

Kansas County Health Department NIMS Compliance Requirements and Tool User's Guide

NIMS Compliance Training Requirements

The following represents training to be taken by personnel in county health departments in Kansas to achieve NIMS compliance related to the Incident Command System (ICS). Training is specific to ICS position. Individuals identified to possibly fill those positions should complete the training requirements. Additionally, **ALL** personnel should have an understanding of the agency's emergency operations plan and their role within that plan.

The following lists, by position, the training required for each ICS position.

Incident Commander

The Incident Commander may be the health department administrator, bioterrorism coordination, emergency preparedness coordinator, health officer, etc.

- ICS-100: Introduction to the ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: National Incident Management System: an Introduction
- IS-800: Introduction to the National Response Plan

Safety Officer

The Safety Officer may be the health department administrator, bioterrorism coordinator, emergency preparedness coordinator, health officer, nurse, etc.

- ICS-100: Introduction to the ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: National Incident Management System: an Introduction
- IS-800: Introduction to the National Response Plan

Liaison Officer

The Liaison Officer may be the health department administrator, bioterrorism coordinator, emergency preparedness coordinator, community outreach specialist, bureau or unit director, senior administrative officer, etc.

- ICS-100: Introduction to the ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS

- IS-700: National Incident Management System: an Introduction
- IS-800: Introduction to the National Response Plan

Public Information Officer

The Public Information Officer may be the health department administrator, bioterrorism coordinator, emergency preparedness coordinator, community outreach specialist, bureau or unit director, medical officer, nurse, senior administrative officer, etc.

- ICS-100: Introduction to the ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
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- IS-800: Introduction to the National Response Plan

Section Chiefs (Operations, Planning, Logistics, and Finance/Administration)

Section Chiefs may be the bioterrorism coordinator, emergency preparedness coordinator, bureau or unit directors, lead workers, senior staff members, nurses, etc.

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- ICS-400: Advanced ICS
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- IS-800: Introduction to the National Response Plan

Branch Director/Supervising Staff

Branch Directors may be the bioterrorism coordinator, emergency preparedness coordinator, bureau or unit directors, lead workers, senior staff members, nurses, etc.

- ICS-100: Introduction to the ICS
- ICS-200: Basic ICS
- IS-700: National Incident Management System: an Introduction

Emergency Worker

The term Emergency Worker applies to any identified person whom may serve a direct role in emergency response activities. This term may apply to any individual identified in the county or agency emergency response plan.

- ICS-100: Introduction to the ICS
- IS-700: National Incident Management System: an Introduction

NIMS Training Requirements Compliance User's Guide

The Kansas County Health Department NIMS Compliance Tool is provided to assist county health departments in identifying and documenting training required for NIMS compliance. The tool outlines the various ICS positions that health department staff may fill. Refer to your local county or health department emergency plan to identify the position(s) that an individual may be asked to fill. For every position identified there are yellow colored boxes that are to be filled in by the county. The first box is "Name". The name of the individual whom may be asked to fill this position should be typed in the yellow box to the right of the "Name" box. For each ICS identified position there are three sets of criteria. This is to allow for documenting the training of staff to three deep. Under the "Name" box, are a number of classes identified by their class number and the name of the class. To the right of each of the class names are yellow colored boxes under the heading "Completed (Yes or No)". For the individual listed to the right of the "Name" box, their completion status of the class should be entered, either "Yes" or "No". When a "Yes" response is entered into the box to the right of the class, the box will change color to green. When a "No" response is entered into the box to the right of the class, the box will change color to red. At the bottom of each of the listed required classes is a box titled "NIMS Compliant". When all of the classes listed for a position have been answered with a "Yes" response, the box to the right of the "NIMS Compliant" box will automatically enter "Yes" and turn green. This indicates that identified person has completed all of the NIMS training requirements and can be considered NIMS compliant for ICS training. Documentation for all of these completed courses should be copied and kept in a file for auditing purposes.