The Role of the National Incident Management (NIMS) and Incident Command System (ICS) in School Preparedness

NIMS Implementation Guidance

◆ *NIMS Implementation Activities for Schools and Institutions of Higher Education* outlines those actions schools must take in order to 1) Support the implementation of NIMS; 2) Integrate NIMS into the educational setting; and 3) Connect schools and campuses to their community partners. ED has identified those NIMS implementation activities that match the unique role of schools in a community, its needs, and its functions as response agents. Accessible at: http://rems.ed.gov/docs/NIMS_ComprehensiveGuidanceActivities_2009-2010.pdf.

◆ *Interactive Activity-by-Activity Descriptions of NIMS Implementation Activities for Schools and IHEs* offers guidance for each of the activities in an interactive mode allowing the viewer to review one activity at a time. Accessible at: http://rems.ed.gov/index.php?page=NIMS_activities_2009_2010.

◆ *Checklist: NIMS Implementation Activities for Schools and IHEs* provides a brief checklist for your school to use when tracking your progress towards NIMS implementation. Accessible at: http://rems.ed.gov/docs/NIMS_ImplementationActivitiesChecklist_2009-2010.pdf.

◆ *Key Personnel and NIMS Training for Schools and IHEs* is designed to provide guidance to schools, local education agencies (LEAs), and institutions of higher education (IHEs) as they identify *key personnel* and required training courses based on their roles and responsibilities in the overall emergency management program as well as the specific responsibilities related to emergency preparedness, incident management, or response. For training purposes, ED recommends schools, LEAs, and IHEs identify their personnel in the following four categories: 1.) Executive Leaders, 2) General Personnel, 3.) Command Staff, and 4.) Incident Managers. Accessible at: http://rems.ed.gov/docs/NIMS_KeyPersonnelTraining_2009-2010.pdf.

Key Personnel and NIMS Training Courses

ED offers more detailed guidance for emergency management teams to identify and determine key personnel on their campus across four categories: **Executive Leaders, General Personnel, Command Staff, and Incident Managers**. See the *Key Personnel and NIMS Training for Schools and IHEs* Guidance for more information describing the four Key Personnel categories at http://rems.ed.gov/docs/NIMS_KeyPersonnelTraining_2009-2010.pdf.

The Role of the National Incident Management (NIMS) and Incident Command System (ICS) in School Preparedness

In accordance with guidance provided by ED, certain "key personnel" are required to complete as applicable six courses in order for an individual or organization to be considered NIMS compliant through FY 2010. In addition, for the purposes of the REMS grant administration, ED has determined that the school emergency management team may use its discretion to recommend another course for its Executive Leaders. These courses include the following:

1. IS/ISC-100: Introduction to the Incident Command System (*or IS/ICS-100.SC Introduction to the Incident Command System for Schools also constitutes completion of IS/ISC-100.*)
2. IS-200: ICS for Single Resources and Initial Action Incidents
3. IS-700: NIMS, An Introduction
4. IS-800.B: National Response Framework, An Introduction
5. ICS-300 Intermediate ICS for Expanding Incidents
6. ICS-400 Advanced Incident Command
7. G-402 Incident Command System (ICS) Overview for Executive/Senior Officials*

Accessing NIMS Training Courses

Federal Emergency Management Agency (FEMA) administers the Emergency Management Institute (EMI) and provides training in emergency management. EMI offers free, online, independent study courses for emergency management personnel. Several of the introductory courses also have materials available to download for live trainings. The IS- 100, 200, 700, and 800 courses are all available online as Independent Study (IS) courses offered through EMI at http://training.fema.gov/IS/.

G402 Incident Command System (ICS) Overview for Executives/Senior Officials is also available from the EMI website as a downloadable file. NOTE: The course is not intended to be an online, independent course. However, due to the popularity and demand for the materials, EMI has posted them online in a downloadable format to increase access. The course materials are available online at http://training.fema.gov/STCourses/crsdesc_spec.asp?courseid=G402.

To complete ICS-300 and ICS-400, personnel should contact their local or State emergency management agency for course dates and locations in their area. FEMA provides a listing of all State Offices and Agencies of Emergency Management online at http://www.fema.gov/about/contact/statedr.shtm.

Lastly, training may also be led by a qualified instructor. The National Integration Center (NIC), Incident Management Systems Division developed and provides guidance in the Five-

The Role of the National Incident Management (NIMS) and Incident Command System (ICS) in School Preparedness

Year NIMS Training Plan, "Course Summaries" (Appendix C). These summaries clearly state course objectives, discussion topics, and minimum requirements for instructional time and instructor qualifications per course. This guidance does not preclude any State, tribal, or local partner from maintaining more restrictive instructor qualifications. Any agency or organization sponsoring NIMS training is responsible for ensuring that the materials being taught adhere to the guidelines provided. The sponsoring organization must also verify the qualifications of the instructors based on the guidance provided by the NIC. The Five-Year NIMS Training Plan is accessible at
http://www.fema.gov/emergency/nims/NIMSTrainingCourses#item5.

Additional U.S. Department of Education Guidance

- PowerPoint presentation on The National Incident Management System: Top Ten Questions The National Incident Management System (NIMS): Top Ten Questions

- ERCMExpress, "National Incident Management System" http://rems.ed.gov/docs/NIMS.pdf

NIMS/ICS Partner Websites

The following resources are accessible on the REMS TA Center's web page, "Resources Supporting Schools' and IHEs' Implementation of NIMS" accessible at
http://rems.ed.gov/index.php?page=NIMS_resources.

The U.S. Department of Education and the U.S. Department of Homeland Security offer numerous resources to support building school and IHE emergency management capacity:

- *U.S. Department of Education Office of Safe and Healthy Students Emergency Planning Website*
  The U.S. Department of Education's (ED) Office of Safe and Healthy Students (OSHS) offers the "Emergency Planning" Website designed to support administrators. It is accessible at http://www.ed.gov/admins/lead/safety/emergencyplan/index.html.

- *DHS School Preparedness Website*
  DHS offers resources to the education community through its website named "School Preparedness." The site, offering information and resources, is accessible at
  http://www.dhs.gov/xprevprot/programs/gc_1183486267373.shtm.

U.S. Department of Education (ED)/Office of Safe and Healthy Students (OSHS)
Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

The Role of the National Incident Management (NIMS) and Incident Command System (ICS) in School Preparedness

- *National Integration Center (NIC) Incident Management Systems Integration Division (IMSID)*
  DHS created the NIC Incident Management Systems Integration Division. Administered through the Federal Emergency Management Agency's (FEMA), it oversees the maintenance and refinement of the NIMS and offers resources promoting its adoption. The NIC IMSID is accessible at http://www.fema.gov/emergency/nims/index.shtm.

- *NIMS Resource Center*
  The National Integration Center (NIC) Incident Management Systems Division Home presents a "NIMS Resource Center" on its website. The NIMS Resource Center provides clarification on NIMS and provides updates to specific elements of the NIMS document. It is accessible at http://www.fema.gov/emergency/nims/.

- *Lessons Learned Information Sharing (LLIS) Web Portal*
  DHS established LLIS to help first responders, emergency planners and managers, and homeland security partners share information to prevent, prepare for, and respond to terrorism. Additional information on gaining authorization and access to this secure web portal may be found at http://www.llis.gov.

- *Emergency Management Institute (EMI)*
  EMI is the FEMA training branch and provides training to the emergency management field. For example, EMI administers the "Introduction to the ICS for Schools" (IS-100.SC), which was developed collaboratively by DHS and ED for schools and IHEs. School emergency management officials can access the free, on-line independent study training courses through EMI's website accessible at http://training.fema.gov.

K-12 and Other School Resources

The following resources are accessible in the REMS Resource Repository, accessible at http://rems.ed.gov/index.php?page=resources_Repository:

- NIMS Compliance for School Districts (Miami Police Department)
- NIMS School Board Resolution (JS Morton High School District 201 IL)
- NIMS School Board Resolution (Lodi CA USD)
- NIMS School Board Resolution (Miami Dade Schools)
- NIMS-ICS Training Needs Assessment (School Board of Polk County FL)
- The Nebraska Department of Education (NE) has developed a series of checklists that outline duties and responsibilities for each of the suggested roles within a school's ICS.

U.S. Department of Education (ED)/Office of Safe and Healthy Students (OSHS)
Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

The Role of the National Incident Management (NIMS) and Incident Command System (ICS) in School Preparedness

These checklists can be accessed through the REMS Resource Repository by accessing the following the link: http://rems.ed.gov/index.php?page=resources_display&id=98

Additional Resources Addressing School Emergency Management

The U.S. Department of Education and the REMS TA Center websites offers numerous resources:

- "General ED Publications" accessible at
  http://rems.ed.gov/index.php?page=publications_General

- "Practical Information on Crisis Planning: A Guide for Schools and Communities"
  http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf

- "Action Guide for Emergency Management at Institutions of Higher Education"
  http://rems.ed.gov/docs/REMS_ActionGuide.pdf

- "Guide to School Vulnerability Assessments"
  http://rems.ed.gov/docs/VA_Report_2008.pdf

- ERCMExpress "Creating Emergency Management Plans"
  http://rems.ed.gov/docs/CreatingPlans.pdf

- REMS Helpful Hints "Components of Comprehensive School and School District Emergency Management Plans" http://rems.ed.gov/docs/HH_Vol2Issue2.pdf