



# 2022 NIMS TRAINING PROGRAM

Palm Beach County  
Division of Emergency Management  
Emergency Operations Center

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### **2022 NIMS Training**

In 2005, Palm Beach County adopted resolution *2005-1587* incorporating the National Incident Management System (NIMS) and the Incident Command System (ICS) as the County standards for incident management. The *Comprehensive Emergency Management Plan* (CEMP) also incorporates NIMS practices and training which establishes the framework for all County organizations and stakeholders to be adequately prepared to respond to all hazards. Further, Florida Statute §252.32 (2)(n) implements the premise that the Florida Division of Emergency Management (FDEM) will implement training programs to improve the ability of State and local emergency management personnel to prepare and implement emergency management plans and programs.

The issuance of the **2022 Palm Beach County NIMS Training Program** update is to provide guidance of current and new training that is in alignment with the *NIMS Training Program (Summer, 2020)* for emergency response positions assigned to the Palm Beach County Emergency Operations Center (EOC). Palm Beach County Division of Emergency Management (DEM) reviews training recommendations to ensure the County's training program remains current with that of Federal and State guidelines. The NIMS Training Program and online course series can be found by going to <https://training.fema.gov/nims/>.

The NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. The NIMS helps prepare the nation for catastrophic disasters by uniting all incident personnel including on-scene responders, EOC personnel, the Public Information Unit (PIU), and senior officials in the Multi Agency Coordination (MAC) Group, referred to as the Executive Policy Group (EPG) in Palm Beach County. The training enables all personnel to meet challenges beyond the capacity of any single jurisdiction or organization.

The NIMS Training Program identifies courses critical to personnel in all functions of emergency management. The IS-100 and IS-700 are considered “Baseline” courses, introduce the basic information for ICS and NIMS, and provide the foundation for higher-level training. These two (2) courses are considered the minimum training requirements for “NIMS Compliance” for all personnel. Additional training may be recommended based on the EOC assignment (e.g., Logistics Section), increased leadership roles (e.g., Unit Leader, Section Chief), or focus area (i.e., EOC, ICS, PIU, EPG). Additional training may be of benefit for understanding the position, the EOC, and emergency management as a whole. For example, while not required, the *IS-703 NIMS Resource Management* may benefit those assigned to the Logistics Unit, or the *IS-706 NIMS Intrastate Mutual Aid* may be of benefit to individuals coordinating mutual aid during a disaster response or recovery.

In 2020, FEMA revised NIMS to incorporate lessons learned, best practices, and changes to national policy. FEMA recognized emergency management personnel have diverse responsibilities as well as different knowledge and requirements, therefore the NIMS Training Program revision provides customized training in each of the four (4) NIMS Command and Coordination systems: ICS, EOC, Public Information, and Multi Agency Coordination (MAC) Groups. The 2022 Palm Beach County NIMS Training Program is focused on three (3) of these disciplines: MAC Group (referred to as “EPG”), EOC, and Public Information.

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**FEMA NIMS Training Matrix:**

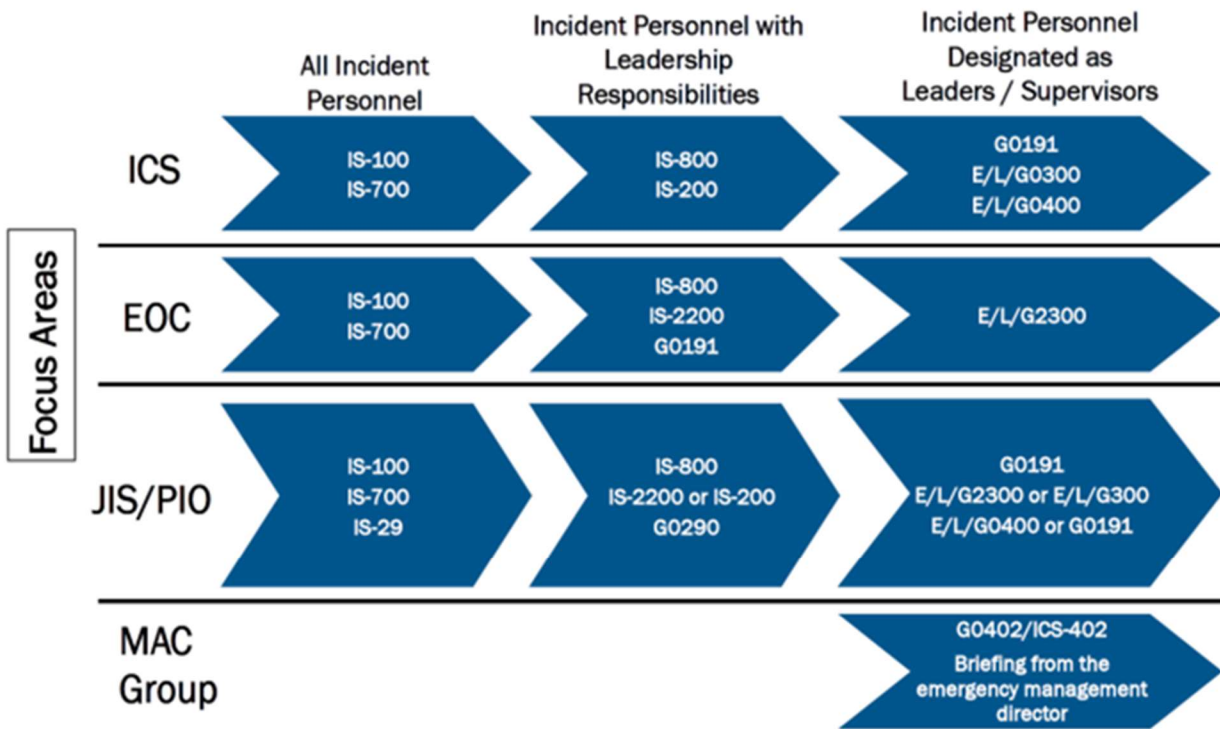


Figure 2: Preparedness Grant Notice of Funding Opportunity (NOFO) Criteria

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**Palm Beach County Training Matrix:**

Below is the 2022 Training Matrix for personnel assigned to the EOC. In accordance with the NIMS Training Program (Summer 2020), IS-100 and IS-700 are baseline training courses and all personnel are required to have these certifications for NIMS Compliance.

EOC Assigned Staff								
Position	NIMS Training Course							
	Required Training		Palm Beach County Additional Training					
	IS-100	IS-700	IS-800	IS-2200	G-191	G-2300	G-300	G-402
EPG								
Command Staff								
DEM Duty Officer								
Section Chief								
Deputy Section Chief								
Branch Director								
Unit Leader								
Deputy Unit Leader								
General Staff								

Public Information Unit (PIU)							
Position	General Staff		Unit Leader			Supervisor	
	IS-100	IS-700	IS-29	G-290*	G-291*	G-2300	G-191
Public Information Officer							
Public Affairs Support Staff							
Digital Information Center							
Emergency Information Center							

 Required NIMS Training – Training required for FEMA NIMS Compliance  
 Additional Suggested Training – EOC Roles with leadership responsibilities

\*G-290 and G-291 have been phased out – Equivalent Public Information Officer Training (e.g., E/L-105 E/L-388) will be replacing these courses.

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## **Palm Beach County Division of Emergency Management 2022 Training Program**

### **Course Summaries**

This section provides summaries of Incident Command System (ICS) and National Incident Management System (NIMS) courses. NIMS training development guidance states that training may be offered through government agencies and/or private training vendors. It is not necessary to attend a Federally-sponsored NIMS course.

The following course codes categorize NIMS curriculum coursework:

- E/L: Emergency Management Institute-delivered courses (on/off campus)
- G: State-delivered courses
- IS: Independent study courses (online class)
- K: Instructor-led online EMI course

Independent study (IS) courses can be accessed by going to: <https://training.fema.gov/is/>.

A complete list and description of available courses can be found at the National Training and Education Division (NTED) by going to: <https://www.firstrespondertraining.gov/frts/npccatalog>

The PBC DEM Training and Exercise Coordinator distributes a Training Announcement bi-weekly with details on upcoming training courses. A detailed list of locally available training may be found on SERT TRAC, the FDEM Training Portal at <https://trac.floridadisaster.org>.

### **Basic NIMS/ICS Courses**

#### **IS-100: Introduction to the Incident Command System**

ICS 100, 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-700: An Introduction to the National Incident Management System**

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: National Response Framework, an Introduction**

This course introduces participants to the concepts and principles of the National Response Framework. The goal of this course is to familiarize participants with the National Response Framework and the ways it is applied in actual response situations.

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### **IS-2200: Basic Emergency Operations Center Functions**

The Basic Emergency Operations Center Functions course is designed to introduce the role, design, and function of the Emergency Operations Center (EOC) and the supportive relationship as a NIMS Command and Coordination component of the Multiagency Coordination System.

### **G-191: Emergency Operations Center/Incident Command System Interface**

The goal of this course, G-191 Emergency Operations Center/Incident Command System Interface, is to enable the students to develop an effective interface between the Incident Command/Unified Command and the Emergency Operations Center by applying National Incident Management System principles.

### **G-2300: Intermediate Emergency Operations Center Functions**

The G 2300 Intermediate Emergency Operations Center Functions is a three-day course with the goal of assisting individuals and jurisdictions who desire to develop or improve their Emergency Operation Centers (EOC). By the end of the course, students will be able to demonstrate, through activities and a Final Exam, the managerial and operational roles of the modern-day EOC as a NIMS Command and Coordination functional group operating within a Multiagency Coordination System (MACS).

### **IS-703: NIMS Resource Management**

This course introduces resource management as described in the National Incident Management System (NIMS), and shows how systems for managing resources can be used to improve incident response. The course includes examples of best practices, lessons learned, and job aids to assist the participant in planning for resource management.

### **IS-706: NIMS Intrastate Mutual Aid – An Introduction**

This course provides an introduction to NIMS intrastate mutual aid and assistance. Learners will understand the purpose and benefits of mutual aid and assistance, and will also learn about the emphasis that NIMS places on mutual aid and assistance. The course explains how to develop mutual aid and assistance agreements and mutual aid operational plans.

### **G/ICS-300: Intermediate ICS for Expanding Incidents**

This three-day course is designed for those emergency response personnel who would function in a Command or General Staff position during a large, complex incident or event or personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multiagency or Unified Command.

## **Executive Police Group (MAC) Courses**

### **G-402: Incident Command System Overview for Senior Officials**

The purpose of this course is to familiarize Senior Officials (executives, elected and appointed officials, city/county managers, agency administrators, etc.) with their role in supporting incident management within the National Incident Management System (NIMS).

## **Public Information Unit Courses**

### **IS-29: Public Information Officer Awareness**

The Public Information Officer Awareness Course (IS-029) is designed to familiarize participants with the concepts underlying the PIO role. This course can provide a basic understanding of the PIO function for those

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new to the position. Additionally, it can provide those in executive level roles the necessary knowledge of PIO roles and responsibilities during an emergency.

### **G-290: Basic Public Information Officers**

The Basic Public Information Officer Course (G-290) is designed to provide participants with the opportunity to start applying basic concepts underlying the Public Information Officer (PIO) role. This course can provide a basic understanding of the PIO function for those new to the position. *NOTE – This course has been phased out.*

### **G-291: Joint Information System/Center Planning for tribal, State, and Local Public Information Officers**

This course is designed for PIOs with experience in the field who will be working in a JIS/JIC. This is the third course in the Public Information Training Series. This course is delivered at the state, local, tribal, and territorial governments. Other courses are conducted as resident courses at the Emergency Management Institute (EMI). The courses build on each other enhancing students' skills further at each level. This course uses Blooms Taxonomy as a guide to focus the course material to augment the knowledge and comprehension for new PIOs. *NOTE – This course has been phased out.*

### **E/L-105: Public Information Basics**

This course is designed to equip participants with the skills needed to be a full or part-time PIO, including oral and written communication; understanding and working with the media; and basic tools and techniques to perform effectively as a PIO, both in the proactive and advocacy times and crisis/emergency response.

### **E/L-388: Advanced Public Information Officer**

Public information is one-third of one-fifth of NIMS under Command and Management, placing public information at the same level as the Incident Command System (ICS). With public information included as a function within NIMS and ICS, it is critical to address and provide training for this important element of emergency management. The Public Information Officer (PIO) training curriculum includes courses delivered at the awareness, basic, intermediate, advanced and master levels. The advanced level course is the fourth in the public information training series. It teaches participants additional skills for use during escalating incidents, including strategic communications and incident action planning as it relates to Joint Information Center (JIC) operations.

## **All-Hazards Position Specific Courses**

### **E/L 950: NIMS ICS All-Hazards Position Specific Incident Commander**

This course is designed to provide State, tribal, and local-level emergency management and response personnel with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) response to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an Incident Commander on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 952: NIMS All-Hazards Position Specific Public Information Officer**

This course is designed for a PIO assigned to an incident as a member of an All-Hazard Incident Management Team (AHIMTs), Local IMTs, as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help students develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it

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combines elements from both the basic and advanced function to concentrate training on the fundamental duties and responsibilities of PIO in an all-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 954: All-Hazards Position Specific Safety Officer**

This course is designed to provide State, tribal, and local-level emergency management and response personnel with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of a Safety Officer on an All-Hazards IMT. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 956: All-Hazards Position Specific Liaison Officer**

This course is designed to provide State, tribal, and local-level emergency management and response personnel with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 958: All-Hazards Position Specific Operations Section Chief**

This course is designed to provide State, tribal, and local-level emergency management and response personnel with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief on an All-Hazards Incident Management Team. These responsibilities fall into two categories: 1) response to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an Incident Commander on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 960: All-Hazards Position Specific Division/Group Supervisor**

The course is designed to provide State, tribal, and local-level emergency management and response personnel with a robust understanding of the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an AHIMT. The course walks students through general information, including an overview of the Operations Section and information on incident mobilization, initial situation awareness and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, as well as emphasizing the importance of risk management and safety considerations.

### **E/L 962: All-Hazards Position Specific Planning Section Chief**

This course is designed to provide State, tribal, and local-level emergency management and response personnel with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team. These responsibilities fall into two categories: Planning Section Chief duties 1) managing the planning cycle and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 964: All-Hazards Position Specific Situation Unit Leader**

This course helps emergency management and response personnel establish the essential core competencies required for performing the duties of the Situation Unit Leader during an all-hazards incident. This course addresses all responsibilities appropriate to a Situation Unit Leader operating in a local- or state-level AHIMT.

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These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring Situation Unit Leader Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills.

### **E/L 965: All-Hazards Position Specific Resources Unit Leader**

This course provides an overview of Resources Unit Leader responsibilities, the Planning Section and the planning process to contextualize the Resources Unit for emergency management and response personnel unfamiliar with the planning process or the Incident Command System (ICS). It then explores specific Resources Unit Leader functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The Status/Check-in and Demobilization functions are covered to provide students with the knowledge to perform those duties if necessary. Exercises/simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 967: All- Hazards Position Specific Logistics Section Chief**

This course is designed to provide State, tribal, and local-level emergency management and response personnel with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management team. These responsibilities fall into two categories: Duties which include 1) responding to the incident; and 2) effectively fulfilling the position responsibilities of a Logistics Section Chief on an All-Hazards ICS Incident Management Team. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 969: All-Hazards Position Specific Communications Unit Leader**

This course helps emergency management and response personnel establish the essential core competencies required for performing the duties of the Communications Unit Leader in an all-hazards incident. This course addresses all responsibilities appropriate to a Communications Unit Leader operating in a local- or state-level AHIMT. These responsibilities include the collection, processing and dissemination of information as needed to facilitate Operations of Command, General Staff, and Unit Leader positions within the confines of a Type 3 AH Incident Management Team. The course is an instructor-led training program that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring attendees to bring a Communications Unit Leader Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a Communications Unit Leader.

### **E/L 970: All-Hazards Position Specific Supply Unit Leader**

This course helps emergency management and response personnel establish the essential core competencies required for performing the duties of the Supply Unit Leader during an all-hazards incident. By requiring attendees to bring jurisdiction-specific information to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a Supply Unit Leader organized by the fundamental steps of the ordering process. Attendees identify information required for ordering, as well as complete required forms and documentation related to ordering, and anticipate ordering and supply needs for the incident. In addition to the ordering process, the course discussed mobilization, setting up and managing the Supply Unit, and demobilization

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### **E/L 971: All-Hazards Position Specific Facilities Unit Leader**

The course will help emergency management and response personnel establish the essential core competencies required for performing the duties of the Facilities Unit Leader during an all-hazards incident. The course walks students through general information, including an overview of the Logistics Section and information on incident mobilization, initial situation awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give students hands-on practice functioning as a Facilities Unit Leader.

### **E/L 973: All-Hazards Position Specific Finance/Admin. Section Chief**

This course is designed to provide State and local-level emergency management and response personnel with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administrative Chief on an All-Hazards Incident Management Team. These responsibilities fall into two categories: duties 1) managing the Finance/Administration Section personnel and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable students to process and apply their new knowledge.

### **E/L 975: All-Hazards Position Specific Finance/Admin. Unit Leader Course**

The Finance/Administration Unit Leader course will help emergency management and response personnel establish the essential core competencies required for performing the duties of the Finance/Administration Unit Leader during an all-hazards incident. The course is designed to enable students to perform as any of the four Finance/Administration Unit Leaders (Time Unit Leader, Procurement Unit Leader, Compensation and Claims Unit Leader, Cost Unit Leader). Students will learn information that is applicable across all four positions, such as Unit set-up and management, information gathering, and interactions. Complex experiential exercises and discussions will afford students the opportunity to act as each Unit Leaders while connecting all information learned back to real-world application.



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**Appendix A: Acronyms**

<b>Acronym</b>	<b>Term</b>
AHIMT	All Hazards Incident Management Team
CEMP	Comprehensive Emergency Management Plan
DEM	Division of Emergency Management
EOC	Emergency Operations Center
EPG	Executive Policy Group
FDEM	Florida Division of Emergency Management
ICS	Incident Command System
IS	Independent Study
JIC	Joint Information Center
MAC	Multi-Agency Coordination
NGO	Non-government Organizations
NIMS	National Incident Management System
NTED	National Training and Education Division
PIU	Public Information Unit