

National Incident Management System (NIMS) Implementation Strategy

Training Matrix-Template for County, Municipal, NGO, & Private-Sector Partners

TRAINING METRICS TEMPLATE

Minimum Training Requirements for **EOC/ MACS Personnel** OF (Name of Agency, County, Municipality, Organization)¹

This represents a minimum standard for all EOC/MACS personnel. At the recommendation of the Incident Commander or EOC Manager, personnel may receive training at a higher level and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. New employees will have one year to complete the required training based upon their position.

COLOR CODE BASELINE FOR ALL STAFF = BLUE MIDDLE MANAGEMENT = GOLD COMMAND STAFF = LT. BLUE POSITION SPECIFIC = MAROON *= Recommended for all staff outside of Clerical/ Administrative Assistants to take ICS 300 **= Recommended Course	IS-100b Introduction to ICS	IS-700a - NIMS, an Introduction	IS 701- NIMS MACS	IS 706 – NIMS Intrastate Mutual Aid, an Introduction	IS 800 – National Response Framework (NRF), an Introduction	G 191 – ICS/EOC Interface	IS-775/ G 775 – EOC Management & Operations ²	ICS-200b – ICS for Single Resources**	ICS-300 - ICS Intermediate Level*	ICS-400 – ICS Advanced Level	Position-Specific ICS Courses

¹ As outlined in the U.S. Department of Homeland Security's *National Incident Management Training Program* (September 2011), page 20.
² Per the PA State Training Officer, IS-775 will be an acceptable substitute for G-775, as G-775 is not currently taught in the Commonwealth. At such time when G-775 is taught in the Commonwealth, there will be a transition period where IS-775 will be allowable, and then IS-775 will no longer be accepted.

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Minimum Training Requirements for ICS Field Operations OF (Name of Agency, County, Municipality, Organization)⁴⁵

The courses in bold below represent the minimum standard for ICS field responders. At the recommendation of the senior agency official or Incident Commander, personnel may receive training at a higher level, the recommended courses, and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. New employees will have one year to complete the required training based upon their position.

All Emergency Responders	First-Line Supervisors	Mid-Level Response Supervisors	Command & General Staff
Required Courses			
IS 100	IS 100	IS 100	IS 100
IS 700	IS 700	IS 700	IS 700
	IS 200	IS 200	IS 200
		IS 800	IS 800
		ICS 300	ICS 300
			ICS 400
Recommended Courses			
IS 200		IS 701a	IS 701a
		IS 702a	IS 702a
		IS 703a	IS 703a
		IS 706	IS 706
			G 191
			E/L 947
	Position Specific Courses**	Position Specific Courses**	Position Specific Courses**

⁴ As outlined in the February 2012 *NIMS Training Grid of Required/ Recommended Courses*. This chart is available on the PEMA NIMS website (<http://www.pema.state.pa.us/portal/server.pt/community/nims/19821>)

⁵ Under the *NIMS Training Program*, personnel must attend training based on their ICS role and the incident complexity (Type 1-5) those personnel will likely face. FEMA put the above matrix together to clarify training requirements and recommendations based on positions. Refer to the *NIMS Training Program* for further details.

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CATEGORY SPECIFIC PERSONNEL BREAKDOWN

All Emergency Responders

Emergency Management Personnel
Emergency Medical Services Personnel
Firefighters
First Responders and Disaster Workers
Governmental Administrative Personnel
Hazardous Materials Personnel
Health Care and Hospital Staff
Law Enforcement Personnel
Public Health Personnel
Public Safety Communications Personnel
Public Works/ Utility Personnel
Skilled Support Personnel
Volunteers
Other emergency management, response, and support personnel

First Line Supervisors

First Line Supervisors
Single Resource Leaders
Field Supervisors
Other emergency management/ response personnel that require a higher level of ICS/NIMS training

Mid-Level Response Supervisors

Middle Management
Strike Team Leaders
Task Force Leaders
Unit Leaders
Division/Group Supervisors
Branch Directors

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CATEGORY SPECIFIC PERSONNEL BREAKDOWN (Continued)

Command and General Staff

Command and General Staff
Department Heads with MACS responsibilities
Area/Incident/Unified Commanders
Emergency Managers
EOC/MACS Manager