

## NIMS-ICS COMPLIANCE TRAINING

All administrators must complete the following National Incident Management Training (NIMS) training courses: (Please see the attached document, NIMS ICS Compliance Training, for details regarding this training requirement)

### **Mandatory Classes** (to be taken one time only)

- **IS-100.SCa Introduction to the Incident Command System**
- **IS-200.b Incident Command System for Single Response and Initial Action Plans**
- **IS-700.b National Incident Management System (NIMS), An Introduction**
- **IS800.b National Response Frame Work, An Introduction**

*This training is a one time requirement; therefore please disregard this message if you have already successfully accomplished this training.* Additionally, NIMS training is now an independent effort, which will require the student to review the study materials and take the exam online. Please cut and past the following link to find the independent study course inventory.

[www.training.fema.gov/IS/NIMS.asp](http://www.training.fema.gov/IS/NIMS.asp)

Please note that all of the District's previous NIMS training have been recorded at the FEMA website.

Also, the Keenan Safe School site offers this training which is linked to the FEMA site.

I stand ready to assist you in your NIMS training endeavors therefore, please contact me should you have difficulty in successfully passing the course materials so that we can schedule a study session.

Please forward a copy of the certificate of completion to Maintenance and Operations.

Please contact the following for test related concerns:

Independent Study Inquires

Office Hours: 7:30 am – 7:30 pm Eastern Time Monday – Friday (except Federal holidays)

Call Center: (301) 447-1200

[Independent.Study@dhs.gov](mailto:Independent.Study@dhs.gov)

Note: You will need to provide your social security number

## **National Incident Management Systems/Incident Command Structure Compliance, Curriculum, Training Requirements for Key Personnel and Training Schedule**

On 1 March 2004, the Department of Homeland Security published the *National Incident Management System* (NIMS). 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 based on input from stakeholders at every level within the nation's response community and lessons learned during recent incidents. The National Standard Curriculum Training Development Guidance dated March 2007 was replaced by the Five-Year Training Plan, published February 2008.

On October 7, 2008, Lodi Unified School District adopted Resolution 2008-114, incorporating Homeland Security Directive #5, also known as National Incident Management Systems (NIMS) as the standard for emergency response in San Joaquin County. In July, 2009 the LUSD was awarded a Readiness and Emergency Management for Schools (REMS) grant for purposes of developing a district plan and a plan for district schools.

Federal policy requires jurisdictions and organizations to meet NIMS compliance requirements as a condition for receiving Federal preparedness assistance (through grants, contracts, and other activities). The NIMS compliance objectives for training typically require that stakeholders are providing their personnel with appropriate NIMS training.

### **DEFINING KEY PERSONNEL**

The U.S. Departments of Homeland Security and Education recommend all *key personnel* involved in district and school emergency management and incident response take the NIMS/ICS training courses and support the implementation of NIMS. Because every school and the district are unique, and work from different operations and management structures, *key personnel* will vary from education community to community. Therefore, the district and schools emergency management teams should use their discretion to identify *key personnel* within the district and at the schools.

### **TRAINING REQUIREMENTS FOR KEY PERSONNEL**

The U.S. Departments of Homeland Security and Education recommend all key personnel involved in school emergency management and incident response take the NIMS/ICS training courses and support the implementation of NIMS. Key personnel are required to complete four courses in order for an individual or organization to be considered NIMS compliant through FY 2012.

The district and schools will identify key personnel to receive training based on their roles and responsibilities in the overall emergency management program as well as the specific responsibilities related to emergency preparedness, incident management, or response. These personnel will belong to one of three groups: 1.) General Personnel, 2.) Critical Personnel, and 3.) Leadership.

- 1. General Personnel:** Personnel with any role in emergency preparedness, incident management, or response such as faculty and educators, school resource officers, counselors, and bus drivers.
- 2. Critical Personnel:** Personnel with a critical role in response such as the Incident Commander, command staff, general staff, or member of another key campus emergency management team. Command staff generally refers to any staff that serves in the role of incident commander, public information officer, safety officer, or liaison officer. General staff includes any staff that serves on the operations, planning, logistics, or finance/administration branches of the Incident Command System.
- 3. Leadership Personnel:** Personnel with a leadership role and are typically obligated to command and manage during incident response in the absence of traditional incident response personnel (e.g., District or School Incident Commander).

**Under the provisions of the district's Readiness and Emergency Management for Schools Plan, designated district administrators, principals, assistant and vice principals, and other designated staff are required to complete NIMS/ICS certification training. District staff who are not able to take district scheduled NIMS/ICS certification training with a qualified instructor may complete the certification training through an online, independent study course.**

Key personnel are required to complete four courses in order for an individual or organization to be considered NIMS compliant through FY 2012. To date, the following courses are required:

- IS-100.SC Introduction to the Incident Command System, I-100, for Schools, Constitutes completion of course ICS-100. This course was specifically designed to provide ICS training within a K-12 school-based context
- ICS-200: ICS for Single Resources and Initial Action Incidents
- IS-700: NIMS, An Introduction
- IS-800.B: National Response Framework, An Introduction

A new course, *IS-800.B National Response Framework* has replaced the previously existing *IS-800, National Response Plan* training. If personnel have completed the previous version, they do not need to take the replacement course. However, it is recommended they complete the updated course in order to have the same information as their partners.

## KEY PERSONNEL AND NIMS TRAINING FOR DISTRICT AND SCHOOL STAFF

Though district and school officials are not typically tasked to be highly trained, first-response, emergency management personnel, they play a vital role in the process. Emergency management teams should determine which personnel need to receive training based on their role(s) in the overall district or school emergency management program. In accordance with guidance as provided by the U.S. Department of Education, “key personnel” are required to complete the following four courses in order for an individual or organization to be considered NIMS compliant through FY 2012: 1) ICS-100 *Introduction to the Incident Command System*<sup>1</sup>, 2) ICS-200 *ICS for Single Resources and Initial Action Incidents*, 3) IS-700 *NIMS, An Introduction*, and 4) IS-800.B *National Response Framework, An Introduction*.

| REQUIRED TRAINING  |   | RECOMMENDED TRAINING   |
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| General Role   | Critical Role   | Leadership Role  |
| <p>District and school personnel with <u>any</u> role in emergency preparedness, incident management, or response should complete the following two courses:</p> <ul style="list-style-type: none"> <li>IS-100.SC <i>Introduction to the Incident Command System, I-100, for Schools</i>, Constitutes completion of course ICS-100. This course was specifically designed to provide ICS training within a K-12 school-based context</li> <li>or</li> <li>IS-/ICS-100 <i>An Introduction to ICS</i> and</li> <li>IS-700: <i>NIMS, An Introduction</i></li> </ul> | <p>District and school emergency management personnel with a <u>critical</u> role in response should complete the following four courses, at a minimum:</p> <ul style="list-style-type: none"> <li>IS-100.SC <i>Introduction to the Incident Command System, I-100, for Schools</i></li> <li>or</li> <li>IS-/ICS-100 <i>An Introduction to ICS</i></li> <li>and</li> <li>IS-/ICS-700 <i>NIMS, An Introduction</i></li> <li>IS-/ICS-800.B <i>National Response Framework, An Introduction</i></li> <li>IS-/ICS-200 <i>ICS for Single Resources and Initial Action Incidents</i></li> </ul> <p><b>Required Training</b></p> <ul style="list-style-type: none"> <li>Superintendent</li> <li>Assistant</li> </ul> | <p>District and school emergency management personnel typically obligated (required) to command and/or manage an incident in the absence of traditional emergency/incident response personnel (ex. incident commander) may complete:</p> <ul style="list-style-type: none"> <li>ICS-300 <i>Intermediate ICS for Expanding Incidents</i></li> <li>ICS-400 <i>Advanced Incident Command</i><sup>2</sup></li> </ul> <p><b>NOTE:</b> Depending on the school and campus, this <i>may</i> include the following personnel:</p> <ul style="list-style-type: none"> <li>Superintendents</li> <li>Assistant Superintendents</li> <li>Principals</li> <li>School Security Chief</li> <li>Campus Chief of Police</li> <li>District and school</li> </ul> |

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| <p><b>Required Training:</b></p> <ul style="list-style-type: none"> <li>• Principals</li> <li>• Vice and Assistant Principals</li> <li>• Designated District Level Administrators</li> <li>▪ Emergency Management (Crisis/Incident Response Team members)</li> </ul> <p><b>Recommended Training:</b></p> <ul style="list-style-type: none"> <li>• School Secretaries</li> <li>• Head Custodians, Plant Supervisors</li> <li>• Nurses and Health Official</li> <li>• School Resource Officers</li> <li>• School Security Officials</li> <li>• Counselors, Psychologists, Psychiatrists</li> <li>• [Information] Technology Specialists</li> <li>• Bus Drivers</li> <li>• Facilities, Housing, and Food Preparation Staff</li> <li>• Administrators</li> <li>• Educators/Faculty</li> <li>• Coaches and Athletic Staff</li> <li>• Resource staff, paraprofessionals, and support personnel</li> </ul> | <p>Superintendents</p> <ul style="list-style-type: none"> <li>• Principals</li> <li>• Vice and Assistant Principals</li> <li>• Designated District Level Administrators</li> <li>• Security/ Police Staff</li> <li>• Public Relations Officer</li> <li>• Emergency Management (Crisis/Incident Response Team members)</li> <li>• Facilities, Housing, and Food Preparation Staff</li> <li>• Other District Administrators as Designated</li> </ul> <p><b>Recommended Training:</b></p> <ul style="list-style-type: none"> <li>• District and school staff with increasing emergency management responsibilities</li> </ul> | <p>staff with increasing emergency management responsibilities</p> |
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<sup>1</sup> Completion of course *IS-/ICS-100.SC Introduction to the Incident Command System for Schools* constitutes completion of course IS-/ICS-100.

<sup>3</sup>Critical role personnel include Incident Commander, member of the Command Staff, member of the General Staff, or member of another key campus emergency management team such as a Branch, Division, Unit, or Strike Team members

<sup>3</sup>ICS-300 and ICS-400 are not available online and must be taken in-classroom through State, Tribal, and local emergency management training programs. ICS-400 is recommended for those personnel who are likely to command and/or manage incidents and potentially be integrated into a more advanced ICS role (i.e., unified command).

#### **ONLINE INDEPENDENT STUDY NIMS/ICS COURSES**

**The Federal Emergency Management Agency (FEMA) and its training branch, the Emergency Management Institute (EMI), offer numerous online, independent study courses that are free and include certificates of completion. The ICS- 100, 200, 700, and 800.B courses are all available online as Independent Study (IS) courses offered through the FEMA's Emergency Management Institute (EMI) at <http://training.fema.gov>**

**A copy of the NIMS/ICS training certificate must be submitted to the district personnel office. For new district staff members that are required to be NIMS/ICS certified, certification must be completed with ninety (90) days from the date of hire.**