

Step by Step Guide to Complete ICS/NIMS Courses through the FEMA Website

Step One is to go onto the St. Cloud State Emergency Preparedness Website at <http://www.stcloudstate.edu/emergency/default.aspx> and it will bring you to this page:



Emergency Preparedness

The image shows the main content area of the Emergency Preparedness page. On the left is a navigation box with links for 'Emergency Procedures', 'Training', 'Additional Resources', 'Star Alert (Emergency Notification System)', 'Public Safety', 'Parking & Transportation', and 'Environmental/Occupational Health and Safety'. The main content area includes sections for 'Emergency Preparedness', 'Star Alert', 'Emergency Procedures Guide Video Introduction' (with links for short and long versions), 'Emergency Procedure Guides', and 'Emergency Numbers' (listing 911, St. Cloud Police Department, and St. Cloud State University Public Safety Department).

Step Two is to click on the training link on the left side in the navigation box like the arrow indicates below



Emergency Preparedness

This image is identical to the one above, but with a large red arrow pointing from the 'Training' link in the left navigation box to the 'Star Alert' section in the main content area.

Step Three is to click on one of the three training courses on the bottom of the page that will directly link you to the FEMA training website as indicated below

The screenshot shows the St. Cloud State University website. The top navigation bar includes links for About Us, Admissions, Academics, Campus Life, Athletics & Recreation, and Alumni & Friends. The main content area is titled "Emergency Preparedness" and features a sidebar with navigation links and a main section for "Training". The training section lists upcoming on-campus training and online training options. A red arrow points to the "Interactive Web Based Course" link in the online training list.

Emergency Procedures >
Training >
Additional Resources >
Star Alert (Emergency Notification System) >

Public Safety >
Parking & Transportation >
Environmental/Occupational Health and Safety >

Emergency Numbers
911 Operator
911
St. Cloud Police Department
320-251-1200
St. Cloud State University
Public Safety Department
320-308-3333

Training
UPCOMING ON-CAMPUS TRAINING:
August 11th and 12th: ICS/EOC Training for all ICS/EOC members
3:00pm in the Mississippi Room
October 29th: Active Shooter Tabletop for all ICS/EOC members
All Day Event

ONLINE TRAINING:
Staying informed is the first step to Emergency Management. The Federal Emergency Management Agency (FEMA) offers many free online classes that can be taken in order to better prepare for a disaster. These classes can be found [here](#).
All EOC members are required to take three FEMA online classes to prepare them for their emergency management role on campus

1. IS-100.HE: Introduction to Incident Command System for Higher Education, click [here](#)
2. IS-200.b: ICS for Single Resources and Initial Action Incidents, click [here](#) to bring you to the page
3. IS-700.a: National Incident Management System (NIMS) An Introduction, click [here](#) to bring you to the page

Step Four is to enter the training by clicking on the Interactive Web Based Course link as indicated below

The screenshot shows the FEMA Independent Study Program website for IS-100.HE. The page includes a navigation menu, a search bar, and a main content area with a notice and course details. A red arrow points to the "Interactive Web Based Course" link under the "TAKE THIS COURSE" section.

EMI Courses & Schedule | EMI Students & Instructors | Apply | Programs & Activities | Independent Study | Contact Us

Take a Course On Campus | Information for Students and Instructors | Learn how to apply to our programs | Resident, Trainer Program, IEMC, DFTO, etc. | Online courses available free of charge | Contact IS, NIMS, Admissions

Independent Study Program (IS) > IS-100.HE: Introduction to the Incident Command Sys... | Follow FEMA: [Social Media Icons]

Enter Keyword(s) or Cou | Search IS

Notice: Independent Study Exams now require a FEMA Student Identification (SID) Number. If you do not yet have a SID, register for one today: <https://cdp.dhs.gov/femasid>

If you have an inquiry regarding the FEMA Independent Study Program, NIMS or other Emergency Management Institute (EMI) related requests such as: requests for certificates, transcripts, online test scores/results, please contact the FEMA Independent Study program office at 301-447-1200 or email Independent.Study@fema.dhs.gov for further assistance. **Please do not contact the FEMA SID Help Desk as they are unable to provide assistance with these requests.**

IS-100.HE: Introduction to the Incident Command System for Higher Education

Course Date
10/31/2013

Course Overview
ICS 100.HE, Introduction to the Incident Command System for Higher Education, 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 ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course uses the same objectives and content as other ICS courses with higher education examples and exercises.

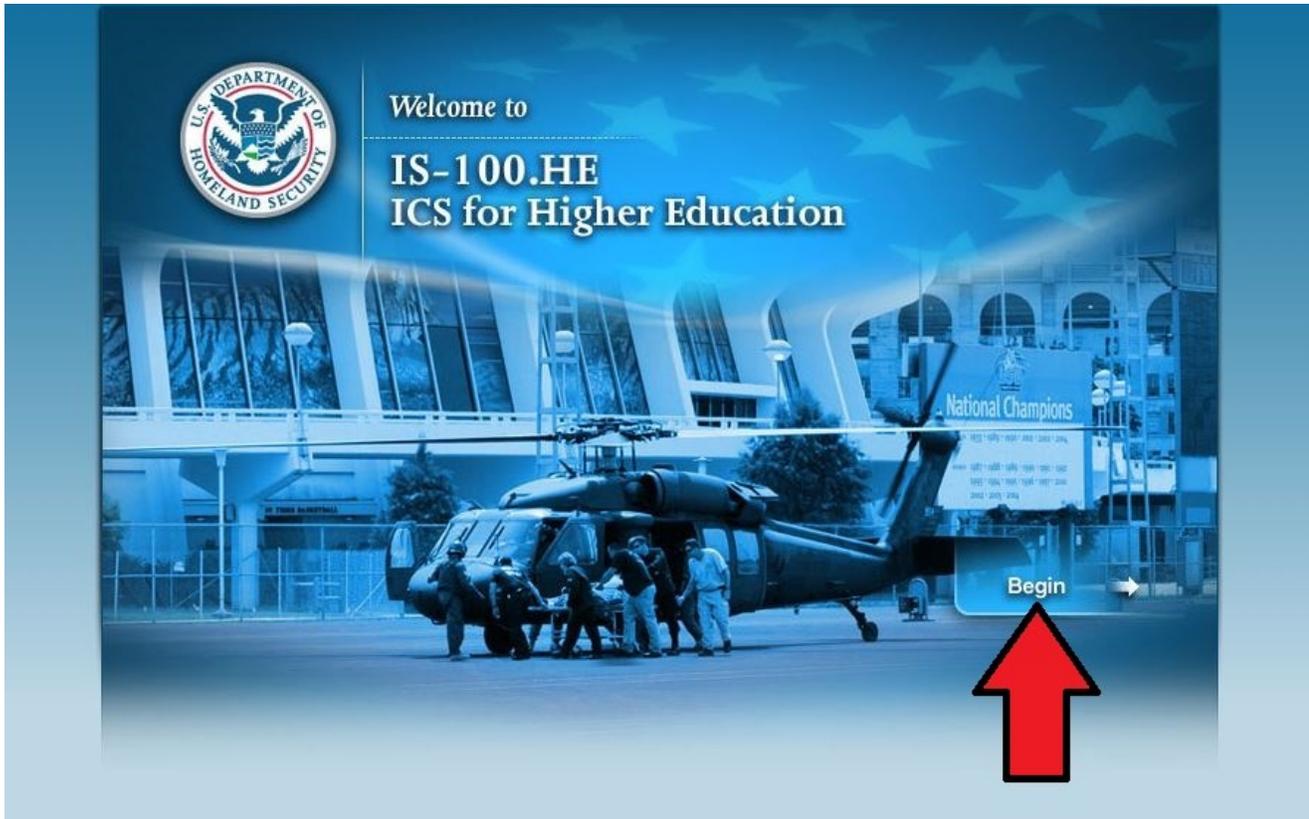
Course Objectives:
At the completion of this course, you should be familiar with:

TAKE THIS COURSE
• [Interactive Web Based Course](#)

CLASSROOM MATERIALS
• [Download Classroom Materials](#)

TAKE FINAL EXAM
• Please note that the IS Program now requires a

Step Five is to begin the training by clicking on the Begin button that shows up with the cover of the training presentation as indicated below



Finally the course outline page will show up and you can start with the beginning lesson by clicking on it as indicated below. The lessons go in chronological order starting with one. Once finished with a lesson you will be returned to this page and you can go onto the next lesson by clicking on it.



Once you complete the course in order to receive your certificate you must take the Final Online Exam which is located on the beginning FEMA page where you clicked on the Interactive Web Based Course. FEMA now requires everyone to have a FEMA SID number in order to take exams. To register for a FEMA SID number you can click on the register for one here button as indicated below

FEMA Emergency Management Institute

Professional Development Series

Critical Infrastructure Security and Resilience

Curriculum

Frequently Asked Questions

IS-100.HE: Introduction to the Incident Command System for Higher Education

Course Date
10/31/2013

Course Overview
ICS 100.HE, Introduction to the Incident Command System for Higher Education, 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 ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course uses the same objectives and content as other ICS courses with higher education examples and exercises.

Course Objectives:
At the completion of this course, you should be familiar with:

- ICS applications in incidents at higher education institutions
- ICS organizational principles and elements
- ICS position and responsibilities
- ICS facilities and functions
- ICS planning.

In addition, you will learn the steps you should take to be accountable for your actions during an incident.

Primary Audience
The primary audience includes persons involved with emergency planning, response and/or recovery efforts for higher education institutions.

TAKE THIS COURSE

- [Interactive Web Based Course](#)

CLASSROOM MATERIALS

- [Download Classroom Materials](#)

TAKE FINAL EXAM

- Please note that the IS Program now requires a FEMA SID to be used instead of your SSN. If you do not have a SID, [register for one here](#).
- [Take Final Exam Online](#)

NOTICES

- Test questions are scrambled to protect test integrity

Next Click on the Register for a FEMA SID button as indicated below

Display from Jun 25, 2015 00:00

FEMA

Home Register for a FEMA SID FAQ Training Providers Contact Log in

Student Identification System

Log in to FEMA SID Register for a FEMA SID Forgot your FEMA SID?

What is a FEMA SID?

FEMA Student Identification (SID) number is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA organization. Your FEMA SID uniquely identifies you throughout the FEMA organization and all of its agencies. The goal is for your FEMA SID to serve as your personal identification number instead of your Social Security Number (SSN) in support of FEMA's effort to decrease/cease the use of SSN for identifying and tracking individuals.

This next page will ask you to enter some information and when you are finished go to the bottom of the page and click register



All fields are required unless indicated otherwise.

Full Legal Name

Please provide your full legal name. Do not use shortened versions, nick names or abbreviations.

| | | |
|--|--|--|
| First Name Full Legal First Name | Middle Name (optional) Middle Name | Last Name Full Legal Last Name |
| Suffix [Dropdown] | Maiden Name (optional) Maiden or Alternate Last Name | Preferred Name (optional) The name you go by, if not your first na |

Primary Contact Information

Your individual business email will be used to send your account information and other email alerts.

Please use your individual business email and phone number. A shared group email address cannot be used if it is used for more than one account. Please avoid using your personal email and phone number unless it is your only option.

| | | |
|--------------------------------------|--|-------------------------------------|
| Work Email user@domain.com | Confirm Work Email user@domain.com | Work Phone (555) 555-5555 |
|--------------------------------------|--|-------------------------------------|

If possible, please provide an alternate email and phone. Password resets, and other email will go to this email as well as your work email above.

| | |
|--|---|
| Alternate Email (optional) user@domain.com | Alternate Phone (optional) (555) 555-5555 |
|--|---|

Your SID number will come in the e-mail address provided. After you have your SID number you can go back to the introduction to the course page and click on the Take Final Exam Online link as indicated below

The screenshot shows the course page for IS-100.HE: Introduction to the Incident Command System for Higher Education. The page includes a navigation menu on the left with options like 'Professional Development Series', 'Critical Infrastructure Security and Resilience', 'Curriculum', and 'Frequently Asked Questions'. The main content area displays the course title, date (10/31/2013), and a detailed overview of the course. On the right side, there are three sections: 'TAKE THIS COURSE' with a link to 'Interactive Web Based Course', 'CLASSROOM MATERIALS' with a link to 'Download Classroom Materials', and 'TAKE FINAL EXAM' with a link to 'Take Final Exam Online'. A red arrow points to the 'Take Final Exam Online' link. Below the 'TAKE FINAL EXAM' section, there is a 'NOTICES' section with a note about test questions being scrambled.

The last step is to enter your FEMA SID number and your last name that you used to register for your FEMA SID number into the window that popped up and you can now begin to take your exam. After submitting your exam you will receive a certificate if you achieved a passing score. You will receive this certificate or a notice telling you that you did not pass. If you did not pass, you are allowed to take the exam as many times as needed to pass.



Final Exam Notice

Notice:

As of April 1, 2015, the Emergency Management Institute (EMI) no longer accepts Social Security Numbers (SSN) for exam submission. FEMA has implemented the use of a Student Identification (SID) number. You will be required to obtain and use the SID to take the exam. If you do not yet have a SID, [follow these steps to register one](#).

If you have already registered, enter your SID and Last Name below.

* Student Identification (SID) Number:

* Last Name (Use the last name that you used when signing up for your SID):

Completion of this examination is an individual effort

Organizations are encouraged to establish procedures to ensure completion of the examination is an individual effort. Personnel within an organization who feel that test answers are being improperly provided should follow their organization's measures for reporting unethical conduct.

If a student is found to have cheated on an exam, the penalty may include--but is not limited to--expulsion; foreclosure from future classes for a specified period; forfeiture of certificate for course/courses enrolled in at NETC or NTC; or all of the above in accordance with [NETC Instruction 1100.1](#). A letter notifying the student's sponsoring organization of the individual's misconduct will be sent by the appropriate official at NETC.

I agree that completion of this examination will be an individual effort.

I Agree