment, activation, deployment and demobilization

The course is designed to be taken online as an interactive Web-course; course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained from the Emergency Management Institute by calling the EMI Independent Study Office at 301-447-1256. To obtain the IS-800 course materials or take the course online go to <http://training.fema.gov/emiweb/IS/is800.asp>.

Who should take IS-800 in FY 2006? As stated above all Federal, state, territorial, tribal, and local emergency managers or personnel whose primary responsibility is emergency management must complete this training. Included below are additional guidelines to assist you in determining the type of individual by position who should take the IS-800 training.

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

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

Tribal/Local Level – Officials in tribal and local jurisdictions with overall emergency management responsibilities as dictated by law or ordinance; those officials with overall emergency

management responsibilities through delegation; and those officials primarily involved in emergency planning.

ICS-100 Introduction to ICS ♦ ICS-200 Basic ICS: Who must Take It

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

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

(See NIMS Training Guidelines page end of this section for additional detail)

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

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

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

- Leadership and Management to include the following objectives: Describe chain of command and formal communication relationships; Identify common leadership responsibilities; Describe span of control and modular development; and Describe the use of position titles.
- Delegation of Authority and Management by Objectives to include the following objectives: Describe scope of authority; Describe delegation of authority process; and describe and explain management by objectives.

- Functional Areas and Positions to include the following objectives: Identify the ICS tools to manage an incident; Demonstrate the function of organizational positions within ICS; and Demonstrate the use of an ICS 201 form.
- Briefings to include the following objectives: Give an Operational Briefing; and Describe components of field, staff and section briefings/meetings.
- Organizational Flexibility to include the following objectives: Explain how the modular organization expands and contracts; Given a scenario, complete a complexity analysis; Define the five types of incidents; and Describe the importance of preparedness plans and agreements.
- Transfer of Command to include the following objectives: List the essential elements of information involved in transfer of command; and Describe the process of a transfer of command.

The NIMS Integration Center recognizes that many operational aspects of NIMS, including ICS training, are available through state, local, and tribal agencies and private training vendors. It is not necessary that the training requirements be met through a federal source. The NIMS National Standard Curriculum Training Development Guidance (October, 2005) document provides stakeholders with an evaluation checklist for training content, which may be used to ensure that the ICS training offered by other agencies or vendors meets the standard "as taught by DHS." Emergency management/response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards (to include ICS courses managed, administered, or delivered by the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environment Protection Agency, and the U.S. Coast Guard.)

Who should take ICS-100 and ICS-200 in FY 2006? As stated above all federal, state, territorial, local, tribal, private sector and non-governmental personnel at the entry level, first line supervisor level, middle management level, and command and general staff level of emergency management operations must complete ICS-100 level training. All federal, state, territorial, local, tribal, private sector and non-governmental personnel at the first line supervisor level, middle management level, and command and general staff level of emergency management operations must complete ICS-200 level training.

The following page contains additional guidelines to assist you in determining the type of individual by position or function that should take the ICS-100 and ICS-200 training. The individual first responder assigned to the various positions outlined below and the required training that meets the minimum requirements is at the discretion of the agency's chief official. The chief official will determine what individuals meet the criteria outlined below within their respective agency and determine who must be trained to what level.

ICS-300 and ICS-400 training is **not** a required training element for FY 2006. However, emergency management personnel at the middle management and command and general staff levels are urged to take this training if needed. ICS-300 and ICS-400 training will be a FY 2007 NIMS compliance requirement.

Note: Multi-agency Coordination System personnel include those persons who are charged with coordinating and supporting incident management activities. These emergency management personnel typically may function from an emergency operations center or similar facility.

NIMS Training Guidelines

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

ICS Equivalent Training: ICS-100, 200, 300, and 400 level training equivalencies can be met by following the guidance outlined in the NIMS National Standard Curriculum Training Development Guidance (October 2005). It is not necessary that the training requirements be met through a federal source. ICS training developed by state, local and tribal agencies and private training vendors can “qualify” as NIMS compliant training if the training meets or exceeds the ICS objectives outlined in the NIMS National Standard

Curriculum Training Development Guidance (October 2005) and is adopted for use by the sponsoring training organization (i.e. State Emergency Management Agency, State Fire Training Academy, etc).

Elected Officials NIMS and ICS Training

The guiding question for determining if an elected official should have NIMS and ICS training is: Does he or she have a **direct role** in managing the preparedness, response or recovery activities in connection with an emergency and at what level will they be involved in the process? If city council members/elected officials **do not** have a direct role to play, they do not have to take the training. For those elected officials who are more directly involved, the State strongly recommends they take ICS-100 and IS-700. Additionally, we strongly recommend that elected officials with overall emergency management responsibilities take IS-800 (Introduction to the National Response Plan) if they expect to have significant interaction with federal officials during a federal response under the NRP. All jurisdictions are not the same, so the guidance allows local jurisdictions some leeway in matching the training requirements to specific positions.

ICS 100 & 200 Available Training

The Department of Homeland Security (DHS) through the United States Fire Administration (USFA) and the Emergency Management Institute (EMI) in conjunction with the National Wildfire Coordinating Group (NWCG) and the United States Department of Agriculture has developed ICS 100 and 200 training. These courses are consistent with the NIMS National Standard Curriculum Training Development Guidance (October, 2005) and therefore meet the FY 2006 training compliance activities outlined by the NIMS Integration Center.

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

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

The Emergency Management Institute has several ICS-100 and ICS-200 level courses that can be taken online as interactive Web-courses. These course materials may also be downloaded and used in a group or classroom setting. Answer sheets may be obtained from the Emergency Management Institute by calling the EMI Independent Study Office at 301-447-1256. To complete the courses or download the course materials go to <http://training.fema.gov/emiweb/IS/crslist.asp>

When available, classroom materials for ICS-100 and ICS-200 courses can be downloaded from the website. Downloadable materials contain guides for teaching discipline specific versions of the programs (i.e. law enforcement, public works, etc). Due to the size of the documents only the text materials can be downloaded. Video contained in the materials can be obtained through the FEMA Publications Office. FEMA will post information about these courses at:
<http://www.training.fema.gov/emiweb/>

Questions regarding this bulletin should be directed to Paul France @ 608-266-9565.

