

National Incident Management System (NIMS)

WHO: ALL City of Cocoa Employees. **All newly hired employees** are required to take the required courses, based on the position held, within six (6) months of employment. Current employees, if they have not already done so, are required to take the training as instructed by the Department Director based on the guidelines provided within the NIMS training program. Levels of training are listed below.

Entry Level – this group includes ALL City Personnel & Elected Officials. 2 courses required

IS-700: NIMS

ICS-100

First Line, Single Resource, Field Supervisors – this group includes skilled support personnel; Maintenance Worker IIIs, Supervisors, Superintendents, Assistant Superintendents; Managers, Directors. 3 to 5 courses required

IS-700

ICS-100

ICS-200

ICS-300 (Public Safety Only; Classroom requirements)

ICS-400 (Public Safety Only; Classroom requirements)

Mid-level Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc. – This group includes the City Manager, all Directors, Managers, Superintendents, Assistant Superintendents, and anyone who will or may be needed to work in the EOC during an activation. This group would also include personnel included in ESF #18 – Damage Assessment after an activation. 8 courses required

IS-700

IS-701

IS-702

IS-703

IS-704

IS-800.ANRP

ICS-100

ICS-200

WHAT: City-wide National Incident Management System (NIMS) Program

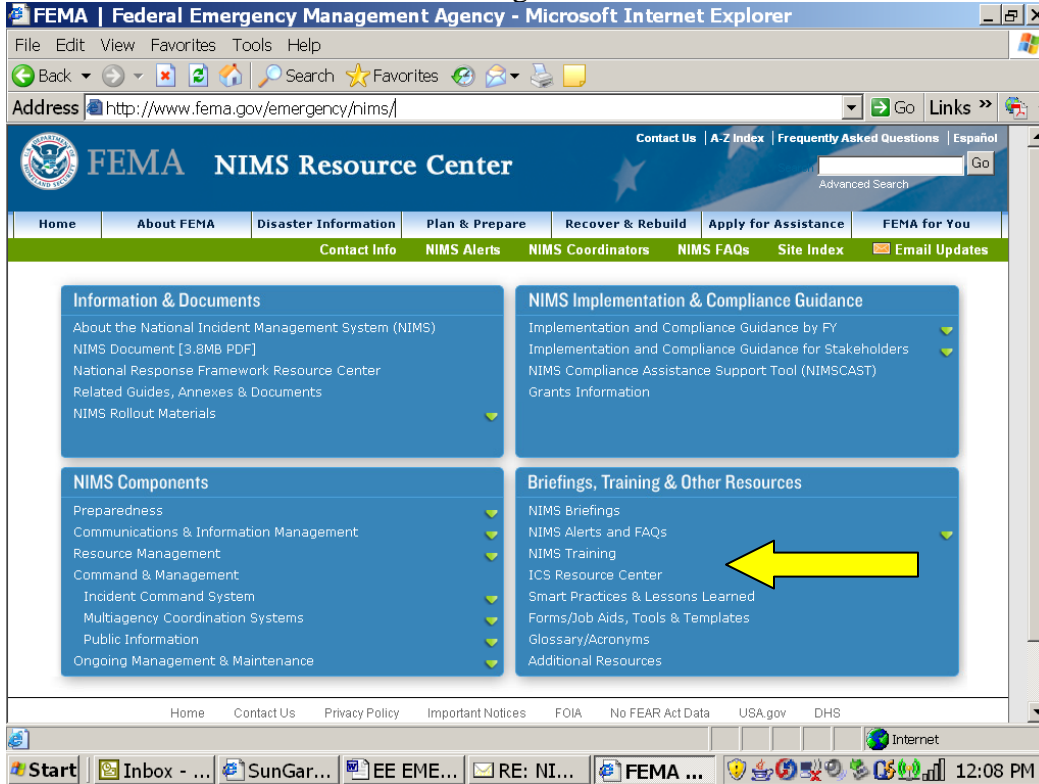
WHERE: Online Training – Program City-wide

WHEN: New hires within 6 months of hire; all employees must receive the training.

WHY: The City of Cocoa participates in the NIMS and ICS Training Program. This specialized participation aids city employees in being properly trained with the same training program as other local municipalities in Brevard County, the State of Florida, and on a National level. 100% employee compliance assists the City with obtaining available grant funding, communication ability with other commands, and other opportunities for resources, etc.

HOW: STEP ONE: Go to <http://www.fema.gov/emergency/nims/>. Step by step instructions are provided for your use in accessing the training required. When you log on to the website <http://www.fema.gov/emergency/nims/>, you will enter the FEMA NIMS Resource Center. You are encouraged to navigate this site to learn more about the NIMS Program.

STEP TWO: Click on “NIMS Training”



STEP THREE: Click on “NIMS Courses”.

FEMA | Federal Emergency Management Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print

Address http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm Go Links

Contact Us | A-Z Index | Frequently Asked Questions | Español

FEMA NIMS Resource Center

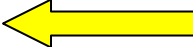
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Home About FEMA Disaster Information Plan & Prepare Recover & Rebuild Apply for Assistance FEMA for You

Contact Info NIMS Alerts NIMS Coordinators NIMS FAQs Site Index Email Updates

NIMS Training Menu

- Five-Year NIMS Training Plan
- NRF Integrated Emergency Management Course (IEMC)
- NIMS Courses
- FAQs



Five-Year NIMS Training Plan

A critical tool in promoting the nationwide implementation of NIMS is a well-developed training program that facilitates NIMS training throughout the Nation, growing the number of adequately trained and qualified emergency management/response personnel. Closely related to the training, core competencies will form the basis of the training courses' learning objectives and personnel qualifications that validate proficiency. The Incident Management Systems Integration Division is charged with the development of NIMS core competencies, training courses, and personnel qualifications.

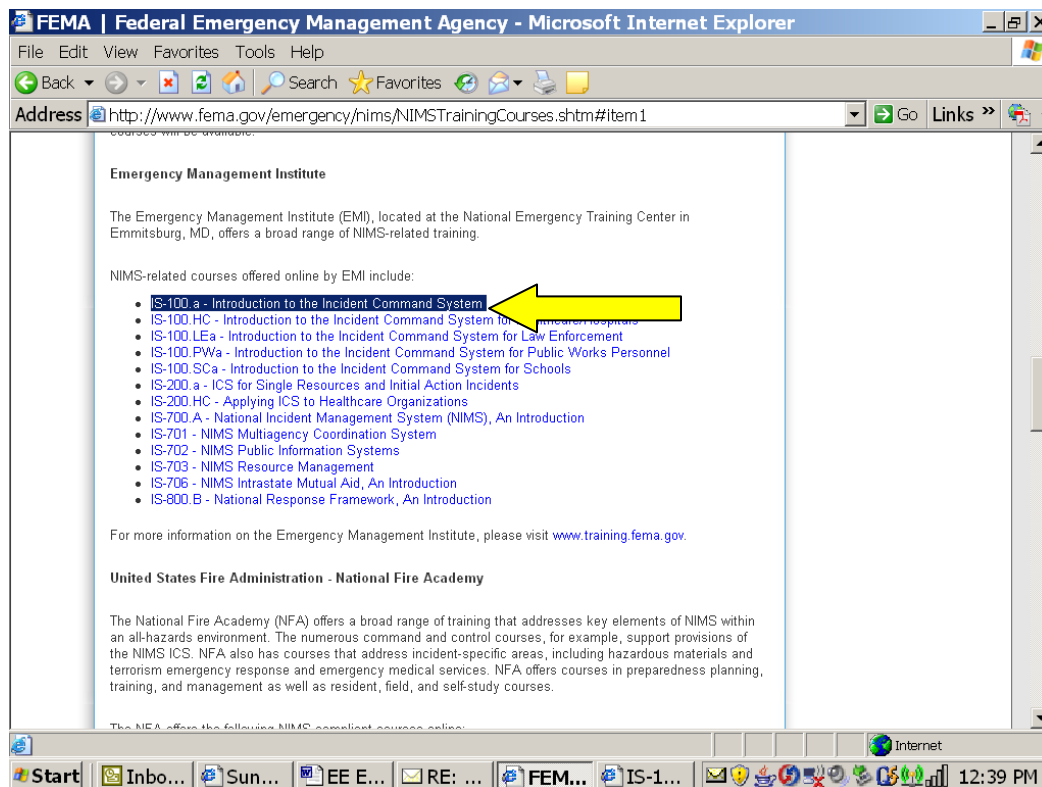
Released in February 2008, the Five-Year NIMS Training Plan describes the operational foundations of these efforts; defines NIMS core competencies, training courses, and personnel qualifications as part of the National Training Program for NIMS; assembles and updates the training guidance for available NIMS courses (organized as a core curriculum); and lays out a plan for the next five years to continue development of the National Training Program.

The Five-Year NIMS Training Plan compiles the NIC's existing and ongoing development of NIMS training and

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STEP FOUR: Select the course you are required to take and click on the link. For example, to take the IS-100 course, click on the course titled [IS-100.a - Introduction to the Incident Command System](#).



STEP FIVE: Once you click on the above referenced course, you will find three options on the right side of this site.

The First Section Titled “Take this Course” is the interactive EMI Learning Site. Click on this to take the course you selected on the previous screen.

The Second Section Titled “Downloads for Classroom” are useful study materials. Click on this to take you to course study materials.

The Third Section Titled “Take Final Exam” is for you to complete the required exam. Click on this link to take the final exam for the course you selected previously.

When you start the exam, follow the instructions. When you have successfully completed the exam, you will receive a certificate via the email system. When prompted to do so, make sure you provide a City email address to receive your certificate. The Department may require that you use one email address as a collection point for all certificates of completion. Or, you may use your city issued email address, and forward a copy of your certificate to your Department contact, and then the information will be forwarded to Human Resources prior to the testing deadline. The copy of your certificate will be maintained in your City of Cocoa Personnel File.



It is important to remember that if you transfer to a different position within the City of Cocoa, please check with your supervisor to make sure you take any additional testing, if required. You may follow the steps in this “How To” section of the Employee Emergency Response Manual.

You are strongly encouraged to visit this site whenever you feel that you need to refresh your skills and knowledge. This online learning tool provides valuable training in the event it is required to do your job.