



## NIMS ICS All-Hazards Position-Specific Course Policy

### Resources and References

All-Hazards IMT Technical Assistance Program Team Manual, August 2007  
Five-Year NIMS Training Plan, February 2008  
NIMS ICS Position-Specific Training Announcement, May 2009  
NIMS ICS All-Hazards Position Specific Training Program Guidance, July 2010

### Purpose

In the fall of 2009, the United States Fire Academy (USFA), the Emergency Management Institute (EMI), and the Incident Management Systems Integration Division (IMSID) launched a new version of NIMS ICS all-hazards position-specific courses along with corresponding train-the-trainer (TTT) courses. The purpose of this policy is to define the requirements for the delivery of the NIMS ICS all-hazards position-specific courses in the State of Washington.

*Note: While proper training is essential, participation in the courses listed in this document does not qualify individuals to assume the corresponding ICS positions. Individuals must meet credentialing/qualification requirements set by the authorities having jurisdiction (AHJ).*

### Instructor Selection

Qualified individuals may become eligible to teach NIMS ICS all-hazards position-specific courses in the State of Washington in only by attending the corresponding train-the-trainer courses. *(Historical recognition was only offered thru September 30, 2010).*

### Required Instructor Qualifications

1. Lead instructors for NIMS ICS all-hazards position-specific training courses must have a minimum of 10 years operational field experience at the Command or General Staff level with an emergency management discipline (i.e. fire, emergency medical service, law enforcement, public works, public health, etc. or a wildland fire agency).
2. Lead instructors must have a minimum of 5 years experience delivering emergency management type training (including exercises that test team and individual performance) to a target audience comprised of incident management level emergency response personnel.
3. Unit instructors must have a minimum of 3-5 years of operational field experience at the Command Level.
4. Lead and unit instructors must have successfully completed:
  - a. IS-700a - *National Incident Management System, an Introduction*;

- b. *IS-800b - Introduction to the National Response Framework*;
  - c. *IS-701 - Multi-Agency Coordination Systems (MACS)*;
  - d. *ICS-100 and ICS-200* and
  - e. *ICS-300 and ICS-400* or equivalent
5. Lead and unit instructors must have participated in developing an Incident Action Plan at an emergency incident or for a planned event or exercise, within the last 5 years.
  6. Lead and unit instructors must provide documentation that supports they have successfully completed formal adult education training to include at least one of the following:
    - a. College courses
    - b. Emergency Management Institute's (EMI) Master Trainer Program
    - c. National Fire Academy's (NFA) Instructional Methodology course
    - d. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course
    - e. Center for Domestic Preparedness (CDP) Instructor Training Certification Course
    - f. Equivalents (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); G265 Basic Instructional Skills course: etc.)
    - g. State Certified Level II or higher Fire, Rescue, and/or EMS Instructor (NFPA 1041 – Level II)
  7. All lead and unit instructors must be able to use computers to support course delivery.

### **Recommended Instructor Qualifications**

Lead instructors have successfully completed a course or exercise that allowed them to apply their ICS knowledge in an exercise based course such as:

- National Wildfire Coordinating Group (NWCG) S-420 or S-520;
- Integrated Emergency Management course (IEMC)
- National Association of State Foresters (NASF) *Complex Incident Management Course (CIMC)*
- The position specific course for which they are applying or equivalent (i.e. NWCG, USCG, or EPA position specific courses)
- NFA Command and Control or Command and Control of Natural and Manmade Disasters

### **Train-the-Trainer Requirements for Instructors**

All instructor candidates are required to complete the train-the-trainer course for the position specific courses they are going to teach. Instructor candidates will not be required to complete that actual NIMS ICS all-hazards position-specific course prior to the completion of the TTT.

The following eight NIMS ICS all-hazards position-specific train-the-trainer courses are available for instruction:

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| 1. All-Hazard Incident Commander TTT Course          | (L-951) |
| 2. All-Hazards Public Information Officer TTT Course | (L-953) |
| 3. All-Hazards Safety Officer TTT Course             | (L-955) |
| 4. All-Hazards Liaison Officer TTT Course            | (L-957) |

5. All-Hazards Operations Section Chief TTT Course (L-959)
6. All-Hazards Planning Section Chief TTT Course (L-963)
7. All-Hazards Logistics Section Chief TTT Course (L-968)
8. All-Hazards Finance/Admin Section Chief TTT Course (L-974)

Potential instructors wanting to participate in any of the NIMS ICS all-hazards position-specific train-the-trainer course shall submit an application package to the Washington State Training Program Manager either in electronic or paper form. The package must include the following documents:

- A separate FEMA Admissions Form (FEMA 119-25-1) for each train-the-trainer course being applied for.
- A résumé outlining operational field experience and emergency management training experience.
- Certificates/transcript of prerequisite courses.
- Copy of an Incident Action Plan the candidate participated in developing.
- Certificate/transcript of completed formal adult education training.
- Optionally, any additional supporting documents, such as task books

Upon approval of the individual's instructor qualifications, the Washington State Training Program Manager will sign and forward the application to the National Emergency Training Center (NETC) Admissions Office. NETC Admissions will review the application and notify the student of their status. Upon acceptance into the course, NETC Admissions will send the student a course acceptance packet, which will contain course logistics information.

Note: NIMS ICS all-hazard position-specific train-the-trainer course participants are eligible for a stipend in accordance with NETC admissions policies. There are no tuition fees for the training. All participants are responsible for the cost of meals while attending the training. The cost of student transportation and housing will be reimbursed.

### **All-Hazards ICS Position-Specific Course Delivery**

The following 15 NIMS ICS all-hazards position-specific courses are available for instruction:

1. All-Hazard Incident Commander Course (L-950)
2. All-Hazards Public Information Officer Course (L-952)
3. All-Hazards Safety Officer Course (L-954)
4. All-Hazards Liaison Officer Course (L-956)
5. All-Hazards Operations Section Chief Course (L-958)
6. All-Hazards Division/Group Supervisor Course (L-960)
7. All-Hazards Planning Section Chief Course (L-962)
8. All Hazards Situation Unit Leader Course (L-964)
9. All Hazards Resource Unit Leader Course (L-965)
10. All-Hazards Logistics Section Chief Course (L-967)
11. All-Hazards Communications Unit Leader (L-969)
12. All-Hazards Supply Unit Leader Course (L-970)
13. All-Hazards Facilities Unit Leader Course (L-971)
14. All-Hazards Finance/Admin Section Chief Course (L-973)
15. All-Hazards Finance/Administration Unit Leader Course (L-975)

The following steps shall be followed in the delivery of each of the all-hazard ICS position-specific courses:

1. The course manager/coordinator must register the class with the Washington State ICS Training Coordinator at least 45 days ahead of the class. The registration must include the name and the number of the course, the course location, the course dates, as well as the names of the lead and unit instructors.
2. The Washington State ICS Training Coordinator will notify the Regional Training Manager and will ask the Emergency Management Institute (EMI) to schedule the course.
3. Prior to the class, each student must submit a completed FEMA Course Admission Form (FEMA Form 119-25-1) to the Washington State ICS Training Coordinator.
4. Prior to the start of class, EMI will forward evaluation forms to the course manager.
5. After the class, the course manager must send the daily sign-in sheets and the evaluation forms to the Washington State ICS Training Coordinator, who will forward these documents along with the FEMA Forms 119-25-1 to NETC Admissions.
6. NETC Admissions will mail the certificates to each of the students who successfully completed the course.

The Exercise and Training Section of the Washington State Emergency Management Division is responsible for the promulgation of this policy. Questions or comments should be directed to Clarin Blessing, Washington State CSEPP/ICS Training Coordinator, at (253) 512-7080 or [c.blessing@emd.wa.gov](mailto:c.blessing@emd.wa.gov) or James Yates, Washington State Training Program Manager, at (253) 512-7049 or [j.yates@emd.wa.gov](mailto:j.yates@emd.wa.gov) .