

**NATIONAL INCIDENT  
MANAGEMENT SYSTEM  
(NIMS)  
TRAINING PLAN**



**Jacksonville State University  
Police Department  
Version: November 2010**

# TABLE OF CONTENTS

<b>I. INTRODUCTION.....</b>	<b>3</b>
<b>II. PURPOSE AND NEED.....</b>	<b>3</b>
A. Scope of the Plan .....	3
B. Goals and Objectives .....	4
C. JSU NIMS Policy.....	4
<b>III. NIMS COMPLIANCE.....</b>	<b>5</b>
A. JSU Personnel to Receive NIMS Training .....	5
B. JSU NIMS Training Profile .....	6
C. Current Compliance Levels on Campus.....	9
<b>IV. TRAINING OPTIONS.....</b>	<b>10</b>
<b>V. COURSE SUMMARIES.....</b>	<b>10</b>
<b>VI. RECORDKEEPING AND TRAINING DATABASES.....</b>	<b>14</b>

## **I. INTRODUCTION**

The National Incident Management System (NIMS) is an incident management framework established by the Federal Homeland Security Presidential Directive (HSPD-5) in 2004. Under NIMS all local, state and federal first responder agencies and departments tasked with incident management responsibilities and must utilize the Incident Command System (ICS) and other NIMS principles when responding to a variety of incidents that may occur within their jurisdictions. Local and state governmental agencies must demonstrate NIMS compliance efforts in order to apply for specific emergency preparedness and homeland security grants. In addition, NIMS compliance by local jurisdictions is a requirement to receive federal disaster reimbursement funding should a jurisdiction meet the federal reimbursement threshold during a large-scale disaster.

Jacksonville State University (JSU) adopted a NIMS policy in November 1, 2007 as its system for preparing and responding to disasters and emergency incidents. As a result, the Jacksonville State University Police Department (JSUPD) was tasked with managing the University's NIMS compliance efforts. This responsibility includes identifying campus personnel who should take NIMS courses, coordination and delivery of NIMS training courses and maintaining training records for all identified JSU employees with the aid of the Office of Human Resources.

Jacksonville State University's NIMS Training Plan was created to formalize JSUPD's approach to address NIMS compliance in a consistent manner on campus. Furthermore, the plan will provide details on how JSUPD will notify, train and maintain the records of the hundreds of identified campus personnel who will need NIMS training in support of our campus compliance efforts.

## **II. PURPOSE AND NEED**

### **A. Scope of the Plan**

This NIMS Training Plan is a campus-level plan intended to identify appropriate JSU personnel on Jacksonville State University's main campus and its extended campus (JSU at McClellan) who are required to participate in NIMS training courses.

This plan is a fluid document and will be updated on yearly basis or when appropriate guidance is provided by the U.S. Department of Homeland Security, the State of Alabama or local government that necessitates changes or additions to the plan.

### **B. Goals and Objectives**

The main objective of the JSU NIMS Training Plan is to provide details on Jacksonville State University's approach to promote NIMS compliance on campus. As a result, campus personnel have been identified that are required to complete pre-determined NIMS training levels. Additional long-term campus NIMS objectives are included below which are consistent with local and state agency NIMS objectives.

- ◆ Manage all emergency incidents and pre-planned events in accordance with ICS structures, doctrine and procedures as defined by NIMS.
- ◆ Revise and update plans and Standard Operating Procedures (SOPs) to incorporate NIMS components, principles and policies to include planning, training, response, exercises, equipment, evaluation and corrective actions.
- ◆ Apply standardized and consistent terminology, including the establishment of plain English communications standards across the public safety sector.
- ◆ Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines.
- ◆ Inventory and categorize campus response assets to conform to homeland security resource typing standards.
- ◆ Incorporate corrective actions into preparedness and response plans and procedures.

### **C. JSU NIMS Policy**

The current JSU NIMS Policy approved in November 2010 is listed in italics below. It should be noted that the original JSU NIMS Policy, which is located in the JSU Emergency Operations Plan (EOP) was approved by JSU Administrators in November of 2007. Specific updates to the policy include a listing of groups of JSU employees who will be required to participate in NIMS training sessions and provide details on how to obtain additional training level information through the NIMS Training Profile.

*Federal Homeland Security Presidential Directive (HSPD- 5) establishes the National Incident Management System (NIMS). NIMS established a single, comprehensive approach to domestic incident management to ensure that all levels of government across the nation have the capability to work efficiently and effectively together using a national approach to domestic incident management. NIMS provides a consistent nationwide approach for federal, state, and local governments to work together to prepare for, respond to and recover from domestic incidents, regardless of the cause, size or complexity, and provides for interoperability and compatibility among federal, state, and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the Incident Command System, Unified Command, training, management of resources, and reporting.*

*The Presidential Directive requires that all Federal departments and agencies shall make adoption of the NIMS a requirement for providing federal preparedness assistance through grants, contracts or other activities to local governments; and the State of Alabama has enacted Executive Order Number 24, that all local public safety and emergency response organizations, including emergency management agencies, law enforcement agencies, fire departments, and emergency medical services, shall implement the standardized unified incident command system and that those agencies that do not establish such system shall not be eligible for state reimbursement for any response or recovery related expenses.*

*Therefore, November 1, 2007, Jacksonville State University adopted the National Incident Management System (NIMS) as established under HSPD – 5 and Unified Command System and the State of Alabama’s Executive Order Number 24 as its system of preparing for and responding to disaster incidents and directs all incident managers and response organizations within Jacksonville State University to train and exercise and use these systems in their response operations.*

*The JSU NIMS Policy requires that all JSU personnel who routinely respond to campus emergencies or those who directly or indirectly make incident management decisions regarding building or campus wide emergencies participate in NIMS training. The following campus personnel will receive NIMS training according to their appropriate training level as defined in the JSU NIMS Training Profile:*

- *Administrators at the department head level or above*
- *Building Managers*
- *Campus Executive Management Team (EMT)*
- *Campus Emergency Operations Teams (EOT)*
- *Campus emergency responders (JSU Police Department)*
- *All others not specifically identified who are tasked with building emergency planning, safety or security assignment*

*The JSU NIMS Training Profile highlights the specific level of training that each identified JSU campus representative is required to achieve.*

*\*Note: This policy includes the main Jacksonville campus personnel and Extended Campus personnel at JSU McClellan.*

### **III. NIMS COMPLIANCE**

#### **A. JSU Personnel to Receive NIMS Training**

The JSU NIMS Policy requires that all JSU personnel who routinely respond to campus emergencies or those who directly or indirectly make incident management decisions regarding building level or campus wide emergencies participate in NIMS training. The following specific campus personnel should receive NIMS training according to their appropriate training level as defined in the JSU NIMS Training Profile:

- Administrators at the department head level or above
- Building Managers
- Campus Executive Management Team (EMT)
- Campus Emergency Operations Team (EOT)
- Campus Emergency responders (JSU Police Department)
- All others not specifically identified who are tasked with building emergency planning, safety or security assignment

## **B. JSU NIMS Training Profile:**

The JSU NIMS Training Profile highlights the specific level of training that each identified JSU campus representative is required to achieve under the JSU NIMS Training Plan. Training levels are included in this section and were determined by comparing JSU job positions to comparable positions in a standard local government structure in order to determine NIMS training levels. The most appropriate level of training was then applied to the JSU position based on the level of responsibility and management assignment for that position during an emergency or disaster.

## **NIMS Training Profile (Training Levels) for JSU Main Campus and JSU at McClellan Campus Personnel**

### **Training Levels:**

#### **I. Basic Operational Level:**

- ICS – 100 HE: *Introduction to ICS for Higher Education* (or ICS -100 or ICS-100.a)
- \*ICS-100.LEa. *Introduction to ICS for Law Enforcement Personnel* (JSUPD requirement) (or ICS-100.LE)
- FEMA IS-700.a: NIMS, An Introduction (or IS-700)

#### **II. Management Level:**

- ICS-200.a: Basic ICS or equivalent (ICS-200)
- ICS-100.HE: *Introduction to ICS for Higher Education* (or ICS-100 or ICS-100.a)
- \*ICS-100.LEa. *Introduction to ICS for Law Enforcement Personnel* (JSU PD requirement) (Or ICS-100.LE)
- FEMA IS-700.a: NIMS, An Introduction (or IS-700)
- FEMA IS-800.b: National Response Framework (NRF), An Introduction (or IS-800)

#### **III. Command Staff Level:**

- ICS-400: Advanced ICS or equivalent
- ICS-300: Intermediate ICS or equivalent
- ICS-200.a: Basic ICS or equivalent (or ICS-200)
- ICS – 100 HE: *Introduction to ICS for Higher Education* (or ICS -100 or ICS-100.a)
- \*ICS-100.LEa. *Introduction to ICS for Law Enforcement Personnel* (JSU PD requirement) (Or ICS-100.LE)
- FEMA IS-700.a: NIMS, An Introduction (or IS-700)
- FEMA IS-800.b: National Response Framework (NRF), An Introduction (or IS-800)

## NIMS Training Profile (Training Levels) for JSU Main Campus and JSU at McClellan Campus Personnel

Department/Division	Personnel to be Trained	Training Level	Training Status	Completion Date
Executive Management Team (EMT) and Administrators at the Department Head Level and Above	President and Vice Presidents  University Cabinet  Deans  Department Heads	Management Level  Management Level  Basic Operations Level  Basic Operations Level	In Progress	N/A
Emergency Operations Team (EOT) see list below	Primary and Backup Representatives	Basic Operations Level	In Progress	N/A
Building Mangers	Primary and Backup Representatives	Basic Operations Level	In Progress	N/A
Safety and Environmental Health Committee	All Members	Basic Operations Level	In Progress	N/A
Office of Human Resources	Director Assistant Director	Management Level Management Level	In Progress	N/A
Student Media (Campus Radio Station and Chanticleer)	Supervisor Radio Operators	Basic Operations Level Basic Operations Level	In Progress	N/A
Other JSU Personnel not specifically identified who are tasked with building, safety, security or emergency planning	JSU Personnel	Basic Operations Level	In Progress	N/A
Campus Transit	Manager Training Officer	Basic Operations Level Basic Operations Level	In Progress	N/A
JSU Police Department	Patrol Officers Corporals& SSO Supervisor Chief, Sergeants, EMS	Basic Operations Level* Management Level* Command Level*	Completed Completed Completed	

*\* Denotes training levels specifically for law enforcement personnel*

<b>Members of the Executive Management Team (EMT)</b>	<b>Members of the Emergency Operations Team (EMT)</b>
JSU Physical Plant	President
Student Health Center	Vice President for Academic & Student Affairs
Environmental Health and Safety Committee	Associate Vice President for Academic Affairs
JSU Police Department	Associate Vice President for Office of Distance Education
JSU Housing and Residence Life	Associate Vice President for Enrollment Management & Student Affairs
Counseling and Career Services	Vice President for Administrative & Business Affairs
Office of Human Resources	Vice President for Information Technology
Division of Information Technology	Vice President for Institutional Advancement
Office of Purchasing	Director of Public Safety
Office of the Controller	Director of Public Relations
Institutional Support Services	Safety and Environmental Health Officer
Office of the Registrar	
Disability Support Services	
Office of Public Relations	
Institute for Emergency Preparedness	
University Lawyer	
JSU Building Managers	

### **C. Current Compliance Levels on Campus (as of November 2010)**

Many departments, groups and individuals on campus have been working diligently toward satisfying their NIMS requirements after the original NIMS policy was approved in November of 2007. The majority of JSU campus emergency response personnel are in the progress of satisfying their NIMS training level requirements as listed in the NIMS Training Profile or they are in the final stages of satisfying their NIMS requirements.

### **IV. Training Options**

The Federal Emergency Management Agency (FEMA) offers on-line courses for ICS 100.HE, ICS 200, IS 700.a and IS 800B. These courses are available on the FEMA Emergency Management Institute Web site: <http://training.fema.gov/IS/crslist.asp> Certificates will be generated from the on line training course and should be emailed to JSU's Office of Human Resources promptly upon receipt of the certificate. University Police will also maintain all NIMS certificates received from Human Resources for training records.

To register for field-delivered, basic NIMS courses, which are routinely offered by the Calhoun County Emergency Management Agency and FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama please contact Melonie Carmichael, JSU's Police Department Emergency Management Specialist by phone (256) 782-5050, fax (256)782-5286 or e-mail [mcarmich@jsu.edu](mailto:mcarmich@jsu.edu).



## **A. Course Summaries**

The following list of NIMS and ICS courses is a complete listing of all United States Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) courses identified as potential training courses for JSU personnel. This list may be modified in the future as DHS and FEMA revise and create new NIMS and ICS course offerings.

**ICS-100.HE:** Introduction to the Incident Command System (ICS) for Higher Education – This class introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles and organizational structure of the Incident Command System. It also explains the relationship between ICS and NIMS. ICS-100 L.E. is geared specifically for law enforcement officers. This is an online course or may be scheduled through JSUPD for field delivery. This is a new course which replaces ICS-100 (100.a). Any of these NIMS classes satisfies the NIMS 100 requirement.

**IS-700.a:** National Incident Management System (NIMS), an Introduction – This course introduces NIMS and explains the purpose, principles, key components and benefits of NIMS. This is available online or may be scheduled through JSUPD for field delivery. This is a new course which replaces IS-700. Either class satisfies the NIMS 700 requirement.

**IS-800 B:** National Response Framework (NRF), An Introduction – This course describes how the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to disasters. This is available online or may be scheduled through JSUPD for field delivery.

**ICS-200.a:** ICS for Single Resources and Initial Action Incidents – This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. ICS-200 provides more advanced training and resources for personnel who are likely to assume a supervisory position within the ICS. Although this is offered as an online course, it is recommended that it be taken in a classroom setting in order to work with other first responders in completing practical exercises. This is a two-day course conducted in a classroom setting or can be taken as an online course.

**ICS-300:** Intermediate Incident Command System for Expanding Incidents – This course provides training and resources for personnel who require advanced application of the Incident Command System. This is a three-day course conducted in a classroom setting.

**ICS-400:** Advanced ICS Command and General Staff – Complex Incidents – Provides instruction on large-scale organization development, roles and relationships of primary staff, considerations related to large and complex incident or event management, area command and the importance of interagency coordination. This is a three day course conducted in a classroom setting.

**ICS-402:** Incident Command System Overview for Executives/Senior Officials – The purpose of this course is to provide an orientation to the Incident Command System for Executives and Senior Officials (including elected officials, city/county managers, agency administrators, etc.) This is a two-hour course conducted in a classroom setting.

## **V. RECORDKEEPING AND TRAINING DATABASES**

JSUPD and the JSU Office of Human Resources will maintain hard copies of all training records (certificates) indicating completion of required NIMS training courses for JSU personnel in support of JSU compliance efforts.

It is the responsibility of each employee to forward a copy of their training certificate(s) to the JSU Office Human Resources. Certificates may be e-mailed, sent via campus mail or U.S. mail to the JSU Office of Human Resources or delivered in person to the JSU Office of Human Resources located in the Bibb Graves Hall. Questions may be directed to JSUPD at 256-782-5050.