

Training Announcement

NIMS ICS All-Hazard Position Specific Training



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Training Announcement

NIMS ICS All-Hazard Position Specific Training

Introduction

NIMS ICS Position Specific training is designed to provide all-hazards competencies and behaviors for the eight Command and General Staff positions and select unit leader positions. The competencies in the training are focused around the ability of the student to assume the position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks to meet identified objectives for the position.

NIMS ICS Position Specific training should be completed by personnel who desire to eventually be certified as a member of a Type III Incident Management Team (IMT) or who desire to seek credentials/certification in an ICS Command and General Staff or Unit Leader position. Personnel qualification relies on a combination of training, operational experience (during exercises or incidents), job shadowing or field mentoring, and administrative requirements (such as agency association and criminal background checks). Credentialed personnel in an ICS Command and General Staff position (as well as unit leader positions) must supplement training for a candidate to meet minimum expectations to qualify for service in an all-hazards NIMS position during a complex multi-jurisdictional incident nationwide (incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

Students who wish to complete NIMS ICS All-Hazards Command and General Staff position specific training (as well as unit leader positions) should have completed ICS-100, 200, 300, and 400 training.

Courses

All-Hazards Incident Commander Course (L-950)

- Audience: Individuals who would fill the role of Incident Commander
- Minimum Course Conduct Hours: 40
- Train-the-Trainer Conduct Hours: 24

All-Hazards Operations Section Chief Course (L-958)

- Audience: Individuals who would fill the role of Operations Section Chief
- Minimum Course Conduct Hours: 32
- Train-the-Trainer Conduct Hours: 16

All-Hazards Planning Section Chief Course (L-962)

- Audience: Individuals who would fill the role of Planning Section Chief
- Minimum Course Conduct Hours: 32
- Train-the-Trainer Conduct Hours: 16

All-Hazards Logistics Section Chief Course (L-967)

- Audience: Individuals who would fill the role of Logistics Section Chief
- Minimum Course Conduct Hours: 40
- Train-the-Trainer Conduct Hours: 24

All-Hazards Finance/Administration Section Chief Course (L-973)

- Audience: Individuals who would fill the role of Finance Section Chief
- Minimum Course Conduct Hours: 24
- Train-the-Trainer Conduct Hours: 16

All-Hazards Liaison Officer Course (L-956)

- Audience: Individuals who would fill the role of Liaison Officer
- Minimum Course Conduct Hours: 16
- Train-the-Trainer Conduct Hours: 16

All-Hazards Public Information Officer Course (L-952)

- Audience: Individuals who would fill the role of Public Information Officer
- Minimum Course Conduct Hours: 40
- Train-the-Trainer Conduct Hours: 24

All-Hazards Safety Officer Course (L-954)

- Audience: Individuals who would fill the role of Safety Officer
- Minimum Course Conduct Hours: 32
- Train-the-Trainer Conduct Hours: 16

All-Hazards Resource Unit Leader Course (L-965)

- Audience: Individuals who would fill the role of Resource Unit Leader
- Minimum Course Conduct Hours: 32

All-Hazards Situation Unit Leader Course (L-964)

- Audience: Individuals who would fill the role of Situation Unit Leader
- Minimum Course Conduct Hours: 32

All-Hazards Communications Leader Course (L-969)

- Audience: Individuals who would fill the role of Communications Unit Leader
- Minimum Course Conduct Hours: 32

All-Hazards Supply Unit Leader Course (L-970)

- Audience: Individuals who would fill the role of Supply Unit Leader
- Minimum Course Conduct Hours: 32

All-Hazards Finance/Administration Unit Leader (L-975)

- Audience: Individuals who would fill the role of Safety Officer
- Minimum Course Conduct Hours: 24

All-Hazards Division/Group Supervisor Course (L-960)

- Audience: Individuals who would fill the role of a Division or Group Supervisor in the Operations Section
- Minimum Course Conduct Hours: 24

All-Hazards Facility Unit Leader Course (L-971)

- Audience: Individuals who would fill the role of Facility Unit Leader
- Minimum Course Conduct Hours: 24

NIMS ICS All-Hazards Position Specific Training (Train-the-Trainer)

The Emergency Management Institute (EMI) in conjunction with the United States Fire Administration and the Incident Management Systems Integration (IMSI) Division of FEMA's National Preparedness Directorate will be sponsoring three "rounds" of train-the-trainer offerings for the NIMS ICS All-Hazards Command and General Staff position specific courses. These course offerings are for instructors who expect to teach the NIMS ICS All-Hazards position specific courses in the future. Each of the train-the-trainer offerings has a separate course code. See below.

- All-Hazard Incident Commander TTT (L-951)
- All-Hazards Public Information Officer TTT (L-953)
- All-Hazards Safety Officer TTT (L-955)
- All-Hazards Liaison Officer TTT (L-957)
- All-Hazards Operations Section Chief TTT (L-959)
- All-Hazards Planning Section Chief TTT (L-963)
- All-Hazards Logistics Section Chief TTT (L-968)
- All-Hazards Finance/Administration TTT (L-974)

Note: Students completing the All-Hazards Operations Section Chief TTT would also be qualified to teach the All-Hazards Division/Group Supervisor Course; Students completing the All-Hazards Planning Section Chief TTT would also be qualified to teach the All-Hazards Situation and Resource Units Leader Courses; Students completing the All-Hazards Logistics Section Chief TTT would also be qualified to teach the All-Hazards Communications, Supply, and Facilities Unit Leader Courses; Students completing the All-Hazards Finance/Administration TTT would also be qualified to teach the All-Hazards Finance/Administration Unit Leader Course.

NIMS ICS All-Hazards Positions Specific Training (Train-the-Trainer) – Round 1

The first round of TTT offerings will be conducted during the month of August, 2009 in College Station, Texas. The courses will be conducted by FEMA in conjunction with the Texas Forest Service at the Courtyard Marriott at 3939 SH 6 South, College Station, Texas, 77845. All eight of the NIMS ICS All-Hazards Command and General Staff courses will be taught in a train-the-trainer format. The schedule for the courses is included below:

- All-Hazard Incident Commander TTT (L-951) 08/10-12/09
- All-Hazards Public Information Officer TTT (L-953) 08/13-15/09
- All-Hazards Safety Officer TTT (L-955) 08/18-19/09
- All-Hazards Liaison Officer TTT (L-957) 08/16-17/09
- All-Hazards Operations Section Chief TTT (L-959) 08/20-21/09
- All-Hazards Planning Section Chief TTT (L-963) 08/24-26/09
- All-Hazards Logistics Section Chief TTT (L-968) 08/22-23/09
- All-Hazards Finance/Administration TTT (L-974) 08/27-28/09

The instructor selection criteria for NIMS ICS All-Hazards Command and General Staff Course Position Specific Courses are included below.

Instructor Candidate Selection Criteria for NIMS ICS All Hazards Command and General Staff Position Specific Courses

General

All instructors for the NIMS ICS Command and General Staff position specific courses are expected to demonstrate in their application a thorough understanding and application of:

- ❑ Command and general staff functions;
- ❑ National Incident Management System (NIMS);
- ❑ National Response Framework (NRF) concepts and principles;
- ❑ Local, State, Tribal and Federal interagency cooperation and coordination;
- ❑ Incident Management Team organization, roles and responsibilities.

Instructor Selection

Instructor applicants for lead or unit instructors may submit their resume to respective State Training Officers (STO) either in electronic or paper copy for initial vetting. FEMA encourages the STO to work collaboratively with other training organizations in their State.

The STO will use the Requirements and Recommendations section as selection criteria.

The STO will provide a list of qualified instructors for each course to the Regional Training Manager who will maintain a Regional database that will feed into a National instructor database.

Instructor Requirements

1. Lead instructors for NIMS ICS Position Specific training courses must have a minimum of 10 years operational field experience at the Command or General Staff level with an emergency management discipline (i.e. Fire, Emergency Medical Service, Law Enforcement, Public Works, Public Health, etc. or a Wildland fire agency).
2. Lead instructors must have a minimum of 5 years experience delivering emergency management type training (including exercises that test team and individual performance) to a target audience comprised of incident management level emergency response personnel.
3. Unit instructors must have a minimum of 3-5 years of operational field experience at the Command Level.
4. Lead and unit instructors must have successfully completed:
 - a. IS-700a, *National Incident Management System, an Introduction*;
 - b. IS-800b, Introduction to the National Response Framework
 - c. IS-701, *Multi-Agency Coordination Systems (MACS)*;
 - d. ICS-100 and ICS-200 and
 - e. ICS-300 and ICS-400 or equivalent
5. Lead and unit instructors must have participated in developing an Incident Action Plan at an emergency incident or for a planned event or exercise, within the last 5 years.
6. Lead and unit instructors must provide documentation that supports they have successfully completed formal adult education training to include at least one of the following:
 - a. College courses
 - b. Emergency Management Institute's (EMI) Master Trainer Program
 - c. National Fire Academy's (NFA) Instructional Methodology course
 - d. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
 - e. Center for Domestic Preparedness (CDP) Instructor Training Certification Course
 - f. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.)
7. All lead and unit instructors must be able to use computers to support course delivery.

Recommended Requirements

Lead instructors have successfully completed a course or exercise that allowed them to apply their ICS knowledge an exercise based course such as:

1. National Wildfire Coordinating Group (NWCG) S-420 or S-520;
2. Integrated Emergency Management course (IEMC)
3. National Association of State Foresters (NASF) *Complex Incident Management Course (CIMC)*
4. The position specific course for which they are applying or equivalent (i.e. NWCG, USCG, or EPA position specific courses)

Application Process for NIMS ICS All-Hazards Position Specific Training (Train-the-Trainer)

Each of the 8 NIMS ICS All-Hazards Position Specific Command and General Staff (Train-the-Trainer) courses is limited to 30 students. Each FEMA Region will initially be limited to 3 slots for each offering. FEMA encourages all state training officers to work collaboratively with all emergency management disciplines and training organizations in the State in the selection of qualified instructors.

The following steps should be followed by a potential instructor to participate in the NIMS ICS All-Hazards Position Specific Command and General Staff (Train-the Trainer):

- ❑ Review the instructor selection criteria to determine if you meet the qualifications.
- ❑ Submit a resume or other documentation on your qualifications to your respective State Emergency Management/Homeland Security Training Officer.
- ❑ Submit a FEMA Admissions Form (FEMA 75-5) to your respective State Emergency Management/Homeland Security Training Officer. All FEMA 75-5 must include the train-the-trainer course code.
- ❑ If you are “applying” for multiple train-the-trainer courses (i.e. All-Hazards Operations Section Chief (L-957) and All-Hazards Safety Officer Course (L-955) submit a separate FEMA 75-5 form for each course.
- ❑ Upon approval of the instructor qualifications of an individual train-the-trainer participate the state training officer will sign the FEMA 75-5 form and forward it to the National Emergency Training Center (NETC) admissions office.
- ❑ Upon receipt of the FEMA 75-5 form NETC admissions will review the application and notify the student of their status. Upon acceptance into the course, NETC admissions will send the student a course acceptance packet which will contain course logistics information.
- ❑ Note: NIMS ICS All-Hazard Position Specific train-the-trainer course participants are eligible for a stipend (in accordance with NETC admissions policies). There are no tuition fees for the training. Stipend dollars cover the cost of student transportation and housing (in this case the hotel room). All participants are responsible for the cost of meals while attending the training. The cost of student transportation and housing will be reimbursed by direct deposit to your personal account.

NIMS ICS All-Hazards Positions Specific Training (Train-the-Trainer) – Round 2

The second round of TTT offerings will be conducted during the months of October and November, 2009 at the National Emergency Training Center (NETC) in Emmitsburg, MD. All eight of the NIMS ICS All-Hazards Command and General Staff courses will be taught in a train-the-trainer format. The same application process as noted on page ten of this document will be applicable for these courses. The tentative schedule for the courses is included below:

- | | | |
|--|---------|-------------|
| • All-Hazard Incident Commander TTT | (L-951) | 10/19-21/09 |
| • All-Hazards Public Information Officer TTT | (L-953) | 11/11-13/09 |
| • All-Hazards Safety Officer TTT | (L-955) | 11/5-6/09 |
| • All-Hazards Liaison Officer TTT | (L-957) | 10/22-23/09 |
| • All-Hazards Operations Section Chief TTT | (L-959) | 10/26-27/09 |
| • All-Hazards Planning Section Chief TTT | (L-963) | 11/2-4/09 |
| • All-Hazards Logistics Section Chief TTT | (L-968) | 11/9-10/09 |
| • All-Hazards Finance/Administration TTT | (L-974) | 10/28-29/09 |

NIMS ICS All-Hazards Positions Specific Training (Train-the-Trainer) – Round 3

The third round of TTT offerings will be conducted during the month of April, 2010 at the National Emergency Training Center (NETC) in Emmitsburg, MD. All eight of the NIMS ICS All-Hazards Command and General Staff courses will be taught in a train-the-trainer format. The same application process as noted on page ten of this document will be applicable for these courses. The tentative schedule for the courses is included below:

- | | | |
|--|---------|------------|
| • All-Hazard Incident Commander TTT | (L-951) | 4/5-7/10 |
| • All-Hazards Public Information Officer TTT | (L-953) | 4/28-30/10 |
| • All-Hazards Safety Officer TTT | (L-955) | 4/22-23/10 |
| • All-Hazards Liaison Officer TTT | (L-957) | 4/8-9/10 |
| • All-Hazards Operations Section Chief TTT | (L-959) | 4/12-13/10 |
| • All-Hazards Planning Section Chief TTT | (L-963) | 4/19-21/10 |
| • All-Hazards Logistics Section Chief TTT | (L-968) | 4/26-27/10 |
| • All-Hazards Finance/Administration TTT | (L-974) | 4/14-15/10 |

Instructions for Teaching the NIMS ICS All-Hazards Position Specific Training

By June 30, 2009 all 15 NIMS ICS All-Hazards Position Specific Courses will be posted and available to teach. Course codes for the training are included below.

1. All-Hazard Incident Commander Course (L-950)
2. All-Hazards Public Information Officer Course (L-952)
3. All-Hazards Safety Officer Course (L-954)
4. All-Hazards Liaison Officer Course (L-956)
5. All-Hazards Operations Section Chief Course (L-958)
6. All-Hazards Division/Group Supervisor Course (L-960)
7. All-Hazards Planning Section Chief Course (L-962)
8. All Hazards Situation Unit Leader Course (L-964)
9. All Hazards Resource Unit Leader Course (L-965)
10. All-Hazards Logistics Section Chief Course (L-967)
11. All-Hazards Communications Unit Leader (L-969)
12. All-Hazards Supply Unit Leader Course (L-970)
13. All-Hazards Facilities Unit Leader Course (L-971)
14. All-Hazards Finance/Administration Course (L-973)
15. All-Hazards Finance/Administration Unit Leader Course (L-975)

Course materials will be posted for instructor access on the FEMA DocuShare system and on the EMI Private Web Site.

In an effort to ensure we have accurate records of course completions we will use the EMI/NETC admissions data base. Accurate training records are important to those teams/individuals who desire to seek credentials/certification in an ICS position sometime in the future.

State, territory, tribe or local government or organizations within a State, territory, tribe or local government (i.e. fire, forestry, law enforcement, public works, public health, etc.) are encouraged to utilize these training materials.

Steps for delivering one of the NIMS ICS All-Hazard Position Specific Courses

- Decide what course you are going to offer and select a person to serve as the course manager/coordinator
- Review course materials available via the web
- Establish a course date and begin to recruit/select students that meet the course prerequisites (completion of ICS-100 through ICS-400)
- Contact the State Training Officer
- The State Training Officer will notify the Regional Training Manager and will ask the Emergency Management Institute (EMI) to schedule the course
- Ensure that you have qualified instructors (minimum one lead instructor and one unit instructor) for each course offering; the use of those instructors on your State or Regional qualified instructor list (once established) is strongly recommended

- ❑ Ensure that all course logistics arrangements are made for the course offering (classroom, audiovisual equipment, student materials, instructor materials, etc.)
- ❑ Collect FEMA Course Admission Forms (FEMA Form 75-5) for each student. Send the completed 75-5 Forms to your State Training Officer; who will forward them to NETC admissions
- ❑ Prior to the start of class, EMI will forward to your course manager/coordinator EMI evaluation forms for use during the class conduct
- ❑ NETC Admissions will mail the certificates to each of the students who successfully completed the course

Note: EMI plans to offer all 15 courses (at least once) in residence beginning in FY10 at the National Emergency Training Center (NETC). See below for details:

Position Specific Courses (Conduct @ NETC in FY10)

1. NIMS ICS All-Hazard Incident Commander Course (E-950)
 - ❑ Course Dates 10/12-16/09
 - ❑ Classroom K308 (5 Days)
2. NIMS ICS All-Hazards Public Information Officer Course (E-952)
 - ❑ Course Dates 3/15-19/10
 - ❑ Classroom K318 (5 Days)
3. NIMS ICS All-Hazards Safety Officer Course (E-954)
 - ❑ Course Dates 2/22-25/10
 - ❑ Classroom K302 (4 Days)
4. NIMS ICS All-Hazards Liaison Officer Course (E-956)
 - ❑ Course Dates 4/19-20/10
 - ❑ Classroom L100 (2 Days)
5. NIMS ICS All-Hazards Operations Section Chief Course (E-958)
 - ❑ Classroom 10/5-8/09
 - ❑ Classroom L100 (4 Days)
6. NIMS ICS All-Hazards Division/Group Supervisor Course (E-960)
 - ❑ Course Dates 4/21-23/10
 - ❑ Classroom L100 (3 Days)
7. NIMS ICS All-Hazards Planning Section Chief Course (E-962)
 - ❑ Course Dates 11/30-12/2/09
 - ❑ Classroom K318 (4 Days)
8. NIMS ICS All Hazards Situation Unit Leader Course (E-964)
 - ❑ Course Dates 5/24-27/10
 - ❑ Classroom M202 (4 Days)
9. NIMS ICS All Hazards Resource Unit Leader Course (E-965)
 - ❑ Course Dates 6/21-24/10
 - ❑ Classroom K318 (4 Days)
10. NIMS ICS All-Hazards Logistics Section Chief Course (E-967)
 - ❑ Course Dates 12/14-18/09
 - ❑ Classroom K308 (5 Days)
11. NIMS ICS All-Hazards Communications Unit Leader (E-969)
 - ❑ Course Dates 8/16-19/10
 - ❑ Classroom M202 (4 Days)
12. NIMS ICS All-Hazards Supply Unit Leader Course (E-970)
 - ❑ Course Dates 7/12-14/10
 - ❑ Classroom K318 (3 Days)
13. NIMS ICS All-Hazards Facilities Unit Leader Course (E-971)
 - ❑ Course Dates 7/15-17/10
 - ❑ Classroom K318 (3 Days)
14. NIMS ICS All-Hazards Finance/Administration Course (E-973)
 - ❑ Course Dates 1/18-20/10
 - ❑ Classroom K308 (3 Days)
15. NIMS ICS All-Hazards Finance/Administration Unit Leader Course (E-975)
 - ❑ Course Dates 1/21-22/10
 - ❑ Classroom K308 (2 Days)

Helpful Hints and Other Information for State and Regional Training Managers and NIMS Coordinators

- ❑ Help is needed in the “marketing” of the courses to first responders, existing incident management teams, new incident management teams and all emergency management partners interested in additional ICS training.
- ❑ ICS training (ICS-100 through 400) while meeting NIMS requirements; does not certify or credential a team or individual; additional training and skill development is necessary.
- ❑ Instructor qualifications are important for the delivery of this training; we encourage State Training Officers to follow the instructor qualifications in this document when approving students for the train-the-trainers; we really don’t want a lead instructor for the NIMS ICS All-Hazard Planning Section Chief course who has never been a Planning Section Chief!
- ❑ FEMA Regional Training Managers and/or NIMS coordinators should work with their respective State Training Officers in meeting the allocation of three instructors (students) for the 8 train-the-trainer courses during the three rounds of train-the-trainers over the next year.
- ❑ If a city with an IMT or a State Fire Academy calls directly into EMI to schedule one of the position specific courses; EMI will refer them to the State Training Officer.
- ❑ EMI along with the Regions and the State will maintain a master list of qualified instructors by region and by state for each of the NIMS ICS All-Hazard Position Specific Command and General Staff Courses. The list will be maintained by EMI with the States and Regions having access.
- ❑ All scheduled NIMS ICS All-Hazard Position Specific Courses (nationwide) and the train-the-trainers will appear on the official EMI schedule.