

State of Colorado Incident Management System



Incident Management Program Qualifications System Guide

In Cooperation With:

*Colorado Association of Chiefs of Police
Colorado Department of Local Affairs, Division of Emergency Management
Colorado Department of Public Health and Environment, Emergency Medical Services Branch
Colorado Department of Public Safety, Colorado State Patrol
Colorado Department of Public Safety, Division of Fire Safety
Colorado Emergency Managers Association
Colorado Search and Rescue Board
Colorado State Fire Chiefs' Association
Colorado State Forest Service
County Sheriffs of Colorado
Emergency Medical Services Association of Colorado
US Department of Agriculture, US Forest Service
US Department of the Interior, Bureau of Land Management
US Department of Homeland Security, US Fire Administration*

Prepared by:

**Colorado Resource Mobilization Working Group,
Type 3 Incident Management Team Subcommittee**

SUMMARY

Background

This document serves as the qualifications guideline for positions on all hazard incidents and planned events. The Wildland and Prescribed Fire Qualification System Guide (PMS 310-1), developed under the sponsorship of the National Wildfire Coordinating Group (NWCG), provides guidance to participating agencies and organizations in wildland, prescribed, and other incidents incidents; this guideline supplements the 310-1 with State of Colorado all hazards related qualifications. State of Colorado All Hazard Type 3 Teams may be called upon to manage Type 3 fire incidents, when other NWCG teams are not available and also in general, All Hazards Incidents which are not fire incidents.

Objectives

- Establish minimum agency training and qualification standards for incident single resource assignments.
- Retain the foundation of the performance based qualification system established and implemented in the NWCG qualification system.
- Hold to a minimum required training and allow for the development of skills and knowledge outside of the formal classroom environment.
- Eliminate redundancy, unnecessary positions and requirements.
- Develop standards for State of Colorado Type 3 Incident Management Teams.

Guidance

With the publication of this edition of these guidelines, the standards established in this guide are to be met by all participating agencies and organizations that choose to certify individuals and teams within the Colorado system. Individuals who have begun the process of qualifying for a position under NWCG guidelines can continue to use those standards and will be accepted by the Colorado system. Additionally, any individual who has begun the evaluation process need not take any newly required course(s) for that position. No local agency is required to use these standards or qualifications to manage their own incidents.

CONTENTS

Section	Page
Summary	1
Contents	2
A. Introduction	3
B. Description of the System.....	3
C. Certification and Re-Certification	5
D. Currency Requirements	6
E. Required Training/Prerequisite Experience	6
F. Additional Training Which Supports Development Of Knowledge and Skills	7
G. Incident Complexity	7
H. Review and Update of the Qualification System Guide	7
I. Position Categories	7
J. ICS Position Qualifications	8

Appendices

A. Position Qualifications and Training Requirements	A-1
B. Certification Process	B-1
C. Type 3 Incident Complexity Analysis Worksheet	C-1

INCIDENT QUALIFICATION SYSTEM

Personnel, who are certified in a NWCG position prior to the implementation of this guideline, may retain that certification and carry it over into the Colorado system. **However, if you are already qualified in an NWCG position, it is not necessary, nor is it recommended, that you complete an application for a Colorado position..** To qualify in any other State positions, the individual must meet the standards identified herein. New NWCG position certifications can be used for most Colorado positions with the exception of Command and Operational positions outside of a Wildland fire incident.

A. INTRODUCTION

Personnel mobilized beyond their geographic area may be required to meet the established qualification standards in this guide.

B. DESCRIPTION OF THE SYSTEM

The Incident Qualification System is a “performance based” qualification system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator certified in that position; using approved standards.

In a performance based system:

- Qualification is based upon demonstrated performance as measured on incidents and planned events, normal job activities, in simulated exercises or classroom activities.
- Personnel who have learned skills from sources other than actual performance such as specific training programs (structural fire, law enforcement, search and rescue, EMS, etc.), may not be required to complete specific courses in order to qualify for an incident position.

1. The components of the incident qualification system are as follows:
 - a. Position Task Books (PTB) 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 non-emergency work. Successful completion of all required tasks of the position, as determined by an evaluator(s), will be the basis for recommending certification.

IMPORTANT NOTE: Trainee requirements include completion of all required training courses and prerequisite experience prior to obtaining an initiated PTB. The only exceptions are those Command and General Staff positions that include CGT-3, O-305 and Advanced ICS I-400 as required training. PTBs and the qualification process can be initiated for those positions prior to attendance and completion of these two courses. This will allow trainees to gain experience that will prepare them for passing these advanced courses.

Training courses or job aids identified in Appendix A contain the knowledge and skills required of each position.

- b. 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. Although most training courses are not "required," all courses are available and considered to be a primary means by which personnel can prepare for position performance evaluation.
- c. Job Aids exist to facilitate development where there is no developed training course and to provide a ready reference for performance on the job. Individuals must possess the knowledge and skills to perform job aid tasks.
- d. Agency Head Certification and documentation is the responsibility of the agency certifying that the individual is qualified to perform in a specific position. Individuals are responsible for providing proof of qualification on an incident. Proof of qualification is not required for the following positions: Status/Check-In Recorder (SCKN), Liaison Officer, Public Information Officer, Communications Unit Leader, Communications Unit Technical Support and Incident Dispatcher.

It is the responsibility of each agency to document those qualified in these positions. Certification and re-certification is a determination that each individual agency must make based on task evaluations, position performance evaluations and their own judgment of the quality of an individual's experience.

Individual tasks in the taskbook may be signed by any of the following:

- any person holding an equivalent or higher NWCG or NPS qualification;
- any person holding an equivalent or higher Colorado qualification;

- an agency head or his/her designee.

For a state agency, a Division Director serves as the equivalent of Agency Head.

- e. Final Evaluator Certification is the responsibility of the individual completing the PTB. If no local final evaluators are available, the applicant may contact the Division of Fire Safety to obtain a list of individuals qualified to sign as the final evaluator.

The Final Evaluator signature **must** be provided by one of the following:

- any person holding an equivalent or higher NWCG or NPS qualification;
- any person holding an equivalent or higher Colorado qualification.

If the Final Evaluator signature does not conform to the above criteria, the application will not be considered complete and will be returned.

2. Responsibilities

Each agency is responsible for selecting trainees, ensuring proper use of position task books, and approval of certification application by trainees. The individual is responsible for completing training courses, completing the appropriate PTB, and showing proof of qualifications on an incident as documented in the PTB, the resume and course certificates. The incident training and qualification process on incidents is the responsibility of the local hosting agency.

Once the agency head and final evaluator have approved and signed the PTB, it is forwarded to the Colorado Division of Fire Safety, where a multi-disciplinary committee will review the PTB, course certificates and resume ensuring that the individual meets the State standards. The individual then will be added to the State Resource Ordering and Status System (ROSS) as a single resource.

The multi-disciplinary committee is made up of representatives of the Colorado Division of Emergency Management, County Sheriffs of Colorado, Colorado Association of Chiefs of Police, Colorado State Fire Chiefs Association, EMS Association of Colorado, Colorado Search and Rescue Board, Rocky Mountain Coordinating Group and the Colorado Emergency Management Association.

The Certification Flow Chart in appendix B provides an overview of the qualification and certification process.

C. CERTIFICATION AND RE-CERTIFICATION

Each agency head is responsible for ensuring qualifications of their personnel based upon the requirements of this guide as well as team and agency specific requirements. This responsibility includes evaluation of personnel for application for re-certification application in cases where position qualifications have been lost as a result of a lack of current experience.

A key component in the certification or re-certification 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 requirements alone does not guarantee that an individual is qualified to perform in a position or.**

The quality of experiences 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-certification. The quality of experience may relate to size of the incident in terms of personnel and equipment, the number of assignments, or complexity of operations to include the different types of resources managed.

This guide recommends that more than one trainee assignment be experienced before certification and that more than one assignment be experienced after completing the PTB and receiving certification before an individual begins movement to the next higher level. When re-certification is necessary due to a lack of currency, it is recommended that the individual experience a minimum of two operational periods, under the supervision of an evaluator, before re-certification is granted.

D. CURRENCY REQUIREMENTS

For the positions identified in this guide, the maximum time allowed for maintaining currency is three (3) years.

Currency can be maintained in the following ways:

1. By successful performance in the position qualified for within the given time frame.
2. By successful performance in a higher position(s) for which that position is a prerequisite, providing the individual was previously qualified in that position.
3. By successful performance in a position that is identified in this guide (see Section J of this guide) as OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY.

Example: Currency for a Resources Unit Leader can be maintained by successful performance as a Resources Unit Leader within three years; by successful performance as a Planning Section Chief Type 3 within three years; by successful performance as a Demobilization Unit Leader or Status/Check-In Recorder within three years.

E. REQUIRED TRAINING/PREREQUISITE EXPERIENCE

Required training (as identified in Section J and Appendix A of this guide) and prerequisite experience cannot be challenged. The process of demonstrating the abilities to perform the position is the completion of a position task book. Equivalent courses may be substituted for required courses when learning and performance objectives meet or exceed required course learning and performance objectives. Such as when offered by another organization under a different course name.

F. ADDITIONAL TRAINING, WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Additional training which supports development of knowledge and skills are training courses or job aids (as identified in Section J and Appendix A of this guide) can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a position task book are provided in the identified courses, but may also be acquired in a variety of ways, including on-the-job training, work experience, and identified formal training as determined by one's own agency.

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.

G. INCIDENT COMPLEXITY

There are many factors that determine incident complexity: size, location, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values to be protected, topography, agency policy, etc.

Incident complexity is identified by Types 1-5. For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few of the complicating factors identified above. A Type 1 incident, on the other hand, has large numbers of resources and many of the complicating factors identified above.

The agency head, incident commander or designated representative must determine the complexity of an incident and assign qualified personnel as needed. In situations where multiple agencies and jurisdictions are involved, the determination of complexity and qualifications should be made jointly. See appendix C for a complexity analysis worksheet for Type 3 incidents.

H. REVIEW AND UPDATE OF THE QUALIFICATION SYSTEM GUIDE

To keep the Incident Qualification System Guide current, it is necessary to make revisions. This process requires users to submit proposed revisions through the appropriate multi-disciplinary committee member or organization to the Division of Fire Safety.

I. POSITION CATEGORIES

Two types of positions are identified in this guide:

1. ICS Positions. Any position found on the ICS organizational chart. Training may include required courses and "T" courses, "S" courses and "J" Job aids that are classified as knowledge and skills needed.
2. Technical Specialist Positions. Technical specialists are personnel with unique skills. These specialists may be used anywhere within the incident organization. No minimum qualifications are identified in this guide. Most technical specialists are certified in their field or profession. To orient technical specialists, it is suggested that the knowledge and skills from the following training course be reviewed: Introduction to ICS (I-100).

For titles and mnemonics of identified technical specialists, see the National Interagency Mobilization Guide (NFES 2091).

J. ICS POSITION QUALIFICATIONS

The positions listed below have State of Colorado amended task books and/or qualifications for all hazard incident positions, other than wildland and prescribed fire. Other positions requiring fire qualifications will have amended task books and qualifications for future release. These include:

COMMAND & GENERAL STAFF

- Incident Commander
- Safety Officer
- Public Information Officer
- Liaison Officer

OPERATIONS

- Operations Section Chief
- Division/Group Supervisor
- Strike Team/Task Force Leader
- Staging Area Manager

PLANNING SECTION

- Planning Section Chief
- Situation Unit Leader
- Resource Unit Leader
- Status Check-In Recorder

LOGISTICS

- Logistic Section Chief
- Communications Unit Leader
- Incident Dispatcher

FINANCE

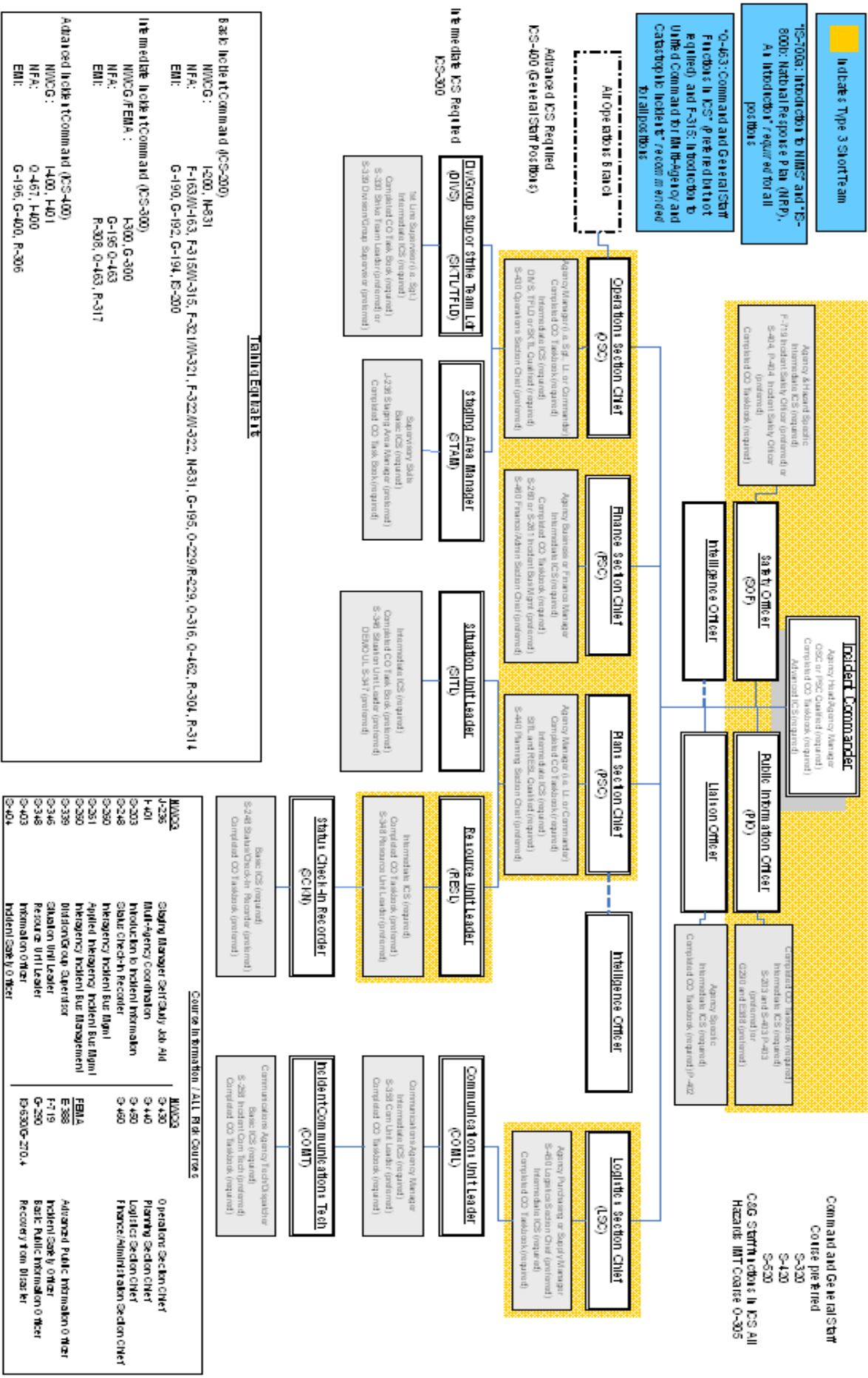
- Finance Section Chief Type 3

For all other positions, refer to PMS 310-1 and existing task books for qualification requirements.

These position qualification guidelines have been created to establish minimum training and experience requirements for All-Risk Incident Command System positions at a Type 3 level according to the National Incident Management System (NIMS). The intent is to parallel the National Wildfire Coordinating Group (NWCG) 310-1 guidelines but to apply them in an all hazards arena.

COLORADO TYPE III INCIDENT MANAGEMENT TEAM

Position Qualifications and Training Requirements
Revised: February, May 16, 2008



Command and General Staff
Course pre-filled

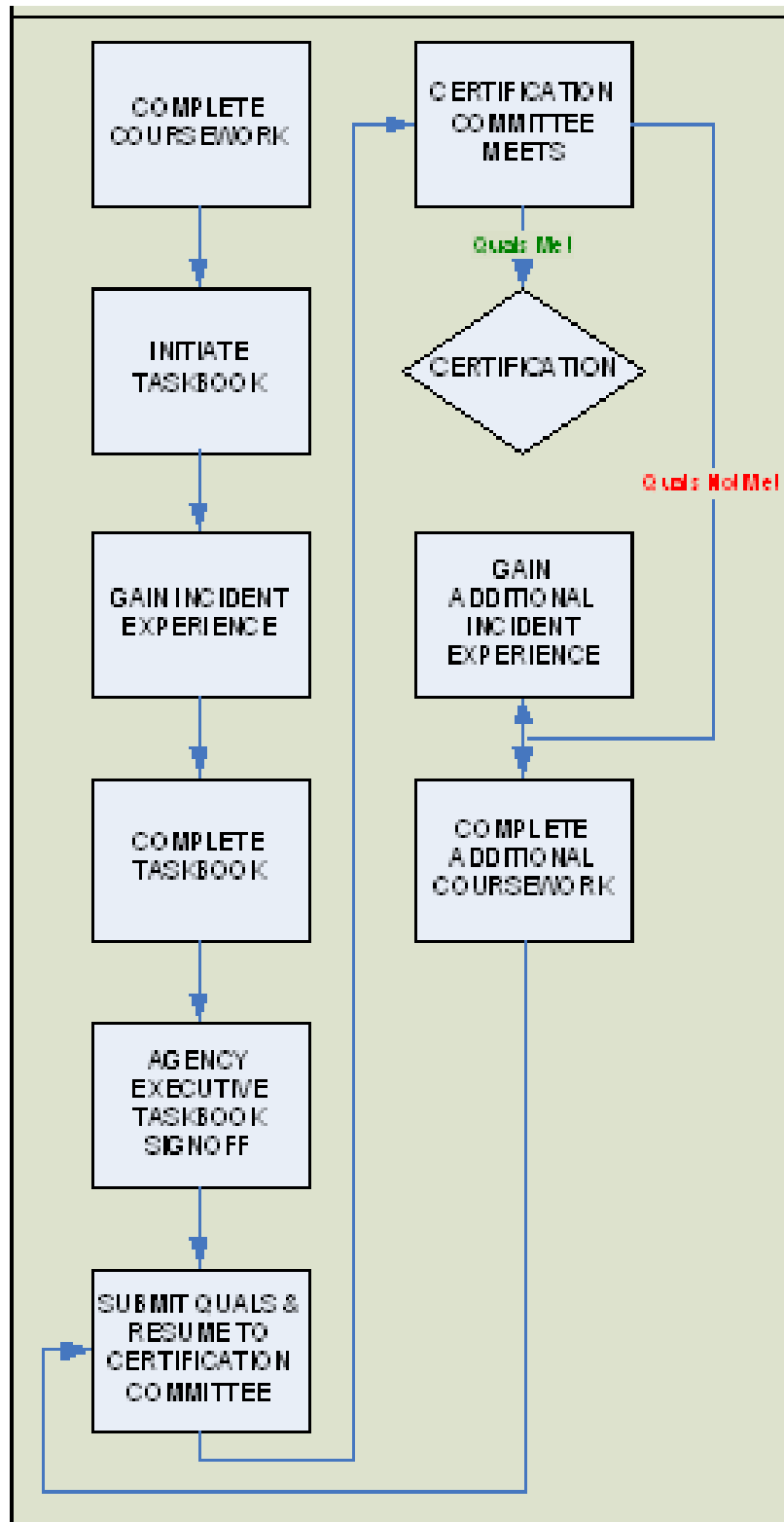
S-330
S-130
S-530
CSC Staffing Jobs in ICS All
Hazardous Incident Course O-305

Courses in Completion / All Role Courses:

Course	ICS-100	ICS-200	ICS-300	ICS-400
Signaling Manager Certification Job Aid	✓	✓	✓	✓
Multi-agency Coordination	✓	✓	✓	✓
Introduction to Incident Information	✓	✓	✓	✓
Status Check-in Recorder	✓	✓	✓	✓
Incident/Relatives Unit Management	✓	✓	✓	✓
Applied Incident/Relatives Unit Management	✓	✓	✓	✓
Incident/Relatives Unit Management	✓	✓	✓	✓
Incident/Relatives Unit Management	✓	✓	✓	✓
Advanced Public Information Officer	✓	✓	✓	✓
Basic Public Information Officer	✓	✓	✓	✓
Recovery from Disaster	✓	✓	✓	✓


Colorado Type 3 IMT Certification Process

May 20, 2009



Appendices B-1

**STATE OF COLORADO INCIDENT COMPLEXITY ANALYSIS
ALL HAZARDS TYPE 3**

ALL-HAZARD INCIDENT COMPLEXITY ANALYSIS		
Incident Name:	Date:	
Incident Number:	Time:	
This Complexity Analysis is weight based on the relevance to Life Safety, Incident Stabilization, and Property Conservation.		
Complexity Factors		Check if Pertinent
Impacts to life, property, and the economy		
Urban interface; structures, developments, recreational facilities, or potential for evacuation.		<input type="checkbox"/>
Community and responder safety		
Performance of public safety resources affected by cumulative fatigue.		<input type="checkbox"/>
Overhead overextended mentally and/or physically.		<input type="checkbox"/>
Communication ineffective with tactical resources or dispatch.		<input type="checkbox"/>
Incident action plans, briefings, etc. missing or poorly prepared.		<input type="checkbox"/>
Resources unfamiliar with local conditions and tactics.		<input type="checkbox"/>
Potential hazardous materials		
Potential of Hazardous Materials		<input type="checkbox"/>
Weather and other environmental influences		
Unique natural resources, special-designation areas, critical municipal watershed, protected species habitat, cultural value sites.		<input type="checkbox"/>
Likelihood of cascading events		
Variety of specialized operations, support personnel or equipment.		<input type="checkbox"/>
Potential crime scene (including terrorism)		
Potential crime scene		<input type="checkbox"/>
Potential of terrorism		<input type="checkbox"/>
Political sensitivity, external influences, and media relations		
Sensitive political concerns, media involvement, or controversial policy issues.		<input type="checkbox"/>
Organizational Performance Values and Product Development		
Non-IAP products not being developed or deficient.		<input type="checkbox"/>
Area involved, jurisdictional boundaries		
Incident threatening more than one jurisdiction and potential for unified command with different conflicting management objectives.		<input type="checkbox"/>
Availability of resources		
Operations are at the limit of span of control.		<input type="checkbox"/>
Unable to properly staff air operations.		<input type="checkbox"/>
Limited local resources available for initial attack/response.		<input type="checkbox"/>
Heavy commitment of local resources to logistical support.		<input type="checkbox"/>
Existing forces worked 12 hours without success.		<input type="checkbox"/>
Percentage Score		0%
If 10% or lower look at going to or staying at Type 4 Team		X
If 10% to 20% maintain or go to Type 3 Team		
If greater than 20% increase to Type 2 Team or additional overhead		
Prepared By:	Date:	Time: