

*Insert Date*

## **Policy: NIMS Training Standards**

### **Purpose**

The purpose of this Policy is to:

- A. Ensure that South East Texas Regional Planning Commission and the first responder agencies therein have fully incorporated NIMS into agency policies and procedures.
- B. Establish a common standard of training to ensure that all first responders in the South East Texas Regional Planning Commission are appropriately trained in NIMS and are prepared to effectively and efficiently execute their duties in concert with the Texas state, regional and local agencies engaged in prevention, protection, mitigation, response, and recovery operations and initiatives.
- C. Provide for the ability of law enforcement, fire services, emergency medical services and public works personnel to jointly establish trained local interagency Incident Management Teams in the event of multiple incidents.
- D. To contribute to the ongoing professional development of all first responders within the SETRPC.

### **Definitions**

**National Incident Management System (NIMS):** A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, 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 or property and harm to the environment.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional

agencies, both public and private, to organize field-level incident management operations.

**Incident Management Team (IMT).** An IMT is a comprehensive resource use to either enhance ongoing operations through provision of infrastructure support, or when requested, transition to an incident management function to include all components/functions of a Command and General Staff. An Incident Management Team: includes command and general staff members and support personnel; can be provided statutory authority and/or formal response requirements and responsibilities; has pre-designated roles and responsibilities for members (identified and able to be contacted for deployment); and can be available 24/7/365.

### **Authorities**

- A. In accordance with Homeland Security Presidential Directive-5 (HSPD-5), *Management of Domestic Incidents*, dated February 28, 2003, the Department of Homeland Security established a single, comprehensive incident management system. All Federal departments and agencies were required to adopt the National Incident Management System (NIMS) and use it in their individual domestic incident management activities, ensuring full and robust preparedness across the Nation. The directive required Federal departments and agencies to make adoption of NIMS by State, tribal, and local organizations a condition of eligibility for Federal preparedness assistance – through grants, contracts, and other activities.
- B. The Governor of Texas issued Executive Order 40, *Relating to the designation of the National Incident Management System as the incident management system for the State of Texas*, on February 23, 2005, which designated the NIMS as Texas' incident management system.
- C. Presidential Policy Directive / PPD-8: *National Preparedness*, dated March 30, 2011, established the national preparedness goal and defined national preparedness as the shared responsibility of all levels of government, the private- and non-profit sectors, and individual citizens.
- D. *The National Incident Management System Training Program*, published September 2011, establishes and defines the national NIMS training curriculum and personnel qualifications for all levels of government and the private- and non-profit sectors. The *NIMS Training Program* may be accessed online at: [www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm](http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm)

## **Applicability**

- A. This Policy will apply to all personnel assigned to responder agencies within the South East Texas Regional Planning Commission (*or insert name of agency and jurisdiction*).
- B. The (*insert title of position*), (office: *insert telephone number*; email: *insert here*) will serve as the NIMS Point of Contact for the *insert agency name and jurisdiction*).

## **NIMS Training Requirements**

### **A. Baseline Training for all (*Insert agency name*) Personnel**

All members of the (*Insert agency name*) will complete the following baseline courses which introduce basic NIMS and ICS concepts and provide the foundation for higher-level Emergency Operations Center (EOC), Multiagency Coordination System (MACS), and ICS-related training. The course titles in this policy are linked to the appropriate FEMA course web page.

#### **[IS-100.b - Introduction to Incident Command System](#)** (3 hrs)

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

#### **[IS-700.a NIMS an Introduction](#)** (3 hrs)

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. At the end of this course, students will be able to:

- Describe the intent of NIMS.
- Describe the key concepts and principles underlying NIMS.
- Describe the purpose of the NIMS Components including: Preparedness, Communications and Information Management, Resource Management, and Command and Management.
- Describe the purpose of the National Integration Center.

### **B. Required Training for Supervisors**

Supervisors and Team Leads are required to complete the following NIMS training. Course completion will be a prerequisite for promotion to Sergeant, effective *(insert date)*:

**IS-200.b – ICS for Single Resources and Initial Action Incidents** (3 hrs)

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

**IS-800.B National Response Framework, an Introduction** (3 hrs)

The course introduces participants to the concepts and principles of the National Response Framework. Course topics include:

- The purpose of the National Response Framework.
- The response doctrine established by the National Response Framework.
- The roles and responsibilities of entities as specified in the National Response Framework.
- The actions that support national response.
- The response organizations used for multiagency coordination.
- How planning relates to national preparedness.

C. **Required Training for Senior Leaders and Staff.** The agency's Executive Leadership to include Chief, Deputy Chiefs, Captains, and Lieutenants *(and other individuals so designated)* are required to complete the following NIMS training courses. Course completion will be a prerequisite for promotion to Lieutenant, effective *(insert date)*:

**ICS-300 Intermediate ICS for Expanding Incidents**

This three-day course (offered as G-300 at state level) provides training on use of multiple resources for personnel who require application of the Incident Command System (ICS) during expanding incidents. This course expands upon information covered in the ICS-100 and ICS-200 courses and covers the following topical areas:

- ICS Staffing and organization to include: reporting and working relationships and information flow.
- Transfer of Command
- Unified Command functions in a multi-jurisdictional or multi-agency incident
- ICS forms
- Resource Management

- Interagency mission planning and procurement

**ICS 400 Advanced Incident Command System, Command and General Staff**

This one and a half day course (offered as G-400 at state level) provides training and resources for personnel who require advanced application of the Incident Command System (ICS). The course expands upon information covered in the ICS-100 through ICS-300 courses.

ICS-400 level training includes the following topic areas:

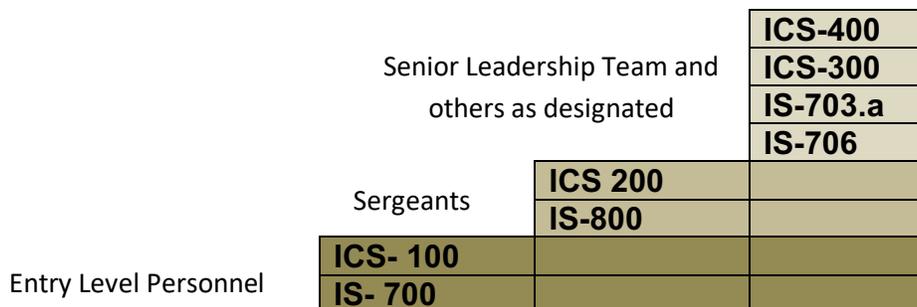
- Command and General Staff
- Deputies and assistants
- Unified command
- Organizational relationships between Area Command, Unified Command, Multi Entity Coordination Systems, and Emergency Operations centers (EOCs)

**IS-703.a NIMS Resource Management Course** (3.5 hrs)

This course introduces resource management as described in the National Incident Management System (NIMS), and shows how systems for managing resources can be used to improve incident response. The course includes examples of best practices, lessons learned, and job aids to assist the participant in planning for resource management.

**IS-706 NIMS Intrastate Mutual Aid, an Introduction** (2.5 hrs)

This course provides an introduction to NIMS Intrastate mutual aid and assistance. Participants learn about the purpose and benefits of mutual aid and assistance as well as the emphasis that NIMS places on mutual aid and assistance.



*Figure 1 – SETRPC Training Model*

#### **D. Incident Management Team (IMT) Training**

The *(Insert agency name)* promotes the training of key personnel through the NIMS ICS All-Hazards Position Specific Training Program to be able to fill positions on an Incident Management Team. This IMT may be used as a team internal to the agency, or as individual back-ups to the SETRPC's Regional IMT, or to enable these individuals to be used in specified positions on the Command or General Staff of an Incident Management Team under Unified Command.

This IMT should include as a minimum, trained personnel for the following positions:

- Incident Commander
- Public Information Officer
- Liaison Officer
- Safety Officer
- Plans Section Chief
- Operations Section Chief
- Logistics Section Chief
- Admin and Finance Section Chief
- Intelligence Section Chief (for law enforcement agencies)

E. **Additional NIMS Training.** Agency employees are encouraged to take additional homeland security and emergency management-related courses in the interest of continued professional development. *(Insert agency name)* personnel are asked to coordinate this training with their supervisors in advance.

#### **Responsibilities**

##### **A. Record of Training.**

All *(Insert agency name)* personnel will open an account on [www.PreparingTexas.org](http://www.PreparingTexas.org) to record course completions and maintain course certificates.

B. **Refresher Training.** FEMA recommends that personnel take refresher training in NIMS training courses every three to five years.

##### **C. Promotion Requirement.**

Newly promoted individuals will have six months to complete the prescribed training requirements for their new position.

#### **D. Annual Report.**

No later than August 31<sup>st</sup> of each year, the agency's Point of Contact for NIMS training will solicit a training report from the TDEM Training Unit. The report will list all agency personnel and training courses completed to ensure compliance with this policy. Excerpts from this report, derived from the [www.PreparingTexas.org](http://www.PreparingTexas.org) accounts of agency personnel, will be provided to supervisors for counseling and remedial action, as needed.

#### **Policy Review.**

Recommendations for changes and/or updates to this policy should be made to the *insert position title and agency*. This policy will be reviewed by the *insert name and title* in January 2020.