



NIMS Training Plan

Revised: January 2019

National Incident Management System (NIMS)

This plan was developed to ensure compliance with the *National Incident Management System* and *Incident Command System* training standards. The following plan outlines the training courses that employees need to complete to meet those standards. Any questions or concerns should be directed to the Department of Emergency Services.

NOTE: Course completion certificates should be maintained in the employee's personnel file. A list of all completed courses should be sent to the Department of Human Resources for inclusion in training records.

Required Training	Target Audience	Completion Timeline
<p>IS 700.b An Introduction to the National Incident Management System</p> <p>This course provides an overview of the National Incident Management System (NIMS). The course provides learners with a basic understanding of NIMS concepts, principles, and components.</p>	<p>All full-time employees</p>	<p>Within the first 6 months of employment.</p> <p>This training is available online through the FEMA website.</p> <p>https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b</p>
<p>IS 100.c Introduction to Incident Command System, ICS 100</p> <p>This course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).</p>	<p>All full-time employees</p>	<p>Within the first 6 months of employment.</p> <p>This training is available online through the FEMA website.</p> <p>https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c</p>

Required Training	Target Audience	Completion Timeline
<p>ICS 200.b ICS for Single Resources and Initial Action Incidents</p> <p>This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. ICS-200 provides training for personnel who will likely assume a supervisory position within the ICS.</p>	<ul style="list-style-type: none"> • All sworn Police Officers and uniformed Firefighters • All City employees with Supervisory responsibilities • All ESF Team Leaders and Backup Leaders • EOC Planning Staff • EOC Watch Officer 	<p>(Pre-requisite: ICS 100)</p> <p>Within the first 6 months of employment/promotion.</p> <p>This training is available online through the FEMA website.</p> <p>https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b</p>
<p>ICS 300 Intermediate ICS for Expanding Incidents</p> <p>This eighteen-hour course will permit the student to develop an ICS organizational structure, list staffing requirements, prepare a briefing, lead or participate in a planning meeting, identify resources, develop goals, prepare an action plan and become familiar with the National Incident Management System (NIMS).</p>	<ul style="list-style-type: none"> • City Manager • Deputy City Manager • Assistant City Manager • Director, Emergency Services • Chief of Police • LPD Majors and Captains • Fire Chief • LFD Deputy Chiefs and Battalion Chiefs • City Assessor • Director, Community Development • Director, Economic Development • Director, Finance • Director, Fleet • Director, Human Resources • Director, Human Services • Director, Information and Technology • Director, Libraries • Director, Museums • Director, Parks & Recreation • Director, Public Works • Director, Water Resources • Deputy Directors for departments listed above • EOC Planning Staff • EOC Watch Officers 	<p>(Pre-requisites: ICS 100 and 200)</p> <p>Within the first year of employment/promotion.</p> <p>18-hour Classroom Course</p> <p>Available from VDEM. Register through the Commonwealth of Virginia Learning Center website.</p> <p>https://covlc.virginia.gov/Catalog/TrainingCatalog.aspx?at=T</p> <p>Search for ICS 300 under the Training Catalog.</p>

Required Training	Target Group	Delivery Timeline
<p>ICS 400 Advanced Incident Command System</p> <p>This fourteen-hour course is designed for a multidiscipline audience who would likely serve as incident commanders, area commanders, emergency managers, MACS and EOC managers. Planning, logistics, and fiscal considerations associated with complex incident management and interagency coordination are covered in depth.</p>	<ul style="list-style-type: none"> • City Manager • Deputy City Manager • Assistant City Manager • Director, Emergency Services • Chief of Police • Fire Chief • Director, Human Services • Director, Public Works • Director, Water Resources • Deputy Directors for departments listed above • EOC Planning Staff • EOC Watch Officer 	<p>(Pre-requisites: ICS 100, 200, and 300)</p> <p>Within the first year after completion of ICS 300.</p> <p>14-hour Classroom Course</p> <p>Available from VDEM. Register through the Commonwealth of Virginia Learning Center website.</p> <p>https://covlc.virginia.gov/Catalog/TrainingCatalog.aspx?at=T</p> <p>Search for ICS 400 under the Training Catalog.</p>
<p>IS 800.c National Response Framework, an Introduction</p> <p>The course introduces participants to the concepts and principles of the National Response Framework.</p>	<ul style="list-style-type: none"> • All positions requiring ICS 300 or ICS 400 	<p>Within the first year of employment/promotion.</p> <p>This training is available online through the FEMA website.</p> <p>https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c</p>

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<p>IS 702.a Public Information Systems</p> <p>The goal of this course is to provide the basic information and tools needed to apply NIMS public information systems and protocols during incident management.</p>	<ul style="list-style-type: none"> • Director, Communications and Marketing • ESF #15 Leader and Backup Leader • Departmental Public Information Officers 	<p>Within first year of employment/promotion.</p> <p>This training is available online through the FEMA website.</p> <p>https://training.fema.gov/is/courseoverview.aspx?code=IS-702.a</p>
<p>IS 703.a Resource Management</p> <p>This course introduces resource management as described in the National Incident Management System, and shows how systems for managing resources can be used to improve incident response.</p>	<ul style="list-style-type: none"> • Director, Finance • Director, Communications and Marketing • ESF #7 Leader and Backup • ESF #17 Leader and Backup 	<p>Within the first year of employment/promotion.</p> <p>This training is available online through the FEMA website.</p> <p>https://training.fema.gov/is/courseoverview.aspx?code=IS-703.a</p>

Required Training	Target Group	Delivery Timeline
<p>IS 235.c Emergency Planning</p> <p>This course is designed for emergency management personnel involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop capabilities for the effective participation in the all-hazard emergency operations planning.</p>	<ul style="list-style-type: none"> • EOC Planning Staff • EOC Watch Officer 	<p>Within the first year of employment/promotion.</p> <p>This training is available online through the FEMA website.</p> <p>https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c</p>
<p>IS 775 EOC Management and Operations</p> <p>This course describes the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities and case studies that relate to EOC's and multi-agency coordination systems at the local, state and federal levels of government.</p>	<ul style="list-style-type: none"> • EOC Planning Staff • EOC Watch Officers 	<p>Within the first year of employment/promotion.</p> <p>This training is available online through the FEMA website.</p> <p>https://training.fema.gov/is/courseoverview.aspx?code=IS-775</p>