



Proposal

CCEM 23-01

December 12, 2022

FOR: PROJECT CCHF23-01

Development and Implementation of Canyon
County Incident Management Team

TO:

Christine Wendelsdorf, Emergency Manager
Canyon County Emergency Management
1115 E. Albany St.
Caldwell, ID 83605

DESCRIPTION

Situation

Canyon County Emergency Management within the Canyon County Sheriff's Office recognizes projected changes to the FEMA emergency management grant funding program. Future grant funding will require a jurisdiction receiving the funds to have a deployable resource for the jurisdiction if a portion of the grant funds also assist with funding personnel positions. The resource would maintain a position task book for a specified position on an incident management team within the national qualification system. After considering options and opportunities to attain this expectation by the end of FY2024, the Canyon County Sheriff's Office has elected to exceed this expectation by fully developing and implementing a regional incident management team capable of responding to planned and unplanned events and incidents across the county utilizing multi-discipline first responders in Canyon County. Exceeding the expectation of FEMA grant funding provides enhanced emergency preparedness for the county and recognizes deployable resources.

Mission

The expectation of this service agreement between the Canyon County Sheriff's Office and High Focus LLC is to assist Canyon County Emergency Management with the development and implementation of a regional incident management team, capable of type three incidents and events utilizing first responders and support personnel from first response agencies across the county. The expectation of this agreement is that training requirements for such an incident management team will be identified and training will be supplied through High Focus LLC. It is further recognized that upon the conclusion of this 24-month agreement the sustainment and maintenance of the team remains the responsibility of the Canyon County Sheriff's Office and Canyon County Emergency Management.

Execution

The service agreement will be executed through four phases.

Phase 1- The development and acceptance of administrative tools for creating, managing, and maintaining an Incident Management Team.

Phase 2- The recruitment, selection, and position identification of team members from Canyon County first response organizations.

Phase 3- Training in All Hazard Position Specific classes, training with pre-planned events across the county, team-building exercises, and critical incident stress management awareness.

Phase 4- The final evaluation of personnel assigned to the team, the completion of a final exercise and the finalization of position task books for members of the team. It is the intention that each member of the team has a viable task book for two positions on the team.

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Type III Incident Management Teams consist of 8 primary positions, supported by additional deputy and unit leader positions. The primary positions:

Incident Commander
Public Information Officer
Liaison Officer
Safety Officer
Operations Section Chief
Planning Section Chief
Logistics Section Chief
Finance Section Chief

Training will be organized and directed by High Focus during this service agreement for the primary Incident Management Team positions and identified support positions as determined by the needs of the team.

Administration

The service agreement will be managed between High Focus LLC and Canyon County Emergency Manager, or her designee. High Focus LLC will provide state or nationally qualified instructors for the required training courses and will work judiciously with the Canyon County Emergency Manager for scheduling to allow the greatest student participation with the least disruption to the organization. We will adhere to the identified timeline in the service agreement and High Focus LLC will follow the guidance of the Emergency Management Institute under FEMA that all classes use digital materials for presentation. If Canyon County wishes to have hardcopies of materials, they will be responsible for the printing.

Concept of operations

Four phases to the project

Phase One. 20% of total project

Incident Management Team policies and procedures development
2 – 4 months

Phase Two. 20% of total project

Incident Management Team personnel recruitment, position assignments, team expectations, and commitment agreement.
2 – 4 months

Phase Three. 40% of total project

Position specific training, team development, critical incident stress management awareness, pre-planned events

Training classes provided for the primary incident management team positions:

Incident Commander
Public Information Officer
Safety Officer
Liaison Officer
Operations Section Chief
Planning Section Chief
Logistics Section Chief
Finance Section Chief

*Support positions as appropriate within the scope of the agreement
12 - 15 months

Phase Four 20% of total project

Final evaluation. position task book completion, exercise and scenario, sustainment and maintenance plan for Canyon County Emergency Manager
2 – 4 months

Total project timeline is 24 months.

Total investment \$200,000 divided by 8 equal payments over 24 months

THANK YOU FOR YOUR BUSINESS AND SERVING YOUR
COMMUNITY

TOTAL

\$200,000.00

H Eugene Smith Date 6/12/23
H Eugene Smith/High Focus LLC



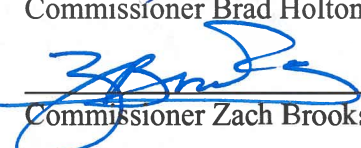
[Signature] Date 6-13-23
Sheriff Donahue/Canyon County

Christine Wendelsdorf Date 6/16/23
Christine Wendelsdorf
Canyon County Emergency Manager

DATED this 10th day of July, 2023.

CANYON COUNTY BOARD OF COMMISSIONERS

☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Brad Holton	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	_____	_____

ATTEST: CHRIS YAMAMOTO, CLERK

By: UROSS
Deputy Clerk

USFA O-305, Type 3 All-Hazards Incident Management Team

Course Overview

This five-day course serves as a basic introduction to the activities and processes of a Type 3 All-Hazards Incident Management Team (AHIMT), enabling them to be better prepared to support large scale or complex operations in their communities. This course meets the needs of the National Incident Management System (NIMS) and the National Response Framework (NRF) while focusing on the importance of developing and operating as a functional USFA Type 3 AHIMT and will assist individual responders to perform as viable team members.

Specific Course Topics

- Demonstrating the goals of NIMS and the NRF
- Emphasizing the nature and purpose of a USFA Type 3 AHIMT so that others in the community and emergency services are more willing and able to assist within various components of their local USFA Type 3 AHIMT
- Demonstrating the critical role that leadership and teamwork skills play in the success of an USFA Type 3 AHIMT
- Providing a basic framework for building and maintaining critical interpersonal communications and for working together as a team member of an USFA Type 3 AHIMT
- Offering practical experience of on-scene operations through extensive exercises and simulations, as well as through post-course refresher training by providing students with the opportunity to perform as members of a USFA Type 3 AHIMT during a mock incident management situation

Target Audience

The target audience of this course is entry level participants who are new to an assignment on an AHIMT. Given its intended audience, participants in this course should include emergency response personnel, such as fire protection and law enforcement personnel, emergency medical services (EMS) responders, Department of Public Works, Department of Public Health, Emergency Management, Mass Care, Non-Governmental agencies, and members of various community and tribal groups offering critical emergency response services.

Although the course is intended to be a basic introduction to AHIMTs, participants should have a foundational understanding of the Incident Command System.

Duration

Duration: Five days (40 hours)

Pre-requisites

Minimum student qualifications for O-305 include completion of:

- IS-100
- IS-200
- ICS-300

Course Details

NIMS ICS All-Hazards Liaison Officer Course

E0956

Training Provider: Emergency Management Institute**Course Level:** N/A**Delivery Type(s):** Mobile/Non-Resident, Residential, Virtual**Duration (in Hours):** 13.0**Continuing Education Units: General:** 1.3**Duration (in Days):** 2.0

Course Description:

The goal of this professional development course is to provide federal, state, and local-level emergency responders with an overview of key duties and responsibilities of a Liaison Officer (LOFR) in a Type III All Hazards Incident Management Team (AHIMT).

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. These criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 1

Course Objectives:

At the end of this course, participants will be able to:

- Explain the roles and responsibilities of the LOFR as a member of the Command Staff.
- Explain the roles and responsibilities of an Agency Representative.
- Explain the roles and responsibilities of the Liaison Officer with regards to Stakeholders.
- Explain types of communication and work-location requirements for a given incident.
- Identify the process and relevant parties involved in incident information flow, including the role of Assistant Liaison Officers.
- Identify the Liaison Officer's contributions to the NIMS incident action planning process.
- Explain the proper steps to follow in the event of a special situation.
- Identify the demobilization process as it relates to the duties of the LOFR.

Other Prerequisites:

The required prerequisites to this course are:

- IS-100 Introduction to the Incident Command System, ICS 100
- IS-200 Basic Incident Command System for Initial Response, ICS 200
- E/L/G 0300 Intermediate Incident Command System for Expanding Incidents, ICS 300

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- E/L/G 0400 Advanced Incident Command System for Complex Incidents, ICS 400
- IS-700 An Introduction to the National Incident Management System
- IS-800 National Response Framework (NRF), An Introduction

Other recommended (not required) courses:

- E/L/G 0191 Emergency Operations Center/Incident Command System Interface
- O 305 Type 3 AHIMT Training Course (US Fire Administration)
- O 337 Command & General Staff Functions for Local Incident Management Team (US Fire Administration)

Primary Core Capability:

Operational Coordination

Mission Area(s):

- Respond

Discipline(s):

- Emergency Management

Course POC:

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:

<https://training.fema.gov/emiacourses/schedules.aspx>

Course Active?: Yes

Course Details

NIMS ICS All-Hazards Public Information Officer Course**E0952****Training Provider:** Emergency Management Institute**Course Level:** N/A**Delivery Type(s):** Mobile/Non-Resident, Residential**Duration (in Hours):** 31.0**Continuing Education Units:** General: 3.1**Duration (in Days):** 5.0**Course Description:**

The goal of this professional development course is to provide federal, state, tribal, and local-level emergency responders with an overview of key duties and responsibilities of a Public Information Officer in a Type III All-Hazards Incident Management Team (AHIMT).

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. This criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 2

Course Objectives:

At the end of this course, participants will be able to:

- Describe the role and importance of the Public Information Officer position in incident operations, especially as it pertains to initial incident operations.
- Describe the fundamentals of information operations during incident management.
- Develop a communications strategy for disseminating incident information.
- Explain the importance of effective media relations, including social media, and the role of the Public Information Officer in developing and maintaining such relationships.
- Describe the roles and responsibilities of Assistant Public Information Officers.
- Describe how the Public Information Officer may establish and leverage effective community relations.
- Describe the role of the Public Information Officer as it pertains to handling special situations within incidents.
- Describe how Public Information Officers can keep themselves, and those they escort and work with, safe in the incident environment.
- Define the Public Information Officer's roles and responsibilities during incident transition and demobilization.

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Other Prerequisites:

The required prerequisites to this course are:

- IS-0100 An Introduction to the Incident Command System, ICS 100
- IS-0200 Basic Incident Command System for Initial Response, ICS 200
- E/L/G 0300 Intermediate Incident Command System for Expanding Incidents, ICS 300
- E/L/G 0400 Advanced Incident Command System for Complex Incidents, ICS 400
- IS-0700 An Introduction to the National Incident Management System
- IS-0800 National Response Framework (NRF)

Recommended: O-305, Type 3 AHIMT Training course (delivered by USFA)

Primary Core Capability:

Operational Coordination

Mission Area(s):

- Respond

Discipline(s):

- Emergency Management

Course POC:

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:

<https://training.fema.gov/emcourses/schedules.aspx>

Course Active?: Yes

Course Details

NIMS ICS All-Hazards Logistics Section Chief Course**E0967****Training Provider:** Emergency Management Institute**Course Level:** N/A**Delivery Type(s):** Mobile/Non-Resident, Residential**Duration (in Hours):** 30.0**Continuing Education Units: General:** 3.0**Duration (in Days):** 5.0**Course Description:**

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: responding to the incident and effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. These criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 2

Course Objectives:

At the end of this course, participants will be able to:

- Identify the course objective and position-specific resource materials for the position of Logistics Section Chief.
- Describe the responsibilities of the Logistics Section Chief in relationship to the responsibilities of Unit Leaders within the Section.
- Describe how the responsibilities of the Facilities Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Ground Support Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Supply Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Food Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Medical Unit Leader support the overall goals of unit.
- Describe how the responsibilities of the Communications Unit Leader support the overall goals of unit.

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- List the priorities of the Logistics Section Chief upon initial activation, describing how the Logistics Section Chief translates these priorities into action.
- Describe considerations in activating, briefing, and assessing the capabilities of each Unit.
- Identify the Logistics Section Chief's coordination and communication with the Command and General Staff.
- Identify techniques for successfully managing personnel and demobilizing the Logistics Section.

Other Prerequisites:

The required prerequisites to this course are:

- IS-0100: Introduction to the Incident Command System (ICS), ICS 100
- IS-0200: Basic Incident Command System for Initial Response
- E/L/G 0300: Intermediate Incident Command System for Expanding Incidents
- E/L/G 0400 Advanced Incident Command System for Complex Incidents, ICS 400
- IS-0700: An Introduction to the National Incident Management System (NIMS)
- IS-0800: National Response Framework (NRF), An Introduction

Other recommended (not required) courses:

- E/L/G 0191 Emergency Operations Center/Incident Command System Interface
- O 305 Type 3 AHIMT Training Course (US Fire Academy)
- O 337 Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

Primary Core Capability:

Logistics and Supply Chain Management

Secondary Core Capability(s):

- Operational Coordination

Mission Area(s):

- Respond
- Recover
- Mitigation

Discipline(s):

- Emergency Management

Course POC:

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:

<https://training.fema.gov/emiacourses/schedules.aspx>

Course Active?: Yes

Course Details

NIMS ICS All-Hazards Planning Section Chief Course

E0962

Training Provider: Emergency Management Institute

Course Level: N/A

Delivery Type(s): Mobile/Non-Resident, Residential

Duration (in Hours): 25.0

Continuing Education Units: General: 2.5

Duration (in Days): 4.0

Course Description:

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. These criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 2

Course Objectives:

At the end of this course, participants will be able to:

- Identify course objectives and position-specific resource materials for the position of Planning Section Chief.
- Describe the function of the Planning Section and the roles and responsibilities of the Planning Section Chief.
- Describe the function of the Resources Unit and the roles and responsibilities of the Resources Unit Leader (RESL).
- Describe the function of the Situation Unit and the roles and responsibilities of the Situation Unit Leader (SITL).
- Describe the information gathered from the initial meetings, briefings and documents.
- Describe the purpose, timing and structure of each of the meetings, briefings and documents in the Operational Period Planning Cycle.
- Identify key strategies for interacting with members of the Planning Section, members of the

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IMT, and personnel outside of the IMT.

- Describe the responsibilities of the Documentation Unit and Demobilization Unit Leaders and the purpose of the Final Incident Package.

Other Prerequisites:

- IS-0100: An Introduction to the Incident Command System
- IS-0200: Basic Incident Command System for Initial Response
- E/L/G 0300: Intermediate Incident Command System for Expanding Incidents
- E/L/G 0400: Advanced Incident Command System for Complex Incidents
- IS-0700: An Introduction to the National Incident Management System (NIMS)
- IS-0800: National Response Framework (NRF), An Introduction

Recommended:

- G 0191: Emergency Operations Center/ Incident Command System Interface (Emergency Management Institute)
- O 305: Type 3 AHIMT Training Course (US Fire Academy)
- 337: Command & General Staff Functions for Local Incident Management Team (US Fire Academy)

Primary Core Capability:

Planning

Mission Area(s):

- Respond
- Recover
- Mitigation

Discipline(s):

- Emergency Management

Course POC:

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:

<https://training.fema.gov/emcourses/schedules.aspx>

Course Active?: Yes

Course Details

NIMS ICS All-Hazards Incident Commander Course**E0950****Training Provider:** Emergency Management Institute**Course Level:** N/A**Delivery Type(s):** Mobile/Non-Resident, Residential**Duration (in Hours):** 30.0**Continuing Education Units:** General: 3.0**Duration (in Days):** 5.0**Course Description:**

The goal of this professional development course is to provide local and state-level emergency responders with an overview of key duties and responsibilities of an Incident Commander within the ICS structure and specifically for a Type III All-Hazards Incident Management Team (AHIMT).

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. This criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Upper Division

ACE: Credit Hours: 2

Course Objectives:

At the end of this course, participants will be able to:

- Identify course objectives and position-specific resource materials for the position of Incident Commander.
- Describe how to lead and manage an Incident Management Team (IMT) through an understanding of the interactions between the Incident Commander and the individual members of the IMT.
- Describe the Incident Commander's responsibilities in IMT administration and readiness.
- Identify the components of a typical Incident Commander Go-Kit.
- Describe the purpose and function of command, agency oversight, support, and coordination as they relate to incident management and the role of the Incident Commander.
- Describe command and coordination structures from the Incident Commander's standpoint.
- Describe the interaction and cooperation that occurs between the Agency Administrator/Executive and the Incident Commander for the successful management of an incident.
- Describe the considerations and procedures an Incident Commander should follow to ensure effective and safe transfer of command.
- Describe effective communication practices for addressing audiences internal and external to

the management of an incident.

- Define leader's intent, priorities, incident objectives, strategies, and tactics as they are utilized by the Incident Commander for effective incident management.
- Describe the Incident Commander's responsibilities for the various plans and meetings in which he or she participates.
- Describe the staffing responsibilities and considerations of the Incident Commander.
- Describe how the Incident Commander can identify and manage a special situation that occurs within an incident.
- Describe the financial management responsibilities of the Incident Commander and the role of the Finance/Administration Section.
- Describe the agreements that the Incident Commander may encounter while managing incidents.
- Describe effective personal documentation practices for the position of Incident Commander.
- Describe the role and responsibilities of the Incident Commander as they pertain to the demobilization process, returning an incident to local management, and the performance evaluations of the Command and General Staff.

Other Prerequisites:

The required prerequisites to this course are:

- IS-0100 Introduction to the Incident Command System, ICS 100
- IS-0200 Basic Incident Command System for Initial Response, ICS 200
- E/L/G 0300 Intermediate Incident Command System for Expanding Incidents, ICS 300
- E/L/G 400 Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)
- IS-0700 An Introduction to the National Incident Management System
- IS-0800 National Response Framework (NRF), An Introduction

Other recommended (not required) courses:

- E/L/G 0191 Emergency Operations Center/Incident Command System Interface
- O 305 Type 3 AHIMT Training Course (US Fire Administration)
- O 337 Command & General Staff Functions for Local Incident Management Team (US Fire Administration)

Primary Core Capability:

Operational Coordination

Mission Area(s):

- Respond

Discipline(s):

- Emergency Management

Course POC:

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:

<https://training.fema.gov/emiacourses/schedules.aspx>

Course Active?: Yes

Course Details

NIMS ICS All-Hazards Operations Section Chief Course**E0958****Training Provider:** Emergency Management Institute**Course Level:** N/A**Delivery Type(s):** Mobile/Non-Resident, Residential**Duration (in Hours):** 22.0**Continuing Education Units:** General: 2.2**Duration (in Days):** 4.0**Course Description:**

The purpose of this professional development course is to prepare local, state, tribal, and Federal emergency responders to function in the role of a T-III OSC after obtaining adequate experience. The OSC will be part of an all-hazards T-III IMT Operations Section Chief (OSC) Type III in a Type III All-Hazards Incident Management Team (AHIMT).

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. These criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 2

Course Objectives:

At the end of this course, participants will be able to:

- Describe how to gather, organize, communicate, and share information necessary to perform as an Operations Section Chief.
- Describe the purpose of the Strategy, Tactics, and Planning Meetings and the Operations Section Chief's roles and responsibilities in developing the Operational Planning Worksheet (ICS Form 215) and the Incident Action Plan.
- Describe the principles of supervision, delegation, and communication as they relate to the position of the Operations Section Chief.
- Identify key strategies for managing and adjusting the Operations Section.
- Describe the Operations Section Chief's role in developing and maintaining relations with people internal and external to the ICS Team.
- Describe the Operations Section Chief's roles and responsibilities for risk assessment and safety management.
- Describe the need and process for contingency planning for an all-hazards incident.
- Describe the Operations Section Chief's roles and responsibilities for demobilization.

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Other Prerequisites:

The required prerequisites to this course are:

- IS-0100: Introduction to the Incident Command System (ICS), ICS 100
- IS-0200: Basic Incident Command System for Initial Response
- E/L/G 0300: Intermediate Incident Command System for Expanding Incidents
- E/L/G 0400: Advanced Incident Command System for Command and General Staff - Complex Incidents (ICS 400)
- IS-0700: An Introduction to the National Incident Management System (NIMS)
- IS-0800: National Response Framework (NRF), An Introduction

Other recommended (not required) courses:

- E/L/G 0191 Emergency Operations Center/Incident Command System Interface
- O 305 Type 3 AHIMT Training Course (US Fire Administration)
- O 337 Command & General Staff Functions for Local Incident Management Team (US Fire Administration)

Primary Core Capability:

Operational Coordination

Mission Area(s):

- Respond

Discipline(s):

- Emergency Management

Course POC:

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:

<https://training.fema.gov/emcourses/schedules.aspx>

Course Active?: Yes

Course Details

NIMS ICS All-Hazards Safety Officer Course

E0954

Training Provider: Emergency Management Institute

Course Level: N/A

Delivery Type(s): Mobile/Non-Resident, Residential, Virtual

Duration (in Hours): 28.75

Continuing Education Units: General: 2.9

Duration (in Days): 5.0

Course Description:

The goal of this professional development course is to provide federal, state, and local-level emergency responders with an overview of key duties and responsibilities of a Safety Officer in a Type III All-Hazards Incident Management Team (AHIMT).

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. This criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 2

Course Objectives:

At the end of this course, participants will be able to:

- Explain the Occupational Safety & Health Administration (OSHA) regulations and National Fire Protection Association (NFPA) standards to response operations.
- Explain the role and responsibilities of the Safety Officer in assuming the position and creating an attitude of safety on an incident.
- Identify the information that the Safety Officer must obtain when beginning work on an incident and potential source for obtaining that information.
- Contrast between a hazard and a safety risk.
- Identify techniques used to prioritize hazards for mitigation, as well as several types of mitigation and accident prevention.
- Develop an ICS Form 215A, Incident Action Plan Safety Analysis, given a scenario.
- Create an ICS Form 208 HM, Site Safety and Control Plan.
- Apply multiple methods of communicating safety risks and mitigations through the Incident Safety Plan, Assistant Safety Officers, Safety Messages, and Safety Briefings.
- Explain the Safety Officer's interactions with the Logistics Section (and its various sub-units) to ensure that personnel needs are safely met.
- Identify common unsafe actions, operations, situations, and safety risks during an incident.

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- Explain the Safety Officer's responsibility in managing accidents and special situations that may occur during an incident.
- Explain the Safety Officer's role in disbanding the Safety Unit during incident demobilization and Closeout.

Other Prerequisites:

The required prerequisites to this course are:

- IS-0100 An Introduction to the Incident Command System, ICS 100
- IS-0200 Basic Incident Command System for Initial Response, ICS 200
- E/L/G 0300 Intermediate Incident Command System for Expanding Incidents, ICS 300
- E/L/G 0400 Advanced Incident Command System for Complex Incidents, ICS 400
- IS-0700 An Introduction to the National Incident Management System
- IS-0800 National Response Framework (NRF)

Other recommended (not required) courses:

- E/L/G 0191 Emergency Operations Center/Incident Command System Interface
- O 305 Type 3 AHIMT Training Course (US Fire Administration)
- O 337 Command & General Staff Functions for Local Incident Management Team (National Fire Academy)

Primary Core Capability:

Operational Coordination

Mission Area(s):

- Respond

Discipline(s):

- Emergency Management

Course POC:

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:

<https://training.fema.gov/emcourses/schedules.aspx>

Course Active?: Yes

Course Details

NIMS ICS All-Hazards Finance/Administration Section Chief Course**E0973****Training Provider:** Emergency Management Institute**Course Level:** N/A**Delivery Type(s):** Mobile/Non-Resident, Residential, Virtual**Duration (in Hours):** 18.0**Continuing Education Units: General:** 1.8**Duration (in Days):** 3.0**Course Description:**

The goal of this professional development course, E/L0973 Finance/Administration Section Chief, is to provide Federal, State, and local-level emergency responders with an overview of key duties and responsibilities of a Finance/Administration Section Chief in a Type III All-Hazards Incident Management Team (AHIMT).

The learner must achieve a minimum passing score of 75% on final knowledge assessments or demonstrate mastery on performance assessments or research assignments to earn the IACET CEU.

Selection Criteria: NIMS ICS Position Specific training shall be completed by personnel who will be required to gain a certificate of training and the credentials to function in an ICS Organization, such as an IMT, as a member of the Command, General Staff or as a Unit Leader. These criteria will be verified on the student enrollment request by endorsement of the Authority Having Jurisdiction (AHJ) such as the State/Tribal Training Officer or the course manager.

ACE: Level: Lower Division/Associate

ACE: Credit Hours: 1

Course Objectives:

At the end of this course, participants will be able to:

- Explain the information collection and distribution methods of an effective Finance/Administration Section Chief.
- Explain the roles and responsibilities of a Finance/Administration Section Chief as they apply to planning, supervision, and coordination.
- Identify key strategies for interacting with personnel internal and external to the Incident Management Team.
- Explain the Finance/Administration Section Chief's responsibilities in relation to development, review, and implementation of the Demobilization Plan.

Other Prerequisites:

The required prerequisites to this course are:

- IS-0100: An Introduction to the Incident Command System
- IS-0200: Basic Incident Command System for Initial Response
- E/L/G0300: Intermediate Incident Command System for Expanding Incidents

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- E/L/G0400: Advanced Incident Command System for Command and General Staff - Complex Incidents
- IS-0700: An Introduction to the National Incident Management System (NIMS)
- IS-0800: National Response Framework (NRF), An Introduction

Other recommended (not required) courses:

- G0191: Emergency Operations Center/ Incident Command System Interface (Emergency Management Institute)
- O305: Type 3 AHIMT Training Course (U.S. Fire Administration)
- O337: Command & General Staff Functions for Local Incident Management Team (National Fire Academy)

Primary Core Capability:

Operational Coordination

Secondary Core Capability(s):

- Operational Communications

Mission Area(s):

- Respond

Discipline(s):

- Emergency Management

Course POC:

NETC Admissions

POC Work Phone: 301-447-1035

POC Work Email: netcadmissions@fema.dhs.gov

Course Schedule:

<https://training.fema.gov/emcourses/schedules.aspx>

Course Active?: Yes