Missouri Type 3 All-Hazard Incident Support System Qualification Guide

March 2013

Based on the guidelines published

September 2010 by the U.S. Fire Administration

Emergency services, contracts for mutual aid operative in disasters--requirements.

320.090. 1. Any municipal fire department, fire protection district or volunteer fire protection association, as defined by section 320.300, may enter into contracts providing for mutual aid regarding emergency services provided by such fire department, fire protection district or volunteer fire protection association. The contracts that are agreed upon may provide for compensation from the parties and other terms that are agreeable to the parties and may be for an indefinite period as long as they include a sixty-day cancellation notice by either party. The contracts agreed upon may not be entered into for the purpose of reduction of manpower by either party.

2. Any municipal fire department, fire protection district or volunteer fire protection association may provide assistance to any other municipal fire department, fire protection district or volunteer fire protection association in the state, or any bordering state, at the time of a significant emergency such as a fire, earthquake, flood, tornado, hazardous material incident or other such disaster. The chief or highest ranking fire officer may render aid to any requesting fire department, fire protection district or volunteer fire protection association as long as he is acting in accordance with the policies and procedures set forth by the governing board of that governmental entity or association.

3. When responding on mutual aid or emergency aid requests, the fire department, fire protection district, or volunteer fire association shall be subject to all provisions of law as if it were providing service within its own jurisdiction.

(L. 1990 H.B. 1395 & 1448 § 1 subsecs. 1, 2, 3, A.L. 1994 H.B. 1668, A.L. 1996 S.B. 740)

Acronyms

AHIMT	All-Hazard Incident Management Team
AHJ	Authority Having Jurisdiction
COG	Council of Government
DFS	Division of Fire Safety
DHS	Department of Homeland Security
DIVS	Division Supervisor
EMI	Emergency Management Institute
FEMA	Federal Emergency Management Agency
FSC	Finance/Administration Section Chief
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Team
IST	Incident Support Team
LOFR	Liaison Officer
LSC	Logistics Section Chief
MACC	Multiagency Coordination Center
NIMS	National Incident Management Team
NRF	National Response Framework
NRP	National Response Plan
NWCG	National Wildfire Coordinating Group
OSC	Operations Section Chief
PIO	Public Information Officer
PSC	Planning Section Chief
PTB	Position Task Book
SOFR	Safety Officer
UASI	Urban Area Security Initiative
USFA	U.S. Fire Administration

Preface

Overview

The State of Missouri All-Hazards Incident Support Qualification System is designed to provide guidance to agencies and organizations wishing to qualify persons participating in Incident Support. The system is based on and consistent with the All-Hazards IMT Technical Assistance Program Team Manual published by FEMA in August of 2007. Persons who are qualified under the system as outlined in this document will be eligible for credentialing with the State of Missouri as well as being recognized by the USFA and FEMA.

The National Incident Management System and State of Missouri credentialing efforts aim to ensure that the incident management community can plan for and receive personnel and resources that match its requests; to ensure that those personnel and resources possess the needed competencies, knowledge, skills, and abilities to carry out the work requested of them; and to establish procedures to appropriately support officially dispatched emergency and incident managers and other responders.

In order to better align the request and matching process associated with interstate mutual aid and national mobilization and credentialing efforts, the USFA has developed this guide for the Type 3 All-Hazard Incident Management Teams. The Missouri Division of Fire Safety, as the credentialing agency for the Missouri Incident Support System, has adopted these recommendations as the guidelines for credentialing Missouri's intrastate IST responders.

Under the NIMS Guidance: *National Credentialing Definition and Criteria* issued by the Federal Emergency Management Agency (FEMA) (NG0002, March 2007), credentialing is a systematic effort to make sure that personnel can be identified, their authorization for deployment confirmed, **and their qualifications related to the performance of any incident management position or assigned task or duty are understood by both the receiving jurisdiction and the sending organization**.

Scope

The statements and descriptions referenced by this guide are considered the **minimum** personnel qualifications that are established for intrastate, as well as interstate, mutual aid and mobilization purposes. The positions listed include Command and General Staff and position specific qualifications. A sponsoring agency or team may also add to these standards to meet the specific needs within that team or jurisdiction. However, a sponsoring agency or team cannot impose a higher standard on another team that meets the minimum standards within this guide as set forth by RSMo 320.090.

This Qualification Guide is a dynamic document; it will be updated as needed to incorporate new position titles or to revise the qualification standards. Sponsoring agencies and teams should ensure that they are using the most recent version of this guide. Contact the Missouri Division of Fire Safety or consult the DFS website at www.dfs.dps.mo.gov to obtain the current version of the guide.

Disclaimer:

The Division of Fire Safety recognizes that even with the current guidance, certain instances of "grandfathering" may need to occur to incorporate IST participants having alternate training and/or historical experience. Additional documentation regarding that training and experience will be evaluated by a committee of peers in order to credential these individuals on a case by case basis.

The Division of Fire Safety also adheres to the tenet that when responding to a request for assistance through the Statewide Mutual Aid system, the Division of Fire Safety will give preference for mobilization and deployment to those personnel possessing the desired level of requisite training and experience.

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I. Purpose

This document serves as the qualification and credentialing guidelines for the State of Missouri Type 3 Incident Support Team personnel as outlined in the USFA Type 3 All-Hazard Incident Management Team (AHIMT) program development guidance. This document is intended to provide guidance to Missouri's Incident Support Team leadership when ensuring personnel qualifications as part of the overall credentialing process that will conform to the Federal and State governments' efforts and to the principles of the National Incident Management System (NIMS).

II. Definitions

1. **Generalist Credential—**The credential issued by the Missouri Division of Fire Safety to an individual that has completed all required qualifications for IST Generalist as outlined in this document.
2. **Position Specialist Credential** - The credential issued by the Missouri Division of Fire Safety to an individual that has completed all required qualifications for IST Position Specialist as outlined in this document.
3. **Incident Complexity—**Incident complexity is identified by Types 5 to 1, with 5 being the 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.
4. **Qualified Evaluator—** The individual that can document and complete evaluation records contained in PTBs. The evaluator must be credentialed in the position they are evaluating or be approved to evaluate by the Peer Review Committee.
5. **Peer Review Committee –** Group of persons representing the Missouri Incident Management community as an advisory committee in determining individual IST qualifications.

III. Objectives

A. Establish minimum qualification standards for Incident Support Team personnel regarding required training and the development of skills and knowledge outside of the formal classroom environment.

B. Develop standards for Missouri State Incident Support Teams equivalent to and interoperable with, those outlined by the USFA Type 3 All-Hazard Incident Management Team program development guidance.

C. Retain the foundation of a performance-based qualification system.

IV. Guidance

The standards established in this guide are the minimum to be met by all participating agencies, organizations, and individuals that choose to participate in the Missouri Type 3 All-Hazards Incident Support System. Individuals who have begun the process of qualifying for a position under NWCG guidelines can continue to use those standards. No local agency or jurisdiction is required to use these standards or qualifications to qualify or utilize a local incident management position or team.

V. Incident Support Qualification System

A. Introduction

The development of Type 3 AHIMTs has been mandated by Homeland Security Presidential Directive 5 (HSPD-5) and HSPD-8. The Missouri ISTs may provide local incident commands, emergency operations centers (EOCs), or multiagency coordination Centers (MACCs) with an effective response organization to assist with management of resources and information, and to provide planning and operational advice to support response to an incident.

Personnel mobilized by the Missouri Statewide Mutual Aid System, as well as those wishing to be mobilized by the USFA Type 3 AHIMT Technical Assistance Program, will be required to meet the established qualification standards in this guide.

This system is designed to:

1. Establish minimum training, skills, knowledge, and experience required for IST responders.
2. Assist participating agencies in understanding expectations concerning training, skills, knowledge, and experience required to meet the needs during intrastate deployments.

Personnel who are certified in a NWCG position may retain that certification and carry it over into the USFA system. This guide applies to all Incident Command and General Staff positions, and defined section support positions.

Minimum standards may be enhanced by the team to meet specific needs of an agency or organization.

Per the U.S. Fire Administration, personnel mobilized by the USFA Type 3 AHIMT Technical Assistance Program will also be required to meet the established qualification standards in this guide.

B. *Components of the System*

The Incident Support Qualification System is a "performance-based" qualification 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 on demonstrated performance as measured by incidents and planned events, normal job activities, or simulated exercises or classroom activities.

The components of the Incident Support Qualification System are as follows:

Training courses provide the specific knowledge and skills required to perform tasks identified in the PTB. This provides a direct link between training and job performance. Required training has been held to the minimum required to provide for safe operations on incidents.

PTBs contain all critical tasks which are required to perform the job. Subject matter experts have established the tasks in each PTB. PTBs are in a format that allows documentation of a trainee's ability to perform each task. Tasks pertaining to tactical decision making and safety are flagged and require position performance on an incident or preplanned event. Remaining tasks may be evaluated through other means such as simulation, or other emergency and nonemergency work. Successful completion of all required tasks of the position, as determined by a qualified second party evaluator(s), will be a cornerstone for position specific credentialing.

Evaluators of tasks may be:

- Instructors of training courses for classroom tasks outlined within the task book
- The direct supervisor of the individual being evaluated during a mission assignment
- A member of the team who has been credentialed in the assigned position being evaluated
- Section Chiefs working under an Incident Commander.

Credentialing for Command and General Staff positions must use USFA Type 3 All-Hazard Incident Management Team PTBs. All other positions may use NWCG task books.

PTBs can be initiated by the IC or the AHJ for use on incidents, planned events, or training simulations. PTBs and the qualification process can be initiated prior to attendance and completion of training courses.

Agency Head Qualification and documentation is the responsibility of the AHJ stating that the applicant is qualified to perform in a specific position. Individuals are responsible for providing proof of qualification on an incident.

Peer Review is the final piece of the certification process to perform an audit of all applications for position qualification. All course records, certificates, Summary of Response Experience, and any other documentation relative to the request for credentialing will be reviewed by a Peer Review Committee established by the State Fire Marshal.

C. Responsibilities

Each agency is responsible for selecting trainees, ensuring proper use of PTBs, and approval of credentialing application by trainees. The individual is responsible for completing required training courses, documenting proficiency through a completed PTB, and providing a Summary of Response Experience and Training Record.

D. Credentialing Verification, Peer Review and Maintenance

Each agency recommending credentialing of an individual is responsible for ensuring qualifications of personnel based upon the requirements of this guide.

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. The quality of experiences in a given position should be closely evaluated when making a determination for credentialing. The quality of experience may relate to the type or duration of an incident or event in terms of personnel, equipment, the number of assignments, or complexity of operations.

Once the agency head has approved the credential application it is forwarded to the Peer Review Committee which will review the PTB, course certificates, and Summary of Response Experience, ensuring that the individual meets the State standards. The Peer Review Committee will consist of multidisciplinary and multijurisdictional membership as determined by the State Fire Marshal.

Completion of required training and experience does not guarantee receipt of a credential.

There is also an expectation that credentialed participants in the Missouri IST system will maintain the knowledge and skills necessary to perform in their assigned positions. At this time there is no requirement for recurrency training or certification, though the Missouri IST Working Group and the State Fire Marshal reserve the right to institute those requirements at a later date.

E. Required Training/Prerequisite Experience and Equivalencies

Required training and prerequisite experience cannot be challenged. The process of demonstrating the abilities to perform the position is the completion of a PTB.

Accepted equivalencies for required training will be determined on an as-needed basis by the Peer Review Committee and/or MO IST Working Group. Current accepted equivalencies include:

- Train-the-trainer in lieu of the standard topic training.
- Hazardous Materials Operations in lieu of Hazardous Materials Awareness.
- Incident Command System courses prior to 2001 with previous naming convention:
  Level 1 equivalent to IS-100
  Level 2 equivalent to IS-200
  Level 3 equivalent to IS-300
  Level 4 equivalent to IS-400

F. *Additional Training That Supports Development of Knowledge and Skills*

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 are provided in the identified courses, but may also be acquired in a variety of ways, including on-the-job training, work experience, exercises, planned events, and formal and informal training.

An individual must have an opportunity to acquire the knowledge and skills required to perform the tasks of a position before accepting a position performance assignment. It is the responsibility of the individual agency to ensure that each trainee has the opportunity to acquire the knowledge and skills necessary for position performance.

VI. Credential Descriptions

A. *Incident Support Generalist* - This credential may be issued to the responder who has completed the following training:

IS-700 National Incident Management System (NIMS) – An Introduction

IS-800 National Response Framework (NRF) – An Introduction

ICS-100 Introduction to Incident Command

ICS-200 ICS for Single Resources or Initial Action Incidents

ICS-300 Intermediate ICS

ICS-400 Advanced ICS

Hazardous Materials Awareness

All Hazards Incident Management O305 USFA or *Equivalent* training

B. *Incident Support Position Specialist* - This credential may be issued to the responder who has completed the following training:

IS-700 National Incident Management System (NIMS) – An Introduction

IS-800 National Response Framework (NRF) – An Introduction

ICS-100 Introduction to Incident Command

ICS-200 ICS for Single Resources or Initial Action Incidents

ICS-300 Intermediate ICS

ICS-400 Advanced ICS

Hazardous Materials Awareness

All Hazards Incident Management O305 USFA or *Equivalent* training

Position Specific Training

Completed Task Book for position specified above

C. Submission Guidelines

The applicant must submit a complete and separate application packet for each credential being requested. Both position credentials require submission of the following documentation:

> Completed credential application form signed by a Missouri IST team leader or their designee
>
> Class completion certificates
>
> Completed task book (for Position Specific)
>
> Summary of response experience

Applications received by the Division of Fire Safety which do not contain the signature of the applicant's IST team leader will be returned to the applicant.

Incomplete packets which contain an IST team leader's signature will be presented to the Peer Review Committee as is for assessment.

Credential will be issued by the Department of Public Safety, Division of Fire Safety.

APPROVAL AND IMPLEMENTATION

_____ _____
Signature Date
IST Team Leader Region C

_____ _____
Signature Date
IST Team Leader Region D

_____ _____
Signature Date
IST Team Leader Region F

_____ _____
Signature Date
IST Coordinator

_____ _____
Signature Date
State Fire Marshal

Record of Changes

APPLICATIONS

FOR

MISSOURI DIVISION OF FIRE SAFETY INCIDENT SUPPORT PERSONNEL CREDENTIAL

Applicant Name _____

MISSOURI TYPE 3 INCIDENT SUPPORT TEAM

APPLICATION PACKET

IST GENERALIST

QUALIFICATION CHECKLIST

Team member: _____

Incident Support Team: _____

Authority Having Jurisdiction to initial as completed:

_____IS-700 National Incident Management System (NIMS) – An
    Introduction

_____IS-800 National Response Framework (NRF) – An Introduction

_____ICS-100 Introduction to Incident Command

_____ICS-200 ICS for Single Resources or Initial Action Incidents

_____ICS-300 Intermediate ICS

_____ICS-400 Advanced ICS

_____ Hazardous Materials Awareness

_____All Hazards Incident Management O305 USFA **_or_**

    Equivalent training (Name, date and location of course):

    _____

_____Enclosed copies of class completion certificates

I, _____, confirm that the above named

individual has completed the qualifications above. I recommend this

individual receive a Missouri State Credential as a qualified member of

_____ Incident Support Team.

_____

(Signature of Incident Support Team Leader)

Team Member Information:

Name _____

Address _____

Phone Number _____

Email _____

Team Leader/SPONSORING ORGANIZATION Information:

Name _____

Team/Agency Name _____

Team/Agency Address _____

Phone Number _____

Email _____

FOR OFFICE USE ONLY

Date received _____   **Complete documentation received? Yes ☐ No ☐**

If no, components missing: _____

Applicant Name _____

Position _____

MISSOURI TYPE 3 INCIDENT SUPPORT TEAM

APPLICATION PACKET

IST POSITION SPECIALIST

QUALIFICATION CHECKLIST

Team member: _____

Incident Support Team: _____

Authority Having Jurisdiction to initial as completed:

_____IS-700 National Incident Management System (NIMS) – An
Introduction

_____IS-800 National Response Framework (NRF) – An Introduction

_____ICS-100 Introduction to Incident Command

_____ICS-200 ICS for Single Resources or Initial Action Incidents

_____ICS-300 Intermediate ICS

_____ICS-400 Advanced ICS

_____ Hazardous Materials Awareness

_____All Hazards Incident Management O305 USFA **_or_**

Equivalent training (Name, date and location of course):

_____

_____Position Specific Training (Position, date and location of course)

_____

_____Completed Task Book for position specified above

_____ Enclosed copies of class completion certificates; copy of
completed task book

I, _____, confirm that the above named individual has completed the qualifications above. I recommend this individual receive a Missouri State Credential as a qualified member of _____ Incident Support Team.

_____

(Signature of Incident Support Team Leader)

Team Member Information:

Name _____

Address _____

Phone Number _____

Email _____

Team Leader/SPONSORING ORGANIZATION Information:

Name _____

Team/Agency Name _____

Team/Agency Address _____

Phone Number _____

Email _____

FOR OFFICE USE ONLY

Date received _____   **Complete documentation received? Yes ☐ No ☐**

If no, components missing: _____