

ESF 5

Emergency Management

Kansas Personnel Qualifications

Comprehensive Resource Management and Credentialing System

ESF 5 Personnel Credentialing

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ESF 5 Personnel Credentialing

Discipline/Category

Description of Tasks Performed

| | |
|--|--|
| <p>County Emergency Management Coordinator / Director (KS_CEM)</p> | <p>Individual appointed by a respective Board of County Commission that is responsible for coordinating all activities necessary to build, sustain, and improve the capability to plan for, mitigate against, respond to, and assist with the recovery from the effects of natural, man-made, and technological incidents and disasters within their jurisdiction.</p> |
|--|--|

Requirement

Explanation of Requirement

| | |
|------------------|---|
| Prerequisite | Must be affiliated with a government organization; AHJ provides County Resolution to Kansas Division of Emergency Management that names individual appointed to the position; and comply with KAR 56-2 |
| Education | AHJ identifies minimum education requirements |
| Training | <p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. IS 1 – Emergency Manager: An Orientation 2. IS 100 – Introduction to Incident Command System 3. IS 200 – ICS for Single Resources and Initial Action Incidents 4. IS 700 – National Incident management System (NIMS), An introduction 5. IS 800 – National Response Framework, An Introduction 6. IS 120 – An Introduction to Exercises 7. IS 230 – Fundamentals of Emergency Management 8. IS 235 – Emergency Planning 9. IS 240 – Leadership & Influence 10. IS 241 – Decision Making and Problem Solving 11. IS 242 – Effective Communication 12. IS 244 – Developing and Managing Volunteers 13. IS 300 – Intermediate Incident Command System <p>Additional training requirements may be identified by AHJ</p> |
| Experience | AHJ identifies minimum experience requirements |
| Certification | Obtain and maintain Kansas Certified Emergency Management (KCEM) accreditation within 24 months of appointment |
| License | Valid Kansas driver’s license |
| Physical | Medical and Physical requirements established by AHJ |
| Additional Notes | None |

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Discipline/Category

Description of Tasks Performed

| | |
|---|---|
| <p>County Emergency Management Staff (CEMSTAFF)</p> | <p>Emergency Management Staff are part-time or full-time employees that provide support to a county emergency management department and perform associated tasks through all phases of emergency management – mitigation, preparedness, response, and recovery.</p> |
|---|---|

Requirement

Explanation of Requirement

| | |
|-------------------------|--|
| <p>Prerequisite</p> | <p>Must be affiliated with a government organization</p> |
| <p>Education</p> | <p>AHJ identifies minimum education requirements</p> |
| <p>Training</p> | <p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework, An Introduction 5. IS 230 – Fundamentals of Emergency Management 6. ICS 300 – Intermediate Incident Command System (recommended) 7. IS 1 – Emergency Manager: An Orientation (recommended) <p>Other training requirements identified by AHJ</p> |
| <p>Experience</p> | <p>AHJ identifies minimum experience requirements</p> |
| <p>Certification</p> | <p>Obtain and maintain Kansas Certified Emergency Manager (KCEM) accreditation within 24 months of employment (recommended)</p> |
| <p>License</p> | <p>None specified</p> |
| <p>Physical</p> | <p>Medical and Physical requirements established by AHJ</p> |
| <p>Additional Notes</p> | <p>None</p> |

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Discipline/Category

Description of Tasks Performed

| | |
|--|---|
| Finance/Administration Section Chief (KS_FNCECHF) | The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of an incident. ¹ |
|--|---|

Requirement

Explanation of Requirement

| | |
|------------------|---|
| Prerequisite | Must be affiliated with a government organization |
| Education | AHJ identifies minimum education requirements |
| Training | Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework (NRF), An introduction 5. ICS 300 – Intermediate Incident Command System |
| Experience | Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management |
| Certification | None specified |
| License | None specified |
| Physical | Medical and Physical requirements established by AHJ |
| Additional Notes | None |

¹ NIMS, December 2008, p. 112

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Discipline/Category

Description of Tasks Performed

| | |
|--|--|
| <p>GIS Response Team Member (KS_GISTEAM)</p> | <p>GIS Response Team Members provide a wide array of GIS support during a disaster. This team typically supports state/local operation centers or Incident Management Teams. Team members are capable of deploying the Public Information/Geographic Information (PIGI) response vehicle to support disaster operations locally.</p> |
|--|--|

Requirement

Explanation of Requirement

| | |
|------------------|---|
| Prerequisite | Must be designated by the Kansas Division of Emergency Management GIS Coordinator |
| Education | AHJ identifies minimum education requirements |
| Training | <p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework, An Introduction |
| Experience | Must currently be employed in the GIS industry. If not currently employed, a GIS degree or certificate with a letter detailing GIS experience may be presented for recommendation. |
| Certification | None specified |
| License | None specified |
| Physical | Individuals must be healthy enough to function under field conditions as determined by the AHJ |
| Additional Notes | Team members are volunteers and deployable statewide through the Kansas Division of Emergency Management GIS Coordinator. |

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Discipline/Category

Description of Tasks Performed

| | |
|--|---|
| <p>Incident Commander (KS_IC)</p> | <p>The Incident Commander (IC) is solely responsible (within the confines of his or her authority) for establishing incident objectives and strategies. The IC is directly responsible for ensuring that all functional area activities are directed toward accomplishment of the strategy.²</p> |
|--|---|

Requirement

Explanation of Requirement

| | |
|-------------------------|---|
| <p>Prerequisite</p> | <p>Must be affiliated with a government organization; AHJ defines additional prerequisites.</p> |
| <p>Education</p> | <p>AHJ identifies minimum education requirements</p> |
| <p>Training</p> | <p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework (NRF), An introduction 5. ICS 300 – Intermediate Incident Command System 6. ICS 400 – Advanced Incident Command System 7. IS 701 – NIMS Multiagency Coordination System (MACS) Course 8. IS 775 – EOC Management and Operations 9. Hazardous Materials Awareness training or equivalent instruction to meet OSHA requirement 1910.120 |
| <p>Experience</p> | <p>Significant, ongoing experience related to the management of emergency incidents</p> |
| <p>License</p> | <p>None specified</p> |
| <p>Physical</p> | <p>Medical and Physical requirements established by AHJ</p> |
| <p>Additional Notes</p> | <p>None</p> |

² NIMS, December 2008, p. 51

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ESF 5 Personnel Credentialing

Discipline/Category

Description of Tasks Performed

| | |
|--|--|
| <p>Liaison Officer (KS_LNO)</p> | <p>The Liaison Officer is the Incident Command’s point of contact for representatives of other governmental agencies, NGOs, and the private sector (with no jurisdiction or legal authority) to provide input on their agency’s policies, resource availability, and other incident-related matters.³</p> |
|--|--|

Requirement

Explanation of Requirement

| | |
|-------------------------|--|
| <p>Prerequisite</p> | <p>Must be affiliated with a government organization</p> |
| <p>Education</p> | <p>AHJ identifies minimum education requirements</p> |
| <p>Training</p> | <p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework (NRF), An introduction 5. ICS 300 – Intermediate Incident Command System 6. IS 701 – NIMS Multiagency Coordination System (MACS) Course |
| <p>Experience</p> | <p>Significant, ongoing experience coordinating with representatives from various agencies and organizations during emergency situations, as well as experience in emergency management</p> |
| <p>License</p> | <p>None specified</p> |
| <p>Physical</p> | <p>Medical and Physical requirements established by AHJ</p> |
| <p>Additional Notes</p> | <p>None</p> |

³ NIMS, December 2008, p. 52

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Discipline/Category

Description of Tasks Performed

| | |
|---|---|
| Logistics Section Chief (KS_LOGSCHF) | The Logistics Section Chief is responsible for all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel. ⁴ |
|---|---|

Requirement

Explanation of Requirement

| | |
|------------------|---|
| Prerequisite | Must be affiliated with a government organization |
| Education | AHJ identifies minimum education requirements |
| Training | Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework (NRF), An introduction 5. ICS 300 – Intermediate Incident Command System 6. IS 703 – NIMS Resource Management 7. IS 775 – EOC Management and Operations 8. IS 807 – Emergency Support Function (ESF) #7 Logistics Management and Resource Support Annex |
| Experience | Significant, ongoing experience related to facilities, services, and material support, as well as experience in emergency management |
| License | None specified |
| Physical | Medical and Physical requirements established by AHJ |
| Additional Notes | None |

⁴ NIMS, December 2008, p. 107

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Discipline/Category

Description of Tasks Performed

| | |
|---|--|
| Operations Section Chief (KS_OPSCHF) | The Operations Section Chief directly manages all incident tactical activities and implements the incident action plan (IAP). ⁵ |
|---|--|

Requirement

Explanation of Requirement

| | |
|------------------|---|
| Prerequisite | Must be affiliated with a government organization |
| Education | AHJ identifies minimum education requirements |
| Training | Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework (NRF), An introduction 5. ICS 300 – Intermediate Incident Command System 6. IS 775 – EOC Management and Operations 7. Hazardous Materials Awareness training or equivalent instruction to meet OSHA requirement 1910.120 |
| Experience | Significant, ongoing operational experience in strategy and tactics related to the incident scenario (e.g., wildland fire, water rescue, confined space rescue, or HazMat incident) and experience in emergency management |
| License | None specified |
| Physical | Medical and Physical requirements established by AHJ |
| Additional Notes | None |

⁵ NIMS, December 2008, p. 97

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Discipline/Category

Description of Tasks Performed

| | |
|--|---|
| Planning Section Chief (KS_PLNSCHF) | The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, conducts Planning Meetings, and prepares the IAP for each operational period. ⁶ |
|--|---|

Requirement

Explanation of Requirement

| | |
|------------------|--|
| Prerequisite | Must be affiliated with a government organization |
| Education | AHJ identifies minimum education requirements |
| Training | Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework (NRF), An introduction 5. ICS 300 – Intermediate Incident Command System 6. IS 703 – NIMS Resource Management 7. Hazardous Materials Awareness training or equivalent instruction to meet OSHA requirement 1910.120 |
| Experience | Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management |
| Certification | None specified |
| License | None specified |
| Physical | Medical and Physical requirements established by AHJ |
| Additional Notes | None |

⁶ NIMS, December 2008, p. 103

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Discipline/Category

Description of Tasks Performed

| | |
|---|---|
| <p>Public Information Officer (KS_PIO)</p> | <p>The Public Information Officer is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.⁷</p> |
|---|---|

Requirement

Explanation of Requirement

| | |
|-------------------------|---|
| <p>Prerequisite</p> | <p>Must be affiliated with a government organization</p> |
| <p>Education</p> | <p>AHJ identifies minimum education requirements</p> |
| <p>Training</p> | <p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework (NRF), An introduction 5. ICS 300 – Intermediate Incident Command System 6. IS 29 – Public Information Officer Awareness 7. IS 42 – Social Media in Emergency Management 8. IS 702: National Incident Management System (NIMS) Public Information Systems 9. G290 – Basic Public Information Officer Course |
| <p>Experience</p> | <p>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</p> |
| <p>License</p> | <p>None specified</p> |
| <p>Physical</p> | <p>Medical and Physical requirements established by AHJ</p> |
| <p>Additional Notes</p> | <p>None</p> |

⁷ NIMS, December 2008, p. 52

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ESF 5 Personnel Credentialing

Discipline/Category

Description of Tasks Performed

| | |
|-------------------------------------|--|
| Safety Officer (KS_SFYO) | The Safety Officer monitors incident operations and advises the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. ⁸ |
|-------------------------------------|--|

Requirement

Explanation of Requirement

| | |
|------------------|---|
| Prerequisite | Must be affiliated with a government organization |
| Education | AHJ identifies minimum education requirements |
| Training | Completion of the following courses/curricula: <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200. – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework (NRF), An introduction 5. ICS 300 – Intermediate Incident Command System 6. Hazardous Materials Awareness training or equivalent instruction to meet OSHA requirement 1910.120 |
| Experience | Significant, ongoing safety experience in strategy and tactics related to the incident scenario (e.g., wildland or HazMat incident) and experience in emergency management. Significant experience in all phases of the response and recovery cycle |
| License | None specified |
| Physical | Medical and Physical requirements established by AHJ |
| Additional Notes | None |

⁸ NIMS, December 2008, p. 52

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ESF 5 Personnel Credentialing

Discipline/Category

Description of Tasks Performed

| | |
|---|---|
| <p>Staging Area Manager (STAGEMANGR)</p> | <p>The Staging Area Manager is responsible for checking in all incoming resources, dispatches resources at the Operations Section Chief's request, and requests Logistics Section support, as necessary, for resources located in the Staging Area.⁹</p> |
|---|---|

Requirement

Explanation of Requirement

| | |
|-------------------------|---|
| <p>Prerequisite</p> | <p>Must be affiliated with a government organization</p> |
| <p>Education</p> | <p>AHJ identifies minimum education requirements</p> |
| <p>Training</p> | <p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System 2. IS 200 – ICS for Single Resources and Initial Action Incidents 3. IS 700 – National Incident management System (NIMS), An introduction 4. IS 800 – National Response Framework, An Introduction |
| <p>Experience</p> | <p>Experience related to accounting for and dispatching resources (personnel and equipment)</p> |
| <p>Certification</p> | <p>None specified</p> |
| <p>License</p> | <p>None specified</p> |
| <p>Physical</p> | <p>Medical and Physical requirements established by AHJ</p> |
| <p>Additional Notes</p> | <p>None</p> |

⁹ NIMS, December 2008, p. 119

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ESF 5 Personnel Credentialing

Discipline/Category

Description of Tasks Performed

| | |
|---|---|
| <p>Technical Specialist (TECHSPEC)</p> | <p>Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.¹⁰</p> |
|---|---|

Requirement

Explanation of Requirement

| | |
|------------------|---|
| Prerequisite | None |
| Education | Not specified |
| Training | <p>Completion of the following courses/curricula:</p> <ol style="list-style-type: none"> 1. IS 100 – Introduction to Incident Command System (recommended) 2. IS 200 – ICS for Single Resources and Initial Action Incidents (recommended) 3. IS 700 – National Incident management System (NIMS), An introduction (recommended) 4. IS 800 – National Response Framework, An Introduction |
| Experience | Significant knowledge and experience in their related field |
| Certification | None specified |
| License | None specified |
| Physical | Medical and Physical requirements established by AHJ |
| Additional Notes | None |

¹⁰ NIMS, December 2008, p. 148