



Training Announcement: Type 3 All-Hazards Incident Management Team (AHIMT) Introduction Course (O-305)

March 2-6, 2026 (5 days)

State Preparedness Training Center

Course Purpose and Goal

This course meets the needs of the National Incident Management System (NIMS) and the National Response Framework (NRF). The O-305 course focuses on the importance of developing and operating as a functional Type 3 AHIMT. This course will assist individual responders to perform as viable team members by:

- Learning the basic foundational Knowledge, Skills, Abilities (KSA) necessary to perform in an ICS position on an AHIMT.
- Emphasizing the nature and purpose of a Type 3 AHIMT so that others in the community and emergency services are more willing and able to assist or participate in their local Type 3 AHIMT.
- Demonstrating the critical role that leadership and teamwork skills play in the success of a Type 3 AHIMT.
- Providing a basic framework for building and maintaining critical interpersonal communications and working together as a team member of a Type 3 AHIMT.
- Operationalizing the components of the NIMS and NRF for use in the field.
- Offering practical experience of on-scene operations through extensive exercises and simulations that provide multiple opportunities to perform as members of a Type 3 AHIMT during simulated incidents.

Course Description

This five-day course provides students with a solid foundation of the activities, processes, leadership elements, and the KSAs necessary to function within the framework of a Type 3 AHIMT deployed to an incident or planned event. The course is considered fast-paced, highly interactive, and challenging as the students, formed into the Command and General Staff positions on an All-Hazards Incident Management Team, navigate through multiple activities and rapidly expanding incident scenarios. The course includes a comprehensive review of the roles and responsibilities of each of the Incident Command System (ICS) Command and General Staff positions, their roles as leaders of their sections or functional areas, leadership and team building, and decision-making under stress. A significant portion of time is spent explaining the Planning Process, each step within the process, the roles and responsibilities of each ICS position within the process, and the deliverables expected from them (based on their ICS position on the team) at the conclusion of each step. Multiple scenarios are used throughout the class to provide the students with opportunities to practice each step of the Planning Cycle, conduct the meetings and briefings, and produce multiple Incident Action Plans (IAPs). Two of the course days include comprehensive incident scenarios that last approximately five hours, that require the team to manage current incident management operations of a rapidly expanding incident, at the same time as planning for, and completing an IAP for the next operational period.

Location

State Preparedness Training Center
5900 Airport Road, Oriskany, NY 13424

Cost

There is NO FEE for this course. Lunch will be provided. Travel and all other meals are the responsibility of the course participant.

Times

March 2-6, 2026, Check-In: 7:30am-8:00am, Course: 8:00am-5:00pm

Target Audience

This course is intended to be taught at the introductory level for participation on an All-Hazards Incident Management Team. Students in this course should include all interdisciplinary emergency response personnel. Students in this course might include:

Incident Management
Mass Care
Emergency Management
EMS

Law Enforcement
Public Works
Education
Aviation

Search and rescue
Public health/medical
Firefighting and hazardous materials response
Animal control/veterinary

Pre-requisites

Students should have a working understanding of the ICS and the Command and General Staff positions that make up an All-Hazards Incident Management Team. Considerations may be made for students that are members of an existing Incident Management Team.

The required prerequisites for the class are:

1. ICS-100.C: Introduction to Incident Command System.
2. ICS-200.B: ICS for Single Resources and Initial Action Incidents.
3. ICS-300: Intermediate ICS for Expanding Incidents.
4. IS-700.B: An Introduction to the National Incident Management System.
5. IS-800.C: National Response Framework, An Introduction.

Registration Process

All student registrations will be reviewed by OEM and the SPTC with approvals sent to students NO LATER THAN 3 weeks prior to the start of the class. If you are accepted into this course, you will receive an enrollment confirmation email from the DHSES LMS.

To register for this course, log onto <https://lmsportal-dhses.ny.gov/AcadisViewer/Login.aspx> with your LMS account login. Place the mouse arrow over DHSES Available Trainings. Click on the "Browse" link. Select "filters" and search for "O-305" in the keyword box. Select the "Register" button on the right side of the page.

Important Note: In addition to the above LMS procedure, before attending this class you must have a FEMA Student Identification Number (SID). If you do not already have an SID you can register for one at <https://cdp.dhs.gov/FEMASID>

Lodging

Lodging will be provided on the nights of March 1,2,3,4,5, 2026 if your residence and official workstation are more than 50 miles from the training center, and you are a state or local agency employee from New York. Lodging is not available for federal employees or private industry participants.

You must request lodging at the time of training registration. If approved for lodging, you will receive an email with further instructions. Students should not reserve a room without receiving proper approval from the SPTC first. Or your lodging will not be covered, and you will not be allowed in the class.

For More Information, please contact the DHSES State Preparedness Training Center (SPTC)

Phone: 315-768-5689

Email: SPTC.INFO@dhSES.ny.gov

Website: <https://www.dhSES.ny.gov/state->

