

WASHINGTON COUNTY EMERGENCY MANAGEMENT COOPERATIVE

NIMS Training Guidelines: Who Takes What

September 9, 2024

This document is the local implementation of the FEMA's [NIMS Training Program](#) (2020) and Oregon Emergency Management's [NIMS: Who Takes What](#) (2020). Those documents provide guidance to state, local, tribal, and territorial governments on compliance with NIMS training requirements. To be NIMS compliant, covered entities need to identify which of their paid and volunteer emergency response and support personnel are required to take each NIMS course. NIMS compliance is an eligibility requirement for most FEMA grant programs.

This document provides guidance for all organizations in the geographic area of Washington County, in support of compliance, standardization, and interoperability across the county. This guidance recommends minimum NIMS training requirements. Some agencies may require or encourage additional training for their staff, based on operational and professional development needs and other factors.

Summary of Changes

This document updates EMC NIMS training guidance last updated in 2014. The previous guidance was based on FEMA guidance in place up through 2020 which prescribed ICS training for emergency operations center (EOC) staff. Up to 2020, FEMA hadn't established standardized training for EOC staff. In the absence of standardized training and since many agencies used an ICS or ICS-like organization, FEMA recommended that EOC personnel complete ICS courses. FEMA's 2020 NIMS Training Guidance changed this approach, removing the recommendation for ICS 200, 300, and 400 training for EOC staff and suggesting that agencies incorporate two new courses, IS-2200 Basic Emergency Operations Center Functions and G2300 Intermediate EOC Functions. This reflects an overall change in emergency management training strategy that separates EOC training from ICS training and puts EOC personnel on a training progression customized for EOC functions. This guidance reflects that change.

How to Use These Guidelines

These guidelines are for use by persons responsible for setting and implementing training requirements for their organization. This may be an emergency manager or training coordinator. The matrix on the next two pages lists the types of emergency positions or functions and indicates the course numbers for the courses suggested for each type. After the matrix is a table, "NIMS Training Guidelines – by course", with detailed descriptions of each course, a list of which positions should complete the course, and list of prerequisites. Training coordinators should match their organization's emergency positions against the position/function descriptions to identify required training.

NIMS Training Guidelines Matrix

All personnel with an incident response, support, coordination, management, or administration role including front line/field responders, incident management team members, EOC and DOC staff, PIOs, senior officials, and elected officials are required to complete **IS 100 and IS 700**.

POSITION/FUNCTION	COURSE NUMBER									
	IS 200	E/L/G 300	E/L/G 400	IS 800	E/L/G 191	IS 2200	E/L/G 2300	G402/ICS 402	IS-29	G 290
Incident Response and Incident Management										
Front-line supervisors, crew leaders, or other personnel who may participate in or coordinate with any field ICS organization	X									
Supervisor or management positions in an ICS organization	X	X		X						
Positions that manage ICS processes such as incident action planning and resource ordering	X	X		X						
Personnel assigned to command and general staff positions	X	X		X	X					
Personnel assigned to command and general staff positions and who are likely to participate in or interact with ICS entities responding to complex incidents such as type 1 and 2 IMTs, area commands, or multiagency coordination groups.	X	X	X	X	X					
Emergency Operations Center and Multiagency Coordination										
Supervisor or management positions in an EOC or other multiagency coordination entities						X				
Positions that manage essential EOC processes such as planning, situation assessment, and resource ordering						X				
EOC leadership positions (e.g., C&GS, direct report to leader), including deputies				X	X	X	X			
Public information, JIS, or JIC positions (support and lead)									X	

Public information officers, JIC leads, or JIS leads	X			X	X	X	X		X	X
Multiagency coordination group and policy group representatives								X		
Executive and appointed senior officials with a lead or support role in emergency response								X		
Full or part-time emergency managers	X	X	X	X	X	X	X			

FEMA Course Code Prefixes:

E - Resident courses held at the NETC campus

G - State/Local/Tribal Field-delivered courses

IS - Independent Study courses

K - Resident courses held via Adobe Connect

L - Resident courses held offsite, including at FEMA's Center for Domestic Preparedness (CDP)

NIMS Training Guidelines – by course

COURSE AND OBJECTIVES	NIMS TRAINING GUIDANCE	
<p>ICS 100: An Introduction to the Incident Command System (2.0 hrs): Introduces the Incident Command System and provides the foundation for higher level ICS training.</p> <ul style="list-style-type: none"> • Explain the principles and basic structure of the Incident Command System (ICS). • Describe the NIMS management characteristics that are the foundation of the ICS. • Describe the ICS functional areas and the roles of the Incident Commander and Command Staff. • Describe the General Staff roles within ICS. • Identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas. 	<ul style="list-style-type: none"> • Personnel with any incident response, support, coordination, management, or administration role including front line/field responders, incident management team members, EOC and DOC staff, PIOs, and senior officials. 	
	<p>Prerequisite for:</p> <ul style="list-style-type: none"> • ICS 300 • ICS 400 • G 2300 	
	<p>Prerequisite for:</p> <ul style="list-style-type: none"> • G 191 • G 290 • ICS 300 • ICS 400 • G 2300 	
<p>ICS 200: Basic Incident Command System for Initial Response (4.0 hrs): Designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS)</p> <ul style="list-style-type: none"> • Describe how the NIMS Management Characteristics relate to Incident Command and Unified Command. • Describe the delegation of authority process, implementing authorities, management by objectives, and preparedness plans and objectives. • Identify ICS organizational components, the Command Staff, the General Staff, and ICS tools. • Describe different types of briefings and meetings. • Explain flexibility within the standard ICS organizational structure. • Explain transfer of command briefings and procedures. • Use ICS to manage an incident or event. 	<ul style="list-style-type: none"> • Front-line supervisors, crew leaders, or other personnel who may participate in or coordinate with any field ICS organization • Supervisor or management positions in an ICS organization • Positions that manage ICS processes such as incident action planning and resource ordering • Positions assigned to command and general staff positions • Full or part time emergency managers 	
<p>ICS 300: Intermediate Incident Command System for Expanding Incidents (21.0 hrs): Provides training and resources for personnel who require advanced application of the Incident Command System (ICS)</p> <ul style="list-style-type: none"> • Describe how the National Incident Management System Command and Management component supports the management of expanding incidents. • Describe the Incident/Event Management process for supervisors and expanding incidents as prescribed by the ICS. • Implement the Incident Management process on a simulated Type 3 incident. • Develop an Incident Action Plan for a simulated incident. 	<ul style="list-style-type: none"> • Supervisor or management positions in an ICS organization • Positions that manage ICS processes such as incident action planning and resource ordering • Positions assigned to command and general staff positions • Full or part time emergency managers 	<p>Prerequisite for:</p> <ul style="list-style-type: none"> • ICS 400
<p>ICS 400: Advanced ICS for Complex Incidents (15.0 hrs): Builds upon information covered in the ICS-100, ICS-200 and ICS-300 courses, and explains the roles and responsibilities of local, county, state and federal agencies involved in managing an expanding incident</p> <ul style="list-style-type: none"> • Explain how major incidents engender special management challenges. • Describe the circumstances in which an Area Command is established. • Describe the circumstances in which Multi-Agency Coordination Systems are established. 	<ul style="list-style-type: none"> • Positions assigned to command and general staff positions and likely to participate in or interact with ICS entities responding to complex incidents such as type 1 and 2 IMTs, area commands, or multiagency coordination groups. • Full or part-time emergency managers 	
	<p>Prerequisites:</p> <ul style="list-style-type: none"> • ICS 100 • ICS 200 • ICS 300 • IS-700 • IS-800 	

COURSE AND OBJECTIVES	NIMS TRAINING GUIDANCE
<p>IS-700: An Introduction to the National Incident Management System (3.5 hrs): Introduces and overviews the National Incident Management System</p> <ul style="list-style-type: none"> Describe and identify the key concepts, principles, scope, and applicability underlying NIMS. Describe activities and methods for managing resources. Describe the NIMS Management Characteristics. Identify and describe Incident Command System (ICS) organizational structures. Explain Emergency Operations Center (EOC) functions, common models for staff organization, and activation levels. Explain the interconnectivity within the NIMS Management and Coordination structures: ICS, EOC, Joint Information System (JIS), and Multiagency Coordination Groups (MAC Groups). Identify and describe the characteristics of communications and information systems, effective communication, incident information, and communication standards and formats. 	<ul style="list-style-type: none"> Personnel with any incident response, support, coordination, administration, or management role including front line/field responders, incident management team members, EOC and DOC staff, PIOs, senior officials, and elected officials.
<p>IS-800: National Response Framework, An Introduction (3.0 hrs): Introduces participants to the concepts and principles of the National Response Framework</p> <ul style="list-style-type: none"> Describe the purpose, scope, organization, and underlying doctrine of the National Response Framework. Describe the roles and responsibilities of response partners. Describe core capabilities for response and actions required to deliver those capabilities. Describe coordinating structures and operational planning used to support emergency response. Describe how the stabilization of the seven Community Lifelines reduces threats to public health and safety, or economic security. 	<ul style="list-style-type: none"> Supervisor or management positions in an ICS organization Positions that manage ICS processes such as planning and resource ordering Positions assigned to command and general staff positions Full or part time emergency managers
	<p>Prerequisite for</p> <ul style="list-style-type: none"> G 191 ICS 300 ICS 400 G 2300
	<p>Prerequisite for:</p> <ul style="list-style-type: none"> G 191 (may be substituted with IS-2200) ICS 300 ICS 400
<p>IS-29: Public Information Officer Awareness (7.35 hrs): Provides introductory information for JIS personnel.</p> <ul style="list-style-type: none"> Define emergency public information and the importance of being proactive. Describe the role and functions of the PIO. Describe the types of written products used in public information activities. Recall preparation techniques that contribute to a successful media interview. List the steps of the 8-Step Model for Strategic Communications. Given a scenario, apply the 8-Step Model to a public awareness campaign. Apply public information techniques to a 5% scenario. 	<ul style="list-style-type: none"> Public information, JIS, or JIC positions (support and lead) Public information officers, JIC leads, or JIS leads
	<p>Prerequisite for:</p> <ul style="list-style-type: none"> G 290
<p>G191: Emergency Operations Center/Incident Command System Interface (7.3 hrs): Provides an opportunity for emergency management and response personnel to begin developing an ICS/EOC interface for their communities.</p> <ul style="list-style-type: none"> Explain the course structure and potential ICS/EOC interface challenges. Explain key NIMS concepts, command and coordination systems, and structures. Analyze given scenarios to determine commonalities and potential interface issues between ICS and EOCs. Explain the respective roles and interconnectivity of the NIMS command and coordination systems in coordination. Contrast the typical role and functions of the Incident Command and the EOC during emergency operations. Analyze given scenarios to apply ICS/EOC interface concepts. Develop an ICS/EOC interface action plan for your community. Summarize the course objectives. 	<ul style="list-style-type: none"> Positions assigned to command and general staff positions EOC leadership positions (e.g., C&GS, direct report to leader), including deputies Public information officers, JIC leads, or JIS leads Full or part-time emergency managers
	<p>Prerequisites:</p> <ul style="list-style-type: none"> ICS 100 IS-700 IS-800 ICS 200 or IS-2200

COURSE AND OBJECTIVES	NIMS TRAINING GUIDANCE
<p>G290: Basic Public Information Officer (14.0 hrs): Prepares participants to function as PIOs.</p> <ul style="list-style-type: none"> • See link for objectives. 	<ul style="list-style-type: none"> • Public information officers, JIC leads, or JIS leads <p>Prerequisites:</p> <ul style="list-style-type: none"> • ICS 100 • IS-702 • IS-909 • IS-29
<p>IS-2200: Basic Emergency Operations Center Functions (4.0 hrs): Prepares incident personnel working in an EOC to understand the role and functions of an EOC during incident response and the transition to recovery.</p> <ul style="list-style-type: none"> • Describe the role EOCs play in overall multiagency coordination. • Describe the processes and procedures for activating the EOC. • Describe the factors involved in staffing and organizing the EOC. • Describe factors for effective EOCs. • Identify considerations for deactivating the EOC within the context of Recovery. • Given a scenario-based incident, utilize key EOC concepts to successfully complete the scenario. 	<ul style="list-style-type: none"> • Supervisor or management positions in an EOC or DOC or with other multiagency coordination functions • Positions that manage essential EOC processes such as planning, situation assessment, and resource ordering • EOC leadership positions (e.g., C&GS, direct report to leader), including deputies • Public information, JIS, or JIC positions (support and lead) • Public information officers, JIC leads, or JIS leads <p>Prerequisite for:</p> <ul style="list-style-type: none"> • G 191 • G 2300
<p>G2300: Intermediate EOC Functions (24.0 hrs): Describes the role, design and function of EOCs as components of a Multiagency Coordination System (MACS)</p> <ul style="list-style-type: none"> • Explain the EOC's critical link to the other NIMS Command and Coordination Structures. • Identify EOC staffing solutions by aligning EOC Skillsets to common EOC structures. • Explain the planning, operational and resourcing functions of the EOC. • Using a scenario, identify the essential elements of information (EEI) that support EOC decision making and information sharing. • Using a scenario identify changes in EOC activation level, staffing, resources and information requirements for an expanding incident. • Identify the role of an EOC during the transition to recovery. • Explain the location, design, equipment and technology considerations for the EOC. 	<ul style="list-style-type: none"> • EOC leadership positions (e.g., C&GS, direct report to leader), including deputies • Full or part-time emergency managers <p>Prerequisites</p> <ul style="list-style-type: none"> • ICS 100 • IS-2200 • IS-700 • IS-800
<p>ICS 402: NIMS Overview for Senior Officials (Executives, Elected and Appointed) (4.0 hrs): Provides an orientation to NIMS components for senior officials</p> <ul style="list-style-type: none"> • Explain the National Incident Management System. • Explain the NIMS Management Characteristics, the organizational structure of the Incident Command System, and the role of the Command and General Staff. • Explain the attributes and purpose of Emergency Operations Centers. • Explain the interconnectivity between the MAC Group, EOCs, the Joint Information System and Incident Command. • Explain the Senior Official's role in preparedness. 	<ul style="list-style-type: none"> • Executive and appointed senior officials with a lead or support role in emergency response

Department Operations Centers and Single Function Emergency Operations Centers

Emergency managers and training coordinators that manage Department Operations Centers (DOCs) will need to determine whether the Incident Management and Incident Response guidelines or the EOC and Multiagency Coordination guidelines would apply to their positions. If some or all positions are involved in tactical or operational activities, such as directly managing resources in the field, the Incident Management and Incident Response guidelines would be appropriate. Positions involved in support and coordination of emergency response activities should follow the EOC and multiagency coordination guidelines. This guidance may also apply to entities that operate single function EOCs, such as for water, wastewater, and other utility agencies.

EOCs and DOCs ICS or ICS-Like

EOCs or DOCs with an ICS organizational structure or an adapted ICS organizational structure (i.e., 'ICS-like') may consider requiring ICS training for their EOC or DOC personnel, starting with ICS-200. This may include positions that use or require knowledge of ICS terminology (for example, 'incident commander', 'branch director', 'command and general staff', 'incident command post', 'base camp'); or that use ICS methods and forms (for example, ICS forms, incident action planning, and resource ordering).

Oregon State Qualifications System (OR-SQS)

OR-SQS sets a process for emergency workers to receive a state-level certification. The certification proves to entities requesting mutual aid support that the responding emergency worker complies with accepted statewide training and competency standards for their position.

Any organization participating in OR-SQS must adopt or develop position task books (PTBs) for their personnel. A PTB is used by each participating emergency worker to log training completion and the demonstration of the skills required for their position. Once the PTB is completed, it is processed according to OR-SQS procedures and, if approved, the emergency worker receives their certification.

PTBs for EOC personnel are based on 17 EOC skillsets established by FEMA. OR-SQS requires that all EOC PTBs incorporate the following skillsets and courses for each category of personnel:

EOC PERSONNEL CATEGORY	FEMA SKILLSET	REQUIRED COURSES
All positions	Coordination and Individual Responsibility	IS-100 IS-700
Supervisory positions	Leadership	IS-800 IS-2200 G0191
Elected and appointed officials, MAC group members, and similar policy-level officials	Policy and Direction	G0402
Public information officers	Public Affairs Coordination Coordination and Individual Responsibility Leadership	IS-100 IS-700 IS-29 IS-800 IS-2200 G0191 E/L/K0105

Authorities

Compliance with NIMS training standards is voluntary though most if not all agencies in Washington County comply or work towards compliance based on various rules and policies. As mentioned above, NIMS compliance, including compliance with NIMS training standards, is required to maintain eligibility to receive FEMA grants. Washington County, all cities, and some special districts in Washington County have formally adopted the principles and policies of the National Incident Management System. To ensure effective implementation of NIMS, the County and cities need to provide NIMS training and often prescribe NIMS training in policy.

ORS 401.038 sets emergency operations training requirements for all elected officials, state agency heads and management service employees, and local government officials. There are no enforcement measures or penalties for non-compliance with OR 401.038.

ORS 401.038 Emergency incident training for certain officials.

(1) All elected officials in this state, all administrative heads of state agencies and all persons in the state government management service as defined in ORS 240.212 shall complete introductory courses offered or approved by the Federal Emergency Management Agency on incident command and the National Incident Management System.

(2) All officials of a local government, as defined in ORS 174.116, who have or could reasonably be expected to have emergency or disaster response responsibility shall complete education on emergency response as recommended by the emergency program manager appointed by the local government under ORS 401.305 or the chief administrative officer of the local government. [2022 c.55 §4]

Tab A: Course Names and IDs

Updated 12/27/2023

COURSE NAME	Course IDs (with link)
An Introduction to the Incident Command System, ICS 100	IS0100.c
An Introduction to the National Incident Management System (IS-700)	IS0700.b
National Response Framework, An Introduction (IS-800)	IS0800.d
Basic Incident Command System for Initial Response (ICS 200)	IS0200.c
Public Information Officer Awareness (IS-29)	IS0029.a
Emergency Operations Center/Incident Command System Interface (E 191)	E0191
Basic Public Information Officers Course (G 290)	G0290
ICS 300: Intermediate Incident Command System for Expanding Incidents (Mobile/Non-Resident, Residential, Virtual)	E0300
ICS 300: Intermediate Incident Command System for Expanding Incidents (Indirect)	G0300
ICS 400: Advanced Incident Command System for Complex Incidents (Mobile/Non-Resident, Residential, Virtual)	E0400
ICS 400: Advanced Incident Command System for Complex Incidents (Indirect)	G0400
Basic Emergency Operations Center Functions (IS 2200)	IS2200
Intermediate Emergency Operations Center Functions (E 2300) (Mobile/Non-Resident, Residential, Virtual)	E2300
Intermediate Emergency Operations Center Functions (G 2300) (Indirect)	G2300