



# New Jersey Office of Emergency Management Directive

	EFFECTIVE DATE	NUMBER
	August 18, 2021	NJOEM-1 (2021)
	SUBJECT	
	National Incident Management System (NIMS) Training Requirements	
REFERENCE	EXPIRES	
Homeland Security Presidential Directive-5 (HSPD-5) Homeland Security Act of 2002 FEMA National Incident Management System Training Program May 2020 Executive Order 248 (Murphy 2021)	N/A	
	RESCINDS	
	N/A	

In accordance with Executive Order 248 (Murphy 2021), the purpose of this Directive is to establish core baseline and advanced training requirements based upon the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) Training curriculum for local, county and State emergency response providers. It is necessary that all State, county, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management.

Homeland Security Presidential Directive-5 (HSPD-5) directed Federal agencies to adopt NIMS and encouraged all other stakeholders – state, local, tribal, and territorial governments, private sector organizations, critical infrastructure owners and operators, and Nongovernmental Organizations (NGO) involved in incident management and support – to do the same. New Jersey adopted NIMS in 2005 as the State standard for incident management and for all incidents and emergencies in the State and, through former Executive Order 50 (Codey 2005) prescribed training criteria based upon the then-existing standards. Through Executive Order 248, Governor Murphy continued NIMS as the State standard for incident management. The new Executive Order also delegates to the State Director of Emergency Management authority to determine appropriate NIMS training requirements of emergency response providers.

This Directive consists of the following numbered sections:

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## **I. Definitions:**

- **Emergency Management Personnel:** individuals assigned to perform responsibilities as part of, or in support of, a municipal, county or the State office of emergency management; or individuals having emergency management responsibilities within any municipal, county or State department, agency or office; or individuals who are affiliated with any non-profit agency or organization that is a primary or support agency for any municipal, county or State emergency operations plan.
- **Incident Personnel, First Responder or Emergency Response Providers:** interchangeable, defined as the following and applies regardless of whether the individual is paid or volunteer:
  - FEMA provides that the term “**incident personnel**” includes all individuals who have roles in incident management or support, whether on-scene, in an Emergency Operations Center (EOC), or through a MAC Group.
  - The Federal Homeland Security Act of 2002, as amended, provides that the term “**emergency response providers**” includes federal, state, and local governmental and nongovernmental emergency public safety, fire, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.
  - FEMA defines “**Incident Personnel Designated as Leaders/Supervisors**” as senior level incident personnel designated as Incident Command System (ICS) or EOC leaders/supervisors who manage large or complex incidents that extend beyond a single operational period and generate an Incident Action Plan (IAP). For the purposes of training requirements, the New Jersey Office of Emergency Management (NJOEM) defines “Incident Personnel Designated as Leaders/Supervisors” as only those personnel who are members of a formal Incident Management Team.
- **Multi Agency Coordination (MAC) Groups:** sometimes called Policy Groups, composed of senior officials, such as agency administrators, executives, or their designees, authorized to represent or commit agency resources and funds in support of incident activities.
- **All-Hazards Incident Management Team (AHIMT):** composed of trained personnel who can be deployed as a single resource or a team to either enhance ongoing operations through provision of infrastructure support, or when requested, transition to an incident management function to include all components/functions of a Command and General Staff.
- **Type 1 Incidents:** Most complex, requiring national resources for safe and effective management and operation. Type 1 response may continue for many weeks or months. Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. Branches need to be established.

- **Type 2 Incidents:** This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of the area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500.
- **Type 3 Incidents:** Incident needs exceed onsite capabilities and additional resources from the local area may be brought in to support the response. The response will last longer than one or two operational periods. A Type 3 AHIMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 AHIMT.
- **Type 4 Incidents:** Minor incident that can usually be resolved within a day with onsite resources and support from mutual aid.
- **Type 5 Incidents:** Small incident that can usually be resolved within a few hours with local resources.

## **II. Orders:**

1. NIMS provides principles, structures, and processes that link the nation's responders together, enabling them to meet challenges that are beyond the capacity of any single jurisdiction or organization. NIMS is the State standard for incident management and it shall be used for all planned events and incidents.
2. All State, county and local departments and agencies shall maintain compliance with federal and State requirements, and shall issue such directives, orders, regulations or guidance to ensure the use of NIMS on all planned events and incidents, and to satisfy the requirements of this Directive.
3. All responses conducted pursuant to the State Emergency Operations Plan (SEOP), or any county or municipal EOP, shall be conducted in accordance with NIMS. All State, county and local departments and agencies shall incorporate NIMS into existing training programs and exercises, wherever appropriate.
4. NJOEM shall work with federal, State, and local stakeholders responsible for the implementation of NIMS to develop and implement a program to deliver NIMS-compliant training pursuant to Section III of this Directive.
5. This Directive supersedes the pre-existing April 20, 1998, MOU between the New Jersey Department of Community Affairs/Division of Fire Safety, the New Jersey Department of Environmental Protection/Forest Fire Service, and the NJ Department of Law and Public Safety/Division of State Police with respect to ICS training requirements.
6. NJOEM shall facilitate an ICS Advisory Group with respect to ICS-related policies. The ICS Advisory Group shall be comprised of the New Jersey Department of Community

Affairs/Division of Fire Safety, the New Jersey Department of Environmental Protection/Forest Fire Service, New Jersey Department of Corrections, New Jersey Office of Homeland Security and Preparedness, New Jersey Department of Transportation, and any other applicable State agency identified by NJOEM.

7. Within 60 days of the effective date of this Directive, the ICS Advisory Group shall develop and deliver to NJOEM the New Jersey ICS Training Policy for ICS course offerings.
8. NJOEM shall coordinate existing learning management and tracking systems to document incident management training and other NIMS training offered by NJOEM.
9. As per federal guidance, eligibility for federal preparedness grants is contingent upon compliance with this Directive.

### **III. Training Requirements:**

The FEMA NIMS Training Program is based on an individual's level of incident responsibility and the incident's complexity rather than an agency-affiliation, rank, or discipline. An organization should use its jurisdiction's hazard/threat analysis to determine the types of incidents most likely to occur, and tailor its NIMS training to meet those needs.

#### **A. Required Core Baseline Training**

Incident personnel, first responders, emergency response providers, emergency management personnel, personnel who staff an EOC, and public information personnel assigned to work in an ICS or an EOC environment must complete (or, upon request, demonstrate prior completion of) the required training pursuant to the guidelines set forth below. *[Note: Section III.A. does not pertain to MAC Group personnel or senior elected and appointed officials. See Section III.C. for their specific training requirements.]*

Online courses (FEMA Independent Study "IS" courses) shall be completed within three months and classroom courses (E/L/G) must be completed within one year of the individual's starting date in an applicable paid or volunteer position or the effective date of this Directive, whichever is later, unless extended for good cause by the individual's agency.

#### **Core baseline training for all incident personnel, first responders or emergency response providers, excluding MAC Group personnel/officials**

- IS-100 - An Introduction to the Incident Command System
- IS-200/ICS-200 - Basic Incident Command System for Initial Response
  - E/L/G ICS-200 (classroom version) is required for emergency management personnel, EOC personnel and Public Information Officers.
  - E/L/G ICS-200 (classroom version) is also mandatory for any advance training courses requiring "Basic ICS for Initial Response" as a prerequisite.

- All other personnel can use the IS-200 (online version) to satisfy this requirement. However, it is strongly recommended that all personnel take the classroom version instead of the online version.
- IS-700 - An Introduction to the National Incident Management System
- IS-800 - National Response Framework, An Introduction

**B. Required Advanced Training for Specific Roles and Responsibilities**

In addition to the requirements set forth in Section III.A., personnel assigned to the following positions shall also complete advanced training for their specific assignments.

Online courses (FEMA IS courses) and classroom “E/L/G” courses shall be completed within 1 year of the individual’s starting date in an applicable paid or volunteer position or the effective date of this Directive, whichever is later, unless extended for good cause by the individual’s agency. The E/L/G ICS courses should only be taken after gaining additional ICS experience, but within 5 years of the individual’s starting date in an applicable paid or volunteer position or the effective date of this Directive, whichever is later.

*NOTE: ICS-200 (classroom version) is required to satisfy the prerequisite requirement for these advanced training courses. Personnel who completed the IS-200 (online version) will be required to take the classroom ICS-200 prior to enrolling in the advanced training courses.*

**i. Personnel assigned to an Incident Management Team (IMT), Incident Support Team, Incident Management Assistance Team:**

- E/L/G0300 - Intermediate ICS for Expanding Incidents
- E/L/G0400 - Advanced ICS for Complex Incidents
- IS-2200 - Basic Emergency Operations Center Functions
- G0191- Emergency Operations Center / ICS Interface
- **In addition, individuals assigned to Type 3, Type 2, and Type 1 IMTs must also take:**
  - E/L/G2300 - Intermediate Emergency Operations Center Functions
  - USFA O-305, Type 3 All-Hazards Incident Management Team Introduction Course (must be taught by NJOEM approved O-305 instructors).
  - At least one NIMS ICS All-Hazards Position Specific course.

**ii. Municipal Emergency Management Coordinators and EOC Command & General Staff:**

- IS-2200 - Basic Emergency Operations Center Functions
- G0191 - Emergency Operations Center / ICS Interface

**iii. County Emergency Management Coordinators:**

- G0191 - Emergency Operations Center / ICS Interface
- IS-2200 - Basic Emergency Operations Center Functions
- E/L/G2300 - Intermediate Emergency Operations Center Functions

- E/L/G0300 - Intermediate ICS for Expanding Incidents

**iv. Public Information Officers:**

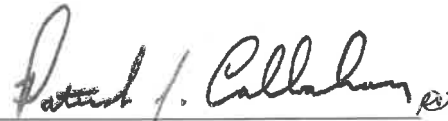
- IS-29 - Public Information Officer Awareness
- G0290 - Basic Public Information or L105 Public Information Basics (if completed after November 2020)

**C. Training for MAC Group Personnel and Senior Elected and Appointed Officials**

- G0402 - NIMS Overview for Senior Officials, and
- MAC Group personnel and officials shall also participate in a briefing from their jurisdiction's emergency management coordinator to understand the jurisdiction's threats and hazards, as well as their role in emergency response.
- Although not specifically required, MAC Group personnel and officials would benefit from the core baseline training described in Section III.A.

**IV. Effect:**

This order shall take effect immediately.



Patrick J. Callahan  
Colonel  
State Director of Emergency  
Management