Fact Sheet

IS-700 NIMS AWARENESS TRAINING: WHO MUST TAKE IT, WHAT IT COVERS

Who must take IS-700 NIMS? All personnel with a direct role in emergency preparedness, incident management or response must complete NIMS IS-700.

IS-700 NIMS: An Introduction is a Web-based awareness level course that explains NIMS components, concepts and principles. Although it is designed to be taken online interactively, course materials may be downloaded and used in a group or classroom setting.

To obtain the ICS-700 course materials or take the course online go to http://training.fema.gov/EMIWeb/IS/is700a.asp (updated link 2009)

Who must take IS-700?

Executive Level – Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and Emergency Operations Center Command or General Staff.

Managerial Level – Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders; and other emergency management/response personnel who require a higher level of ICS/NIMS Training.

Responder Level – Emergency response providers and disaster workers, entry level to managerial level including Emergency Medical Service personnel; firefighters; medical personnel; police officers; public health personnel; public work/utility personnel; and other emergency management response personnel.

Note: Multi-Agency Coordination System personnel include those persons who are charged with coordinating and supporting incident management activities. These emergency management personnel typically function from an emergency operations center.

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Fact Sheet

NIMS ICS-100 TRAINING: WHO MUST TAKE IT, WHAT IT COVERS

All Federal, State, territorial, tribal, private sector and nongovernmental personnel at the following levels of responsibility in emergency management operations – first-line supervisor (Sergeant/Lieutenant), mid-level management (Captain/Shift Commander) and command (Battalion Chief/Division Chief/ District Commander/PIO) and general staff (Operations/Planning/Logistics/Finance-Admin).*

To obtain the ICS-100 course materials or take the course online go to http://training.fema.gov/EMIWeb/IS/IS100a.asp (link updated 2009)

The course is designed to be taken online or course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained by calling the EMI Independent Study Office at (301) 447-1256 or ordered online at: http://training.fema.gov/IS/ansreq.asp (link updated 2009)

Approved ICS-100 level training may be developed and conducted by Federal, State, tribal, and local agencies as well as private training vendors however it must include the following topics and objectives.

- Purpose of ICS: Identify requirements to use ICS, three purposes of ICS and common incident tasks.
- Basic Features of ICS: Describe the basic features of ICS.
- Incident Commander and Command Staff Functions: Describe the role and function of the Incident Commander and Command Staff.
- General Staff Functions: Describe the role and function of the Operations, Planning, Logistics and Finance/Administration sections
- Facilities: Describe the six basic ICS facilities, identify facilities that may be located together, and identify facility map symbols.
- Common Responsibilities: Describe common mobilization responsibilities and common responsibilities at an incident, list individual accountability responsibilities, and describe common demobilization responsibilities.

* All Federal, State, Tribal and local emergency personnel need to decide who within their organizations should take this training.

Supersedes Fact Sheet, NIMS ICS-100 TRAINING in FY06: WHO MUST TAKE IT, WHAT IT COVERS, dated Dec 2005

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Fact Sheet

NIMS ICS-200 TRAINING: WHO MUST TAKE IT, WHAT IT COVERS

All Federal, State, territorial, tribal, private sector and nongovernmental personnel at the following levels of responsibility in emergency management operations – first-line supervisor (Sergeant/Lieutenant), mid-level management (Captain/Shift Commander) and command (Battalion Chief/Division Chief/District Commander/PIO) and general staff (Operations/Planning/Logistics/Finance-Admin).*

To obtain the ICS-200 course materials or take the course online go to: http://training.fema.gov/EMIWeb/IS/IS200a.asp (link updated 2009)

The course is designed to be taken online or course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained by calling the EMI Independent Study Office at (301) 447-1256 or ordered online at: http://training.fema.gov/IS/ansreq.asp (link updated 2009)

Approved ICS-200 level training may be developed and conducted by Federal, State, local and tribal agencies as well as private training vendors.

The ICS-200 training course content must cover certain topics and objectives:

- Leadership and Management: Describe chain of command and formal communication relationships, identify common leadership responsibilities, describe span of control and modular development and describe the use of position titles.
- Delegation of Authority and Management by Objectives: Describe scope of authority and the process by which authority is delegated. Management by objectives must be described and explained.
- Functional Areas and Positions: Identify the ICS tools to manage an incident, demonstrate the function of organizational positions within ICS and demonstrate the use of an ICS 201 form.
- Briefings: Give an Operational Briefing and describe components of field, staff and section briefings/meetings.
- Organizational Flexibility: Explain how the modular organization expands and contracts, complete a complexity analysis given a specific scenario, define the five types of incidents, and describe the importance of preparedness plans and agreements.
- Transfer of Command: List the essential elements of information involved in transfer of command and describe a transfer of command process.

* All Federal, State and local emergency personnel need to decide who within their organizations should take this training.

Supersedes Fact Sheet, NIMS ICS-200 TRAINING in FY06: WHO MUST TAKE IT, WHAT IT COVERS, dated Dec 2005

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Page 1 of 1