

# National Incident Management System (NIMS) Implementation Strategy

## Appendix D Training Matrix-Template for County, Municipal, NGO, Private-Sector Partners

### TRAINING METRICS TEMPLATE

#### Minimum Training Requirements for **EOC/ MACS Personnel** OF (Name of Agency, County, Municipality, Organization)<sup>30</sup>

This represents a minimum standard for all EOC/MACS personnel. At the recommendation of the Incident Commander or EOC Manager, personnel may receive training at a higher level and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. New employees will have one year to complete the required training based upon their position.

<b>COLOR CODE</b>  <b>BASELINE FOR ALL STAFF =</b> <span style="background-color: #0056b3; color: white; padding: 2px;">BLUE</span> <b>MIDDLE MANAGEMENT =</b> <span style="background-color: #ffd700; padding: 2px;">GOLD</span> <b>COMMAND STAFF =</b> <span style="background-color: #4682b4; padding: 2px;">LT. BLUE</span> <b>POSITION SPECIFIC =</b> <span style="background-color: #800000; color: white; padding: 2px;">MAROON</span>	IS-100b Introduction to ICS	IS-700a - NIMS, an Introduction	IS 701- NIMS MACS	IS 706 – NIMS Intrastate Mutual Aid, an Introduction	IS 800 – National Response Framework (NRF), an Introduction	G 191 – ICS/EOC Interface	IS-775/ G 775 – EOC Management & Operations <sup>31</sup>	ICS-200b – ICS for Single Resources**	ICS-300 - ICS Intermediate Level*	ICS-400 – ICS Advanced Level	Position-Specific ICS Courses

<sup>30</sup> As outlined in the U.S. Department of Homeland Security's *National Incident Management Training Program* (September 2011), page 20.

<sup>31</sup> Per the PA State Training Officer, IS-775 will be an acceptable substitute for G-775, as G-775 is not currently taught in the Commonwealth. At such time when G-775 is taught in the Commonwealth, there will be a transition period where IS-775 will be allowable, and then IS-775 will no longer be accepted.

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## TRAINING METRICS TEMPLATE

### Minimum Training Requirements for **Elected Officials** OF (Name of Agency, County, Municipality, Organization)<sup>32</sup>

This represents a minimum standard for **elected officials**. Additional training can be taken at their discretion and based on their involvement in an incident. New employees will have one year to complete the required training based upon their position.

COLOR CODE  BASELINE FOR ALL STAFF = <b>BLUE</b> RECOMMENDED ADDITIONAL COURSES = <b>GOLD</b>  * Elected Officials can take either IS-100 and IS-700 <u>OR</u> G-402	IS-100b Introduction to ICS*	IS-700a - NIMS, an Introduction*	G-402 – Incident Command System (ICS) Overview for Executives/ Senior Officials*	ICS-200b – ICS for Single Resources	IS-702 – NIMS Public Information	IS 800 – National Response Framework (NRF), an Introduction	G-191 – ICS/EOC Interface

TRAINING METRICS TEMPLATE

<sup>32</sup> As outlined in the U.S. Department of Homeland Security’s *National Incident Management Training Program* (September 2011), page 20.

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## Minimum Training Requirements for ICS Field Operations OF (Name of Agency, County, Municipality, Organization)<sup>3334</sup>

The courses in bold below represent the minimum standard for ICS field responders. At the recommendation of the senior agency official or Incident Commander, personnel may receive training at a higher level, the recommended courses, and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. New employees will have one year to complete the required training based upon their position.

All Emergency Responders	First-Line Supervisors	Mid-Level Response Supervisors	Command & General Staff
Required Courses			
<b>IS 100</b>	<b>IS 100</b>	<b>IS 100</b>	<b>IS 100</b>
<b>IS 700</b>	<b>IS 700</b>	<b>IS 700</b>	<b>IS 700</b>
	<b>IS 200</b>	<b>IS 200</b>	<b>IS 200</b>
		IS 800	IS 800
		ICS 300	ICS 300
			ICS 400
Recommended Courses			
<b>IS 200</b>		IS 701a	IS 701a
		IS 702a	IS 702a
		IS 703a	IS 703a
		IS 706	IS 706
			G 191
			E/L 947
	Position Specific Courses**	Position Specific Courses**	Position Specific Courses**

<sup>33</sup> As outlined in the February 2012 *NIMS Training Grid of Required/ Recommended Courses*. This chart is available on the PEMA NIMS website (<http://www.pema.state.pa.us/portal/server.pt/community/nims/19821>)

<sup>34</sup> Under the *NIMS Training Program*, personnel must attend training based on their ICS role and the incident complexity (Type 1-5) those personnel will likely face. FEMA put the above matrix together to clarify training requirements and recommendations based on positions. Refer to the *NIMS Training Program* for further details.

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## CATEGORY SPECIFIC PERSONNEL BREAKDOWN

### All Emergency Responders

Emergency Management Personnel  
Emergency Medical Services Personnel  
Firefighters  
First Responders and Disaster Workers  
Governmental Administrative Personnel  
Hazardous Materials Personnel  
Health Care and Hospital Staff  
Law Enforcement Personnel  
Public Health Personnel  
Public Safety Communications Personnel  
Public Works/ Utility Personnel  
Skilled Support Personnel  
Volunteers  
Other emergency management, response, and support personnel

### First Line Supervisors

First Line Supervisors  
Single Resource Leaders  
Field Supervisors  
Other emergency management/ response personnel that require a higher level of ICS/NIMS training

### Mid-Level Response Supervisors

Middle Management  
Strike Team Leaders  
Task Force Leaders  
Unit Leaders  
Division/Group Supervisors  
Branch Directors

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## CATEGORY SPECIFIC PERSONNEL BREAKDOWN (Continued)

### Command and General Staff

Command and General Staff  
Department Heads with MACS responsibilities  
Area/Incident/Unified Commanders  
Emergency Managers  
EOC/MACS Managers