

## FEMA COURSE SELECTION GUIDE

This guide helps small airports determine how best to train their multi-tasking personnel in the Incident Command System (ICS) as a widely used structure to assign roles and responsibilities during contingency responses. It is designed to answer the question *“What is the right training approach to incident management, so our staff understands basic incident management and action plans?”*

Airline personnel and other stakeholders are included in this guide to prompt airport leaders to think about the value of this training to those working together in the airport environment. At a small airport, the likeliest situation will have mutual aid partners or a city/county working with the airport to manage part or all of some functions. At airports with a small staff, roles may be combined or may supplemented by off-airport expertise. This puts a premium on a shared knowledge base such as provided by these FEMA courses and through joint training and exercises.

Instructions:

1. Locate the description of the roles/position that best matches your personnel.
2. Review the summary descriptions on the following pages of each course indicated for each role to confirm that this is appropriate course work and knowledge for each participant’s expect role during contingency response.
3. Go to <https://training.fema.gov/nims/> for more information.

| FEMA Course Number  | ICS-100 | ICS -200       | ICS-300        | ICS-400 | IS-700 | IS-800 | G-402 |
|---|---------|----------------|----------------|---------|--------|--------|-------|
| <b>ROLE/POSITION</b>  |         |                |                |         |        |        |       |
| <b>Emergency Manager (full-time or collateral duty)</b>   | X       | X              | X              | X       | X      | X      |       |
|   |         |                |                |         |        |        |       |
| <b>First Line Supervisors (Operations Supervisors, Security Coordinators, Law Enforcement Captains and Lieutenants)</b>                           | X       | X              |                |         | X      |        |       |
|   |         |                |                |         |        |        |       |
| <b>Mid-level Management (Director of Customer Service/Experience, Airline Station Managers, TSA Liaison/Station Manager, Managers of Tenants)</b> | X       | X <sup>1</sup> | X <sup>1</sup> |         | X      |        |       |
|   |         |                |                |         |        |        |       |
|   |         |                |                |         |        |        |       |

<sup>1</sup> Depending on possible involvement in incident.

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|---|---------|----------|---------|---------|--------|--------|-------|
| Command Staff<br>(Director of Operations, ARFF Chief, Police Chief, Director of Security, Director of Facilities, Director of Maintenance, Public Information Officer)            | X       | X        | X       | X       | X      | X      |       |
|   |         |          |         |         |        |        |       |
| Policy Makers<br>(CEO/Executive Director/Aviation Director, COO, CFO, CIO, Board Members; possibly also HR Director, General Counsel, Airport Development Director, Risk Advisor) | X       |          |         |         | X      |        | X     |

#### CLASS DESCRIPTIONS

**ICS-100: Introduction to the Incident Command System**, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

**ICS-200: Basic Incident Command System for Initial Response**, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

**ICS-300: Intermediate ICS for Expanding Incidents**, provides an in-depth focus on the NIMS Incident Command System (ICS) that includes the tools, practices, and procedures that are available in ICS to effectively manage emergency incidents or planned local events. Designed for those emergency response personnel who would function in a Command or General Staff position during an incident or event.

**ICS-400: Advanced ICS Command and General Staff**, emphasizes large-scale organizational development, roles and relationships of the command and general staff, and planning, operational, logistical, and fiscal considerations related to large and complex incident and event management.

**ICS-700: An Introduction to the National Incident Management System**, defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

**G-402: NIMS Overview for Senior Officials**, familiarizes Senior Officials (executives, elected and appointed officials) with their role in supporting incident management within the NIMS framework.