



STATE OF NEW YORK

National Incident Management System (NIMS)

2008 Implementation Strategy

Presented by

**NEW YORK STATE
OFFICE OF HOMELAND
SECURITY**

Under the Auspices of

Governor David A. Paterson



This document outlines the New York State Strategy for the Implementation of the National Incident Management System (NIMS) as outlined in Homeland Security Presidential Directive 5 and in compliance with subsequent federal guidance.

The strategy was developed in a collaborative effort by the State Preparedness Steering Committee. This Committee is comprised of Homeland Security and Preparedness training experts from:

NYS Office of Homeland Security

NYS Emergency Management Office

NYS Division of Criminal Justice Services

NYS Department of Health

NYS Department of State – Office of Fire Prevention & Control

NYS Division of State Police

National Center for Security & Preparedness, Rockefeller College of Public Affairs and Policy

STATE OF NEW YORK NIMS IMPLEMENTATION STRATEGY

Background:

Homeland Security Presidential Directive 5 (HSPD-5) *Management of Domestic Incidents* called for the establishment of a single, comprehensive national incident management system. As a result, the U.S. Department of Homeland Security released the National Incident Management System (NIMS) in March 2004. NIMS provides a systematic, proactive approach guiding departments and agencies at all levels of government, the private sector, and nongovernmental organizations to work seamlessly 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 implementation of the NIMS for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

States and territories play an important role in ensuring effective NIMS implementation; not only must they implement NIMS within State and territory Departments and Agencies, but also ensure that the systems and processes are in place to communicate and support NIMS compliance at all jurisdictional levels.

From both Federal and State levels, all "first responder" agencies (including fire, law enforcement, HAZMAT, emergency medical, public works, public health, emergency communications, emergency management, and other agencies involved in disaster preparedness, prevention, response and recovery activities), have received direction to support the nation-wide implementation of NIMS.

NIMS Components: NOTE: New 2008 Reorganization provides linear progression of the components and lessens the perception that NIMS is only ICS

- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance
 - National Integration Center (NIC) Incident Management Systems Integration Division
 - Supporting Technologies

The long-term goal of NIMS is to provide state, territorial, local, and tribal jurisdictions with a consistent operational framework for all aspects of incident management. This framework should be sustainable, flexible, and scalable to meet changing incident needs and allow for integration of other resources from various partners through mutual aid agreements.

NIMS Compliance Efforts

On September 8, 2004, a letter to the Nation's Governors detailed the initial steps that States, territories, tribal nations and local governments needed to take to implement NIMS. The activities, now objectives, outlined in that letter provide the foundation for current NIMS compliance. Since that time, the Incident Management Systems Integration Division (IMSID), formally known as the NIC, continues to expand on this foundation and add additional objectives—each developed to enhance the way incidents are managed at all levels of government.

Prior to Fiscal Year (FY) 2007, IMSID required States and territories to self-certify their NIMS compliance. Beginning in FY 2007, NIMS compliance was determined by State, territory, tribal nation and local government responses to performance-based metrics. IMSID developed these compliance metrics from previously required implementation objectives specified in the *FY 2006 NIMS Implementation Matrix for States and Territories* and the *FY 2006 NIMS Implementation Matrix for Tribal Governments and Local Jurisdictions*. Additionally, the NIMS Compliance Assistance Support Tool (NIMSCAST) has been expanded to incorporate these metrics as well as provide stakeholders with a way to collect and report data relating to NIMS implementation and compliance. The IMSID will analyze this data to help shape the future of its NIMS compliance program.

As we move into FY 2008, State, territory, tribal nations, and local governments will address specific compliance objectives, which will outline necessary actions to be accomplished in FY 2008. As with FY 2007 implementation activities, each objective will have corresponding metrics that address expected achievements for FY 2008 and out years. The FY 2008 metrics will clearly outline year end expectations, while out-year metrics will provide actions that can be implemented in FY08 or addressed in the future. The out-year metrics will allow stakeholders to work within their current level of NIMS implementation and compliance and move ahead in implementation objectives.

In FY 2008, there are 2 new NIMS Compliance Objectives for States and Territories and 4 new objectives for Tribal Nations and Local Governments. These implementation requirements are in addition to the FFY07 NIMS requirements as established in March, 2006. These requirements are available on the NIMS web page at:
<http://www.fema.gov/emergency/nims/index.shtm>.

New York State Perspective

On September 28, 2006 Executive Order No. 26.1 was issued incorporating the National Incident Management System - Incident Command System as the State standard command and control system that will be utilized during emergency operations. Since 1996, New York State agencies have used ICS in any response or pre-planned event operation and have trained tens of thousands of individuals in the Incident Command System.

New York State has over 300,000 “traditional first responders” from the Law Enforcement, Fire Service, and Emergency Medical Service disciplines. Under federal training guidelines provided for NIMS implementation, the definition of the first responder community has been expanded to include hospital staff, public health, public works/utility personnel, skilled support personnel and other emergency management response personnel, support personnel and volunteer personnel at all levels. Additionally, first line supervisors, middle management and command and general staff are required to take more advanced levels of training to be considered NIMS compliant. Best estimates as to the impact of this expanded definition of “first responders” will mean an additional 400,000 - 500,000 individuals throughout the state whose responsibilities will require them to be in compliance with NIMS Training guidelines. The ramifications of this task are enormous in terms of logistical and economic resources required to complete this one component of NIMS compliance.

New York State perhaps better than any other, recognizes the importance of a national preparedness plan, goal, and strategy for preparedness. The State Preparedness Steering Committee in its mission to better equip New York State to prepare for, respond to, and recover from incidents/events including those of national significance, will remain focused on achieving a meaningful level of preparedness within the time and resource parameters that we must work within.

In addition to 57 counties and New York City, New York State has in excess of 1,600 local municipal governments from villages, towns, cities and special districts. Each jurisdiction has authority to adopt and amend local laws under New York State Consolidated Laws, Municipal Home Rule Article 2.

During FY07, the New York State Preparedness Steering Committee which is comprised of six state agencies and a National Center within the State University of New York developed New York State’s NIMS Implementation Strategy. This strategy enabled the Steering Committee to monitor progress and make adjustments as required. The outreach for this strategy began in March 2007 by conducting ten regional meetings throughout the State to inform local jurisdictions on the proposed NIMS guidelines developed by the Federal government. Additionally, when NIMSCAST was released to the states for implementation, New York State partnered with the IMSID, formally known as the NIC and held five webinars to train all local points of contact on the completion of NIMSCAST. During FY05 - FY06, New York State and its local jurisdictions used self-certification for NIMS compliance.

In the coming months as projected through the State's NIMS Implementation Plan, every effort will be made by the Steering Committee Member agencies to ensure NIMS compliance by assisting counties as well as local municipal governments with understanding and incorporating the NIMS into their jurisdictions. A strategic vision of how this will be achieved is outlined here.

FFY 08 Implementation Matrix

The Incident Management Systems Integration Division (IMSID) disseminated the FY 08 NIMS Compliance Requirements Objectives to the State, territory and local partners on February 28, 2008. A collaborative approach with various state and local stakeholders was used to develop the metrics. This approach was based on the broad experiences of the subject matter experts from within the stakeholder group. Overall, these metrics will measure the specific compliance requirements of state, territorial, tribal, and local jurisdictions for NIMS implementation in a consistent and achievable manner.

The following objectives have been divided into (7) subgroups:

1. Adoption
2. Preparedness: Planning
3. Preparedness: Training
4. Preparedness: Exercise
5. Communications and Information Management
6. Resource Management
7. Command and Management

Required Local/Tribal Action for FFY2008 NIMS Compliance

Adoption

- Adopt NIMS for all Departments/Agencies; as well as promote and encourage NIMS adoption by associations, utilities, nongovernmental organizations (NGOs) and private sector emergency management and incident response organizations. (State, Local, Tribal)
- Establish and maintain a planning process to communicate, monitor and implement all NIMS requirements across the State/Territory/Tribal Nations (including Departments/Agencies), including local governments. This process must provide a means for measuring progress and facilitate reporting. (State, Tribal)
- Designate and maintain a single point of contact within government to serve as principal coordinator for NIMS implementation jurisdiction-wide (to include a principal coordinator for NIMS implementation within each Department/Agency. (State, Local, Tribal)
- **New FY08:** Ensure that Federal Preparedness Awards [to include, but not limited to, DHS Homeland Security Grant Program and Urban Area Security Initiative Funds] to State/Territorial Departments/Agencies, as well as local governments, support all required NIMS compliance Objectives. (State, **Local, Tribal**)
- **New FY08:** Audit agencies and review organizations should routinely include NIMS compliance requirements in all audits associated with Federal Preparedness Awards. (State, **Local, Tribal**)

* The IMSID suggests States and locals can use NIMSCAST to fulfill monitoring and audit obligations. For example, a State NIMS Coordinator can monitor and review compliance metrics as they roll up to the State level. Once the State assessment is completed, you could run and examine reports for Tier 1 metric responses for any jurisdiction/account to verify those entities receiving awards have actually met NIMS compliance objectives. This example depicts how NIMSCAST may support a formal effort to implement auditing.

- **New FY08:** Assist Tribal Nations with formal adoption and implementation of NIMS. (**State**)

Preparedness: Planning

- Revise and update emergency operations plans (EOPs), standard operating procedures (SOPs), and standard operating guidelines (SOGs) to incorporate NIMS and National Response Framework (NRF) components, principles and

policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions. (State, Local, Tribal)

- Promote and/or develop intrastate and interagency mutual aid agreements and assistance agreements (to include agreements with the private sector and NGOs). (State, Local, Tribal)

Preparedness: Training

The Five-Year NIMS Training Plan defines the National Training Program for NIMS. It specifies IMSID and stakeholder responsibilities and activities for developing, maintaining, and sustaining the National Training Program for NIMS. You can access the Five-Year NIMS Training Plan at : <http://www.fema.gov/library/viewRecord.do?id=3192> .

- **New FY08:** Use existing resources such as programs, personnel and training facilities to coordinate and deliver NIMS training requirements. (State, Local, Tribal)

- Complete *IS-700 NIMS: An Introduction* or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)

- Complete *IS-800 National Response Framework (NRF): An Introduction* or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)

- Complete *ICS-100 Introduction to ICS* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)

- Complete *ICS-200 ICS for Single Resources and Initial Action Incidents* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)

- Complete *ICS-300 Intermediate ICS* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)

Preparedness: Exercise

- Incorporate NIMS concepts and principles into all appropriate State/Territorial training and exercises. (State, Local, Tribal)

- Plan for and/or participate in an all-hazards exercise program [for example, Homeland Security Exercise and Evaluation Program] that involves emergency

management/response personnel from multiple disciplines and/or multiple jurisdictions. [Note: Exercises should be as realistic as practicable, stress the system and be based on current risk assessments (credible threats, vulnerabilities, and consequences); capabilities associated with continuity of operations issues and special needs populations should be incorporated as objectives and evaluated in accordance with HSEEP.] (State, Local, Tribal)

- Incorporate corrective actions into preparedness and response plans and procedures. (State, Local, Tribal)

Communications and Information Management

- Apply common and consistent terminology as used in NIMS, including the establishment of plain language (clear text) communications standards. (State, Local, Tribal)

- Utilize systems, tools, and processes to present consistent and accurate information (e.g., common operating picture) during an incident/planned event. (State, Local, Tribal)

Resource Management

- Inventory response assets to conform to NIMS National Resource Typing Definitions, as defined by FEMA Incident Management Systems Division. (State, Local, Tribal)

- Ensure that equipment, communications and data systems acquired through State/Territorial and local acquisition programs are interoperable. (State, Local, Tribal)

- Utilize response asset inventory for intrastate and interstate mutual aid requests [such as Emergency Management Assistance Compact (EMAC)], training, exercises, and incidents/planned events. (State, Local, Tribal)

New FY08: Initiate development of a jurisdiction-wide system to credential emergency management/response personnel to ensure proper authorization and access to an incident including those involving mutual aid agreements and/or assistance agreements. (State, Local, Tribal)

Command and Management

- Incident Command System (ICS): Manage all incidents/ planned events in accordance with ICS organizational structures, doctrine and procedures. ICS implementation must include the consistent application of Incident Action Planning (IAP), common

communications plans, implementation of Area Command (AC) to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged, and implementation of unified command (UC) in multi-jurisdictional or multiagency incident management, as appropriate. (State, Local, Tribal)

- Multi-agency Coordination System (MACS): Coordinate and support emergency management and incident response Objectives through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), the State/Territorial EOC and Regional and/Federal EOCs and NRF organizational elements. (State, Local, Tribal)

- Public Information: Institutionalize, within the framework of ICS, Public Information, [e.g., Joint Information System (JIS) and a Joint Information Center (JIC)] during an incident/planned event. (State, Local, Tribal)

- Ensure that Public Information procedures and processes can gather, verify, coordinate, and disseminate information during an incident/planned event. (State, Local, Tribal)

Projected FY 2009 NIMS Compliance Objectives

Preparedness: Training

- Complete ICS-400 Advanced ICS training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)
- Complete Emergency Management Framework Course—Awareness Training (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)

Preparedness: Planning

- Include preparedness organizations and elected and appointed officials in the development of emergency operation plans (EOPs). (State, Local, Tribal)
- Plan for special needs populations in the development of EOPs (to include, but not limited to, individuals with limited English language proficiency; individuals with disabilities; children; the aged, etc.). (State, Local, Tribal)

Preparedness: Exercise

- Include NGOs and the private sector in an all-hazards exercise program, when appropriate. (State, Local, Tribal)
- Promote the integration of Incident Command, Multiagency Coordination System, and Public Information into appropriate exercises and evaluate against associated target capabilities (refer to HSEEP Volume III and the Exercise Evaluation Guides). (State, Local, Tribal)

Communications & Information Management

- Institute procedures and protocols for operational and information security during an incident/planned event. (State, Local, Tribal)
- Institute multidisciplinary and/or multi-jurisdictional procedures and protocols for standardization of data collection and analysis to utilize or share information during an incident/planned event. (State, Local, Tribal)
- Develop procedures and protocols for communications (to include voice, data, access to geospatial information, Internet/Web use, and data encryption), where

applicable, to utilize or share information during an incident/planned event. (State, Local, Tribal)

Resource Management

- Institute policies, plans, procedures and protocols to prevent spontaneous deployment of resources/personnel and/or responding to a request that bypassed official resource coordination processes (i.e., resources requested through improper channels). (State, Local, Tribal)
- Institute mechanisms to deploy, track, recover, demobilize, and to provide reimbursement for resources utilized during response and recovery. (State, Local, Tribal)

Command and Management

- Utilize access control measures during an incident, as appropriate. (State, Local, Tribal)

Projected FY 2010 NIMS Compliance Objectives

Preparedness: Training

- Complete *IS-701: Multiagency Coordination Systems* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)
- Complete *IS-702: NIMS Public Information Systems* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)
- Complete *IS-703: NIMS Resource Management* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)
- Complete *IS-704 NIMS Communications and Information Management* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008). (State, Local, Tribal)

New York State FFY08 NIMS Implementation Process

The concept of NIMS Implementation in New York State involves a Progress Review Period which will enable the Steering Committee to monitor progress and make adjustments as required. It is understood by all members of the Steering Committee that different levels of development and implementation will occur during various and perhaps multiple time frames. This review period is merely meant to serve as “guideposts to completion”. Compliance requirements need to be accomplished by **August 29, 2008** by State Agencies and Local jurisdictions. The phases of the progress review period are as follows:

- Phase 1 - Initial NIMSCAST Progress Review – **June 30, 2008**
- Phase 2 – Local Jurisdiction and State Agencies NIMSCAST Submittal to NYS – **August 29, 2008**
- Phase 3 - NYS OHS Submittal to IMSID– **September 30, 2008**

Phase 1 – Completed by June 30, 2008

Ensure that Federal Preparedness Awards [to include, but not limited to, DHS Homeland Security Grant Program and Urban Area Security Initiative Funds] to State/Territorial Departments/Agencies, as well as local governments, support all required NIMS compliance Objectives. (State, Local, Tribal)

Audit agencies and review organizations should routinely include NIMS compliance requirements in all audits associated with Federal Preparedness Awards. (State, Local, Tribal)

* The IMSID suggests States and locals can use NIMSCAST to fulfill monitoring and audit obligations. For example, a State NIMS Coordinator can monitor and review compliance metrics as they roll up to the State level. Once the State assessment is completed, you could run and examine reports for Tier 1 metric responses for any jurisdiction/account to verify those entities receiving awards have actually met NIMS compliance objectives. This example depicts how NIMSCAST may support a formal effort to implement auditing.

Assist Tribal Nations with formal adoption and implementation of NIMS. (State)

Use existing resources such as programs, personnel and training facilities to coordinate and deliver NIMS training requirements. (State, Local, Tribal)

Initiate development of a jurisdiction-wide system to credential emergency management/response personnel to ensure proper authorization and access to an

incident including those involving mutual aid agreements and/or assistance agreements. (State, Local, Tribal)

Review and begin developing implementation strategy for Projected 2009 Objectives. (See Projected Objectives on pages 11 and 12)

Phase II – Completed by August 29, 2008

Complete any Phase 1 Objectives not already completed.

Adopt NIMS for all Departments/Agencies; as well as promote and encourage NIMS adoption by associations, utilities, nongovernmental organizations (NGOs) and private sector emergency management and incident response organizations. (State, Local, Tribal)

Establish and maintain a planning process to communicate, monitor and implement all NIMS requirements across the State/Territory/Tribal Nations (including Departments/Agencies), including local governments. This process must provide a means for measuring progress and facilitate reporting. (State, Tribal)

Designate and maintain a single point of contact within government to serve as principal coordinator for NIMS implementation jurisdiction-wide (to include a principal coordinator for NIMS implementation within each Department/Agency. (State, Local, Tribal)

Revise and update emergency operations plans (EOPs), standard operating procedures (SOPs), and standard operating guidelines (SOGs) to incorporate NIMS and National Response Framework (NRF) components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions. (State, Local, Tribal)

Promote and/or develop intrastate and interagency mutual aid agreements and assistance agreements (to include agreements with the private sector and NGOs). (State, Local, Tribal)

Complete *IS-700 NIMS: An Introduction* or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008).

Complete *IS-800.B National Response Framework (NRF): An Introduction* or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008).

Complete *ICS-100 Introduction to ICS* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008).

Complete *ICS-200 ICS for Single Resources and Initial Action Incidents* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008).

Complete *ICS-300 Intermediate ICS* training or equivalent by appropriate personnel (as identified in the Five-Year NIMS Training Plan, February 2008).

Incorporate NIMS concepts and principles into all appropriate State/Territorial training and exercises. (State, Local, Tribal)

Plan for and/or participate in an all-hazards exercise program [for example, Homeland Security Exercise and Evaluation Program] that involves emergency management/response personnel from multiple disciplines and/or multiple jurisdictions. (State, Local, Tribal)

Incorporate corrective actions into preparedness and response plans and procedures. (State, Local, Tribal)

Apply common and consistent terminology as used in NIMS, including the establishment of plain language (clear text) communications standards. (State, Local, Tribal)

Utilize systems, tools, and processes to present consistent and accurate information (e.g., common operating picture) during an incident/planned event. (State, Local, Tribal)

Inventory response assets to conform to NIMS National Resource Typing Definitions as defined by FEMA Incident Management Systems Division. (State, Local, Tribal)

Ensure that equipment, communications and data systems acquired through State/Territorial and local acquisition programs are interoperable. (State, Local, Tribal)

Utilize response asset inventory for intrastate and interstate mutual aid requests [such as Emergency Management Assistance Compact (EMAC)], training, exercises, and incidents/planned events. (State, Local, Tribal)

Incident Command System (ICS): Manage all incidents/ planned events in accordance with ICS organizational structures, doctrine and procedures. ICS implementation must include the consistent application of Incident Action Planning (IAP), common communications plans, implementation of Area Command (AC) to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged, and implementation of unified command (UC)

in multi-jurisdictional or multiagency incident management, as appropriate. (State, Local, Tribal)

Multi-agency Coordination System (MACS): Coordinate and support emergency management and incident response Objectives through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), the State/Territorial EOC and Regional and/Federal EOCs and NRF organizational elements. (State, Local, Tribal)

Public Information: Institutionalize, within the framework of ICS, Public Information, [e.g., Joint Information System (JIS) and a Joint Information Center (JIC)] during an incident/planned event. (State, Local, Tribal)

Ensure that Public Information procedures and processes can gather, verify, coordinate, and disseminate information during an incident/planned event. (State, Local, Tribal)

Begin Implementation strategy for Projected 2009 Objectives. (See Projected Objectives on pages 11 and 12)

Review and begin developing implementation strategy for Projected 2010 Objectives. (See Projected Objectives on page 12)

August 29, 2008 – All Metrics have been achieved and reported on NIMCAST. Each County and State Agency will have rolled NIMSCAST up to the NYS Office of Homeland Security.

September 30, 2008 – The NYS Office of Homeland Security will have rolled the data it received up to the IMSID.

If any additional compliance activities are put in place by DHS, they will be distributed to local government thru the local NIMS Point of Contact.

The National Integration Center's IMSID has developed and posted on its Web page, a template for a basic NIMS Implementation that agencies involved in implementing NIMS can use for planning purposes. Although the template is designed for federal departments and agencies, states and local and tribal agencies may find it useful in guiding their own NIMS implementation process. <http://www.fema.gov/emergency/nims/rm/guide.shtm>

Local Implementation of NIMS (Town, Village and City)

Federal guidelines indicate that *any jurisdiction* (state, local, tribal) which receives federal preparedness program funds* (often administered through a state agency) is required to be NIMS Compliant. Here is the link to the federal NIMS requirements.

http://www.fema.gov/emergency/nims/nims_compliance.shtm

For technical assistance with becoming NIMS compliant please visit NYS Office of Homeland Security's web page at:

http://www.security.state.ny.us/training/nims_contacts.php and view the appropriate NIMS Point of Contact for your County.



NIMS Training Guidance

The New York State Preparedness Steering Committee has representation from six State agencies: State Office of Homeland Security; State Emergency Management Office; Office of Fire Prevention and Control; State Department of Health; Division of State Police; and State Division of Criminal Justice Services. The National Center for Security & Preparedness of the Rockefeller College of Public Affairs and Policy at the University at Albany also serves on the Committee. The Committee 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 2008. It was prepared in part in response to inquiries received concerning the level of NIMS training needed by various disciplines.

The primary purpose 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 identify the level of ICS training that personnel need to complete. During FFY 2007 (October 1, 2007– September 30, 2008), NIMS training guidance is requiring the appropriate target audience with the exception of Hospital Staff to complete ICS 300 for FFY2008.

The State Preparedness Steering Committee believes the term “target audience” identified by Incident Management Systems Integration Division (IMSID) has caused confusion by using ICS titles such as Branch Director, Division/Group Supervisor, Task Force/Strike Team Leaders, Unit Leaders, etc. when attempting to define who needs to complete certain levels of NIMS and ICS training. These titles represent positions found within the ICS organizational structure and in most instances do not correlate to the position titles of the individuals for whom the training is intended. Fire and Law Enforcement agencies use a rank structure (e.g., lieutenant and captain) rather than 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. This dynamic often creates uncertainty regarding who 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 Training Curriculum (ICS 100 - ICS 400). During this time, State officials have 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 in its role 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 Incident Management Systems Integration Division (IMSID) 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 Incident Management Systems Integration Division (IMSID) regarding who the IMSID 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 “intra-state” purposes and may not meet the National Emergency Responder Credentialing System, a voluntary credentialing system being developed to establish minimum criteria for first responders to support “inter-state” 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 ICS 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 IMSID.

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 and will be linked from the websites of other member agencies of the State Preparedness Steering Committee.

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 800b: National Response Framework: An Introduction**

IS-800b National Response Framework (NRF): An Introduction is a Web-based awareness level course that introduces the key elements of the National Response Framework so that its implementation can be supported at all levels of government. The course is designed to be taken online as an interactive Web-course, or course materials may be downloaded and used in a group or classroom setting.

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

* IMSID strongly encourages the completion of 800b, but those who have completed IS800/IS800a training do not have to take 800b.

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/crslst.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.

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 .

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 ICS 400 level training.

EXECUTIVE LEVEL STAFF

Target Audience

Recommended Training

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| <p>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.</p> | <p>FFY 2008</p> <ul style="list-style-type: none"> • NIMS Executive Briefing (1/2 day) <p>Topics covered to include NIMS: An Introduction; National Response Framework; Multi-Agency Coordination Systems, ICS for Executives and NYS Executive Law Article 2-b</p> |
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Although there are no NIMS “Required Training” courses for Elected Officials, Executives, Commissioners, etc., the State Preparedness Steering Committee has requested that 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 Framework, 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.

FIRE SERVICE

Target Audience*

Required Training

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| <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 Bureau Chiefs, Deputy Chiefs, Fire protection Specialist from selected bureaus – Office of Fire Prevention and Control 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 Emergency Operations Center Staff (if assigned as Section Chief or with Management level responsibilities in the EOC)</i></p> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* <p>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* <p>FFY 2009</p> <ul style="list-style-type: none"> • ICS-400: Advanced ICS or equivalent* |
| <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 Fire protection Specialist from selected bureaus – Office of Fire Prevention and Control 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) Special Team Leaders (USAR, HazMat, Technical Rescue, IMAT)</i></p> | <p>FFY 2006</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>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* |
| <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) Special Team members (firefighters)</i></p> | <p>FFY 2006</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* |

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| <p>Entry level first responders & disaster workers</p> <ul style="list-style-type: none"> • <i>Firefighters</i> <p>Other fire service personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> • <i>Fire Police</i> • <i>Dispatchers</i> | <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* |
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** 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.

EMERGENCY MEDICAL SERVICE

Target Audience*

Required Training

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| <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 Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)</i></p> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* <p>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* <p>FFY 2009</p> <ul style="list-style-type: none"> • ICS-400: Advanced ICS or equivalent* |
| <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 Special Team Leaders (DMAT, IMAT)</i></p> | <p>FFY 2006</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>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* |
| <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>FFY 2006</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>Entry level first responders & disaster workers</p> <ul style="list-style-type: none"> • <i>EMS First Responder</i> • <i>Emergency Medical Technician (EMT)</i> | <p>FFY 2006</p> |

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| <ul style="list-style-type: none"> • <i>Advanced Emergency Medical Technician (AEMT)</i> • <i>Critical Care Technician (CCT)</i> • <i>Emergency Medical Technician-Paramedic (EMT-P)</i> <p>Other EMS personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> • <i>EMS Dispatcher</i> | <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* |
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** 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.

LAW ENFORCEMENT

Target Audience*

Required Training

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| <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></p> <p><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></p> <p><i>Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)</i></p> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* <p>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* <p>FFY 2009</p> <ul style="list-style-type: none"> • ICS-400: Advanced ICS or equivalent* |
| <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></p> <p><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></p> <p><i>Captains, Lieutenants, State Police Emergency Management NCO's</i></p> <p><i>Special Team Leaders (Emergency Service, Tactical, Mobile Response Team, Bomb Squad, Aviation, Marine, Criminal Investigation, IMAT or other agency specific)</i></p> | <p>FFY 2006</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>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* |
| <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></p> <p><i>Special Team members (Emergency Service, Tactical, Mobile Response Team, Bomb Squad, Aviation, Marine, Criminal Investigation, IMAT or other agency specific)</i></p> | <p>FFY 2006</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* |

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| <p>Entry level first responders & disaster workers</p> <ul style="list-style-type: none"> • <i>Deputies</i> • <i>Police Officers</i> • <i>Troopers</i> <p>Other emergency personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> • <i>Police Dispatchers</i> • <i>Peace Officers</i> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* |
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** 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.

EMERGENCY MANAGEMENT

Target Audience*

Required Training

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| <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</i> <i>SEMO Executive Staff and Regional Directors</i> <i>Incident Management Assistance Team members (IMT)</i> <i>Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)</i></p> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* <p>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* <p>FFY 2009</p> <ul style="list-style-type: none"> • ICS-400: Advanced ICS or equivalent* |
| <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</i> <i>SEMO Professional staff; Operational staff; and Regional staff</i> <i>Emergency Management Program Managers (e.g. Planning)</i></p> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* <p>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* |
| <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)</i> <i>Emergency Management Program staff</i> <i>CERT Team Management Staff</i></p> | <p>FFY 2006</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>Entry level first responders & disaster workers</p> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction |

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| <ul style="list-style-type: none"> • Other emergency management response personnel not previously identified such as: <p><i>Communications Center Staff</i> <i>Clerical / Support Staff</i> <i>CERT Team Members</i></p> | <ul style="list-style-type: none"> • ICS-100: Introduction to ICS or equivalent* |
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PUBLIC WORKS

Target Audience*

Required Training

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| <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 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 Emergency Operations Center (EOC) Staff (if assigned as Section Chief or having Management level responsibilities in the EOC)</i></p> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework • ICS-100: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* <p>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* <p>FFY 2009</p> <ul style="list-style-type: none"> • ICS-400: Advanced ICS or equivalent* |
| <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 Deputy Highway Superintendent 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 Assistant to Regional Director; Regional Transportation Manager Regional Transportation System Maintenance Engineer Regional Transportation System Operations Engineers Regional Equipment Manager; Agency Safety and Health Director Resident Engineers, Assistant Resident Engineers</i></p> | <p>FFY 2006</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>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent* |
| <p>First line supervisors, single resource leaders, field supervisors, and other emergency management/response</p> | |

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| <p>personnel that require a higher level of ICS/NIMS Training.</p> <p><i>Supervisors; Highway Maintenance Supervisors Bridge Repair Supervisor Traffic Management Center Operators</i></p> | <p>FFY 2006</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>Entry level first responders & disaster workers</p> <ul style="list-style-type: none"> • <i>Public Works personnel</i> <p>Other emergency personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> • Public Works Dispatcher | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent* |

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

HOSPITAL STAFF

Target Audience*

Required Training

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| <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"> • <i>Incident Commanders, Command Staff and General Staff for Biological, Chemical and Radiological Events as identified in the Hospital Emergency Preparedness Plan</i> | <p>FFY 2007</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework (NRF) • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent |
| <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"> • <i>Healthcare Preparedness staff with primary responsibility for responding to an event</i> • <i>Hospital HERDS Administrators</i> • <i>Director, Emergency Department</i> • <i>Hospital - Director, Information Technology</i> • <i>Hospital Director, Nursing</i> • <i>Hospital Director, Pharmacy</i> • <i>Hospital Director, Safety and Security</i> • <i>Hospital Director, Transportation</i> • <i>Hospital Medical Director</i> | <p>FFY 2007</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework (NRF), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent |
| <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"> • <i>Hospital Medical Examiner</i> • <i>Hospital Vaccine Clinic Manager</i> • <i>Hospital BT Coordinators</i> • <i>Hospital Designated Pharmacist</i> • <i>Hospital Infection Control Practitioner</i> | <p>FFY 2007</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 • FEMA IS-800b: National Response Framework (NRF), An Introduction* |

Other emergency personnel that require an introduction to NIMS and to the ICS include:

- *Agency and Organization Administrators and Department Heads*
- *Hospital CEOs*
- *Chair, Hospital Disaster Committee*

FFY 2007

- FEMA IS-700: NIMS, An Introduction
- ICS-100: Introduction to ICS or equivalent
- FEMA IS-800b: National Response Framework (NRF), An Introduction*

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

PUBLIC HEALTH

Target Audience*

Required Training

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| <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"> • <i>Incident Commanders, Command Staff and General Staff for Biological, Chemical and Radiological Events as identified in the Public Health Emergency Preparedness Plan</i> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework (NRF), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent <p>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent <p>FFY 2009</p> <ul style="list-style-type: none"> • ICS-400: Advanced ICS or equivalent |
| <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"> • <i>Public Health Preparedness staff who would have primary responsibility for managing an incident</i> | <p>FFY 2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • FEMA IS-800b: National Response Framework (NRF), An Introduction* • ICS-100: Introduction to ICS or equivalent • ICS-200: Basic ICS or equivalent <p>FFY 2008</p> <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent - as appropriate |
| <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"> • <i>LHD Director of Disease Control</i> • <i>LHD Director of Environmental Health</i> | <p>FFY 2008</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 • FEMA IS-800b: National Response Framework (NRF), An Introduction* |

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| <ul style="list-style-type: none"> • <i>LHD Director of Laboratory</i> • <i>LHD Director of Patient Services</i> • <i>LHD Medical Director</i> • <i>LHD Medical Examiner</i> • <i>LHD Vaccine Clinic Manager</i> • <i>LHD BT Coordinator</i> | <ul style="list-style-type: none"> • ICS-300: Intermediate ICS or equivalent - as appropriate |
| <p>Other emergency personnel that require an introduction to NIMS and to the ICS include:</p> <ul style="list-style-type: none"> • <i>Agency and Organization Administrators and Department Heads</i> • <i>Commissioners, Public Health Directors, Deputy Commissioners</i> • <i>NYSDOH Office/Center/Division and Bureau Directors</i> <p><i>Laboratory Directors</i></p> | <p>FFY2006</p> <ul style="list-style-type: none"> • FEMA IS-700: NIMS, An Introduction • ICS-100: Introduction to ICS or equivalent • FEMA IS-800b: National Response Framework (NRF), An Introduction* |

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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?

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

Q5. Does certification differ from credentialing?

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

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

A national credentialing system must:

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

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

Yes. Existing training, qualifications and certifications standards will be reviewed in light of a capabilities-based analysis of emergency responders’ ability to achieve mission critical tasks.

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

Q8. Will DHS/FEMA issue credentials?

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

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

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

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

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

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.