

# STATE EMERGENCY MANAGEMENT AGENCY



**DEPARTMENT OF PUBLIC SAFETY**  
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To: All Emergency Management Performance Grant Sub-Recipients  
From: Ron Walker  
Director, State Emergency Management Agency

Subject: Emergency Management Performance Grant Compliance

This Information Bulletin (IB) provides general guidance to Emergency Management Performance Grant (EMPG) sub-recipients on NIMS, training and exercise, and resource tracking compliance expectations. This Information Bulletin replaces the previous Information Bulletin released in 2017.

## **National Incident Management System Compliance**

In order to receive federal funding through the Emergency Management Performance Grant (EMPG), the local jurisdiction or municipality must show the local ordinance which states the municipality uses the National Incident Management System (NIMS) as the incident management structure to respond to disasters. A county cannot enforce city ordinances and a city cannot enforce county ordinances, therefore if there is an EMD operating for a city municipality inside of a county EMD operation, they must both show proof of compliance through submission of ordinance establishment within the grant application.

## **Training and Exercise Plan**

In order for a jurisdiction to receive federal funding through EMPG, EMPG funded personnel must complete the following FEMA courses; IS 100, IS 120, IS 200, IS 230, IS 235, IS 240, IS 241, IS 242, IS 244, IS 700 and IS 800 within 12 months from the date of hire. In addition, all EMPG funded personnel fall into Category 4 of the Training Matrix in Attachment 1. The additional courses are G191, IS 2200 and E/G 2300. All EMPG funded personnel must complete the additional training within 24 months from date of hire. Previous to 2020, all EMPG funded personnel who completed G/IS 775 will be grandfathered in as replacement for the IS 2200.

## **Exercises**

The State requires that all EMPG funded personnel must participate in two exercises per calendar year, of which one must be operations based. Discussion based exercises include seminars, workshops, table-tops and games. Operations-based exercises include drills, functional, and full-scale. Jurisdictions must identify planned quarterly activity to meet these requirements in the EMPG application. The Exercise sign-in sheets and after action reports must be completed and submitted to SEMA in order to receive the exercise credit.

## **Resource Inventory Management**

In order to receive federal funding through EMPG, the local entity must input all EMPG funded response assets in the State tracking system. The State has purchased Salamander for documenting and tracking federally purchased resources. This system will be given free of charge to the local EMDs.



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Category 1	Category 2	Category 3	Category 4	Category 4	Category 5
<b>All Emergency Responders</b>	<b>First-Line Supervisors</b>	<b>Mid-Level Response Supervisors</b>	<b>Senior Level Response Managers</b>	<b>Emergency Operations Center (EOC)/ Multi-Agency Coordination System (MACS) Personnel</b>	<b>Elected Officials</b>
IS 100 (4hrs) Introduction to the Incident Command System	Category 1 plus	Category 2 plus	Category 3 plus	IS 100 (4hrs) Introduction to the Incident Command System	IS 100 (4hrs) Introduction to the Incident Command System
IS 700 (4hrs) NIMS, an Introduction	IS 200 (12hrs) ICS for Single Resources and Initial Action Incidents	IS 800 (3hrs) National Response Framework (NRF), an Introduction	ICS/G400 (14hrs) Advanced ICS, Command and General Staff-Complex Incidents	IS 200 (12hrs) ICS for Single Resources and Initial Action Incidents	IS 700 (4hrs) NIMS, an Introduction
		ICS/G300 (18hrs) Intermediate ICS for Expanding Incidents	G191 (8hrs) ICS/EOC Interface	IS 700 (4hrs) NIMS, an Introduction	IS 100 and IS 700 listed above OR IS 908 Emergency Management for Senior Officials
			IS 706 (2.5hrs) NIMS Intrastate Mutual Aid-an Introduction	IS 800 (3hrs) National Response Framework (NRF), an Introduction	
				G191 (8hrs) ICS/EOC Interface	
				IS 2200 (4hrs) Basic Emergency Operations Center Functions	
				E/G 2300 (24hrs) Intermediate EOC Functions	

*\*Subrecipients of the EMPG can complete either Category 4 column.*



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For the purposes of the **Required Trainings**, the categories of responders are those assigned during an incident, not necessarily normal day-to-day operations. The Categories are;

**Category 1, Emergency Responders** are responsible for going immediately to the scene of an incident to provide emergency services. These individuals may be fire fighters, EMT/Paramedics, law enforcement personnel or volunteers.

**Category 2, First Line Supervisor** is an individual manning the response with a span on control of one resource. These individuals could be single resource unit leaders or field supervisors.

**Category 3, Mid-Level Supervisor** is an individual manning the response with a span of control of multiple resources. These individuals may include strike team leaders, task force leaders, unit leaders or division/group supervisors.

**Category 4, Senior Level Response Manger/ Multi-Agency Coordination System (MACS) Personnel** are individuals who work inside an EOC or MAC is and whose span of control is multiple resources and maintains the knowledge-base to make strategic level decisions for the response as a whole. These individuals may include command and general staff, department heads, and emergency managers.

**Categories 5, Elected Officials** are the individuals responsible for ensuring the public safety and welfare of the people of that jurisdiction.



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