



# **Indiana Incident Management Program**

## **Interim Guidelines for the Position Qualification System: Communication Unit Leader (Type 3)**

Version 1.0

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**APPROVAL AND IMPLEMENTATION**



\_\_\_\_\_  
Signature

IDHS Field Services Division, District Programs Branch Director

02/10/11  
\_\_\_\_\_  
Date



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## I. Purpose

This document serves as the interim qualification and credentialing guidelines for the All Hazard Incident Management Team (Type 3) Communication Unit Leader as defined in the Indiana Incident Management Program, an appendix to the District Response Task Force Initiative.

This interim guidance is provided in order for those interested and those already involved in the Communication Unit Leader program to begin working on their qualification application. This interim guidance shall serve as a tentative addendum to the Indiana Incident Management Program: Position Qualification System (AHIMT – Type 3) guidance document of June 01, 2010. This interim guidance defines the minimum standards of the Communication Unit Leader Type 3 in the Indiana Incident Management Program. This interim guidance will remain in effect until a permanent guidance including all unit leader positions are adopted and approved for implementation in one singular guidance document.

This guidance document is not written for the purpose of establishing minimum personnel standards and qualifications to be used as a basis of asserting liability against any of the participating agencies or entities. It contains statements of best practices. In many cases, the best practices contained within this document strive to exceed and improve upon prevailing standard practices, standards and qualifications. This guidance document is not intended to be relied on by any other individual, public or private or any agency which is not a participant in a Mobile Support Unit or a District Task Force. This guidance document is not intended to be used in a court of law to determine an applicable standard of care or minimum qualifications for emergency response personnel under any circumstances.

The sole intent of this guidance is to define and develop human resources deemed by the State as suitable to fill a Communication Unit Leader position on a Type 3 All Hazard Incident Management Team as prescribed by the National Incident Management System. Persons who achieve this qualification may be utilized within their specific position to serve on a Mobile Support Unit and/or to fulfill Emergency Management Assistance Compact requests.

## II. Objectives

1. Establish minimum training and qualification standards for Communication Unit Leaders working as part of an AHIMT (Type 3) or on single resource assignment.
2. Define the minimum required training and guide the development of skills and knowledge outside of the formal classroom environment for Communication Unit Leaders (Type 3).
3. Define historical recognition criteria for Communication Unit Leaders (Type 3) in order for qualified personnel to be recognized as qualified Communication Unit Leaders.
4. Retain the foundation of the performance-based qualification system established and implemented in the National Wildfire Coordinating Group (NWCG) qualification system.

### III. Guidance

With the publication of this interim edition of these guidelines, the standards established are the minimum to be met by participating agencies, organizations, and individuals that choose to participate in the Indiana Incident Management Program. The Indiana Incident Management Program is a voluntary program implemented by IDHS in July 2009 that provides guidance and minimum standards for the development of district AHIMTs.

Individuals applying to IDHS for qualification under these guidelines must have an All-Hazard Incident Management Team sponsor and a public safety agency sponsor. This means that individuals must be an official member of an AHIMT that is formed in accordance with the Indiana Incident Management Program. Individuals must be approved to participate on the AHIMT by their parent public safety organization. Individuals who have begun the process of qualifying for a position under NWCG guidelines can continue to use those standards.

### IV. Position Qualification System

The development of 10 AHIMTs (Type 3) has been mandated by the District Response Task Force Initiative. The AHIMTs will provide local jurisdictions and agencies, Homeland Security District's or various Multi-Agency Coordination Centers (MACC) with an effective response organization to (1) manage resources and information, and (2) provide planning and operational advice to manage and mitigate an incident.

Personnel who are certified in a NWCG position may retain that certification and carry it over into the Indiana qualification system. Any other personnel must meet the identified standards herein to qualify in State positions.

This system is designed to establish:

- Minimum training standards
- Required skills
- Required knowledge
- Required experience for incident positions.

Minimum standards may be enhanced by the Authority Having Jurisdiction (AHJ) to meet specific needs of an agency or organization.

#### A. Introduction

Personnel mobilized by the State of Indiana within a Mobile Support Unit as part of an AHIMT will be required to meet the established qualification standards in this guide.

This guide applies to all Incident Command System Communication Unit Leader position for an AHIMT (Type 3) team.

## B. Description of the System

The Position Qualification System (AHIMT – Type 3) is a “performance based” credentialing system. In this system, the primary criterion for qualification is individual performance as verified by a qualified evaluator using approved standards.

In a performance based system, qualification is based upon demonstrated performance as measured on incidents and events, normal job activities, or in exercises.

1. The components of the Position Qualification System (AHIMT – Type 3) are as follows:

a. Training: Training courses provide the specific knowledge and skills required to perform tasks identified in the Position Task Book. This provides a direct link between training and job performance. Persons desiring to be qualified in a position must complete the following training before applying for a Position Task Book.

- IS-100 Introduction to the Incident Command System
- IS-200 ICS for Single Resources and Initial Action Incidents
- ICS–300 Intermediate ICS for Expanding Incidents
- IS-700 National Incident Management System, An Introduction
- IS-800.b National Response Framework, An Introduction
- IS-802 Emergency Support Function - Communications
- E/L-969 All Hazards Communication Unit Leader Course

b. Application: Once the above training has been completed, candidates may submit an application to the IDHS Field Services Division for a Position Task Book. All course records, training certificates, a summary of response experience, and any other documentation relative to the application will be reviewed by a committee established by the IDHS Field Services Division. Once a candidate is approved by the committee, the IDHS Field Services Division will activate and issue a PTB to the candidate.

c. Performance Evaluation: Position Task Books (PTB) contains critical tasks which are required to perform the job. Subject matter experts have established the tasks in each PTB to allow documentation of a trainee’s ability to perform the task. Tasks pertaining to tactical decision-making and safety are flagged and require position performance on an incident or event. Remaining tasks may be evaluated through other means, such as simulation or other emergency and non-emergency work. Successful completion of all required tasks of the position, as determined by qualified evaluators, will be the basis for qualification application. Credentialing for Command and General Staff positions must use Indiana Department of Homeland Security AHIMT (Type 3) PTBs. PTBs can only be signed by Qualified Evaluators. Once PTBs are completed they should be forwarded to IDHS with the proper endorsements.

**Important Note:** PTBs can only be initiated by the Indiana Department of Homeland Security, Field Services Division. PTBs and the qualification process can only be initiated after the attendance and completion of required training courses.

c. Endorsement: Each applicant must provide an endorsement from their AHIMT Incident Commander and their Agency Head. Agency heads that are seeking qualification must provide an endorsement from their supervisory board or senior elected official. Individuals are responsible for providing proof of qualification on an incident.

d. Quality Review: Quality Review is the final piece of the qualification process. It is an audit of the PTB for proper completion and signatures. Upon successful quality review, IDHS will issue the successful candidate with the credential. The credential provides evidence that the individual possesses the requisite skills, abilities and experience to occupy the designated position in a mobile support unit. The credential may be used by a local unit of government or by a District Response Task Force in its determination of what individual to select to perform in a particular incident response event. In the latter case, the credential is merely one factor, which the local organization may or may not elect to consider.

## 2. Responsibilities

Applicants are responsible for completing the required training, documenting proficiency through a completed PTB and providing a Summary of Response Experience and Training Record with an application packet and submitting it to IDHS.

Each agency/District is responsible for selecting trainees, ensuring proper use of position task books, and approval of qualification application by trainees.

Once the PTB has been completed and the agency head and district has provided a letter of endorsement, the PTB and endorsement letters are forwarded to the IDHS Field Services Division which will review the documents for proper completion and signatures. IDHS Field Services Division will then issue a proof of qualification to the applicant.

## C. Qualification

Each individual desiring a qualification as a Communication Unit Leader must have a sponsoring agency or incident management team. Each agency or team recommending qualification of an individual is responsible for ensuring the qualifications of personnel based upon the requirements of this guide. These qualifications must be documented in the

Credentialing Application Package (Appendix C) which is submitted to the IDHS Field Services Division of IDHS.

A key component in the qualification process is the subjective evaluation, by the appropriate official, of an individual's capability to perform in a position. **Completion of required training and experience does not guarantee qualification.** Individual's must submit a letter of endorsement from their Agency Head and District indicating that the applicant has met the capabilities listed in the PTB and has the ability to function in the selected position.

The quality of experience gained in a given position should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for re-qualification. The quality of experience may relate to the kind, type, or duration of an incident or event in terms of personnel, equipment, the number of assignments, or complexity of operations.

#### **D. Re-qualification**

Each individual must apply for requalification before the expiration of their current qualification by submitting a Credentialing Application Package (Appendix C). Failure to reapply within 90 days following the expiration of position qualification will require completion of a new position task book.

Requalification is required every four years. Each agency or team recommending re-qualification of an individual is responsible for ensuring qualifications of personnel based upon the requirements of this guide.

A key component in the requalification process is the subjective evaluation, by the appropriate official, of an individual's capability to perform in a position. **Completion of required training and experience does not guarantee qualification.**

The quality of experience gained in a given position should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for requalification. The quality of experience may relate to the kind, type, or duration of an incident or event in terms of personnel, equipment, the number of assignments, or complexity of operations.

#### Requalification Requirements

- Complete 20 hours of in-service training over 4 years (based upon Appendix D)
- Participate (in position) in at least two incidents or events which lasts longer than one operational period of 12 hours or more and require a written IAP, or;
- Participate (in position) in at least two full scale exercises which requires the development of an IAP in an operational period that lasts longer than six hours.
- Applicants may request a one year extension with justification to IDHS

### **E. Required Training/Prerequisite Experience**

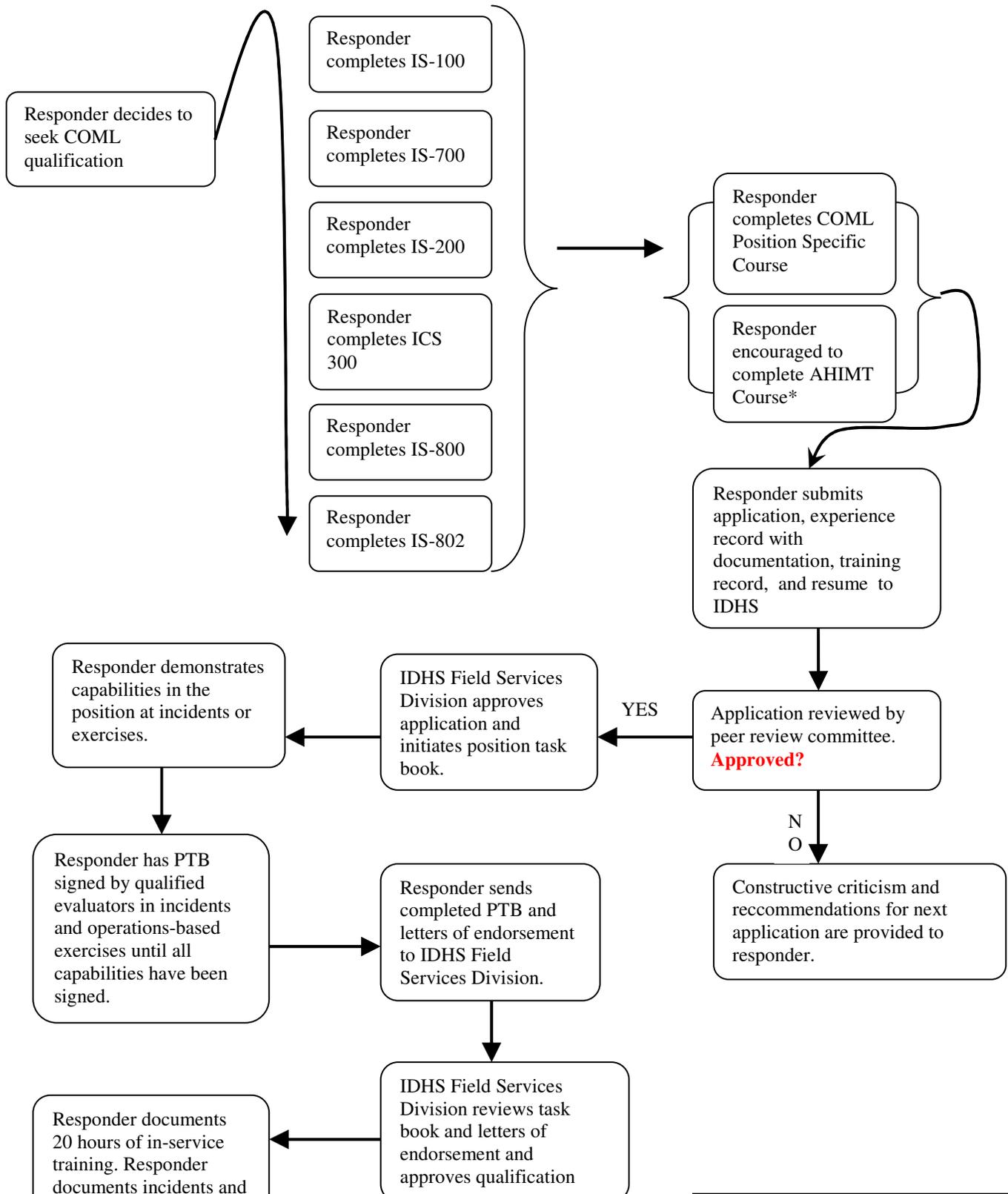
Required training and prerequisite experience is evaluated by a peer review committee defined by the IDHS Field Division. Applicants may elect to appeal the peer review committee decision. The process for appeal is covered in Appendix B. The process for demonstrating the ability to perform the position is the completion of a PTB.

### **F. Additional Development of Knowledge and Skills Training**

Additional training which supports development of knowledge and skills are training courses that can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a PTB must be acquired in a variety of ways, including work experience, exercises, incidents, or planned events.

Individuals must acquire the requisite knowledge and skills of a position prior to accepting a AHIMT (Type 3) trainee assignment. It is the responsibility of the agency head to ensure each trainee has the opportunity to acquire the knowledge and skills necessary for position performance.

**V. The Position Qualification Process**



**Appendix A: Type 3 ICS Position Qualifications for Command and General Staff**

**Communications Unit Leader (Type 3)**

Description: A Communications Unit Leader (COML) (Type 3) is responsible for managing communications equipment and support staff [Communications Technicians (COMT), Radio Operators (RADO)] to provide Incident Command with the best use of available communications resources (radio, telecommunication, digital communications and radio spectrum or wireline resources) to support communications needs of the incident, including knowledge of means to obtain additional necessary resources.

**Requisite Criteria**

The table below lists minimum requisite criteria based on existing protocols and standards for a *Communications Unit Leader (Type 3)* to participate in the Indiana Incident Management Program Position Qualification System (AHIMT-Type3).

| <b>Category</b>   | <b>Criteria</b>   |
|-------------------|---|
| <b>Training</b>   | <p><b>Completion of the following courses/curricula</b></p> <ol style="list-style-type: none"> <li>1. ICS-100: Introduction to ICS</li> <li>2. ICS-200: Basic ICS</li> <li>3. ICS-300: Intermediate ICS</li> <li>4. FEMA IS-700: NIMS, An Introduction</li> <li>5. FEMA IS-800b: National Response Framework, An Introduction</li> <li>6. FEMA IS-802: Emergency Support Functions – Communications</li> <li>7. Successful Completion of the All-Hazards Type III Communications Unit Leader Training Course</li> </ol> |
| <b>Experience</b> | <ol style="list-style-type: none"> <li>1. Functional experience in Public Safety Communications, i.e. Dispatch, PSAP, communications system management or maintenance, etc.</li> <li>2. Working knowledge of the Indiana Statewide Project-Hoosier Safe-t 800 MHz Trunking system.</li> </ol>   |

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|  |  |
|--|--|
|  | <p>3. Successful previous experience leading people in an emergency situation.</p> <p>4. Previous experience as a COMT, RADO, communications support person or equivalent in incidents or planned events.</p> <p>5. Completion of Position Task Books that validate and verify (by Qualified Evaluators) demonstrated ability to perform required skills in exercises and/or actual incidents every four (4) years or as dictated by need.</p> <p>6. Fundamental public safety communications technology, supervisor, and personnel management skills.</p> <p>7. Knowledge of local communications and communications systems, frequencies and spectrum, technologies, local topography, system site locations including knowledge of local, regional, and state communications plans, and communications and resource contacts.</p> |
| <p><b>Medical/Physical Fitness</b></p> | <p>Medical and physical fitness requirements established by the AHJ that include the ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.</p>   |
| <p><b>Qualification</b></p>            | <p>A performance-based credentialing and qualification system to document minimum training, skills, and knowledge, experience, and physical fitness requirements.</p>  |

## Appendix B: Peer Review Process Overview

### **PEER REVIEW COMMITTEE GOAL**

To enhance the professional credibility of position qualification earned through the Indiana Incident Management Program Position Qualification System (AHIMT – Type 3).

### **COMMITTEE ROLE**

To perform an audit of all application documentation for position qualifications. This may include course records, certificates, Experience Record, correspondence, and other communications relative to individual requests for position qualification.

The Peer Review Committee is authorized to determine if the applicant meets the qualification requirements.

### **COMMITTEE MEMBERSHIP**

A committee consisting of five members shall be established by the IDHS Field Division. The committee chair may add members as needed to facilitate the review process. Committee members must meet the requirements of Qualified Evaluators or have received a credential in a Command or General Staff position.

A simple majority of the committee membership shall be a quorum. Qualification is approved by a majority vote of the quorum present.

### **MEETINGS**

The committee shall convene as needed and when called by the IDHS Field Division.

### **COMMITTEE PROTOCOL**

The Peer Review Committee will receive and review all documentation packages to determine qualification eligibility. The applicant will be notified in writing of the Committee's decision within 30 days of convening by the IDHS Field Division.

The Peer Review Committee evaluates the applicant's application and supporting documentation and will determine if the applicant is suitable for the ICS position. The committee may request additional information. The committee shall have the responsibility and authority for recommending the issuance of a PTB to the applicant to the IDHS Field Service Division. The successful applicant will be issued a PTB and be considered a Provisional Credential recipient.

### **Disapprovals**

If an applicant is found by the committee to not be suitable for the position, the applicant will be notified of such within 30 days of convening. The applicant shall be provided with constructive criticism on what is needed by the committee for the applicant to be approved.

### **APPEALS**

Appeals relative to denial of eligibility for qualification may be made by utilizing the following procedures:

Appeals shall be in writing by the individual who recommended qualification. The appeal must be submitted to the IDHS Field Division no later than 90 days after notification of initial review and denial. Appeals must contain, at a minimum, a description of the reason/circumstances leading to the appeal, supporting documentation, and the desired outcome.

The IDHS Field Division shall convene a three member "Appeals Committee" for the purpose of reviewing appeals under this section. All appeals committee members must be on the Qualified Evaluators list and at least one member must be credentialed in the same position as the position being requested by the appealee.

The Appeals Committee shall render a decision in writing to the applicant within 90 days of receipt of appeal. The decision of the Appeals Committee shall be final.

## Appendix C: Credentialing Application Package Instructions

### REQUIREMENTS

- All applicants **MUST** meet current requirements using the Indiana Incident Management Program Position Qualification System (AHIMT-Type 3).
- Endorsing Official(s) **MUST** verify requirements are true and correct, utilizing the Application Form.
- Endorsing official(s) **MUST** verify previous 3 years of experience for the position for which the applicant is applying, utilizing the Experience Record.
- All applicants **MUST** record pertinent training courses for the applied for position, utilizing the Training Record.

### HOW TO APPLY

SEPARATE APPLICATIONS MUST BE SUBMITTED FOR EACH POSITION FOR WHICH AN APPLICANT DESIRES TO APPLY.

Initial Application consists of:

1. Completed Application Form with all appropriate signatures.
2. A cover letter from the applicant that defines the position that the applicant is applying.
3. Completed Experience Record that demonstrates the knowledge, skills and abilities for the applied for position. (Include proof of experience such as Incident Action Plans, Award Citations, etc)
4. Completed Training Record with attached copies of course completion certificates.
5. A letter of endorsement from your agency head on Department letterhead, describing the applicant's specific background as it relates to the occupational experience requirement.
6. A letter of endorsement from your District AHIMT Incident Commander or District Response Task Force Commander endorsing you as a potential team member and describing your background and characteristics as it pertains to AHIMT membership.

Requalification Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Updated Training Record with attached copies of course completion certificates that documents in-service hours.
3. Updated Experience Record that demonstrates the knowledge, skills and abilities for the applied for position.

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4. A letter of recommendation on Department letterhead and signed by the Agency Head, describing the applicant's specific background as it relates to the occupational experience requirement.

**Submission Procedures**

Applicants seeking a Position Task Book should submit completed application packets to the IDHS Field Services Division. Application packets will only be accepted in electronic format and may be emailed to

Applicants may also put the files on a disk or flash drive and mail the packet to:

Indiana Department of Homeland Security  
ATTN: Field Services Division / ICS Position Application  
302 West Washington  
IGCS – Rm E208  
Indianapolis, IN 46204

**Appendix C: Credentialing Application**

**APPLICATION FORM**

Initial

Requalification

POSITION FOR WHICH YOU ARE APPLYING \_\_\_\_\_  
(Note: Separate applications must be submitted for each position applied for)

NAME \_\_\_\_\_

AGENCY \_\_\_\_\_

AHIMT \_\_\_\_\_ DISTRICT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

RANK AND/OR WORKING TITLE \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

=====  
I verify that the applicant meets all the qualification requirements, as stated in the Indiana  
Incident Management Program Position Qualification System (AHIMT – Type 3) dated  
January 2010.

\_\_\_\_\_  
VERIFYING OFFICIAL AND TITLE

\_\_\_\_\_  
DATE

## Appendix C: Experience Record

### EXPERIENCE RECORD

RECORD OF EXPERIENCE FOR THE POSITION (LAST 3 YEARS)

(INCIDENT NAME) (LOCATION) (DATE) (POSITION) (INCIDENT KIND) (DAYS)

|                                  |                  |          |      |               |   |
|----------------------------------|------------------|----------|------|---------------|---|
| Hurricane Jack                   | New Orleans, LA  | 08/11/10 | OSC  | Hurricane     | 4 |
| I 65 Spring Rains                | Franklin, IN     | 06/08/08 | LOFR | Flood         | 7 |
| July 4 <sup>th</sup> Celebration | Indianapolis, IN | 07/04/07 | SOFR | Special Event | 3 |

## Appendix C: Training Record

### RECORD OF TRAINING COURSES FOR THE POSITION

| (TRAINING COURSE)                | (LOCATION)          | (DATES)     |
|----------------------------------|---------------------|-------------|
| L-952 Safety Officer             | College Station, TX | 01/11-15/99 |
| ICS-400 Advanced ICS             | Indianapolis, IN    | 12/11-14/98 |
| O-305 AHIMT Course               | Jeffersonville, IN  | 10/5-6/1997 |
| ICS-300 Intermediate ICS         | Bloomington, IN     | 06/26-30/96 |
| IS-200 Single Resource Incidents | EMI - Online Course | 05/05/96    |

## Appendix D: In-service Training Courses

Twenty total hours over four years of any of the following courses are approved as acceptable in-service training courses. At least 10 hours must be completed through in-resident training. The remaining hours may be done via independent study /web-based courses.

|            |  |
|------------|--|
| AWR-103    | WMD Crime Scene Management for Emergency Responders  |
| AWR-1 12-W | Public Works for WMD Incidents: Basic Concepts   |
| AWR-151    | Understanding the Dangers of Agroterrorism   |
| AWR-1 52   | Principles of Preparedness for AgroTerrorism and Food Systems Disasters                                |
| AWR-154    | Principles of NIMS, Team Building and Risk Communication   |
| AWR-1 55   | Principles of Frontline Response to Agroterrorism and Food Systems Disasters                           |
| AWR-156    | Principles of Planning and Implementing Recovery   |
| AWR-1 79   | Avian Influenza Response   |
| AWR-1 79-1 | Avian Influenza Response Master Trainer  |
| AWR-180    | Foreign Animal Disease Response (FADR)   |
| AWR-180-1  | Foreign Animal Disease Response (FADR) (Train-the-Trainer)   |
| AWR-183    | Jail Evacuation, Planning, and Implementation  |
| AWR-184    | Managing the Incident: A Leadership Guide to WMD Events  |
| AWR-1 85   | Frontline Responder Training Course - Protecting Soft Targets  |
| AWR-1 92-W | Effects of Weapons of Mass Destruction on Mass Sheltering (Web-Based)                                  |
| AWR-1 94-W | Effects of Weapons of Mass Destruction on Bulk Distribution (Web-Based)                                |
| PER-200    | Managing Civil Actions in Threat Incidents (MCATI): Basic Course                                       |
| PER-201    | Weapons of Mass Destruction HazMat Evidence Collection   |
| PER-202    | Managing Civil Actions in Threat Incidents (MCATI): Protester Devices                                  |
| PER-21 1   | Emergency Medical Services (EMS): Operations and Planning for WMD Incidents                            |
| PER-21 2   | WMD/Terrorism Incident Defensive Operations for Emergency Responders                                   |
| PER-21 2-1 | WMD/Terrorism Incident Defensive Operations for Emergency Responders, Train-the-Trainer                |
| PER-220    | Emergency Response to Domestic Biological Incidents  |
| PER-221    | Weapons of Mass Destruction Tactical Operations  |
| PER-222-1  | Weapons of Mass Destruction Tactical Operations, Train-the-Trainer                                     |
| PER-222    | Public Safety WMD Response-Sampling Techniques and Guidelines  |
| PER-225    | Law Enforcement Response to Weapons of Mass Destruction Incidents, Operations Level                    |
| PER-225-1  | Law Enforcement Response to Weapons of Mass Destruction Incidents, Operations Level, Train-the-Trainer |
| PER-226    | Advanced Chemical and Biological Integrated Response Course (ACBIRC)-Technician Level                  |
| PER-227    | Advanced WMD Tactical Operations   |
| PER-228    | Advanced Forensic Investigations for Hazardous Events  |
| PER-230    | Incident Response to Terrorist Bombings  |
| PER-230-1  | Incident Response to Terrorist Bombing-Operations, Train-the-Trainer                                   |
| PER-231    | Prevention of and Response to Suicide Bombing Incidents  |
| PER-231-1  | Prevention of and Response to Suicide Bombing Incidents, Train-the-Trainer                             |
| PER-241    | Radiological/Nuclear Course for Hazardous Materials (HazMat) Technicians                               |
| PER-250    | Emergency Response to Terrorism: Operations  |
| PER-251    | Emergency Response to Terrorism: Operations, Train-the-Trainer   |
| PER-260    | WMD Technical Emergency Response Training (Live Agent)   |
| PER-261    | WMD Hazardous Materials Technician Training (Live Agent)   |
| PER-263    | Respiratory Protection Program   |
| PER-264    | WMD Law Enforcement Protective Measures (LEPM)   |
| PER-264-1  | WMD Law Enforcement Protective Measures (LEPM), Train-the-Trainer                                      |
| PER-265    | WMD Law Enforcement Response Actions MTT   |
| PER-266    | Instructor Training Certification Process (ITCC)   |

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|           |  |
|-----------|--|
| PER-267   | Emergency Medical Services   |
| PER-268   | WMD Incident Complexities –Responder   |
| PER-270   | Agriculture Emergency Response Training (AgERT)  |
| PER-271   | WMD Incident Complexities-Clinician  |
| PER-272   | WMD Emergency Responder Hazardous Material Technician  |
| PER-280   | Emergency Response: Strengthening Cooperative Efforts Among Public and Private Sector Entities |
| MGT-301   | Command and the WMD Response   |
| MGT-31 0  | WMD Threat and Risk Assessment (T&RA) (Local Jurisdiction)                                     |
| MGT-312   | Senior Officials Workshop for All-Hazards Preparedness   |
| MGT-313   | Incident Management/Unified Command (IM/UC) for CBRNE and Terrorism Incidents                  |
| MGT-314   | Enhanced Incident Management/Unified Command (E IM/UC)   |
| MGT-31 5  | Enhanced Threat and Risk Assessment (ETRA) (Local Jurisdiction)                                |
| MGT-31 7  | Public Works: Preparing for and Responding to WMD/Terrorism Incidents (Previously PER-210)     |
| MGT-321   | WMD Tactical Commanders  |
| MGT-322   | Preparedness and Response to Agricultural Terrorism  |
| MGT-322-1 | Preparedness and Response to Agricultural Terrorism, Train-the-Trainer                         |
| MGT-323   | Instructor Development Workshop: A Professional Development Program                            |
| MGT-330   | Homeland Security Exercise and Evaluation Program (HSEEP) Mobile Training                      |
| MGT-330-1 | Homeland Security Exercise and Evaluation Program (HSEEP) Mobile Training, Train-the-Trainer   |
| MGT-331   | Preparing the State: Implementing Continuity of Operations Planning                            |
| MGT-331-1 | Preparing the State: Implementing Continuity of Operations Planning, Train-the-Trainer         |
| MGT-332   | Agriculture and Food Vulnerability Assessment Training   |
| MGT-360   | Weapons of Mass Destruction Incident Command   |
| MGT-380   | WMD Homeland Security Initiative: An Executive Level Program for Sheriffs                      |
| MGT-381   | Business Continuity and Emergency Management   |
| WCPI      | Western Community Policing Institute: Scenario-Based Executive Leadership Training             |
| IDHS      | ICS / EOC Interface  |
| IDHS      | EOC Management and Operations  |
| IDHS      | Comprehensive Emergency Management Planning  |
| IDHS      | Management for Emergency Managers  |
| IDHS      | Damage Assessment  |
| IDHS      | Resource Management  |
| IDHS      | Leadership and Influence   |
| IDHS      | Decision-making and Problem Solving  |
| IDHS      | Effective Communication  |
| IDHS      | Basic Public Information Officer   |
| IDHS      | Flood Fight Operations   |
| IDHS      | Mass Fatalities Incident Management  |
| IDHS      | Debris Management  |
| IDHS      | Instructional/Presentation Skills  |
| IDHS      | Legal Issues in Emergency Management   |
| IS-3      | Radiological Emergency Management  |
| IS-10     | Animals in Disaster, Module A: Awareness and Preparedness                                      |
| IS-15     | Special Event Contingency Planning for Public Safety Agencies                                  |
| IS-26     | Guide to Points of Distribution  |
| IS-102    | Deployment Basics for FEMA Response Partners   |
| IS-111    | Livestock in Disaster  |
| IS-197.EM | Special Needs Planning Considerations for Emergency Management                                 |
| IS-197.SP | Special Needs Planning for Service and Support Providers                                       |
| IS-230.a  | Fundamentals of Emergency Management   |
| IS-235    | Emergency Planning   |

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|          |   |
|----------|---|
| IS-240   | Leadership and Influence  |
| IS-241   | Decision-making and Problem Solving   |
| IS-242   | Effective Communication   |
| IS-250   | ESF 15 External Affairs: A New Approach to Emergency Communication and Information Distribution |
| IS-253   | Coordinating Environmental and Historic Preservation Compliance                                 |
| IS-271   | Anticipating Hazardous Weather and Community Risk   |
| IS-301   | Radiological Emergency Response   |
| IS-520   | Introduction to Continuity of Operations Planning for Pandemic Influenzas                       |
| IS-547.a | Introduction to Continuity of Operations  |
| IS-630   | Introduction to the Public Assistance Process   |
| IS-631   | Public Assistance Operations I  |
| IS-632   | Introduction to Debris Operations in FEMA's Public Assistance Program                           |
| IS-701   | NIMS Multiagency Coordination Systems   |
| IS-702   | NIMS Public Information Systems   |
| IS-703   | NIMS Resource Management  |
| IS-704   | NIMS Communications and Information Management  |
| IS-706   | NIMS Intrastate Mutual Aid, An Introduction   |
| IS-775   | EOC Management and Operations   |
| IS-801   | ESF # 1 Transportation  |
| IS-802   | ESF # 2 Communications  |
| IS-803   | ESF # 3 Public Works and Engineering  |
| IS-804   | ESF # 4 Firefighting  |
| IS-805   | ESF # 5 Emergency Management  |
| IS-806   | ESF # 6 Mass Care, Emergency Assistance, Housing, and Human Services                            |
| IS-807   | ESF # 7 Logistics Management and Resource Support Annex   |
| IS-808   | ESF # 8 Public Health and Medical Services  |
| IS-809   | ESF # 9 Search and Rescue   |
| IS-810   | ESF # 10 Oil and Hazardous Materials Response Annex   |
| IS-811   | ESF # 11 Agriculture and Natural Resources Annex  |
| IS-812   | ESF # 12 Energy   |
| IS-813   | ESF # 13 Public Safety and Security Annex   |
| IS-814   | ESF # 14 Long Term Community Recovery   |
| IS-821   | Critical Infrastructure and Key Resources Support Annex   |
| IS-836   | Nuclear / Radiological Incident Annex   |
| IS-860   | National Infrastructure Protection Plan   |
| IS-870   | Dms Sector: Crisis Management   |
| IS-1900  | NDMS Federal Coordinating Center Operations Course  |
| R107     | Fire Service Communication  |
| Q157     | EMS Operations at Mass Casualty Incidents   |
|          | Incident Command: Capabilities, Planning and Response Actions                                   |
| MGT 344  | Advanced Incident Management  |
|          |   |
| *        | Any formal course at the Emergency Management Institute   |
| *        | Any formal course at the National Fire Academy  |
|          |   |

Other Courses may be accepted. Students should contact the IDHS Field Services Division prior to taking other courses to request admissibility of receiving in-service credit hours for their requalification. When contacting IDHS, students should provide a course number, course description, length, and provider.

## Appendix E: Historical Recognition of Qualified Evaluators

1. Qualified Communications Unit Leader (COML) evaluators for position task books must have a minimum of 4 years experience with an emergency management communications discipline (i.e. Public Safety Dispatch, PSAP, Emergency Management Communications, Amateur Radio Emergency Service (ARES), Radio Amateur Civil Emergency Service (RACES), etc).
2. Qualified evaluators must have successfully completed:
  - a. IS-700a, National Incident Management System, an Introduction;
  - b. IS-800b, Introduction to the National Response Framework
  - c. IS-802, Emergency Support Functions - Communications
  - d. ICS-100 and ICS-200
  - e. ICS-300
  - f. NIMS Certified All Hazards Type III COML Course
3. Qualified evaluators must have participated in developing an Incident Action Plan, i.e. ICS 217A & 205 or the equivalent, at two emergency incidents, for two planned events or one of each. The incidents or events must have lasted longer than two operational periods of 12 hours or more and must have occurred within the last 6 years.
4. Qualified evaluators may have completed the functions of positions listed above in paragraph 3, but may not have been formally designated as a COML (i.e. A Fire Dispatcher may have served the functions of a COML at an incident but was never formally designated as such). Applicants must demonstrate or provide proof that they served in such a role.
5. Qualified evaluators must provide documentation that supports their successful completion of formal training and experience to include at least one of the following:
  - a. An Associate Degree (or above) in a communications discipline.
  - b. A Bachelor's Degree in any field of study.
  - c. Successful completion of the COM-L Train the Trainer Course.
  - d. Five years experience as a supervisor or a management position.
  - e. A Federal Communications License as a General Radiotelephone Operator License, Amateur Radio, General or Extra Class, or equivalent.

Historical recognition applicants must submit an application as you would for a position task book and indicate that you are requesting historical recognition.

## Appendix G. Explanation of Terms

### A. Acronyms

|       |                                       |
|-------|---------------------------------------|
| AHIMT | All-Hazard Incident Management Team   |
| AHJ   | Authority Having Jurisdiction         |
| DHS   | Department of Homeland Security       |
| DIVS  | Division Supervisor                   |
| DPC   | District Planning Council             |
| DPOC  | District Planning Oversight Committee |
| DRTF  | District Response Task Force          |
| FSC   | Finance Section Chief                 |
| IC    | Incident Commander                    |
| ICS   | Incident Command System               |
| IMT   | Incident Management Team              |
| LOFR  | Liaison Officer                       |
| LSC   | Logistics Section Chief               |
| MACC  | Multi-Agency Coordination Center      |
| NIMS  | National Incident Management System   |
| NRF   | National Response Framework           |
| NRP   | National Response Plan                |
| NWCG  | National Wildfire Coordination Group  |
| OSC   | Operations Section Chief              |
| PIO   | Public Information Officer            |
| PSC   | Planning Section Chief                |
| PTB   | Position Task Book                    |
| QE    | Qualified Evaluator                   |
| SOFR  | Safety Officer                        |
| TNSP  | Technical Specialist                  |
| USFA  | United States Fire Administration     |

## **B. Definitions**

1. Full Credential – The credential issued to an individual that has completed all required training, demonstrated proficiency as documented in the position task book, and been recommended by their agency head or Authority Having Jurisdiction (AHJ).
2. Incident Complexity – Incident complexity is identified by Types 5 - 1, with 5 being simplest and 1 being the most complex. For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few complicating factors. A Type 1 incident has large numbers of resources and may last for several operational periods and has many complicating factors. Refer to the NIMS document for a full definition.
3. Provisional Credential – A credential issued to an individual that has completed all required training but has not demonstrated proficiency as documented in the position task book, nor have they been recommended by their agency head or Authority Having Jurisdiction (AHJ).
4. Qualified Evaluator – The individual that can document and complete evaluation records contained in position task books. The evaluator must be credentialed in the position they are evaluating and be approved to evaluate by the Indiana Department of Homeland Security, Field Services Division. The Field Services Division will maintain a list of qualified evaluators.
5. State Qualifying Officer (SQO) – The District Services Branch Director of the IDHS Field Services Division. This individual is the only individual that can initiate a Position Task Book for an applicant. Position Task Books do not become valid until signed by the SQO.
6. Technical Specialist (TNSP) – A person participating as a member of an Incident Management Team that contributes technical knowledge and skill.
7. Trainee Credential - A credential issued to an individual that has not yet completed Provisional or full credential requirements.