



City and County of San Francisco
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*Policy & Procedure Detail**

Policy & Procedure Title: Incident Command System Basic Training Requirements (HUR4)	
Category: Human Resources	
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DPH Unit of Origin: Public Health Emergency Preparedness & Response (PHEPR) Branch	
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**All sections in table required. Updated 3/2014*

1. Purpose of Policy

This document describes the basic emergency preparedness training requirements for all San Francisco Department of Public Health (DPH) staff, excluding staff that work at San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH). DPH staff at SFGH and LHH have separate training requirements based on Joint Commission Standards.

All City and County of San Francisco (CCSF) staff are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). In preparation for an emergency, employees must complete all Disaster Service Worker-related training, as required. In the event of an emergency, DPH employees are required to report to work as instructed.

In 2013, the DPH Emergency Preparedness Training Working Group provided recommendations on training requirements for all DPH staff. These basic training requirements include Incident Command System (ICS) courses. The courses are identified by the Federal Emergency Management Agency (FEMA) as critical in training personnel capable of implementing emergency management and response functions.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

2. Policy

All DPH staff working outside of SFGH and LHH are required to complete two ICS training courses: **ICS-100 and ICS-700**. Courses must be completed within 12 months of employment of policy effective date or date of hire.

Widespread training through these two courses has many benefits for DPH and each individual staff-person. Most importantly, since all DPH staff members may be called to assist during an emergency, it is crucial that everyone has been introduced to the organizational structure and tools that will be used during an emergency (i.e., ICS and NIMS). In addition, if CCSF activates for an emergency, the completion of certain training courses by DPH staff increases the likelihood of receiving federal reimbursement/cost sharing.

Below is a summary of the core competencies taught in these trainings:

IS-100.B: Introduction to Incident Command System, ICS-100

1. Demonstrate basic knowledge of the Incident Command System.
2. Be prepared to coordinate with response partners from all levels of the government and private sectors.

IS-700.A: National Incident Management System, an Introduction

1. Describe National Incident Management System (NIMS) concepts and principles.
2. Describe the purpose of NIMS components: communications, resource management, command, and management.

3. [Definitions](#)

- A. Federal Emergency Management Agency (FEMA): The federal agency, part of the U.S. Department of Homeland Security that is responsible for developing the NIMS Training Program.
- B. The Incident Command System (ICS): A tool used for the command, control, and coordination of emergency response. It is a subcomponent of the National Incident Management System (NIMS). It is designed to standardize response and operation procedures.
- C. The National Incident Management System (NIMS): A structured framework used nationwide for both governmental and nongovernmental agencies to respond to disasters or other emergencies at the local, state, and federal levels of government.

- D. NIMS Training Program: This training program defines a national NIMS training curriculum and standardizes personnel qualifications.

4. Procedures

This section outlines the steps that DPH staff shall follow in order to complete the ICS courses listed above.

Finding and Taking the Courses:

- A. It is recommended that each trainee reserve at least two consecutive hours to fully complete each course online. If you are unable to complete the course in one sitting, you may access the course again at a later time.
- B. Visit the [training website](#) and click on the appropriate course from the course menu list.
- IS-100b: Introduction to Incident Command System, ICS-100
 - IS-700a: National Incident Management System (NIMS), An Introduction
- C. From the course page, click on the “*Interactive Web Based Course*” link in the upper right hand corner text box.
- D. Begin the training and complete each lesson of the course.

Completing the Course:

- A. Each staff member must complete the online exam. *Please note that you will be required to enter your Social Security number in order to complete this exam.* (See immediately below for instructions on requesting an exemption to this requirement.)
- B. The exam website and the testing system meet federal guidelines for protecting Personally Identifiable Information. However, employees that do not wish to submit a Social Security Number must request an alternative ID number from FEMA’s Independent Study program. For directions on how to request an alternative ID number, please see the [Frequently Asked Questions](#).
- C. FEMA will automatically email the course certificate upon successful completion of the online exam. It is the responsibility of each staff member to forward a copy of the course completion certificate to his/her supervisor.