



IS-700.A: National Incident Management System, An Introduction

Instructor Guide

January 2009



Homeland
Security

IS-700.A: National Incident Management System, An Introduction

Purpose This course provides training on and resources for personnel who require a basic understanding of the National Incident Management System (NIMS).

Course Objective The course objective is to enable participants to demonstrate basic knowledge of NIMS.

Training Content The training is comprised of the following units:

- Unit 1: Course Overview
- Unit 2: Understanding NIMS
- Unit 3: NIMS Preparedness
- Unit 4: NIMS Communications and Information Management
- Unit 5: NIMS Resource Management
- Unit 6: NIMS Command and Management
- Unit 7: Additional Resources and Course Summary

The below table presents the recommended training agenda.

NIMS Instructor Guidelines It is recommended that this training be taught by instructors with the following minimum qualifications:

- Successful completion of IS-700.A, IS-701 (NIMS Multiagency Coordination System), and IS-800b (National Response Framework, An Introduction).
- Formal instructor training (NWCG Facilitative Instructor, M-410, EMI Master Trainer Program, Office for Domestic Preparedness Instructor Course, or equivalent).
- Experience teaching emergency management material to adults.
- Emergency-management experience in a multiagency environment.

Morning Session	Unit 1: Course Overview	30 minutes
	Unit 2: Understanding NIMS	1 hour 15 minutes
	Unit 3: NIMS Preparedness	1 hour 15 minutes
Afternoon Session	Unit 4: NIMS Communications and Information Management	1 hour 15 minutes
	Unit 5: NIMS Resource Management	1 hour 15 minutes
	Unit 6: NIMS Command and Management	1 hour 15 minutes
	Unit 7: Additional Resources and Course Summary	1 hour

Course Logistics Overview

Course Materials	<p>Listed below are the materials that you will need in order to conduct this course:</p> <ul style="list-style-type: none">▪ <u>Instructor Guide and PowerPoint files:</u> Obtain one copy of the Instructor Guide and the PowerPoint files for each trainer.▪ <u>Student Manual:</u> Secure one copy of the Student Manual for each person attending the session.▪ <u>NIMS Document:</u> Obtain one copy of the NIMS document for each person attending the session. A downloadable version of the document is available at www.fema.gov/NIMS. Printed copies can be ordered from the FEMA Publications Warehouse by calling 1-800-480-2520. Refer to FEMA Publication P-501 (Catalog Number 08336-1).▪ <u>Course Evaluation Forms:</u> Make sure that you have one copy of the course evaluation form for each person attending the training. Course evaluations are typically provided by the organization sponsoring the course.
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Course Equipment	<p>The following equipment is required for conducting this course:</p> <ul style="list-style-type: none">▪ <u>Computer and Projection Device:</u> Make arrangements to have a computer with a PowerPoint slide projector. Be sure to try out the projector in advance of the training, in case you need help getting it to work properly. Make sure all equipment is functioning properly. Test the PowerPoint projector and the lights. If you do not have equipment for projection, plan to refer participants to their Student Manuals. The visuals are reproduced in the Student Manual, but the training is more effective with the projection of the visuals. Arrange for technical assistance to be available during training in the event of equipment malfunction.▪ <u>Speakers or Output to a Sound System:</u> The speakers built into a typical computer will not be loud enough for the audience to hear the audio elements within the digital video segments.
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Copyright	<p>This course makes no use of copyrighted/proprietary material.</p>
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Unit 1: Course Overview

Objectives

At the end of this unit, the participants should be able to describe the purpose of the course.

Scope

- Unit Introduction
 - Course Objectives
 - Participant Introductions
 - Expectations: Participant and Instructor
 - Course Logistics
 - Successful Course Completion
 - NIMS Document Orientation
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Methodology

The instructors will welcome the participants to the course and introduce themselves. They will also review the course objectives. Following instructor introductions, each participant will introduce himself or herself to the rest of the group. After introductions, the instructors will facilitate a discussion about what the group expects to gain from the course.

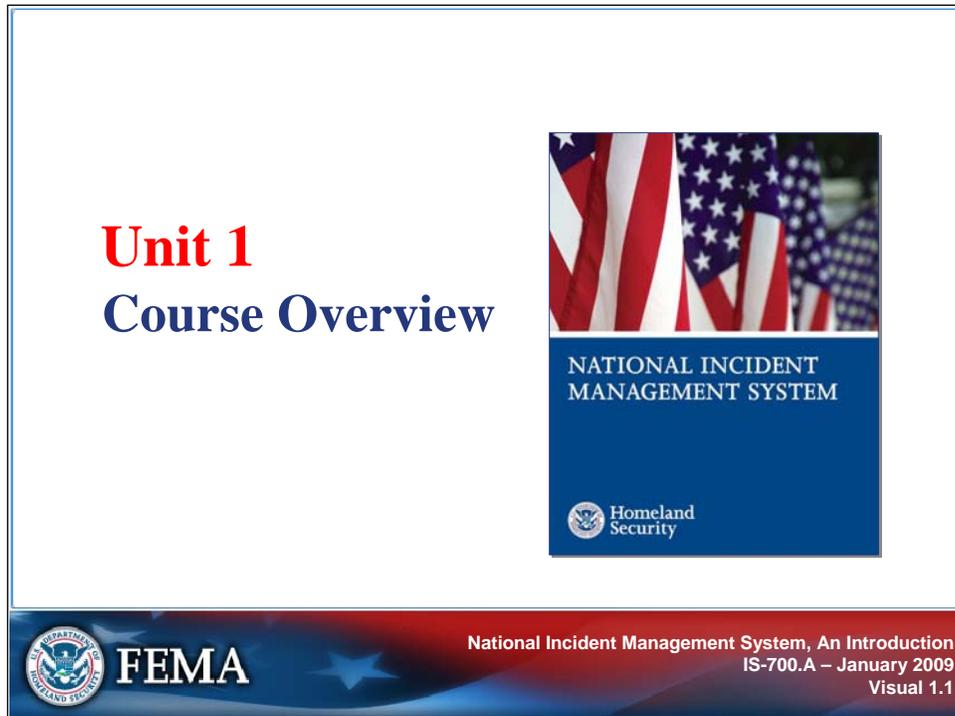
The instructors will then provide guidelines for the behavior they expect from each participant. The instructors will also explain the course logistics. Finally, they will describe what is required for successful course completion. The instructors will then transition to Unit 2, which provides an overview of the National Incident Management System (NIMS).

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Unit Introduction and Course Objectives	5 minutes
Introductions and Expectations	15 minutes
Course Logistics and Successful Course Completion	5 minutes
NIMS Document Orientation	5 minutes
Total Time	30 minutes

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The slide features a white background with a blue border. On the left, the text "Unit 1" is written in red, and "Course Overview" is written in blue. On the right, there is a graphic with a blue background. The top part of the graphic shows several American flags. Below the flags, the text "NATIONAL INCIDENT MANAGEMENT SYSTEM" is written in white. At the bottom of the graphic is the Homeland Security logo. At the bottom of the slide, there is a red and blue banner. On the left of the banner is the FEMA logo. On the right of the banner, the text "National Incident Management System, An Introduction" is written in white, followed by "IS-700.A – January 2009" and "Visual 1.1" below it.

Instructor Notes

Welcome the participants to the course.

Tell the participants that this course will introduce them to the National Incident Management System (NIMS).

This course provides a basic introduction to NIMS. It is not designed to replace Incident Command System and position-specific training.

Introduce yourself by providing:

- Your name and organization.
- A brief statement of your experience with emergency or incident response.

Course Objectives

Describe:

- The intent of NIMS.
- The key concepts and principles underlying NIMS.
- The purpose of the NIMS components.
- The purpose of the National Integration Center (NIC).



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Visual 1.2

Instructor Notes

Tell the participants that at the end of this course, they will be able to:

- Describe the intent of NIMS.
- Describe the key concepts and principles underlying NIMS.
- Describe the purpose of the NIMS components including:
 - Preparedness
 - Communications and Information Management
 - Resource Management
 - Command and Management
- Describe the purpose of the National Integration Center (NIC).

Participant Introductions



- Name, job title, and organization
- Overall experience with emergency or incident response



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Visual 1.3

Instructor Notes

Ask the participants to introduce themselves by providing:

- Their names, job titles, and organizations.
- Their overall experience with emergency or incident response.

Expectations

What do you expect to gain from this course?



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Visual 1.4

Instructor Notes

Ask the participants the following question:

What do you expect to gain from this course?

Allow the group time to respond.

Record their responses on chart paper.

If possible, hang the list of their responses in the training room. Revisit the list at the end of the course to ensure that participants have met their learning objectives.

Instructor Expectations



- Cooperate with the group.
- Be open minded to new ideas.
- Participate actively in all of the training activities and exercises.
- Return to class at the stated time.



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Visual 1.5

Instructor Notes

Explain that like the participants, you, as the instructor, also have expectations for the course. You expect that everyone will:

- Cooperate with the group.
- Be open minded to new ideas.
- Participate actively in all of the training activities and exercises.
- Return to class at the stated time.

Course Logistics

- Course agenda
- Sign-in sheet
- Housekeeping:
 - Breaks
 - Message and telephone location
 - Cell phone policy
 - Facilities
 - Other concerns



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Visual 1.6

Instructor Notes

Review the following information with the group:

- Course agenda
- Sign-in sheet

Review the following housekeeping issues:

- Breaks
- Message and telephone location
- Cell phone policy
- Facilities
- Other concerns

Successful Course Completion

- Participate in unit activities/exercises.
- Achieve 75% or higher on the final exam.
- Complete the end-of-course evaluation.



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Visual 1.7

Instructor Notes

Tell participants that in order to successfully complete this course, they must:

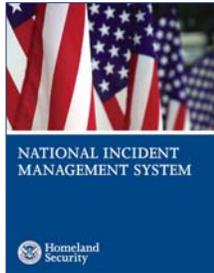
- Participate in unit activities/exercises.
- Achieve 75% or higher on the final exam.
- Complete the end-of-course evaluation.

Ask if anyone has any questions about anything covered in this unit.

Explain that the next unit will provide an overview of the National Incident Management System.

Refer the participants to the glossary located at the end of the NIMS document. Encourage participants to refer to this glossary throughout the training session.

NIMS Document Orientation



Instructions:

- Turn to the NIMS document located at the end of your Student Manual.
- Familiarize yourself with the document's organization. In particular, locate the:
 - Table of Contents
 - Appendixes
 - Glossary
- Refer to the document, as needed, throughout the course.



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Visual 1.8

Instructor Notes

Tell the participants to turn to the copy of the NIMS document that was distributed with their Student Manuals. Ask them to spend a few moments looking through the document to become familiar with its organization. Note that each unit in this course corresponds to certain segments of the NIMS document.

Encourage the participants to use the NIMS document and its glossary throughout the course.

Important Instructor Note: Prior to the course, you must obtain one copy of the NIMS document for each person attending the session. A downloadable version of the document is available at www.fema.gov/NIMS. Printed copies can be ordered from the FEMA Publications Warehouse by calling 1-800-480-2520. Refer to FEMA Publication P-501 (Catalog Number 08336-1).

Instructor Note:

To receive a certificate of completion, students must take the multiple-choice exam, submit an answer sheet (to EMI's Independent Study Office), and score 75 percent on the test. Two options exist for test submission:

1. Students submit their tests online, and receive a certificate in the mail.

- Go to <http://training.fema.gov/EMIWeb/IS/> and click on the link for IS-700.A.
- Click on "Download Final Exam Questions" (found at the bottom of the page). You may want to print the test.
- Click on "Take Final Exam" (found at the bottom of the page).

2. Instructions for group delivery: Tests can be provided upon request by calling (301) 447-1200. The completed tests can then be submitted as a group to:

EMI Independent Study
16825 South Seton Ave.
Emmitsburg, MD 21727

**IS 700.A: National Incident Management System, An Introduction
Sample Agenda**

Morning Session

Unit 1: Course Overview (30 minutes)

Unit 2: Understanding NIMS (1 hour 15 minutes)

Unit 3: NIMS Preparedness (1 hour 15 minutes)

Afternoon Session

Unit 4: NIMS Communications and Information Management (1 hour 15 minutes)

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Unit 7: Additional Resources and Course Summary (1 hour)