

**NORTH CAROLINA DEPARTMENT OF LABOR  
OCCUPATIONAL SAFETY AND HEALTH DIVISION**



**NATIONAL INCIDENT MANAGEMENT SYSTEM  
TRAINING RECOMMENDATIONS**

**December 13, 2017**

# **NORTH CAROLINA DEPARTMENT OF LABOR OCCUPATIONAL SAFETY AND HEALTH DIVISION**

## **Introduction**

In 2003, Homeland Security Presidential Directive (HSPD-5) <sup>[Appendix A]</sup>, directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS) to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels across functional disciplines. NIMS provides a consistent nationwide approach for federal, state, tribal and local governments to work effectively and efficiently together to prepare, prevent, respond and recover from domestic incidents, regardless of cause, size, or complexity. Since then, additional changes have modified and strengthened this directive.

Simultaneously, HSPD-5 was strengthened by companion directive HSPD-8 <sup>[Appendix D]</sup> that required the Secretary of Homeland Security to develop a national domestic all-hazards preparedness goal that included “measurable readiness priorities and targets” and “readiness metrics and elements.” The directive also required federal agencies to provide financial and technical support to states, develop first responder equipment standards, and establish training programs to meet national preparedness goals. In addition, a series of standardized national planning processes and scenarios for emergencies was subsequently developed under HSPD-8 Annex 1 in 2007.

In March 2011, Presidential Policy Directive (PPD-8 <sup>[Appendix B]</sup>) replaced HSPD-8 and HSPD-8 Annex 1 <sup>[Appendix C]</sup>, which established a systematic approach to an all-hazards, risk-based planning to national preparedness and establishing four categories of hazards: terrorism, catastrophic natural disasters, cyber-attacks, and pandemics. Of the six points of PPD-8, the two major objectives were to establish National Preparedness Goals and a National Preparedness System to achieve these goals. The NIMS framework is integral to the National Preparedness System as it provides the framework for incident management and responder organizations.

The NIMS Integration Center (NIC) was established to oversee all aspects of NIMS. This includes the development of NIMS-related standards and guidelines and support to guidance for incident management and responder organizations as they implement the system.

## **NIMS Training**

Baseline training established by the NIMS Integration Center mandates that all personnel that may be involved in emergency management, including office-based field support, must take the most current versions of Independent Study (IS)-700 National Incident Management Systems, An Introduction and IS-100 Introduction to Incident Command System. Since incident command is a field based operation, the NIC recommends that only individuals with specific command and general staff role take advanced ICS courses.

In addition, the NIC recommends that elected officials and their appointees should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. This training includes G-402 Incident Command System, Overview for Executives/Senior Officials and G-191 Incident Command System (ICS)/Emergency Operations Center Interface.

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### NIMS Training Recommendations for NCDOL

Based on the criteria issued by the NIMS integration center and those expressed by the North Carolina State Emergency Response Commission, we recommend the most current versions of NIMS/ICS training for the following positions/bureaus:

Position	Course	Training Source(s)
Commissioner & Staff	<b>G-402</b> Incident Command System, Overview for Executives/Senior Officials <b>G-191</b> Incident Command System/Emergency Operations Center Interface.	NC Emergency Management Training Section
Directors	<b>G-402</b> Incident Command System, Overview for Executives/Senior Officials <b>IS-100</b> Introduction to Incident Command System <b>IS-700</b> National Incident Command System, An Introduction	<b>Online training:</b> <a href="https://training.fema.gov/is/">https://training.fema.gov/is/</a>
Public Information Officer	<b>G289/IS-29</b> Public Information Officer Awareness, <b>G290</b> Basic Public Information Officer, <b>G291/E-L0387</b> Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs <b>IS-100</b> Introduction to Incident Command System <b>IS-700</b> National Incident Command System, An Introduction  <b>Optional:</b> <b>E/L0388</b> Advanced Public Information Officer	<b>Online training:</b> <a href="https://training.fema.gov/is/">https://training.fema.gov/is/</a>
Bureau Chiefs Supervisors CSHOs ETTA Staff Consultative Services Staff	<b>IS-100</b> Introduction to Incident Command System <b>IS-700</b> National Incident Command System, An Introduction	<b>Online training:</b> <a href="https://training.fema.gov/is/">https://training.fema.gov/is/</a>
Emergency Response/Homeland Security Team	<b>IS-100</b> Introduction to Incident Command System <b>IS-200</b> ICS for Single Resources and Initial Action Incidents <b>IS-700</b> National Incident Command System, An Introduction	<b>Online training:</b> <a href="https://training.fema.gov/is/">https://training.fema.gov/is/</a>
Assigned to Emergency Operations Center (EOC) or Safety Officer during disaster	<b>IS-100</b> Introduction to Incident Command System <b>IS-200</b> ICS for Single Resources and Initial Action Incidents <b>E300: ICS-300</b> Intermediate ICS for Expanding Incidents <b>E400: ICS-400</b> Advanced ICS for Command and General Staff <b>IS-700</b> National Incident Command System, An Introduction <b>IS-800</b> National Response Framework, An Introduction	<b>Online training:</b> <a href="https://training.fema.gov/is/">https://training.fema.gov/is/</a>

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## **NIMS Course Descriptions (Resident, State/Local/Tribal, and Independent Study courses)**

**Independent Study (IS) Courses** is a distance learning program that offers training, free of charge, to the Nation's emergency management network of Federal, state, local, tribal, and territorial governments; non-governmental organizations; and the public. These courses are available on line at: <https://training.fema.gov/is/>

**IS-100 Introduction to Incident Command System:** IS-100 introduces the Incident Command System 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).

**IS-200 Incident Command System for Single Resources and Initial Action Incidents:** IS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

**E300: ICS-300, Intermediate ICS for Expanding Incidents:** ICS-300 describes how the NIMS Command and Management component supports the management of expanding incidents and provides a process for supervisors and expanding incidents as prescribed by the ICS. This course includes the development and implementation of a Type 3 incident.

**E400: ICS-400, Advanced ICS for Command and General Staff:** ICS-400 explains how major incidents engender special management challenges as well as the circumstances in which an Area Command and Multi-Agency Coordination Systems are established.

**IS-700 National Incident Management System, An Introduction:** IS-700 introduces and overviews the National Incident Management System. NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

**IS-800: National Response Framework, An Introduction:** IS-800 has been designed for government, private-sector and nongovernmental organization (NGO) leaders. This includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials. It is intended to be an introduction to the National Response Framework.

**State/Local/Tribal Field Courses (G)** are conducted by state emergency management agencies as well as offered through independent study. EMI develops and maintains the curriculum while the states tailor the courses to their communities and provide state-level certificates.

**G191: G-191, Incident Command System/Emergency Operations Center Interface:** G-191 provides an opportunity for emergency management and response personnel to begin developing an Incident Command System/Emergency Operations Center interface for their communities. The course reviews

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ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate an interface.

**G289: G-289/IS29 Public Information Officer Awareness:** G-289 is a one-day course that can be taken through the State Emergency Management agency or through independent study. The course is an introduction to the public information function within NIMS and the role of the PIO in the public safety/emergency management environment.

**G290: G-290 Basic Public Information Officer:** G-290 discusses the value of communication before, during and after an incident. It will help PIOs identify critical audiences, both internal and external as well as preparing statements and preparing for interviews.

**G402: ICS-402 Incident Command System, Overview for Executives/Senior Officials:** ICS-402 serves as an introduction the Incident Command System for elected officials and their appointees and well as other executives. It includes an introduction to ICS terminology, the major responsibilities of an executive as related to an incident, the administrative, logistical, financial and reporting implications of large incidents.

**Resident Courses** (E, L, V, K) are conducted at NETC or at offsite locations throughout the country, including FEMA's Center for Domestic Preparedness in Anniston, Alabama, and the FEMA Logistics Center in Frederick, Maryland. Courses can also be conducted through video teleconference or Adobe Connect.

**E-L0387: G291/E-L0387 Joint Information System/Joint Information Center (JIC) Planning for Tribal, State and Local Public Information Officers (PIO):** E-L0387 focuses on communications needed for different incidents and define the roles of the PIO within ICS. The E-L0387 course is a prerequisite for E-L0388 Advanced Public Information Officer course.

**E-L0388: Advanced Public Information Officer:** E-L0388 is an advanced PIO course that will instruct participants skills to establish, manage and work within a JIC through multimedia lectures and individual and group activities. Skills are practiced through a multi-day functional exercise (FE) designed to test the participants' abilities to analyze, coordinate, process and create information in a fast-paced, realistic environment.

## **Area Health Education Center (AHEC)**

The mission of the North Carolina AHEC Program (<http://www.ncahec.net/>) is to meet the state's health and health workforce needs by providing educational programs in partnership with academic institutions, healthcare agencies, and other organizations committed to improving the health of the people of North Carolina.

The Wake Area Health Education Center (<http://www.wakeahec.org/>) is one of nine AHEC centers located throughout North Carolina and is affiliated with the North Carolina Area Health Education Centers Program of the School of Medicine of the University of North Carolina.

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## **Appendices**

**Appendix A:** <https://www.dhs.gov/publication/homeland-security-presidential-directive-5>

**Appendix B:** <https://www.dhs.gov/presidential-policy-directive-8-national-preparedness>

**Appendix C:** <https://www.dhs.gov/hspd-8-annex-1>

**Appendix D:** Homeland Security Presidential Directive / HSPD-8 (see below)

The White House  
December 17, 2003

## **Homeland Security Presidential Directive / HSPD-8**

### **Subject: National Preparedness**

#### **Purpose**

(1) This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.

#### **Definitions**

(2) For the purposes of this directive:

(a) The term "all-hazards preparedness" refers to preparedness for domestic terrorist attacks, major disasters, and other emergencies.

(b) The term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, and the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); Government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.

(c) The term "Federal preparedness assistance" means Federal department and agency grants, cooperative agreements, loans, loan guarantees, training, and/or technical assistance provided to State and local governments and the private sector to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. Unless noted otherwise, the term "assistance" will refer to Federal assistance programs.

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- (d) The term "first responder" refers to those individuals who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.
- (e) The terms "major disaster" and "emergency" have the meanings given in section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122).
- (f) The term "major events" refers to domestic terrorist attacks, major disasters, and other emergencies.
- (g) The term "national homeland security preparedness-related exercises" refers to homeland security-related exercises that train and test national decision makers and utilize resources of multiple Federal departments and agencies. Such exercises may involve State and local first responders when appropriate. Such exercises do not include those exercises conducted solely within a single Federal department or agency.
- (h) The term "preparedness" refers to the existence of plans, procedures, policies, training, and equipment necessary at the Federal, State, and local level to maximize the ability to prevent, respond to, and recover from major events. The term "readiness" is used interchangeably with preparedness.
- (i) The term "prevention" refers to activities undertaken by the first responder community during the early stages of an incident to reduce the likelihood or consequences of threatened or actual terrorist attacks. More general and broader efforts to deter, disrupt, or thwart terrorism are not addressed in this directive.
- (j) The term "Secretary" means the Secretary of Homeland Security.
- (k) The terms "State," and "local government," when used in a geographical sense, have the same meanings given to those terms in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101).

**Relationship to HSPD-5**

- (3) This directive is a companion to HSPD-5 which identifies steps for improved coordination in response to incidents. This directive describes the way Federal departments and agencies will prepare for such a response, including prevention activities during the early stages of a terrorism incident.

**Development of a National Preparedness Goal**

- (4) The Secretary is the principal Federal official for coordinating the implementation of all-hazards preparedness in the United States. In cooperation with other Federal departments and agencies, the Secretary coordinates the preparedness of Federal response assets, and the support for, and assessment of, the preparedness of State and local first responders.

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(5) To help ensure the preparedness of the Nation to prevent, respond to, and recover from threatened and actual domestic terrorist attacks, major disasters, and other emergencies, the Secretary, in coordination with the heads of other appropriate Federal departments and agencies and in consultation with State and local governments, shall develop a national domestic all-hazards preparedness goal. Federal departments and agencies will work to achieve this goal by:

- (a) providing for effective, efficient, and timely delivery of Federal preparedness assistance to State and local governments; and
- (b) supporting efforts to ensure first responders are prepared to respond to major events, especially prevention of and response to threatened terrorist attacks.

(6) The national preparedness goal will establish measurable readiness priorities and targets that appropriately balance the potential threat and magnitude of terrorist attacks, major disasters, and other emergencies with the resources required to prevent, respond to, and recover from them. It will also include readiness metrics and elements that support the national preparedness goal including standards for preparedness assessments and strategies, and a system for assessing the Nation's overall preparedness to respond to major events, especially those involving acts of terrorism.

(7) The Secretary will submit the national preparedness goal to me through the Homeland Security Council (HSC) for review and approval prior to, or concurrently with, the Department of Homeland Security's Fiscal Year 2006 budget submission to the Office of Management and Budget.

**Federal Preparedness Assistance**

(8) The Secretary, in coordination with the Attorney General, the Secretary of Health and Human Services (HHS), and the heads of other Federal departments and agencies that provide assistance for first responder preparedness, will establish a single point of access to Federal preparedness assistance program information within 60 days of the issuance of this directive. The Secretary will submit to me through the HSC recommendations of specific Federal department and agency programs to be part of the coordinated approach. All Federal departments and agencies will cooperate with this effort. Agencies will continue to issue financial assistance awards consistent with applicable laws and regulations and will ensure that program announcements, solicitations, application instructions, and other guidance documents are consistent with other Federal preparedness programs to the extent possible. Full implementation of a closely coordinated interagency grant process will be completed by September 30, 2005.

(9) To the extent permitted by law, the primary mechanism for delivery of Federal preparedness assistance will be awards to the States. Awards will be delivered in a form that allows the recipients to apply the assistance to the highest priority preparedness requirements at the appropriate level of government. To the extent permitted by law, Federal preparedness assistance will be predicated on adoption of Statewide comprehensive all-hazards preparedness strategies. The strategies should be consistent with the national preparedness goal, should assess the most effective ways to enhance preparedness, should address areas facing higher risk, especially to terrorism, and should also address local government concerns and Citizen Corps efforts. The Secretary, in coordination with the heads of other appropriate Federal departments and agencies, will review and approve strategies submitted by the States. To the extent permitted by law, adoption of approved Statewide strategies

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will be a requirement for receiving Federal preparedness assistance at all levels of government by September 30, 2005.

(10) In making allocations of Federal preparedness assistance to the States, the Secretary, the Attorney General, the Secretary of HHS, the Secretary of Transportation, the Secretary of Energy, the Secretary of Veterans Affairs, the Administrator of the Environmental Protection Agency, and the heads of other Federal departments and agencies that provide assistance for first responder preparedness will base those allocations on assessments of population concentrations, critical infrastructures, and other significant risk factors, particularly terrorism threats, to the extent permitted by law.

(11) Federal preparedness assistance will support State and local entities' efforts including planning, training, exercises, interoperability, and equipment acquisition for major events as well as capacity building for prevention activities such as information gathering, detection, deterrence, and collaboration related to terrorist attacks. Such assistance is not primarily intended to support existing capacity to address normal local first responder operations, but to build capacity to address major events, especially terrorism.

(12) The Attorney General, the Secretary of HHS, the Secretary of Transportation, the Secretary of Energy, the Secretary of Veterans Affairs, the Administrator of the Environmental Protection Agency, and the heads of other Federal departments and agencies that provide assistance for first responder preparedness shall coordinate with the Secretary to ensure that such assistance supports and is consistent with the national preparedness goal.

(13) Federal departments and agencies will develop appropriate mechanisms to ensure rapid obligation and disbursement of funds from their programs to the States, from States to the local community level, and from local entities to the end users to derive maximum benefit from the assistance provided. Federal departments and agencies will report annually to the Secretary on the obligation, expenditure status, and the use of funds associated with Federal preparedness assistance programs.

### **Equipment**

(14) The Secretary, in coordination with State and local officials, first responder organizations, the private sector and other Federal civilian departments and agencies, shall establish and implement streamlined procedures for the ongoing development and adoption of appropriate first responder equipment standards that support nationwide interoperability and other capabilities consistent with the national preparedness goal, including the safety and health of first responders.

(15) To the extent permitted by law, equipment purchased through Federal preparedness assistance for first responders shall conform to equipment standards in place at time of purchase. Other Federal departments and agencies that support the purchase of first responder equipment will coordinate their programs with the Department of Homeland Security and conform to the same standards.

(16) The Secretary, in coordination with other appropriate Federal departments and agencies and in consultation with State and local governments, will develop plans to identify and address national first responder equipment research and development needs based upon assessments of current and future threats. Other Federal departments and agencies that support preparedness research and development activities shall coordinate their efforts with the Department of Homeland Security and ensure they support the national preparedness goal.

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### **Training and Exercises**

(17) The Secretary, in coordination with the Secretary of HHS, the Attorney General, and other appropriate Federal departments and agencies and in consultation with State and local governments, shall establish and maintain a comprehensive training program to meet the national preparedness goal. The program will identify standards and maximize the effectiveness of existing Federal programs and financial assistance and include training for the Nation's first responders, officials, and others with major event preparedness, prevention, response, and recovery roles. Federal departments and agencies shall include private organizations in the accreditation and delivery of preparedness training as appropriate and to the extent permitted by law.

(18) The Secretary, in coordination with other appropriate Federal departments and agencies, shall establish a national program and a multi-year planning system to conduct homeland security preparedness-related exercises that reinforces identified training standards, provides for evaluation of readiness, and supports the national preparedness goal. The establishment and maintenance of the program will be conducted in maximum collaboration with State and local governments and appropriate private sector entities. All Federal departments and agencies that conduct national homeland security preparedness-related exercises shall participate in a collaborative, interagency process to designate such exercises on a consensus basis and create a master exercise calendar. The Secretary will ensure that exercises included in the calendar support the national preparedness goal. At the time of designation, Federal departments and agencies will identify their level of participation in national homeland security preparedness-related exercises. The Secretary will develop a multi-year national homeland security preparedness-related exercise plan and submit the plan to me through the HSC for review and approval.

(19) The Secretary shall develop and maintain a system to collect, analyze, and disseminate lessons learned, best practices, and information from exercises, training events, research, and other sources, including actual incidents, and establish procedures to improve national preparedness to prevent, respond to, and recover from major events. The Secretary, in coordination with other Federal departments and agencies and State and local governments, will identify relevant classes of homeland-security related information and appropriate means of transmission for the information to be included in the system. Federal departments and agencies are directed, and State and local governments are requested, to provide this information to the Secretary to the extent permitted by law.

### **Federal Department and Agency Preparedness**

(20) The head of each Federal department or agency shall undertake actions to support the national preparedness goal, including adoption of quantifiable performance measurements in the areas of training, planning, equipment, and exercises for Federal incident management and asset preparedness, to the extent permitted by law. Specialized Federal assets such as teams, stockpiles, and caches shall be maintained at levels consistent with the national preparedness goal and be available for response activities as set forth in the National Response Plan, other appropriate operational documents, and applicable authorities or guidance. Relevant Federal regulatory requirements should be consistent with the national preparedness goal. Nothing in this directive shall limit the authority of the Secretary of Defense with regard to the command and control, training, planning, equipment, exercises, or employment of Department of Defense forces, or the allocation of Department of Defense resources.

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(21) The Secretary, in coordination with other appropriate Federal civilian departments and agencies, shall develop and maintain a Federal response capability inventory that includes the performance parameters of the capability, the timeframe within which the capability can be brought to bear on an incident, and the readiness of such capability to respond to domestic incidents. The Department of Defense will provide to the Secretary information describing the organizations and functions within the Department of Defense that may be utilized to provide support to civil authorities during a domestic crisis.

### **Citizen Participation**

(22) The Secretary shall work with other appropriate Federal departments and agencies as well as State and local governments and the private sector to encourage active citizen participation and involvement in preparedness efforts. The Secretary shall periodically review and identify the best community practices for integrating private citizen capabilities into local preparedness efforts.

### **Public Communication**

(23) The Secretary, in consultation with other Federal departments and agencies, State and local governments, and non-governmental organizations, shall develop a comprehensive plan to provide accurate and timely preparedness information to public citizens, first responders, units of government, the private sector, and other interested parties and mechanisms for coordination at all levels of government.

### **Assessment and Evaluation**

(24) The Secretary shall provide to me through the Assistant to the President for Homeland Security an annual status report of the Nation's level of preparedness, including State capabilities, the readiness of Federal civil response assets, the utilization of mutual aid, and an assessment of how the Federal first responder preparedness assistance programs support the national preparedness goal. The first report will be provided within 1 year of establishment of the national preparedness goal.

(25) Nothing in this directive alters, or impedes the ability to carry out, the authorities of the Federal departments and agencies to perform their responsibilities under law and consistent with applicable legal authorities and presidential guidance.

(26) Actions pertaining to the funding and administration of financial assistance and all other activities, efforts, and policies in this directive shall be executed in accordance with law. To the extent permitted by law, these policies will be established and carried out in consultation with State and local governments.

(27) This directive is intended only to improve the internal management of the executive branch of the Federal Government, and it is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, against the United States, its departments, agencies, or other entities, its officers or employees, or any other person.

GEORGE W. BUSH