Training Requirements for Emergency Response Personnel

Standard Procedure

Office of Emergency Management

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

In 2003, the Homeland Security Presidential Directive #5 (HSPD-5) established the National Incident Management System (NIMS) and mandated minimum training for all persons with roles and responsibilities during an emergency incident. NIMS serves to enhance the ability to manage incidents by establishing a single, standardized and comprehensive incident management system. Developed from the best practices of incident management, this management system is designed to cover the preparation for, response to and recovery from any incident, event or emergency, regardless of the size, nature, duration, location, scope or complexity.

Cornell University utilizes the National Institute Management System (NIMS). The implementation of this system allows University personnel interoperability at all levels, and with external agencies and government at a local, state and federal level, efficiently and effectively using established concepts, principles, terminology and technologies. These include multi-agency coordination, unified command, training identification along with the management of resources and the dissemination of information.

The following table has been developed to identify required training for key University personnel within the Cornell University Emergency Management Program. Questions regarding this document and the guidance for training should be directed to the Emergency Manager at 607-255-8200 or email to askehs@cornell.edu.

	FEMA Web-based Training Courses				NYS Office of Emergency		Cornell University
					Management Training		EHS EM Training
	ICS 100c	ICS 200b	ICS 700b	ICS 800c	ICS 300	ICS 400	G367
General Personnel	Yes		Yes				
Command Staff	Yes	Yes	Yes	Yes			Yes
Incident Managers	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Incident Leadership Team (ILT)							Yes



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General Personnel is **any person with a role** in emergency preparedness, incident management or response. **General Personnel** will complete the following two courses:

- > IS-100c Introduction to Incident Command System (ICS)
- > IS-700b NIMS, An Introduction

General Personnel includes:

- Emergency Coordinators
- Crisis Managers
- Facilities Services

- Shift Mechanics
- Transportation
- Cornell Police

- Patrol Officers
- Telecommunication Officers
- Environmental Health and Safety
- Threat Assessment Team

Command Staff are personnel assigned to **lead** any key campus emergency management efforts, having designated roles and responsibilities. **Command Staff** will complete the following four courses:

- > IS-100c Introduction to Incident Command System (ICS)
- > IS-200b Single Resources and Initial Action Incidents
- > IS-700b NIMS, An Introduction
- > IS-800c National Response Framework, An Introduction

Command Staff includes:

- Emergency Responders
- Fire Services
- First Responders

- Hazardous Materials Response Team
- CUEMS
- Emergency Support Function (ESF) Team members

In addition, Emergency Support Function (ESF) Team members must also complete G367- Emergency Management for ESF Representatives.

Incident Managers are key personnel with a leadership role in the Incident Command System. These individuals are typically required to command or manage an incident. **Incident Managers** will complete the following two courses, in addition to the Command Staff courses:

- > ICS-300 Intermediate ICS for Expanding Incidents
- > ICS-400 Advanced Incident Command

Incident Managers include:

- Cornell Police
 - Chief
 - o Deputy Chiefs
- Environmental Health and Safety
 - Associate Vice President
 - Associate Directors
 - Emergency Manager

- Lieutenants
- o Sergeant
- o Continuity Manager
 - University Fire Marshal

Executive Leaders will provide guidance on priorities and objectives based on situational needs and oversee coordination to support the Incident Management Team **Executive Leaders** will complete:

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> G367- Emergency Planning for Campus Executives

Executive Leaders include:

- President
- Provost

• Incident Leadership Team (ILT) members