

# How to Complete ICS Training Online

To achieve NIMS compliance, we are requiring all PHRC volunteers to complete Incident Command System (ICS) training at levels 100, 200, and 700. Incident Command System training was developed by FEMA for persons involved with emergency planning, response, or recovery efforts. All PHRC volunteers who plan to assist with local and non-local emergency response are expected to have working knowledge of ICS.

## About the Courses:

**IS-100 - Introduction to Incident Command System** - 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).

**IS-200 - ICS for Single Resources and Initial Action Incidents** - is designed to teach personnel how to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

**IS-700 - National Incident Management System: An Introduction** - This course explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens giving you an opportunity to complete sample planning tasks during this course. The planning activity screens are printable so that you can use them after you complete the course.

## How to Complete Online Training:

Step 1: Go to the FEMA Website ([www.fema.gov](http://www.fema.gov))

Step 2: Go to Trainings

Step 3: Go to Emergency Managers

Step 4: Go to FEMA Independent Study Program

Step 5: Select the IS course you wish to take (begin with IS-100, **not** the IS-100 that is for healthcare providers)

Step 6: Below "Take this Course," Select "Option 1: Interactive Web-based Course-EMI learning site" link

Step 7: Proceed through the lessons as instructed

Step 8: Once you finish all course lessons, go to "Take the Final Exam"

Step 9: Read "Important Information for taking this Independent Study Test" and then select "Final Exam"

After you submit your test, you will receive an e-mail message from FEMA stating that you passed the course. Please forward this message to [abartolomeo@co.orange.nc.us](mailto:abartolomeo@co.orange.nc.us). If you don't pass, simply retake the test. Volunteers without an email account should read FEMA's instructions for requesting a mailed copy of your certificate.

**Don't delay! Take ICS today!**

If you have questions, contact Amanda at 919-245-2388  
or [abartolomeo@co.orange.nc.us](mailto:abartolomeo@co.orange.nc.us).