STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN EMERGENCY MANAGEMENT

INFORMATION & GUIDANCE MEMO
02-01-05

DATE: **February 7, 2005**

TO: **County Emergency Management Directors**

FROM: **Johnnie L. Smith**
Administrator

SUBJECT: **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) / INCIDENT COMMAND SYSTEM (ICS) TRAINING**

In response to numerous questions concerning compliance with the National Incident Management System (NIMS) and the need for Incident Command System (ICS) training, Wisconsin Emergency Management (WEM) has prepared the following document. The information contained in this document has been verified through the National Incident Management System (NIMS) Integration Center help desk and is intended as a guide in your attempt to become National Incident Management System (NIMS) compliant. If you have additional questions you can contact the National Incident Management System (NIMS) help desk at Nims-Integration-Center@dhs.gov .

Attachment

Distribution:
  MG Albert Wilkening, TAG
  Inter-Agency Working Group
  Wisconsin Technical College System
  Office of Justice Assistance

Previous Information & Guidance Memo: 12-01-04, Guidance for the 2005 EPCRA Computer and Hazmat Response Equipment Grant

National Incident Management System (NIMS)

- In Homeland Security Presidential Directive – 5, President Bush called for the development of a national incident management system to provide a consistent approach which would enable various jurisdictions and agencies to work together to prepare for, prevent, respond to and recover from incidents regardless of cause, size or complexity.

- In March of 2004, Secretary Tom Ridge announced the implementation of the National Incident Management System (NIMS) with Incident Command System (ICS) as the standard management tool.

- The National Incident Management System (NIMS) will be comprised of the following elements:

    1. Incident Command System
    2. Multi-Agency Coordination Systems
    3. Unified Command
    4. Training and Exercising (including standardization of training and training curriculum)
    5. Resource Management (including classifying types of resources)
    6. Qualification and certification of responders
    7. Documentation of incident information and resources
    8. Communications and Information Management

- Items 1-3 above were addressed in the March 2004 version of National Incident Management System (NIMS) when the FIRESCOPE Incident Command System (ICS) was identified as the accepted Incident Command System (ICS) curriculum.

- Items 4 through 8 above are currently under development by the NIMS Integration Center (NIC)

- NIMS will enable responders at all jurisdictional levels and across all disciplines to work together more effectively and efficiently.

- Beginning in FY 2006, federal funding for state, local and tribal preparedness grants will be tied to compliance with NIMS.

Incident Command System (ICS)

- One of the most important components of NIMS is the FIRESCOPE Incident Command System (ICS) and ICS is recognized as the standard management tool for incidents or events.

- The U.S. Forest Service, through a group known as **FI**re Department **RE**sources of **S**outhern **C**alifornia **O**rganized for **P**otential **E**mergencies (FIRESCOPE) developed the ICS concept more than thirty years ago after devastating wildfires in California.

- The FIRECOPE Incident Command System (ICS) is found in the National Wildfire Coordinating Group (NWCG), the Emergency Management Institute and the National Fire Academy curriculum.

- The National Wildfire Coordinating Group (NWCG) and the Emergency Management Institute curriculum offer:

  - Incident Command System (ICS) Introduction
  - Incident Command System (ICS) Basic
  - Incident Command System (ICS) Intermediate, and
  - Incident Command System (ICS) Advanced training

- The Department of Homeland Security recognizes that a majority of emergency incidents are, and will be handled by a single jurisdiction at a local level; however, there will be instances in which successful incident management operations depend on the involvement of emergency responders from multiple jurisdictions including the federal government. These incidents require effective and efficient coordination of resources and personnel.

- ICS, at its core, is a management system designed to integrate resources to effectively attack a common problem. This system is not exclusive to one discipline or one set of circumstances; its hallmark is its flexibility to provide planning, training and response tools to accommodate emergency incidents or planned events.

- ICS management characteristics: ICS is based on proven management tools that contribute to the strength and efficiency of the overall system to include but not limited to:

  1. Common Terminology
  2. Modular Organization
  3. Management by Objectives
  4. Reliance on an Incident Action Plan
  5. Manageable Span of Control
  6. Pre-designated Incident Locations and Facilities
  7. Comprehensive Resource Management
  8. Integrated Communications
  9. Establishment and Transfer of Command
  10. Chain of Command and Unity of Command
  11. Unified Command
  12. Accountability of Resources
  13. Personnel Deployment
  14. Information and Intelligence Management

National Incident Management System (NIMS) Compliance Requirements

The information below is reprinted from a letter from Department of Homeland Security Secretary Tom Ridge to the nations governors dated September 8, 2004. The comments in *italics* are from Wisconsin Emergency Management and have been reviewed by the National Incident Management System (NIMS) help desk.

Please note, these are the five requirements that must be completed in FY 2005 to be eligible for FY 2006 and FY 2007 federal grants.

At the State, territorial, tribal, and local levels, jurisdictions should support NIMS implementation by:

1. **Completing the NIMS Awareness Course: "National Incident Management System (NIMS), An Introduction" IS 700**

   This independent study course developed by the Emergency Management Institute (EMI) explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens, allowing participants an opportunity to complete some planning tasks during the course. The planning activity screens are printable so that they can be used after the course is complete. The course is available on-line and will take between forty-five minutes to three hours to complete. The course is available on the EMI web page at: http://training.fema.gov/EMIWeb/IS/is700.asp.

   This course is available online at no charge. While it is a 3 contact hour course most people will finish in less time. There is an online exam that must be completed after which the Emergency Management Institute will mail a certificate of completion.

   While this course is open to all responders, it is highly recommended that management and supervisory personnel complete the course to complete this National Incident Management System (NIMS) requirement.

2. **Formally recognizing the NIMS and adopting the NIMS principles and policies**

   States, territories, tribes, and local entities should establish legislation, executive orders, resolutions, or ordinances to formally adopt the NIMS. The NIC will provide sample language and templates to assist you in formally adopting the NIMS through legislative and/or executive/administrative means.

   This will be a requirement for any agency or jurisdiction that intends to apply for federal grants in FY2006 or FY2007. Governor Doyle has issued a proclamation declaring Wisconsin's intent to be National Incident Management System (NIMS) compliant. This is a state proclamation and does not cover each county, jurisdiction or agency that wishes to apply for federal grants. Each county, jurisdiction or agency that wishes to apply for federal grants must issue a similar proclamation.

   The National Incident Management System (NIMS) web page at www.fema.gov/nims provides a sample Executive Order that you can print and modify for your jurisdiction or agency.

3. **Establish a NIMS baseline by determining which NIMS requirements you already meet**

   We recognize that State, territorial, tribal, and local entities have already implemented many of the concepts and protocols identified in the NIMS. The 2004 DHS Homeland Security Grant Program

encouraged grantees to begin utilizing the NIMS concepts, principles, terminology, and technologies. The NIC is developing the NIMS Capability Assessment Support Tool (NIMCAST). The NIMCAST is a web-based self-assessment system that States, territories, tribes, and local governments can use to evaluate their incident response and management capabilities. This useful tool identifies the requirements established within the NIMS and can assist you in determining the extent to which you are already compliant, as well as identify the NIMS requirements that you are not currently meeting. As gaps in compliance with the NIMS are identified, States, territories, tribes, and local entities should use existing initiatives, such as the Office for Domestic Preparedness (ODP) Homeland Security grant programs, to develop strategies for addressing those gaps. The NIC will formally pilot the NIMCAST with a limited number of States in September. Upon completion of the pilot, the NIC will provide all potential future users with voluntary access to the system. Additional information about the NIMCAST tool will be provided later this year.

Please monitor the National Incident Management System (NIMS) website at www.fema.gov/nims for updates on the NIMCAST survey instrument. Completing that instrument should satisfy this requirement.

4. **Establishing a timeframe and developing a strategy for full NIMS implementation**

States, territories, tribes, and local entities are encouraged to achieve full NIMS implementation during FY 2005. To the extent that full implementation is not possible during FY 2005, Federal preparedness assistance must be leveraged to complete NIMS implementation by FY 2006. By FY 2007, Federal preparedness assistance will be conditioned by full compliance with the NIMS. Again, in order for NIMS to be implemented successfully across the nation, it is critical that States provide support and leadership to tribal and local entities to ensure full NIMS implementation. States should work with the tribal and local governments to develop a strategy for statewide compliance with the NIMS.

This requirement can be accomplished after completing the NIMCAST survey. (See the bullet point above)

5. **Institutionalizing the use of the Incident Command System (ICS)**

If State, territorial, tribal, and local entities are not already using ICS, you must institutionalize the use of ICS (consistent with the concepts and principles taught by DHS) across the entire response system. The 9/11 Commission Report recommended national adoption of the Incident Command System (ICS) to enhance command, control, and communications capabilities. All Federal, State, territory, tribal, and local jurisdictions will be required to adopt ICS in order to be compliant with the NIMS. Additional information about adopting ICS will be provided to you by the NIC.

Simply speaking, this requirement means that if you are not already using the Incident Command System (ICS), you must start to use it to be compliant.

Training requirements will depend upon the level of Incident Command System (ICS) use currently ongoing in your agency or jurisdiction. For example, if you are already using Incident Command System (ICS), you will want to request training only for those personnel who have

not been previously trained, or you may want to request a higher level of Incident Command System (ICS) training for supervisors and management personnel such as Incident Command System (ICS) Intermediate or Incident Command System (ICS) Advanced.

<u>*It is important to note that the Department of Homeland Security has not indicated specific numbers of personnel that must be trained.*</u> *The requirement is the use of the Incident Command System (ICS) across the entire response agency.*

Wisconsin Emergency Management through the Office of Justice Assistance and Office for Domestic Preparedness (ODP) offers funding to pay the cost of Incident Command System (ICS) training.

FY 2006 and FY 2007 Requirements:

In order to receive FY 2006 preparedness funding, the minimum FY 2005 compliance requirements described above must be met. Applicants will be required to certify as part of their FY 2006 grant applications that they have met the FY 2005 NIMS requirements. Additional information about NIMS compliance and resources for achieving compliance will be forthcoming from the NIC. In addition, FY 2005 Federal preparedness assistance program documents will address State and local NIMS compliance. The NIC web page, www.fema.gov/nims, will be updated regularly with information about the NIMS and guidance for implementation. The NIC may be contacted at the following:

Simply speaking, each agency or jurisdiction applying for federal grants in FY 2006 and FY 2007 will be asked to verify their efforts toward completion of the five bullet point items above.

For further information please monitor the website at www.fema.gov/nims or contact the NIMS Integration Center (NIC) at NIMS-Integration-Center@dhs.gov . The website also contains other information on the National Incident Management System (NIMS) including a "Frequently Asked Questions" (FAQ) document that you will find extremely helpful.

Incident Command System (ICS) Training

The NIMS Integration Center is in the process of developing National Standard Curriculum Training Development Guidance. A draft copy of this guidance will be placed on their website, www.fema.gov/nims when completed.

The guidance will contain the following elements:

- ? Baseline required NIMS Training
- ? Supplemental recommended NIMS Training
- ? Integrated recommended NIMS Training
- ? Drills/Exercise recommendations
- ? Curriculum training development guidance

Note: Equivalencies will be addressed more completely in the NIMS Standard Curriculum Training Development Guidance which will eventually contain a crosswalk of equivalent training/courses for all

audiences. The guidance will also contain a list of learning objectives built around the four levels of ICS training.

Emergency management/response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards. This would include ICS courses developed, managed, or administered by the Emergency Management Institute, the National Fire Academy, FIRESCOPE, the National Wildfire Coordinating Group (NWCG), the U. S. Coast Guard, and the Environmental Protection Agency.

The following information is provided to assist you in determining the recommended target audience for each of the Incident Command System (ICS) courses.

? *ICS-100: Introduction to Incident Command System (ICS)*
Entry level first responders (including firefighters, police officers, EMT's, DPW, public health and other emergency responders and emergency personnel that require an introduction to the basic components of the Incident Command System (ICS).

? *ICS-200: Basic Incident Command System (ICS)*
First line supervisors, single resource leaders, lead dispatchers, field supervisors, company officers, and entry level positions (trainees) on Incident Management Teams (IMT) and other emergency personnel that require a higher level of Incident Command System (ICS) training.

? *ICS-300: Intermediate Incident Command System (ICS)*
Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and Multi-Agency Coordination System (MAC)/Emergency Operations Center staff.

? *ICS-400: Advanced Incident Command System (ICS)*
Command and General staff, agency administrators, department heads, emergency managers, area commanders, and Multi-Agency Coordination System (MAC)/Emergency Operations Center representatives.

? *ICS-402: Incident Command System (ICS) Summary for Executives*
Agency administrators, elected officials, government senior managers, private sector managers or executives.

Currently the Office for Domestic Preparedness (ODP) through the Wisconsin Emergency Management is providing funds to pay for the cost of Incident Command System (ICS) training. Backfill or overtime incurred in Incident Command System (ICS) training can be reimbursed through the Office of Justice Assistance.

In addition to the Incident Command System (ICS) training listed above, the National Incident Management System (NIMS) requires the following baseline training.

Audience	Required Training
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: Command and general staff, agency administrators, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and multi- agency coordination system/emergency operations center staff.	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction • ICS-l00: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent* • ICS-400: Advanced ICS or equivalent*
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: Middle management, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.	• FEMA IS-700: NIMS, An Introduction • FEMA IS-800: National Response Plan (NRP), An Introduction • ICS-l00: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent* • ICS-300: Intermediate ICS or equivalent*
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: First line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.	• FEMA IS-700: NIMS, An Introduction • ICS-l00: Introduction to ICS or equivalent* • ICS-200: Basic ICS or equivalent *
Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: Entry level first responders & disaster workers • Emergency Medical Service personnel • Firefighters • Hospital staff • Police officers • Public Health personnel • Public Works/Utility personnel • Other emergency management response personnel at the Federal, State, Local level Other emergency personnel that require an introduction to NIMS and to the ICS to include emergency managers and public information officers.	• FEMA IS-700: NIMS, An Introduction • ICS-l00: Introduction to ICS or equivalent *

The information listed in this I&G is the most current information that Wisconsin Emergency Management has been able to collect. The National Incident Management System (NIMS) is a newly developing

program and as such will be evolving quickly. Wisconsin Emergency Management recommends that you monitor the NIMS website at www.fema.gov/nims regularly for the latest information.