

National Incident Management System (NIMS) Training Plan



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I. INTRODUCTION

The National Incident Management System (NIMS) is an incident management framework created by 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. 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.

The University of Georgia (UGA) adopted a NIMS policy in March of 2006 as its system for preparing and responding to disasters and emergency incidents. As a result, the UGA Office of Emergency Preparedness (OEP) 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 UGA employees.

The University of Georgia's NIMS Training Plan was created to formalize OEP's approach to address NIMS compliance in a consistent manner on campus. Furthermore, the plan will provide details on how OEP will notify, train and maintain the records of the thousands 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 UGA personnel on the University of Georgia main campus, its extended campuses and personnel on any other UGA owned or leased property or facility 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 Georgia or local government that necessitates changes or additions to the plan.

B. Goals and Objectives

The main objective of the UGA NIMS Training Plan is to provide details on the University of Georgia'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 which 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 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. UGA NIMS Policy

The current UGA NIMS Policy is listed in italics below. It should be noted that the original UGA NIMS Policy was approved by the UGA Cabinet in March of 2006. Specific updates to the policy include a listing of groups of UGA employees who will be required to participate in NIMS training sessions and provides 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 Georgia has enacted law (O.G.G.A. 38-3-57) 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, effective March 28, 2006, the University of Georgia hereby adopts the National Incident Management System (NIMS) as established under HSPD and the Unified Command System as established under O.C.G.A. 38-5-57 as its system of preparing for and responding to disaster incidents and directs all incident managers and response organizations within the University of Georgia to train and exercise and use these systems in their response operations.

The UGA NIMS Policy requires that all UGA 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 campus personnel will receive NIMS training according to their appropriate training level as defined in the UGA NIMS Training Profile:

- *Administrators at the department head level or above*
- *Building Safety and Security Representatives*
- *Emergency Response Team (Core Team and Support Team)*
- *Campus emergency responders (UGA Police, , Fire Safety, etc.)*
- *All others not specifically identified who are tasked with building emergency planning, safety or security assignments*

This policy includes UGA Athens campus personnel and Extended Campus personnel. The UGA NIMS Training Profile highlights the specific level of training that each identified UGA campus representative is required to achieve. The NIMS Training Profile may be found at www.prepare.uga.edu. For procedures and other inquiries related to UGA NIMS compliance, contact the UGA Office of Emergency Preparedness at 706.542.5845 or prepare@uga.edu.

III. NIMS COMPLIANCE

A. UGA Personnel to Receive NIMS Training

The UGA NIMS Policy requires that all UGA 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 UGA NIMS Training Profile:

- Senior Level UGA Administrators
- Administrators at the department head level or above
- Building Safety and Security Representatives
- Emergency Response Team (ERT – Core and Support Teams)
- Campus emergency responders (UGA Police, Fire Safety, etc.)
- Individuals or groups identified in the UGA NIMS Training Profile
- All others not specifically identified who are tasked with building emergency planning, safety or security assignments

B. UGA NIMS Training Profile:

The UGA NIMS Training Profile highlights the specific level of training that each identified UGA campus representative is required to achieve under the UGA NIMS Training Plan. Training levels are included in this section and were determined by comparing UGA 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 UGA position based on the level of responsibility and management assignment for that position during an emergency or disaster.

NIMS Training Profile (Training Levels) for Athens Campus and Extended Campus Personnel

Department/Division	Personnel to be Trained	Training Level
Administrators at the Department Head Level and Above	<ul style="list-style-type: none"> • President and Senior Vice Presidents • University Cabinet • Deans • Department Head Level and above 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level • Basic Operational Level • Basic Operational Level
Emergency Response Team	<ul style="list-style-type: none"> • Core Team • Support Team 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level
Building Safety and Security Representatives	<ul style="list-style-type: none"> • Primary and Backup Representatives 	<ul style="list-style-type: none"> • Basic Operational Level
Office of Emergency Preparedness	<ul style="list-style-type: none"> • Administrative and Support Personnel • Director, Emergency Operations Manager, Emergency Operations Coordinators 	<ul style="list-style-type: none"> • Basic Operational Level • Command Staff Level
UGA Police Department	<ul style="list-style-type: none"> • Patrol Officers/Detectives/ Special Operations • Supervisors • Chief and Command Staff 	<ul style="list-style-type: none"> • Basic Operational Level * • Management Level* • Command Staff Level*
Environment Safety Division	<ul style="list-style-type: none"> • ESDOC • Radiological Safety • Chemical Safety • Fire Safety • Associate VP for ESD 	<ul style="list-style-type: none"> • Management Level • Basic Operational Level • Basic Operational Level • Command Staff Level • Command Staff Level
BioSafety Office	<ul style="list-style-type: none"> • IBC Coordinator • Associate Director • Director 	<ul style="list-style-type: none"> • Basic Operational Level • Management Level • Management Level
Public Affairs	<ul style="list-style-type: none"> • Vice President • Select Senior Staff 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level
Facilities Management	<ul style="list-style-type: none"> • Emergency Response Personnel • Select Senior Staff 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level
Campus Transit	<ul style="list-style-type: none"> • Training Officer • Manager 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level
Housing	<ul style="list-style-type: none"> • Residence Hall Directors • Area Coordinators/Assistant Cord. • Housing Executive Director/Assc. 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level • Basic Operational Level
Food Services	<ul style="list-style-type: none"> • Managers • Executive Director 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level
EITS	<ul style="list-style-type: none"> • CIO • CISO • Select Senior Staff and Managers 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level • Basic Operational Level
University Health Services	<ul style="list-style-type: none"> • Executive Director • Associate Director 	<ul style="list-style-type: none"> • Basic Operational Level • Basic Operational Level
Risk Management	<ul style="list-style-type: none"> • Director/Assistant Director 	<ul style="list-style-type: none"> • Management Level

Department/Division	Personnel to be Trained	Training Level
Real Estate and Space Management	• Director	• Basic Operational Level
Other UGA Personnel not specifically identified who are tasked with building safety, security or emergency planning	• UGA Personnel	• Basic Operational Level
UGA Office of Climatology	• State Climatologist	• Basic Operational Level
UGA Ham Radio Club	• Ham Radio Operators • Supervisor or Club President	• Basic Operational Level • Basic Operational Level

* Denotes training levels specifically for law enforcement 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 (UGA PD 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 (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 (UGA 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 (UGA 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)

C. Current Compliance Levels on Campus

Many departments, groups and individuals on campus have been working diligently toward satisfying their NIMS requirements after the original NIMS policy was approved in March of 2006. New recruits in the UGA Police Department receive NIMS training classes in the regional police academy that satisfies their Basic Operational Level requirements. The majority of UGA campus emergency response agencies have satisfied their NIMS training level requirements as

listed in the NIMS Training Profile or are in the final stages of satisfying their NIMS requirements.

IV. TRAINING OPTIONS

A. Training Options for Senior Level UGA Administrators

The following training options are intended to be options for Senior Level administrators on campus. This includes the President, Senior Vice Presidents, Deans, Vice Presidents and Associate Vice Presidents and senior staff in the President’s Office and other key staff as determined by the UGA President.

NIMS Training Option # 1		
Class	Description	Duration and Cost
NIMS 402 – Incident Command System (ICS) Executive Summary for Executives/Senior Officials	<ul style="list-style-type: none"> Lecture based instruction that provides an overview of NIMS Designed for Executives, Elected officials, City/County Managers, agency administrators, etc. GA Public Safety Training Center (GPSTC) instructor, UGA OEP or UGA PD official or a campus official from another campus 	<ul style="list-style-type: none"> 2 hours No costs incurred
NIMS Training Option # 2		
Online Course (ICS 100.HE and IS 700.a) *	<ul style="list-style-type: none"> Self-paced online NIMS course 	<ul style="list-style-type: none"> 1 - 3 hours No costs incurred

*All online course participants are instructed to send a copy of their training certificate to OEP.

B. Training Options for Other Identified UGA Personnel

The following training options are intended for all other identified UGA personnel who are required to take NIMS courses other than the UGA Senior Level Administrative personnel. This group includes UGA administrators at the department head level or above, Building Safety and Security Representatives, Emergency Response Team members, campus emergency responders, individuals or groups identified for training in the NIMS training profile and all others not specifically identified who are tasked with building emergency planning, safety or security assignments.

NIMS Training Option # 1		
Class	Description	Duration and Cost
Customized Training Courses	<ul style="list-style-type: none"> Scheduled “as needed” by request Field delivered training by OEP instructors Targeted classes planned for BSSRs and the UGA ERT 	<ul style="list-style-type: none"> Adjustable time slots No costs incurred

	<ul style="list-style-type: none"> Dates and locations may be scheduled through OEP 	
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*All online course participants are instructed to send a copy of their training certificate to OEP.

C. Training Notification Methods

OEP intends to continue to coordinate with the identified groups needing NIMS training on campus through a variety of methods about fulfilling their individual NIMS training requirements. The chart below provides the notification and outreach approaches that OEP will utilize to advertise NIMS training opportunities for impacted personnel. The notification process has been informal up to this point due to the lack of a formal training plan and due to the fact that no specific mention of identified groups to receive training was included in the original UGA NIMS Policy. In 2008, the UGA NIMS Policy was revised and approved by the University Cabinet to include the identification of specific campus groups and individuals who need NIMS training.

OEP continues to use a “Blitz Campaign” to inform campus personnel regarding NIMS requirements and NIMS training classes whereby various methods of campus notification will be utilized to include: ArchNews; UGA publications (*Columns*, etc.); targeted listservs; UGA Homepage; OEP webpage; Staff Training and Development web site and registration pages, brochures, campus presentations and other methods to announce training opportunities. As a result, some individuals may be notified multiple times.

OEP, the UGA Public Affairs Office and the UGA Police Department will continue to collectively research the best marketing and informational methods to reach faculty and staff. New techniques will continue to be explored and implemented as deemed feasible, cost effective and appropriate for the UGA campus community.

NIMS Training Notification Methods	
Target Group	Description of Method
Senior UGA Administrators	<ul style="list-style-type: none"> Invitation sent by the President’s Office to select individuals to attend the scheduled training session on May 7, 2008 (Completed)
Administrators at the Department Head level or above	<ul style="list-style-type: none"> Direct e-mails as generated from an administrative list (obtained from UGA HR) Admin Memos Listserv Post list of impacted administrators on OEP web site
Emergency Response Team (ERT)	<ul style="list-style-type: none"> Direct e-mail Use of the ERT listserv
Building Safety and Security Representatives (BSSR)	<ul style="list-style-type: none"> Direct e-mail Use of the BSSR listserv
Individuals or groups identified in the NIMS Training Profile	<ul style="list-style-type: none"> Direct e-mail Phone call or letter reminders
Others responsible for safety, security and emergency planning	<ul style="list-style-type: none"> Outreach education in training presentations Direct e-mail as new candidates are identified

D. NIMS Instructors

OEP and the UGA Police Department both have trained NIMS instructors who are available to handle the University's NIMS training needs and requirements. Additional state instructors from the Georgia Public Safety Training Center or outside vendors may be contacted to assist with larger training sessions, specialized classes or interactive training sessions held on campus.

E. 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 UGA personnel. The BowMac (private vendor) course is listed as it has been selected as the primary training course for Senior UGA Administrators. 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 OEP 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 an online or may be scheduled through OEP 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 an online course.

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

OEP will maintain all training records, via a web-based database, as well as hard copies of certificates indicating completion of required NIMS training courses for UGA personnel in support of UGA recordkeeping efforts.

The OEP NIMS Training database features: password protected OEP maintenance screens designed to capture basic information and training for participants, including BSSR designation; the ability to add or delete training courses; reporting options to track total number of UGA personnel with training records and training levels (Basic, Operational Level, Management Level and Command Staff Level); and the ability to modify, delete or add participant records.

It is the responsibility of each employee to forward a copy of their training certificate(s) to the Office of Emergency Preparedness. Certificates may be faxed to OEP at 706.542.4664, e-mailed to prepare@uga.edu, sent via campus mail or U.S. mail to the Office of Emergency Preparedness, Hodgson Oil Building, 286 Oconee Street - Suite 200 South, Athens, Georgia 30602 or delivered in person to OEP located in the Hodgson Oil Building, second floor. Questions may be directed to OEP at 706.542.5845.