

Hopkins County



Fire Department

1286 Texas St. Sulphur Springs, TX 75482
(903)439-6217



County of Hopkins

NIMS TRAINING GUIDANCE POLICY

Effective Date: 06/13/2016

Approved By: County Judge Robert Newsom

Policy Number: HC-2016-13-06

1. PURPOSE

The purpose of this policy is to establish standardized guidance for National Incident Management System (NIMS) training within Hopkins County, Texas. This ensures compliance with federal and state requirements and enhances the County's capability to prepare for, respond to, and recover from incidents of all types.

2. AUTHORITY

This policy is issued under the authority of:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Homeland Security Presidential Directive 5 (HSPD-5)
- FEMA National Incident Management System (NIMS) doctrine
- Texas Government Code Chapter 418 – Emergency Management
- Texas Division of Emergency Management (TDEM) NIMS Implementation Guidance

3. SCOPE

This policy applies to:

- All county departments and offices
 - Elected officials
 - Employees with incident management responsibilities
 - Volunteers and partner agencies operating under the County's emergency management structure
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4. POLICY STATEMENT

Hopkins County adopts the National Incident Management System (NIMS) as the standard incident management framework for all emergency and non-emergency events requiring coordination among local, state, federal, and private-sector partners. All applicable personnel must complete the required NIMS training for their position level.

5. TRAINING REQUIREMENTS

5.1 Foundational Training (All County Personnel Supporting Emergency Operations)

FEMA Course Title

IS-100.c Introduction to the Incident Command System (ICS)

IS-700.b Introduction to NIMS

Required for: All county employees who may support emergency operations, serve in a departmental EOC role, or serve as Disaster District Committee liaison personnel.

5.2 Intermediate Training (Supervisors, Field Leaders, EOC Staff)

FEMA Course Title

IS-200.c / ICS-200 ICS for Single Resources & Initial Action Incidents

IS-800.d National Response Framework

Required for: Department supervisors, field supervisors, personnel likely to fill EOC positions, and emergency services leadership.

5.3 Advanced & Command-Level Training

FEMA Course Title

ICS-300 Intermediate ICS

ICS-400 Advanced ICS

Required for:

- Incident Commanders



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- Section Chiefs
- Senior County leadership with operational responsibilities
- Emergency Management Coordinator (EMC) and deputy staff

ICS-300 and ICS-400 must be delivered in-person or instructor-led (per FEMA/TDEM guidance).

5.4 EOC & Multi-Agency Coordination Training

Course Title

G-191 ICS/EOC Interface

IS-2200 Basic EOC Functions (optional but recommended)

Required for: EOC staff, department liaisons, and county leadership who operate in the EOC.

5.5 Position-Specific Training (Recommended)

As resources permit, the County will encourage personnel in key roles to complete FEMA Position-Specific All-Hazards training (e.g., **L-950 Incident Commander**, **L-973 Finance/Admin Section Chief**, etc.).

6. RESPONSIBILITIES

6.1 Emergency Management Coordinator (EMC)

- Maintain the County's NIMS training program
- Track training completion and maintain documentation
- Provide or coordinate access to required courses
- Report NIMS compliance status to TDEM

6.2 Department Heads

- Ensure employees complete required training within specified timeframes
- Maintain internal training rosters
- Notify EMC of changes in personnel assignments affecting NIMS requirements

6.3 County Employees



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- Complete required NIMS courses within **12 months of hire** or assignment to applicable roles
 - Submit certificates to their department and the EMC
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7. TRAINING DOCUMENTATION

- FEMA Independent Study certificates shall be submitted to the department and EMC
 - Instructor-led ICS-300/400 certificates must be retained in departmental records
 - The EMC will maintain a countywide NIMS training database that is updated regularly
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8. COMPLIANCE

Compliance with this policy is required to maintain eligibility for:

- FEMA preparedness grants
- Homeland Security Grant Program (HSGP) funding
- Texas disaster assistance and reimbursement requests

Non-compliance may affect operational readiness and grant eligibility.

9. REVIEW AND UPDATE

This policy will be reviewed annually by the Emergency Management Office and updated as necessary to comply with FEMA/TDEM NIMS guidance changes.

10. EFFECTIVE DATE

This policy becomes effective on 06/13/2016.