

Incident Management (IM) Working Group

JOB TITLES

The Incident Management (IM) Working Group determined the following job titles to be the most commonly requested Incident Management personnel in an interstate, mutual aid-based response:

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*A Type 3 Job Title refers to the required or recommended criteria listed in this document to prepare an individual to successfully function within a Type 3 Incident Management Team (IMT) on a Type 3 incident. A Type 3 IMT or Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a higher capability Type 1 or 2 IMT. When capabilities exceed initial attack, the appropriate Incident Command System (ICS) positions should be added to match the complexity of the incident. Type 3 IMT level incidents may:

- Include some or all of the Command and general staff positions, as well as division/group supervisors and/or unit leader level positions.
- Extend into multiple operational periods.
- Require a written Incident Action Plan (IAP) for each operational period.
- Include a tornado, earthquake, flood, or multi-day hostage/standoff situation.¹

¹ "Draft: Type 3 Incident Command System, Subject Matter Expert Working Team, Meeting Report, Department of Homeland Security, United States Fire Administration, July 19-21, 2005."

ACRONYM LIST

AHJ	Authority Having Jurisdiction
CBRNE	Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives
COOP	Continuity of Operations
DHS	U.S. Department of Homeland Security
EMI	Emergency Management Institute
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FIRESCOPE	Firefighting Resources of Southern California Organized for Potential Emergencies
HazMat	Hazardous Materials
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IM	Incident Management
IMT	Incident Management Team
MCI	Mass Casualty Incident
NFA	National Fire Academy
NFPA	National Fire Protection Association
NIMS	National Incident Management System
NRP	National Response Plan
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration

REQUISITE AND RECOMMENDED CRITERIA

Based on existing, nationally-accepted standards, the IM Working Group extracted relevant education, training, experience, physical/medical fitness, certification, and licensing criteria to define the *baseline criteria* for each job titles listed below. These baseline criteria represent the *minimum* requirements for incident management personnel to participate in the National Incident Management System (NIMS) Integration Center's National Emergency Responder Credentialing System.

The IM Working Group identified additional recommended criteria relating to education, training, certification, experience, and physical/medical fitness where it believed standards and baseline criteria did not exist or were deemed insufficient. These recommended criteria are *not* required and represent the IM Working Group's *recommendations* for emergency managers to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

The categories used in *Designing a National Emergency Responder Credentialing System* are defined as follows:

Education	Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function
Training²	Instruction and/or activities that enhance and individual's core knowledge, increase skill set and proficiency, and strengthen and augment abilities
Experience	Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities
Physical/Medical Fitness	Physical and medical considerations that when applied, help to ensure safe performance in risky environments
Certification	Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities
Licensing	Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title

Where requisite and/or recommended criteria do not apply, that category will not be listed.

² Per NIMS compliance at the time of publication, Incident Command System (ICS) - and Federal Emergency Management Agency (FEMA) Independent Study (IS) - training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum.

IM Job Title 1: Finance/Administration Section Chief (Type 3)

Description: A *Finance/Administration Section Chief (Type 3)* is responsible for all financial, administrative, and cost analysis aspects of an incident.³

REQUISITE CRITERIA

The table below lists minimum requisite criteria based on existing protocols and standards for a *Finance/Administration Section Chief (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training ⁴	Completion of the following courses/curricula: 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA Independent Study IS-700: NIMS, An Introduction 6. FEMA IS-800: National Response Plan (NRP), An Introduction
Experience	Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management
Physical/ Medical Fitness	Compliance with the following baseline criteria: 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ

³ FIRESCOPE Field Operations Guide, June 2004. 10-3.

⁴ Per NIMS compliance at the time of publication, ICS- and IS- training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum. Equivalent courses provided by the Emergency Management Institute (EMI), the National Fire Academy (NFA), Firefighting Resources of Southern California Organized for Potential Emergencies (FIRESCOPE), the National Wildfire Coordination Group, the U.S. Department of Agriculture (USDA), the Environmental Protection Agency (EPA), and the U.S. Coast Guard (USCG) are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by the U.S. Department of Homeland Security (DHS).

IM Job Title 1: Finance/Administration Section Chief (Type 3)

RECOMMENDED CRITERIA

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Finance/Administration Section Chief (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Education	Knowledge of a full range of specialized financial management, cost accounting, and related professions
Training	Completion of the following courses and/or curricula: 1. Continuing education requirements for training as required by AHJ 2. NFA Course H460, All-Hazards Finance/Administration Section Chief, or equivalent 3. USFA Course O305, All-Hazards Incident Management Team, or equivalent 4. Recertification and verification of requisite training
Experience	1. Functional experience in finance/administration at the level or levels of government commensurate with the scope of the incident 2. Successful previous experience filling unit positions within the Finance/Administration Section 3. Completion of Position Taskbooks that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need
Physical/ Medical Fitness	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 hour days under physical and emotional stress for sustained periods
Certification	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

IM Job Title 2: Incident Commander (IC) (Type 3)

Description: An *Incident Commander (IC) (Type 3)* has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.⁵

REQUISITE CRITERIA

The table below lists minimum requisite criteria based on existing protocols and standards for an *Incident Commander (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training ⁶	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800: NRP, An Introduction
Experience	Significant, ongoing experience related to the management of emergency incidents and events that may involve multiple jurisdictions requiring mutual-aid response
Medical/Physical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ

⁵ NIMS, March 2004, p. 130.

⁶ Per NIMS compliance at the time of publication, ICS- and IS- training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum. Equivalent courses provided by EMI, NFA, FIRESCOPE, the National Wildfire Coordination Group, USDA, EPA, and the USCG are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS.

IM Job Title 2: Incident Commander (IC) (Type 3)

RECOMMENDED CRITERIA

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for an *Incident Commander (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following courses and/or curricula: <ol style="list-style-type: none"> 1. Continuing education requirements for training, as required by the AHJ 2. NFA Course H400, All-Hazards Incident Commander, or equivalent 3. Incident Action Planning and management courses as required by the AHJ 4. Continuity of Operations (COOP) procedures for the AHJ and adjacent jurisdictions 5. National Fire Protection Agency (NFPA) 472, Professional Competence of Responders to Hazardous Materials (HazMat) Incidents (Awareness Level), or Occupational Safety and Health Administration (OSHA) 1910.120 HazMat Awareness Level Training or equivalent basic instruction on responding to and operating in a chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) mass casualty incident (MCI) 6. EMI Public Information Course or equivalent 7. Recertification and verification of requisite training 8. Management, leadership, and teambuilding training relevant to emergency response 9. USFA Course O305, All-Hazards Incident Management Team, or equivalent.
Experience	<ol style="list-style-type: none"> 1. Functional experience in Incident Command at the level or levels of government commensurate with the scope of the incident 2. Satisfactory performance in other positions within the ICS organizational structure, including Operations Section Chief and Planning Section Chief 3. Completion of Position Taskbooks that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need
Medical/Physical Fitness	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 hour days under physical and emotional stress for sustained periods
Certification	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

IM Job Title 3: Liaison Officer (Type 3)

Description: A *Liaison Officer (Type 3)* is responsible for coordinating with cooperating and assisting agencies.⁷

REQUISITE CRITERIA

The table below lists minimum requisite criteria based on existing protocols and standards for a *Liaison Officer (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training ⁸	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800: NRP, An Introduction
Experience	Significant, ongoing experience coordinating with representatives from various agencies and organizations during emergency situations, as well as experience in emergency management
Physical/Medical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ

⁷ NIMS, March 2004, p. 131

⁸ Per NIMS compliance at the time of publication, ICS- and IS- training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum. Equivalent courses provided by EMI, NFA, FIRESCOPE, the National Wildfire Coordination Group, USDA, EPA, and the USCG are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS.

IM Job Title 3: Liaison Officer (Type 3)

RECOMMENDED CRITERIA

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Liaison Officer (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. NFA course H480, All-Hazards Liaison Officer, or equivalent 2. USFA Course O305, All-Hazards Incident Management Team, or equivalent 3. Continuing education requirements for training as required by AHJ 4. Recertification and verification of requisite training 5. Training on scenario-specific operations of concern to the jurisdiction and incident
Experience	<ol style="list-style-type: none"> 1. Functional experience in interagency coordination at the level or levels of government commensurate with the scope of the incident 2. Successful previous experience as a Liaison Officer, including working with cooperating and assisting agencies 3. Completion of Position Taskbooks that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need
Physical/Medical Fitness	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 hour days under physical and emotional stress for sustained periods
Certification	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

IM Job Title 4: Logistics Section Chief (Type 3)

Description: A *Logistics Section Chief (Type 3)* is responsible for providing facilities, services, and material support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.⁹

REQUISITE CRITERIA

The table below lists minimum requisite criteria based on existing protocols and standards for a *Logistics Section Chief (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training ¹⁰	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800: NRP, An Introduction
Experience	Significant, ongoing experience related to facilities, services, and material support, as well as experience in emergency management
Physical/Medical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ

⁹ NIMS, March 2004, p. 132.

¹⁰ Per NIMS compliance at the time of publication, ICS- and IS- training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum. Equivalent courses provided by EMI, NFA, FIRESCOPE, the National Wildfire Coordination Group, USDA, EPA, and the USCG are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS.

IM Job Title 4: Logistics Section Chief (Type 3)

RECOMMENDED CRITERIA

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Logistics Section Chief (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. Continuing education requirements for training as required by AHJ 2. NFA Course H450, All-Hazards Logistics Section Chief, or equivalent 3. EMI non-resident course G276, Resource Management, or equivalent 4. NFPA 472, Professional Competence of Responders to HazMat Incidents (Awareness Level), or OSHA 1910.120, HazMat Awareness Level Training or equivalent basic instruction on responding to and operating in a CBRNE MCI 5. USFA Course O305, All-Hazards Incident Management Team, or equivalent 6. Recertification and verification of requisite training
Experience	<ol style="list-style-type: none"> 1. Functional experience in logistics at the level or levels of government commensurate with the scope of the incident 2. Successful previous experience as a Logistics Section service branch director and support branch director and/or in multiple unit leader positions within the service and support branches 3. Completion of Position Taskbooks that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need
Physical/Medical Fitness	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 hour days under physical and emotional stress for sustained periods
Certification	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

IM Job Title 5: Operations Section Chief (Type 3)

Description: An *Operations Section Chief (Type 3)* is responsible for all tactical incident operations,¹¹ including the activation and supervision of ICS organizational elements in accordance with and in execution of the Incident Action Plan (IAP).¹²

REQUISITE CRITERIA

The table below lists minimum requisite criteria based on existing protocols and standards for an *Operations Section Chief (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training ¹³	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800: NRP, An Introduction
Experience	Significant, ongoing operational experience in strategy and tactics related to the incident scenario (e.g., wild land fire, water rescue, confined space rescue, or HazMat incident) and experience in emergency management
Physical/Medical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ 3. Able to work wearing appropriate personal protective equipment (PPE)

¹¹ NIMS, March 2004, p. 134.

¹² FIRESCOPE Field Operations Guide, June 2004, 7-3.

¹³ Per NIMS compliance at the time of publication, ICS- and IS- training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum. Equivalent courses provided by EMI, NFA, FIRESCOPE, the National Wildfire Coordination Group, USDA, EPA, and the USCG are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS.

IM Job Title 5: Operations Section Chief (Type 3)

RECOMMENDED CRITERIA

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for an *Operations Section Chief (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. NFA Course H430, All-Hazards Operations Section Chief, or equivalent 2. OSHA 1910.120 and/or 1910.134, Respiratory Protection 3. NFPA 472, Professional Competence of Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI 4. Scenario-specific training as required by the AHJ 5. Recertification and verification of requisite training 6. USFA Course O305, All-Hazards Incident Management Team, or equivalent 7. Continuing education requirements for training as required by AHJ
Experience	<ol style="list-style-type: none"> 1. Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident 2. Successful, previous experience as a Branch Director or Division/Group Supervisor within the Operations Section. 3. Completion of Position Taskbooks that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need
Physical/Medical Fitness	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 hour days under physical and emotional stress for sustained periods
Certification	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

IM Job Title 6: Planning Section Chief (Type 3)

Description: A *Planning Section Chief (Type 3)* is responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP.¹⁴

REQUISITE CRITERIA

The table below lists minimum requisite criteria, based on existing protocols and standards, for a *Planning Section Chief (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training ¹⁵	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800: NRP, An Introduction
Experience	Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management
Physical/Medical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ

¹⁴ NIMS, March 2004, p. 134.

¹⁵ Per NIMS compliance at the time of publication, ICS- and IS- training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum. Equivalent courses provided by EMI, NFA, FIRESCOPE, the National Wildfire Coordination Group, USDA, EPA, and the USCG are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS.

IM Job Title 6: Planning Section Chief (Type 3)

RECOMMENDED CRITERIA

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Planning Section Chief (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. NFA Course H440, All-Hazards Planning Section Chief, or equivalent 2. Recertification and verification of requisite training 3. Continuing education requirements for training as required by AHJ
Experience	Completion of the following courses and/or curricula: <ol style="list-style-type: none"> 1. Functional experience in planning at the level or levels of government commensurate with the scope of the incident 2. Successful previous experience filling Unit positions within the Planning Section. 3. Completion of Position Taskbooks that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need 4. USFA Course O305, All-Hazards Incident Management Team, or equivalent
Physical/Medical Fitness	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 hour days under physical and emotional stress for sustained periods
Certification	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

IM Job Title 7: Public Information Officer (Type 3)

Description: A *Public Information Officer (Type 3)* is responsible for interfacing with the public and media or with other agencies with incident-related information requirements.¹⁶

REQUISITE CRITERIA

The table below lists minimum requisite criteria based on existing protocols and standards for a *Public Information Officer (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training ¹⁷	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800: NRP, An Introduction
Experience	Significant, ongoing experience managing the generation and dissemination of information related to the incident for the public and the media, as well as experience in emergency management
Physical/Medical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ

¹⁶ NIMS, March 2004, p. 135

¹⁷ Per NIMS compliance at the time of publication, ICS- and IS- training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum. Equivalent courses provided by EMI, NFA, FIRESCOPE, the National Wildfire Coordination Group, USDA, EPA, and the USCG are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS.

IM Job Title 7: Public Information Officer (Type 3)

RECOMMENDED CRITERIA

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Public Information Officer (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Education	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. Baccalaureate degree in journalism or communications from an accredited college or university, or equivalent 2. Knowledge of print, radio, television, and Internet media
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. Continuing education requirements for training as required by AHJ 2. EMI Course E388, Advanced Public Information Officers, or NFA course H403, All-Hazards Public Information Officer, or equivalent 3. Training on scenario-specific operations of concern to the jurisdiction and incident 4. Recertification and verification of requisite training 5. USFA Course O305, All-Hazards Incident Management Team, or equivalent.
Experience	Completion of the following courses and/or curricula: <ol style="list-style-type: none"> 1. Functional experience in media relations at the level or levels of government commensurate with the scope of the incident 2. Successful previous experience as a Public Information Officer 3. Completion of Position Taskbooks that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need
Physical/Medical Fitness	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 hour days under physical and emotional stress for sustained periods
Certification	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements

IM Job Title 8: Safety Officer (Type 3)

Description: A *Safety Officer (Type 3)* is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.¹⁸

REQUISITE CRITERIA

The table below lists minimum requisite criteria based on existing protocols and standards for a *Safety Officer (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System.

Category	Criteria
Training ¹⁹	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS 2. ICS-200: Basic ICS 3. ICS-300: Intermediate ICS 4. ICS-400: Advanced ICS 5. FEMA IS-700: NIMS, An Introduction 6. FEMA IS-800: NRP, An Introduction 7. Specialty training as required (e.g., Incident Scene Safety, Fire Suppression, HazMat Operations, Accident Investigation, Post-Incident Analysis)
Experience	Significant, ongoing safety experience in strategy and tactics related to the incident scenario (e.g., wildland fire or HazMat incident) and experience in emergency management. Significant experience in all phases of the response and recovery cycle
Physical/Medical Fitness	Compliance with the following baseline criteria: <ol style="list-style-type: none"> 1. Medical requirements established by the AHJ 2. Minimum physical fitness standards as required by the AHJ 3. Able to work wearing appropriate PPE

¹⁸ NIMS, March 2004, p. 136.

¹⁹ Per NIMS compliance at the time of publication, ICS- and IS- training courses are listed. Equivalent courses must meet the NIMS National Standard Curriculum. Equivalent courses provided by EMI, NFA, FIRESCOPE, the National Wildfire Coordination Group, USDA, EPA, and the USCG are acceptable alternatives, as are state and local courses that comply with the National Standard Curriculum Training Development Guidance provided by DHS.

IM Job Title 8: Safety Officer (Type 3)

RECOMMENDED CRITERIA

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the NIMS Integration Center's consideration and referral to organizations, as appropriate.

The table below lists the IM Working Group's recommended criteria for a *Safety Officer (Type 3)* to participate in the NIMS Integration Center's National Emergency Responder Credentialing System. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Education	Possess sufficient formal education in relevant professions and emergency management to ensure safety of responders
Training	Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. NFA Course H404, All-Hazards Safety Officer, or equivalent 2. OSHA 1910.120 and/or 1910.134, Respiratory Protection 3. Training on scenario-specific operations of concern to the jurisdiction 4. NFPA 472, Professional Competence of Responders to HazMat Incidents (Operations Level) or OSHA 1910.120, HazMat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI 5. Recertification and verification of requisite training 6. USFA Course O305, All-Hazards Incident Management Team, or equivalent 7. Continuing education requirements for training as required by AHJ
Experience	<ol style="list-style-type: none"> 1. Functional experience in safety at the level or levels of government commensurate with the scope of the incident 2. Successful, previous experience filling positions within the Operations Section 3. Completion of Position Taskbooks that validate and verify (by AHJ) demonstrated ability to perform required skills in exercises and/or actual incidents every 5 years or as dictated by need
Physical/Medical Fitness	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 hour days under physical and emotional stress for sustained periods
Certification	A performance-based certification and qualification system to document minimum training, skills and knowledge, experience, and physical fitness requirements