

**STATE OF INDIANA**

**ALL-HAZARDS INCIDENT MANAGEMENT  
QUALIFICATION AND CREDENTIALING  
STANDARD OPERATING GUIDE (SOG)**

**JULY 2023**



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## RECORD OF CHANGES

REVISION DATE	REVISED SECTION
July 2023	Complete revision of Standard Operating Guide (SOG)

## PURPOSE

In order to better align the request and matching process associated with mutual aid, national mobilization, and qualifying efforts, the Indiana Department of Homeland Security's (IDHS) Indiana Fire and Public Safety Academy oversaw collaborative development of the All-Hazards Incident Management Qualification Standard Operating Guide (SOG) for the All-Hazards Incident Management Qualification Program.

The focal point of the qualification process identified in this guide is the Authority Having Jurisdiction (AHJ), in this case, the Indiana Fire and Public Safety Academy, referred to as the 'Academy', is responsible for the development, implementation, and maintenance of the qualification procedures discussed in this guide. This guide outlines the process to qualify individuals within their field of expertise, training, and experience level in relation to the All-Hazards Incident Management Teams (AHIMT).

The statements and descriptions referenced by this guide are considered the minimum personnel qualifications that are established for intrastate mutual aid and national mobilization purposes under the National Incident Management System (NIMS) and the National Qualification Standards (NQS). The positions listed include Command and General Staff and roles or positions identified within several disciplines that are frequently called upon during an emergency.

Alternate AHJs may have their own list of qualified positions in addition to the ones appended or referenced by this document and may also add to these standards to meet their specific needs. However, the AHJ cannot impose a higher standard on another AHJ that meets the minimum standards within this guide.

The Academy may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs within the state or local governments.

**EXCEPTION:** Based on actual or anticipated conditions at the scene of an incident, a requesting jurisdiction may request a higher level of physical fitness for a particular position. This qualification guide is a dynamic document and it will be updated as needed to incorporate new position titles, or to revise the qualification standards. AHJs should ensure that they are using the most recent version of this guide as provided by the Academy.

## SCOPE

This document is addressed to Authorities Having Jurisdiction (AHJs), including state senior elected and appointed leaders, city, county, tribal government, and other area officials. This document also addresses the members of the All-Hazards Incident Management Qualification Program and the Indiana Department of Homeland Security (IDHS) Division of Emergency Management and Preparedness. It is written as guidance for government executives, emergency management practitioners, private-sector partners, volunteers, non-governmental organizations (NGOs), tribal governments, territories, and critical infrastructure/key resources (CIKR) owners and operators.

## MAINTENANCE

The preparation and revision of All-Hazards Incident Management Qualification Standard Operating Guide (SOG) will be the responsibility of the Academy with assistance and involvement of all applicable stakeholders and partners. This document will be updated, at a minimum, once every two years. However, an examination and review of the document will be conducted annually by the State Training, Education, and Membership Committee (STEMC) and will be updated to reflect any changes in the implementation of procedures, improvement of capabilities, and deficiencies identified from corrective actions.

The preparation and revision of the Indiana Incident Management State Credentialing Qualifications Guide will be the responsibility of the Academy with the assistance and review of the following:

- 1) State Credentialing and Qualifications Committee
- 2) State Training, Education and Membership Committee
- 3) Governance Committee

The State Credentialing and Qualification Committee (SCQC), the State Training, Education and Membership Committee (STEMC), and the Governance Committee will review the document bi-annually and provide proposed updates to the Indiana Department of Homeland Security's (IDHS) Fire and Public Safety Academy to reflect any necessary changes.

## ACRONYMS

ACRONYM	FULL DESCRIPTION
<b>AHIMT</b>	All-Hazards Incident Management Team
<b>AHIMTA</b>	All-Hazards Incident Management Teams Association
<b>AHJ</b>	Authority Having Jurisdiction
<b>C &amp; G</b>	Command and General Staff
<b>CI</b>	Critical Infrastructure
<b>CIKR</b>	Critical Infrastructure and Key Resources
<b>CO</b>	Certifying Official
<b>DHS</b>	United States Department of Homeland Security
<b>DNR</b>	Indiana Department of Natural Resources
<b>EAP</b>	Event Action Plan
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>FE</b>	Functional Exercise
<b>FEMA</b>	Federal Emergency Management Agency
<b>FSE</b>	Full-Scale Exercise
<b>HazMat</b>	Hazardous Material
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program
<b>HSPD</b>	Homeland Security Presidential Directive
<b>I-AHIMT</b>	Indiana All-Hazard Incident Management Teams
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>IDHS</b>	Indiana Department of Homeland Security
<b>IIMQS</b>	Interstate Incident Management Qualifications System
<b>IIMTQS</b>	Interstate Incident Management Team Qualifications System
<b>IMAT</b>	Incident Management Assistance Team
<b>IMT</b>	Incident Management Team
<b>INDOT</b>	Indiana Department of Transportation



<b>IPQG</b>	Incident Position Qualifications Guide
<b>IPSC</b>	Integrated Public Safety Commission
<b>IPSTB</b>	Indiana Position Specific Task Book
<b>IPSTR</b>	Indiana Position Specific Qualification Training Requirements
<b>IST</b>	Incident Support Team
<b>ISP</b>	Indiana State Police
<b>NGO</b>	Non-Governmental Organization
<b>NFPA</b>	National Fire Protection Association
<b>NIMS</b>	National Incident Management System
<b>NQS</b>	National Qualification System
<b>NRF</b>	National Response Framework
<b>NWCG</b>	National Wildfire Coordinating Group
<b>PSC</b>	Planning Section Chief
<b>PSTR</b>	Position Specific Training Requirements
<b>PTB</b>	Position Task Book
<b>PQR</b>	Position Qualification Requirement
<b>RACC</b>	Regional AHIMT Coordinating Committee
<b>RCC</b>	Regional Coordinating Committee
<b>RCCS</b>	Request for Change of Credential Status
<b>RPL</b>	Recognized Prior Learning/Recognition of Prior Learning
<b>RPLPRC</b>	Recognition of Prior Learning Peer Review Committee
<b>SCGC</b>	State Credentialing Governance Committee
<b>SCQC</b>	State Credentialing and Qualifications Committee
<b>SITL</b>	Situation Unit Leader
<b>SME</b>	Subject Matter Expert
<b>SOG</b>	Standard Operating Guide
<b>STEMC</b>	State Training, Education, and Membership Committee
<b>US&amp;R/USAR</b>	Urban Search and Rescue
<b>USCG</b>	United States Coast Guard
<b>VOAD</b>	Voluntary Organizations Active in Disaster
<b>WPE</b>	Work Performance Evaluation

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# STATE OF INDIANA ALL-HAZARDS INCIDENT MANAGEMENT QUALIFICATIONS PROGRAM

## PRIMARY MISSION

The State of Indiana and the Indiana Department of Homeland Security (IDHS) are committed to improving emergency management and the response capabilities of emergency management and response personnel for all major disasters and other incidents where mutual aid is required. The intent is to build on existing processes and systems to improve the delivery of intrastate mutual aid and recognize that the local authorities having jurisdiction regulate the provision of mutual aid. This guide does not preempt or diminish the sovereignty of the local authorities to manage routine or local response operations in accordance with their laws and regulations.

As part of the All-Hazards Incident Management Qualification Program, the State of Indiana has implemented a phased approach. Recognized Prior Learning (RPL) has been implemented following national standards for a predetermined limited time as the newly-formed Indiana Incident Management Assistance Team (IMAT)/Incident Management Team (IMT) program is fully established. Task books were adopted both for Incident Command System (ICS) positions and Emergency Operations Center (EOC) positions based on the most current EOC skillsets for qualification; and finally, the continuation of qualification and maintenance of the All-Hazards Incident Management Qualification Program. The program includes the use of a state training, education, and membership committee that is responsible for the oversight of the program, revision of this guide as needed, and recommendations for statewide all-hazards incident management training and exercises.

## OBJECTIVES

- Integrate best practices into a comprehensive framework of guidelines and procedures for developing, implementing, and managing the ICS qualification process.
- Establish a set of qualification criteria and a supporting system.
- Establish minimum training and qualification standards for positions associated with the Indiana All-Hazard Incident Management Teams (I-AHIMT).

## CREDENTIALING

The Department of Homeland Security (DHS) and Federal Emergency Management Agency (FEMA) have developed the National Incident Management System (NIMS) Guideline for the Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. As referenced by

DHS and FEMA, this guide refers to the definition of credentialing in 6 United States Code (U.S.C.) § 311, which provides that:

*“The terms ‘credentialed’ and ‘credentialing’ mean having provided, or providing, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position...”*

This guide describes the processes used by the State of Indiana to qualify individuals within their field of expertise, training, and experience level. To be considered credentialed, an individual must be:

- 1) Qualified for a specific role or position;
- 2) Provided the proper authority to respond in the form of a specific mission; and
- 3) Provided formal identification.

Each AHIMT with responsibility under the Academy and the National Response Framework (NRF) is required to ensure that the incident management personnel, emergency response providers, and other personnel and resources (including temporary personnel) likely needed to respond to a natural disaster, act of terrorism, or other manmade disaster, are fully qualified or are currently in the process of completing a task book to respond and perform competently.

## RECOGNITION OF OTHER QUALIFICATION SYSTEMS

The IIMQS (Indiana Incident Management Qualification System) recognizes that some departments and/or entities are using established qualifications standards, such as the Wildland Fire Qualification System Guide (PMS 310-1) used by the National Wildfire Coordinating Group (NWCG) or the Indiana Department of Homeland Security State-Specific Requirements: Interstate Incident Management Team Qualification System. Departments or entities that currently use standards established by other qualified entities should, when practical, transition to the use of IIMQS. The application and implementation will be guided by NIMS doctrine.

## MINIMUM STANDARDS

- a) The IIMQS represents the NQS minimum personnel qualifications established for inter-state, intrastate, and Emergency Management Assistance Compact (EMAC) requests for national mobilization purposes under NIMS. For any task book not designated through the AHIMTA IIMQS, the default minimum standard will be the NQS task book established by FEMA. The positions listed include Command and General Staff and ICS positions identified within several

disciplines that are frequently called upon during an incident or pre-planned event.

- b) Personnel mobilized by the State of Indiana shall meet the established credentialing standards in this guide.
- c) In addition to the positions referenced by the NQS, local AHJs may develop and maintain their own unique lists of local AHJ-specific ICS positions with qualifications for use within these local entities at the Type IV level or job-specific level.
- d) Within its entity, local AHJs may also add to the NQS standards to meet their specific needs. However, the local AHJ cannot impose that higher standard on another local AHJ within the State of Indiana unless by mutual agreement.
- e) By adopting the latest published NQS guidelines and AHIMTA NQS standard for use within State of Indiana, the local AHJs understand that the NQS may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs within the state. However, other local AHJs should not require those additional or more restrictive standards when requesting incident management assistance from other states, unless actual or anticipated conditions at the scene of an incident or event require a higher level of physical fitness, qualification, or an endorsement for a particular position.

## **STATE CREDENTIALING AND QUALIFICATIONS COMMITTEE (SCQC)**

Establishing and maintaining a viable and effective qualification system requires a significant commitment of time and energy. The purpose of the State Credentialing and Qualifications Committee (SCQC) is to enhance the professional credibility of the position qualifications earned through the qualifications process.

The SCQC is comprised of multi-agency, multi-disciplinary, and multi-jurisdictional positions throughout the state. The committee may be comprised of voting members from:

- Division of Emergency Management and Preparedness (IDHS)
- Indiana Fire & Public Safety Academy (IDHS)
- Indiana State Police (ISP)
- Indiana Department of Transportation (INDOT)
- Integrated Public Safety Representative (IPSC)
- Indiana Department of Natural Resources (DNR)
- Indiana Incident Management Assistance Team (IMAT)

- Regional Incident Management Teams (IMT) - North Region (Districts 1, 2, 3, 4)
- Regional Incident Management Teams (IMT) - Central Region (Districts 5, 6, 7)
- Regional Incident Management Teams (IMT) - South Region (Districts 8, 9, 10)
- Federal Agency representation
- AHIMTA Region 5 Representative

This committee can be expanded as deemed necessary by the IDHS Governance Committee. The SCQC is responsible for:

- Functioning as the Qualifications Review Committee
- Functioning as the Recognition of Prior Learning Committee
- Delegating duties of the Certifying Official
- Appointing of an Appeals Sub Committee, as needed.

## **STATE TRAINING, EDUCATION, AND MEMBERSHIP COMMITTEE (STEMC)**

The State Training, Education, and Membership Committee (STEMC) is comprised of multi-agency, multi-disciplinary, and multi-jurisdictional positions to provide and enhance professional credibility of the position qualifications earned through the qualifications process. Duties of this committee include:

- Prioritizing course offerings and course application selections
- Initiating position task books
- Establishing standards, qualifications, and approval of course instructors
- Determining course equivalency
- Maintaining rosters of credentialed personnel and trainees, and informing committees of needed recruitment to maintain position depth
- Reviewing and updating this document
- Assisting in selection of IMAT/IMT members for IDHS

The STEMC committee may be comprised of the following entities and may be adjusted as needed:

- Indiana Fire and Public Safety Academy
- Indiana State Training Officer
- Indiana Fire Chief's Association
- Emergency Management Alliance of Indiana (EMAI)

- FEMA/USAR/Indiana Task Force 1
- Indiana District Response Task Force
- Law Enforcement Representative

## **REGIONAL AHIMT COORDINATING COMMITTEE(S) (RACC)**

The Regional AHIMT Coordinating Committee(s) (RACC) focus is assisting the State IMT and supporting the regional AHIMTs in carrying out management and administrative duties.

The RACC committee may be comprised of the following entities and may be adjusted as needed:

- IDHS
- State IMAT Team
- Region 1 IMT (IDHS District 1, 2, 3 & 4)
- Region 2 IMT (IDHS District 5, 6, 7)
- Region 3 IMT (IDHS District 8, 9, 10)

## **COMMITTEE LEADERSHIP**

### **NOMINATIONS AND ELECTIONS**

The State Credentialing and Qualifications Committee will elect a chair, vice chair, and secretary from the members of the committee. Each position will serve a two-year term. The vice chair shall not be from the same organization as the chair. The elections for all positions will occur in March. Nominations will occur in the month preceding elections.

## **COMMITTEE OPERATIONS**

A simple majority of the committee's current membership physically present or in attendance virtually at meetings shall constitute a quorum. Decisions are approved by a majority vote of the quorum present. Each committee has the responsibility of and authority for developing its individual committee's business rules to guide its processes and procedures.

## **COMMITTEE DUTIES**

The SCQC has established a proper record for the review of all documentation that it performs. The SCQC will maintain processes and internal controls that subject each application to a standardized and proper level of review. This review will:

- Determine whether an individual meets the requirements for qualification.
- Establish that the trainee has completed all the position qualification criteria delineated in the Position Specific Qualification Training Requirement (PSTR) tables. Such documents include course records, certificates, PTB's, resumes, experience documentation, and incident personnel performance ratings.

IDHS has developed a committee of a broad cross section of entities, individuals, and disciplines. Qualified incident management team personnel or other experts may be used to provide depth and expertise as members of the SCQC or as ad hoc advisors. As funding allows, the SCQC will meet, at minimum, quarterly to review completed task books and make recommendations for policy updates.

## COMMITTEE PROTOCOLS

### CHAIR

- Responsible for administrative action to ensure mission attainment is established for the committee and assigns task groups as needed.
- Establishes the time and place for all committee meetings.
- Requests attendance of specially qualified individuals for any committee meeting.
- Represents the committee in dealings with other established committees.
- Assembles and prepares all material to be acted upon by the committee.

### VICE-CHAIR

- Assumes the duties and responsibilities of the chair during the absence of the chair or at the request of the chair of the committee.
- Acts as a clearing house for progress reports, recommendations, and information on committee activities. Records, edits, files, and distributes committee meeting notes.

### ALL COMMITTEES AND MEMBERS

- Assumes the duties and responsibilities of the chair during the absence of the chair or at the request of the chair of the committee.
- Acts as a clearing house for progress reports, recommendations, and information on committee activities. Records, edits, files, and distributes committee meeting notes.



**INDIANA DEPARTMENT OF HOMELAND  
SECURITY GOVERNANCE COMMITTEE**

**STATE CREDENTIALING  
AND QUALIFICATIONS  
COMMITTEE**

Functions as the State  
Qualifications Review  
Committee

Functions as the Recognition  
of Prior Learning Committee

Delegated duties of the  
Certifying Official if required

Appoints the Appeals Sub  
Committee

**APPEALS SUB  
COMMITTEE**

Determines the depositions  
of appeals

**STATE TRAINING,  
EDUCATION, AND  
MEMBERSHIP COMMITTEE**

Prioritizes course offerings and  
course applicant selections.

Initiates Position Task books

Establishes standards,  
qualifications, and approvals of  
course instructors.

Determines course  
equivalency

Maintains rosters of  
credentialed personnel,  
trainees, and informs  
committees of needed  
recruitment to maintain  
position depth.

Maintains the Qualification  
Standard Guideline document

**REGIONAL AHIMT  
COORDINATING  
COMMITTEE(S)**

Assist the Sponsoring Agency of a  
regional AHIMT in carrying out their  
management and administrative  
duties

## INDIANA POSITION-SPECIFIC TASK BOOKS (IPSTB)

### TASK BOOK GOAL

The Academy recognizes the need for a defined system for personnel throughout the state to become qualified to respond to incidents, events, and emergencies. The STEMC has developed the ICS Position Specific Qualification Training Requirements (PSTR) which details the requisite and recommended trainings for an individual to be qualified in the State of Indiana for a specific position.

The Academy recognizes that approved position-specific and team training courses are required to sufficiently prepare individuals for an IMT position. The Indiana Position Specific Task Books (IPSTB) contain the identified competencies, behaviors, and tasks required to become qualified for a specific ICS position.

Technical specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their special skills in the incident environment. The Academy has not established the minimum qualifications for the technical specialists.

The knowledge and skills necessary for successful completion of the tasks in an IPSTB are provided in approved coursework, but these skills can also be gained through on-the-job training, work experience, and identified formal training as determined by the SCQC.

The SCQC maintains the authority to determine if skills, knowledge, and abilities provided by an individual meet the requirements in the PSTR.

**NOTE:** The STEMC will provide equivalency for any of the training requirements listed, as appropriate.

### IPSTB COMPETENCIES, BEHAVIORS, AND TASKS

The performance requirements (tasks) listed in each IPSTB are based on ICS competencies and behaviors (Sept. 2018) and recognized by FEMA's National Integration Center.

The statements listed under each task are guidelines and examples for the evaluator to ensure that the task is completed by the trainee. Not all statements are required to be completed by the trainee, so long as the overall intent of the task has been satisfied.

Definitions for the IPSTB codes are below. IPSTB codes are associated with tasks and used to indicate whether a task may be evaluated during an incident, event, exercise, or training (situation). Tasks completed in a situation that are not specified for the task will

not be validated by an evaluator. The evaluator should circle the appropriate code indicating the type of situation used to evaluate the individual.

Each task has at least one code. If more than one code is listed, the task may be completed in any of the listed situations (e.g., if codes I, O1, and O2 are all listed beside a task, then the task may be completed during an incident, planned event, or training environment).

### **CODE: I - INCIDENT**

The task must be performed during an incident that is (1) managed under the Incident Command System (ICS); (2) lasts multiple operational periods; (3) utilizes the Planning “P” process; (4) includes an IAP; and (5) of a Type 3 complexity or greater. Examples of incidents include oil spills, search and rescue operations, hazardous material response, natural disasters, fires, or law enforcement incidents.

Qualified Evaluator: Must be qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).

### **CODE: O1 – PLANNED EVENT OR FULL-SCALE / FUNCTIONAL EXERCISE**

The task may be performed during a planned event or Homeland Security Exercise and Evaluation (HSEEP)-compliant full-scale or functional exercise that (1) involves equipment deployment; (2) is managed under the Incident Command System (ICS); (3) lasts multiple operational periods; (4) utilizes the Planning “P” process; (5) includes an IAP/EAP; and (6) is of a Type 3 complexity or greater. Examples of exercises include oil spills, search and rescue operations, natural disasters, hazardous material response and fires.

Qualified Evaluator: Must be qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).

### **CODE: O2 – TRAINING OR DAILY JOB ENVIRONMENT**

The task may be performed during training or as part of daily job duties that tests the knowledge and skills associated with the task.

Qualified Evaluator: Instructor or Direct Supervisor.

### **CODE: O3 – CLASS ENVIRONMENT**

The task may be performed during an ICS course classroom environment that tests the knowledge and skills associated with the task.

Qualified Evaluator: Instructor or Direct Supervisor.

## **CODE: R – RARE INCIDENT / EVENT**

Rare events may be used at the discretion of the evaluator. Examples of rare events include vehicle and aircraft crashes. Through observations, interviews, or use of a personnel evaluation form (ICS 225), the evaluator may determine that the trainee is capable of performing the task in a real situation.

Qualified Evaluator: Must be qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).

## **FINAL EVALUATOR**

The final evaluator is the qualified individual who confirms that the trainee has satisfactorily completed all tasks for the position being sought. A final evaluator must be fully qualified in the same position for which the trainee is being evaluated. Typically, the final evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed.

The final evaluator is responsible for completing the Final Evaluator's Verification Statement inside the front cover of the IPSTB and the Final Evaluator's Comments Form on the second page of the IPSTB.

If no final evaluators are available locally, the applicant may contact the STEMC to obtain a list of individuals qualified to act as the final evaluator. A list of evaluators is also available on Acadis. A final evaluation may be conducted over the phone, video chat, or other communication media.

## **INDIANA EMERGENCY OPERATIONS CENTER (EOC) SKILLSETS**

The State of Indiana has adopted the National Qualifications Standards (NQS), the EOC Skillsets as described in the FEMA EOC Guidance and Tools to develop policies, standards, and training programs.

## **INDIANA EMERGENCY OPERATIONS CENTER (EOC) TASK BOOKS**

Emergency Operations Center Task Books have been created for Indiana using the FEMA Emergency Operations Center Guidance and Tools. In cases where additional information was required, the All-Hazard Incident Management Team Association (AHIMTA) information on credentialing was utilized. In addition, the National Wildland Coordination Group 310-1 Standards for Wildland Fire Position Qualification was referenced. In all cases, the EOC credentialing process follows the same steps for IMAT team members.

## INDIANA POSITION TASK BOOK SUBMISSION

### INITIATING THE QUALIFICATION PROCESS – RECOGNITION OF PRIOR LEARNING (RPL)

When a position is adopted into NQS, the SCQC will determine if the Recognition of Prior Learning (RPL) process should be initiated to develop qualified personnel for the position.

The qualifications process outlined in this section qualifies incident management personnel into existing ICS positions during the RPL phase of the NQS.

A person who becomes newly employed or sponsored by an organization participating in the NQS program, and who has existing ICS position qualifications from their previous employer or sponsor that did not participate in NQS, can use the RPL process described in this section. A person who qualifies for this provision must apply by filling out an RPL Application within twelve months of employment or sponsorship of the participating entity. This provision only applies to personnel who move, transfer, or otherwise change employment or sponsorship from a non-participating entity to one that participates in NQS.

A temporary open period of Recognition of Prior Learning (RPL) will be allowed for one time only until **June 30, 2024**. This temporary period is for the purpose of standing up the new Indiana Incident Management Assistant Team program. Once this period closes, it will not be opened unless there becomes an urgent need to rebuild the team due to unforeseen circumstances.

### PROCESS OVERVIEW

The RPL phase of implementing positions into the NQS is achieved by recognizing the previously existing qualifications and experience personnel already possess. The RPL process does not apply to the physical or medical fitness or currency qualification criteria.

The NQS uses a performance based RPL process to assess an individual's prior experiences and training to determine competency in a position. This is based on the principle that the candidate has already performed the job or performed in a position very similar to the one desired. The RPL process enables an individual to provide documentation of their experiences, training, and knowledge and, if necessary, is confirmed with an interview panel consisting of subject matter experts (SMEs) or credentialed individuals.

Personnel who wish to have their previously obtained or existing ICS qualifications recognized must complete and submit an All-Hazards Incident Management Program Application for Recognition of Prior Learning (RPL Application) prior to the closing date indicated on the application or instruction letter.

After the RPL phase concludes, personnel who seek NQS qualification for the identified position(s) must follow the NQS process outlined in Section VI of this guide.

## SEQUENTIAL STEPS AND RESPONSIBILITIES

### 1. State Credentialing and Qualification Committee (SCQC)

- The chair or their designee shall identify the need to institute an RPL process for an ICS position.
- The chair or their designee shall update the cover letter to address the position(s) being considered for RPL.
- The secretary shall distribute the cover letter and application to the chair of each committee and other appropriate organizations and stakeholders.

### 2. Applicants for the Positions

- Complete the application and attach all documentation necessary.
- Return the package to the SCQC as directed in the application.

### 3. State Credentialing and Qualification (SCQC)

- The secretary shall ensure all SCQC members have received all applications.
- SCQC follows the Applicant Approval Process.
- SCQC reviews the application for completeness and compliance.
  - The secretary returns incomplete or non-compliant applications to requestors.
- If the SCQC determines the applicant does not meet the criteria for RPL, the secretary documents the decision and returns the application to the applicant with recommendations.
- If the SCQC determines the applicant meets the criteria for RPL, the chair will recommend the applicant be “qualified” and the secretary will forward the recommendation and application package to the secretary of the SCQC for final concurrence.
- The SCQC secretary shall confirm that all recommendations for qualification have been received.
- The SCQC reviews the recommendation for qualification and any notes from the SCQC prior to providing final concurrence.
- On approval or denial, the SCQC secretary will notify the applicant, the State Training and Education Committee, and the appropriate regional IMAT Incident Commander.

- The SCQC secretary returns the requestors applications that are not granted RPL.
- The SCQC secretary forwards applications that are approved to the State Training and Education Committee for issuance of credentials and committee will update the information in OneResponder system which is located in the FEMA PrepToolkit National Resource Hub .

#### 4. Credentialing Official

- The Credentialing Official signs the credential.

## OPERATION OF THE QUALIFICATION PROCESS

### PROCESS OVERVIEW

The processes in this section qualify Incident Management personnel into existing ICS positions after the Recognition of Prior Learning (RPL) phase of the NQS qualifications program has ended.

The performance-based approach of NQS focuses on a candidate's performance of specific tasks identified within the Position Task Book (PTB) for that position, while being observed and evaluated by individuals who have been recognized as qualified evaluators. The PTB provides a method to document satisfactory completion of tasks during appropriate qualifying incidents, events, repetitive job activities (not one-time events), qualifying exercises, and/or classroom activities as permitted within the PTB documentation. At least two or more qualifying incidents, events, job activities, or qualifying exercises must be shown in the evaluation documentation.

### SEQUENTIAL STEPS AND RESPONSIBILITIES

The following steps enable an individual to become qualified and then credentialed for an ICS position. These steps, and the individuals or committees responsible, are as follows:

1. Individual discusses their desire to train for a new or higher position within the AHIMT leadership. On concurrence of the supervisor, the position candidate notifies STEMCMC of their desire to train for a new NIMS ICS position by submitting a Request for Change of Credential Status (RCCS) Form signed by their IMT supervisor.
2. The secretary of the SCQC ensures all members have received the submitted RCCS Forms.
3. The chair of the STEMCMC oversees the overall training process and the prioritization of:



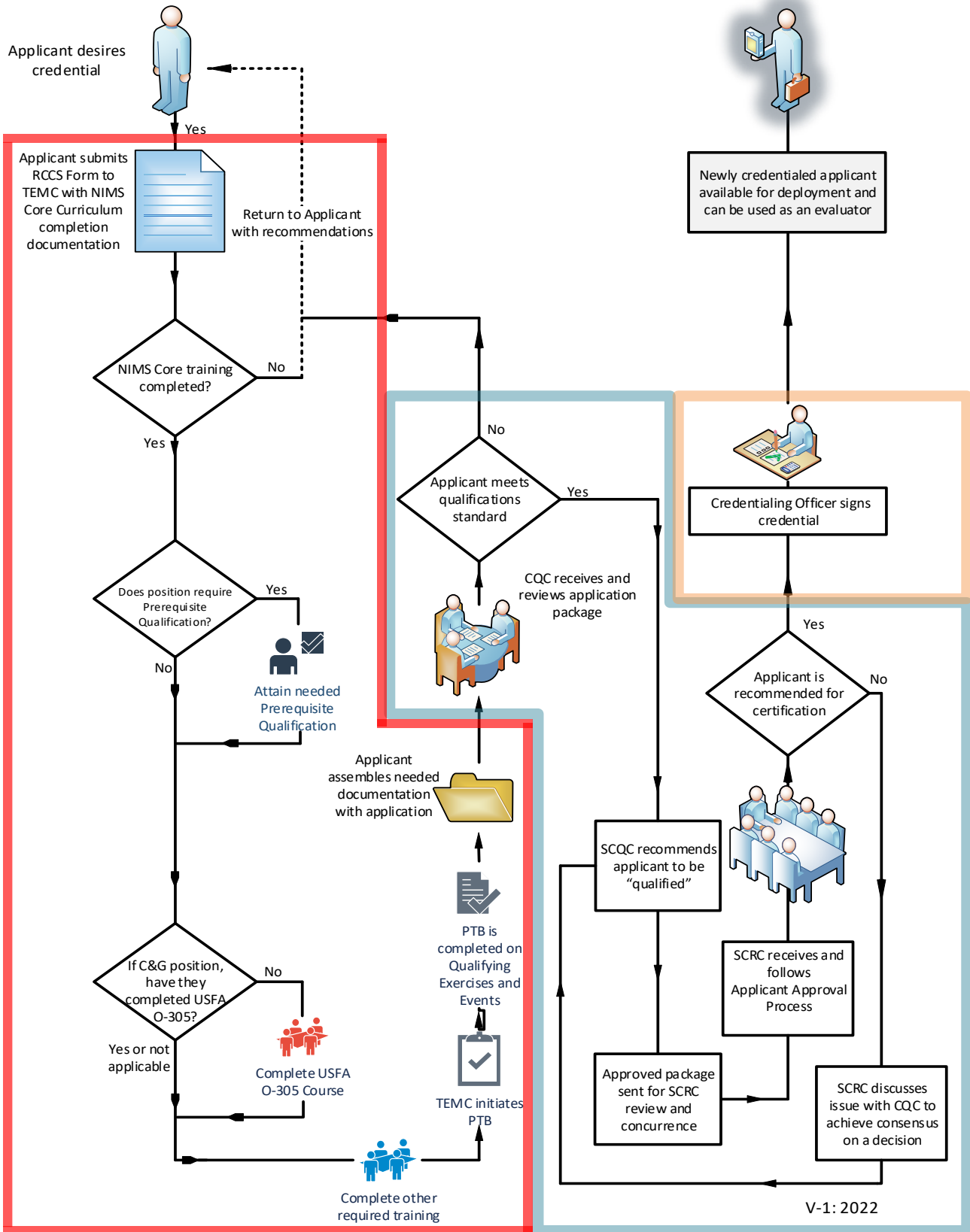
- a. The STEMC maintains lists of personnel credentialed in each position, the trainees, and their status, and informs the other committees of any needed recruitment to maintain depth.
  - b. If accepted, the trainee is notified by the secretary to initiate the process.
4. The candidate applies for, attends, and completes prerequisite training and attains any prerequisite qualifications. The candidate completes NIMS Core Curriculum specific to their level and attains any prerequisite experience and/or qualification criteria for the position as identified in the appropriate Position Qualification Requirement (PQR).
5. Once the candidate starts required training, a PTB for the target position the individual is working towards is initiated by the chair of the STEMC or their designee. Candidates who have initiated PTBs are identified as “Trainees” for the position and are permitted to function as trainees on qualifying incidents and events.
6. The candidate gains experience and completes a PTB. Experience is gained, and performance is evaluated while completing the initiated PTB.
7. After the final evaluation opportunity, the final evaluator should ensure the PTB is completely signed off and the appropriate documentation is completed.
8. The candidate assembles their application, incident and event records, and documentation as directed in the application instructions, and other materials needed to complete the Request for Change of Credential Status (RCCS) Form. The candidate should retain a photocopy or electronic scan for their records.
9. The RCCS Form and application package are sent to the SCQC for their review and process.
10. The SCQC ensures all members have received the submitted RCCS Forms and application packages.
  - a. The SCQC, with assistance from SMEs if needed, uses the criteria on the Application Review Checklist to review and evaluate the application and all supporting documents to determine that the position trainee has completed all the position qualification criteria delineated in the PQR and is eligible for the new position.
  - b. Documents may include training course records and certificates, PTBs, resumes, experience documentation, incident personnel performance ratings, and other materials the SCQC deems necessary to establish eligibility.



- c. If the documentation meets the criteria on the Application Review Checklist, the SCQC recommends the applicant be qualified and documents this on the checklist and RCCS Form
  - d. If the documentation does not meet the criteria on the Application Review Checklist, the SCQC secretary documents the reason(s) on the Checklist and RCCS Form and returns the application package to the applicant.
11. Applications packages, including the Checklist and RCCS Form that recommend approval, are forwarded to the SCQC secretary.
  12. The SCQC secretary ensures all committee members have all the document package(s).
  13. Following the SCQC review process, The SCQC reviews the position candidates request for concurrence.
    - a. The SCQC either recommends or denies the position candidate's request for certification.
    - b. If the request is denied, the SCQC chair completes the denial section of the Application Review Checklist and returns it to the SCQC secretary for review, discussion, and disposition between the committees.
    - c. If certification is approved, the secretary ensures the completed application package and signed RCCS Form are sent to the State Training and Education Committee Credentialing Official (CO).
  14. The CO signs the credential, notifies the applicant, and issues the applicant a new or revised Qualifications Card with a Congratulations Form Letter.
  15. The CO files and stores the application package for archiving and compliance.

The full NQS process using a PTB to document experience is shown on the next page. The Qualifications Process is highlighted in the **red box**, the Certification Process is highlighted in the **blue box**, and the Credentialing Process is highlighted in the **orange box**.

### Incident Management Qualifications Process



# MAINTENANCE, LOSS OF CERTIFICATION, DECERTIFICATION AND RECERTIFICATION

## MAINTENANCE OF QUALIFICATIONS

To prevent degradation of the knowledge, skills, and abilities required to successfully perform the responsibilities of an Incident Command System (ICS) position, qualified individuals need to perform that position frequently enough to remain familiar with those knowledge, skills, and abilities; this is referred to as *being current* in the position or maintaining *currency* in the position.

Successfully performing in an ICS position or associated position for which an individual is qualified, during a “qualifying” incident, event, or exercise at least once during the time interval maintains an individual’s currency. The currency time interval varies by position. Some positions require position performance at least once every three years, while others require performance at least once every five years.

### A. PROCESS TO REMAIN CURRENT

Individuals are responsible for tracking their currency for each position for which they are qualified. An individual must reapply 60 days prior to the expiration of their current credential by submitting all required documentation in Acadis. Failure to reapply prior to the expiration of their position credential may result in the actions described in Section VII(B)(1).

Currency documentation submitted through Acadis must include one or more of the following:

- Incident Action Plan(s) with the person’s name on the appropriate forms (ICS 202, ICS 203, ICS 204, etc.)
- Incident, event, or exercise performance evaluations (such as an ICS 225, Incident Personnel Performance Rating or equivalent) from qualified evaluators or supervisors
- Narrative of experience within the past five (5) years, including= supporting information about the experience that is signed by an Incident Commander, Operations Section Chief, or Planning Section Chief with contact information.
- Number of deployments/assignments
- Number of operational periods for each assignment/deployment
- Variety of incidents
- The complexity level (type) of incidents, planned events, and exercises during which the individual performed

- 40 hours of continuing education in topics that would be applicable to the position within the past five (5) years [required]
- Proof of meeting physical fitness requirements within the past year established above in the credentialing guideline

## B. LOSS OF CERTIFICATION

### 1. Reasons

Loss of certification may occur as a result of either voluntary or involuntary actions by a credentialed individual.

- An individual may choose to drop one or more qualifications for personal reasons by providing the information on the Request for Change of Credential Status (RCCS) Form and submitting it as indicated on the form.
- An individual will lose their qualification(s) if they lose currency in the position or fail to follow the process described in Section VII(A), Maintenance of Qualifications.
- Individuals who lose their qualification(s) should not be considered as available for assignment in the decertified/non-qualified position(s) outside their local entity. A local Authority Having Jurisdiction (AHJ) can determine how the individual may perform within their entity irrespective of their NQS qualification status.

### 2. Recertification after Loss of Certification

An individual who desires reinstatement of a qualification they lost due to:

- Lack of currency or
- Dropped for personal reasons

may submit their request on the Request for Change of Credential Status (RCCS) Form to the committee/email indicated after following the form submittal instructions. The State Credentialing and Qualifications Committee (SCQC) will examine the circumstances to determine if the individual should revert to trainee status for that position and/or:

- a. Be reinstated without additional requirements (within position currency interval)
- b. Be issued a new PTB to complete
- c. Complete further training, or
- d. The individual can gain the requisite experience through the performance assignment method. If the performance assignment method is recommended,

the individual must perform the duties of the position for a minimum of two operational periods under the supervision of an evaluator before recertification is granted.

A return to trainee status may have the advantage of introducing the individual to new technology, procedures, and advances in incident and event management. Evaluation of an individual's currency and competency is critical whenever qualifications have been lost.

### **C. DECERTIFICATION**

Decertification is the process the SCQC may invoke to remove an individual's position qualifications or credentials. The SCQC may decertify personnel when it is documented that the individual:

- a. Has documented poor performance at an incident/event
- b. Demonstrates non-compliance with this guide
- c. Fails to adhere to All-Hazards Incident Management Team (AHIMT) policies/procedures
- d. Performed in a fraudulent, unsatisfactory manner
- e. Acted in an unsafe manner
- f. Misrepresented attendance or participation in the Position Task Book (PTB) process
- g. Took insubordinate actions that led to unsafe conditions during the incident
- h. Intentionally misrepresented incident qualifications or currency
- i. Deliberately disregarded identified safe practices
- j. Is no longer employed or sponsored by the participating entity
- k. The SCQC may decertify personnel for other reasons after an investigation of the facts surrounding the circumstances that raised the issue of decertification.

#### **Guidelines for Decertification**

Decertification of the National Incident Management System (NIMS) ICS qualification only applies to performance in the NIMS position the person was deployed for or was performing; it is not intended to affect regular job-related duties. Individuals who are decertified should not be considered available for assignment in the decertified/non-qualified position(s) outside their local entity. A local AHJ can determine how the individual may perform within their entity irrespective of their National Qualification System (NQS) qualification status.

Incident Commanders (ICs) do not have the authority to decertify the qualifications of an individual. A qualified person may be demobilized from an incident by the IC. ICs are responsible for providing documented reasons for relieving an individual, and forwarding the information to the SCQC and the Regional Coordinating Committee (RCC). ICs must include a copy of the individual's Incident Personnel Performance Rating Form (ICS 225) in the documentation package.

### **Recertification after Decertification**

The SCQC has established processes to evaluate and prescribe the steps required to regain certification on a case-by-case basis for an individual who has been decertified for the reasons described above. Recertification may include, as appropriate, training outlined in the Position Qualification Requirement (PQR) and/or training relevant to the reason(s) for decertification.

Recertification of a decertified individual should, in most cases, include the performance of the duties of the position for at least two operational periods under the supervision of an evaluator before recertification is granted.

## **D. APPEALS**

Appeals relative to denial of eligibility for a higher qualification or a decertification may be made by using the following procedure:

### **Appeals Procedure**

Appeals shall be made in writing by the individual who was denied the requested qualification or was decertified and should be emailed to the SCQC chair no later than 30 days after notification of initial review and denial. Appeals must contain:

1. A description of the reason for/circumstances leading to the appeal
2. Supporting documentation
3. Description of the desired outcome

The SCQC chair will notify the SCQC of an appeal.

The SCQC chair shall appoint a three-member "Appeals Subcommittee" for the purpose of reviewing appeals under this section. The subcommittee shall include at least one individual who is qualified for the position being appealed.

The Appeals Subcommittee chair shall render their written decision to the SCQC chair within 30 days of receipt of the appeal. The decision of the Appeals Subcommittee chair shall be final.

## E. REVOCATION AND TRANSFERRING QUALIFICATIONS

### Revocation

Only individuals who maintain employment or sponsorship with an entity and whose qualifications are current should possess NQS-related credentials. When an individual's employment or sponsorship with an entity is terminated, the employing or sponsoring entity should retrieve any NQS-incident-related credentials from the individual and notify the SCQC within 48 hours.

On notification, the SCQC will forward the notification to the State Credentialing Governance Committee (SCGC), STEMC, and the ICs of the NQS-sponsored AHIMTs. Any incident-related credentials or qualifications card should be revoked, returned and/or canceled.

### Transferring Qualifications (Portability)

Individuals who were qualified under NQS but experienced a change in employment or sponsorship resulting in no longer being covered by NQS, may be able to transfer qualifications to a new employer or sponsor.

Requests for incident qualifications documentation from an entity that is now employing or sponsoring an individual who was formerly qualified under NQS should be directed to the SCQC. The SCQC should work with the entity to determine what documentation is available and appropriate. After receiving a signed request, the SCQC should provide non-sensitive available and appropriate documentation.

## F. POSITION TASK BOOKS

### Adoption and Use

#### Positions Lacking an NQS PTB

If an agency or Incident Management Team (IMT) adopts a position that has no published NQS PTB, the SCQC will ask the STEMC to modify an existing PTB from a nationally recognized system (e.g., FEMA, United States Coast Guard (USCG), National Wildfire Coordinating Group (NWCG)).

In some instances, an NWCG PTB may include discipline-focused tasks that pertain only to the wildfire environment. Wildland-fire-oriented tasks should be modified to incorporate All-Hazards performance opportunities or, if necessary, may be removed from the modified PTB. In addition, other recognized qualification systems PTBs may have non-All-Hazards tasks embedded within them that must be modified to incorporate All-Hazards opportunities.

## G. PHASES OF THE PTB TRAINING PROCESS

### Training

During training, the trainee's role is to watch and observe the coach performing the tasks associated with the position: what he or she does and in what order, why he or she does it, and how he or she does it. The coach and trainee discuss what occurred and why the coach performed particular actions. The number of times the trainee observes the coach depends on the complexity, risk, and the trainee's experience with the task.

### Coaching

During this activity, the trainee practices the skill or task under the mentorship and observation of a coach. Coaching consists of the coach observing the trainee performing tasks, assessing the trainee's performance, and providing feedback. It also provides the coach with an opportunity to correct any problems and ensure the task is performed safely.

### Evaluation

When the trainee is ready to perform the task(s) to be assessed, the trainee asks an evaluator to assess his or her competency. The evaluator observes, evaluates and records performance. Only when the trainee is performing a task that may endanger the trainee or others does the evaluator typically step in to offer corrective guidance.

### Final Evaluation

The evaluation opportunity where the PTB is completed, and all tasks have been assigned is referred to as the "Final Evaluation." The final evaluator reviews the entire PTB, ensures that all tasks have been completed and verified, and completes and signs the final verification portion of the PTB.

## POSITION TASK BOOK PROCESS

### NQS STANDARDS

- The evaluation process shall remain free from bias and shall not give preferential or discriminatory treatment to any organization or individual.
- A trainee cannot work on multiple PTBs for a specific position at the same time. As an example, a trainee cannot work on both a Type II Incident Commander PTB and a Type III Incident Commander PTB at the same time.
- For those ICS positions with multiple complexity levels (types), the individual must qualify at the lowest complexity level before pursuing the next-highest



complexity level. For example, before seeking qualification for a Type I position, an individual must first qualify at the Type III level, then at the Type II level.

- Except when the Recognized Prior Learning (RPL) process is used for the implementation of a new program or newly included ICS position, individuals must complete PTBs for each new position.
- An individual cannot use the same PTB they completed for qualification at one complexity level (e.g., for a Type III position) in place of completing a new PTB for the next-highest complexity level (e.g., a Type II position).
- Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and the recommendation that the relevant Certifying Official qualify the trainee.
- A trainee cannot complete a PTB on fewer than two qualifying incidents, events, or qualifying exercises. One of the two must be an actual incident meeting the requirements for Task Code I1. See Section IX(D), PTB Evaluation Task Codes.
- The amount of experience needed, and the performance of tasks required to complete a PTB and receive a final evaluation by a qualified evaluator are directly related to a position's role in managing safe operations and level of involvement with major management decisions. As an example, it is likely that a Status Check-In Recorder Trainee can complete the associated PTB with less incident experience and performance than an Incident Commander Type III trainee will take to complete their PTB.
- There may be several bulleted statements listed under a task. The bulleted statements are guidelines or examples for the evaluator to consider ensuring the intent of the task has been completed. Not all bulleted statements for a task are required to be completed if the overall intent of the task has been satisfied.
- The PTB evaluation factors should include provisions to ensure that effective Incident Management personnel possess some combination of the following attributes:
  - “Critical soundness” – where the individual is able to keep themselves and their subordinates effective, efficient, and safe in time-pressured, high-consequence situations.
  - “Management soundness” – where the individual is effective at planning and other Incident Management processes and functions of longer-duration situations that include proceeding through the Planning P and producing a formal written plan.
  - Proficiency in some tasks may be able to be sufficiently demonstrated in one-operational period situations without the need for a written Incident

Action Plan; however, many management skill tasks must be performed in situations that incorporate multiple operational periods and require a written Incident Action Plan (IAP).

## PTB EVALUATION TASK CODES

Each task in a PTB has at least one code associated with the situation(s) in which the task MUST be completed. Performance of any task in a situation(s) other than that required by the task's code(s) is not valid for qualification.

If more than one code is listed, the task may be completed in any of the situations (e.g., if codes I1, I2 and O1 are listed, the task may be completed in any of the three situations).

Definitions for these codes are:

**I1** = Task must be performed on an incident that meets the following criteria:

- Is managed under the Incident Command System (ICS)
- Requires a written Incident Action Plan (IAP)
- Requires using the Planning P to plan for multiple operational periods
- Matches or is a higher complexity level (see **Appendix A, Incident Complexity**) than the type rating being pursued

**I2** = Task can be performed in the following situations:

- Incident
- Incident within an event or incident that meets the following criteria:
  - Is a critical time-pressured, high-consequence incident managed under the Incident Command System (ICS)
  - May only be one operational period and without a formal written IAP
  - Matches or is a higher complexity level than the complexity rating being pursued (see **Appendix A, Incident Complexity**)

**O1** = Task can be performed in the following situations:

- Planned event
- “Full-Scale Exercise” or “Functional Exercise” as defined by HSEEP; see NQS, *Qualifying Incident, Event, and Exercise Guidelines*
- The situations listed above must meet the following criteria:
  - They are managed under the Incident Command System (ICS)

- The complexity level is the same or a higher complexity level than the complexity level rating being pursued. See **Appendix A, *Incident Complexity***
- Requires a formal written Incident or Event Action Plan (IAP/EAP)
- Requires using the Planning P to plan for multiple operational periods
- For an event that requires contingency planning for an incident within the event

**O2** = Task can be performed in the following situations if the situation affords the opportunity to evaluate the knowledge/skills associated with the ICS position:

- Planned event
- Exercise
- Training
- Daily job

**R** = Rare events

- These seldom occur and opportunities to evaluate trainee performance in real settings are limited. Examples of rare events include accidents, injuries, and vehicle and aircraft crashes. Through interviews, the evaluator may be able to determine if the trainee could perform the task in a real situation.

## **COACH / EVALUATOR AND FINAL EVALUATOR QUALIFICATIONS**

The coach is the individual who provides instruction to a trainee, whether in the classroom, on the job, in a planned event or during an incident. Although many of the job responsibilities of the coach are similar to those of an evaluator, to preserve the integrity of the qualifications system, the roles of coaching and evaluating must remain separate.

For example, a coach may instruct a trainee in proper interviewing techniques. When the trainee appears to have mastered the tasks, the coach could employ another individual to act as the evaluator or could transition into the role of an evaluator and observe and record the performance of the task. It is similar to providing instruction on a topic within the classroom and then administering a test to determine mastery of the subject.

The functions of coaching and evaluating must remain separate, as noted, and must be performed in sequence and not at the same time.

## COACH / EVALUATOR QUALIFICATIONS

To be qualified as a coach or evaluator for Task Code I or R in the PTB:

- a. The individual must be qualified in the position being coached or evaluated; or the individual must be qualified in a position that, within the ICS organizational structure, supervises the position being coached or evaluated.
- b. It is recommended that the coach/evaluator have previously performed successfully as a fully qualified individual on two separate qualifying incidents or qualifying exercises prior to serving as a coach/evaluator.

Task Code "0" in the PTB may be evaluated in other situations. Examples include in a classroom by an instructor(s), usually qualified as described in "1" above, or during the course of daily work by a day-to-day supervisor.

## FINAL EVALUATOR QUALIFICATIONS

The final evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed. The final evaluator is then responsible for completing the Final Evaluator's Verification Statement inside the front cover of the PTB.

A final evaluator is qualified in the same position being evaluated or a Section Chief that supervises the units within that section. In the case of the Incident Commander that position may be evaluated by the Command Staff and the General Staff, but not the units beneath the Section Chiefs.

There are advantages to using evaluators from different agencies. If no local final evaluators are available, a neighboring entity may be contacted for assistance in supplying a final evaluator.

## PTB EVALUATION DOCUMENTATION

As stated in Section IX(C)(1)(g), a trainee must be evaluated on at least two qualifying experiences (incident, planned event, or exercise). One of the two evaluations must occur on an actual incident that meets the criteria of a "Qualifying Incident," and not a planned event or exercise. The qualifying incident must be of the same complexity or higher complexity level (type) for which the trainee is pursuing qualification.

### Standards

- a. The incident used as the qualifying incident must meet the requirements of Task Code I1.
- b. There should be one fully completed incident Evaluation Record in the PTB with accompanying signoffs completed by the trainee's immediate supervisor on relevant tasks for each trainee experience. If the trainee had multiple

- supervisors on an extended incident, evaluations from all supervisors are recommended.
- c. It is highly recommended that the trainee's evaluator completes an ICS 225, Incident Personnel Performance Rating, to document each qualifying incident, planned event or exercise evaluated.
  - d. d.) If a person receives one or more "unacceptable" ratings on the ICS 225, Incident Personnel Performance Rating, the evaluator should provide a copy of the rating to either the Incident Commander—if on an incident—or the person responsible for supervising the Qualifying Exercise. The supervisor receiving the copy should send the evaluation, under separate cover, to the STEMC.

## PTB COMPLETION TIMEFRAMES

Individuals who have begun the process of qualifying for a NIMS ICS position under previous editions can continue to use those standards, providing they complete the process before any deadlines noted in the latest revision pass.

### Standards

- a. Any individual who has begun the evaluation process is encouraged, but not required, to complete any newly required course(s) for that position.
- b. To qualify for any other or subsequent position, the individual must meet the NQS standards identified in the current edition.
- c. A PTB will be valid for three (3) years from the day it is initiated.
- d. If the PTB is not completed within three (3) years from the date of the PTB task being issued, the task book will expire. A new PTB may be initiated. Prior initiation or the first experience documented in the expired PTB may be considered in the completion of the new PTB at the discretion of the STEMC. If a new PTB is initiated, the qualifications standards identified in the current NQS must be met.

## QUALIFYING INCIDENTS, EVENTS, AND EXERCISES GUIDELINES

### GENERAL

A qualifying incident, event, and/or exercise provides a trainee either 1) the opportunity to gain experience and demonstrate PTB performance and evaluation while filling an ICS position as a trainee, or 2) the ability to maintain currency in an ICS position for which the individual is currently qualified.

Although the experience gained on qualifying events and/or exercises can help to strengthen a trainee's ability to perform in an ICS position, a trainee must have satisfactorily completed at least one position performance assignment on an incident to be certified and credentialed.

The tasks listed in the PTB for a given position are the same at different complexity levels. The difference is the complexity level of the incident when those tasks are accomplished.

It is an important factor in a performance-based qualification system that trainees demonstrate their proficiency at performing the tasks of an ICS position during incidents, events, and exercises that are typed at the same level of complexity as the target positions the trainees are pursuing. In some cases, position performance assignments and experiences on higher-typed incidents, events, or exercises can be used toward PTB completion for a lower-typed position. However, that situation should generally be the exception and not the rule. For more information about complexity refer to **Appendix A**, *Incident Complexity*.

An individual who is in trainee status, regardless of other qualifications they may hold, should not be evaluating another trainee on the same incident, event, or exercise.

## QUALIFYING INCIDENT ATTRIBUTES

An incident where Incident Management trainees have tasks evaluated and initialed, or the incident is used to maintain currency of an individual's qualification, should be of equal or greater complexity level than the complexity level indicated on the trainee's PTB, or, in the case of maintaining currency, the position qualifications level. The incident should also be of sufficient length to provide adequate opportunities to demonstrate the knowledge, skills, and abilities necessary to learn, practice, and eventually be evaluated on PTB tasks in question or practice. **Appendix A** contains the NIMS Incident Complexity Guide which includes Incident Effect and Incident Management Indicators that provide guidance in determining the correct incident complexity level.

## QUALIFYING EVENT ATTRIBUTES

An event in which Incident Management trainees have tasks evaluated and initialed, or in which the event is used to maintain qualification currency, should meet all the criteria given below:

### CRITERIA

- a. The event is complex enough to suggest a Type III All-Hazards Incident Management Team (AHIMT) or higher is appropriate to manage.

- b. Sharing of information between AHIMT members is necessary in order to close critical decision loops.
- c. The event must span at least two distinct, separate operational periods in which the identified Command and General Staff are assigned and engaged. The periods should include, as a minimum:
  - i. Development and production of an Incident Action Plan. This could occur in advance of the actual onset of the event
  - ii. On-scene management of the event
- d. Time spent as an entire AHIMT planning for and providing on-scene event management must encompass a minimum of two distinct, separate operational periods in which the identified Command and General Staff are assigned and engaged.
- e. It is ideal to have a Command and General Staff filled with an individual in each position (see list in next bullet item); however, some considerations and caveats are:
  - i. Trainees can be evaluated by a fully qualified individual who is in a supervisory position within the ICS structure (e.g., a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee; a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee).
  - ii. The event should involve a significant amount of coordination between functional areas and the establishment or maintenance of good working relationships.
- f. Command and General Staff positions or functions that should be present are:
  - i. Incident Commander
  - ii. Safety Officer
  - iii. Public Information Officer
  - iv. Liaison Officer
  - v. Operations Section Chief
  - vi. Planning Section Chief
  - vii. Logistics Section Chief
  - viii. Finance/Administration Section Chief
- g. Event influences should include:

- i. Agency Administrators or Executives sponsoring the event to set out what the goals are – what success looks like
  - ii. Elected Officials
  - iii. Media
  - iv. Stakeholders and public
- h. Event should involve multiple jurisdictions (preferred), or significant multi-agency coordination in the same jurisdiction.
  - i. Planning should include contingency planning (e.g., incident within event planning).
  - j. All applicable ICS forms must be completed for a complete Event Action Plan (EAP), including intermediate forms such as the ICS 215 and ICS 215A.
  - k. For PTB task evaluation: The complexity of the incident must match the type rating of the position. A trainee must be evaluated by personnel currently qualified at an equivalent position or in a position that supervises in ICS or the same qualification, but a higher type (e.g., a Type I Public Information Officer can evaluate a Type III Public Information Officer).
  - l. To be creditable for currency: The position performed must be listed in the PQR as maintaining currency.

## QUALIFYING EXERCISE ATTRIBUTES

These guidelines provide consistency and authenticity when a local AHJ uses or recognizes an operations-based exercise, whether functional or full-scale, to evaluate personnel, provide an opportunity for trainees to complete tasks in their PTBs, or maintain qualification currency for an ICS position identified within this guide. AHJs are encouraged to use the Homeland Security Exercise and Evaluation Program (HSEEP) guidance along with these guidelines when developing exercises to ensure a quality training and evaluation opportunity.

## PREPARATORY TRAINING

**IMPORTANT:** Exercise players should be given an appropriate level of foundational knowledge through classroom or other learning methods to ensure they are sufficiently prepared for an exercise. Players should not be involved in an exercise when unprepared, especially trainees. Exercises are NOT where the fundamentals are learned, nor are they the appropriate venue for demonstrating performance without adequate preparatory learning and practice opportunities.

Preliminary training should be completed before undertaking a qualifying exercise, including:



- a. All the ICS courses through the ICS-300 course, ICS-400 recommended
- b. Position-specific training appropriate to the position to be played and/or significant progress (recommend 50% or greater) in the target PTB
- c. Training on the Planning P (e.g., DHS All-Hazards Planning Process video) should be completed prior to or at the beginning of the exercise as a review
- d. O- 305 Type 3 All-Hazards Incident Management Team

## EXERCISE COMPONENTS

- a. The exercise must be operations-based, either a functional or full-scale exercise.
- b. An analysis of the exercise's incident scenario must be equal to or higher than the complexity type rating for the ICS positions that are using PTBs, or the ICS positions being exercised to maintain currency in those positions.
- c. If elements of the planning process are required to be exercised or evaluated, the scenario must encompass multiple operational periods or require at least one complete cycle of the planning process.
- d. All appropriate Command and General Staff positions should be filled. These include:
  - i. Incident Commander
  - ii. Safety Officer
  - iii. Public Information Officer
  - iv. Liaison Officer
  - v. Operations Section Chief
  - vi. Planning Section Chief
  - vii. Logistics Section Chief
  - viii. Finance/Administration Section Chief
- e. Staffing for the Command and General Staff positions should be completed taking into account the following considerations:
  - i. Trainees may be evaluated by a fully qualified individual who is a layer in a supervisory position within the ICS structure (e.g., a fully qualified Incident Commander could evaluate a Planning Section Chief Trainee; a fully qualified Planning Section Chief could evaluate a Resources Unit Leader Trainee)
  - ii. Trainees may be evaluated by a fully qualified individual who is an evaluator in the exercise

- iii. When a subordinate ICS position is not filled in an ICS organization, the supervisor of that position assumes all functional responsibilities of the unfilled subordinate position
- iv. The exercise should require a significant level of coordination between functional areas and the establishment or maintenance of positive and productive working relationships necessary on an actual incident or event
- f. To be considered as a qualifying exercise for Unit Leader positions, the Section Chief and at least two of the Section's Unit Leader positions should be filled.
- g. Specific scenario events (or injects) that prompt players to implement the plans, policies, procedures, and protocols that require testing during the exercise, must include:
  - i. Simulated activities occurring on the incident that warrant action
  - ii. Simulated external influences from:
    - Agency administrators or executives
    - Elected officials
    - Media
    - Stakeholders and public
- h. Injects must include information that is required to be shared with other incident management members to demonstrate the ability to receive, prioritize, and share the essential elements of information necessary to successfully complete a task, duty, or responsibility.
- i. A sufficient number and quality of injects must be provided to fully engage each member of the AHIMT and immerse them in the ongoing incident response while participating in the NIMS planning process.
- j. The scenario may be multijurisdictional (preferred) or significant multi-agency in the same jurisdiction.
- k. If the scenario involves Unified Command, then all Unified Commander positions should be filled and present during the exercise.
- l. An ordering process must be used that either uses or simulates the jurisdiction's processes and procedures for incident ordering. This ordering process can involve a local Emergency Operations Center (EOC), local or geographic dispatch centers, or an expanded dispatch function.
- m. All applicable ICS forms must be completed for a complete Incident Action Plan (IAP), including intermediate forms such as the ICS 215 and ICS 215A.

## AFTER-ACTION REVIEW AND EVALUATION

To appropriately complete the tasks within a PTB, the trainee must be evaluated by personnel qualified in the ICS position being evaluated or qualified in the ICS position that would supervise that position on an incident.

Documents that may facilitate the evaluation process include the position PTB and/or the ICS 225, Incident Personnel Performance Rating.

## APPENDIX A – INCIDENT COMPLEXITY

The language in the Incident Complexity Level Table is intentionally flexible, allowing AHJs to apply this guide to their specific needs and situations. Due to differences in infrastructure, incident management capability, population density, available resources, and other factors, it is possible that one jurisdiction may identify an incident at one level of complexity while another jurisdiction may identify it at a different level. This guide applies to all-hazards and is available for the whole community to use as appropriate.

TYPE 5	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
<p><b>5</b></p>	<ul style="list-style-type: none"> <li>• Incident shows no resistance to stabilization or mitigation.</li> <li>• Resources typically meet incident objectives within one or two hours of arriving on-scene.</li> <li>• Minimal effects to the population immediately surrounding the incident.</li> <li>• Few or no evacuations necessary during mitigation.</li> <li>• No adverse impact on Critical Infrastructure and Key Resources (CIKR).</li> <li>• Elected/appointed governing officials and stakeholder groups require minimal or no coordination and may not need notification.</li> <li>• Conditions or actions that caused the incident do not persist; as a result, there is no probability of a cascading event or exacerbation of the current incident.</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Commander (IC) position is filled, but Command and General Staff positions are unnecessary to reduce workload or span of control.</li> <li>• Emergency Operations Center (EOC) activation is unnecessary.</li> <li>• Unified Command is not typically necessary.</li> <li>• One or more resources is or are necessary and receive(s) direct supervision from the IC.</li> <li>• Resources may remain on-scene for several hours, up to 24, but require little or no logistical support.</li> <li>• Formal incident planning process is not necessary .</li> <li>• A written Incident Action Plan (IAP) is unnecessary.</li> <li>• Limited aviation resources may be necessary and may use varying levels of air support.</li> </ul>
<p><b>Examples:</b> Type 5 incidents, events and exercises can include a vehicle fire, a medical response to an injured/sick person, a response to a suspicious package/ item, or a vehicle pursuit. Planned events can include a 5K or 10K road race.</p>		

TYPE 4	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
4	<ul style="list-style-type: none"> <li>• Incident shows low resistance to stabilization or mitigation.</li> <li>• Resources typically meet incident objectives within several hours of arriving on-scene.</li> <li>• Incident may extend from several hours to 24 hours.</li> <li>• Limited effects to the population surrounding the incident.</li> <li>• Few or no evacuations necessary during mitigation.</li> <li>• Incident threatens, damages, or destroys a minimal number of residential, commercial, or cultural properties.</li> <li>• CIKR may suffer adverse impacts.</li> <li>• CIKR mitigation measures are uncomplicated and can be implemented within one operational period.</li> <li>• Elected/appointed governing officials and stakeholder groups require minimal or no coordination, but they may need to be notified.</li> <li>• Conditions or actions that caused the original incident do not persist; as a result, there is low to no probability of a cascading event or exacerbation of the current incident.</li> </ul>	<ul style="list-style-type: none"> <li>• IC/Unified Command role is filled, but Command and General Staff positions are typically not necessary to reduce workload or span of control.</li> <li>• EOC activation may be necessary.</li> <li>• Resources receive direct supervision either from the IC/Unified Command or through an ICS leader position, such as a Task Force or Strike Team/Resource Team, to the reduce span of control.</li> <li>• Operations Division or Group Supervisor position may be filled for organizational or span-of-control purposes.</li> <li>• Multiple kinds and types of resources may be necessary.</li> <li>• Aviation resources may be necessary and may use varying levels of air support.</li> <li>• Resources may remain on-scene for 24 hours or longer and may require limited logistical support.</li> <li>• Formal incident planning process is not necessary.</li> <li>• Written IAP is unnecessary, but leaders may complete a documented operational briefing for all incoming resources.</li> </ul>
	<p><b>Examples:</b> Type 4 incidents, events and exercises can include a barricaded suspect, a hazardous materials (HazMat) spill on a roadway or waterway, a detonation of a small explosive device, a large commercial fire or a localized flooding event affecting a neighborhood or sub-Operations Division. Planned events can include a march, protest, festival, fair, or parade.</p>	

TYPE 3	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
3	<ul style="list-style-type: none"> <li>• Incident shows moderate resistance to stabilization or mitigation.</li> <li>• Resources typically do not meet incident objectives within the first 24 hours of resources arriving on-scene.</li> <li>• Incident may extend from several days to over one week.</li> <li>• Population within and immediately surrounding the incident area may require evacuation or shelter during mitigation.</li> <li>• Incident threatens, damages, or destroys residential, commercial, or cultural properties.</li> <li>• CIKR may suffer adverse impacts.</li> <li>• CIKR mitigation actions may extend into multiple operational periods.</li> <li>• Elected/appointed governing officials and stakeholder groups require some level of coordination.</li> <li>• Conditions or actions that caused the incident may persist; as a result, there is medium probability of a cascading event or exacerbation of the current incident.</li> </ul>	<ul style="list-style-type: none"> <li>• IC/Unified Command role is filled.</li> <li>• EOC activation may be necessary.</li> <li>• Command Staff positions are filled to reduce workload or span of control.</li> <li>• At least one General Staff position is filled to reduce workload or span of control.</li> <li>• Numerous resources receive supervision indirectly through the Operations Section and its subordinate positions.</li> <li>• Branch Director position(s) may be filled for organizational purposes and occasionally for span of control.</li> <li>• Operations Division Supervisors, Group Supervisors, Task Forces and Strike Teams/Resource Teams are necessary to reduce the span of control.</li> <li>• ICS functional units may be necessary to reduce workload.</li> <li>• Incident typically extends into multiple operational periods.</li> <li>• Resources may need to remain on-scene for over a week and will require logistical support.</li> <li>• Incident may require an incident base to support resources.</li> <li>• Numerous kinds and types of resources may be required.</li> <li>• Aviation operations may involve multiple aircraft.</li> </ul>

		<ul style="list-style-type: none"> <li>• Number of responders depends on the kind of incident but could add up to several hundred personnel.</li> <li>• Leaders initiate and follow formal incident planning process.</li> <li>• Written IAP may be necessary for each operational period.</li> </ul>
	<p><b>Examples:</b> Type 3 incidents, events and exercises can include a tornado that damages a small section of a city, village, or town; a railroad tank car HazMat leak requiring evacuation of a neighborhood or section of a community; a detonation of a large explosive device; an active shooter; a water main break; a Category 1 or 2 hurricane or a small aircraft crash in a populated area. Planned events can include a county fair or an auto racing event.</p>	

TYPE 2	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
<p style="text-align: center; font-size: 2em; font-weight: bold;">2</p>	<ul style="list-style-type: none"> <li>• Incident shows high resistance to stabilization or mitigation.</li> <li>• Resources typically do not meet incident objectives within the first several days.</li> <li>• Incident may extend from several days to two weeks.</li> <li>• Population within and surrounding the general incident area is affected.</li> <li>• Affected population may require evacuation, shelter, or housing during mitigation for several days to months.</li> <li>• Incident threatens, damages, or destroys residential, commercial, and cultural properties.</li> <li>• CIKR may suffer adverse impacts, including destruction.</li> <li>• CIKR mitigation actions may extend into multiple operational periods, requiring considerable coordination.</li> <li>• Elected/appointed governing officials, political organizations and stakeholder groups require a moderate level of coordination.</li> <li>• Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management.</li> <li>• Conditions or actions that caused the original incident may persist, so a cascading event or exacerbation of the current incident is highly probable.</li> </ul>	<ul style="list-style-type: none"> <li>• IC/Unified Command role is filled.</li> <li>• EOC activation is likely necessary.</li> <li>• All Command Staff positions are filled.</li> <li>• All General Staff positions are filled.</li> <li>• Large numbers of resources receive supervision through the Operations Section.</li> <li>• Branch Director position(s) may be filled for organizational or span-of-control purposes.</li> <li>• Operations Division Supervisors, Group Supervisors, Task Forces, Strike Teams, and Resource Teams are necessary to reduce the span of control.</li> <li>• Most ICS functional units are filled to reduce workload.</li> <li>• Incident extends into numerous operational periods.</li> <li>• Resources may need to remain on-scene for several weeks and will require complete logistical support, as well as possible personnel replacement.</li> <li>• Incident requires an incident base and other ICS facilities for support.</li> <li>• Numerous kinds and types of resources may be required.</li> <li>• Complex aviation operations involving multiple aircraft may be involved.</li> <li>• Size and scope of resource mobilization necessitate a formal demobilization process.</li> </ul>



		<ul style="list-style-type: none"> <li>• Length of resource commitment may necessitate a transfer of command from one Incident Management Team (IMT) to a subsequent IMT.</li> <li>• Number of responders depends on the kind of incident but could add up to over 1,000 personnel.</li> <li>• Leaders initiate and follow formal incident planning process.</li> <li>• Written IAP is necessary for each operational period.</li> <li>• Leaders may order and deploy out-of-State resources such as through the Emergency Management Assistance (EMAC).</li> </ul>
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	<p><b>Examples:</b> Type 2 incidents, events and exercises can include a tornado that damages an entire section of a city, village, or town; a railroad tank car HazMat leak requiring a several-days-long evacuation of an entire section of a city, village or town; a wildland fire in an area with numerous residences, requiring evacuations and several days of firefighting; a multi-event explosive device attack; or a river flooding event affecting an entire section of a city, village or town, with continued precipitation anticipated. Planned events can include a VIP visit, a large demonstration, a strike, or a large concert.</p>	
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TYPE 1	INCIDENT EFFECT INDICATORS	INCIDENT MANAGEMENT INDICATORS
1	<ul style="list-style-type: none"> <li>• Incident shows high resistance to stabilization or mitigation.</li> <li>• Incident objectives cannot be met within numerous operational periods.</li> <li>• Incident extends from two weeks to over a month.</li> <li>• Population within and surrounding the region or State where the incident occurred is significantly affected.</li> <li>• Incident threatens, damages, or destroys significant numbers of residential, commercial, and cultural properties.</li> <li>• Incident damages or destroys numerous CIKRs.</li> <li>• CIKR mitigation extends into multiple operational periods and requires long-term planning and extensive coordination.</li> <li>• Evacuated or relocated populations may require shelter or housing for several days to months.</li> <li>• Elected/appointed governing officials, political organizations and stakeholder groups require a high level of coordination.</li> <li>• Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management.</li> </ul>	<ul style="list-style-type: none"> <li>• IC/Unified Command role is filled.</li> <li>• EOC activation is necessary.</li> <li>• Unified Command is complex due to the number of jurisdictions involved.</li> <li>• All Command Staff positions are filled; many include assistants.</li> <li>• All General Staff positions are filled; many include deputy positions.</li> <li>• Many resources receive supervision through an expanded Operations Section.</li> <li>• Branch Director position(s) may be filled for organizational or span-of-control purposes.</li> <li>• Operations Division Supervisors, Group Supervisors, Task Forces, Strike Teams, and Resource Teams are necessary to reduce span of control.</li> <li>• Most or all ICS functional units are filled to reduce workload.</li> <li>• Incident extends into many operational periods.</li> <li>• Resources will likely need to remain on-scene for several weeks and will require complete logistical support, as well as possible personnel replacement.</li> <li>• Incident requires an incident base and numerous other ICS facilities for support.</li> </ul>

	<ul style="list-style-type: none"> <li>• Conditions or actions that caused the original incident still exist, so a cascading event or exacerbation of the current incident is highly probable.</li> </ul>	<ul style="list-style-type: none"> <li>• Numerous kinds and types of resources may be required, including many that trigger a formal demobilization process.</li> <li>• Federal assets and other nontraditional organizations – such as Voluntary Organizations Active in Disaster (VOADs) and NGOs – may be involved in the response, requiring close coordination and support.</li> <li>• Complex aviation operations involving numerous aircraft may be involved.</li> <li>• Size and scope of resource mobilization necessitate a formal demobilization process.</li> <li>• Length of resource commitment may necessitate a transfer of command from one IMT to a subsequent IMT.</li> <li>• Number of responders depends on the kind of incident but could add up to over 1,000 personnel.</li> <li>• Leaders initiate and follow formal incident planning process.</li> <li>• Written IAP is necessary for each operational period.</li> <li>• Leaders may order and deploy out-of-State resources, such as through EMAC.</li> </ul>
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Incident Complexity Level: Incident Effect Indicators Summary										
Type	Resistance to stabilization or mitigation	How long does it take for resources to meet incident objectives?	Effects on population immediately surrounding the incident	Length of incident effects	Evacuations necessary during mitigation	Adverse impact on CIKR	CIKR impact / mitigation measures	Coordination required with elected/ governing officials and stakeholder groups	Do conditions or actions that caused original incident persist?	Probability of cascading event or exacerbation of current incident
5	None	1–2 hours	Minimal	Minimal	Few or none	None	None	Minimal or none	No	None
4	Low	Several to 24 hours	Limited	Up to 24 hours	Few or none	Minimal	Uncomplicated within one operational period	Minimal or none	No	Low to none
3	Moderate	At least 24 hours	Moderate	Several days to over one week	Possible; may require shelter	Threatens, damages, or destroys property	Adverse; multiple operational periods	Some	Possibly	Medium
2	High	Several days to two weeks	Significant	Several days to two weeks	Possible; may require shelter/ housing for several days to months	Threatens, damages, or destroys property	Destructive; requires coordination over multiple operational periods	Moderate, including political organizations	Possibly	High
1	High	Numerous operational periods	Significant	Two weeks to over a month	May require shelter/ housing for several days to months	Significantly threatens, damages, or destroys property	Highly destructive; requires long-term planning and extensive coordination over multiple operational periods	High, including political organizations	Yes	High

## DEFINITIONS

TERM	DEFINITION
<b>All-Hazard</b>	A threat or an incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. It includes natural disasters, cyber incidents, industrial accidents, pandemics, acts of terrorism, sabotage, and destructive criminal activity targeting critical infrastructure. This also includes the effects climate change has on the threats and hazards.
<b>All-Hazards Incident Management Team (AHIMT): Types 1, 2, 3</b>	<p>A multiagency/multijurisdictional team available for complex and extended time incidents formed and managed at the state, regional, tribal, or metropolitan level. An AHIMT is deployed as a team of trained and qualified personnel to manage major or complex incidents requiring a significant number of local, state regional resources, and has extended into multiple operational periods and requires a written Incident Action Plan (IAP).</p> <p>All-Hazards IMTs consist of personnel that are trained and qualified in the positions of the Incident Command System (ICS). These personnel may have a background in many disciplines which may include fire, rescue, emergency medical, hazardous materials, law enforcement, public health and public works, emergency management and others. They will perform the functions of Command, Operations, Planning, Logistics, and Administration/Finance, as well as Safety, Public Information and Liaison officers. Other ICS positions defined as unit leaders, managers and technical specialists may also accompany a team. Teams are typed at different levels according to their capability to handle different levels of incident complexity. The complexity of an incident may be used to help determine the type (3, 2 or 1) of the IMT that may be requested. (See Incident Complexity).</p>
<b>Appeals Subcommittee</b>	The Appeals Subcommittee is a three-member subcommittee appointed by the State Credentialing and Qualifications Committee chair to review appeals. The composition of this committee will include a member of the credentialing and Qualifications Committee, a member of the State Training, Education and Membership Committee and the Governance Committee.
<b>Area Command / Unified Area Command</b>	Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed and ensure that objectives are met, and strategies followed. Area Command becomes Unified Area

	Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at a location other than an ICP.
<b>Authority Having Jurisdiction (AHJ)</b>	The Authority Having Jurisdiction (AHJ) is an organization, office or individual having statutory responsibility for enforcing the requirements of a code, standard or procedure, or for approving equipment, materials, and installation. For the specific purposes of this guide, the relevant AHJ is the state of Indiana. Other references to AHJ will note a qualifier such as “local” AHJ, if necessary.
<b>Certifying Official</b>	The Certifying Official is the official who has the authority for reviewing and evaluating documentation, confirming the completion of relevant position requirements, and determining whether the trainee should be granted certification. The Executive Director of the Indiana Department of Homeland Security, as the Certifying Official, delegated responsibility for certification to the Indiana Fire & Public Safety Academy.
<b>Coach/Trainer/Mentor</b>	A coach/trainer/mentor is an individual that provides instructions and mentoring to a trainee, whether in the classroom, on the job, planned event or on an incident. The coach/trainer must be qualified in the position they are coaching or supervise that position in the ICS system. The coach should not perform the duties of the evaluator at the same time, so the integrity of the qualifications system is preserved. The Academy allows the use of coach/trainer qualified under NWCG and other federal or state-level qualification systems.
<b>Command Staff</b>	In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
<b>Competency</b>	Competency refers to a broad description that groups together the behaviors necessary to perform a specific function. Competencies are a national benchmark and are agreed to by major ICS training organizations. These competencies form the basis for position-specific training, Position Task Books (PTBs), job aids and other performance-based documents.
<b>Credentialing Authority</b>	The person or organization that has the authority to credential personnel for a specific entity or organization.
<b>Criteria</b>	A listing within the position qualifications that includes the minimum criteria that a trainee must meet for qualification.
<b>Critical Infrastructure</b>	Systems and assets, whether physical or virtual, vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or

	any combination of those matters. The nation's critical infrastructure is composed of 16 sectors: chemical; commercial facilities; communications; critical manufacturing; dams; defense industrial base; emergency services; energy; financial services; food and agriculture; government facilities; healthcare and public health; information technology; nuclear reactors, material, and waste; transportation systems; and water and wastewater systems.
<b>Currency</b>	Successful performance on a qualifying incident, event or exercise in a position or associated position for which an individual is qualified, at least once within the Currency Interval indicated in the Position Qualification Requirements, during a qualifying incident, event, or exercise. See section, <i>Maintenance, Loss of Certification, Decertification and Recertification</i> .
<b>Decertification</b>	A process whereby an individual's position(s) qualifications or credentials are removed, making him/her ineligible for deployment in that position.
<b>Direct Entry</b>	ICS positions that have no requirements for qualifying a subordinate position are referred to as "Direct Entry" positions. The Direct Entry process permits personnel to be qualified for certain supervisory positions without previously obtaining any subordinate position qualifications.
<b>Emergency Management Assistance Compact (EMAC)</b>	The purpose of this compact is to provide for mutual assistance between the states, entering into this compact, in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency or enemy attack. This compact shall also provide for mutual cooperation in emergency-related exercises, testing or other training activities using equipment and personnel simulating the performance of any aspect of the giving and receiving of aid by party states or suboperations Divisions of party states during emergencies, such actions occurring outside actual declared emergency periods.
<b>Emergency Operations Center (EOC)</b>	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or by some combination thereof.



<b>Emergency Operations Plan (EOP)</b>	An ongoing plan for responding to a wide variety of potential hazards. An EOP describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated.
<b>Entity</b>	Entity or entities: These are all-encompassing terms used to describe the various types of political suboperations divisions (local, state, tribal, territorial, insular area, territories, provinces, parishes, and federal government) or non-governmental and private-sector companies that may have NIMS ICS-qualified individuals or sponsor an AHIMT.
<b>Evaluator</b>	An evaluator is an individual that is responsible for evaluating a trainee using a position task book (PTB). The evaluator must be qualified in the position they are evaluating or be qualified in a position that supervises the trainee's position in the ICS. The Academy allows the use of qualified evaluators under NWCG and other similar federal or state-level qualification systems.
<b>Event</b>	An "Event", wherever referred to in this documentation, is a planned occurrence and requires the use of the Incident Command System in managing resources. The event must meet the same organizational and complexity requirements as for an "incident" at the Type III level. Event examples include large-scale parades, sporting events, festivals, conferences, conventions, and fairs.
<b>Exercise</b>	An instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and inter-agency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement.
<b>Federal Agency Incident Qualification Systems</b>	<p>The following federal agencies are involved in incident management and response and have a qualifications system:</p> <ul style="list-style-type: none"> <li>• Department of Interior, Incident Position Qualifications Guide (IPQG)</li> <li>• FEMA, Qualification System Guide</li> <li>• USDA, Forest Service, Fire and Aviation Qualification Guide</li> <li>• National Wildfire Coordinating Group, Wildland Fire Qualifications System Guide</li> </ul>
<b>Fitness Requirements</b>	FEMA classifies each position into four categories (arduous, moderate, light and none required). The individual, through their organization, will make every effort to comply with applicable federal, state, and local laws concerning safety and health.



	<p>Annual physicals and work performance evaluations (WPE) can be used to show adequate fitness levels for deployment. In the event that the participant’s sponsoring agency does not provide a physical or fitness evaluation annually, the individual will need to provide this information separately. An adequate substitute would be a personal medical evaluation and the wildland pack test.</p> <p><b>ARDUOUS</b> – must provide proof of completion of physical fitness test that meets the NFPA 1583 Standard. An example of this test would be a Work Performance Evaluation (WPE) administered by a fire department. The applicant must also provide proof of a stress test as defined in the NFPA 1582 Standard at an approved health care facility.</p> <p><b>MODERATE</b> – must provide proof of completion of physical fitness test that meets the NFPA 1583 Standard. An example of this test would be a Work Performance Evaluation (WPE) administered by a fire department.</p> <p><b>LIGHT</b> – must provide a waiver or letter from a licensed physician that the applicant can perform the duties of the position.</p> <p><b>NONE REQUIRED</b> – as it states, none required.</p>
<p><b>Full-Scale Exercise (FSE)</b></p>	<p>A multi-agency, multi-jurisdictional operations-based exercise involving actual deployment of resources in a coordinated response as if a real incident had occurred. A full-scale exercise tests many components of one or more capabilities within emergency response and recovery and is typically used to assess plans and procedures under crisis conditions and assess coordinated response under crisis conditions. Characteristics of an FSE include mobilized units, personnel, and equipment; a stressful, realistic environment; and scripted exercise scenarios.</p>
<p><b>Functional Exercise (FE)</b></p>	<p>Functional exercises are designed to validate and evaluate capabilities, multiple functions, sub-functions, or interdependent groups of functions. Functional exercises are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In functional exercises, events are projected through an exercise scenario with event updates that drive activity at the management level. A functional exercise is conducted in a realistic, real-time environment; however, the movement of personnel and equipment is usually simulated.</p>
<p><b>Historical Recognition</b></p>	<p>The Historical Recognition qualification process was used to provide an initial cadre of qualified personnel for the state’s AHIMT program. Historical Recognition is now replaced by Recognized Prior Learning (RPL).</p>
<p><b>HSEEP Exercise</b></p>	<p>The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.</p>

<b>Incident</b>	An occurrence or event (natural, technological, or human-caused), that requires a response to protect life, property, or the environment. Examples include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials (HazMat) spills, pandemics, aircraft accidents, earthquakes, tornadoes, severe thunderstorms, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.
<b>Incident Command System (ICS)</b>	<p>The Incident Command System is a standardized, on-scene, all-hazards incident management approach that:</p> <ul style="list-style-type: none"> <li>• Allows for the integration of facilities , equipment , personnel, procedures, and communications operating within a common organizational structure.</li> <li>• Enables a coordinated response among various jurisdictions and functional agencies, both public and private.</li> <li>• ICS is flexible and can be used for incidents of any type, scope, and complexity.</li> <li>• ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of signal or multiple incidents.</li> </ul>
<b>Incident Complexity</b>	The NIMS Guideline for the National Qualification System defines incident complexity as the incident criteria determined by the level of difficulty, severity or overall resistance to control, that incident management personnel face while managing an incident to a successful and safe conclusion or to manage one type of incident compared to another type. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing. This same requirement applies to events as herein defined.
<b>Incident Management Assistance Team (IMAT)/Joint Field Office (JFO)</b>	The IMAT will be deployed from FEMA during the early stages of a Stafford Act disaster. The IMAT will begin the initial coordination at the field level and will fill the positions within the JFO command structure as it begins its operations. A JFO is a temporary federal facility that provides a central location for the coordination of federal, state, tribal and local governments and private-sector and non-governmental organizations with primary responsibility for response and recovery. It is established to unify the federal assistance effort at the state and local level and to coordinate the provision of federal assistance to the affected jurisdiction(s) during national incidents. The JFO structure is organized, staffed, and managed in a manner consistent with NIMS principles. Although a JFO/IMAT employs an ICS structure, the JFO does not manage on-scene operations.
<b>Incident Support Team (IST)</b>	The mission of the Urban Search & Rescue (USAR) Incident Support Team (IST) is to provide federal, state, and local officials with technical assistance in the acquisition and use of ESF #9 resources through advice, incident command

	assistance and management and coordination of USAR task forces, and to obtain ESF #9 logistic support. The IST will deploy as soon as possible in order to act as a liaison with state and local officials as well as to make preparations for the support of incoming USAR task forces. The IST has command authority over task forces assigned, similar to the Area Command concept. The IST generally mobilizes with an initial complement of 30 personnel and organizes using a standard Incident Command structure.
<b>Indiana Position Specific Task Book (IPSTB)</b>	The IPSTB may serve initially as the “lesson plan” for a trainee’s on-the-job or experiential training. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is the basis for the final evaluation and recommendation that the trainee be qualified. It is required for a trainee to complete a ISPTB on a minimum of <b>two</b> qualifying incidents, events, or exercises – one of which must be an incident or event at a Type III level.
<b>Indiana Position Specific Qualification Training Requirements (IPSTR)</b>	Training requirements are located in the Indiana Training Specific Training Requirements. This training plan outlines the requirements for what training is required for each EOC and ICS Position Specific Training Requirements (PSTR).
<b>National Wildfire Coordinating Group (NWCG)</b>	The purpose of NWCG is to coordinate programs of the participating wildfire management agencies to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide a more effective execution of each agency’s fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.
<b>Objective</b>	Specific and identifiable actions carried during an operation. A description of a desired condition; quantified and measured, and where possible, with established time frames for achievement.
<b>OneResponder</b>	The OneResponder network is a web-based master qualifications system that provides a common language and approach to quickly qualify and certify emergency personnel.
<b>Operational Period</b>	The period of time established for the execution of a given set of operation actions as specified by the Incident Commander. Operational Periods can be of various lengths, although usually not more than 24 hours.
<b>Participating Agency</b>	Participating agency is an entity (state, local, tribal, nonprofit, or private organization) that has executed an agreement with a Sponsoring Agency to participate in an AHIMT.

<b>Position Performance Assignment (AKA Trainee Assignment)</b>	An assignment on an incident or qualifying exercise of an individual that is working as a trainee with an open Position Task Book in the position for which the individual is working towards certification. The trainee is being actively trained or coached by a coach/evaluator in a position during an assignment or is performing the task under the supervision of a qualified individual while completing the task identified in the Position Task Book and while being evaluated for the required experience to become certified.
<b>Position Task Book (PTB)</b>	A Position Task Book (PTB) describes the minimum competencies, behaviors and tasks required to qualify or recertify for a position and documents a trainee's performance of given tasks.
<b>Position Task Book Initiation</b>	The action of formally issuing a PTB to a trainee under the guidelines in the NQS. All Position Task Books at the Type III level or higher shall be issued through the STEMC.
<b>Prerequisite Training</b>	Training an individual must be complete before they can be certified in a position. (Training may be completed before a PTB is initiated or during the PTB evaluation process.)
<b>Qualification</b>	Required qualification(s) an individual must possess or obtain before a PTB can be initiated.
<b>Qualifying Incident, Exercise or Event</b>	An incident, exercise, or event that the AHJ determines meets the incident complexity, duration of time and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling. All qualifying incidents, events or exercises must meet the Type III incident complexity and last multiple operational periods. The trainee must perform the duties of the position being sought in each qualifying incident, event, or exercise during multiple operational periods. It is recommended that AHJ's that sponsor exercises/events use Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
<b>Recognition Of Prior Learning (RPL)</b>	Recognition of Prior Learning is a process that evaluates an individual's formal and non-formal learning through training and experience to determine the extent to which that individual has already acquired and performed the required competencies of an emergency response position. RPL is a more robust, performance-based evaluation and enhancement of traditional Historical Recognition processes. The RPL process measures an individual's demonstrated knowledge, skills and experience against the national standard competencies as established in the position-specific task book. The measurement process focuses on the evaluation of the candidate's acquisition of the skills described in the prescribed standards, rather than the manner or procedure under which the skills

	<p>were acquired. For instance, skills may have been acquired in the military, growing up on a farm, or managing a bakery. A candidate will not be judged on where he/she learned to do a job, but rather on the current ability to do the job. Assessors will expect to see how the candidate performs in this position and completes the job satisfactorily.</p>
<p><b>Recognition Of Prior Learning Peer Review Committee (RPLPRC)</b></p>	<p>The SCQC fills the role of a Recognition of Prior Learning Peer Review Committee (RPLPRC) and will review and recommend that an individual has completed the necessary training and experience and qualifies to be certified in a specific ICS position. The SCQC may defer to one or more SMEs to assist in executing its responsibilities.</p>
<p><b>Recommended Training</b></p>	<p>Training that is not required to be completed in order to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge or skills. This may be acquired through on-the-job training, work experience or training. This is a means by which personnel can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the ISPTB.</p>
<p><b>Recommending Official</b></p>	<p>The Recommending Official is the individual from the trainee's sponsoring organization who is recommending the candidate be certified and has the support of the sponsoring organization and is confirming the trainee's completion of the position requirements. The recommendation is made to the State Credentialing and Qualifications Committee (SCQC).</p>
<p><b>Revocation</b></p>	<p>The cancellation of certification and withdrawal of credentialing documents from personnel no longer authorized to possess them.</p>
<p><b>Shadow Opportunity</b></p>	<p>An opportunity for an individual on an incident or qualifying exercise to only observe an individual or team to gain experience and knowledge in an IMT operation or position specific operation. The individual is not performing and thus is not accomplishing any work towards completion of a position task book.</p>
<p><b>Short Team</b></p>	<p>Provides personnel trained and qualified in the Type III, II or I Command and General Staff positions. The assessed incident complexity should determine the qualification typing of team members. Local personnel should be prepared to work with the team for multiple operational periods and will have little additional time to work at their primary job.</p>
<p><b>State Credentialing and Qualifications Committee (SCQC)</b></p>	<p>The State Credentialing and Qualifications Committee (SCQC) is a committee established by the jurisdiction. It is responsible for the establishment and management of the process to ensure members meet nationally accepted standards for NIMS ICS positions. State Credentialing and Qualifications</p>

	<p>Committee enhances the professional credibility of the position qualifications earned through the qualifications process. This committee is comprised of emergency management leadership that represents multi-agency, multi-disciplinary and multi-jurisdictional positions throughout the state. The State Credentialing and Qualifications Committee also acts as a State Credentialing Review Committee (SCRC) for the review of task book submissions. The committee has the authority for reviewing and evaluating documentation that confirms the completion of the relevant position requirements and makes the recommendation for qualification for an individual. The SCQC is responsible for the continued process of reviewing and approving the Indiana Position Specific Task Books (IPSTB) for approval by the Governance Committee and qualifying individuals as outlined in this guide.</p>
<b>Task Book Code</b>	<p>A code used in the IPSTB that is associated with the situation where the task may be completed. The situations range from actual on-incident experience to qualifying training exercises to related daily job tasks.</p>
<b>Technical Specialists</b>	<p>Technical specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their specialized skills in the incident environment.</p>
<b>Trainee (The Individual)</b>	<p>An individual, approved by their employing/sponsoring organization, who is preparing to qualify for an ICS position and for whom the position task book (PTB) has been initiated. A trainee is eligible for formal, on-the-job training.</p>
<b>Trainee Assignment</b>	<p>An assignment of an individual on an incident or qualifying exercise that is working as a trainee with an open Position Task Book in the position the individual is working towards certification. The trainee is being actively trained or coached by a coach/evaluator in a position during an assignment or is performing the task under the supervision of a qualified individual while completing the task identified in the position task book and being evaluated for the required experience to become certified. The evaluator and the coach may be the same person; however, the functions of coaching and evaluating must remain separate in a position performance assignment.</p>
<b>Training</b>	<p>Requirements are located in the Indiana Training Program Policy. This training plan outlines the requirements for what training is required for each EOC and ICS Position Specific Training Requirements (PSTR).</p>
<b>Type II And I IMT</b>	<p>The Type II teams typically manage up to 500 incident personnel. The Type I teams typically manage incidents that have more than 500 incident personnel including a complex aviation operation.</p>



<p><b>Type III All-Hazards IMT</b></p>	<p>Provides trained and qualified personnel in the Command and General Staff (C &amp; G) and key Unit Leader positions. The team may manage the incident for the local jurisdiction when given a Delegation of Authority by the incident’s jurisdiction chief elected official or agency administrator or could integrate into the local command structure as needed. This team may manage up to 250 incident personnel.</p>
<p><b>Type III Incident or Event</b></p>	<p>In a Type III Incident or Event resource requirements will exceed the initial response resources. The event may extend into multiple operational periods, and some or all ICS Command and General Staff are activated. Development of branches, divisions and groups with their respective directors and supervisors may be activated. Unit Level positions may be activated as needed and Strike Teams and Task Forces are usually formed and mobilized into the appropriate areas of responsibility. A Type III IMT or incident organization manages initial incident actions with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type I or II team. Incident or event will have a written Incident/Event Action Plan.</p>

## AUTHORITIES AND REFERENCES

Federal, state, tribal, and local laws and their implementing regulations establish legal authority for the development and maintenance of emergency management plans. The following pages provide a general overview of the roles and responsibilities of State agencies that may be involved in an emergency response or an emergency management operation. Each department/agency shall develop and maintain standard operating procedures in an agency Emergency Plan or Continuity of Operations Plan which supports the EOP.

**Indiana Executive Order 17-02** – Indiana Emergency Advisory Group and Other Emergency Measures

**Homeland Security Presidential Directive 12-** Policy for Common Identification Standard for Federal Employees and Contractors (HSPD-12)

**Homeland Security Presidential Directive 5** – Management of Domestic Incidents (HSPD – 5)

**FEMA National Incident Management System (NIMS)**

### FEDERAL AUTHORITY

#### **42 UNITED STATES CODE 11001 ET SEQ., SUPERFUND AMENDMENT AND REAUTHORIZATION ACT OF 1986, TITLE III**

This code establishes State emergency response commissions, emergency planning districts and local emergency planning committees and their associated regulations.

#### **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA), HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (HAZWOPER), 29 CFR 1910.120, 1986**

This OSHA standard includes safety requirements employers must meet in order to conduct five specific types of hazardous waste operations.

#### **ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT, 42 UNITED STATES CODE (USC) 5121 ET SEQ., NOV. 23, 1988**

This federal law establishes and provides direction for federal and state government entities affected by emergencies and disasters and the means and methods necessary to declare and seek reimbursement and monies to support recovery efforts.



**44 CODE FEDERAL REGULATIONS. EMERGENCY MANAGEMENT AND ASSISTANCE,  
CHAPTER 1**

This code governs the policies, procedures, and programs regarding state and local emergency management assistance required and provided by the Federal Emergency Management Agency (FEMA).

**HOMELAND SECURITY ACT OF 2002, NOV. 25, 2002**

This act establishes the United States Department of Homeland Security and organizes existing agencies and departments at the federal level into an overall structure to support the protection of the American Homeland.

**PRESIDENTIAL POLICY DIRECTIVE 5, FEB. 28, 2003**

This Presidential Executive Order establishes and directs the development of the National Incident Management System (NIMS) for the purpose of managing and coordinating major natural or human-caused hazards at the federal, state, and local jurisdictional levels. Additionally, NIMS is now a requirement for all state and local entities receiving federal preparedness assistance through grants, contracts, or other activities.

**PRESIDENTIAL POLICY DIRECTIVE 7, DEC. 17, 2003**

This Presidential Executive Order establishes a national policy for federal departments and agencies to identify and prioritize critical infrastructure and key resources in the United States with the purpose of protecting these locations from terrorist attacks.

**PRESIDENTIAL POLICY DIRECTIVE 8, DEC. 17, 2003**

Presidential Policy Directive 8 establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal. PPD 8 establishes mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities.

**U.S. DEPARTMENT OF HOMELAND SECURITY, NATIONAL INCIDENT MANAGEMENT  
SYSTEM (NIMS), DEC. 2008**

This document provides background information on the National Incident Management System (NIMS), which includes a detailed explanation of the core set of concepts and principles of which the program is comprised. These components include command and management, preparedness, resource management, communication, and information management, supporting technologies, and ongoing management and maintenance.

**NATIONAL PREPAREDNESS GOAL SEPT. 2011**

The National Preparedness Goal reflects a whole community approach that focuses on the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from the threats and hazards which pose the greatest risk to the nation.

**NATIONAL DISASTER RECOVERY FRAMEWORK JUN. 2016**

The National Disaster Recovery Framework describes the context for how the whole community works together to restore, redevelop, and revitalize the community following a disaster. The intended audience for this document is individuals, families, communities, the private and nonprofit sectors, faith-based organizations, local, state, tribal, territorial, insular area, and federal governments.

**NATIONAL MITIGATION FRAMEWORK JUN. 2016**

The National Mitigation Framework describes the benefits of being prepared by understanding risks and what actions can help address those risks. The intended audience for this document is individuals, families, communities, the private and nonprofit sectors, faith-based organizations, local, state, tribal, territorial, insular area, and federal governments.

**NATIONAL PREVENTION FRAMEWORK JUN. 2016**

The National Prevention Framework describes how the whole community plays an important role in assisting with the prevention of imminent terrorist attacks. The intended audience for this document is individuals, families, communities, the private and nonprofit sectors, faith-based organizations, local, state, tribal, territorial, insular area, and federal governments. This framework applies only to those capabilities, plans, and operations necessary to ensure the nation is prepared to prevent an imminent act of terrorism against the United States and does not capture the full spectrum of the nation's efforts to counter terrorism.

**NATIONAL PROTECTION FRAMEWORK JUN. 2016**

The National Protection Framework describes the way which the whole community safeguards against acts of terrorism, natural disasters, and other threats or hazards. The protection processes and guiding principles contained in this framework provide a unifying approach which is adaptable to specific protection mission requirements, mission activities, jurisdictions, and sectors.

**NATIONAL RESPONSE FRAMEWORK OCT. 2019**

The National Response Framework describes not only how the federal government organizes itself to respond to natural disasters, terrorist attacks, and other catastrophic events, but also the importance of the whole community in assisting with response efforts. The intended audience for this document is individuals, families, communities,

the private and nonprofit sectors, faith-based organizations, local, state, tribal, territorial, insular area, and federal governments.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM – INCIDENT COMPLEXITY GUIDE**

The Incident Complexity Guide establishes guidance to support the incident management and emergency management community. This guide establishes a framework for determining incident complexity level to inform emergency planning, preparedness, and training and to improve operational readiness to respond to real events and incidents.

## **STATE AUTHORITY**

### **INDIANA CODE 10-19-2**

This code establishes the Department of Homeland Security in the State of Indiana.

### **INDIANA CODE 10-14-3. EMERGENCY MANAGEMENT AND DISASTER LAW**

This code is the primary guideline for establishing and coordinating local emergency management programs and provides information on the disaster declaration process, emergency planning, and other pertinent requirements for successful public safety programs.

### **INDIANA CODE 10-14-5. EMERGENCY MANAGEMENT ASSISTANCE COMPACT**

The purpose of this compact is to provide for mutual assistance among the states entering into this compact in managing any emergency or disaster which is duly declared by the governor of the affected state, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

### **INDIANA EXECUTIVE ORDER 17-02, JAN. 9, 2017**

Establishes and clarifies duties of state agencies for all matters relating to emergency management and designates the Executive Director of the Indiana Department of Homeland Security as the State Coordinating Officer for all emergency and disaster prevention, protection, mitigation, response, and recovery operations for the State of Indiana.

## **LOCAL AUTHORITY**

### **LOCAL EMERGENCY MANAGEMENT ORDINANCES**

Local emergency management (EM) Ordinances are an extension of Indiana Code 10-14-3, at the local jurisdictional level. These local statutes spell out additional, jurisdictional-specific, or area-specific requirements the state law does not address. The local EM Ordinances also provide the local emergency management director with the

authority to act before, during, and after an emergency or disaster, and define the necessary requirements for establishing and maintaining an effective emergency management and public safety program for a given jurisdiction.

### **LOCAL COMPREHENSIVE EMERGENCY MANAGEMENT PLANS (CEMP) / OR EMERGENCY OPERATIONS PLANS (EOP)**

These documents are the multi-discipline, all-hazards plans modeled after the State EOP and the National Response Framework (NRF) for local jurisdictions within the State of Indiana. The plans provide for a single, comprehensive framework for the management of emergency and disaster events within a given jurisdiction. Local Comprehensive Emergency Management Plans (LCEMPs) outline structure and mechanisms for coordinating local preparedness and response activities. The LCEMP also acts as a general reference point for local agencies to develop contingencies to meet the needs of their communities during emergency or disaster events.

## **REFERENCES**

- Interstate Incident Management Team Qualifications System (IIMTQS) Guide AHIMTA May 2016
- U.S. Fire Administration: Type 3 All-Hazard Incident Management System Qualification Guide, Sept. 2010
- National Incident Management System, Guideline for the Credentialing of Personnel, Aug. 2011
- FEMA's NIMS Guideline for the National Qualification System, Nov. 2017
- State of Florida Division of Emergency Management Type 3 All-Hazard Incident Management Qualifications Standard Operating Guide.
- National Wild Land Coordination Group 310-1 Standards for Wildland Fire Positions Qualification.
- FEMA Emergency Operations Center Guidance and Tools | FEMA.Gov Aug. 01, 2018
- National Qualification System Supplemental Documents I FEMA. Gov Sept. 16, 2021