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## 17. Training / Education-NIMS/ICS Awareness

\_\_\_\_\_ (*facility name*) shall establish credible training and continuing education programs that specifically provide guidance and instruction on the proper handling of a crisis or disaster situation. Additionally, all training programs pertaining to emergency management should address the general principles of the National Incident Management System (NIMS) as well as the Incident Command System (ICS).

\_\_\_\_\_ (*staff member or members*) shall be responsible for providing and/or coordinating education efforts relating to *All Hazards Preparedness and Planning*.

Staff members should have a basic understanding of the ICS. Training is available through the Federal Emergency Management Agency (FEMA) to help indoctrinate employees to the ICS and may be required in certain jurisdictions.

The following online training program is available and is recommended for all healthcare workers and can be found at [http://www.fema.gov/emergency/nims/nims\\_training](http://www.fema.gov/emergency/nims/nims_training).

It is suggested that line staff members take the:

- IS-700 National Incident Management System – Introduction course

It is suggested that supervisory and management staff members take the:

- IS-100 – An Introduction to ICS for Healthcare/Hospital Personnel course
- IS-200 – Basic ICS Applying ICS to Healthcare Organizations course

**Fact sheets regarding the NIMS courses are found in Appendix T.**

Training should be provided to the staff of the facility by credible and qualified persons within the organization or from other qualified resources. These resources may include local emergency responders, qualified vendors, and consultants. The main objective for the development and maintenance of a reliable training program will be to provide staff with relevant information on emergency procedures and emergency management in compliance with nationally recognized standards and best practices.

Training topics presented to facility staff on a regular basis should include but not be limited to the following subjects:

- Discovering/Reporting an Emergency Situation
- Sounding the Alarm/Initiating Emergency Procedures
- Emergency Color Code System
- Fire Control and Extinguishment
- Facility Evacuation Procedures
- Transfer Trauma
- Evacuation Carries and Maneuvers
- Severe Weather Awareness and Procedures
- Sheltering in Place Principles and Procedures
- Emergency Response/Succession of Command
- Incident Command System
- All Hazards Emergency Management Principles
- Specific Disaster Procedures
- Hazardous Materials Awareness/Material Safety Data Sheet (MSDS) Usage
- All Other Relevant Curriculum