



G 0402 NIMS Overview for Senior Officials (Executives, Elected, & Appointed)



FEMA

Plan of Instruction (POI)
May 2019
Version 1.0

This page intentionally left blank.

RATIONALE AND GOAL

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).

OVERALL COURSE OBJECTIVE

Upon completion of this course, students will be able to explain National Incident Management System (NIMS) tenets and the role of the four command and coordination entities (ICS, EOC, MAC Group and JIS) within NIMS.

COURSE TERMINAL OBJECTIVES

Upon completion of this course, students will be able to:

- Explain the course goals and objectives.
- Explain the National Incident Management System.
- Explain the NIMS Management Characteristics, the organizational structure of the Incident Command System, and the role of the Command and General Staff.
- Explain the attributes and purpose of Emergency Operations Centers.
- Explain the interconnectivity between the MAC Group, EOCs, the Joint Information System and Incident Command.
- Explain the Senior Official's role in preparedness.
- Summarize the course objectives.

TARGET AUDIENCE

The audience for this course consists of Senior Officials.

EMERGENCY MANAGEMENT COMPETENCIES

The EMI Emergency Management Competencies supported by the units in this course are listed below. The competencies are identified in the Emergency Management Core Competencies Training on the EMI website (available at <https://training.fema.gov/competencies/>).

Unit Number and Title	Competency Area	Specific Competencies Supported
Unit 2: What is NIMS?	Response-1: Operations (Incident Command and Emergency Operations Centers)	<ul style="list-style-type: none"> Describe the Incident Command System (ICS).
	SS-1 National Incident Management System	<ul style="list-style-type: none"> Describe the purpose of the National Incident Management System (NIMS). Identify the structure and components of NIMS. Describe the key benefits of NIMS.
Unit 3: ICS Organization and Features	Response-1: Operations (Incident Command and Emergency Operations Centers)	<ul style="list-style-type: none"> Describe the Incident Command System (ICS). Describe the purpose of the National Incident Management System (NIMS). Describe the roles and responsibilities of the Incident Commander. Identify and describe the command and general staff positions. Explain the concept of Unified Command. Define and explain Area Command.
	CC-2 Intergovernmental and Interagency Relations and Collaborations	<ul style="list-style-type: none"> Differentiate between "coordination" and "collaboration."
Unit 4: NIMS Coordination: Emergency Operations Centers	Response-1: Operations (Incident Command and Emergency Operations Centers)	<ul style="list-style-type: none"> Identify and discuss the elements and authorities of a multiagency coordination.
Unit 5: NIMS Coordination: The MAC Group and the Joint Information System	Response-1: Operations (Incident Command and Emergency Operations Centers)	<ul style="list-style-type: none"> Identify and discuss the elements and authorities of a multiagency coordination.
	Response-7 Public Information	<ul style="list-style-type: none"> Describe how to manage public information during a response.
	CC-2 Intergovernmental and Interagency Relations and Collaborations	<ul style="list-style-type: none"> Explain how to apply NIMS to coordinate the involvement of all first responders and other government stakeholders during multi-jurisdictional incidents.

Unit Number and Title	Competency Area	Specific Competencies Supported
Unit 6: Preparedness	Response-6 Supporting Senior Officials	<ul style="list-style-type: none"> Define and describe the roles and responsibilities of senior officials during an incident.
	EC-1 Political, Legislative, Governmental, Social, and Economic Contexts of Disaster/Emergency Management	<ul style="list-style-type: none"> Describe the social and political strategies of engaging the whole community in emergency management preparedness and response.
	CC-4 Business and Nongovernmental Organization (NGO) and Private Sector Emergency Management Interface	<ul style="list-style-type: none"> Describe the strategic value of, and challenges to, emergency management organizations collaborating with and engaging nongovernment stakeholders (e.g., the private sector, community members).
	CC-3 Integrating Federal Protocols/Regulations into State and Local Emergency Management Planning	<ul style="list-style-type: none"> Explain how to apply NIMS to planning, training, and exercising at the State and local levels.

COURSE DESIGN/METHODOLOGY

Robert Gagne's Nine Levels of Instruction served as a model for the development of this course. This course is designed for delivery in the classroom. Lecture, discussion, and multiple application activities have been designed to enable students to learn, practice, and demonstrate their knowledge.

INSTRUCTOR QUALIFICATIONS

This is a state delivered ICS course. The instructor qualifications to teach this course will be defined by the Authority Having Jurisdiction (AHJ) that will issue the course completion certificate.

It is recommended that Instructors are mid-level or senior-level emergency management and incident response practitioners with experience in using NIMS in real-world incidents, planned events, or accredited activities.

It is recommended that AHJs use trained instructors that have successfully completed ICS 100, ICS 200, ICS 300, ICS 400, IS 0700, and IS 0800. AHJs may also require that instructors complete E 0449.

COURSE SUPPLIES AND EQUIPMENT

The following is a list of all materials necessary for the facilitation and delivery of the course. Ensure that these materials have been secured prior to the delivery of the course.

- An Instructor Guide (electronic or hard-copy) for each instructor
- A Student Manual (electronic or hard-copy) for each student
 - If providing printed materials, it is recommended to print 2 visuals per page in color. You can use the accompanying PDF file to ensure proper printing.
- Electronic files of all Unit Visual presentations
- Computer, screen, and other equipment as necessary for visual presentations
- Extension cord and power strip, if needed
- Easel Pads and stands
- Easel Markers
- Student Table Tents
- Course Evaluation Forms
 - Make sure that you have one copy of the course evaluation form for each person attending the training.
- Student Certificates, if available.
- Handouts:
 - Resources for Senior Officials document (located in the Appendix)
 - Sample Delegation of Authority letter
- Suggested Handouts:
 - Existing Emergency Management/ Incident Specific Delegations of Authority and Mutual Aid Agreements and other policy documents currently in place for the Jurisdiction
 - Other local and State plans/laws/policies relevant to emergency management (if available)
 - Local and State emergency management roles and responsibilities (if available)
 - Local Emergency Operations Center procedures

COURSE DEPLOYMENT

The course is designed to require a minimum of 3 ½ hours of instruction. More time is usually required for discussion, questions and answers of the students. This can vary depending on the experience level of the class.

COURSE SCHEDULE

Table 1: Course Schedule

Unit	Duration	Unit Title
Unit 1:	15 minutes	Course Introduction
Unit 2:	30 minutes	What is NIMS?
Unit 3:	1 hour	ICS Organization and Features
Unit 4:	30 minutes	NIMS Coordination: Emergency Operations Centers
Unit 5:	30 minutes	NIMS Coordination: The MAC Group and the Joint Information System
Unit 6:	30 minutes	Preparedness
Unit 7:	10 minutes	Course Summary
TOTAL	3 hours 30 minutes	

ABBREVIATED DELIVERY

The course is designed to require a minimum of 3 1/2 hours of instruction and is often delivered as a forum for Senior Official discussion that can take more than the allotted time. Some Senior Officials may not be able to spend 3 1/2 or more hours receiving information on NIMS. In these cases, instructors can draw from the course materials to develop an abbreviated presentation on NIMS to present to the Senior Official. The instructor must choose what information to present based on the information requirements of the Senior Official and the time available.

It is preferable to reduce the depth of some content in units rather than to completely eliminate whole units. Some key topics that should be considered for discussion in an abbreviated delivery:

- An explanation of the National Incident Management System
- An overview of the ICS Organizational Structure and how it is used
- The concepts of Unified Command and Area Command
- The interconnectivity and respective roles of ICS, EOC, MAC Group and JIS
- The role of the Senior Official

It is not appropriate to issue the Senior Official receiving an abbreviated briefing with a G402 course completion certificate if the full course program of instruction was not adhered to. If a certificate of completion is issued for a NIMS briefing it should not use the official course name or number.

REQUIRED PREREQUISITES

As an entry level course, there are no prerequisites.

EVALUATION PLAN

The state should implement Level I evaluations according to their AHJ process. An Evaluation Sheet will be used to document student reaction and feedback on overall quality of content, instruction, and facilities.

There is no pre or post-test developed by FEMA EMI for this course.

Because this is an informational course intended for Senior Officials, AHJs may choose not to conduct a course evaluation.

UNITS OF INSTRUCTION

Unit 1: Course Introduction

Table 2: Unit 1: Course Introduction

Section	Description
Time	15 minutes
Objective	<p>Terminal Objective Upon completion of this unit, students will be able to explain the course goals and objectives.</p> <p>Enabling Objectives To support the terminal objective, students will be able to: 1) Describe the course goals. 2) Describe the course objectives.</p>
Scope	<ul style="list-style-type: none"> • Introductions • Course Objectives • Course Agenda/Overview • Student Course Materials
Methodology	<p>This unit uses lecture and group discussion to explain the course goals and objectives. The instructor welcomes the students to the class and reviews the course objectives. Next, the instructor prompts the students to introduce themselves and identify their expectations of the course. Then the instructor identifies his/her expectations.</p> <p>After the introductions and expectations, the instructor presents the course agenda/overview and outlines contents of their Student Manuals.</p>
References	<ul style="list-style-type: none"> • National Incident Management System (NIMS), October 2017
Development Material	<ul style="list-style-type: none"> • Visual presentation and display equipment • Instructor Guide • Student Manual • Resources for Senior Officials (located in the Appendix)

Unit 2: What is NIMS?

Table 3: Unit 2: What is NIMS?

Section	Description
Time	30 minutes
Objective	<p>Terminal Objective Upon completion of this unit, students will be able to explain the National Incident Management System.</p> <p>Enabling Objectives To support the terminal objective, students will be able to:</p> <ol style="list-style-type: none"> 1) Describe the National Incident Management System (NIMS). 2) Summarize the NIMS Command and Coordination Systems.
Scope	<ul style="list-style-type: none"> • What is an Incident? • Legal Basis for NIMS • National Response Framework (NRF) Emphasizes Partnership • National Incident Management System (NIMS) • NIMS - What Is It? What It Is Not? • NIMS Components • NIMS Command • NIMS Coordination • Multiagency Coordination Groups • Emergency Operations Centers • Joint Information System • Incident Command System • Interconnectivity of NIMS Command and Coordination • Overview of the Senior Official's Role
Methodology	<p>This unit uses lecture and group discussion to explain the National Incident Management System. Using question and answer strategies, the instructor facilitates content-related group discussions throughout the entire unit. Additionally, to establish a connection with the students, the instructor may share examples of personal experience relevant to the content.</p> <p>The instructor begins by describing the definition of an incident. Next, the instructor explains the National Incident Management System (NIMS) and the concepts of command and coordination. The instructor dedicates the last portion to explaining the NIMS Command and Coordination Systems (Incident Command System, Emergency Operations Centers, MAC Groups and the Joint Information System). The unit ends with a brief introduction to the role of the Senior Official.</p>

Section	Description
References	<ul style="list-style-type: none"> National Incident Management System (NIMS), October 2017
Development Material	<ul style="list-style-type: none"> Instructor Guide Student Manual Visual presentation Equipment as necessary for visual presentation Resources for Senior Officials (located in the Appendix)

Unit 3: ICS Organization and Features

Table 4: Unit 3: ICS Organization and Features

Section	Description
Time	1 hour
Objective	<p>Terminal Objective Upon completion of this course, students will be able to explain the NIMS Management Characteristics, the organizational structure of the Incident Command System and the role of the Command and General Staff.</p> <p>Enabling Objectives To support the terminal objective, students will be able to:</p> <ol style="list-style-type: none"> 1) Describe the organizational structure of the Incident Command System. 2) Summarize the 14 NIMS Management Characteristics. 3) Describe the roles and responsibilities of Command and General Staff within the ICS organization. 4) Explain the attributes and purpose of Unified Command and Area Command

Section	Description
Scope	<ul style="list-style-type: none"> • What is ICS? • ICS Purposes • Examples of Incidents Managed Using ICS • ICS Benefits • ICS Organization • ICS Structure • NIMS Management Characteristics • Common Terminology • Management by Objectives • Incident Action Planning • Modular Organization • Span of Control • Comprehensive Resource Management • Integrated Communications • Establishment and Transfer of Command • Chain of Command & Unity of Command • Unified Command • Dispatch/Deployment and Accountability • Incident Facilities and Locations • Information and Intelligence Management • ICS – Who Does What? • Establishing Incident Command • Incidents Commander’s Role • Senior Official’s Role in Incident Command • Delegation of Authority • Summary: Incident Management Roles • Command Staff • General Staff • Incident Management Team • Incident Complexity and Resource Needs • Complexity Analysis Factors • Incident Timeframes • Example: Expanding Incident • Unified Command • Area Command

Section	Description
Methodology	<p>This unit uses lecture and group discussion to explain the organizational structure of Incident Command System and the role of Command and General Staff within its construct. Using question and answer strategies, the instructor facilitates content-related group discussions throughout the entire unit. Additionally, to establish a connection with the students, the instructor may share examples of personal experience relevant to the content.</p> <p>The instructor begins by describing the scope of this unit which is to discuss the relationship between the ICS organizational structure and the role of the Senior Official. The instructor continues by explaining the background, benefits, and organizational structure of ICS. Next, the instructor explains that the NIMS Incident Command and Coordination component includes 14 NIMS Management Characteristics which contribute to the strength and efficiency of the system. The instructor briefly reviews each of these characteristics. This is not intended as an in-depth discussion of these characteristics.</p> <p>The instructor then transitions to explaining the Senior Official's role in an incident, to include setting policy, establishing missions, shaping mission direction, and giving authority to responders and EOC personnel. Next, the instructor outlines the roles and responsibilities of the Command and General Staff within the ICS construct. Finally, the instructor briefly explains the attributes and purpose of Unified Command and Area Command.</p>
References	<ul style="list-style-type: none"> • National Incident Management System (NIMS), October 2017
Development Material	<ul style="list-style-type: none"> • Instructor Guide • Student Manual • Visual presentation • Equipment as necessary for visual presentation • Resources for Senior Officials (located in the Appendix)

Unit 4: NIMS Coordination: Emergency Operations Centers

Table 5: Unit 4: NIMS Coordination: Emergency Operations Centers

Section	Description
Time	30 minutes
Objective	<p>Terminal Objective Upon completion of this course, students will be able to explain the attributes and purpose of Emergency Operations Centers.</p> <p>Enabling Objectives To support the terminal objective, students will be able to:</p> <ol style="list-style-type: none"> 1) Explain the functions and structure of the Emergency Operations Center 2) Explain the direction provided by the Senior Official / MAC Group to the EOC
Scope	<ul style="list-style-type: none"> ▪ NIMS Components ▪ Emergency Operations Centers ▪ EOC Functions ▪ EOC Organizational Structure ▪ EOC Benefits ▪ EOC and the SR Official/ MAC Group ▪ SR Official/ MAC Group Guides the EOC
Methodology	<p>This unit uses lecture and group discussion to explain the attributes and purpose of Emergency Operations Centers. Using question and answer strategies, the instructor facilitates content-related group discussions throughout the entire unit. Additionally, to establish a connection with the students, the instructor should share examples of personal experience relevant to the content. The instructor begins this short unit by describing the functions and structure of the Emergency Operations Center. Next, the instructor transitions to briefly explaining the role of the Senior Official/ MAC Group in providing direction to the EOC.</p>
References	<ul style="list-style-type: none"> • National Incident Management System (NIMS), October 2017
Development Material	<ul style="list-style-type: none"> • Instructor Guide • Student Manual • Visual presentation • Display equipment for visuals • Resources for Senior Officials document (located in the Appendix)

Unit 5: NIMS Coordination: The MAC Group and the Joint Information System

Table 6: Unit 5: NIMS Coordination: The MAC Group and the Joint Information System

Section	Description
Time	30 minutes
Objective	<p>Terminal Objective Upon completion of this course, students will be able to explain the interconnectivity between the MAC Group, EOCs, the Joint Information System, and Incident Command.</p> <p>Enabling Objectives To support the terminal objective, students will be able to:</p> <ol style="list-style-type: none"> 1) Explain the functions and purpose of a Multiagency Coordination Group. 2) Explain the functions and purpose of a Joint Information System. 3) Describe the interconnectivity of the NIMS Command and Coordination systems.
Scope	<ul style="list-style-type: none"> • NIMS Components • Multiagency Coordination Group • The MAC Group • The Senior Official/ MAC Group Role • Operational Priorities • Joint Information System • JIS Graphic • Managing Public Information • NIMS Describes Systems...Not a Facility • Interconnectivity of NIMS Command and Coordination • Review of the Senior Official's Role
Methodology	<p>This unit uses lecture and group discussion to explain the interconnectivity between the MAC Group, EOCs, the Joint Information System and Incident Command. Using question and answer strategies, the instructor facilitates content-related group discussions throughout the entire unit.</p> <p>The instructor begins by describing the NIMS Command and Coordination functional groups. The instructor spends the remainder of the unit outlining the functions and purpose of MAC Groups, EOCs, and the JIS.</p>
References	<ul style="list-style-type: none"> • National Incident Management System (NIMS), October 2017

Section	Description
Development Material	<ul style="list-style-type: none"> • Instructor Guide • Student Manual • Visual presentation and display equipment • Resources for Senior Officials document (located in the Appendix)

Unit 6: Preparedness

Table 7: Unit 6: Preparedness

Section	Description
Time	30 minutes
Objective	<p>Terminal Objective Upon completion of this course, students will be able to explain the Senior Official's role in preparedness.</p> <p>Enabling Objectives To support the terminal objective, students will be able to:</p> <ol style="list-style-type: none"> 1) List Senior Official responsibilities in preparing for an incident. 2) List website resources for FEMA doctrine, guidelines, and additional training.
Scope	<ul style="list-style-type: none"> • Preparedness • Check Plans, Policies, and Laws • Establish Resource Management Systems • Establish Communications and Information Systems • Training, Credentialing, and Exercising • Continuous Improvement • Additional Resources
Methodology	<p>This unit uses lecture and group discussion to explain the Senior Official's role in preparedness. Using question and answer strategies, the instructor facilitates content-related group discussions throughout the entire unit.</p> <p>The instructor begins by defining preparedness in accordance with the National Preparedness System. Next, the instructor outlines and explains several actions the Senior Official must consider when building an effective incident response system for his or her jurisdiction or organization. The instructor emphasizes that preparing for an incident is priority. Once an incident occurs those systems and constructs should be in place to help streamline response. The instructor gives the students the NIMS website they can use to learn more about NIMS. The instructor ends the unit with explaining the importance of effective and efficient leadership by providing motivation and support to their teams.</p>

Section	Description
References	<ul style="list-style-type: none"> National Incident Management System (NIMS), October 2017
Development Material	<ul style="list-style-type: none"> Instructor Guide Student Manual Visual presentation and display equipment Resources for Senior Officials document (located in the Appendix)

Unit 7: Course Summary

Table 8: Unit 7: Course Summary

Section	Description
Time	30 minutes
Objective	<p>Terminal Objective Upon completion of this unit, students will be able to summarize the course objectives.</p> <p>Enabling Objectives To support the terminal objective, students will be able to: 1) Identify key discussion points/topics and expectations from the course.</p>
Scope	<ul style="list-style-type: none"> Introduction Course Review and Discussion Course Evaluation and Wrap-Up
Methodology	<p>This unit uses lecture and discussion to summarize the course objectives and the impact that the course has had on the students. The instructor emphasizes that an underlying goal of the course is to familiarize Senior Officials with their role in supporting incident management within the National Incident Management System (NIMS) construct.</p> <p>The instructor reviews the list of expectations that the students developed at the beginning of the session and asks if their expectations were met. The instructor then asks the students to evaluate the course. And, as a final course wrap-up, the instructor distributes student certifications, if available.</p>
References	<ul style="list-style-type: none"> National Incident Management System (NIMS), October 2017
Development Materials	<ul style="list-style-type: none"> Visual presentation and computer display system Instructor Guide Student Manual Resources for Senior Officials (located in the Appendix) Student Evaluation Forms (1 for each student) Student Certificates, if available