

TO: All ambulance and first responder services

FROM: Mike O'Keefe, EMS Training Coordinator
Dan Manz, EMS Director

DATE: August 10, 2007

RE: Training for Management of Major Incidents

Last year, we relayed to the EMS community the Department of Homeland Security (DHS) training requirements that needed to be completed in 2006 regarding incident management. This fiscal year, DHS is requiring completion of IS 200, Basic ICS, by personnel at the first line supervisor level, middle management level and command and general staff level of emergency management operations. The Vermont EMS Office interprets first line supervisor to mean responders who can reasonably be expected to have a role beyond that of EMS provider at a scene where ICS is used. Examples include, but are not limited to, a crew chief, crew captain, crew leader, shift supervisor, line officer or field officer.

Enclosed is a fact sheet describing IS 200. This training is in addition to IS 700 (An Introduction to the National Incident Management System [NIMS]) and IS 100 (Introduction to the Incident Command System), which are required of all EMS responders.

Completion of these courses is a requirement of DHS. Vermont's Homeland Security Unit has put together a NIMS compliance plan, which includes minimum training requirements for emergency responders. Governor Douglas, like all other state governors, has certified to DHS that Vermont is NIMS-compliant. This is a condition of receiving further federal DHS grant money. EMS providers and other emergency responders are expected to complete IS 200 training by September 30, 2007. The fact sheet describes different ways to accomplish this, including completion of the course on-line. EMTs can claim one hour of continuing education credit as an elective topic toward Vermont recertification for the course.

Like infectious disease training required by OSHA, Vermont EMS is assisting services and individuals in completing this training, but the EMS Office is not the agency requiring this, nor is the EMS Office the agency enforcing it.

Services should keep their affiliated individuals' certificates of completion on file, but should not submit them to the EMS Office. When services renew their licenses, they should complete the section that lists who has completed the different types of NIMS training.

IS 300, Intermediate ICS, will be required for individuals in middle management by the end of next fiscal year, September 30, 2008. Middle management includes individuals who may serve as strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff.

You can find additional information about these courses (and instructions for taking them on-line) at www.training.fema.gov/EMIWeb/IS/crslist.asp. Vermont's NIMS Implementation Plan is available at <http://www.dps.state.vt.us/homeland/NIMSImplementationPlan090705.doc>. If you need additional information about the courses or the requirements, please contact the Vermont Fire Academy or the Vermont EMS Office.

Fact Sheet

NIMS ICS-200 TRAINING IN FY07: WHO MUST TAKE IT, WHAT IT COVERS

Who must take ICS-200 before the end of FY06? All federal, state, territorial, tribal, private sector and non-governmental personnel at the following levels of responsibility in emergency management operations – first line supervisor, middle management and command and general staff.

Responder and emergency operations personnel at these levels must take ICS-200 training in FY07 as a condition for the receipt of federal preparedness grants in 2008. Approved ICS-200 level training may be developed and conducted by federal, state, local and tribal agencies as well as private training vendors. However the training must cover certain topics and objectives, to include:

- *Leadership and Management:* Describe chain of command and formal communication relationships, identify common leadership responsibilities, describe span of control and modular development and describe the use of position titles.
- *Delegation of Authority and Management by Objectives:* Describe scope of authority and the process by which authority is delegated. Management by objectives must be described and explained.
- *Functional Areas and Positions:* Identify the ICS tools to manage an incident, demonstrate the function of organizational positions within ICS and demonstrate the use of an ICS 201 form.
- *Briefings:* Give an Operational Briefing and describe components of field, staff and section briefings/meetings.
- *Organizational Flexibility:* Explain how the modular organization expands and contracts, complete a complexity analysis given a specific scenario, define the five types of incidents, and describe the importance of preparedness plans and agreements.
- *Transfer of Command:* List the essential elements of information involved in transfer of command and describe a transfer of command process.

The United State Fire Administration, through its National Fire Programs Office, offers ICS-200 training. The courses may be found at www.usfa.fema.gov/training/nfa/independent/.

The Emergency Management Institute offers ICS-200 training via the Web or through downloadable classroom materials. The courses may be accessed at <http://training.fema.gov/emiweb/IS/crslist.asp>.

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