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National Incident Management System (NIMS) related training remains a hospital preparedness requirement originally established in the fiscal year 2006 preparedness grants from HRSA, CDC and DHS. The following guidelines have been developed from material provided by the NIMS Integration Center and HRSA for hospitals with respect to Incident Command System (ICS) training. These guidelines were implemented in fiscal year 2008 and remain applicable.

The training guidelines presented below are role specific. Personnel identified for these roles should complete the training identified for that role. If personnel are identified to fill a number of roles, the training associated with the most senior role should be completed. For example, if an individual may be a Branch Director or a Section Chief, that person should complete the training requirements for a Section Chief.

These training guidelines are only related to NIMS/ICS compliance activities. Additional training may be required for other activities or supplemental for specific roles or disciplines. The Hospital Incident Command System (HICS) would be considered an additional training for hospital personnel and does not serve as a substitute for any of the identified trainings listed below. However, it may be appropriate for individuals within the facility to attend HICS training as a supplement to the training guidelines. The following NIMS training should be the focus of fiscal year 2008 hospital NIMS compliance activities:

- ICS-100 HC: Introduction to Incident Command System,
- ICS-200 HC: Basic Incident Command System,
- IS-700: Introduction to the National Incident Management System, and
- IS-800: National Response Plan, an Introduction.

Other identified NIMS training may be required in future fiscal years. Personnel identified to serve as Incident Commander, Safety Officer, Liaison Officer, Public Information Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, or Finance/Administration Section Chief should complete the following:

- ICS-100 HC: Introduction to Incident Command System,
- ICS-200 HC: Basic Incident Command System,
- IS-700: Introduction to the National Incident Management System, and

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- IS-800: National Response Plan, an Introduction.

Personnel identified to serve as Branch Directors or other supervisory staff should complete the following:

- ICS-100 HC: Introduction to Incident Command System,
- ICS-200 HC: Basic Incident Command System, and
- IS-700: Introduction to the National Incident Management System.

All personnel that have an identified role in emergency response, including but not limited to emergency department, laboratory, nursing, administration, facilities management staff should complete the following:

- ICS-100 HC: Introduction to Incident Command System, and
- IS-700: Introduction to the National Incident Management System.

In addition to the training listed above, all personnel within the facility should have knowledge of the facility's Emergency Operations Plan and their role should that plan be activated. Personnel identified to serve a role should provide copies of certificates to the facility. The facility should maintain a list of who is required to take what training and documentation of completed training by identified personnel.

### **Kansas Hospital NIMS Compliance Tool User's Guide**

The Kansas Hospital NIMS Compliance Tool is provided to Kansas' hospitals to identify and document the NIMS required training for various ICS positions. For each of the ICS positions, the ICS training required for that position is listed. For Command and General Staff, there is space available to list three individuals. The intent is for facilities to try and have three individuals identified for each position in case of long duration events. Branch Director and Emergency Worker positions have many spaces available because of the large number of individuals who will fill these roles.

Under each ICS position title there is a box labeled "Name". To the right of that box is a yellow colored box; this is where the name of the person identified to fill this position should be entered. Under the "Name" heading are the NIMS/ICS training requirements for that position. In the yellow box to the right of each training class enter "Yes" or "No" whether or not that individual has completed that training. When a "Yes" answer is entered the box will change to green, when a "No" answer is entered the box will change to red. When the individual completes a training class listed, change the corresponding entry from "No" to "Yes". When all of the required training boxes have been answered as "Yes", that individual's "NIMS Compliance" box, located at the bottom of the listed training, will automatically change to "Yes" and turn green. This signifies that this individual is NIMS Compliant for this position.

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This tool is intended to assist the hospital in identifying what NIMS/ICS training is required for individuals based on their proposed ICS role. It is important that the facility update this tool regularly to document facility progress towards NIMS compliance. It is also important for the facility to document and maintain copies of training certificates of individuals identified to serve in ICS roles. These may be necessary for NIMS compliance audits.

Any questions regarding NIMS compliance activities to be completed at hospitals or ICS training can be directed Gilbert Tabares, Operations Specialist, 785-296-3380 or [gtabares@kdheks.gov](mailto:gtabares@kdheks.gov)