



United States Department of the Interior

OFFICE OF LAW ENFORCEMENT, SECURITY AND
EMERGENCY MANAGEMENT

Washington, D.C. 20240

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Memorandum

To: Bureau/Office Emergency Coordinators
NRP Principal Planners

From: Laurence I. Broun /s/
Departmental Emergency Coordinator

Subject: Emergency Management Policy Guidance Bulletin 2007-1:
National Incident Management System Training Requirements

PURPOSE: This memorandum provides policy guidance regarding minimum training requirements for Bureau and Office personnel who may become involved in emergency response activities, including but not limited to response under the *National Response Plan* (NRP). For DOI bureaus and offices to achieve NIMS compliance as required under 900-DM-1.5c, it is necessary for emergency response personnel to complete this training by the end of FY-07, except for 300- and 400-level courses which must be completed by the end of FY-08.

BACKGROUND: On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) 5 to establish “a single, comprehensive approach to domestic incident management” for the nation. The National Incident Management System (NIMS), which incorporates the Incident Command System (ICS), was selected as the most efficient tool to successfully manage incidents, emergencies and events, wherever they occur. Subsequently, on December 17, 2003, the President issued HSPD 8 directing all Federal Departments and Agencies (D/As) to adopt the NIMS concept and organizational structure for domestic emergency management activities.

As demonstrated during Hurricane Katrina, it is essential that all emergency responders and supporting personnel have a common understanding of operational concepts and terminology associated with the ICS and NIMS to work effectively. To facilitate this, the National Integration Center (NIC) (formerly known as the NIMS Integration Center) has released training requirements. emergency responders are now required to complete up to six training courses. The attached table, adapted from NIC guidelines, identifies the training requirements for specific DOI audiences and, where applicable, lists equivalent courses offered by different organizations. Additional equivalent courses may exist beyond those listed and will be approved on an as-needed basis. Fortunately, many of the training courses are available on-line through self-paced programs; however, a few are conducted in a classroom. Additional information, including fact

sheets for each of the required courses can be found at:

http://www.fema.gov/emergency/nims/nims_training.shtm.

In addition to the course requirements outlined in the attached table, the Federal Emergency Management Agency's (FEMA's) Emergency Management Institute (EMI) has released, G402: Incident Command System Overview for Executives/Senior Officials. While this course is not required for NIMS compliance, all Executives or Senior Officials that will interface with ICS or NIMS should complete this training. (Courses will be offered at Main Interior Building later this year; it may be taught by at any time by emergency coordinators or qualified trainers.)

In accordance with Deputy Assistant Secretary Hoffman's memo of May 30, 2006, regarding the migration from all legacy training systems to DOI Learn, tracking of these requirements will take place, to the extent possible, in DOI Learn. While the module for capturing external training is not currently operational within DOI Learn, this training should be tracked by Bureaus and Offices in a form that can easily be transferred to the DOI Learn system when it becomes available. Employees who have previously completed the required training should provide proof of completion such as a course certificate, course roster, or qualification system of record verification.

Emergency coordinators are requested to coordinate with appropriate bureau and office officials to disseminate these requirements and ensure implementation. For additional information, please contact Lisa Beverly at 202-208-5673 or lisa_a_beverly@ios.doi.gov.

Audience	Required Training	Equivalent Courses
Entry level first responders & disaster workers, e.g., DOI employees responding to emergencies on DOI lands and/or supporting the NRP	IS-700: NIMS, An Introduction http://training.fema.gov/EMIWeb/IS/is700.asp	None.
	IS-100 (ICS-100): Introduction to Incident Command System http://training.fema.gov/EMIWeb/IS/is100.asp	<ul style="list-style-type: none"> ▪ National Fire Academy (NFA): <ul style="list-style-type: none"> – Q-462: Introduction to ICS for Operational First Responders ▪ Federal Emergency Management Agency’s (FEMA’s) Emergency Management Institute (EMI): <ul style="list-style-type: none"> – ICS-100: Introduction to the Incident Command System for Law Enforcement http://training.fema.gov/EMIWEB/is/is100LE.asp – ICS-100: Introduction to the Incident Command System for Public Works Personnel http://training.fema.gov/EMIWEB/is/is100PW.asp – ICS-100: Introduction to the Incident Command System for Federal Disaster Workers (Available July 2007) http://training.fema.gov/EMIWEB/is/is100fw.asp ▪ National Wildfire Coordinating Group (NWCG) <ul style="list-style-type: none"> – I-100: Introduction to ICS http://training.nwcg.gov/classes/i100.htm
First line supervisors and other emergency management/response personnel that require a higher level of ICS/NIMS Training	<p>In addition to all courses listed above,</p> <p>IS-200 (ICS-200): ICS for Single Resources and Initial Action Incidents http://www.training.fema.gov/EMIWeb/IS/is200.asp</p>	<ul style="list-style-type: none"> ▪ NFA: <ul style="list-style-type: none"> – Q-463: Basic All-Hazards NIMS ICS for Operational First Responders – F-163/W-163 NIMS – Incident Command System for Emergency Medical Services – F-321/W-321 Incident Command for High Rise Operations – F-322/W-322 Incident Command System for Structural Collapse Incidents – F-806/W-806 NIMS – Incident Command System for the Fire Service – R-304 Command and Control of Fire Department Operations at Multi-Alarm Incidents – R-314 Command and Control of Fire Department Operations

Audience	Required Training	Equivalent Courses
		<ul style="list-style-type: none"> at Target Hazards - N-831 Command and Control of Incident Operations - O-229/R-229 HazMat Operating Site Practices - F-315/W315 Introduction to Unified Command for Multi-Agency and Catastrophic Incidents ▪ Department of Homeland Security's Center for Domestic Preparedness: <ul style="list-style-type: none"> - MGT-360: WMD Incident Command: Capabilities, Planning and Response Actions (WMD/All Hazards) ▪ NWCG <ul style="list-style-type: none"> - I-200: ICS for Single Resources and Initial Action Incidents
<p>Required: Mid-level management including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and Members of the Secretary's COOP Team</p> <p>Recommended: Emergency operations center staff</p>	<p>In addition to all courses listed above, G-300 (ICS-300): Intermediate ICS*</p>	<ul style="list-style-type: none"> ▪ NFA: <ul style="list-style-type: none"> - R-308 Command and Control of Fire Dept Operations at Natural and Man-Made Disasters - O-465 ICS-300 Intermediate ICS for Expanding Incidents for Operational First Responders - R-152 EMS Special Operations - O-243/R-243/N-814 Hazardous Materials Incident Management ▪ NWCG: <ul style="list-style-type: none"> - I-300: Intermediate ICS: ICS for Supervisors and Expanding Incidents
	<p>IS-800.A: National Response Plan (NRP), An Introduction** http://www.training.fema.gov/emiweb/IS/is800a.asp</p>	<p>None.</p>
<p>Required: Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, and emergency managers</p> <p>Recommended:</p>	<p>In addition to all courses listed above, G-400 (ICS-400): Advanced ICS*</p>	<ul style="list-style-type: none"> ▪ NFA: <ul style="list-style-type: none"> - R-306 Executive Analysis of Fire Service Operations in Emergency Management - O-467 ICS-400 Advanced ICS for Command and General Staff, Complex Incidents for Operational First Responders - R-317 Command and General Staff Functions in the Incident Command System*** - O-305 All-Hazards Incident Management Team Course

Audience	Required Training	Equivalent Courses
Emergency operations center managers		<ul style="list-style-type: none"> ▪ EMI: <ul style="list-style-type: none"> – G-400 Advanced ICS Command and General Staff and Complex Incidents ▪ NWCG: <ul style="list-style-type: none"> – I-400/G-400 Advanced ICS Command and General Staff and Complex Incidents – S-400 Incident Commander – S-420 Command and General Staff – S-520 Advanced Incident Management – S-620 Area Command
<p>Recommended: Elected officials, city/county managers, executives, senior officials and agency administrators</p>	<p>G-402: Incident Command System Overview for Executives/Senior Officials. (This is not an online course, but materials may be downloaded by instructors from: http://training.fema.gov/emiweb/pub/g402.asp)</p>	None.

* G-300 (ICS-300) and G-400 (ICS-400) course materials are State-administered programs. For additional information on these courses contact state emergency management agency.

** Not all persons required to take ICS-300 and ICS-400 will need to take IS-800.A. Emergency managers or personnel whose primary responsibility is emergency management must complete this training.

*** Course includes 300 and 400 levels.