Maine Emergency Management Agency
Fiscal Year 2009 Homeland Security Grant Program
Quick Reference for NIMS Compliance

August 2009

- As of October 1, 2008 all jurisdictions/agencies must certify compliance with FY2008 NIMS requirements in order to be eligible to receive federal funding for preparedness activities. Preparedness grants include, among others, the Homeland Security Grant Program.
- A County can be considered compliant even if all the towns within the county are not.
- A County or town needs to be compliant for the first responder organizations within the town to be eligible for grants.
- There are five essential elements for compliance:
    - Adoption of NIMS by the jurisdiction through Proclamation, Resolve, Ordinance, or other means of local government recognition
    - Development and adoption of an Emergency Operations Plan (EOP) for the jurisdiction that meets NIMS criteria
    - Registration and completion of the National Incident Management System Capability Assessment Support Tool (NIMSCAST).
    - Training of personnel to the appropriate levels of Incident Command System (ICS) training as outlined in the NIMS-ICS Minimum Training Requirements for Maine, attached to this document.
    - Ensuring the inventory and typing of emergency response equipment to national standards (to include Public Works assets)
- With regard to the training requirements, if the necessary training has been provided to an organization and the vast majority of personnel in that organization have completed the training, then that organization can be considered to have met the training requirement. Put another way, one or two "unqualified" personnel do not disqualify the whole organization.
- School Districts/Unions and hospitals are considered by MEMA to be regional assets and will come under the qualifying umbrella of the County in which they are located.
- Red Cross Shelters are part of the State's overall sheltering program and will come under the State's umbrella.
- Local shelters are part of the County's overall sheltering program and will come under the County umbrella.
- The use of the FEMA IRIS online tool is not required for Resource Typing. Any written method (Excel spreadsheet, etc.) is acceptable as long as the Municipality can identify the Resource Category (Ex: engine, Fire (Pumper), Equipment Type (Type I, II, III, or IV), and quantity.
- FEMA's website for NIMS typing: http://www.fema.gov/emergency/nims/rm/rt.shtm

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NIMS-ICS Minimum Training Requirements for Maine based on FY2008 FEMA Guidance

Discipline	IS 800	IS 700	ICS 100	ICS 200	ICS 300	ICS400	Notes
Local/County Officials		X					**1**
Local/ County Officials involved in EM operations		X	X	X			
Local EMA Director	X	X	X	X			
County EMA Director	X	X	X	X	X	X (09)	
Public Works Director		X	X	X			
Public Works/Road Commissioner		X	X				
School Emergency Team		X (09)	X (09)				**2**
Utilities Management		X	X	X			**3**
Utilities Worker		X	X				
Hospital Facility (Impacted Staff TBD)		X	X	X			**4**
EMS Chief		X	X	X	X	X (09)	
EMS Crew Chief		X	X	X			
EMS Personnel		X	X				
Police Chief/Deputy Chief		X	X	X	X	X (09)	
Police Line Officers		X	X	X			
Patrolman		X	X				
Sheriff/Chief Deputy		X	X	X	X	X (09)	
Sheriff Line Officers		X	X	X			
Deputy Sheriff		X	X				
Fire Chief/Chief Officers		X	X	X	X	X (09)	
Fire Company Officers		X	X	X			
Firefighters		X	X				
DST/RRT Technicians		X	X	X	X		**5**
DST/RRT Operations Responders		X	X	X			
DST/RRT All Responders		X	X	X			
EOC Management	X	X	X	X	X	X (09)	
EOC Staff		X	X				
IMAT Level III	X	X	X	X	X	X (09)	**6**
IMAT Level IV	X	X	X	X	X	X (09)	**6**
Comm Center Supervisor and Deputy Supervisor		X (09)	X (09)				

Note 1: All elected/appointed officials charged with general policy development
Note 2: Includes at a minimum the Principal and Assistant Principal
Note 3: Includes water and sewer districts
Note 4: Recommended by the Regional Resource Centers
Note 5: Technicians not expected to fill a Command Staff or General Staff position are not required to take ICS 300
Note 6: IMAT personnel are required to take additional courses (primarily in the ICS 700 and P-400 series) depending on their area and level of Incident Management responsibility

The information provided below, comes directly from the NIMS Five-Year Plan and is included to provide additional clarification for the requirements outlined above and to assist in making any training related decisions that have not been addressed.

Target Audience Guidance from the NIMS Five-Year Training Plan

IS-700: National Incident Management System (NIMS), An Introduction
Audience All personnel with a direct role in emergency management/response must complete NIMS IS-700, including: ***Executive level*** – political and government leaders; agency and organization administrators and department heads; personnel that fill ICS roles as unified commanders, Command Staff, or General Staff in either area command or single incidents; senior MACS personnel; senior emergency managers; and emergency operations center Command or General Staff. ***Managerial level*** – agency and organization management between the executive level and first-level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders, and field supervisors; midlevel MACS personnel; EOC Section Chiefs, Branch Directors, Unit Leaders, and other emergency management/response personnel who require a higher level of ICS/NIMS training. ***Responder level*** – emergency response providers and disaster workers, entry level to managerial level, including emergency medical service personnel; firefighters; medical personnel; police officers; public health personnel; public work/utility personnel; and other emergency management response personnel.

IS-800: National Response Framework (NRF), An Introduction

Audience

All Federal, State, Tribal and local emergency management/response personnel whose primary responsibility is emergency management must complete this training. Specifically, officials who must take the course include:

Personnel in Federal departments and agencies with emergency management and incident response responsibilities under the NRF.

Officials in State and Territorial governments with emergency management and incident response responsibilities, personnel from emergency management agencies, and personnel from agencies who support and interact with the NRF's 15 Emergency Support Functions and Support Annexes.

Officials in tribal entities and local jurisdictions with overall emergency management responsibilities as dictated by law or ordinance, officials with overall emergency management responsibilities through delegation, and officials primarily involved in emergency planning.

ICS-100: Introduction to the Incident Command System

Audience

It is incumbent upon Federal, State, tribal, and local emergency management/response personnel who within their organizations requires ICS-100 training, based on local incident management organizational planning.

Responder level – emergency response providers and disaster workers, entry level to managerial level, including emergency medical service personnel; firefighters; medical personnel; police officers; public health personnel; public work/utility personnel; and other emergency management response personnel.

Typically, all Federal, State, tribal, local, private-sector, and non-governmental personnel at the following levels of responsibility in emergency management and incident response operations: first-line supervisor, mid-level management and command and general staff.

ICS-200: ICS for Single Resources and Initial Action Incidents

Audience

It is incumbent upon Federal, State, tribal, and local emergency management/response personnel to determine who within their organization requires ICS-200 training, based on local incident management organizational planning.

Typically, all Federal, State, tribal, local, private-sector, and non-governmental personnel at the following levels of responsibility in emergency management and incident response operations: first-line supervisor, mid-level management and command and general staff.

ICS-300: Intermediate ICS

Audience

Federal, State, tribal and local emergency management/response personnel determine who within their organizations requires ICS-300 training, based on local incident management organizational planning.

Typically, required personnel include all mid-level management, Federal, State, tribal, local, private-sector, and non-governmental personnel including persons serving as command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.

It is recommended that ICS-300 participants utilize their skills in an operational environment before taking ICS-400. This will provide necessary context and understanding of the skills they will develop when they take ICS-400.

ICS-400: Advanced ICS

Audience

Federal, State, tribal and local emergency management/response personnel determine who within their organizations requires ICS-400 training, based on local incident management organizational planning.

Typically, required personnel include all Federal, State, tribal, local, private-sector, and non-governmental personnel including persons serving as Command and General Staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area managers, emergency managers, and multi-agency coordination system/emergency operations center managers.
It is recommended that ICS-300 participants utilize their skills in an operational environment before taking ICS-400. This will provide necessary context and understanding of the skills they will develop when they take ICS-400.