



**PENNSYLVANIA EMERGENCY
MANAGEMENT AGENCY**
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NIMS Training Information

The following pages contain additional guidelines to assist you in determining the type of individual, by position or function, which should take the ICS-100, ICS-200, IS-700 and IS-800 training. The training matrix, Training Pyramid and ICS Organization Chart, and educational training agencies listed that are available to counties and municipalities to provide the training, are explained in this section. Also, fact sheets for each of the FY'06 courses at the end of this section contain specific information, requirements and who specifically should take each course.

The NIMS Integration Center recognizes that many operational aspects of NIMS, including ICS training, are available through state, county and local agencies and private training vendors. It is not necessary that the training requirements be met through a federal source. The NIMS National Standard Curriculum Training Development Guidance (October, 2005) document provides stakeholders with an evaluation checklist for training content, which may be used to ensure that the ICS training offered by other agencies or vendors meets the standard "as taught by DHS." The NIMS National Standard Curriculum Training Development Guidance (October, 2005) is attachment 10.

Emergency management/response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards (to include ICS courses managed, administered, or delivered by the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group, the U.S. Department of Agriculture, the Environment Protection Agency, and the U.S. Coast Guard.) However, all personnel are still required to take the IS-700 NIMS, An Introduction course.

NIMS Training Guidelines

<p>State, County and Local governments, Private Sector & Non-governmental personnel to include:</p> <p>Executive Level – Political and government leaders, agency and organization administrators and department heads personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and Emergency Operations Center Command or General Staff.</p> <p>Managerial Level – Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; Emergency Preparedness Liaison Officers (EPLO); and other emergency management/response personnel who require a higher level of ICS/NIMS Training.</p> <p>Responder Level – Emergency response providers and disaster workers, entry level to managerial level including Emergency Medical Service personnel; firefighters; EPLOs medical personnel; police officers; public health personnel; public work/utility personnel; and other emergency management response personnel.</p> <p>Note: Multi-Agency Coordination System personnel include those persons who are charged with coordinating and supporting incident management activities. These emergency management personnel typically function from an emergency operations center.</p>	<p>FEMA IS-700: NIMS, An Introduction</p> <p>ICS-100: Introduction to ICS or equivalent</p>
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<p>State, County and Local governments, Private Sector & Non-governmental personnel to include:</p> <p>First responders & disaster workers, Emergency Medical Service personnel, Firefighters, Hospital staff, Law Enforcement personnel, Public Health personnel, Public Works/Utility personnel, EPLOs, Skilled Support Personnel, Other emergency management response, support, volunteer personnel serving as 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>FEMA IS-700: NIMS, An Introduction</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p>
<p>State, County and Local governments, Private Sector & Non-governmental personnel to include:</p> <p>First responders & disaster workers, Emergency Medical Service personnel, Firefighters, Hospital staff, Law Enforcement personnel, Public Health personnel, Public Works/Utility personnel, EPLOs, Skilled Support, Personnel, Other emergency management response, support, volunteer personnel serving in middle management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.</p>	<p>FEMA IS-700: NIMS, An Introduction</p> <p>FEMA IS-800: National Response Plan (NRP), An Introduction*</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p> <p>ICS-300: Intermediate ICS or equivalent (FY07 Requirement)</p>
<p>State, County and Local governments, Private Sector & Non-governmental personnel to include:</p> <p>First responders & disaster workers, Emergency Medical Service personnel, Firefighters, Hospital staff, Law Enforcement personnel, Public Health personnel, Public Works/Utility personnel, EPLOs, Skilled Support Personnel, Other emergency management response, support, volunteer personnel serving in Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi-agency coordination system/emergency operations center managers.</p>	<p>FEMA IS-700: NIMS, An Introduction</p> <p>FEMA IS-800: National Response Plan (NRP), An Introduction*</p> <p>ICS-100: Introduction to ICS or equivalent</p> <p>ICS-200: Basic ICS or equivalent</p> <p>ICS-300: Intermediate ICS or equivalent (FY07 Requirement)</p> <p>ICS-400: Advanced ICS or equivalent (FY07 Requirement)</p>

ICS-300 and ICS-400 training is not a required training element for FY 2006. However, emergency management personnel at the middle management and command and general staff levels are urged to take this training if needed. ICS-300 and ICS-400 training will be a FY 2007 NIMS compliance requirement. Note: Multi-agency Coordination System personnel include those persons who are charged with coordinating and supporting incident management activities. These emergency management personnel typically may function from an emergency operations center or similar facility.

ICS 100 & 200 available Training the Department of Homeland Security (DHS) through the United States Fire Administration (USFA) and the Emergency Management Institute (EMI) in conjunction with the National Wildfire Coordinating Group (NWCG) and the United States Department of Agriculture has developed ICS 100 and 200 training. These courses are consistent with the NIMS National Standard Curriculum Training Development Guidance (October, 2005) and therefore meet the FY 2006 training compliance activities outlined by the NIMS Integration Center. The United State Fire Administration (USFA), through its National Fire Programs Office has the following web-based courses available at the ICS-100 and ICS-200 levels. The courses can be accessed at the following website: <http://www.usfa.fema.gov/training/nfa/independent/>

ICS Level	Course Code	Course Title
ICS-100	Q462	Introduction to NIMS ICS for Operational First Responders
ICS-200	Q463	Basic All-Hazards NIMS ICS for Operational First Responders

USFA also offers two direct delivery field courses, ICS for Fire Services (W/F-806) and ICS for Emergency Medical Services (W/F-163), which are equivalent to ICS-100 & ICS-200. These courses are offered regionally by states and at the National Emergency Training Center in Emmitsburg, Maryland on weekends. The Emergency Management Institute has several ICS-100 and ICS-200 level courses that can be taken online as interactive Web-courses. These course materials may also be downloaded and used in a group or classroom setting. Answer sheets may be obtained from the Emergency Management Institute by calling the EMI Independent Study Office at 301-447-1256. To complete the courses or download the course materials go to <http://training.fema.gov/emiweb/IS/crslist.asp>

Course	Course Code	Status Web-Based	Status Classroom
ICS-100 General	IS-100	Completed on Web	Downloadable – no video
ICS-100 Law Enforcement	IS-100.LE	Completed on Web	Downloadable Guide
ICS-100 Public Works	IS-100.PW	Completed on Web	Downloadable Guide
ICS-100 Public Health	IS-100.PH	Under Development	Down loadable Guide
ICS-100 Hospital	IS-100.H	Under Development	Downloadable Guide
ICS-100 Federal Worker	IS-100.FW	Completed on Web	Downloadable
ICS-200 General	IS-200	Completed on Web	Downloadable – no video
ICS-200 Law Enforcement	IS-200.LE	Under Development	Downloadable Guide
ICS-200 Public Works	IS-200.PW	Under Development	Downloadable Guide

ICS-200 Public Health	IS-200.PH	Under Development	Downloadable Guide
ICS-200 Hospital	IS-200.H	Under Development	Downloadable Guide
ICS-200 Federal Worker	IS-200.FW	Completed on Web	Downloadable

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

<http://www.training.fema.gov/emiweb/> all classroom materials for ICS-100, 200, 300, and 400 to include student materials, instructional guides, and classroom videos are available through the FEMA Publications Office on a CD. To order the CD you may call 1-800-480-2520 Monday-Friday between the hours of 8:00 a.m. and 5:00 p.m. Eastern Time. You may also write to the following address: FEMA, PO Box 2012, Jessup, MD 20794-2012. ICS-300 and 400 course materials are state administered programs and are coded as G-300 and G400. For additional information on these courses please contact your state emergency management agency or Tom Marlowe (tom.marlowe@dhs.gov or 301-447-1060) at the Emergency Management Institute (EMI). In FY 2006 EMI will offer train-the-trainer courses for these programs across the country.

To further clarify what training is required for State, County and Local governments, Private Sector & Non-governmental personnel to include: First responders & disaster workers, Emergency Medical Service personnel, Firefighters, Hospital staff, Law Enforcement personnel, Public Health personnel, Public Works/Utility personnel, Skilled Support Personnel, Other emergency management response, support, volunteer personnel, the two charts, ICS/NIMS Training Pyramid and ICS Training Levels on the next page, show the training progression from entry level positions through to the command/executive level positions. For example: if you are in the command/executive level, your training requirement includes all levels of the ICS/NIMS Training Pyramid on the next page; If you are in the supervisory/management level your training includes your level and the levels below as indicated on the ICS/NIMS Training Pyramid on the next page; basically, training starts at the bottom of the pyramid and as you progress upward from an entry level position to supervisory to management and executive level, your training therefore progress upward from the responder level through the command & general staff level.

Should you have questions concerning how to use the two charts, ICS/NIMS Training Pyramid and ICS Training Levels on the next page, please contact us at the PEMA NIMS Information Hotline 1-866-471-7262 or email RA-EMNIMS@state.pa.us .

ICS/NIMS Training Pyramid

Learning Objectives

- Area Command Functions
- Multi-Agency Coordination
- Leadership

- Tactical Level Management

- Crew Supervision
- Initial Management

Basic Awareness

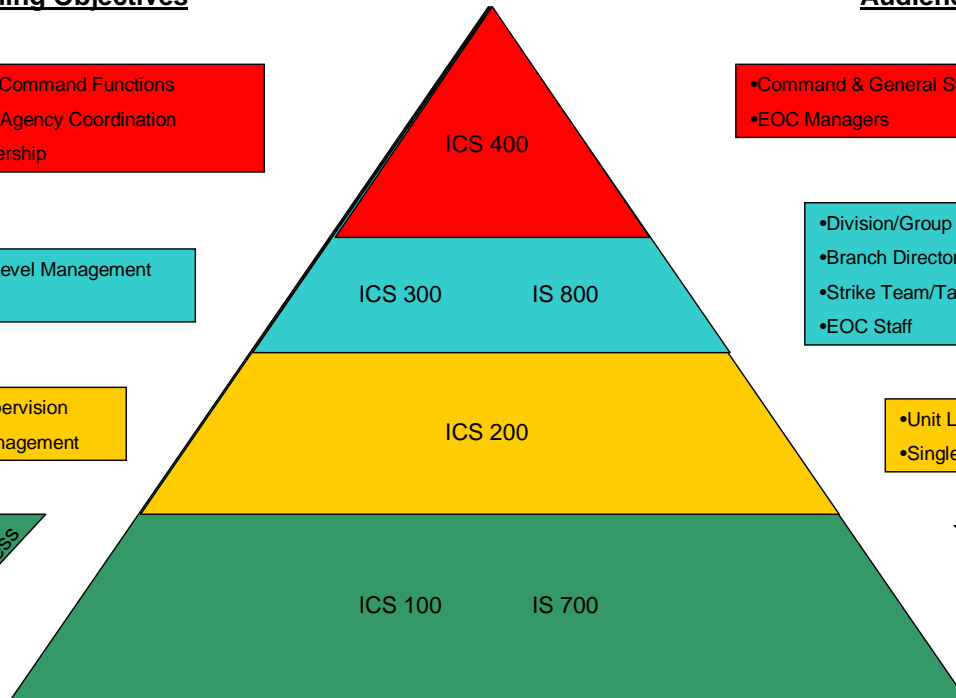
Audience

- Command & General Staff
- EOC Managers

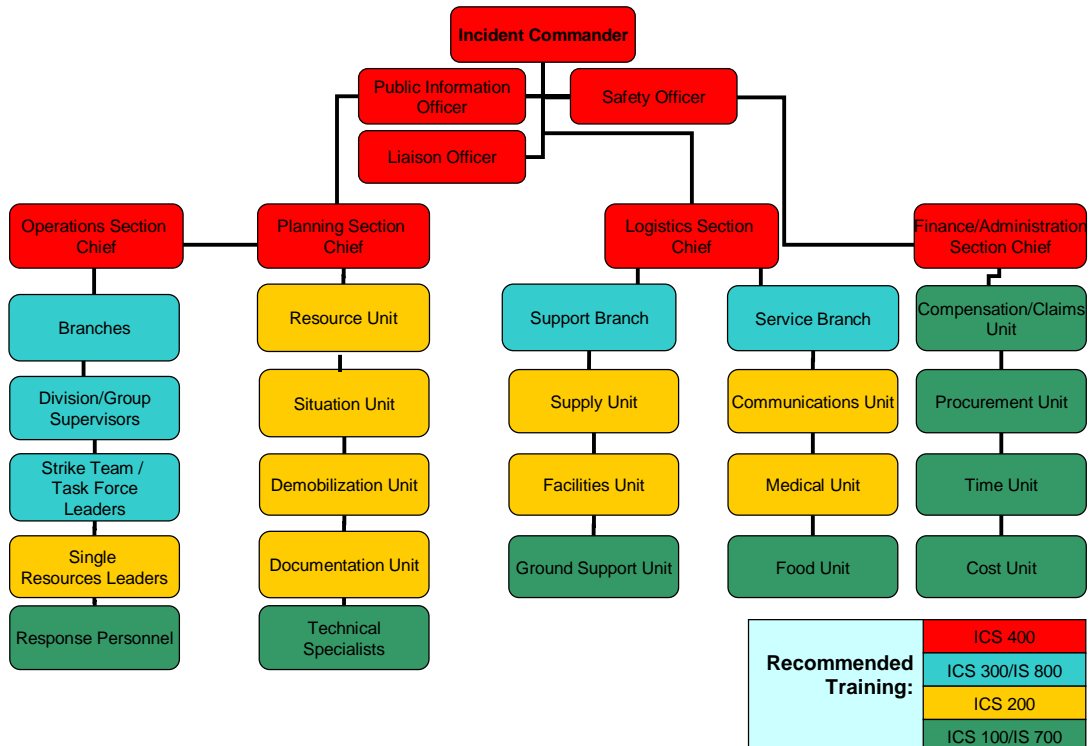
- Division/Group Supervisors
- Branch Directors
- Strike Team/Task Force Leaders
- EOC Staff

- Unit Leaders
- Single Resource Leaders

Responders



ICS Training Levels



The ICS-100: Introduction to ICS and IS-700: NIMS, An Introduction are offered by the Pennsylvania Emergency Management Agency (PEMA) and Office of State Fire Commission (OSFC) via the State Fire Academy (SFA) free of charge at the following locations:

PEMA – <http://www.pema.state.pa.us/> , click on the calendar link for scheduled courses.

EDUCATIONAL TRAINING AGENCIES of the STATE FIRE ACADEMY LOCAL LEVEL SYSTEM

ALLEGHENY COUNTY FIRE ACADEMY – 700 West Ridge Road, North Park, Allison Park, PA 15101 (412-931-3158) – Allegheny County

BERKS COUNTY FIRE TRAINING CENTER – 895 Morgantown Rd. Reading, PA 19607 (610-378-5509) – Berks County

BUCKS COUNTY COMMUNITY COLLEGE – Emergency Services Training Center, 1760 South Easton Road, Doylestown, PA 18901 (215-340-8400) – All 67 counties

****BUTLER COUNTY COMMUNITY COLLEGE** – P.O. Box 1203, Butler, PA 16003 – (724-287-8711, ext. 354) – Armstrong, Butler, Clarion, Clearfield, Crawford, Elk, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, Warren and Washington counties

CHESTER COUNTY EMERGENCY SERVICES – P.O. Box 2747, West Chester, PA 19380-0990 (610-344-5000) Chester County.

****COMMUNITY COLLEGE OF ALLEGHENY COUNTY** – Public Safety Institute, 808 Ridge Avenue V103, Pittsburgh, PA 15212 – (412-237-2500) – Allegheny, Lawrence and Washington counties

COMMUNITY COLLEGE OF BEAVER COUNTY – One Campus Drive, Monaca, PA 15061-2588 (724-728-7599) Beaver County. Upon request: Lawrence and Washington counties

DELAWARE COUNTY EMERGENCY SERVICES TRAINING CENTER – 1600 Calcon Hook Road, Sharon Hill, PA 19079 – (610-237-8630) – Delaware County

HARRISBURG AREA COMMUNITY COLLEGE – Shumaker Public Safety Center, 1 HACC Drive, Harrisburg, PA 17110-2999 – (717-780-2607) – All 67 counties

LEHIGH-CARBON COUNTY COMMUNITY COLLEGE – 4525 Educational Park Drive, Schnecksville, PA 18078 (610-799-1581) – Berks, Bucks, Carbon, Lehigh, Northampton, Montgomery and Schuylkill counties

MONTGOMERY COUNTY COMMUNITY COLLEGE – P.O. Box 400, Blue Bell, PA 19422 (610-619-7426) Lancaster and Montgomery counties

MONTGOMERY COUNTY FIRE ACADEMY – 1175 Conshohocken Road, Conshohocken, PA 19428 (610-278-3500) Montgomery County

NORTHAMPTON AREA COMMUNITY COLLEGE – 3835 Green Pond Road, Bethlehem, PA 18017 (610-861-5467) Northampton County

READING AREA COMMUNITY COLLEGE – P.O. Box 1706, Reading, PA 19603 (610-607-6220) All 67 counties

WESTMORELAND COUNTY COMMUNITY COLLEGE – 400 Armbrust Road, Youngwood, PA 15697 (800-262-2103, ext. 4117) – Fayette, Greene, Indiana, Washington and Westmoreland counties

Fact Sheet

NIMS ICS-100 TRAINING IN FY06: WHO MUST TAKE IT, WHAT IT COVERS

Who must take ICS-100 before the end of FY06? All federal, state, territorial, tribal, private sector and non-governmental personnel at the entry, first line supervisor, middle management, general staff and command level of emergency management operations must complete Incident Command System—100 level training.

Approved ICS-100 level training may be developed and conducted by federal, state, local and tribal agencies as well as private training vendors however it must include the following topics and objectives.

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

The United State Fire Administration, through its National Fire Programs Office, offers ICS-100 training. The courses can be accessed at www.usfa.fema.gov/training/nfa/independent/.

The Emergency Management Institute offers ICS-100 training via the web or through downloadable classroom materials. The courses can be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>.

Fact Sheet

NIMS ICS-200 TRAINING IN FY06: WHO MUST TAKE IT, WHAT IT COVERS

Who must take ICS-200 before the end of FY06? All federal, state, territorial, tribal, private sector and non-governmental personnel at the following levels of responsibility in emergency management operations – first line supervisor, middle management and command and general staff.

Responder and emergency operations personnel at these levels must take ICS-200 training in FY06 as a condition for the receipt of federal preparedness grants in 2007. Approved ICS-200 level training may be developed and conducted by federal, state, local and tribal agencies as well as private training vendors. However the training must cover certain topics and objectives, to include:

- **Leadership and Management:** Describe chain of command and formal communication relationships, identify common leadership responsibilities, describe span of control and modular development and describe the use of position titles.
- **Delegation of Authority and Management by Objectives:** Describe scope of authority and the process by which authority is delegated. Management by objectives must be described and explained.
- **Functional Areas and Positions:** Identify the ICS tools to manage an incident, demonstrate the function of organizational positions within ICS and demonstrate the use of an ICS 201 form.
- **Briefings:** Give an Operational Briefing and describe components of field, staff and section briefings/meetings.
- **Organizational Flexibility:** Explain how the modular organization expands and contracts, complete a complexity analysis given a specific scenario, define the five types of incidents, and describe the importance of preparedness plans and agreements.
- **Transfer of Command:** List the essential elements of information involved in transfer of command and describe a transfer of command process.

The United State Fire Administration, through its National Fire Programs Office, offers ICS-200 training. The courses may be found at www.usfa.fema.gov/training/nfa/independent/ .

The Emergency Management Institute offers ICS-200 training via the Web or through downloadable classroom materials. The courses may be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp> .

Fact Sheet

IS-700 NIMS AWARENESS TRAINING IN FY06: WHO MUST TAKE IT

Who must take IS-700 NIMS before the end of FY06? All personnel with a direct role in emergency preparedness, incident management or response must complete NIMS IS-700.

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. Answer sheets are available from the Emergency Management Institute's Independent Study Office at 301-447-1256. To obtain the IS-700 course materials or take the course online go to <http://training.fema.gov/emiweb/IS/is700.asp>. As of Nov. 27, 2005, more than 750,000 persons had completed the NIMS awareness course.

Who must take IS-700 in FY 2006?

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

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

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

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

Fact Sheet

IS-800 NATIONAL RESPONSE PLAN TRAINING IN FY06

Who must take IS-800 NRP before the end of FY06? All federal, state, territorial, tribal and local emergency managers or personnel whose primary responsibility is emergency management must complete this training.

IS-800 National Response Plan (NRP): An Introduction is a Web-based awareness level course that introduces the key elements of the National Response Plan so that its implementation can be supported at all levels of government.

Specifically, officials who must take the course include:

- Personnel in federal departments and agencies with emergency management responsibilities under the NRP;
- Officials in state and territorial governments with emergency management responsibilities, personnel from emergency management agencies, and personnel from agencies who support and interact with the NRP's 15 Emergency Support Functions (ESF); and
- Officials in tribal and local jurisdictions with overall emergency management responsibilities as dictated by law or ordinance, officials with overall emergency management responsibilities through delegation, and officials primarily involved in emergency planning.

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. Answer sheets may be obtained from the Emergency Management Institute by calling the Independent Study Office at 301-447-1256.

To take the course online or obtain course materials see

<http://training.fema.gov/emiweb/IS/is800.asp>.

As of Nov. 27, 2005, almost 75,000 persons had completed the course.