



# OREGON OFFICE OF EMERGENCY MANAGEMENT

## National Incident Management System Frequently Asked Questions

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### Training

#### **Q: Who Makes the Decision on “Who Takes What” regarding NIMS training?**

Based on the Federal government’s guidance in the [NIMS Training Program](#), **Organizations will determine** who within their agency or department must take the required NIMS courses based on their anticipated emergency response roles and responsibilities. Oregon Office of Emergency Management (OEM) developed “[Who Takes What](#)” to assist jurisdictions and organizations making those determinations.

OEM does not make the determination for Oregon jurisdictions. OEM can offer assistance and clarification on the guidance that the Federal government has published.

#### **Q: Is my agency or department NIMS compliant?**

Only the organization can answer this question. It is incumbent upon each agency or department to maintain NIMS records for their own organization. OEM has a [checklist](#) and a technical assistance visit program to assess and provide recommendations to an organization’s level of compliance with NIMS standards. To request a NIMS Technical Assistance visit, reach out to the NIMS Coordinator.

#### **Q: Does my agency/department have to be NIMS compliant?**

If the organization is, or will be applying, to receive preparedness funds that originate at the Federal level, or if the organization receives direct benefit from Federal preparedness funds, then the organization must be NIMS compliant.

Check with your funding agency and see what is required. NIMS compliance information should be included with any grant application where compliance is a requirement.

In the case of schools, public health organizations, hospitals, and volunteer organizations, OEM will defer specific NIMS questions to other [NIMS Point Of Contact \(POC\)s in Oregon](#). These specific POCs are better acquainted with the various funding

streams of those disciplines. Pay close attention to your application for funding and see what is required concerning NIMS.

**Q: We just hired a new emergency manager, and they have not completed their training, are we no longer compliant?**

In order to be considered NIMS compliant, an agency should have a training program specifying the required training for personnel. A successful training program includes the following principles:

1. Needed training based on intended emergency response role
2. Timeline to complete the required training
3. Frequency of refresher training

If a new hire has not yet completed their training, but they are within the designated timeframe between hire and expected completion of their training, the organization is considered NIMS compliant.

**Q: Volunteers: What training do they need to complete?**

The Federal government strongly recommends that volunteers with a direct role in emergency and incident management and response take NIMS and Incident Command System (ICS) training. The amount of training depends on the person's position level in response operations.

Each volunteer organization falls under the host or sponsoring agency or department. Organizations need to check with the sponsoring agency or department they report to with regard to what is required of them. See "[Who Takes What](#)" on our Oregon NIMS website.

**Q: Elected Officials: What training do they need to complete?**

Elected officials who are directly involved in emergency operations should take G0402/ICS-402 *ICS Overview for Senior Officials (Executives, Elected, and Appointed)*. In addition, elected officials should receive a briefing from the emergency management director of their jurisdiction. This briefing is intended to help elected officials understand threats and hazards in their area as well as their role in emergency response. Those who might have a more active role in disasters (such as in very rural locations where personnel wear many different hats), refer to "[Who Takes What](#)" guidance document.

**Q: Who issues ICS training certificates?**

IS-100, IS-200, IS-700 and IS-800 are issued by the Emergency Management Institute (EMI) Independent Study Program. EMI does not issue training certificates/certificates of attendance for ICS 300 and 400 courses, as these are taught in the field only and

cannot be taken online. Field delivery of ICS 300 and 400 is approved and certificates are provided by the OEM State Training Officer. This ensures consistency of course materials and training records.

If you are teaching IS-100, IS- 200, IS-700, and/or IS-800 (or a NIMS course) in the field, students must submit their test answers to the Independent Study Office or they will not receive a certificate from EMI, nor be included in the national database as having completed the course(s). Only an EMI Independent Study certificate is acceptable proof of completion of NIMS courses. For additional information refer to the EMI [Independent Study website](#).

## Resource Typing

### **Q: Is a particular format required for resource typing in Oregon?**

There is no particular format required. Oregon Emergency Management has resource typing templates available on our [Oregon NIMS website](#).

### **Q: Will an inventory list be acceptable to meet the requirements?**

An inventory list will suffice, as long as the actual “typing” of assets on the inventory list is included. In case of a specific NIMS audit, it may be required to show assets are typed according to FEMA’s requirements.

For more information, please contact your local emergency manager or the State of Oregon POC for NIMS:

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For detailed information on NIMS, please see the [FEMA NIMS Website](#).