



UMASS Amherst
Emergency Management Business Continuity
FEMA Independent Study Program

National Incident Management System (NIMS) / Incident Command System (ICS)
Online Training Self-Learning Guide

OVERVIEW

UMass Amherst is committed to promoting integrated emergency management principles and practices through the application of NIMS, ICS and an all-hazards approach.

NIMS provides a consistent nationwide approach for government, the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity. ICS is a management system designed to enable effective and efficient incident management activities that operate within a common organizational structure.

To achieve compliance with the training requirements specified under NIMS, UMass has developed this Online Training Self-Learning Guide **for persons involved with emergency planning, response and/or recovery efforts on campus**. This includes all **Incident Management Team (IMT) Members and backups** identified to support the campus' Emergency Operations Center (EOC) and Incident Management Team Organizational Chart.

FEMA's Independent Study Program (ISP) offers self-paced, web-based courses free-of-charge (Pg. 2). Each course takes 1-3 hours to complete based on your experience with NIMS/ICS. The classroom materials can be downloaded, printed and reviewed at your own pace, and you may enter each course as frequently as you wish. To view a hardcopy version of the classroom material, you may print the material for your own records or you may sign out pre-assembled course binders from the Emergency Management Business Continuity (EMBC) Office. Contact **Tom O'Regan, EMBC Manager at 5-7431 or oregan@ehs.umass.edu**.

Each course culminates with an online final exam, which you may take when you are ready, but must be completed once started, as the questions change at random every time the "Take Final Exam" button is clicked. The exam takes 30-45 minutes to complete. Upon successful completion (75% or higher equals a passing grade), a certificate will be sent to you immediately via email from **FEMA's ISP**. A hardcopy certificate will be mailed soon after to the address you provide. **Please forward a copy of your electronic certificate to Tom O'Regan.**

A list of required courses can be found on the following page of this self-learning guide. To view a full listing of available courses, visit: <http://training.fema.gov/is/crslist.asp>



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REQUIRED COURSES

***NOTE:** Prior versions of these courses may meet the NIMS/ICS training requirement Please forward a copy of your certificate(s) to the EMBC Office.

IS-700.a National Incident Management System (NIMS), An Introduction

<http://training.fema.gov/EMIWeb/IS/is700a.asp>

IS-700.A introduces the National Incident Management System, a system that provides a consistent nationwide template to enable all government, private sector and nongovernmental organizations to work together during domestic incidents. It will explain the purpose of NIMS components such as preparedness, communications and information management, resource management, and command and management. The course is not designed to replace ICS and position-specific training.

IS-100.HE Introduction to the Incident Command System for Higher Education

<http://training.fema.gov/EMIWeb/IS/IS100HE.asp>

IS-100.HE introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. The course describes the history, features and principles, and organizational structure of ICS. It explains the relationship between ICS and the National Incident Management System (NIMS) and uses the same objectives and content as other ICS courses with applications to higher education. In this course you will learn the steps you should take to be accountable for your actions during an incident.

Prerequisite: IS-700.A

IS-200.b ICS for Single Resources and Initial Action Incidents

<http://training.fema.gov/EMIWeb/IS/IS200b.asp>

IS-200.b is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. It provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. This course is NIMS compliant.

Prerequisites: IS-100 and IS-700.A



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BEFORE TAKING THE EXAM

Your **Social Security Number** is used as your student identification number, when submitting your exam answers online. The website and testing system meet federal guidelines for protecting Personally Identifiable Information. If you do not wish to submit your SSN, you will need to request an alternate ID from the Independent Study Program. Fax your name, phone number, mailing address, email address, and a copy of your voter registration card, U.S. passport or birth certificate to: 301-447-1201 or mail your request to:

EMI – Independent Study Program
16825 South Seton Avenue
Emmitsburg, MD 21727-8998

TAKING THE EXAM

1. Go to the course website and click “Take Final Exam”
2. Check box to agree that completion will be an individual effort, then click “Continue”
3. Scroll down to complete all answers to the exam
4. Click “Next” to view more questions or “Back” to review answers
5. Complete Enrollment Form and submit the exam
6. Persons who score at least 75% on the exam will immediately receive a completion certificate electronically via email and in hardcopy form to the mailing address provided
7. Forward the electronic copy of your certificate to Tom O’Regan for Emergency Management training records

For questions, to sign out pre-assembled training binders, or to forward an electronic copy of your certificate, please contact Tom O’Regan, EMBC Manager: 5-7431 or oregan@ehs.umass.edu