

KEY PERSONNEL AND NIMS TRAINING FOR SCHOOLS AND HIGHER EDUCATION INSTITUTIONS

“**Key personnel**” are *required* to complete four courses in order for an individual or organization to be considered NIMS compliant through FY 2007. To date, the following courses are required:

- **ICS-100:** *Introduction to the Incident Command System*
- **ICS-200:** *ICS for Single Resources and Initial Action Incidents*
- **IS-700:** *NIMS, An Introduction*
- **IS-800.B:** *National Response Framework, An Introduction*

NOTE:

1. Completion of course *IS-100.SC Introduction to the Incident Command System, I-100, for Schools*, constitutes completion of course ICS-100. This course was specifically designed to provide ICS training within a K-12 school-based context.

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

DEFINING KEY PERSONNEL

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

TRAINING RECOMMENDATIONS

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

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

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Though schools and Higher Education Institution (HEI) officials are not typically tasked to be highly trained, first-response, emergency management personnel, they play a vital role in the process. Emergency management teams should determine which personnel need to receive training based on their role(s) in the overall school or HEIs emergency management program. In accordance with guidance as provided by the U.S. Department of Education, “key personnel” are required to complete the following four courses in order for an individual or organization to be considered NIMS compliant through FY 2007: 1) ICS-100 *Introduction to the Incident Command System*¹, 2) ICS-200 *ICS for Single Resources and Initial Action Incidents*, 3) IS-700 *NIMS, An Introduction*, and 4) IS-800.B *National Response Framework, An Introduction*.

REQUIRED TRAINING		RECOMMENDED TRAINING
GENERAL ROLE	CRITICAL ROLE ²	LEADERSHIP ROLE
<p>Personnel with <u>any</u> role in emergency preparedness, incident management, or response should complete the following TWO courses:</p> <ul style="list-style-type: none"> ▪ IS-/ICS-100 <i>An Introduction to ICS</i> ▪ IS-/ICS-700 <i>NIMS: An Introduction</i> <p>NOTE: Depending on the school and campus, general incident personnel <i>may</i> include:</p> <ul style="list-style-type: none"> ▪ Emergency Management (Crisis/Incident Response) Team members ▪ Nurses and Health Officials ▪ School Resource Officers ▪ School Security Officials ▪ Counselors, Psychologists, Psychiatrists ▪ [Information] Technology Specialists ▪ Bus Drivers ▪ Facilities, Housing, and Food Preparation Staff ▪ Administrators ▪ Educators/Faculty ▪ Coaches and Athletic Staff ▪ Resource staff, paraprofessionals, and support personnel 	<p>Emergency management personnel with a <u>critical</u> role in response should complete the following four courses, at a minimum:</p> <ul style="list-style-type: none"> ▪ IS-/ICS-100 <i>An Introduction to ICS</i> ▪ IS-/ICS-700 <i>NIMS, An Introduction</i> ▪ IS-/ICS-800.B <i>National Response Framework, An Introduction</i> ▪ IS-/ICS-200 <i>ICS for Single Resources and Initial Action Incidents</i> <p>NOTE: Depending on the school and campus, this <i>may</i> include the following personnel:</p> <ul style="list-style-type: none"> ▪ Institution President ▪ Superintendents ▪ Provosts ▪ Security and Police Staff ▪ Public Relations ▪ Emergency Management (Crisis/Incident Response) Team members ▪ Principals and Asst. Principals ▪ Facilities, Housing, and Food Preparation Staff ▪ Administrators 	<p>Emergency management personnel typically obligated (required) to command and/or manage an incident in the absence of traditional emergency/incident response personnel (ex. incident commander) may complete:</p> <ul style="list-style-type: none"> ▪ ICS-300 <i>Intermediate ICS for Expanding Incidents</i> ▪ ICS-400 <i>Advanced Incident Command</i>³ <p>NOTE: Depending on the school and campus, this <i>may</i> include the following personnel:</p> <ul style="list-style-type: none"> ▪ Institution President ▪ Superintendents ▪ Provosts ▪ Director of Campus Security ▪ School Security Chief ▪ Campus Chief of Police

¹ Completion of course *IS-/ICS-100.SC Introduction to the Incident Command System for Schools* constitutes completion of course IS-/ICS-100.

² Critical role personnel include Incident Commander, member of the Command Staff, member of the General Staff, or member of another key campus emergency management team such as a Branch, Division, Unit, or Strike Team members.

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

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ACCESSING NIMS TRAINING COURSES

NIMS courses are administered and accessible in multiple formats:

- 1.) Instructor,
- 2.) On-line, Independent Study, and
- 3.) State Homeland Security and Emergency Management Agencies

1. Instructor

Schools and campuses can work with their community partners to identify a qualified instructor and conduct joint training opportunities. The National Integration Center (NIC) Incident Management Systems Division has developed guidance that outlines the content and objectives for acceptable NIMS training materials. Any agency or organization sponsoring NIMS training is responsible for ensuring that the materials being taught adhere to the guidelines provided in the Five-Year NIMS Training Plan⁴. In addition, the sponsoring organization must also verify the qualifications of the instructors based on the guidance provided by the NIC. Certificates of course completion are also the responsibility of the sponsoring agency or organization.

2. On-line, Independent Study

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

ICS-300 and ICS-400 are not available online and must be taken in the classroom.

3. State Homeland Security and Emergency Management Agencies

Local or State Emergency Management Agencies offer training in a classroom setting. School emergency management officials should contact their partners for details on course schedules and logistics.

ADDITIONAL TRAINING OPPORTUNITIES

EMI offers additional NIMS-related online courses that support school emergency management for schools and HEIs:

- *IS-701 NIMS Multi-Agency Coordination System* (recommended for head of school and campus emergency management planning program and ICS Team)
- *IS-702 NIMS Public Information System* (recommended for school and campus Public Information Officer)
- *IS-703 NIMS Resource Management* (recommended for head of school and campus emergency management planning program and ICS Team)

⁴ The National Standard Curriculum Training Development Guidance document dated March 2007 was replaced by the Five-Year NIMS Training Plan, published February 2008.)