

NIMS/SEMS COURSE OUTLINE

- I. Introduction
 - A. Instructor Introductions
 - B. Student Introductions
 - C. Course Overview

- II. Introduction to the National Incident Management System (NIMS)/Standardized Emergency Management System (SEMS)
 - A. Background of NIMS
 - 1. Homeland Security Presidential Directive 5
 - 2. Directive to Homeland Security to develop NIMS
 - 3. What is NIMS?
 - 4. Intent of NIMS

 - B. California Standardized Emergency Management System (SEMS)
 - 1. Background
 - 2. SEMS Components

 - C. NIMS Compliance Issues
 - 1. Impact on federal funding
 - 2. Adoption of the Incident Command System
 - 3. Use of Multiagency Coordination System

 - D. Why NIMS is needed
 - 1. Lessons learned
 - 2. Daily occurrence of emergencies
 - 3. Need for responders to communicate
 - 4. Need for comprehensive standards

 - E. NIMS Concepts and Principles
 - 1. Provides flexible framework
 - 2. Provides standardized organizational structures

 - F. NIMS Components
 - 1. Command and management
 - 2. Preparedness
 - 3. Resource Management
 - 4. Communications and information management
 - 5. Supporting technologies
 - 6. Ongoing management and maintenance

 - G. NIMS Preparedness Component
 - 1. Maintaining Standards
 - 2. Universal Task List (UTL)

3. Target Capabilities List (TCL)
4. Types of plans under NIMS
 - a. emergency operations plans
 - b. procedures
 - c. preparedness plans
 - d. corrective action and mitigation plans
 - e. recovery plans
5. The “NIMS” Integration Center (NIC)
 1. Role and support
 2. Qualifications and Certifications
 3. Publication management

H. NIMS Communications, Information Management and Supporting Technologies

1. Concepts
 - a. common operating picture
 - b. common communications and data standards
2. Essential Functions of NIMS Communications
 - a. incident management communications
 - b. information management
 - c. interoperability standards
3. Principles of Supporting Technologies

I. Knowledge Review

III. The Incident Command System

A. ICS Features

1. all-hazard
2. based on “best-practices”
3. interdisciplinary
4. non-emergency uses
5. common terminology
6. organizational resources
7. manageable span of control
8. organizational facilities
9. use of position titles
10. reliable on an Incident Action Plan (IAP)
11. integrated communications
12. accountability

B. Incident Command Posts (ICP)

1. definition
2. role of the ICP
3. type of ICPs

4. when to establish an ICP
5. selecting a site
6. common problems with ICP's
7. notifications of an established ICP
8. other ICP considerations

C. ICS Organization

1. Five basic organizational functions
 - a. command
 - b. operations
 - c. planning/intelligence
 - d. logistics
 - e. finance/administration
2. Basic ICS elements
 - a. command
 - b. sections
 - c. branches
 - d. divisions or groups
 - e. units
 - f. teams, task forces, single resources or elements
3. ICS organization considerations
4. Command staff
 - a. incident commander
 - b. public information officer
 - c. safety officer
 - d. liaison officer
 - e. scribe
5. General Staff
 - a. planning and intelligence section
 - b. operations section
 - c. logistics section
 - d. finance and administration section

D. Knowledge Review

IV. NIMS/SEMS Multiagency Coordination System

A. Overview

1. multiple concurrent incident usage
2. non-site specific incidents
3. geographically dispersed incidents
4. incidents that evolve over time

B. Levels of multiagency coordination

1. emergency operations center
2. multiagency coordination entities

C. Role of Multiagency Coordination Systems

1. support of incident management policies and priorities
2. facilitate logistics
3. resource allocation
4. coordinate incident information
5. coordinate interagency issues

D. Unified Command

1. when to use Unified Command
2. Establishing Unified Command
3. Examples for use of Unified Command
4. Unified Command structure
5. Goals of unified command
6. transition of agency participation in Unified Command

E. Area Command

1. role of area command
2. when to use area command
3. examples for use of area command
4. area command structure
5. the area command post organization
6. advantages of area command
7. problems with area command
8. interaction with other entities

F. Department Operations Centers (DOC's)

1. roles and responsibilities
2. interaction with other multiagency entities

G. Emergency Operations Centers (EOC's)

1. utilization
2. organization (under NIMS)
3. staffing

H. Post-Incident Responsibilities of multiagency entities

1. revising plans and procedures
2. improving communications
3. review staffing
4. assess other capabilities for improvement

I. Knowledge Review

- V. Incident Action Plans (IAP)
 - A. NIMS/SEMS and Incident Action Plans
 - 1. provides means to communicate incident objectives
 - 2. depends on management by objectives
 - 3. contingency plans vs. incident action plans
 - 4. scope and complexity of IAP
 - B. Preparation of the IAP
 - 1. planning meetings
 - 2. understanding the situation
 - 3. using “operational periods”
 - C. Elements of the IAP
 - 1. objectives
 - 2. organization chart
 - 3. assignments
 - 4. supporting documents
 - D. IAP Evaluation
 - 1. evaluation factors
 - 2. making IAP adjustments
 - E. Knowledge Review
- VI. Resource Management
 - A. Five NIMS Principles of Resource Management
 - 1. advance planning
 - 2. resource identification and order
 - 3. resource categorization
 - 4. use of agreements
 - 5. effective management
 - B. Resource Typing
 - 1. types by capabilities
 - 2. resource typing in the California Law Enforcement Emergency Planning Guide
 - 3. Resource typing by the National Incident Coordination Center
 - C. Kinds of Resources
 - 1. single resources
 - 2. task forces
 - 3. strike teams
 - 4. squads
 - 5. mobile field forces
 - D. Keys to Resource Management

1. organization
2. staging areas
3. resource management planning
4. forms and displays

E. Knowledge Review

VII. Mutual Aid

A. Overview

1. definitions
2. The California Master Mutual Aid Agreement
3. the California Mutual Aid Plans

B. Mandatory vs. Voluntary Mutual Aid

1. State of War- mandatory
2. State of Emergency- mandatory
3. Local Emergency - voluntary

C. Mutual Aid Requirements

1. Emergency must exist or be imminent
2. Requesting agency must have committed majority of personnel
3. Reasonable response by providing agency is 50 percent
4. Must have mission to be performed
5. Effective management

D. Points of Contact for Requesting Mutual Aid

1. field level
2. local government level
3. operational area level
4. regional level
5. state level

E. Typical Process for Requesting Mutual Aid

1. confirm the emergency
2. determine adequacy of resources
3. determine mission
4. determine quantity and type of resources needed
5. determine staging information
6. ensure appropriate representation
7. check-in
8. document activities
9. release when no longer needed

F. Responsibilities of Requesting Agency

1. identify needs
2. identify mission(s)

3. advise of special equipment needs
4. establish assembly area
5. identify communications channels
6. designate liaison officer
7. prepare situation briefing
8. provide logistical support

G. Responsibilities of Responding Agency

1. properly equip personnel
2. assign supervision
3. prepare rosters
4. dispatch to staging area(s)
5. provide relief
6. records keeping

H. Response Time Factors

1. distance
2. required equipment
3. specialization units
4. weather
5. terrain
6. time of day/night

I. Other Mutual Aid Issues

1. unplanned vs. planned events
2. requirements for emergency proclamations
3. command
4. fiscal
5. use of state military
6. use of federal military
7. interstate assistance agreements

J. NIMS and The “National Mutual Aid and Resource Management System”

1. key concepts
2. NIMARMS Documents

K. Knowledge Review

VIII. Transfer of Command/Demobilization

- A. Transfer of Command
- B. Demobilization
- C. Knowledge Review

IX. Course Review & Post Test

- A. Review of key NIMS/SEMS issues
 1. NIMS incident management structures

2. features of ICS
3. public information
4. preparedness
5. certification and credentialing issues

B. Post Test

1. instructions
2. exam
3. review