

University of Central Arkansas
National Incident Management System (NIMS)
Training Requirements
Effective Date: January 1, 2012

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Policy and Compliance Statement

The University of Central Arkansas Emergency Management Plan (EMP) formally adopts the National Incident Management System (NIMS), as developed by the U.S. Department of Homeland Security (DHS), as the official incident management system for any emergency or disaster to occur on campus. (Refer to Declaration signed by President Tom Courtway effective November 22, 2011, which is attached to and part of this policy and compliance statement.)

Designated emergency management personnel on campus are required to complete the level of NIMS training commensurate with their position within six-months of issuance of this policy or start date of employment, whichever comes first.

Proof of training completion by each identified individual shall be submitted to the University of Central Arkansas Police Department (UCAPD), Professional Standards Office, within 30 days of completion.

Objective

The National Incident Management System (NIMS) was developed by the U.S. Department of Homeland Security (DHS), under Homeland Security Presidential Directive (HSPD)-5 issued by President George W. Bush on February 28, 2003. It is designed to be a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government.

It is the objective of the University of Central Arkansas to be consistent with the same incident management system that is utilized by our city, county and state emergency response partners. UCA emergency responders need to possess a working understanding of how NIMS works in order to be able to operate effectively within it should an emergency occur on campus.

Authority

Homeland Security Presidential Directive #5, Management of Domestic Incidents, issued by President George W. Bush on February 28, 2003, directed the Secretary of Homeland Security to develop and administer a structured framework used nationwide for both governmental and non-governmental agencies to respond to natural disasters and or terrorist attacks at the local, state, and federal levels of government.

U.S. Department of Homeland Security released the National Incident Management System (NIMS) on March 1, 2004.

As recipients of Federal preparedness funding through the U.S. Department of Education Readiness and Emergency Management for Schools (REMS) and Emergency Management for Higher Education (EMHE) Discretionary Grant Program, local educational institutional agencies and schools are required to fulfill NIMS implementation activities in close coordination with members of their local government and emergency response community. (Refer to NIMS Implementation Activities for Schools and Higher Education Institutions.

This policy, under the authority of the University President, ensures University of Central Arkansas's compliance with the applicable federal law and regulations.

Scope

This policy applies to all University of Central Arkansas facilities and designated employees.

Assumptions

In order to substantiate the validity of this policy, a number of assumptions are made:

1. UCA depends on the City of Conway and Conway Corporation as the primary service provider of essential utilities (water, electricity, stormwater, and wastewater).
2. UCA depends on the City of Conway as the primary fire and rescue service provider for campus.
3. UCA depends on MEMS as the primary emergency medical service provider for campus.
4. Per Arkansas Statutes, the Arkansas Department of Emergency Management is the primary agency for emergency management.

Therefore, it is implied that the University of Central Arkansas must adopt NIMS in order to maintain its funding streams and to cooperate effectively with its community partners.

Responsibilities

The UCA Police Department, Office of Operations Support, shall ensure compliance with all applicable federal, state, and local laws pertaining to National Incident Management System (NIMS) requirements.

Incident Command System (ICS) Courses

In order to ensure compliance with National Incident Management System (NIMS) requirements designated University of Central Arkansas emergency responders are required to complete necessary ICS training courses.

This policy defines which employees at University of Central Arkansas are affected by this training requirement and to what extent.

The first step is to review current guidance as provided by the NIMS Integration Center (NIC), as well as additional guidance issued by the U.S. Department of Education (ED).

Guidance regarding NIMS and ICS training requirements is provided by the NIMS Integration Center (NIC) as well as by the U.S. Department of Education (ED). This information can be found in Attachment 2.

For purposes of University of Central Arkansas, Appendix 1 of this policy clearly defines which UCA employees are required to take what level of training.

Below are the course descriptions, pre-requisite requirements, and internet links to online training. Members of the UCA administration and staff who required to take ICS 300 and 400 should schedule training through the UCA Police Department, Professional Standards Office.

I-100HE: Introduction to Incident Command System, Higher Education Edition. ICS 100 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).

Available online as independent study at: <http://training.fema.gov/EMIWeb/IS/IS100HE.asp>

I-200.b: ICS for Single Resources and Initial Action Incidents: ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

Prerequisites: I-100HE

Available online as independent study at: <http://training.fema.gov/EMIWeb/IS/is200b.asp>

I-700.a: National Incident Management System (NIMS). On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

Available online as independent study at: <http://training.fema.gov/EMIWeb/IS/is700a.asp>

I-800.b: National Response Framework. The National Response Framework, or NRF, describes how the Federal Government will work in concert with State, local, and tribal governments and the private sector to respond to disasters. This course introduces the NRP. It is intended for DHS and other Federal staff responsible for implementing the NRP, and Tribal, State, local and private sector emergency management professionals.

Available online as independent study at: <http://training.fema.gov/EMIWeb/IS/is800b.asp>

G-300: Intermediate ICS for Expanding Incidents. ICS 300 is designed for responders and personnel who will be in leadership positions during a major incident. Topics include: unified command, assessment and objectives, incident action planning process, incident resource management, demobilization, transfer of command and closeout.

Prerequisites: I-100, 200, 700, 800. Classroom delivery only as there is no online independent study option.

G-400: Advanced ICS for Command and General Staff – Complex Incidents. ICS 400 is designed for personnel who will be direction emergency response during a major incident. Topics include: major / complex incident or event management, area command, complexes, and multiagency coordination.

Prerequisites: I-100, 200, 300, 700, 800. Classroom delivery only as there is no online independent study option.

Plan Maintenance

This Policy and Plan is maintained by the University of Central Arkansas Police Department.

This Plan is to be comprehensively reviewed annually on or by June 30 for implementation during the subsequent fiscal year commencing July 1.

APPENDIX 1

University of Central Arkansas NIMS Training Requirement Matrix

University of Central Arkansas NIMS Training Requirement Matrix

For purposes of University of Central Arkansas, the following matrix generically defines which university employees must complete what level of NIMS training. Individual requirements may vary. Consult the UCA Emergency Management Coordinator for details.

X - Required
O - Recommended

| Division / Department | Position(s) | 100. HE | 200. a | 300 | 400 | 700. a | 800. b |
|---------------------------------------|--|------------|-----------|-----|-----|-----------|-----------|
| Academic Affairs / Provost | Provost, Associate and Assistant Provosts | X | X | | | X | X |
| Academic Affairs | Deans, Associate and Assistant Deans, Department Chairs | X | | | | X | |
| Advancement | Vice President | X | O | | | X | O |
| Athletics | Director | X | O | | | X | O |
| Athletics | Associate and Assistant Directors, Coaches, Assistant Coaches | X | | | | X | |
| Athletics | All others not listed separately with event management and/or emergency duties | X | | | | X | |
| Campus Recreation/HPER | Director, Associate Directors | X | | | | X | |
| Campus Recreation/HPER | All others not listed separately with emergency duties | X | | | | X | |
| Communications / University Relations | Vice President | X | X | | | X | X |
| Communications / University Relations | Media Relations | X | X | | | X | X |
| Communications / University Relations | Personnel with emergency notification and warning duties | X | X | | | X | X |
| Communications / University Relations | All others not listed separately with event management and/or emergency duties | X | | | | X | |
| Counseling Center, University | Director, Associate Director | X | X | | | X | |
| Counseling Center, University | All counselors and others with emergency duties | X | O | | | X | |
| Enrollment Management | Vice President | X | O | | | X | O |

| Division / Department | Position(s) | 100. HE | 200. a | 300 | 400 | 700. a | 800. b |
|--------------------------------|--|---------|--------|-----|-----|--------|--------|
| Enrollment Management | Associate and Assistant Vice Presidents, Directors, Associate Directors | X | | | | X | |
| Environmental Health & Safety | Director | X | X | X | X | X | X |
| Facilities/Physical Plant | Director | X | X | X | X | X | X |
| Facilities/Physical Plant | Associate and Assistant Directors | X | X | X | X | X | X |
| Facilities/Physical Plant | Managers, supervisors, and employees with emergency duties. | X | X | | | X | |
| Facilities/Housing Maintenance | Managers, supervisors, and employees with emergency duties | X | X | | | X | |
| Food Services, Dining, ARAMARK | Director, Associate Directors, Food Preparation Staff | X | X | | | X | O |
| Finance and Administration | Vice President | X | X | | | X | X |
| Finance and Administration | Associate and Assistant Vice Presidents, Controller, Budget Director | X | X | | | X | X |
| Finance and Administration | Directors, Associate Directors, and all others not listed separately with emergency duties | X | | | | X | |
| Health Services | Director, Medical Director | X | X | | | X | O |
| Health Services | Nurse Practitioners, RN's, LPN's | X | X | | | X | |
| Health Services | All others not listed separately with emergency duties | X | | | | X | |
| Housing | Director, Associate and Assistant Directors | X | X | | | X | O |
| Housing | Area Coordinators, Hall Coordinators | X | X | | | X | |
| Housing | All others not listed separately with resident management and/or emergency duties | X | O | | | X | |
| Human Resources | Associate Vice President | X | X | | | X | X |
| Human Resources | All others not listed separately with emergency duties | X | | | | X | |

| Division / Department | Position(s) | 100. HE | 200. a | 300 | 400 | 700. a | 800. b |
|--------------------------|--|------------|-----------|-----|-----|-----------|-----------|
| Information Technology | Chief Information Officer | X | X | | | X | X |
| Information Technology | Directors, Associate and Assistant Directors | X | | | | X | |
| Information Technology | All others not listed separately with event management and/or emergency duties | X | | | | X | |
| International Programs | Associate Vice President | X | | | | X | |
| International Programs | All others not listed separately with emergency duties | X | | | | X | |
| Police | Chief, Assistant Chief, Command Staff, Communications Supervisor | X | X | X | X | X | X |
| Police | Sergeants | X | X | X | X | X | X |
| Police | All others not listed separately with emergency duties | X | X | | | X | |
| President, Office of the | Chief of Staff, General Counsel, Associate General Counsel | X | X | | | X | X |
| President, Office of the | All others not listed separately with event management and/or emergency duties | X | | | | X | |
| President, Office of the | President of the University | X | X | O | O | X | X |
| Purchasing | Director | X | X | | | X | X |
| Purchasing | All others not listed separately with emergency duties | X | | | | X | |
| Student Services | Vice President | X | O | | | X | O |
| Student Services | Dean of Students, Directors | X | O | | | X | O |
| Student Services | Assistant Deans / Associate Directors | X | | | | X | |
| Student Services | All others not listed separately with event management and/or emergency duties | X | | | | X | |

ATTACHMENTS

1.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

DECLARATION

UNIVERSITY OF CENTRAL ARKANSAS

2.

NIMS IMPLEMENTATION ACTIVITIES FOR SCHOOLS

AND

HIGHER EDUCATION INSTITUTIONS

NATIONAL INCIDENT COMMAND SYSTEM (NIMS)

DECLARATION

UNIVERSITY OF CENTRAL ARKANSAS

WHEREAS, In Homeland Security Presidential Directive (HSPD)-5, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all federal, state, local and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the state, including all public safety and emergency response organizations training programs; and

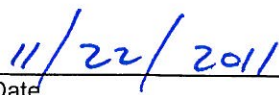
WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System,

NOW THEREFORE, I do hereby declare that the National Incident Management System be utilized for all incident management at the University of Central Arkansas.

This declaration shall take effect immediately.



Tom Courtway
Interim President
University of Central Arkansas



Date

KEY PERSONNEL AND NIMS TRAINING FOR SCHOOLS AND HIGHER EDUCATION INSTITUTIONS

“Key personnel” are *required* to complete four courses in order for an individual or organization to be considered NIMS compliant through FY 2007. To date, the following courses are required:

- **IS-100:** *Introduction to the Incident Command System*
- **IS-200:** *ICS for Single Resources and Initial Action Incidents*
- **IS-700:** *NIMS, An Introduction*
- **IS-800.B:** *National Response Framework, An Introduction*

NOTE:

1. Completion of course *IS-100.SC Introduction to the Incident Command System, I-100, for Schools*, constitutes completion of course IS-100. This course was specifically designed to provide NIMS ICS training within a K-12 school-based context.

2. A new course, *IS-800.B National Response Framework* has replaced the previously existing *IS-800, National Response Plan* training. If personnel have completed the previous version, they do not need to take the replacement course. However, it is recommended they complete the updated course in order to have the same information as their partners.

DEFINING KEY PERSONNEL

The U.S. Departments of Homeland Security and Education recommend all *key personnel* involved in school emergency management and incident response take the NIMS/ICS training courses and support the implementation of NIMS. Because every school, district, and 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

Schools and 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 three groups: 1.) General Personnel, 2.) Critical Personnel, and 3.) Leadership.

1. **General Personnel:** Personnel with any role in emergency preparedness, incident management, or response such as faculty and educators, school resource officers, counselors, and bus drivers.
2. **Critical personnel:** Personnel with a critical role in response such as the Incident Commander, command staff, general staff, or member of another key campus emergency management team. Command staff generally refers to any staff that serves in the role of incident commander, public information officer, safety officer, or liaison officer. General staff includes any staff that serves on the operations, planning, logistics, or finance/administration branches of the Incident Command System.
3. **Leadership Personnel:** Personnel with a leadership role and are typically obligated to command and manage during incident response in the absence of traditional incident response personnel (e.g., school or IHE Incident Commander).

KEY PERSONNEL AND NIMS TRAINING FOR SCHOOLS AND HIGHER EDUCATION INSTITUTIONS

Though schools and Higher Education Institution (HEI) officials are not typically tasked to be highly trained, first-response, emergency management personnel, they play a vital role in the process. Emergency management teams should determine which personnel need to receive training based on their role(s) in the overall school or HEIs emergency management program. In accordance with guidance as provided by the U.S. Department of Education, “key personnel” are required to complete the following four courses in order for an individual or organization to be considered NIMS compliant through FY 2007: 1) IS-100 *Introduction to the Incident Command System*¹, 2) IS-200 *ICS for Single Resources and Initial Action Incidents*, 3) IS-700 *NIMS, An Introduction*, and 4) IS-800.B *National Response Framework, An Introduction*.

| REQUIRED TRAINING | | RECOMMENDED TRAINING |
|--|--|---|
| GENERAL ROLE | CRITICAL ROLE ² | LEADERSHIP ROLE |
| <p>Personnel with <u>any</u> role in emergency preparedness, incident management, or response should complete the following TWO courses:</p> <ul style="list-style-type: none"> ▪ IS-/I-100 <i>An Introduction to ICS</i> ▪ IS-/I-700 <i>NIMS: An Introduction</i> <p>NOTE: Depending on the school and campus, general incident personnel <i>may</i> include:</p> <ul style="list-style-type: none"> ▪ Emergency Management (Crisis/Incident Response) Team members ▪ Nurses and Health Officials ▪ School Resource Officers ▪ School Security Officials ▪ Counselors, Psychologists, Psychiatrists ▪ [Information] Technology Specialists ▪ Bus Drivers ▪ Facilities, Housing, and Food Preparation Staff ▪ Administrators ▪ Educators/Faculty ▪ Coaches and Athletic Staff ▪ Resource staff, paraprofessionals, and support personnel | <p>Emergency management personnel with a <u>critical</u> role in response should complete the following four courses, at a minimum:</p> <ul style="list-style-type: none"> ▪ IS-/I-100 <i>An Introduction to ICS</i> ▪ IS-/I-700 <i>NIMS, An Introduction</i> ▪ IS-/I-800.B <i>National Response Framework, An Introduction</i> ▪ IS-/I-200 <i>ICS for Single Resources and Initial Action Incidents</i> <p>NOTE: Depending on the school and campus, this <i>may</i> include the following personnel:</p> <ul style="list-style-type: none"> ▪ Institution President ▪ Superintendents ▪ Provosts ▪ Security and Police Staff ▪ Public Relations ▪ Emergency Management (Crisis/Incident Response) Team members ▪ Principals and Asst. Principals ▪ Facilities, Housing, and Food Preparation Staff ▪ Administrators | <p>Emergency management personnel typically obligated (required) to command and/or manage an incident in the absence of traditional emergency/incident response personnel (ex. incident commander) may complete:</p> <ul style="list-style-type: none"> ▪ I-300 <i>Intermediate ICS for Expanding Incidents</i> ▪ I-400 <i>Advanced Incident Command</i>³ <p>NOTE: Depending on the school and campus, this <i>may</i> include the following personnel:</p> <ul style="list-style-type: none"> ▪ Institution President ▪ Superintendents ▪ Provosts ▪ Director of Campus Security ▪ School Security Chief ▪ Campus Chief of Police |

¹ Completion of course *IS-/I-100.SC Introduction to the Incident Command System for Schools* constitutes completion of course IS-/I-100.

² Critical role personnel include Incident Commander, member of the Command Staff, member of the General Staff, or member of another key campus emergency management team such as a Branch, Division, Unit, or Strike Team members.

³ I-300 and I-400 are not available online and must be taken in-classroom through State, Tribal, and local emergency management training programs. I-400 is recommended for those personnel who are likely to command and/or manage incidents and potentially be integrated into a more advanced ICS role (i.e., unified command).

KEY PERSONNEL AND NIMS TRAINING FOR SCHOOLS AND HIGHER EDUCATION INSTITUTIONS

ACCESSING NIMS TRAINING COURSES

NIMS courses are administered and accessible in multiple formats:

- 1.) Instructor,
- 2.) On-line, Independent Study, and
- 3.) State Homeland Security and Emergency Management Agencies

1. Instructor

Schools and campuses can work with their community partners to identify a qualified instructor and conduct joint training opportunities. The National Integration Center (NIC) Incident Management Systems Division has developed guidance that outlines the content and objectives for acceptable NIMS training materials. Any agency or organization sponsoring NIMS training is responsible for ensuring that the materials being taught adhere to the guidelines provided in the Five-Year NIMS Training Plan⁴. In addition, the sponsoring organization must also verify the qualifications of the instructors based on the guidance provided by the NIC. Certificates of course completion are also the responsibility of the sponsoring agency or organization.

2. On-line, Independent Study

The Federal Emergency Management Agency (FEMA) and its training branch, the Emergency Management Institute (EMI), offer numerous online, independent study courses that are free and include certificates of completion. The IS- 100, 200, 700, and 800.B courses are all available online as Independent Study (IS) courses offered through the FEMA's Emergency Management Institute (EMI) at <http://training.fema.gov>.

I-300 and I-400 are not available online and must be taken in the classroom.

3. State Homeland Security and Emergency Management Agencies

Local or State Emergency Management Agencies offer training in a classroom setting. School emergency management officials should contact their partners for details on course schedules and logistics.

ADDITIONAL TRAINING OPPORTUNITIES

EMI offers additional NIMS-related online courses that support school emergency management for schools and HEIs:

- *IS-701 NIMS Multi-Agency Coordination System* (recommended for head of school and campus emergency management planning program and ICS Team)
- *IS-702 NIMS Public Information System* (recommended for school and campus Public Information Officer)
- *IS-703 NIMS Resource Management* (recommended for head of school and campus emergency management planning program and ICS Team)

⁴ The National Standard Curriculum Training Development Guidance document dated March 2007 was replaced by the Five-Year NIMS Training Plan, published February 2008.)