

FY 2010 NIMS TRAINING FOR K-12 SCHOOLS AND INSTITUTIONS OF HIGHER EDUCATION

In order to fulfill NIMS requirements, schools and institutions of higher education (IHE) should determine what personnel need to receive incident command system (ICS) and NIMS training based on their role(s) in the overall school or IHE emergency management program. In accordance with U.S. Department of Education (ED) guidance, certain “key personnel” are required to complete the following six courses in order for an individual or organization to be considered NIMS compliant through FY 2010: 1) IS-100 An Introduction to the Incident Command System^[1], 2) IS-200 ICS for Single Resources and Initial Action Incidents, 3) IS-700 NIMS, An Introduction, 4) IS-800.B National Response Framework, An Introduction, 5) ICS-300 Intermediate ICS for Expanding Incidents, and 6) ICS-400 Advanced Incident Command. In addition, ED recommends that Executive Leaders also consider taking G-402 Incident Command System (ICS) Overview for Executive/Senior Officials^[2]. To assist with determining who “key personnel” might be within a school or IHE, ED has created the following chart:

EXECUTIVE LEADERS

Executive Leaders must be familiar with the comprehensive systems supporting emergency management, even though they may not have a designated role in the incident command system. **Executive Leaders** are often responsible for making financial, administrative, and managerial decisions supporting the school or IHE emergency management program and will likely have very high-level responsibilities before and after an incident, as opposed to command responsibilities in the field during an actual incident response.

Executive Leaders should take the following two courses:

- **G-402² Incident Command System (ICS) Overview for Executive/Senior Officials**
- **IS-700 NIMS, An Introduction**

NOTE: Depending upon the unique school, LEA, or IHE, **Executive Leaders** may include:

- Institution President
- Superintendent
- Provost
- Chancellor
- Principal

GENERAL PERSONNEL

General Personnel are those with any role in emergency preparedness, incident management, or response.

General Personnel should complete the following two courses:

- **IS-700 NIMS, An Introduction**
- **IS-100 An Introduction to ICS**

NOTE: Depending on the school, LEA or IHE campus, **General Personnel** may include:

- Emergency Management (ICS) Team members
- Nurses and Health Officials
- Counselors, Psychologists, Psychiatrists
- School Resource Officers
- School Security Officials
- [Information] Technology Specialists
- Bus Drivers
- Administrators
- Educators/Faculty
- Coaches and Athletic Staff
- Facilities, Housing, and Food Preparation Staff
- Campus Citizen Emergency Response
- Team (CERT) members
- Resource staff, paraprofessionals, and support personnel

COMMAND STAFF

Command Staff are personnel assigned to lead any key campus emergency management effort; they have a specific role within the ICS.

Command Staff should complete the following four courses, at a minimum:

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

NOTE: Depending on the school, LEA, or IHE **Command Staff** may include the following personnel:

- Public Information Officer
- Safety Officer
- Liaison Officer
- Any staff that plays a vital role on the operations, planning, logistics, or finance/administration branches of the ICS team for the school, LEA, or IHE.

INCIDENT MANAGERS

Personnel with a leadership role in command (e.g., district, school or IHE Incident Commander, School Police Chief). These individuals are typically obligated to command and manage incidents that occur on the school or IHE campus in the absence of traditional incident response personnel (local Fire Chief, local Police Chief). These personnel also include those school officials, including school police, who would likely be integrated into a more advanced ICS role (e.g., unified command) should it become necessary.

Incident Managers should complete the following two courses:

- **ICS-300 Intermediate ICS for Expanding Incidents**
- **ICS-400 Advanced Incident Command³**

NOTE: Depending on the unique school, LEA, or IHE, **Incident Managers** would likely include the following personnel:

- Director of School/Campus Security
- School/Campus Chief of Police School Security Chief

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

² G-402 Incident Command System (ICS) Overview for Executives/Senior Officials does not fulfill mandatory training requirements for key personnel under NIMS. However, ED for the purposes of the REMS and EMHE grant programs, and the Government Performance Results Act (GPRA) performance indicator calculations, has determined that the school or IHE emergency management team may use its discretion to recommend this course to executive personnel in place of IS-100. Grantees may include this course in their determination of average number of courses completed by key personnel.

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.