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August 15, 2012

From: Director, Maine Emergency Management Agency
To: County Emergency Management Directors

Subj: National Incident Management System (NIMS) Training Requirements

Purpose: To provide updated guidance regarding a State-wide approach to meeting current NIMS Training requirements.

1. NIMS compliance continues to be an eligibility requirement for several Federal Grant Programs. Additionally, improvements in coordination of response activities have proven its value from an operational perspective as well. To assist you with providing guidance to your local communities and to maintain consistency throughout the State, MEMA in conjunction with the County Directors developed the NIMS Training Matrix. As the NIMS program has evolved, so has the training matrix.
2. There are two documents attached to this letter. The first document is the guidance provided along with the publication of the training matrix in 2010. The second document is the current training matrix. All of the guidance contained in the 2010 letter remains in effect with the exception of requirements related to elected officials. Previously, elected/appointed officials with general policy making responsibility were required to take the IS 700 course. And, elected officials with direct involvement responsibilities in emergency management operations were required to take IS 700, IS 800, IS 200 and IS 704 courses. These requirements are no longer applicable.
3. However, there is a continuing need for elected and appointed officials to have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. FEMA recommends the G402 ICS Overview for Senior and Elected Officials course as core training for senior elected and appointed officials. FEMA also recommends the G191 ICS/EOC Interface course as additional training for those officials who may perform an advisory or policy role in a local Emergency Operations Center (EOC).

4. Based on the recommendations of FEMA, MEMA has adopted completion of the G402 course as the absolute minimum requirement for elected officials for NIMS compliance. While this is a minimum standard it will provide those officials with a basic understanding of emergency management and its importance to their communities and a basis for making sound policy decisions that impact emergency management. The G191 is not a required course, however, it is strongly recommended for any official that expects to play a role in EOC operations. Officials that play a role in EOC operations without understanding the critical functions of an EOC risk interfering with the effective operation of the EOC. This could lead to serious complications during an already difficult period. Those officials who have taken the previously required training do not need to take additional training. Officials are welcome to take additional courses to further enhance their ability to effectively interact with and contribute to emergency management operations. However, the IS 402 course meets the minimum requirements for compliance by elected/appointed officials and supports the State's compliance with the intent of NIMS.

5. The MEMA Training Officer, Mike Grant (624-4460), is available to answer any questions you may have.



Robert P. McAleer
Director
Maine Emergency Management Agency

Attachments:

2010 NIMS Guidance
2012 NIMS Matrix

ICS Training Requirements for Maine NIMS Compliance FY 2012

Discipline	IS 800	IS 700/100	IS 200	ICS 300	ICS 400	IS 701	IS 702	IS 703	IS 704	Notes
Senior Local/County Appointed/Elected Officials (note 1)										G402/191
Local Emergency Management Director	X	X	X			X		X	X	8
County Emergency Management Director	X	X	X			X		X	X	8
Public Works Director		X	X							
Public Works/Road Commissioner		X								
School/Campus Emergency Team Leaders	X	X	X							2
School/Campus Emergency Team		X								7
Public Utilities Management		X	X							3
Public Utilities Worker		X								
Hospital Emergency Response Team HERT		X	X							4
EMS Dept Heads/Deputies		X	X	X	X			X	X	8
EMS Supervisors		X	X							
EMS Technicians/Operators		X								
State/County/Local Law Enforcement Dept Heads/Deputies		X	X	X	X			X	X	8
State/County/Local Law Enforcement Supervisors		X	X							
State/County/Local Law Enforcement Officers		X								
Fire Service Dept Heads/Deputies		X	X	X	X			X	X	8
Fire Service Supervisors		X	X							
Fire Service Firefighters		X								
DST/RRT HAZMAT Technicians		X	X	X						5
DST/RRT HAZMAT Operations/ Responders		X	X							
MACC/EOC Management	X	X				X				706/775/191
MACC/EOC Staff		X								
IMAT Level III/IV	X	X	X	X	X	X		X	X	Position Specific
Public Information Officers/Designees		X					X		X	6
Communication Center Supervisor and Deputy Supervisor		X								

Note 1: All elected/appointed officials charged with general policy development related to emergency management (G402). Additionally, elected/appointed officials that may perform a policy or advisory role in an Emergency Operations Center are strongly encouraged to complete the G191 course.

Note 2: Includes at a minimum the Principal and Assistant Principal

Note 3: Includes water and sewer districts

Note 4: Recommended by the Regional Resource Centers

Note 5: Technicians not expected to fill a Command Staff or General Staff position are not required to take ICS 300

Note 6: IMAT personnel are required to take additional courses (ICS all hazard position specific) depending on their Type and level of Incident Management responsibility

Note 7: School/Campus EM personnel with a **critical/leadership role** in facility emergency response although it is recommended **leadership personnel that may act *in absence of first responders*** should additionally complete ICS 300 & ICS 400.

Note 8: EMA Directors, MACC/EOC Management and Staff, IMAT Level III/IV Staff, Public Works Directors, Chiefs/Deputies of **full-time** Fire Departments, Chiefs/Deputies of County level law enforcement agencies and **full-time police departments with 15 or more full-time officers, EMS Agencies with more than 15 full-time personnel.**

The information provided below, comes directly from the National Integration Center (NIC) and is included to provide additional clarification for the requirements outlined above and to assist in making any training related decisions that have not been addressed.

Target Audience Guidance from the NIMS Five-Year Training Plan

IS-700: National Incident Management System (NIMS), An Introduction

Audience

All personnel with a direct role in emergency management/response must complete NIMS IS-700, including:

Executive level – political and government leaders; agency and organization administrators and department heads; personnel that fill ICS roles as unified commanders, Command Staff, or General Staff in either area command or single incidents; senior MACS 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 MACS 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.

IS-800: National Response Framework (NRF, An Introduction)

Audience

All Federal, State, Tribal and local emergency management/response personnel whose primary responsibility is emergency management must complete this training. Specifically, officials who must take the course include:

Personnel in Federal departments and agencies with emergency management and incident response responsibilities under the NRF.

Officials in State and Territorial governments with emergency management and incident response responsibilities, personnel from emergency management agencies, and personnel from agencies who support and interact with the NRF's 15 Emergency Support Functions and Support Annexes.

Officials in tribal entities and local jurisdictions with overall emergency management responsibilities as dictated by law or ordinance, officials with overall emergency management responsibilities through delegation, and officials primarily involved in emergency planning.

ICS-100: Introduction to the Incident Command System

Audience

It is incumbent upon Federal, State, tribal, and local emergency management/response personnel who within their organizations requires ICS-100 training, based on local incident management organizational planning.

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.

Typically, all Federal, State, tribal, local, private-sector, and non-governmental personnel at the following levels of responsibility in emergency management and incident response operations: first-line supervisor, mid-level management and command and general staff.

ICS-200: ICS for Single Resources and Initial Action Incidents

Audience

It is incumbent upon Federal, State, tribal, and local emergency management/response personnel to determine who within their organization requires ICS-200 training, based on local incident management organizational planning.

Typically, all Federal, State, tribal, local, private-sector, and non-governmental personnel at the following levels of responsibility in emergency management and incident response operations: first-line supervisor, mid-level management and command and general staff.

ICS-300: Intermediate ICS

Audience

Federal, State, tribal and local emergency management/response personnel determine who within their organizations requires ICS-300 training, based on local incident management organizational planning.

Typically, required personnel include all mid-level management, Federal, State, tribal, local, private-sector, and non-governmental personnel including persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.

It is recommended that ICS-300 participants utilize their skills in an operational environment before taking ICS-400. This will provide necessary context and understanding of the skills they will develop when they take ICS-400.

ICS-400: Advanced ICS

Audience

Federal, State, tribal and local emergency management/response personnel determine who within their organizations requires ICS-400 training, based on local incident management organizational planning.

Typically, required personnel include all Federal, State, tribal, local, private-sector, and non-governmental personnel including persons serving as Command and General Staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area managers, emergency managers, and multi-agency coordination system/emergency operations center managers.

It is recommended that ICS-300 participants utilize their skills in an operational environment before taking ICS-400. This will provide necessary context and understanding of the skills they will develop when they take ICS-400.



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May 24, 2010

From: Director, Maine Emergency Management Agency
To: County Emergency Management Directors

Subj: National Incident Management System (NIMS) Training Requirements

Purpose: To provide updated guidance regarding a State-wide approach to meeting current NIMS Training requirements.

1. Current NIMS guidance for compliance and Federal funding eligibility for several important grant programs require the completion of a series of additional courses beyond the 2009 requirements. The specific courses are IS 701, 702, 703 and 704. The attached NIMS Training Matrix reflects these additional requirements.
2. As with the original matrix from 2008, the 2010 NIMS Training Matrix is intended to provide a set of standardized training requirements for individuals and organizations in the State of Maine that are involved with responding to or managing emergency incidents. It is designed to be a set of standards that are in consonance with the letter and spirit of Federal directives, that are achievable and sustainable, and that meet the needs of the State. Most importantly it is designed to account for the way the State of Maine manages emergency situations.
3. Maine recognizes and has demonstrated the value of NIMS standards and continues to support an aggressive education and compliance program. However, Maine has a very low population density and there is a heavy reliance on volunteer and/or part-time emergency management structures and response agencies. While large scale incidents can occur anywhere, the ability to manage them at the immediate local level may be limited by locally available resources.
4. To effectively respond to larger events, Maine relies upon a series of mutual aid agreements at the local, regional and State levels to leverage the resources of larger agencies. The State is focusing efforts on the use of a designated State IMAT Level III and County IMAT Level IV teams to assist local IC's in the event of larger incidents. Successful response to several events has demonstrated this process to be very effective for the State.
5. To ensure appropriate personnel are trained in accordance with NIMS requirements and to avoid unnecessary expenditure of training resources, the matrix details the following training requirements with regard to the IS 700 series courses:

- IS 701: EMA Directors, MACC/EOC Management and Staff, IMAT Level III/IV Staff
- IS 702: Experienced and designated PIOs at the State/local and IMAT levels
- IS 703: EMA Directors, MACC/EOC Management and Staff, IMAT Level III/IV Staff, Public Works Directors, Chiefs/Deputies of full-time Fire Departments, Chiefs/Deputies of County level law enforcement agencies and full-time police departments with 15 or more full-time officers, EMS Agencies with more than 15 full-time personnel.
- IS 704: Elected officials directly involved in EM operations, EMA Directors, MACC/EOC Management and Staff, IMAT Level III/IV Staff, Designated PIOs, Chiefs/Deputies of full-time Fire Departments, Chiefs/Deputies of County level law enforcement agencies and full-time police departments with 15 or more full-time officers, EMS Agencies with more than 15 full-time personnel.

6. Experience has shown that no single set of standards is likely to fit every conceivable instance, but the requirements outlined in the matrix will meet the vast majority of situations in Maine. Associated with this matrix is a copy of the 2008 NIMS guidance pertaining to the expected audience for this training. These documents are provided to further assist with resolving any questions. They help to clarify the intent of the directive and make clear reference to, “local incident organizational planning.”

7. Compliance with these standards of the matrix constitutes NIMS training compliance for the purposes of NIMSCAST reporting and eligibility to receive HLS related funding. Entities that are non-compliant will remain ineligible until they meet the requirements.

8. If an individual performs duties in two capacities (e.g. Fire Chief and EMA Director), the more stringent job related training requirements must be met.

9. Because they are by nature designed to be regional assets, Regional Response Teams (RRTs) and Decontamination Strike Teams (DSTs) may be considered as a County asset, strictly for the purpose of NIMS compliance, upon agreement between the County and the RRT/DST. In such instances, they should be accounted for in NIMSCAST under the County.

10. This document was intended to clarify and identify the minimum requirements to be considered compliant as they have been established by the Federal government. Decisions at the local level to undertake additional training remain the prerogative of the local entity.

11. Please ensure dissemination throughout your communities.

Robert P. McAleer
 Director
 Maine Emergency Management Agency

Attachment:

(1) Minimum Training Requirements for Maine NIMS Compliancy 2010