

Teton County/Town of Jackson
National Incident Management System
(NIMS) Training Plan



Developed & Published by

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Double Draw Landslide, Snake River Canyon 05/16/2011

PURPOSE

The purpose of this plan is to outline minimum National Incident Management System (NIMS) training requirements for Teton County and Town of Jackson employees. Minimum requirements for Teton County/Town of Jackson employees are higher than the base NIMS requirements due to the potential need for all skill sets within the County/Town during a disaster. By having a well trained staff, local government is better prepared to deal with disasters and serve the community. By being compliant with NIMS standards, it allows both the Town and the County to receive Homeland Security funds for preparedness measures.

AUTHORITIES

Direction from both the County Commissioners and the Town Council has been to create a well-prepared workforce to best serve the public in times of crisis. This is outlined in *the Teton County Policies Manual & Handbook (2011). Part 4, Emergency Management, Sections 1 & 2* of the manual states that all employees are required to take IS-100 and IS-700; however, this training plan supersedes the *Teton County Policies Manual & Handbook (2011)* and now all employees are encouraged, but not required, to take IS-100 and IS-700. Other specific employees are required to take this training due to the emergency nature of their work as outlined in this plan.

This NIMS training plan outlines the employees who require training based on previous Town/County incidents, exercises, and updated guidance on NIMS training. Minimum training requirements were taken from the NIMS Integration Center's (NIC) *NIMS Training Program (September 2011)*.

Additionally, the utilization of employees and facilities in carrying out provisions of Wyoming's Homeland Security Act is outlined by Title 19, Chapter 13, Section 111 of Wyoming state statutes.

PERSONNEL DEFINITIONS

There are six personnel definitions for Teton County and Town of Jackson employees:

1. **Entry Level**
2. **First Line, Single Resource, Field Supervisor**
3. **Middle Management: Strike Team Leaders, Division Supervisors, etc.**
4. **Command and General Staff: Incident and EOC Managers**
5. **EOC Staff**
6. **Senior Elected Officials and Administrators**

ENTRY LEVEL

All Teton County and Town of Jackson employees and Teton County Community Emergency Response Team (CERT) volunteers are considered "Entry Level" for the purpose of NIMS compliance. The reason for this is that any employee can be requested to carry out special duties in the event of a disaster. Examples would be staffing phone banks, providing clerical services at the Emergency Operations Center, or assisting with recording damage in the field. Employees would be deployed based on their skill set, level of comfort with the assigned task, and level of training. **Entry Level employees are encouraged, but not required, to take IS-100 and IS-700.**



Teton County Mass Violence Tabletop Exercise, 01/23/2013

FIRST LINE, SINGLE RESOURCE, FIELD SUPERVISORS

Employees that fall into this category are usually in more traditional emergency services, public works, and emergency management. Employees in this category within those departments usually supervise several subordinates in the field. Others have been placed into this category due to their duties in coordinating emergency responses (i.e. TCSO Dispatch). Specific positions include:

- **All Jackson Hole Fire/EMS Employees**
- **All Jackson Police Patrol and Investigations**
- **All Teton County Sheriff's Office Communications Technicians**
- **All Teton County Sheriff's Office Patrol and Investigations**
- **Teton County CERT Team Leaders**
- **Teton County Health Department Office Manager**
- **Teton County Road & Levee Manager**
- **Teton County Search & Rescue Board Members**
- **Teton County Wireless Specialist**
- **Town of Jackson Public Works Managers and Supervisors**

MIDDLE MANAGEMENT: STRIKE TEAM LEADERS, DIVISION SUPERVISORS, ETC.

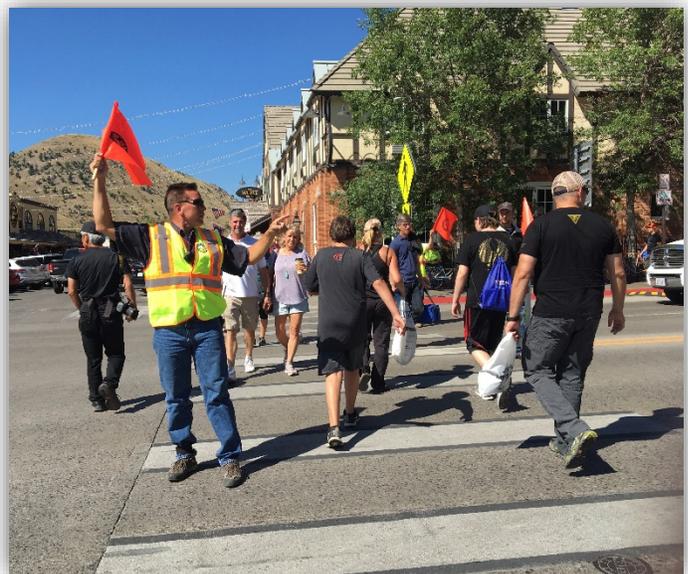
This category includes department supervisors who play a pivotal role in larger emergency responses and staff who may be Strike Team Leaders, Division Supervisors, Group Supervisors, Branch Directors, or Unit Leaders in an ICS response as determined by their department director/elected official. Specific positions include:

- **Jackson Hole Fire/EMS Officers**
- **Jackson Police Department Sergeants & Corporals**
- **Teton County Search & Rescue Supervisor**
- **Teton County Sheriff's Office Sergeants**
- **Teton County Sheriff's Office Communications Supervisor**

COMMAND AND GENERAL STAFF: INCIDENT AND EOC MANAGERS

Potential Incident Commanders, Liaison Officers, Safety Officers, Public Information Officers, Operations Section Chiefs, Planning Section Chiefs, Logistics Section Chiefs, Finance/Administration Section Chiefs, and EOC Managers fall into this category. Specific positions in this category are:

- **Teton County Sheriff and Lieutenants**
- **Jackson Police Department Chief and Lieutenant**
- **Jackson Hole Fire/EMS Chief and Battalion Chiefs**
- **Teton County Public Information Specialist**
- **Town of Jackson Public Information Officer**
- **Teton County Health Department Director, Nursing Manager, Public Health Response Coordinator, and Environmental Health Supervisor**
- **Emergency Management Coordinator and Program Assistant**



Town of Jackson Public Works directing pedestrian traffic during the Total Solar Eclipse Event, 08/18/2017

EOC STAFF

Personnel that have primary roles in the Town/County Emergency Operations Plan (EOP) and work in the Town/County EOC fall into this category. This also includes EOC Support Staff Volunteers:

- **ESF #1 (Transportation) Coordinator – Teton County Road & Levee Manager**
- **ESF #2 (Communications) Coordinator – Teton County Sheriff's Office Communications Center Supervisor**
- **ESF #3 (Public Works and Engineering) Coordinator – Teton County Public Works Director**
- **ESF #4 (Firefighting) Coordinator – JHFEMS Chief and Battalion Chiefs**
- **ESF #5 (Emergency Management) Coordinator – TCEM Coordinator and Program Assistant**
- **ESF #6 (Mass Care) Coordinator – American Red Cross Representative**
- **ESF #7 (Resource Management) Coordinator – TCEM Coordinator and Program Assistant**
- **ESF #8 (Public Health and Medical Services) Coordinator – Teton County Health Officer, TC Health Department Director, and Public Health Response Coordinator**
- **ESF #9 (Urban Search & Rescue) Coordinator – JHFEMS Chief and Battalion Chiefs**
- **ESF #10 (Hazardous Materials) Coordinator – JHFEMS Chief and Battalion Chiefs**
- **ESF #11 (Agriculture and Natural Resources) Coordinator – Teton County Extension Office Director**
- **ESF #12 (Energy) Coordinator – Town of Jackson Public Works Director**
- **ESF #13 (Public Safety and Security) Coordinators – Teton County Sheriff/Lieutenants and Jackson Police Chief/Lieutenant**
- **ESF #14 (Long Term Community Recovery and Mitigation) Coordinator – Teton County Planning Director and Town of Jackson Planning Director**
- **ESF #15 (External Affairs) Coordinators – Teton County Public Information Specialist and Town of Jackson PIO**

SENIOR ELECTED OFFICIALS AND ADMINISTRATORS

This group consists of the following:

- **Teton County Commissioners**
- **Jackson Town Council**
- **County Commissioners' Administrator**
- **Town Administrator**
- **Teton County Treasurer**
- **Town of Jackson Finance Director**
- **Teton County Clerk**



2017 Rendezvous Fest Incident Management Team at Teton Village, 03/18, 2017

FEMA STUDENT IDENTIFICATION (SID)

All online independent study courses through FEMA no longer use social security number for registration. All personnel who take FEMA independent study courses or further classroom-delivery courses for NIMS classes will need a FEMA SID. Students can get one at <https://cdp.dhs.gov/femasid>.

CORE REQUIREMENTS

Different levels of personnel require different levels of training, according to both NIMS and Town/County policy. All training requirements are cumulative. These requirements are summarized on the *Core and Additional Requirements* matrix on page 9. Personnel are advised that course versions are constantly changing, as indicated by a letter suffix to the course when found online. **Once a course is completed, unless specifically required by NIMS guidance, personnel are *not* required to take the new version in order to remain compliant.** For this reason, course version letter suffixes will not be used in this document. Current online independent study (IS) courses can be found by searching at <https://training.fema.gov/is/>.

ENTRY LEVEL

- IS-700: NIMS, An Introduction
- IS-100: Introduction to ICS

FIRST LINE, SINGLE RESOURCE, FIELD SUPERVISORS

- All of the above training
- IS-200: ICS for Single Resource and Initial Action Incidents

MIDDLE MANAGEMENT: STRIKE TEAM LEADERS, DIVISION SUPERVISORS, ETC.

- All of the above training
- IS-800: National Response Framework, An Introduction
- ICS-300: Intermediate ICS for Expanding Incidents (classroom only)

COMMAND AND GENERAL STAFF: INCIDENT AND EOC MANAGERS:

- All of the above training
- ICS-400: Advanced ICS for Command and General Staff (classroom only)

EOC STAFF

- First Line, Single Resource, Field Supervisors training
- IS-775: EOC Management and Operations

SENIOR ELECTED OFFICIALS AND ADMINISTRATORS

Although there are no specific training requirements for elected officials in NIMS guidelines, the following courses are highly recommended for local leaders to gain competency in managing emergencies:

- IS-908: Emergency Management for Senior Officials
- G-402: Incident Command System for Executives/Senior Officials (classroom only)
- MGT-312 Senior Officials' Workshop for All-Hazards Preparedness (classroom only, Texas A&M Engineering delivery)

ADDITIONAL REQUIREMENTS

Some employees have additional NIMS training requirements because they play a primary role in the Emergency Operations Center (EOC), in the Incident Command System (ICS), or in everyday emergency coordination. Courses are listed with the positions required to take them below.

IS-702: NIMS PUBLIC INFORMATION SYSTEMS

Public Information Officers and Emergency Management are required to take this course. Specific positions include:

- **Teton County Emergency Management Coordinator and Program Assistant**
- **Teton County Public Information Specialist**
- **Town of Jackson Public Information Officer**

IS-703: NIMS RESOURCE MANAGEMENT

Personnel with a significant resource management role in emergency management and incident response must complete this course. Specific positions include:

- **Teton County Emergency Management Coordinator and Program Assistant**

IS-706: NIMS INTRASTATE MUTUAL AID, AN INTRODUCTION

This course must be completed by personnel with a significant role in creating mutual aid agreements. Specific positions include:

- **Teton County Emergency Management Coordinator and Program Assistant**

G-191: ICS/EOC INTERFACE

Classroom only.

This course must be completed by EOC staff and those personnel likely to be in a Command or General Staff position in the field.

- **JHFEMS Chief**
- **JHFEMS Battalion Chiefs**
- **JPD Chief and Lieutenant**
- **TCEM Coordinator and Program Assistant**
- **TCHD Director and Public Health Response Coordinator**
- **TCSO Sheriff and Lieutenants**
- **TCSO Communications Supervisor**



Mississippi Air National Guard C-17 leaving JH Airport after dropping off supplies for 2011 Full Scale Exercise, 09/10/2011

TIMEFRAME FOR COMPLETION AND CONTINUING EDUCATION

Entry Level required courses should be completed within 6 months of hire date. First-Line requirements should be completed within one year of hire date. Middle Management courses should be completed within two years of hire date, with Command and General Staff and Additional Requirements courses completed within three years of hire date.

Although at this time none of the NIMS required trainings expire, realize that this is a constantly evolving program with new courses being developed each year. Requirements will change, and personnel are encouraged to review older material they haven't had an opportunity to exercise. Participation in at least one exercise or incident per year that utilizes NIMS principles is highly encouraged.

RECORD KEEPING

Upon successful completion of independent study courses, an email is sent to the student with a link to their certificate. Upon completion of a classroom course, a certificate is mailed or emailed to the student. There are three things the student should do:

1. **Save the email with the link to your certificate if it was an online course (the email itself doesn't prove you passed the course, but will allow you to access your certificate again for printing)**
2. **Print/save a copy of the certificate for your own personal records**
3. **Give a copy of the certificate to your record manager***

*Each department/agency handles NIMS records slightly differently and gives their certificate to different record managers:

- All Town of Jackson departments – Town Clerk, Assistant Town Administrator
- Jackson Hole Fire/EMS – Training Officer
- Teton County Sheriff's Office – Training Officer
- Teton County Search & Rescue – Training Officer
- Teton County Health Department – Public Health Response Coordinator
- Teton County Emergency Management - Coordinator
- All other Teton County Departments and Divisions – Department Director, Elected Official, or Division Manager

Emergency Management cannot retrieve records of successful course completion from FEMA. If you lose your certificate, you will either have to re-take the course or write to FEMA to request a copy of your transcripts

(<http://training.fema.gov/EMIWeb/downloads/tranrqst1.pdf>). You may also contact the Wyoming State Training Officer Renee Austin at renee.austin1@wyo.gov to request a copy of your official State transcript for courses you have taken from the Wyoming Office of Homeland Security.

RECORD MANAGER & DEPARTMENT DIRECTOR RESPONSIBILITIES

Record Managers need to be sure that they have the appropriate NIMS training certificates on file in the event of an audit by Homeland Security. Emergency Management may request information from Record Managers and Department Directors to report to Homeland Security. Information that will be requested on Core Requirements is:

- Total number of non-seasonal employees / how many have completed Entry Level requirements
- Total number of First Line, Single Resource, Field Supervisor personnel / how many have completed their requirements
- Total number of Middle Management / how many have completed their requirements
- Total number of Command and General Staff / how many have completed their requirements

Information will also be requested from Record Managers, Department Directors, and specific personnel on status of Additional Requirements, namely number of personnel required to take each course and how many have successfully completed it.

Department Directors are responsible for ensuring that their employees take the courses they are required to as outlined by this plan.



Jackson Hole Airport Full Scale Exercise, 04/15/2017

COURSE DELIVERY

All independent study courses (with an “IS” prefix) can be found by visiting <http://training.fema.gov/IS/crslst.aspx> and searching for the course number. Some of these independent study courses are also designed for classroom instruction. Teton County Emergency Management can instruct all of the independent study courses that have classroom instruction options. Minimum class sizes must be met before a class is organized as determined by Emergency Management. Generally, instruction through the online independent study course is twice as fast as the classroom instruction version. However, some students may have a difficult time understanding the concepts presented in the independent study course and may wish to have a classroom course even if it does take longer. Contact Emergency Management at 733-9572 or em@tetoncountywv.gov to request a class.

ICS-300, ICS-400, and G-191 are classroom only courses. ICS-300 is a 24-hour course, and ICS-400 is a 16-hour course, and G-191 is an 8 hour course. Teton County Emergency Management will host these classes when there are enough interested students. Personnel are encouraged to look for these courses around Wyoming by visiting the Wyoming Office of Homeland Security Eventbrite training page at <https://www.eventbrite.com/o/wyoming-office-of-homeland-security-training-program-250348256>.



Type I Helicopter Loading Slurry at Elk Refuge Helibase for Horsethief Canyon Fire, 09/14/2012

NIMS TRAINING REQUIREMENTS MATRIX

CORE AND ADDITIONAL REQUIREMENTS

	IS-700	IS-100	IS-200	IS-800	ICS-300	ICS-400	IS-702	IS-703	IS-706	IS-775	G-191	IS-908	G-402	MGT-312
All Town/County Employees	O	O												
Teton CERT Volunteers	O	O												
All JHFEMS Employees	X	X	X											
Jackson PD Patrol & Investigations	X	X	X											
TCSO Communications Technicians	X	X	X											
TCSO Patrol & Investigations	X	X	X											
Teton CERT Team Leaders	X	X	X											
TC Health Dept. Office Manager	X	X	X											
TC Road & Levee Manager	X	X	X							X				
TCSO SAR Board Members	X	X	X											
TC Wireless Specialist	X	X	X											
TOJ Public Works Managers & Supervisors	X	X	X											
JHFEMS Officers (Captains & Lieutenants)	X	X	X	X	X									
Jackson PD Sergeants & Corporals	X	X	X	X	X									
TCSO SAR Supervisor	X	X	X	X	X									
TCSO Patrol & Investigation Sergeants	X	X	X	X	X									
TCSO Communications Supervisor	X	X	X	X	X					X	X			
TCSO Sheriff & Lieutenants	X	X	X	X	X	X				X	X			
Jackson PD Chief & Lieutenant	X	X	X	X	X	X				X	X			
JHFEMS Chief & Battalion Chiefs	X	X	X	X	X	X				X	X			
TC Public Information Specialist	X	X	X	X	X	X	X			X				
TOJ Public Information Officer	X	X	X	X	X	X	X			X				
TC Health Dept. Nursing Manager & Environmental Health Supervisor	X	X	X	X	X	X								
TC Health Dept. Director and Public Health Response Coordinator	X	X	X	X	X	X				X	X			
TC Emergency Management Coordinator & Program Assistant	X	X	X	X	X	X	X	X	X	X	X			
EOC Staff*	X	X	X							X				
Senior Elected Officials and Administrators*												O	O	O

X = Required; O = Recommended

*see [page 3](#) for listing of personnel; includes Town/County personnel not specifically listed on this matrix

ACRONYMS

CERT	Community Emergency Response Team
CST	Civil Support Team
DHS	Department of Homeland Security
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICS	Incident Command System
JHFEMS	Jackson Hole Fire/EMS
JPD	Jackson Police Department
LE	Law Enforcement
MACS	Multi Agency Coordination System
NIC	NIMS Integration Center
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
RERT	Regional Emergency Response Team
SAR	Search & Rescue
TC	Teton County
TCEM	Teton County Emergency Management
TCHD	Teton County Health Department
TCSO	Teton County Sheriff's Office
TOJ	Town of Jackson
WOHS	Wyoming Office of Homeland Security



Teton County Emergency Operations Center During February 2017 Winter Storm and Power Outage, 02/10/2017