

POI - IS-0700.b NIMS National Incident Management System, an Introduction



Plan of Instruction

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General Course Information

RATIONALE:

The National Incident Management System (NIMS) provides a systematic, proactive guide to enable Federal, State, tribal, and local governments, nongovernmental organizations (NGOs), and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

The purpose of NIMS is to work hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

This course introduces and overviews the NIMS. NIMS provides a consistent nationwide template to enable the whole community – all government, private-sector, and nongovernmental organizations – to work together during domestic incidents.

GOAL

The goal of this professional development course, IS-700 National Incident Management System (NIMS) Introduction, is to provide training and resources for FEMA personnel who require a basic understanding of NIMS.

COURSE OBJECTIVES

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

- Describe and identify key concepts, principles, scope, and applicability underlying NIMS.
- Describe activities and methods for managing resources.
- Describe the NIMS Management Characteristics.
- Identify and describe Incident Command System (ICS) organizational structures.
- Explain Emergency Operations Center (EOC) functions, common models for staff organization, and activation levels.
- Explain the interconnectivity within the NIMS Management and Coordination structures: ICS, EOC, Joint Information System (JIS), and Multiagency Coordination Groups (MAC Groups).
- Identify and describe the characteristics of communications and information systems, effective communication, incident information, and communication standards and formats.

TARGET AUDIENCE

The intended audience includes a wide range of individuals with emergency management responsibilities in the five mission areas (prevention, preparedness, response, recovery and mitigation). This may include government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners. The intended audience also includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials – those who have a responsibility to provide for effective mitigation.

PREREQUISITES

None

NATIONAL PREPAREDNESS GOAL CORE CAPABILITIES

Primary or Secondary	Competency Area	Specific Competencies Supported
Primary	Response	Operational Coordination, Planning, Operational Communications

Emergency Management Competencies

Unit	Competency Area	Specific Competencies Supported
Unit 1:	Operate within the Emergency Management Framework, Principles, and Body of Knowledge (OEMF)-1	This unit supports OEMF1 by instructing students on the applicability and scope of the National Incident Management System (NIMS). The review will allow the students to describe key concepts and underlying principles.
Unit 2:	Systems Literacy (SL)-1	This unit supports SL-1 by instructing students on methods for managing resources during an incident.
Unit 2:	Critical Thinking (CT)-2	This lesson supports CT-2 by supporting critical thinking processes in defining features of Mutual Aid.
Unit 3:	Continual Learning (CL)-1	This unit supports CL-1 by instructing students on the fourteen NIMS Characteristics and students differentiating between them.

Unit	Competency Area	Specific Competencies Supported
Unit 3:	Critical Thinking (CT)-2	This lesson supports CT-2 by supporting critical thinking processes in identifying and differences in the fourteen characteristics.
Unit 4:	Systems Literacy (SL)-1	This unit supports SL-1 by instructing students on Incident Command System (ICS) organizational structures.
Unit 4:	Critical Thinking (CT)-2	This lesson supports CT-2 by supporting critical thinking processes in identifying ICS structures.
Unit 5:	Systems Literacy (SL)-1	This unit supports SL-1 by instructing students on basic Emergency Operations Center (EOC) functions and Staff functions.
Unit 5:	Continual Learning (CL)-1	This lesson supports CL-1 by instructing students on the EOC activation levels.
Unit 6:	Systems Literacy (SL)-1	This unit supports SL-1 by instructing students on roles and responsibilities of the Multiagency Coordination Group (MAC Group), Joint Information System (JIS), and NIMS Command and Coordination Structures.

Unit	Competency Area	Specific Competencies Supported
Unit 7:	Systems Literacy (SL)-1	This unit supports SL-1 by instructing students on the four principles of communication and information management.
Unit 7:	Critical Thinking (CT)-2	This lesson supports CT-2 by supporting critical thinking processes in identifying how incident management is used.
Unit 8:	Course Summary	

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 online delivery as Independent Study (IS) and also for delivery in the classroom as Instructor-Led Training (ILT). Information presentation, discussion, and multiple application activities have been designed to enable students to learn, practice, and demonstrate their knowledge.

Both versions of An Introduction to the National Incident Management System have been designed to include:

- **Content Presentation:** Amounts of content that address the course objectives.
- **Resources:** Additional resources that are linked to provide further in-depth content examination.
- **Expandable Content:** Topics are expanded to include background for students who may need additional information.
- **Knowledge Checks:** Multiple choice, true/false, and event sequencing questions are used throughout the course to allow students to get feedback on their understanding of the content being covered.
- **Videos:** Videos will provide overviews of selected topic areas.
- **Audio files:** Audio files of “Voices of Experience” provide insight by experienced professionals regarding various NIMS concepts.

INSTRUCTOR QUALIFICATIONS

AHJs have final say in determining their instructors' qualifications and certifications. FEMA recommends that instructors hold certification from a recognized program of instruction or hold a recognized qualification in techniques of instruction and adult education methodologies.

FEMA recommends as a best practice that instructors retake the prerequisite and primary courses that their organization has authorized them to instruct whenever new versions of these courses are released. Instructors do not need to retake select FEMA courses, such as TTT courses. Examples of instructor qualifications and courses include the following:

- National Fire Academy (NFA) educational methodology course;
- National Wildfire Coordinating Group (NWCG) Facilitative Instructor Course (M-410);
- Center for Domestic Preparedness (CDP) Instructor Training Course;
- State certified fire, rescue, law enforcement, or Emergency Medical Services (EMS) instructor courses;
- FEMA EMI E/L0141: Instructional Presentation and Evaluation Skills;
- U.S. Army's Small Group Instructor Training Course (SGITC);
- Army Basic Instructor Course (ABIC), formerly called the Total Army Instructor Training Course (TAITC);
- State teaching certificate; or
- Advanced degree in education, educational psychology, technical education, or a related program.

Click on the following link to find the [National Preparedness Course Catalog](https://www.firstrespondertraining.gov/frts/npcc). see (<https://www.firstrespondertraining.gov/frts/npcc>)

To find the [NIMS ICS Instructor Qualifications](https://training.fema.gov/nims/docs/nims%20ics%20instructor%20qualifications.pdf), including general instructor training, instructor levels, operational and training experience, and course-specific qualifications, see: <https://training.fema.gov/nims/docs/nims%20ics%20instructor%20qualifications.pdf>

COURSE SCHEDULE - INDEPENDENT STUDY

Lesson	Length	Title
Course Introduction	5 minutes	Course Introduction
Lesson 1:	20 minutes	Fundamentals and Concepts of NIMS
Lesson 2:	40 minutes	NIMS Resource Management

Lesson	Length	Title
Lesson 3:	25 minutes	NIMS Management Characteristics
Lesson 4:	30 minutes	Incident Command System (ICS)
Lesson 5:	20 minutes	Emergency Operations Center (EOC)
Lesson 6:	30 minutes	Other NIMS Structures and Interconnectivity
Lesson 7:	30 minutes	Communications and Information Management
Lesson 8:	10 minutes	Course Summary

COURSE SCHEDULE - INSTRUCTOR-LED TRAINING

Unit	Length	Title
Course Introduction	30 minutes	Course Introduction
Unit 1:	45 minutes	Fundamentals and Concepts of NIMS
Unit 2:	1 hour	NIMS Resource Management
Unit 3:	35 minutes	NIMS Management Characteristics
Unit 4:	45 minutes	Incident Command System (ICS)
Unit 5:	45 minutes	Emergency Operations Centers (EOC)
Unit 6:	45 minutes	Other NIMS Structures and

Unit	Length	Title
		Interconnectivity
Unit 7:	1 hour	Communications and Information management
Unit 8:	1 hour 15 minutes	Course Summary and Final Exam

EVALUATION PLAN

For the Independent Study version of the course, a multiple-choice course exam shall be administered online after the course completion. The exam measures and assesses learning that has taken place. Exam items will be linked to the course objectives. For the Instructor-Led Training version of the course, a Pre-test will be administered at the beginning of the course in addition to the Final Exam.

Lesson 1: Fundamentals and Concepts of NIMS

LESSON 1 - TIME

Independent Study: 20 minutes

Instructor-Led Training: 45 minutes

LESSON 1 - OBJECTIVES

Terminal Objective

At the conclusion of this lesson, students will be able to describe and identify key concepts, principles, scope, and applicability underlying NIMS.

Enabling Objectives

To support the terminal objectives, students will be able to:

1. Describe the applicability and scope of NIMS.
2. Describe the key concepts and principles underlying NIMS.

LESSON 1 - SCOPE

- Objectives
- What is NIMS? – video

- NIMS Overview
- Voices of Experience: NIMS Benefits (audio)
- NIMS Applicability and Scope
- Overview of NIMS
- Knowledge Review 1
- NIMS Guiding Principles
 - Flexibility
 - Standardization
 - Unity of Effort
- NIMS Framework Major Components
 - Resource Management
 - Command and Coordination
 - Communications and Information Management
- Knowledge Review 2
- Knowledge Review 3
- Lesson Summary

LESSON 1 - METHODOLOGY

This lesson uses audio files, knowledge checks, and student interaction.

This lesson provides an overview of the major components of NIMS as well as the scope, applicability, and Guiding Principles. Further discussion on flexibility, standardization, and unity of effort provide more detailed information on the efficient and effective use of NIMS.

Knowledge checks are presented throughout the lesson for students to assess the level of knowledge they are acquiring throughout the lesson.

LESSON 1 - REFERENCES

- Instructor Guide.
- Student Manual.
- Power Point slides and computer display system.
- National Incident Management System (NIMS).

LESSON 1 - REMARKS

None

LESSON 1 - DEVELOPMENTAL MATERIAL

None

Lesson 2: NIMS Resource Management

LESSON 2 - TIME

Independent Study: 40 minutes

Instructor-Led Training: 1 hour

LESSON 2 - OBJECTIVES

Terminal Objective

At the conclusion of this lesson, students will be able to describe activities and methods for managing resources

Enabling Objectives

To support the terminal objectives, students will be able to:

1. Describe the four key activities of NIMS Resource Management Preparedness.
2. Identify the methods for Managing Resources during an Incident.
3. Define features of Mutual Aid.

LESSON 2 - SCOPE

- Objectives
- What is NIMS Resource Management - Video
- Resource Management Key Activities Overview
 - Typing resources
 - Qualifying, certifying, and credentialing personnel
 - Planning for resources
 - Acquiring, storing, and inventorying resources
- Voices of Experience: Resource Management Words of Advice - Audio
- Knowledge Review 1
- Resource Management During an Incident Overview
 - Identify Requirements
 - Order & Acquiring
 - Mobilize Unrequested Resources

- Mobilize
 - Track and Report
 - Demobilize
 - Reimburse and Restock
-
- Knowledge Reviews
 - Mutual Aid Overview
 - Voices of Experience: Mutual Aid Agreements and Assistance Agreements - Audio
 - Mutual Aid Agreements and Compacts
 - Mutual Aid Process
 - Knowledge Review 4
 - Lesson Summary

LESSON 2 - METHODOLOGY

This unit uses audio files, a video, student interaction, and knowledge checks.

LESSON 2 - REFERENCES

- National Incident Management System (NIMS)

LESSON 2 - REMARKS

None

Lesson 3: NIMS Management Characteristics

LESSON 3 - TIME

Independent Study: 25 minutes

Instructor-Led Training: 35 minutes

LESSON 3 - OBJECTIVES

Terminal Objective

At the conclusion of this lesson, students will be able to describe the NIMS command and coordination characteristics.

Enabling Objectives

To support the terminal objectives, students will be able to:

1. Differentiate among the fourteen NIMS Management Characteristics.

LESSON 3 - SCOPE

- Objectives
- NIMS Management Characteristics
 - Common Terminology
 - Modular Organization
 - Management by Objectives
 - Incident Action Planning
 - Manageable Span of Control
 - Incident Facilities and Locations
 - Comprehensive Resource Management
 - Integrated Communications
 - Establishment and Transfer of Command
 - Unified Command
 - Chain of Command and Unity of Command
 - Accountability
 - Dispatch/Deployment
 - Information and Intelligence Management
- Knowledge Review 1
- Knowledge Review 2
- Lesson Summary

LESSON 3 - METHODOLOGY

This lesson uses knowledge checks and student interaction.

This lesson provides information on the 14 NIMS Management characteristics and how they can help provide support to command and coordination.

Knowledge checks are presented throughout the lesson for students to assess the level of knowledge they are acquiring throughout the lesson.

LESSON 3 - REFERENCES

- National Incident Management System (NIMS)

LESSON 3 - REMARKS

None

Lesson 4: Incident Command System (ICS)

LESSON 4 - TIME

Independent Study: 30 minutes

Instructor-Led Training: 45 minutes

LESSON 4 - OBJECTIVES

Terminal Objective

At the conclusion of this lesson, students will be able to identify and describe Incident Command System (ICS) organizational structures.

Enabling Objectives

At the conclusion of this unit, participants will be able to:

1. Describe Incident Command System (ICS) organizational structures.

LESSON 4 - SCOPE

- Objectives
- What is NIMS Command and Coordination? - Video
- NIMS Command and Coordination Structures
- Voices of Experience: Incident Command System - Audio
- ICS Introduction
- Incident Command Concept
- Incident Commander
- Unified Command
- Command Staff
- General Staff Overview
- Intelligence/Investigations Function in ICS
- Common Types of ICS Facilities
- Incident Management Teams
- Incident Management Assistance Teams
- Incident Complex
- Area Command
- Knowledge Reviews
- Lesson Summary

LESSON 4 - METHODOLOGY

This lesson uses audio files, a video, student interaction, and knowledge checks.

This lesson provides information on the Incident Command System (ICS) and how it is used by all levels of government and many NGOs and private sector organizations. It also presents information on the two general forms of the incident command function, the command staff, the general staff, incident management teams, and the area command.

Knowledge checks are presented throughout the lesson for students to assess the level of knowledge they are acquiring throughout the lesson.

LESSON 4 - REFERENCES

- National Incident Management System (NIMS)

LESSON 4 - REMARKS

None

Lesson 5: Emergency Operations Centers (EOC)

LESSON 5 - TIME

Independent Study: 20 minutes

Instructor-Led Training: 45 minutes

LESSON 5 - OBJECTIVES

Terminal Objective

At the conclusion of this lesson, students will be able to explain Emergency Operations Centers (EOC) functions, organization models, and activation levels.

Enabling Objectives

At the conclusion of this unit, participants will be able to:

1. Describe basic Emergency Operations Center (EOC) functions.
2. Describe EOC staff organization models.
3. Describe EOC activation levels.

LESSON 5 - SCOPE

- Objectives
- Introduction
- Configuration of Emergency Operations Centers (EOCs)
- ICS or ICS-like EOC Structure
- Incident Support Model (ISM) EOC Structure
- Departmental EOC Structure
- EOC Activation and Deactivation
- Knowledge Reviews
- Lesson Summary

LESSON 5 - METHODOLOGY

This lesson uses student interaction, and knowledge checks.

This lesson provides information on Emergency Operations Centers (EOC) and how they are used to manage on-scene, tactical-level response. EOCs are physical or virtual locations where staff, stakeholders and partners gather to provide support for an incident. Three EOCs types are introduced and described: ICS or ICS-like Structure, Incident Support Model (ISM) Structure, and Departmental EOC Structure. The lesson also describes the EOC Activation Levels which are used for delivery of exact resources needed, response scaled to the incident, and a level of coordination appropriate to the support required.

Knowledge checks are presented throughout the lesson for students to assess the level of knowledge they are acquiring throughout the lesson.

LESSON 5 - REFERENCES

- National Incident Management System (NIMS)

LESSON 5 - REMARKS

None

Lesson 6: Other NIMS Structures and Interconnectivity

LESSON 6 - TIME

Independent Study: 30 minutes

Instructor-Led Training: 45 minutes

LESSON 6 - OBJECTIVES

Terminal Objective

At the conclusion of this lesson, students will be able to explain the interconnectivity within the NIMS Command and Coordination structures: ICS, EOC, Joint Information System (JIS), and Multiagency Coordination Groups (MAC groups).

Enabling Objectives

At the conclusion of this unit, participants will be able to:

1. Identify the roles and responsibilities of the Multiagency Coordination Group.
2. Describe the Joint Information System (JIS).
3. Describe Interconnectivity of NIMS Command and Coordination Structures.

LESSON 6 - SCOPE

Objectives

- Objectives
- Introduction
- MAC Group Definition and Composition
- Elected and Appointed Officials
- Voices of Experience: Elected and Appointed Officials - Audio
- Knowledge Review
- Joint Information System (JIS) Purpose
- JIS Description and Components: PIO and JIC
- JIS Description and Components: Information
- Public Information Communications Planning
- Voices of Experience: Public Information - Audio
- Knowledge Review
- Interconnectivity of NIMS Command and Coordination Structures
- Federal Support to Response Activities
- Knowledge Reviews
- Lesson Summary

LESSON 6 - METHODOLOGY

This lesson uses audio files, a video, student interaction, and knowledge checks. This lesson provides information on the Incident Command System (ICS) and how it is used by all levels of government and many NGOs and private sector organizations. It also presents information on the two general forms of the incident command function, the

command staff, the general staff, incident management teams, and the area command. Knowledge checks are presented throughout the lesson for students to assess the level of knowledge they are acquiring throughout the lesson.

LESSON 6 - REFERENCES

- National Incident Management System (NIMS)

LESSON 6 - REMARKS

None

Lesson 7: Communications and Information Management

LESSON 7 - TIME

Independent Study: 30 minutes

Instructor-Led Training: 1 hour

LESSON 7 - OBJECTIVES

Terminal Objective

At the conclusion of this lesson, students will be able to identify and describe the characteristics of communications and information systems, effective communication, incident information, and communication standards and formats.

Enabling Objectives

At the conclusion of this unit, participants will be able to:

1. Identify the four key principles of communications and information management.
2. Describe the communications management practices and considerations.
3. Identify how incident information is used.
4. Identify the three concepts related to Communications Standards and Formats.

LESSON 7 - SCOPE

Objectives

- Objectives
- What is NIMS Command and Information Management? - Video
- Communications and Information Management Introduction

- Interoperability
- Reliability, Portability, and Scalability
- Resiliency and Redundancy
- Security

- Knowledge Review
- Communications Management Characteristics
- Standardized Communications Types
 - Strategic
 - Tactical
 - Support
 - Public

- Policy and Planning
- Agreements
- Equipment Standards
- Training
- Knowledge Review
- Incident Information
- Knowledge Review
- Communications Standards and Formats
- Voices of Experience: Prompting Effective Communications - Audio
- Knowledge Review

LESSON 7 - METHODOLOGY

This lesson uses audio files, a video, student interaction, and knowledge checks.

This lesson provides information on the Incident Command System (ICS) and how it is used by all levels of government and many NGOs and private sector organizations. It also presents information on the two general forms of the incident command function, the command staff, the general staff, incident management teams, and the area command.

Knowledge checks are presented throughout the lesson for students to assess the level of knowledge they are acquiring throughout the lesson.

LESSON 7 - REFERENCES

- National Incident Management System (NIMS)

LESSON 7 - REMARKS

None

Lesson 8: Course Summary**LESSON 8 - TIME**

Independent Study: 10 minutes

Instructor-Led Training: 1 hour 15 minutes (includes 1 hour for Final Exam)

LESSON 8 - OBJECTIVES

No Objectives

LESSON 8 - SCOPE

Objectives

- Course Summary
- Related NIMS Documents and Resources
- National Integration Center
- NIMS Summary
- Final Exam

LESSON 8 - METHODOLOGY

This lesson concludes the course and provides information on related NIMS documents and resources, describes the National Integration Center, summarizes NIMS, and includes the Final Exam for the course.

LESSON 8 - REFERENCES

- National Incident Management System (NIMS)

LESSON 8 - REMARKS

None