

# K-12 Emergency Preparedness On-Line Training Course

**Course Date(s):** Web-based, available anytime, Windows and Apple compatible

**Course Hours / Length:** Typically under 5.0 Hours

**Course Legal Reference:** Federal Homeland Security, Presidential Directive/HSPD-5 (NIMS)  
CA. Government Code, Section 8607 et seq. (SEMS)  
CA. Government Code, Section 3100 et seq. (Disaster Service Workers)  
CA. Education Code, Section 35295-35297 (Earthquake Program / Training)  
CA. Education Code, Section 32280-32289 (Safe School Plans)

**Course Description:**

Did you know, as a school district employee, you are also a disaster service worker in the event of an emergency? With all of the possible emergencies happening today in our public schools, now is the time to get prepared. While California law protects your actions during an emergency, it also requires you to complete some minimum, yet mandated, training in the use and understanding of the Standardized Emergency Management System (SEMS). This introductory course, along with other more advanced course training, is now available to you on-line. This training is fast, easy, seamless, streamlined, focused and independent of other factors which may delay you otherwise. Having the flexibility to learn this emergency management material at your convenience is designed to cater to your busy schedule. This web-based course fulfills all state and federal course objectives and training certificates are provided to students successfully completing the mandated course work.



This online course offers:

- Introduction to the Incident Command System for Schools (IS-100.SCA), Incident Command for Single Resources and Initial Action Incidents (ICS-200.b), Introduction to the National Incident Management System (IS-700), and the National Response Framework (IS-800.b).
- The equivalent to a minimum of 32-classroom hours as outlined in the Department of Homeland Security, National Incident Management System training program.
- The ability to select any or all course combinations.
- The ability to be completed within less than five (5) hours and you can log in and out as needed. It remembers where you left off.
- Specifically tailored to K-12 (ICS-100.SCA), so what you learn applies to what you do.
- Tracks students who successfully complete the course and issues certificates of completion. Also, emails a duplicate certificate to designated district personnel who can store the information in your training files, confirming you have completed the mandated training.

**Target Audience / Discipline:** Teachers, administrators, managers, supervisors, emergency response team members, bus drivers, school resource officers and security/safety personnel, nurses and health officials, counselors, psychologists, psychiatrists, coaches and athletic staff, information technology specialists, facilities personnel, food preparation staff, resource staff, paraprofessionals, support personnel, and any staff that plays a role in the management, operations, planning, logistics, or finance/administration branches of a school district.

**Cost:** Pricing is based on the number of personnel being trained and courses contracted.

**To Contract:** West Coast Consulting Group, Inc.  
(800) 617-9224 or visit us on the web at [www.wccginc.com](http://www.wccginc.com)

**For Online Demo:** Go to: <http://www.wccginc.com/k12-demo>



# NIMS TRAINING FOR K-12 SCHOOLS AND INSTITUTIONS OF HIGHER EDUCATION

In order to fulfill NIMS requirements, schools and institutions of higher education (IHE) should determine what personnel need to receive incident command system (ICS) and NIMS training based on their role(s) in the overall school or IHE emergency management program. In accordance with U.S. Department of Education (ED) guidance, certain “key personnel” are required to complete the following six courses in order for an individual or organization to be considered NIMS compliant: 1) IS-100 An Introduction to the Incident Command System<sup>[1]</sup>, 2) IS-200 ICS for Single Resources and Initial Action Incidents, 3) IS-700 NIMS, An Introduction, 4) IS-800.B National Response Framework, An Introduction, 5) ICS-300 Intermediate ICS for Expanding Incidents, and 6) ICS-400 Advanced Incident Command. In addition, ED recommends that Executive Leaders also consider taking G-402 Incident Command System (ICS) Overview for Executive/Senior Officials<sup>[2]</sup>. To assist with determining who “key personnel” might be within a school or IHE, ED has created the following chart:

## EXECUTIVE LEADERS

**Executive Leaders** must be familiar with the comprehensive systems supporting emergency management, even though they may not have a designated role in the incident command system. **Executive Leaders** are often responsible for making financial, administrative, and managerial decisions supporting the school or IHE emergency management program and will likely have very high-level responsibilities before and after an incident, as opposed to command responsibilities in the field during an actual incident response.

**Executive Leaders** should take the following two courses:

- **G-402<sup>2</sup> Incident Command System (ICS) Overview for Executive/Senior Officials**
- **IS-700 NIMS, An Introduction**

**NOTE:** Depending upon the unique school, LEA, or IHE, **Executive Leaders** may include:

- Institution President
- Superintendent
- Provost
- Chancellor
- Principal

## GENERAL PERSONNEL

**General Personnel** are those with any role in emergency preparedness, incident management, or response.

**General Personnel** should complete the following two courses:

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

**NOTE:** Depending on the school, LEA or IHE campus, **General Personnel** may include:

- Emergency Management (ICS) Team members
- Nurses and Health Officials
- Counselors, Psychologists, Psychiatrists
- School Resource Officers
- School Security Officials
- [Information] Technology Specialists
- Bus Drivers
- Administrators
- Educators/Faculty
- Coaches and Athletic Staff
- Facilities, Housing, and Food Preparation Staff
- Campus Citizen Emergency Response
- Team (CERT) members
- Resource staff, paraprofessionals, and support personnel

## COMMAND STAFF

**Command Staff** are personnel assigned to lead any key campus emergency management effort; they have a specific role within the ICS.

**Command Staff** should complete the following four courses, at a minimum:

- **IS-700 NIMS, An Introduction**
- **IS-100 An Introduction to ICS**
- **IS-800.B National Response Framework, An Introduction**
- **IS-200 ICS for Single Resources and Initial Action Incidents**

**NOTE:** Depending on the school, LEA, or IHE **Command Staff** may include the following personnel:

- Public Information Officer
- Safety Officer
- Liaison Officer
- Any staff that plays a vital role on the operations, planning, logistics, or finance/administration branches of the ICS team for the school, LEA, or IHE.

## INCIDENT MANAGERS

Personnel with a leadership role in command (e.g., district, school or IHE Incident Commander, School Police Chief). These individuals are typically obligated to command and manage incidents that occur on the school or IHE campus in the absence of traditional incident response personnel (local Fire Chief, local Police Chief). These personnel also include those school officials, including school police, who would likely be integrated into a more advanced ICS role (e.g., unified command) should it become necessary.

**Incident Managers** should complete the following two courses:

- **ICS-300 Intermediate ICS for Expanding Incidents**
- **ICS-400 Advanced Incident Command<sup>3</sup>**

**NOTE:** Depending on the unique school, LEA, or IHE, **Incident Managers** would likely include the following personnel:

- Director of School/Campus Security
- School/Campus Chief of Police School Security Chief

<sup>1</sup> Completion of course IS/ICS-100.SC Introduction to the Incident Command System for Schools or IS/ICS-100.HE Introduction to Incident Command System for Higher Education constitutes completion of course IS/ICS-100.

<sup>2</sup> G-402 Incident Command System (ICS) Overview for Executives/Senior Officials does not fulfill mandatory training requirements for key personnel under NIMS. However, ED for the purposes of the REMS and EMHE grant programs, and the Government Performance Results Act (GPRA) performance indicator calculations, has determined that the school or IHE emergency management team may use its discretion to recommend this course to executive personnel in place of IS-100. Grantees may include this course in their determination of average number of courses completed by key personnel.

<sup>3</sup> ICS-300 and ICS-400 are not available online and must be taken in-classroom through State, Tribal, and local emergency management training programs.