



**Hidalgo County  
Emergency Management**

# **Hidalgo County Office of Emergency Management**

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Name of Jurisdiction: **Hidalgo County**

Homeland Security and Emergency Management  
Policy and Procedure

## **ICS Training Compliance NIMS Training and NIMSCAST Reporting**

Original Date of Issue: 05/07/12	Date of Last Revision:	Effective Date:
Written/Revised By: Office of Emergency Management	Approved By:	
	Signature:	Date:
Distribution:	Page: Page 1 of 5	

### **I. Purpose:**

The NIMS Compliance Assistance Support Tool (NIMSCAST) is a web-based self-assessment tool for State, territorial, tribal, and local governments to evaluate and report their jurisdiction's achievements of all NIMS Compliance Objectives.

The purpose of this procedure is to document the Minimum processes (your Jurisdiction's) departments will follow in order to ensure that the appropriate personnel have timely received the required Incident Command Structure (ICS) training and that training is being accurately reported.

(Your Jurisdiction's) Departments required to comply with the policy include but are not limited to:

- Emergency Management
- Fire Marshal
- Public Information
- Health and Human Services
- County Judge's Office
- Budget and Purchasing
- Sheriff's Office and Constables
- Road and Bridge
- All Hidalgo County Precinct's
- Safety Division
- Any other applicable department

## **II. Procedures**

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### **A. Department Contacts**

1. The County Judge will appoint a member of the Emergency Management Staff to serve as the NIMSCAST Point of Contact (POC) for the County.
2. The NIMSCAST POC will also serve as their Departments POC.
3. Each Department identified in this policy will appoint a minimum of one NIMSCAST Department POC. Departments are also encouraged to appoint a Back-up Department POC.
4. All departments are required to keep their POC's Current and immediately notify the NIMSCAST POC of any changes.
5. The County NIMSCAST POC will research and inform County Departments POC's of any changes in NIMS Training policy.

### **B. Completing the Survey**

1. The NIMSCAST POC will notify all Department POC's each time the Completion of a new NIMSCAST survey is required. (Attachment 1-Survey)

2. The NIMSCAST POC will provide a survey to each of the Department POC's.
3. The Department POC will timely return the completed surveys to the NIMSCAST POC for entry into NIMSCAST.

### C. Training Compliance Objectives

1. It is of particular importance that all departments maintain accurate records of personnel who have received ICS training. (See attachment 2 for your 2009 guidelines on required training ) Additionally, it is important that departments ensure personnel receive the required training in a timely fashion.
2. Departments must maintain written documentation that shows, at a minimum:
  - a. The specific ICS training required for a position.
  - b. The timeframe in which all required training must be completed.
  - c. The process by which completed training will be tracked.
3. Training should take place within the following time period based on the date of employment, promotion or change of job duties:
  - a. IS 100 - 90 days
  - b. ICS 200 - 90 days
  - c. ICS-300 - One Year
  - d. ICS- 400 -One Year
  - d. ICS - 700a - 90 days
  - e. ICS - 800-B - 90 days
  - f. IS- 701 - 90 days
  - g. IS- 702 - 90 days
  - h. IS- 703 - 90 days
  - i. IS- 704 - 90 days
  - j. IS- 705 -90 days
  - I. IS- 706 - 90 days
  - m. IS- 707 - 90 Days

## **D. Submission of Training Certification**

1. When each Department POC's notifies the NIMSCAST POC of the completion of their Department Survey, the Department POC's will also submit the ICS Training Certification (Attachment 3).
2. A Department's NIMSCAST Survey will not be considered completed until the ICS Training Certification has been received by the NIMSCAST POC.