

# National Incident Management System (NIMS) Training



Prepared by: Campus Police and Emergency

Preparedness Coordinator

1/8/2024

This Page Left Intentionally Blank

## TABLE OF CONTENTS

---

<b>INTRODUCTION</b>	<b>1</b>
PURPOSE	1
GOALS AND OBJECTIVES	1
WSCC NIMS POLICY	2
WSCC PERSONNEL TO RECEIVE TRAINING	3
WSCC NIMS TRAINING LEVELS	4
CERMT EXECUTIVE POLICY GROUP	4
CERMT EXECUTIVE POLICY GROUP ORGANIZATIONAL CHART	5
CERMT COMMAND STRUCTURE	6
CERMT ORGANIZATIONAL CHART	7
NIMS TRAINING LEVELS AND REQUIRED TRAINING	8
TRAINING NOTIFICATION METHODS	9
RECORD KEEPING	9
COURSE SUMMARIES	10

## INTRODUCTION

---

The National Incident Management System (NIMS) is an incident management framework created by a United States Presidential Directive in 2004. Under NIMS all local, state and federal first responder agencies and departments tasked with incident management responsibilities must utilize the Incident Command System (ICS) and other NIMS principles when responding to a variety of incidents that may occur within their jurisdictions to be eligible for certain funding. 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 if the institution meets the federal reimbursement threshold during a large-scale disaster.

Walters State Community College adopted a NIMS policy in June of 2010 as its system for preparing and responding to disasters and emergency incidents. The Walters State campus police department is tasked with managing the College's NIMS compliance efforts. This responsibility includes identifying campus personnel who should take NIMS courses, coordinating the offering/availability of NIMS training courses and maintaining training records for all identified WSCC employees.

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

## PURPOSE

---

This NIMS Training Plan is a campus-level plan intended to identify appropriate WSCC personnel on the Walters State campus properties, owned or leased, who are required to participate in NIMS training courses.

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

## GOALS AND OBJECTIVES

---

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

- Manage all emergency incidents and preplanned events in accordance with ICS structures, doctrine and procedures as defined by NIMS
- Revise and update emergency preparedness plans and police department general orders 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 classification standards

- Incorporate corrective actions into preparedness and response plans and procedures

## WALTERS STATE COMMUNITY COLLEGE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) POLICY

---

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, agencies, and institutions; and the State of Tennessee and the Tennessee Emergency Management Agency has declared that 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 a system shall not be eligible for state reimbursement for any response or recovery related expenses.

Effective June 10, 2010, Walters State Community College adopted the National Incident Management System (NIMS) as established under HSPD and the Unified Command System as its system of preparing for and responding to disaster incidents and directs all incident managers and response team members within the college to train, exercise and use these systems in their response operations.

The Walters State Policy requires that all WSCC personnel who directly or indirectly make incident management decisions regarding building level or campus wide emergencies, or who routinely respond to campus emergencies, participate in NIMS training. The following campus personnel will receive NIMS training according to their appropriate training level as defined in the WSCC training profile:

- Executive Leaders/Command Staff (CERMT)
- General Personnel/College Emergency Response Team (CERT)
- Incident Leaders/Managers (Campus Police)

This policy includes the following campus locations: Morristown, Greeneville, Sevierville, Claiborne, and Jefferson. The WSCC Training Profile highlights the specific level of training that each identified WSCC campus representative is required to achieve.

## KEY PERSONNEL AND NIMS TRAINING FOR HIGHER EDUCATION INSTITUTIONS

---

### WSCC PERSONNEL TO RECEIVE NIMS TRAINING

The WSCC NIMS policy requires that all WSCC personnel who routinely respond to campus emergencies or those who directly or indirectly make incident management decisions regarding campus wide emergencies, participate in NIMS training. The executive policy group and College Emergency Response Management Team (CERMT) will make executive level decisions for the college relative to response and management of a disaster event. Both the executive policy group and college emergency response management team serve as advisors to the president during the decision-making process. The CERMT team is also responsible for analyzing response and management and producing an after action and corrective action report after the occurrence and recovery from a disaster event. In addition, the CERMT committee also reviews and updates the college's emergency preparedness manual annually. The college emergency response team, which includes building, floor and area coordinators, is responsible for producing, and execution of, individual Building Emergency Action Plans (BEAP). Campus police are responsible for on scene incident command.

### WSCC NIMS TRAINING LEVELS

The WSCC NIMS Training Levels highlight the specific level of training that each identified WSCC campus representative is required to achieve under the WSCC NIMS Training Plan. Training levels are included in this section and were determined according to specific emergency management responsibilities.

### DEFINING KEY PERSONNEL

The U.S. Departments of Homeland Security and Education recommend all *key personnel* involved in campus emergency management and incident response take the NIMS/ICS training courses and support the implementation of NIMS. Because every Higher Education Institution (HEI) is unique, and works from different operations and management structures, *key personnel* will vary from education community to community. Therefore, schools and HEI emergency management teams should use their discretion to identify *key personnel* at each of their institutions.

### TRAINING RECOMMENDATIONS FOR KEY PERSONNEL

HEIs should identify *key personnel* to receive training 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. These personnel will belong to one of four groups: 1.) Executive Leaders/Command Staff (CERMT), 2.) General Personnel (CERT), and 3.) Leadership/Incident Management (Campus Police).

1. **Executive Leaders/Command Staff (CERMT/Executive Policy Group):** - Executive leaders/command staff are often responsible for making financial, administrative, and managerial decisions supporting the school or IHE emergency management program and will likely have very high-level responsibilities before and after an incident, as opposed to command responsibilities in the field during an actual incident response. Executive leaders should take the following two courses:
  - a. **IS-100.c: Introduction to ICS for Higher Education** (Online)
  - b. **G-402 – Incident Command System (ICS) Overview for Executive/Senior Officials. (Classroom only).**

- c. **IS-363: Introduction to Emergency Management for Higher Education** (Online).
- d. **IS-907: Active Shooter: What you can do** (Online)
- 2. General Personnel (CERT Team):**  
Personnel with any role in emergency preparedness, to include incident management or response and planning such as Primary and Secondary Building and Floor Coordinators. General Personnel should complete the following online courses:
- a. **IS-100.c: Introduction to ICS for Higher Education** (Online)
- b. **IS-363: Introduction to Emergency Management for Higher Education** (Online)
- c. **IS-907: Active Shooter: What you can do** (Online)
- 3. Leadership /Incident Managers (Campus Police):** Personnel with a leadership role and are typically obligated to command and manage during incident response. Campus Police Officers manage and direct emergency response efforts.
- a. **IS-100.c: Introduction to ICS for Higher Education** (Online)
- b. **IS-200.c: Basic Incident Command System for Initial Response** (Online)
- c. **IS-235 Emergency Planning**
- d. **ICS-300 : Intermediate ICS for Expanding Incidents (Classroom Only)**
- e. **IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship.** (Online)
- f. **IS-363: Introduction to Emergency Management for Higher Education** (Online)
- g. **ICS-400: Advanced ICS (Classroom Only)**
- h. **G-402 – Incident Command System (ICS) Overview for Executive/Senior Officials. (Classroom only).**
- i. **IS-700.b: An Introduction to the National Incident Management System** (Online)
- j. **IS-800.d: National Response Framework, An Introduction** (Online)
- k. **IS-907: Active Shooter: What you can do** (Online)

## COLLEGE EMERGENCY RESPONSE MANAGEMENT TEAM/EXECUTIVE POLICY GROUP

---

All final decisions regarding the response and management of a major event lies with the President of the college. The CERMT and/or the executive policy group serves as upper level management advisors to the President in the decision-making process. This group is comprised of the following members:

- President
- Vice President for Business Affairs
  - Supervisor for Facilities Management
  - Director of Campus Police, Chief of Police, and EPP Coordinator
- Vice President for Academic Affairs
  - Dean of the Sevierville Campus
  - Dean of the Greeneville Campus
  - Director of the Claiborne Campus
- Vice President for Student Services
- Vice President for Strategic Communication & Effectiveness
- Executive Director for Human Resources

## COLLEGE EMERGENCY RESPONSE MANAGEMENT TEAM (CERMT) COMMAND STRUCTURE

---

All administrative staff and department chairpersons are required to be familiar with the college's Emergency Preparedness Plan. Additionally, members of the College Emergency Response Management Team (CERMT) may have special designation of responsibilities

associated with activation of the Emergency Operations Center (EOC) during an actual event. The CERMT team will have direct input and serve as advisors to the President during an actual event and will have direct input in the decision and policy making process. Figure 6 on the following page shows the organizational chart for the College Emergency Response Management Team.

The College Emergency Response Management Team is made up of the following campus members:

- President
  - Vice President for Strategic Communications & Effectiveness
- Vice President for Business Affairs
  - Supervisor for Facilities
  - Director of Campus Police, Chief of Police, and EPP Coordinator
  - Executive Director of Human Resources
  - Director of Information Education Technologies and Director of Communication Services
- Vice President for Academic Affairs
  - Campus Deans
  - Campus Directors
  - Dean of High School Programs
  - Faculty Council President
- Vice President for Student Services
  - Student Government President

The CERMT/executive policy group organizational chart is illustrated in Figure 5.



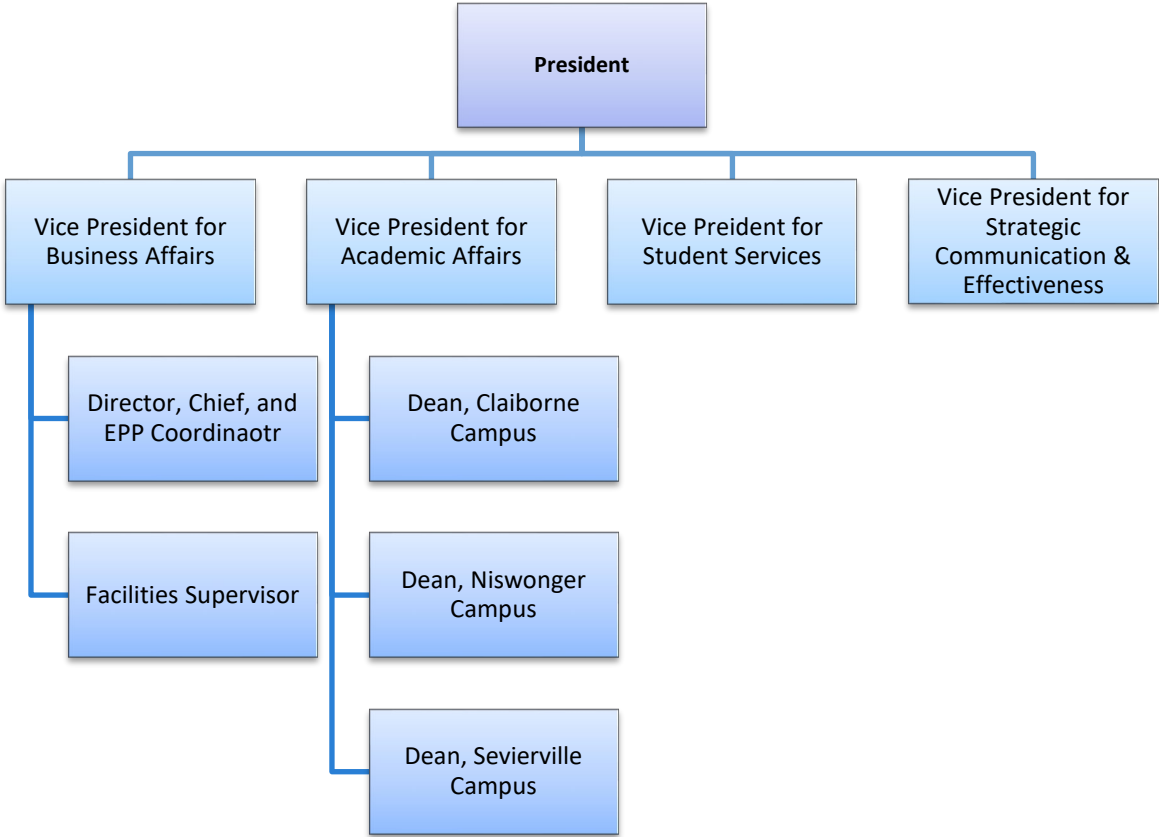


Figure 5  
College Emergency Response Management Team, Executive Policy Group Organizational Chart

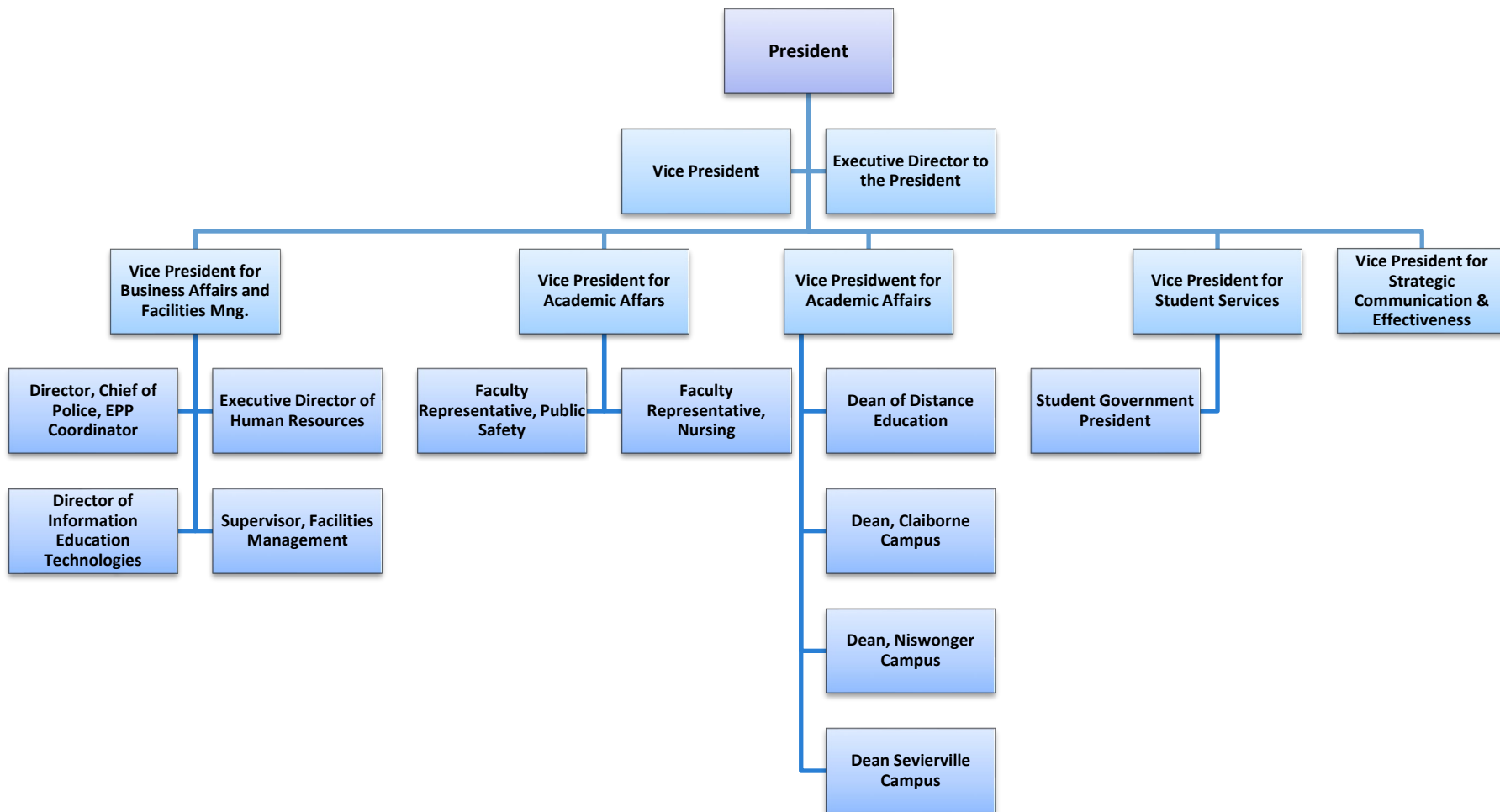


Figure 6  
College Emergency Response Management Team Organizational Chart

## NIMS TRAINING WEB LINKS

---

### I. EXECUTIVE MANAGEMENT LEVEL

#### COLLEGE EMERGENCY RESPONSE MANAGEMENT TEAM – CERMT

##### ONLINE TRAINING

IS-100.c: Introduction to ICS for Higher Education

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

IS-363: Introduction to Emergency Management for Higher Education

<https://training.fema.gov/is/courseoverview.aspx?code=IS-363>

IS-907: Active Shooter: What you can do

<https://training.fema.gov/is/courseoverview.aspx?code=is-907>

##### I. CLASSROOM ONLY

**G-402:** Overview for Senior Executive Officials (Executives, Elected, and Appointed)

---

### II. PLAN EXECUTION LEVEL

#### COLLEGE EMERGENCY RESPONSE TEAM – CERT

##### ONLINE TRAINING

IS-100.c: Introduction to the Incident Command System

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

IS-363: introduction to Emergency Management for Higher Education

<https://training.fema.gov/is/courseoverview.aspx?code=IS-363>

IS-907: Active Shooter: What you can do

<https://training.fema.gov/is/courseoverview.aspx?code=is-907>

---

### III. INCIDENT COMMAND LEVEL

#### CAMPUS POLICE

##### ONLINE TRAINING

IS-100.c: Introduction to the Incident Command System

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

IS-200.c: Basic Incident Command System for Initial Response

<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

IS-235.c: Emergency Planning

<https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c>

IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-360>

IS-363: Introduction to Emergency Management for Higher Education

<https://training.fema.gov/is/courseoverview.aspx?code=IS-363>

IS-700.b: An Introduction to the National Incident Management System

<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

IS-800.d: National Response Framework, An Introduction <http://training.fema.gov/emiweb/is/is800b.asp>

IS-907: Active Shooter: What you can do

<https://training.fema.gov/is/courseoverview.aspx?code=is-907>

### III. CLASSROOM ONLY

IS-300: Intermediate ICS for Expanding Incidents

IS-400: Advanced ICS Command and General Staff—Complex Incidents

G-402 – Incident Command System (ICS) Overview for Executive/Senior Officials. **(Classroom only).**

---

## TRAINING NOTIFICATION METHODS

---

Training will be announced during regularly scheduled meetings and via e-mail notification. Registration or sign in will be required for classroom training. Information regarding online courses to be completed will be generated via e-mail with the appropriate links to the courses.

## TRAINING INSTRUCTORS

---

Training on the overall College Emergency Preparedness Plan will be conducted by members of the campus police department. Online courses do not require an instructor and are self-paced with deadlines to meet training requirements. Classroom instruction will be conducted by the local EMA/TEMA instructors at no cost.

## RECORD KEEPING

---

The campus police department will be assigned responsibility for maintaining all training records to ensure NIMS compliance. It is the responsibility of each employee receiving training to forward a copy of his/her training certificates to the Campus Police Office located on the Morristown campus via e-mail to [adam.stanley@ws.edu](mailto:adam.stanley@ws.edu) or by fax at 423-585-6790, via campus mail, or hand delivery.

## COURSE SUMMARIES

---

**G-402: Overview for Senior Executive Officials** – Provides an overview of ICS, the system organization and features, unified and area command, coordination and incident management, and incident command preparedness. There is no online option for this course and must be conducted in a classroom setting. Upon completion of this course, students will be able to explain National Incident Management System (NIMS) tenets and the role of the four command and coordination entities (ICS, EOC, MAC Group and JIS) within NIMS.

**IS-100.c: Introduction to the Incident Command System**—ICS 100c, Introduction to the Incident Command System, 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 the National Incident Management System (NIMS).

**IS-200.c: ICS for Single Resources and Initial Action Incidents** – IS200.c, Basic Incident Command System for Initial Response, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

**IS-235.c- Emergency Planning** - This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.

**ICS-300: Intermediate Incident Command System for Expanding Incidents** – This course provides training and resources for personnel who require advanced application of the ICS. There is no online option for this course, it must be conducted in a classroom setting.

**IS-360: Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship** – This course provides leading practices and resources to assist elementary and secondary schools, institutions of higher education, and houses of worship in developing emergency plans for preparing for, responding to, and recovering from mass casualty incidents.

**IS-363 – Introduction to Emergency Management for Higher Educations** - The goal of this course is to provide Institutions of Higher Education (IHEs) with knowledge and planning strategies to protect lives, property, and the environment by supporting operations more effectively within the context of comprehensive emergency management.

**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 two-day course conducted in a classroom setting, there is no online option for this course.

**IS-700.b: National Incident Management System, an Introduction** – This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

**IS-800.d: National Response Framework, an Introduction** – The goal of the IS-0800.d, National Response Framework, An Introduction, is to provide guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities, including:

- Private sector partners
- Non-governmental organizations (NGOs)
- Government officials
- Community leaders
- Emergency management practitioners
- First responders

**IS-907: Active Shooter: What You Can Do** - An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and other populated area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly.

All employees can help prevent and prepare for potential active shooter situations. This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation.

This course is not written for law enforcement officers, but for non-law enforcement employees. The material may provide law enforcement officers information on recommended actions for non-law enforcement employees to take should they be confronted with an active shooter situation.