

# Georgia - National Incident Management System Incident Qualifications System

**(GA-NIMS IQS)**  
Qualifications System Guide  
MARCH 2013



**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE  
NATIONAL RESPONSE PLAN (excerpt)  
February 2003**

*Responsibilities and Tasks*

*The Secretary of Homeland Security (Secretary) is responsible for the implementation and management of NIMS. The heads of federal departments and agencies are responsible for adopting NIMS and for providing support and assistance to the Secretary.*

*By June 1, 2003, the Secretary of Homeland Security (Secretary), in consultation with federal departments and agencies and with state and local governments, shall develop a national system of standards and guidelines to implement the NIMS, including a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; training; identifying and managing resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources. The Secretary will establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including consultation with other federal departments and agencies and with state and local governments.*

*By August 1, 2003, all federal departments and agencies will adopt the NIMS for all emergency and incident management preparedness, response, and recovery activities including support for state or local entities. By August 1, 2003, the head of each federal department or agency shall submit a plan for implementation of NIMS to the Assistant to the President for Homeland Security, who will review these plans, in consultation with the Secretary, and certify to me that such plans effectively implement NIMS. The Secretary shall develop standards and guidelines for determining whether a state or local entity has adopted NIMS.*

*By September 1, 2003, the Assistant to the President for Homeland Security, in consultation with the departments and agencies, shall prepare a recommendation for a legislative proposal to make adoption of NIMS a requirement for state and local governments to receive federal assistance through grants, contracts, or other preparedness activities, or for receiving federal mutual aid assistance for response and recovery activities.*

*Beginning in Fiscal Year 2005, federal departments and agencies will make adoption of NIMS a requirement, to the extent permitted by law, for receiving federal assistance through grants, contracts, or other preparedness activities, or for receiving federal mutual aid assistance for response and recovery activities.*

**The purpose and intent of this guide is to positively implement requirements of this directive in the State of Georgia.**

**Table of Contents**

<b>Subject</b>	<b>Page Number</b>
<b>Introduction</b>	<b>4</b>
<b>Description of the System</b>	<b>5</b>
<b>Components and Responsibilities</b>	<b>6</b>
<b>Certification and Re-Certification</b>	<b>8</b>
<b>GEORGIA NIMS Incident Qualification System TYPE 2 &amp; TYPE 3 INCIDENT MANAGEMENT TEAMS</b>	<b>10</b>
<b>GIIMS POSITION QUALIFICATIONS Pre-Requisite Training</b>	<b>14</b>
<b>ICS POSITION DESCRIPTIONS AND RESPONSIBILITIES</b>	<b>15</b>
<b>Appendix</b>	
IMT Application	<b>48</b>
Chapter 3 of Title 38 of the Official Code of Georgia	<b>56</b>
National Emergency Responder Credentialing System FAQ	<b>59</b>
Position Task Book Design and Use	<b>63</b>

## **Georgia - National Incident Management System Incident Qualifications System**

### **A. INTRODUCTION**

The procedures for Incident Command System (ICS) qualifications in Georgia were adopted under agreement and sponsorship of the Georgia Interagency ICS Steering Committee and as mandated by Georgia law, OCG Chapter 3 of Title 38 of the Official Code of Georgia Annotated (Appendix A).

The purpose is for guidance and establishment of minimum standards for “*All-Risk-All Hazards*” emergency incident management. Personnel meeting the established minimum standards are qualified for mobilization beyond their home area, and agency jurisdiction, to inter-agency incidents within the State. Personnel meeting all requirements of the National Incident Management System (NIMS) standards will be eligible for mobilization as a national resource in qualified positions. There are four distinct levels of certification:

### **ICS QUALIFICATION LEVELS**

#### **NATIONAL**

Type 2 or Type 1 Incident Management Team  
Qualified for National Mobilization in ICS position

#### **REGION**

Type 2 Incident Management Team  
Inter-State Incident Management Team (EMAC)

#### **STATE**

Type 3 or Type 2 Incident Management Team  
GA-NIMS Incident Qualification System  
Inter-Agency Incident Management Teams for State Response

#### **AGENCY**

Type 5 – 4 Initial Response  
Specific to Agency Having Jurisdiction  
Modeled upon GA-NIMS IQS guidelines

This guide will not address individual agency requirements but is focused on quantifying Type 3-2 Incident Management Team (IMT) positions. It is encouraged to use these guidelines as a model for developing agency specific ICS programs to allow compatibility with this statewide initiative, and to effectively develop candidates for an inter-agency IMT pool.

Personnel, who are certified in a position prior to the implementation of these standards, may retain certification at the discretion of their agency. To qualify in any other positions, the individual must meet the standards identified.



This system is designed to:

1. Establish minimum interagency training, skills, knowledge, experience and physical standards (if required), for all-risk incident management positions. Standards may be augmented to meet specific needs within an agency.
2. Hold to a minimum of required training and allow for the development and acceptance of skills and knowledge gained outside of the formal classroom environment.
3. Eliminate redundancy, confusion and conflicts between agencies and other ICS training disciplines and programs.
4. Simplify and combine multiple qualification procedures and /or documentation requirements related specifically to NIMS-ICS, and to provide ease of use and a common system for field users.

## B. DESCRIPTION OF THE SYSTEM

GA-NIMS IQS is a “performance based” system modeled after the framework of the National Incident Management System (NIMS), National Fire Protection Association (NFPA) and National Wildfire Coordinating Group (NWCG) qualification guidelines. Specific requirements were identified and merged where applicable to insure equivalency of job, training and skill qualifications already in use by public safety agencies in Georgia.

In this system, the primary criteria for qualification, is individual performance as observed and documented through evaluations and using approved standards in a “Position Task Book”.

In a Performance Based System:

- Qualification is based upon demonstrated performances as measured on actual emergency incidents, daily job activities, simulated exercises, planned events and classroom training activities and situations.
- Personnel who have learned skills and qualifications and/or accreditations from sources such as structural fire, EMS, law enforcement, search and rescue, national guard, HAZMAT, etc., may not be required to complete specific courses, or repeat training to qualify, but will be required to complete a position specific task book which demonstrates prior experience and competency in a position.

C. COMPONENTS

1. Position Task Books (PTB). Contain all critical tasks, which are required to perform the job. PTBs are in a format, which allows for documentation of a trainee's ability to perform and demonstrate each critical task. Tasks pertaining to tactical decision-making and safety are flagged and require position performance in a trainee position on an actual incident situation. Other tasks may be evaluated through other means such as simulations, daily job, or other emergency/non-emergency situations. Successful completion and evaluation of all required tasks for the position will be the basis for recommending certification in the position.
2. Training Courses. Provide the knowledge and skills required to prepare an individual to perform in an identified position and complete a PTB. The course is specific to provide a direct link between training and job performance.
3. Agency Certification. Documentation is the responsibility of the employing agency attesting that the individual is qualified to perform in the specified position. Recommendation for qualification is submitted to the credentialing authority to issue official recognition for the position.

D. RESPONSIBILITIES

Each agency is responsible for selecting trainees, making trainees available for training and qualification development, ensuring proper use of position task books, insuring ethical and adequate evaluations, and recommending certification of trainees.

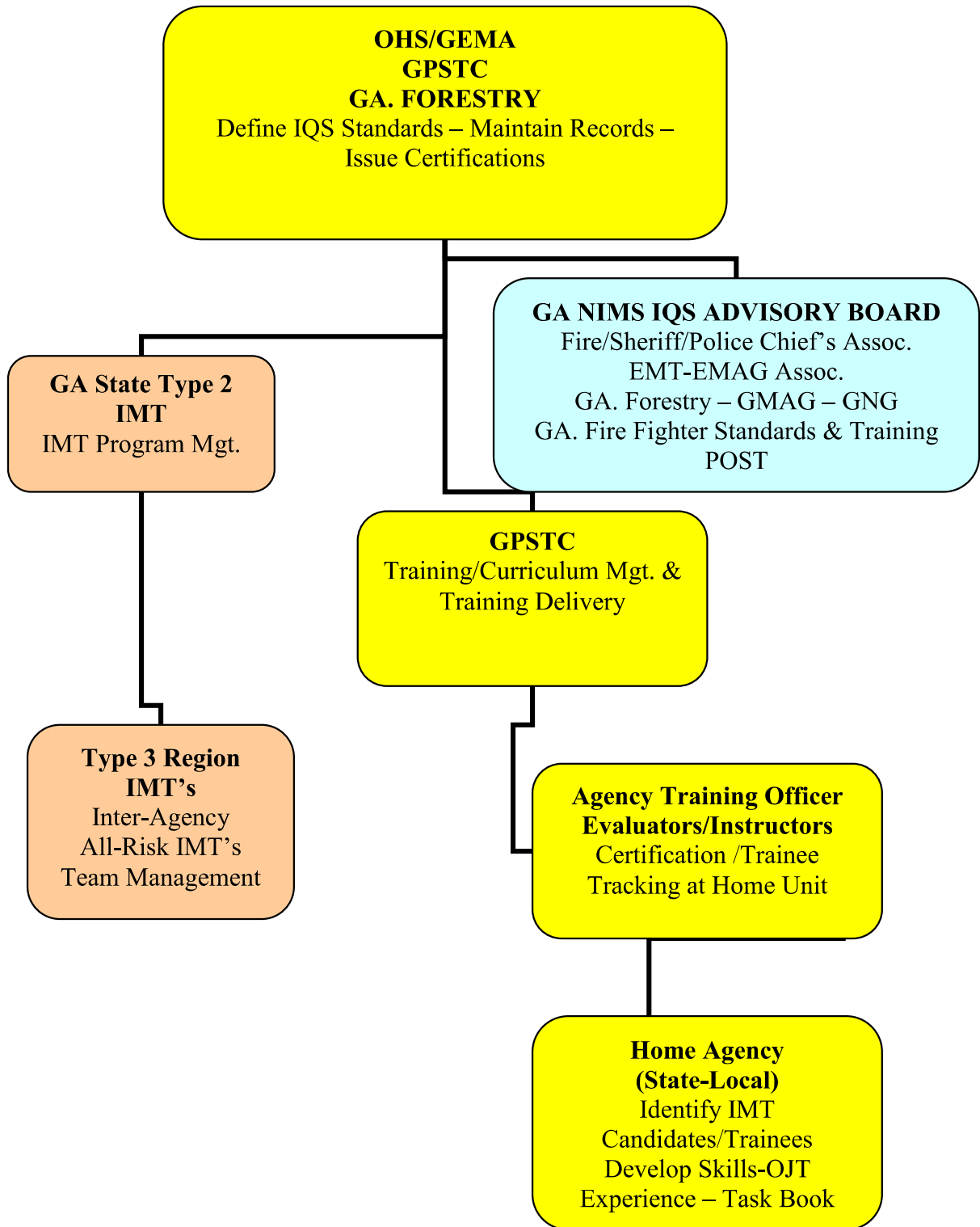
The individual is responsible for completing required training courses, completing the required PTB, and showing proof of qualification on an incident.

Administrative responsibility and managerial oversight of the GA-NIMS IQS training and qualification process for all-risk incident management positions has been delegated to the following State agencies:

Georgia Public Safety Training Center – Office of Homeland Security-GEMA  
Georgia Forestry Commission

The certification management flow chart on the following page provides an overview of the qualification and certification management process.

**GA-NIMS Incident Qualification System Management Flow Chart**



## CERTIFICATION AND RE-CERTIFICATION

Each agency is responsible for maintaining and certifying the currency and qualifications of its personnel based upon the requirements of this guide.

Completion of required training alone does not guarantee that an individual is qualified to perform in an Incident Management position. Subjective evaluation by appropriate agency officials of an individual's performance capability is a key component. The "quality" of experience in a given position should be a factor before making a determination for advancement to a higher position. It is recommended that sufficient "trainee assignments" are experienced before certification; and that several assignments be experienced in the certified position before an individual begins advancement to a higher qualification position.

Certification and re-certification is a responsibility of the employing agency based on their own judgment, evaluation of the individual's performance, and quality of experience.

Agencies shall not certify private contractors (CIVILIANS) except where formal agreements are in place. Clauses in formal agreements with contractors must include stipulations that specify the contractor meets GA-NIMS IQS standards if filling a qualifying position.

Contractors/Civilians (such as retired emergency mgt. personnel, professionals and volunteers) are encouraged to participate in GA-NIMS-IQS, but must be "sponsored" by a statutory public entity. Such sponsorship requires a "contract" or Memorandum of Understanding (MOU) with the individual.

### E. CURRENCY REQUIREMENTS

The maximum time allowed for maintaining currency in all State IMT positions is 5-years without performance in the position. Currency can be otherwise maintained as follows:

1. Performance in the qualified position will re-certify in the position for 5-years from the date of incident experience.
2. Performance in a higher qualified position as trainee; maintains currency of subordinate positions within the same tier.

### F. REQUIRED TRAINING

Required training and prerequisite experience cannot be challenged unless identified equivalency has been established, and verified in the individual's history and experience. The process of demonstrating abilities to perform the position is the completion of a position task book. Agency equivalent courses may be substituted for required courses when learning and subsequent performance objectives meet or exceed GA-NIMS IQS objectives.

G. ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

The knowledge and skills necessary for position performance are provided in the identified NIMS training courses and position specific task books, but may also be acquired through on-the-job training, prior experience and formal training provided by one's own agency.

An individual must have an opportunity to acquire the knowledge and skills necessary to perform the tasks of a position before certification; and/or accepting a "qualified" position performance assignment. This is the responsibility of the employing agency.

H. PHYSICAL FITNESS GUIDELINES

Personnel must meet any established physical fitness guidelines for relevant ICS positions they intend to fill.

I. REVIEW AND UPDATE OF THE GA-NIMS IQS QUALIFICATION GUIDELINES

In order to maintain currency, it is recognized that qualifications guidelines must be open to revision as necessary and appropriate. Users of this system will submit proposed revisions through proper agency officials to the GA NIMS IQS Credentialing Authority. The Authority will annually review comments received and determine need for revision upon consultation with subject matter experts, participating agencies, and others as appropriate. Recommendation for adoption or rejection will be forwarded to the GA-NIMS IQS Advisory Board for final resolution.

J. POSITION CATEGORIES

Three types of positions are addressed by the GIIMS guidelines.

1. ICS POSITIONS. Any position found on the ICS organizational chart in the Operational System Description Appendix-1. Training may include required "I", "S" courses and / or job aids or agency specific equivalencies that are accepted as "equivalent" knowledge and skills needed.
2. TECHNICAL SPECIALIST POSITIONS. Personnel with unique skills or expertise certified in their field or profession. May be used anywhere within the incident organization. No minimum qualifications are identified in this guide. For purposes of orientation, it is recommended that technical specialists complete "Introduction to ICS" (I-100) and IS-700 as a minimum.
3. GA-NIMS IQS POSITIONS. Positions unique to, and necessary, for state of Georgia inter-agency incident operations.

K. GEORGIA INTERAGENCY TYPE 2 & TYPE 3 TEAMS

To become eligible to participate on a State of Georgia Type 2 IMT, any person filling a position as the Incident Commander, Command Staff or General Staff - Section Chief positions, must complete pre-requisite NIMS ICS training to the I-400 level, plus, the Command and General Staff (S-420) or equivalent training course. Prerequisite training and experience for the position must also be evident and / or demonstrated under the standards identified in the position task book (PTB).

Personnel filling Leader, Unit, and Supervisor or Manager positions must complete prerequisite training and experience standards; and Position Task Book; to qualify in the position.

To become eligible to participate on a Georgia Type 3 IMT, any person filling a position as Incident Commander, Command Staff, General Staff or Section Chief, must complete NIMS ICS prerequisite training to the **I-400 level** and experience for the position must also be evident and / or demonstrated under the standards identified in the position task book (PTB).

Personnel filling Leader, Unit, Supervisor or Manager positions must complete Introduction to **ICS (I-100) (I-200) IS-700, IS-800 and NIMS ICS prerequisite training to the ICS (I-300) level**, and qualify for the position. It is acceptable to utilize trainee personnel if they have the prerequisite training and have been issued an appropriate task book for the position.

All recommendations for certification will follow NIMS/ICS guidelines and principles, and established training/certification procedures of the employing agency.

IMT Certifications will be issued by the Georgia Forestry Commission as approved by the GA-NIMS IQS credentialing authority (GA Public Safety Training Center; Office of Homeland Security/GA Emergency Management Agency; GA Forestry Commission) .

Positions to be filled on Type 2 and Type 3 IMT's can be found in the following 2 organization tables.

**Official application form to GEMAS Type 3 IMT's can be found in Appendix of this guide.**

## GA-NIMS IQS Type 2 Incident Management Team

Short Team (\*Command/General Staff) – total of 10 positions - Long Team – additional 17 positions - Trainees – maximum of 6 positions - Total number of positions – maximum of 33 on deployment

ICS Position	Primary	Alternate	Trainee	Agency Reps.
<b>Command and Staff</b>				
Incident Commander*				Note: Unified IC filled from Jurisdictional agency – Liaison from Local EMA
Liaison Officer*				
Safety Officer* (2 required)				
Information Officer*				
<b>Operations</b>				
Operations Section Chief*				
Deputy Operations Section Chief				
Air Ops Branch Director*				
Air Support Group Supervisor				
Helicopter Manager				
Division / Group Supervisor (4 required)				
<b>Plans</b>				
Planning Section Chief*				
Resources Unit Leader (2 required)				
Situation Unit Leader				
<b>Logistics</b>				
Logistics Section Chief*				
Supply Unit Leader				
Facilities Unit Leader				
Ground Support Unit Leader				
Communications Unit Ldr				
Ordering Manager				
<b>Finance</b>				
Finance Section Chief*				
Time Unit Leader				
Procurement Unit Leader				
Comp/Claims Unit Leader				
Cost Unit Leader				

**L. GA-NIMS IQS Type 3 Incident Management Team**

(\* = Type 3 IMT 15 Positions) No specified number of trainees if allowed.

ICS Position	Primary	Alternate	Trainee	Agency Reps.
<b>Command and Staff</b>				
*Incident Commander Unified IC from Local Jurisdictional Agency				Note: Unified IC filled from Jurisdictional agency –
*Deputy Incident Commander				
Liaison Officer (From Local EMA)				Liaison from Local EMA
*Safety Officer (1 required on Type 3 IMT)				
Information Officer (From Local Jurisdiction)				Information Officer from local jurisdiction
<b>Operations</b>				
*Operations Section Chief				Local (Deputy)
*Division Supervisor				
*Division Supervisor				
<b>Plans</b>				
*Planning Section Chief				Local (Deputy)
*Resources Unit Leader				
*Situation Unit Leader				
<b>Logistics</b>				
*Logistics Section Chief				Local (Deputy)
*Supply Unit Leader				
*Facilities Unit Leader				
Communications Unit Ldr.				(Only if needed)
*Ground Support Unit Leader				



GA-NIMS IQS – MARCH 2013

<b>Finance</b>				
*Finance Section Chief				
*Time Unit Leader				

## GA-NIMS IQS – MARCH 2013

### M. GA-NIMS IQS POSITION QUALIFICATION

Final GA-NIMS IQS Guide will include similar specific training, pre-requisites, equivalencies and qualifications requirements for each position.

#### INCIDENT COMMAND SYSTEM NATIONAL TRAINING CURRICULUM

GA-NIMS IQS training and curriculum requirements are found on the following page. Upon final determination, any past or present *equivalent course* will also be listed in a similar or “cross-walk” matrix.

**GA-NIMS IQS – MARCH 2013**

The table below indicates (X) pre-requisite ICS training course requirements for various levels of ICS/IMT qualification. Any applicant to a State Type 2-3 IMT must have completed pre-requisite training as indicated.

Module# Courses and Titles	Est. Hours	Type 2 State Team	Type 3 Region Team	Public Safety Agencies	Other State Govt.	Other Local Govt.
<b>I – 100 Introduction to ICS</b>						
1 ICS Orientation	2	X	X	X	X	X
Total I-100 Hrs.	2					
<b>I-200 Basic ICS</b>						
1 Principles and Features of ICS	2	X	X	X	Suggest	Suggest
2 Organizational Overview	4	X	X	X	Suggest	Suggest
4 Incident Facilities	2	X	X	X	Suggest	Suggest
5 Incident Resources	2	X	X	X	Suggest	Suggest
6 Common Responsibilities	2	X	X	X	Suggest	Suggest
Total I-200 Hrs.	12					
<b>I-300 Intermediate ICS</b>						
7 Organization and Staffing	6	X	X			
8 Organizing for Incident or Events	5	X	X			
9 Incident Resources Management	4	X	X			
10 Air Operations	4	X	X			
11 Incident and Event Planning	8	X	X			
Total I-300 Hrs.	27	X	X			
*I-400 levels required for all Command And General Staff						
<b>I-400 Advanced ICS</b>						
12 Command and General Staff	6	X	X			
13 Unified Command	6	X	X			
14 Major Incident Management	4	X	X			
15 Area Command	6	X	X			
Total I-400 Hrs.	22					
<b>I-401 Multi-Agency Coordination</b>						
16 Multi-Agency Coordination	4	X	X	GEMA	Suggest	Suggest
Total I-401 Hrs.	4					
<b>I-402 ICS for Executives</b>						
17 ICS for Executives	2			Suggest	Suggest	Suggest
Total I-402	2					
<b>S-420 Command and General Staff</b>						
State Team Command Staff	36	X				
<b>Total All Modules</b>	69					

## GA-NIMS IQS

2006

(Revised 2013)

### **Incident Command System Qualifications Guide**

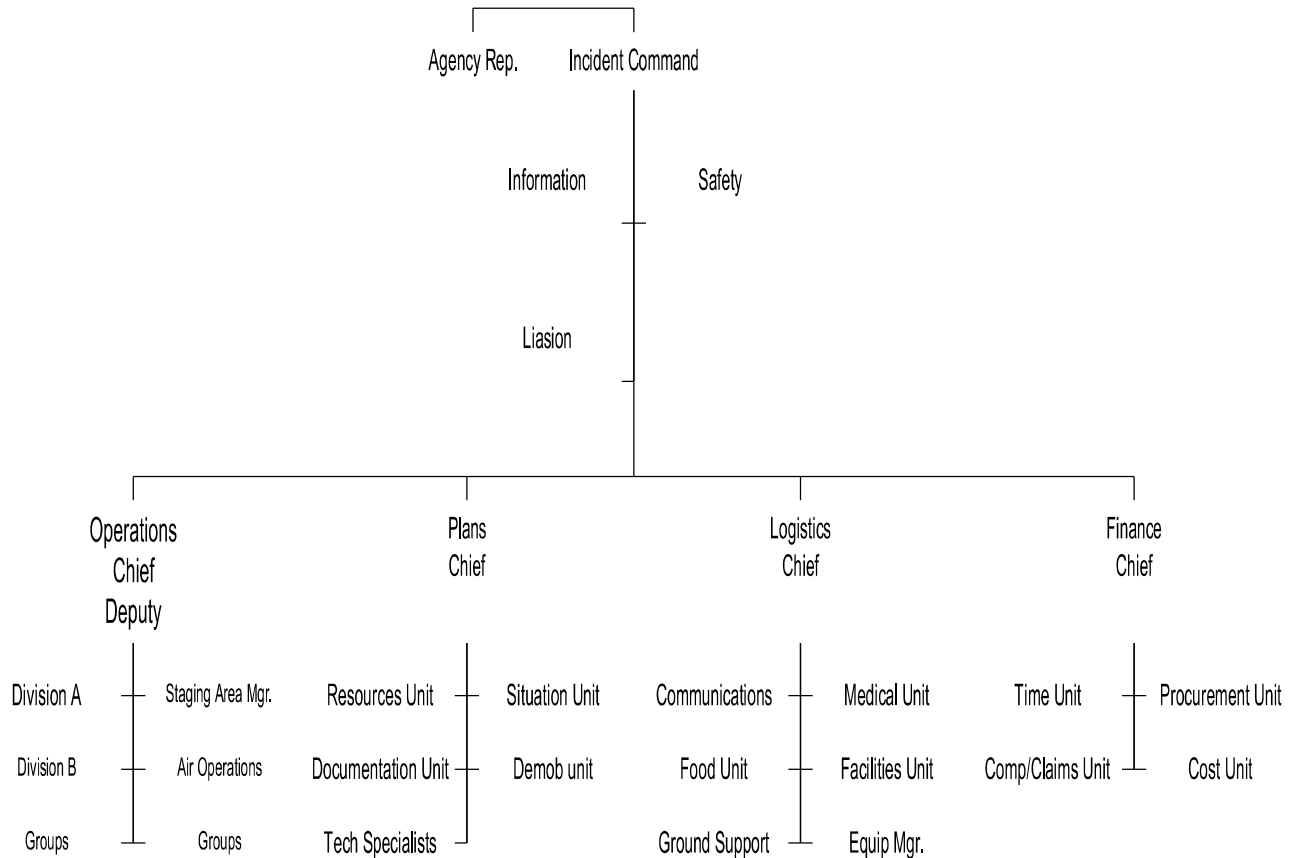
#### **ICS POSITION DESCRIPTIONS AND RESPONSIBILITIES**

Provides a comprehensive description of position responsibilities within each section of the ICS.

Any applicant for a Type 3 or Type 2 IMT should be familiar with position requirements before applying – and utilize positions descriptions and requirements in determining consideration for positions application,

Supervisor, or host/sponsor agency official must concur on application.

# Incident Command System



## Introduction

The ICS organization develops around five major functions that are required on any incident whether it is large or small. For some incidents, and in some applications, only a few of the organization's functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need.

ICS establishes lines of supervisory authority and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

The following are the major responsibilities and duties of all ICS positions. Individual agencies may have additional responsibilities and agency specific duties.

## I. Incident Commander and Command Staff

### A. Incident Commander

The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

Responsibilities:

- Assess the situation and/or obtain a briefing from the prior Incident Commander.
- Determine Incident Objectives and strategy.
- Establish the immediate priorities.
- Establish an Incident Command Post.
- Establish an appropriate organization.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.

### B. Command Staff

#### 1. Information Officer

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. **When possible use local personnel to fill this position due to local knowledge of social and media contacts.**

Responsibilities:

Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Information Officer, which would generally apply on any incident:

- Determine from the Incident Commander if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain Incident Commander's approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- Maintain Unit Log.

## **2. Liaison Officer and Agency Representatives**

### **a. Liaison Officer**

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

The Liaison Officer position is expected to be filled from the local area, or jurisdictional agency having legal responsibility for the nature of the incident. This position will not normally be a component of a standing GIIMS team.

The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

**When possible use local personnel to fill the Liaison officer Position. Local personnel will know of important contacts and local political concerns.**

Liaison Officer major responsibilities and duties:

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Maintain Unit Log.

## **b. Agency Representatives**

In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts.

An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident.

Agency Representatives report to the Liaison Officer, or to the Incident Commander in the absence of a Liaison Officer.

Responsibilities:

- Ensure that all agency resources are properly checked-in at the incident.
- Obtain briefing from the Liaison Officer or Incident Commander.
- Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- Attend briefings and planning meetings as required.
- Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
- Ensure the well being of agency personnel assigned to the incident.
- Advise the Liaison Officer of any special agency needs or requirements.
- Report to home agency dispatch or headquarters on a prearranged schedule.
- Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are complete prior to departure.
- Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.



### **3. Safety Officer**

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

Responsibilities:

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the Incident Action Plan for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Assign assistants as needed.
- Review and approve the medical plan.
- Maintain Unit Log.

### **III. The ICS General Staff Positions**

The General Staff consists of the following positions:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

#### **A. Operations Section**

##### **1. Operations Section Chief**

Responsibilities:

- Manage tactical operations. Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
  - Request resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS 215).
- Assist in development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
  - Maintain close contact with subordinate positions.
  - Ensure safe tactical operations.
- Request additional resources to support tactical operations.
- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action Plan during the Operational Period as necessary.

- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

## **2. Branch Director (Branches may be functional or geographic)**

Responsibilities:

- Obtain briefing from the Operations Section Chief.
- Supervise Branch operations.
- Develop alternatives for Branch control operations.
- Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.
- Be prepared to attend incident planning meetings at the request of the Operations Chief.
- Review Division/Group assignments within the Branch and report status to the Operations Section Chief.
- Assign specific work tasks to Division/Group Supervisors.
- Monitor and inspect progress and make changes as necessary.
- Resolve logistics problems reported by subordinates.
- Maintain Unit Log.

## **3. Division/Group Supervisor**

Responsibilities:

- Obtain briefing from the Operations Section Chief or appropriate Operations Branch Director.
- Review assignments with subordinates.
- Inform Resource Unit (if established) of status changes of resources assigned to the Division/Group.
- Coordinate activities with adjacent Divisions/Groups.
- Monitor and inspect progress and make changes as necessary.
- Keep supervisor informed of situation and resources status.
- Resolve tactical assignment and logistics problems within the Division/Group.
- Keep supervisor informed of hazardous situations and significant events.
- Ensure that assigned personnel and equipment get to and from there assignments in a timely and orderly manner.
- Maintain Unit Log.

#### **4. Task Force/Strike Team Leader**

Responsibilities:

- Obtain briefing from supervisor (Division/Group Supervisor, Operations Section Chief, or Incident Commander, depending upon how the incident is organized).
- Review assignment with subordinates and assign tasks.
- Travel to and from active assignment area with assigned resources.
- Monitor and inspect progress and make changes as necessary.
- Coordinate activities with adjacent Task Force/Strike Team, single resources, or with a functional group working in the same location.
- Keep supervisor advised of situation and resource status.
- Retain control of assigned resources while in available or out-of-service status.
- Maintain Unit Log.

#### **5. Single Resource**

The person in charge of a single tactical resource will carry the unit designation of the resource.

Responsibilities:

- Obtain briefing from the Division/Group Supervisor or Task Force/Strike Team Leader.
- Review assignments.
- Obtain necessary equipment/supplies.
- Review weather/environmental conditions for assignment area.
- Brief subordinates on safety measures.
- Monitor work progress.
- Ensure adequate communications with supervisor and subordinates.
- Keep supervisor informed of progress and any changes.
- Inform supervisor of problems with assigned resources.
- Brief relief personnel, and advise them of any change in conditions.
- Return equipment and supplies to appropriate unit.
- Complete and turn in all time and use records on personnel and equipment.

## **6. Staging Area Manager**

The Staging Area manager reports to the Operations Section Chief or to the Incident Commander if the Operations Section Chief position has not been filled.

Responsibilities:

- Establish layout of Staging Area.
- Post areas for identification and traffic control.
- Provide check-in for incoming resources.
- Determine required resource reserve levels from the Operations Section Chief or Incident Commander.
- Advise the Operations Section Chief or Incident Commander when reserve levels reach minimums.
- Maintain and provide status to Resource Unit of all resources in Staging Area.
- Respond to Operations Section Chief or Incident Commander requests for resources.
- Request logistical support for personnel and/or equipment as needed.
- Maintain Staging Area in an orderly condition.
- Demobilize or move Staging Area as required.
- Maintain Unit Log.

## **7. Air Operations Branch Director**

Responsibilities

- Obtain briefing from Operations Section Chief.
- Organize preliminary Air Operations.
- As appropriate, initiate request for temporary flight restrictions.
- Participate in the preparation of the Incident Action Plan.
- Perform Operational Planning for Air Operations.
- Prepare and distribute the Air Operations Summary Worksheet (ICS Form 220).
- Supervise air operations branch personnel and coordinate with incident and off-incident personnel and agencies.
- Evaluate helibase locations.
- Establish procedures for emergency reassignment of aircraft.
- Schedule approved flights of non-incident aircraft into the incident area.
- Evaluate requests for non-tactical use of incident aircraft.
- Resolve conflicts concerning non-incident aircraft involved in incident over-flights.
- Monitor for accidents or special incidents.
- Maintain Unit Log.

**a. Air Tactical Group Supervisor**

Responsibilities:

- Check-in and receive incident assignment (usually via radio).
- Obtain briefing from Air Operations Branch Director or Operations Section Chief. If possible, obtain a copy of the current Incident Action Plan.
- Determine type and quantity of aircraft (fixed-wing and helicopters) operating on the incident; report to Air Operations Branch Director.
- Determine potential availability of additional aircraft resources and their approximate flight time to the incident.
- Make recommendations to Air Operations Branch Director regarding adequacy of available aircraft to accomplish incident objectives.
- Based upon the Incident Action Plan, manage all air tactical activities.
- Establish and maintain communications with (as appropriate):
  - Pilots
  - Air Operations
  - Helicopter Coordinator
  - Air Tanker/Fixed-Wing Coordinator
  - Air Support Group (e.g., Helibase Manager)
  - Fixed-wing bases
- Coordinate flights in restricted air space by non-incident aircraft or non-tactical flights (flight approval to be granted by the Air Operations Branch Director).
- Report on violations of restricted air space area by non-incident aircraft.
- Receive briefing from the Air Operations Branch Director on air traffic external to the incident.
- Recommend tactical strategy to approved ground contact (Operations Section Chief, Branch Director, or Division/Group Supervisor).
- Advise Air Operations Branch Director of tactical recommendations, and keep the Director updated on all air activities.
- Report conflicts or potential conflicts in the air traffic control system caused by incident air activities.
- Report accidents and incidents to the Air Operations Branch Director.
- Supervise the Helicopter Coordinator and the Air Tanker/ Fixed-Wing Coordinator.

## 1. Helicopter Coordinator

### Responsibilities:

- Check-in and receive incident assignment.
- Obtain briefing from the Air Tactical Group Supervisor or Air Operations Branch Director.
- Determine type and quantity of aircraft (fixed-wing and helicopter) operating within incident assignment area; report to the Air Tactical Group Supervisor.
- Determine whether available helicopters are capable of accomplishing incident objectives; report to the Air Tactical Group Supervisor.
- Survey and report on potential problems within incident assignment area (other aircraft hazards, ground hazards, etc.).
- Coordinate air traffic control procedures with:
  - Pilots
  - Air Operations Branch Director
  - Air Tactical Group Supervisor
  - Air Tanker/Fixed-Wing Coordinator
  - Air Support Group (usually Helibase Manager)
- Coordinate the use of communications frequencies for ground-to-air and air-to-air communications with:
  - Air Tactical Group Supervisor
  - Incident Communications Unit
  - Local agency dispatch center (as necessary)
- Assign and ensure use of appropriate operating frequencies by incident helicopters. Frequencies will be in the Incident Communications Plan or established by the Air Tactical Group Supervisor.
- With the Air Tactical Group Supervisor, coordinate and make geographical assignments for helicopter operations.
- Implement and monitor all air safety requirements and procedures.
- Ensure that approved night flying procedures are being followed.
- Supervise all helicopter activities:
  - Receive assignments
  - Brief pilots
  - Assign missions
  - Report on mission completion; reassign as directed

- Coordinate activities with:
  - Air Tactical Group Supervisor
  - Air Tanker/Fixed-Wing Coordinator
  - Air Support Group Supervisor
  - Ground Personnel
- Maintain continuous observation of assigned area and inform Air Tactical Group Supervisor of problems or potential problems (e.g., aircraft malfunction, maintenance difficulties).
- Request equipment or assistance as needed.
- Immediately report accidents or incidents to Air Tactical Group Supervisor and Air Operations Branch Director.
- Maintain records of activities.

## **2. Air Tanker/Fixed-Wing Coordinator**

### Responsibilities:

- Check-in and receive incident assignment (usually via radio).
- Obtain briefing from Air Tactical Group Supervisor or Air Operations Branch Director.
- Determine type and quantity of aircraft (fixed-wing and helicopter) operating within incident area of assignment.
- Determine fixed-wing aircraft capabilities and limitations.
- Maintain continuous observation of assigned area and inform Air Tactical Group Supervisor of problems or potential problems (e.g., hazards, aircraft malfunctions, maintenance difficulties).
- As needed, coordinate air traffic control procedures with:
  - Pilots
  - Air Operations
  - Air Tactical Group Supervisor
  - Helicopter Coordinator
  - Air Support Group (usually Helibase Manager)
- Coordinate the use of communications frequencies for ground-to-air and air-to-air communications with:
  - Air Tactical Group Supervisor
  - Incident Communications Unit
  - Local agency dispatch center
- Implement all air safety requirements and procedures.
- Supervise all fixed-wing aircraft activities:
  - Receive assignments
  - Brief pilots
  - Assign missions
  - Report on mission completion; reassign as directed

- Coordinate activities as appropriate with:
  - Air Tactical Group Supervisor
  - Helicopter Coordinator
  - Ground operations personnel
- As necessary, provide information to ground resources.
- Request equipment or assistance as needed.
- Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
- Maintain records of activities.

Major functions performed at helibases, helispots, and air bases include:

- Providing fuel and other supplies.
- Maintenance and repair of aircraft (not at helispots).
- Supplies, equipment and personnel loading and offloading.
- Retardant mixing and loading.
- Maintaining records of aircraft activity.
- Enforcement of safety regulations. Helibase or helispot managers, under the direction of the Air Support Group Supervisor, are responsible for all helicopters on the ground and during take-off and landing.

#### **b. Air Support Group Supervisor**

Responsibilities:

- Check in and obtain briefing from Air Operations Branch Director or Operations Section Chief.
- Review Incident Action Plan and Air Operations Summary Worksheet (prepared by Air Operations Branch Director).
- Provide input to Air Operations Branch Director for incident planning.
- Keep the Air Operations Branch Director updated on Air Support Group activities.
- Identify resources/supplies on order for Air Support Group; review adequacy of retardant and dust abatement chemicals for use at helibases and helispots.
- Request special air support items from Logistics Section.
- Working with the Air Operations Branch Director, identify helibase and helispot locations, taking into consideration: Safety -- Is the facility safe for operation? Are approach and departure routes clear of obstructions? Flight routes -- Do helicopters fly over residential areas? Will locations allow expansion and 24-hour operations? Are adequate and easily accessible fuel, maintenance, safety and support resources in close proximity to the base?
- If helibases are located adjacent to major roads, determine need for traffic control and implement control measures.
- Determine personnel and equipment needs at each helibase and helispot; review with the Air Operations Branch Director.
- Monitor and ensure compliance with each agency's requirements for day and night operations.
- Inform Air Operations Branch Director of night flying capability.
- Coordinate special requests for air logistics.
- Coordinate with airbases supporting the incident.



- Obtain assigned ground-to-air frequency for helibase and helispot operations from communications Plan (ICS Form 205) or Communications Unit Leader.
- Ensure the establishment and activation of air traffic control procedures between helibase and helispots and the Air Tactical Group Supervisor, Helicopter Coordinator, and Air Tanker/Fixed-Wing Coordinator.
- Supervise the implementation of dust abatement procedures at helibase and helispots.
- Provide crash/rescue service for helibases and helispots.
- Maintain Unit Log.

## 1. Helibase Manager

### Responsibilities:

- Receive briefing from the Air Support Group Supervisor.
- Review Incident Action Plan, including Air Operations Summary Worksheet (ICS Form 220).
- Participate in Air Support Group planning.
- Upon reporting to assigned helibase, brief pilots and assigned personnel.
- Keep Air Support Group Supervisor updated on helibase activities.
- Ensure that helibase is adequately posted and cordoned.
- Manage resources/supplies dispatched to helibase; as needed, order additional resources from Air Support Group Supervisor.
- Coordinate air traffic control procedures at the helibase with:
  - Pilots
  - Air Support Group Supervisor
  - Air Tactical Group Supervisor
  - Helicopter Coordinator
  - Takeoff and Landing Controller
- Post copies of work schedule and other organizational information at each helibase, including assigned radio frequencies and helispot organization.
- Supervise loading operations, including any retardant mixing that might be required.
- Supervise helicopter fueling, maintenance, and repair services.
- Supervise manifesting and loading of personnel and cargo.
- Ensure that dust abatement procedures are in use at helibases and helispots.
- Ensure that adequate security is in place at each helibase and helispot.
- Ensure that crash/rescue services are provided for the helibase.
- Respond to special requests for air logistics.
- Supervise the maintenance of all agency records, including reports of helicopter activities, Check-In List (ICS Form 211) and Unit Log (ICS Form 214).
- Solicit and record pilot input concerning selection and adequacy of helispots, communications, air traffic control, operational concerns, and safety problems.

## 2. Helispot Manager

### Responsibilities:

- Receive briefing from Helibase Manager.
- Review Incident Action Plan, including Air Operations Summary Worksheet (ICS Form 220).
- Report to assigned helispot.
- Review and take steps to alleviate potential hazards/problems, including:
  - Adequate dust control
  - Debris that may blow into rotor systems
  - Excessively steep touchdown slope
  - Insufficient rotor clearance
- Coordinate with pilots for safe and efficient landing and takeoffs, and loading and unloading.
- Manage all resources/supplies assigned to helispot.
- As needed, request special air support items from Helibase Manager.
- Keep Helibase Manager informed of all helispot activities.
- As needed, coordinate air traffic control and communications with:
  - Pilots
  - Helibase Manager
  - Helicopter Coordinator
  - Air Tanker/Fixed-Wing Coordinator
  - Air Tactical Group Supervisor
- Ensure the availability of crash/rescue resources.
- Supervise or perform retardant or other resource loading.
- Manifest and load personnel and cargo as required.
- Maintain agency records and reports regarding helicopter activities.

### **3. Deck Coordinator**

Responsibilities:

- Receive briefing from Helibase Manager.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Establish and mark landing pads.
- Establish emergency landing areas.
- Ensure that crash/rescue procedures are fully understood by deck personnel.
- Ensure that deck area and emergency landing areas are posted.
- Review adequacy of personnel to safely load and unload personnel and cargo; order additional staff as needed.
- Supervise deck management personnel (Loadmasters and Parking Tenders).
- Ensure that all assigned personnel are posted to the daily organization chart.
- Maintain vehicle control procedures.
- As needed, perform or supervise dust control procedures.
- Ensure proper manifesting and load calculations.
- Ensure that air traffic control is coordinated with the Landing and Takeoff Coordinator.
- Maintain appropriate agency records.

### **4. Loadmaster**

Responsibilities:

- Obtain briefing from Deck Coordinator.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Ensure the proper posting of loading and unloading areas.
- Manifest and load personnel and cargo; supervise loading and unloading crews.
- Review crash/rescue procedures with loading and unloading crews.
- Ensure that sling load equipment is safe.
- Coordinate with Takeoff and Landing Controller.

## **5. Parking Tender**

Responsibilities:

- Receive briefing from the Deck Coordinator.
- Supervise landing pad activities (e.g., personnel and helicopter movement, vehicle traffic, etc.).
- Review crash/rescue procedures.
- Tend fire extinguisher during any fueling operations.
- Ensure that any required agency procedures and checklists are being followed.
- Review safety procedures with passengers.
- Ensure that the landing pad is properly marked and maintained (e.g., dust/debris abatement).
- Ensure that helicopter pilot support needs are met.
- Check personnel seatbelts, cargo restraints and helicopter doors.

## **6. Take-off and Landing Controller**

Responsibilities:

- Receive briefing from Helibase Manager.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Perform thorough check of radio system.
- Coordinate helicopter flight routes and patterns with Helibase Radio Operator.
- Maintain communications with all incoming and outgoing helicopters.
- Maintain constant communications with Helibase Radio Operator.
- Coordinate with Deck Coordinator and Parking Tender prior to commencing operations and during operations.

## **7. Helibase Radio Operator**

### Responsibilities:

- Receive briefing from Helibase Manager.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Establish helibase communication system.
- Ensure that orders/communications from Air Operations Branch Director are relayed to Helibase Manager.
- Verify daily radio frequencies with Helibase Manager.
- Establish and post helicopter identification call numbers.
- Establish and enforce proper radio procedures.
- Receive clearance from Air Tactical Group Supervisor prior to launching helicopters.
- Maintain constant communications with helicopters and Takeoff and Landing Controller.
- Maintain a log of all helicopter takeoff/landings, ETAs, ETDs, and flight route check-ins.
- Supervise helicopter time keeping.
- Immediately notify Helibase Manager of any overdue or missing helicopters.
- Review crash/rescue procedures.

## **8. Helicopter Timekeeper**

### Responsibilities:

- Receive briefing from the Helibase Radio Operator.
- Review Air Operations Summary Worksheet (ICS Form 220).
- Determine number of assigned helicopters (by agency).
- Determine agencies' helicopter timekeeping needs.
- Record operating time for all helicopters.
- Obtain required timekeeping forms from agencies.
- As necessary, complete all agency time reports.

## **B. Planning Section**

The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief who is a member of the General Staff.

There are four units within the Planning Section that can be activated as necessary:

- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit

### **1. Planning Section Chief**

Responsibilities:

- Collect and process situation information about the incident.
- Supervise preparation of the Incident Action Plan.
- Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Incorporate the incident traffic plan (from Ground Support) and other supporting plans into the Incident Action Plan.
- Maintain Unit Log.

## 2. Unit Leader Responsibilities

In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit listings below:

- Obtain briefing from Section Chief.
- Participate in incident planning meetings, as required.
- Determine current status of unit activities.
- Confirm dispatch and estimated time of arrival of staff and supplies.
- Assign specific duties to staff; supervise staff.
- Develop and implement accountability, safety and security measures for personnel and resources.
- Supervise demobilization of unit, including storage of supplies.
- Provide Supply Unit Leader with a list of supplies to be replenished.
- Maintain unit records, including Unit Log.

## 3. Resources Unit

This unit is responsible for maintaining the status of all assigned resources (primary and support) at an incident. It achieves this through:

- Overseeing the check-in of all resources.
- Maintaining a status-keeping system indicating current location and status of all resources.
- Maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

Responsibilities:

- Establish check-in function at incident locations.
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.
- A Check-In Recorder reports to the Resources Unit Leader and is responsible for accounting for all resources assigned to an incident.

#### **4. Situation Unit**

The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

Responsibilities:

- Begin collection and analysis of incident data as soon as possible.
- Prepare, post, or disseminate resource and situation status information as required, including special requests.
- Prepare periodic predictions or as requested.
- Prepare the Incident Status Summary Form (ICS Form 209).
- Provide photographic services and maps if required.

Three positions report directly to the Situation Unit Leader:

- Display Processor -- Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate.
- Field Observer -- Collects and reports on situation information from the field.
- Weather Observer -- Collects current weather information from the weather service or an assigned meteorologist.

#### **5. Documentation Unit**

The Documentation Unit is responsible for the maintenance of accurate, up to date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and historical purposes.

Responsibilities:

- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.

## 6. Demobilization Unit

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

Responsibilities:

- Review incident resource records to determine the likely size and extent of demobilization effort.
- Based on above analysis, add additional personnel, work space and supplies as needed.
- Coordinate demobilization with Agency Representatives.
- Monitor ongoing Operations Section resource needs.
- Identify surplus resources and probable release time.
- Develop incident checkout function for all units.
- Evaluate logistics and transportation capabilities to support demobilization.
- Establish communications with off-incident facilities, as necessary.
- Develop an incident demobilization plan detailing specific responsibilities and release priorities and procedures.
- Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- Distribute demobilization plan (on and off-site).
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Supervise execution of the incident demobilization plan.
- Brief Planning Section Chief on demobilization progress.

## 7. Technical Specialists

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required. In the Planning Section, Technical Specialists may report to the following:

- Planning Section Chief
- A designated Unit Leader



## **C. Logistics Section**

All incident support needs are provided by the Logistics Section, with the exception of aviation support. Aviation support is handled by the Air Support Group in the Air Operations Branch.

The Logistics Section is managed by the Logistics Section Chief, who may assign a Deputy. A Deputy is most often assigned when all designated units (listed below) within the Logistics Section are activated.

Six units may be established within the Logistics Section:

- Supply Unit
- Facilities Unit
- Ground Support Unit
- Communications Unit
- Food Unit
- Medical Unit

The Logistics Section Chief will determine the need to activate or deactivate a unit. If a unit is not activated, responsibility for that unit's duties will remain with the Logistics Section Chief.

### **1. Logistics Section Chief**

Responsibilities:

- Manage all incident logistics.
- Provide logistical input to the IC in preparing the Incident Action Plan.
- Brief Branch Directors and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Review and provide input to the Communications Plan, Medical Plan and Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of Logistics Section.

## 2. Supply Unit

The Supply Unit is responsible for ordering, receiving, processing and storing all incident-related resources.

All off-incident resources will be ordered through the Supply Unit, including:

- Tactical and support resources (including personnel).
- All expendable and non-expendable support supplies.

Responsibilities:

- Provide input to Logistics Section planning activities.
- Provide supplies to Planning, Logistics, and Finance/Administration Sections.
- Determine the type and amount of supplies en route.
- Order, receive, distribute, and store supplies and equipment.
- Respond to requests for personnel, equipment, and supplies.
- Maintain an inventory of supplies and equipment.
- Service reusable equipment, as needed.

Two Managers report directly to the Supply Unit Leader:

- **Ordering Manager** -- Places all orders for incident supplies and equipment.
- **Receiving and Distribution Manager** -- Receives and distributes all supplies and equipment (other than primary tactical resources), and is responsible for the service and repair of tools and equipment.

For some applications, a Tool and Equipment Specialist may be assigned to service and repair all hand tools. The specialist reports to the Receiving and Distribution Manager.

### 3. Facilities Unit

This unit is responsible for set up, maintenance and demobilization of all incident support facilities except Staging Areas. The Facilities Unit will also provide security services to the incident as needed.

Responsibilities:

- Participate in Logistics Section/Support Branch planning activities.
- Determine requirements for each incident facility.
- Prepare layouts of facilities; inform appropriate unit leaders.
- Activate incident facilities.
- Obtain and supervise personnel to operate facilities, including Base and Camp Managers.
- Provide security services.
- Provide facility maintenance services, e.g., sanitation, lighting, etc.
- Demobilize base and camp facilities.

Three managers report directly to the Facilities Unit Leader. When established at an incident, they have important responsibilities.

• **Security Manager** -- Provides safeguards necessary for protection of personnel and property from loss or damage. Duties of the Security Manager will include but are not limited to:

- Establish contacts with local law enforcement agencies as required.
- Contact the resource use specialists (if assigned) or Agency Representatives to discuss any special custodial requirements which may affect operations.
- Request required personnel to accomplish work assignments.
- Ensure that support personnel are qualified to manage security problems.
- Develop a security plan for incident facilities.
- Adjust the security plan for personnel and equipment changes and release.
- Coordinate security activities with appropriate incident personnel.
- Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.
- Prevent theft of all property.
- Investigate and document all complaints and suspicious occurrences.
- Demobilize in accordance with the Incident Demobilization Plan.

• **Base Manager** -- Ensures that appropriate sanitation, security, and

facility management services are in place at the Base. Duties of the Base Manager will include but are not limited to:

- Determine requirements for establishing an Incident Base.
- Understand and comply with established restrictions.
- Determine personnel support requirements.

Position Descriptions 24

- Obtain necessary equipment and supplies.
- Ensure that all facilities and equipment necessary for base support operations are set up and functioning.
- Make sleeping area assignments.
- Ensure strict compliance with applicable safety regulations.
- Ensure that all facility maintenance services are provided.
- Ensure that adequate security and access control measures are being applied.
- Demobilize Base when directed.

• **Camp Manager** -- On large incidents, one or more camps may be established. Camps may be in place several days or they may be moved to various locations.

- Determine or establish number of personnel assigned to camp.
- Determine any special requirements or restrictions on facilities or operations.
- Obtain necessary equipment and supplies.
- Ensure that all sanitation, shower, and sleeping facilities are set up and properly functioning.
- Make sleeping arrangements and assignments.
- Provide direct supervision for all facility maintenance and security services.
- Ensure strict compliance with safety regulations.
- Ensure that all camp-to-base communications are centrally coordinated.
- Ensure that all camp-to-base transportation scheduling is centrally coordinated.
- Provide overall coordination of camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.
- Demobilize the camp in accordance with the Incident Action Plan.

#### **4. Ground Support Unit**

The Ground Support Unit is primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.

Responsibilities:

- Participate in Support Branch/Logistics Section planning activities.
- Provide support services (fueling, maintenance, and repair) for all mobile equipment and vehicles.
- Order maintenance and repair supplies (e.g., fuel, spare parts).
- Provide support for out-of-service equipment.
- Develop the Incident Traffic Plan. (Should be done by a person experienced in traffic management.)
- Maintain an inventory of support and transportation vehicles.
- Record time use for all incident-assigned ground equipment (including contract equipment).
- Update the Resources Unit with the status (location and capability) of transportation vehicles.
- Maintain a transportation pool on larger incidents as necessary.
- Maintain incident roadways as necessary.

An Equipment Manager reports to the Ground Support Unit Leader and is responsible for the service, repair, and fuel for all equipment; transportation and support vehicle services; and to maintain equipment use and service records.

#### **5. Communications Unit**

The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; and the distribution and maintenance of communications equipment.

Responsibilities:

- Advise on communications capabilities/limitations.
- Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- Establish and supervise the Incident Communications Center and Message Center.
- Establish telephone, computer links, and public address systems.
- Establish communications equipment distribution and maintenance locations.
- Install and test all communications equipment.
- Oversee distribution, maintenance and recovery of communications

equipment, e.g., portable radios and FAX machines.

- Develop and activate an equipment accountability system.
- Provide technical advice on:
  - Adequacy of communications system
  - Geographical limitations
  - Equipment capabilities
  - Amount and types of equipment available
  - Potential problems with equipment

## **6. Food Unit**

The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

Responsibilities:

- Determine food and water requirements.
- Determine method of feeding to best fit each facility or situation.
- Obtain necessary equipment and supplies and establish cooking facilities.
- Ensure that well-balanced menus are provided.
- Order sufficient food and potable water from the Supply Unit.
- Maintain an inventory of food and water.
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- Supervise caterers, cooks, and other Food Unit personnel as appropriate.

## 7. Medical Unit

The Medical Unit will develop an Incident Medical Plan (to be included in the Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administration Section with processing injury-related claims.

Note that the provision of medical assistance to the public or victims of the emergency is an operational function, and would be done by the Operations Section and not by the Logistics Section Medical Unit.

### Responsibilities:

- Determine level of emergency medical activities prior to activation of Medical Unit.
- Acquire and manage medical support personnel.
- Prepare the Medical Emergency Plan (ICS Form 206).
- Establish procedures for handling serious injuries of responder personnel.
- Respond to requests for:
  - medical aid
  - medical transportation
  - medical supplies
- Assist the Finance/Administration Section with processing paper work related to injuries or deaths of incident personnel.

## **D. Finance/Administration Section**

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated.

There are four units, which may be established within the Finance/Administration Section:

- Time Unit
- Procurement Unit
- Compensation/Claims Unit
- Cost Unit

### **1. Finance/Administration Section Chief**

Responsibilities:

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.

### **2. Time Unit**

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(s) time recording policies, and managing commissary operations if established at the incident. As applicable, personnel time records will be collected and processed for each operational period.

Responsibilities:



- Determine incident requirements for time recording function.
  - Contact appropriate agency personnel/representatives.
  - Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
  - Maintain separate logs for overtime hours.
  - Establish commissary operation on larger or long-term incidents as needed.
  - Submit cost estimate data forms to Cost Unit as required.
  - Maintain records security.
  - Ensure that all records are current and complete prior to demobilization.
  - Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
- Two positions may report to the Time Unit Leader:
- Personnel Time Recorder -- Oversees the recording of time for all personnel assigned to an incident. Also records all personnel-related items, e.g., transfers, promotions, etc.
  - Commissary Manager -- Establish, maintain, and demobilize commissary. Also responsible for commissary security.

### **3. Procurement Unit**

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Procurement Unit. The unit is also responsible for maintaining equipment time records.

The Procurement Unit establishes local sources for equipment and supplies; manages all equipment rental agreements; and processes all rental and supply fiscal document billing invoices. The unit works closely with local fiscal authorities to ensure efficiency.

Responsibilities:

- Review incident needs and any special procedures with Unit Leaders, as needed.
- Coordinate with local jurisdiction on plans and supply sources.
- Obtain Incident Procurement Plan.
- Prepare and authorize contracts and land use agreements, as needed.
- Draft memoranda of understanding.
- Establish contracts and agreements with supply vendors.
- Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
- Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.
- Interpret contracts and agreements; resolve disputes.
- Coordinate with Compensation/Claims Unit for processing claims.
- Coordinate use of imprest funds as required.

- Complete final processing of contracts and send documents for payment.
  - Coordinate cost data in contracts with Cost Unit Leader.
- Equipment Time Recorder -- Oversees the recording of time for all equipment assigned to an incident. Also posts all charges or credits for fuel, parts, service, etc., used by equipment.

#### **4. Compensation/Claims Unit**

In ICS, Compensation-for-Injury and Claims are contained within one Unit. Separate personnel may perform each function, however, given their differing activities. These functions are becoming increasingly important on many kinds of incidents.

Compensation-for-Injury oversees the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained, and all witness statements will be obtained in writing. Close coordination with the Medical Unit is essential.

Claims is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.

Responsibilities:

- Establish contact with incident Safety Officer and Liaison Officer (or Agency Representative if no Liaison Officer is assigned).
  - Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
  - Establish a Compensation-for-Injury work area within or as close as possible to the Medical Unit.
  - Review Incident Medical Plan.
  - Review procedures for handling claims with Procurement Unit.
  - Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
  - Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.
- Two specialists report to the Compensation/Claims Unit Leader.
- Compensation-for-Injury Specialist -- Administers financial matters arising from serious injuries and deaths on an incident. Work is done in close cooperation with the Medical Unit.
  - Claims Specialist -- Manages all claims-related activities (other than injury) for an incident.

#### **5. Cost Unit**

The Cost Unit provides all incident cost analysis. It ensures the proper identification of all equipment and personnel requiring payment; records all cost data; analyzes and prepares estimates of incident costs; and maintains accurate records of incident costs.

Responsibilities:

- Coordinate with agency headquarters on cost reporting procedures.
- Collect and record all cost data.
- Develop incident cost summaries.
- Prepare resources-use cost estimates for the Planning Section.
- Make cost-saving recommendations to the Finance/Administration Section Chief.

**Appendix**

**IMT Survey Information and Application Forms**  
**O.C.G.A. (See Section 38-3-57 specific to ICS in Georgia)**  
**FAQ on ICS Credentialing**  
**Position Task Book Design and Use**

**2013 GEORGIA NIMS INCIDENT MANAGEMENT TEAM (IMT)  
INTEREST & INFORMATION SURVEY**

**SURVEY FORM DEADLINE:**

**SURVEY OBJECTIVES:**

To build and maintain teams of highly qualified and motivated specialists who are able to manage complex emergency operations in a professional and cost effective manner.

**DATE AND LOCATION OF POSITIONS:**

Interested individuals will be assigned to one of the Regional (Type 3) or State (Type 2) Incident Management Teams, or a qualified pool list. Position or team assignment will be made according to needs and may not be the individual's preference. Assignment will begin approximately April 2013.

**AREA AND LEVEL OF CONSIDERATION:**

All interested individuals are highly encouraged to submit this form. If you are only qualified for trainee or apprentice positions you will be considered for those positions only. If pre-requisite training or experience has not been completed, training and certification needs will be identified based on your application.

**SURVEY FORM REQUIREMENTS:**

The following is required:

Complete this form. If you have interest in more than one position, prioritize in order of preference. Your supervisor must support your level of indicated participation.

Duties:

Individuals selected will be expected to perform at a high level of expertise as a member of an "All-Risk" Incident Management Team (IMT). Interaction between team members is an absolute necessity when performing in an emergency and often critical incident environment. Specific duties vary with positions and are listed in the "Ga. NIMS Qualification Guide" found at the following website address: [www.gema.state.ga.us](http://www.gema.state.ga.us). **Click on the "GA IMT" link under the "Featured Issues" heading.** Individuals, when assigned as team members, will be expected to attend and participate in position specific; and team training programs; and maintain availability for assignment when called to perform in assigned positions. Supervisory and sponsor agency support must be ensured. IMT assignments in the event of dispatch in support of emergency incidents will be mandatory within Georgia.

## GA. NIMS IMT Apprentice and Trainee Program

### Definitions:

**Trainee** – An individual who has satisfactorily completed the required NIMS course work and prerequisite requirements for a given ICS position, but lacks one or more qualifying training assignments in an IMT position.

**Apprentice** – An individual that has not yet completed the required NIMS course work or prerequisite requirements; however, the individual is interested in becoming qualified for a given ICS position. The apprentice position is an “accelerated development” opportunity. The apprentice and his or her supervisor must both be strongly committed to full participation on an Incident Management Team both during and beyond the apprenticeship.

### Objectives:

The objective of including trainees and apprentices on Incident Management Teams is to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified people.

### Guidelines:

Incident Management Teams may take trainees and apprentices to any incident assignment. The number of trainees and apprentices combined will be negotiated with the host unit/agency.

A trainee should expect to work with the Incident Management Team until they are certified as fully qualified for the ICS position in which they are being trained. When a trainee becomes fully qualified, they may continue in that position at the Incident Commander’s discretion. They are not obligated to remain with the Team. At the end of their commitment, qualified individuals may not be retained as a trainee.

First priority should be to have trainees serve with the Incident Management Team since these individuals are closer to being fully qualified. Apprentices should only be used when there are an inadequate number of trainee applicants to meet the objectives stated above.

Apprentices should have the potential to become qualified for the target position in three years. A development plan will be prepared that identifies the formal courses and the training assignments needed for the apprentice to become qualified in the desired timeframe. The Section Chief of the unit in which the apprentice is assigned will ensure that the development plan is prepared. The apprentice, the Unit Leader and/or Section Chief, and the immediate supervisor of the apprentice will work closely with each other to ensure that the planned development is accomplished.

**POOL MEMBER POSITIONS:**

If you do not wish to be a full time team member on one of the Georgia Incident Management Teams, but would like to be considered for an assignment with a team, submit this form for a pool member position. Clearly indicate on the form that you are interested as a pool member only; otherwise you will be considered for the full time team membership. Pool members will be requested when a full time team member cannot fill a position.

**TRAINEE / APPRENTICE POSITIONS:**

Trainees and apprentices are selected for Georgia Incident Management Teams to develop individuals to become future team members in positions that have an existing or predicted shortage of qualified personnel. The number of trainees and apprentices combined will vary by the assignment. Please review Appendix A (enclosed) for further details relative to how trainees and apprentices will be utilized.

Apprentices should have the potential to become qualified for the target position in three to six years. Trainees will generally be assigned for one (1) year and will be assigned to train in the position for which they apply. Upon the recommendation of the Incident Commander, Ga. NIMS IMT Credentialing Authority may elect to retain selected trainees for more than a one year period, dependent upon the achievement of training objectives.

**QUALIFIED IMT POSITIONS:**

Individuals submitting information for “fully qualified” Incident Management Team positions must meet Incident Command System qualification standards as published in the “Ga. NIMS Incident Qualification System Guide” found at the following website address: [www.gema.state.ga.us](http://www.gema.state.ga.us) Individuals must be functionally qualified at the Type 3-2 level for the positions they will be interested in and/or filling; or indicate on their application that they are only interested as an Apprentice or Trainee.

**SELECTION PROCESS:**

Some of the selection criteria are as follows:

- ✓ **EXPERIENCE** – This is both experiences in the position you have interest for and experience with previous incident management teams (In-State, Southern, wildfire, all-risk or others).
- ✓ **OTHER QUALIFICATIONS** – The broader the qualifications—the better.
- ✓ **AVAILABILITY** – Past availability history as well as signed [Certification of IMT Availability](#).
- ✓ **APPLICATION** - Completed form, [Certification of Qualifications](#), and possible interviews with the selecting official or their designate.

We will continue to strive to improve ethnic, gender, and agency diversity.

The Ga. NIMS IQS Credentialing Authority, along with Incident Management Team Subject Matter Experts,, will meet to review all application forms and select team members.

**WHERE TO SUBMIT FORMS:**

Completed forms should be submitted to: **Mr. Ronnie Register**  
GEMA ALL RISK Type 3 IMT Program Manager  
Georgia Emergency Management Agency  
935 East Confederate Avenue, SE  
Atlanta, GA 30316  
FAX: (404) 635-7005.

**2011 GEORGIA ALL HAZARDS INCIDENT MANAGEMENT TEAM (AHIMT)  
APPLICATION**

**DATE:** \_\_\_\_\_ **APPLICATION TYPE:** NEW \_\_\_ REVISED \_\_\_

**GENERAL INFORMATION**

**NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **CITY/STATE** \_\_\_\_\_  
**E-MAIL ADDRESS:** \_\_\_\_\_  
**WORK PHONE** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_  
**CELL PHONE** \_\_\_\_\_ **CARRIER** \_\_\_\_\_

**EMPLOYER INFORMATION**

**POSITION/JOB TITLE:** \_\_\_\_\_ **AGENCY** \_\_\_\_\_  
**SUPERVISOR NAME:** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**E-MAIL** \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **CITY/STATE** \_\_\_\_\_  
**WORK PHONE** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_  
**CELL PHONE** \_\_\_\_\_



**GA ALL HAZARDS IMT APPLICATION**

If you are interested for more than one position, indicate the priority in which you wish to be considered. If you are interested as a Pool Member Position, or are a Trainee or Apprentice, mark "Pool", "Trainee" or "Apprentice" to the right of the position title.

Position(s):

1 <sup>st</sup>		Pool <input type="checkbox"/>	Trainee <input type="checkbox"/>	Apprentice <input type="checkbox"/>
2 <sup>nd</sup>		Pool <input type="checkbox"/>	Trainee <input type="checkbox"/>	Apprentice <input type="checkbox"/>
3 <sup>rd</sup>		Pool <input type="checkbox"/>	Trainee <input type="checkbox"/>	Apprentice <input type="checkbox"/>

\*

**ARE YOU A CURRENT IMT MEMBER?**     Yes     No

**If so, what team?** \_\_\_\_\_

**ARE YOU A FULL TIME EMERGENCY AGENCY EMPLOYEE?**     Yes     No

**ASSIGNMENT INTEREST (CHECK ONLY ONE):**

**IN-STATE ONLY**

**IN-STATE &  
SOUTHERN  
REGION ONLY**

**ANY AVAILABLE ASSIGNMENT**

(In-State, Southern Region, National, etc. Will need to be Red Carded)

**Incident Management Position Experience Record**

Only list experience in which you performed IMT job(s) relevant to the position applying for

Job Performed	Incident Type (See Codes)	Incident Date MM/DD/YY	State	Operational Periods (Shifts)	Management Type or Complexity Level (See Below)	Incident Name Fire code/ Fire number if known
<b>INCIDENT COMMANDER</b>	<b>PE</b>	<b>07/21/00</b>	<b>GA</b>	<b>9</b>	<b>1</b>	<b>G-8 SUMMIT 900324 (EXAMPLE)</b>

GA-NIMS IQS – MARCH 2013

<b>Position Task Books Completed</b>		
<i>Job Code, and Initiated Date</i>	<i>Job Code, and Initiated Date</i>	<i>Job Code, and Initiated Date</i>
<i>Final Evaluator</i>	Final Evaluator	Final Evaluator
<i>Title</i>	Title	Title
<i>Home Unit</i>	Home Unit	Home Unit
<i>Phone Number</i>	Phone Number	Phone Number
<i>Certifier's Name</i>	<i>Certifier's Name</i>	<i>Certifier's Name</i>
<i>Title</i>	Title	Title
<i>Home Unit</i>	Home Unit	Home Unit
<i>Phone Number</i>	Phone Number	Phone Number
<i>Certification Date</i>	Certification Date	Certification Date



**Employer/Employee Memorandum of Understanding**  
**GEMA Type III AHIMT**

Dear Chief of Department or CEO of Sponsoring employer:

An employee or volunteer in your organization has expressed an interest in participating in the GEMA Type III AHIMT Program. In the event of a Federal, State or Regional emergency, the applicant may be activated for an incident management response, which may be of long duration, provided the operational situation at their agency warrants it.

As an IMT member they remain employed by their sponsoring jurisdiction or private employer for salary and workers compensation benefits during activations.

It will be the responsibility of each participating employee to clarify with their employer/agency how or if, they will be compensated for their time or reimbursed for expenses during training or response.

For the purposes of workman compensation coverage and long term disability coverage, employees who are engaged in responses or training in connection with the regional planning committee program are considered performing within the scope of their employment with their sponsoring jurisdiction, and, as such, subject to coverage's required under Georgia State Law and/or local jurisdiction workman compensation rules.

Date: \_\_\_\_\_

Name of sponsoring municipality: \_\_\_\_\_

Name of Sponsoring Corporation (if applicable): \_\_\_\_\_

Print Name of Employee/IMT Member/Applicant: \_\_\_\_\_

Signature of Employee/IMT Member: \_\_\_\_\_

Municipal Chief Administrator's Name: \_\_\_\_\_

Municipal Chief Administrator's Signature: \_\_\_\_\_

Name of Corporate Officer or Owner (if applicable): \_\_\_\_\_

Signature of Corporate Officer or Owner(if applicable): \_\_\_\_\_

**Note:** This memorandum will expire on: \_\_\_\_\_ and require re-execution by all parties.

GA-NIMS IQS – MARCH 2013

04 SB243/AP

Senate Bill 243

By: Senators Smith of the 52nd, Mullis of the 53rd, Bowen of the 13th, Tolleson of the 18th, Kemp of the 46th and others

**AS PASSED**

AN ACT

To amend Chapter 3 of Title 38 of the Official Code of Georgia Annotated, relating to emergency management, so as to provide for certain state government safety plans; to provide for exemptions; to provide for a program of training and technical assistance; to exempt certain records from public inspection and disclosure; to provide for an Airport Anti-Terrorism Training Committee and the training of airport managers; to provide that the Georgia Emergency Management Agency shall establish and maintain a standardized, verifiable, performance-based unified incident command system; to provide for the development of and instruction in such command system; to provide for the implementation of such command system; to provide penalties for local agencies that do not establish such command system by October 1, 2004; to provide for related matters; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

**SECTION 1.**

Chapter 3 of Title 38 of the Official Code of Georgia Annotated, relating to emergency management, is amended by inserting a new Code section to read as follows:

"38-3-22.1.

(a) Every state agency or authority, except those exempted in subsection (b) of this Code section, shall prepare an agency safety plan to address the threat of terrorism, to respond effectively to such incidents, and to provide a safe environment for state personnel and for those citizens conducting business with state agencies. In addition to acts of terrorism, such plan shall also address preparedness for natural disasters, hazardous materials or radiological accidents, and acts of violence. The safety plans of agencies and authorities shall be prepared with input from the appropriate supervisors and rank-and-file employees and local law enforcement, fire service, public safety, and emergency management agencies. Such plans shall be reviewed internally and, if necessary, updated annually. Such plans shall be submitted to the local emergency management agency.

(b) The Department of Public Safety, the Department of Corrections, and any other state agency which operate secured facilities shall be exempt from the requirements of subsection (a) of this Code section.

(c) Subject to the availability of funds for such purpose, the Georgia Emergency Management Agency shall provide training and technical assistance to agencies and authorities and may provide such training and technical assistance to local units of government and to critical facilities operated by the private sector. Such training and technical assistance shall include, but not be limited to, crisis response team

development, site surveys and safety audits, crisis management planning, exercise design, safe school planning, emergency operations planning, search and seizure, bomb threat management, and model safety plans.

(d) The following records shall not be subject to public inspection or disclosure under Article 4 of Chapter 18 of Title 50:

- (1) Site surveys, safety audits, and vulnerability assessments performed pursuant to subsection (a) of this Code section; and
- (2) Any other record produced pursuant to this Code section the disclosure of which would, in the determination of the director of the Georgia Emergency Management Agency, endanger the life or physical safety of any person or persons or the physical safety of any public property."

## SECTION 2.

Said chapter is further amended by inserting a new Code section to read as follows: "38-3-22.2.

(a) As used in this Code section, the term:

(1) !Airport Anti-Terrorism Training Committee! means a committee composed of five members: one appointed by and to serve at the pleasure of the Homeland Security Director; one appointed by and to serve at the pleasure of the director of emergency management; one appointed by and to serve at the pleasure of the commissioner of transportation; one appointed by and to serve at the pleasure of the State Board of Technical and Adult Education; and one appointed by and to serve at the pleasure of the commissioner of public safety.

(2) !Airport manager! means, with respect to each airport located in this state, the person who serves as manager, serves as general manager, or otherwise serves as the chief administrative officer of such airport. If for any airport, there is more than one person who may fit such definition, the local government, authority, or company operating such airport shall designate one such person as its airport manager for purposes of this Code section.

(b) The Airport Anti-Terrorism Training Committee shall establish and maintain an annual training program for persons who serve as airport managers. It shall be unlawful for any person to serve as an airport manager in this state unless such person is in compliance with rules and regulations of the Airport Anti-Terrorism Training Committee implementing this Code section. Such rules and regulations:

(1) Shall require each airport manager in this state to complete 14 hours of initial training and eight hours of annual training thereafter, with the first training to be completed in calendar year 2004;

(2) Shall establish the curriculum of such annual training;

(3) May provide for exemption from or delay of the annual training otherwise required in cases of providential cause or hardship; and

(4) May provide for exemption from the annual training otherwise required for airport managers who demonstrate that they have or will otherwise obtain the competencies taught in the annual training curriculum.

(c) The Airport Anti-Terrorism Training Committee shall by agreement or contract arrange for the annual training required under this Code section to be administered by the Georgia Aviation Technical College

## GA-NIMS IQS – MARCH 2013

under the jurisdiction of the State Board of Technical and Adult Education.

(d) The tuition costs of providing such training may be paid in whole or in part from funds appropriated or otherwise available to any department represented on the Airport Anti-Terrorism Training Committee or may be paid in whole or in part by the airport managers being trained or any combination thereof, as established by the Airport Anti-Terrorism Training Committee."

### SECTION 3.

Said chapter is further amended by adding a new Code Section 38-3-57 to read as follows:

"38-3-57.

(a) The Georgia Emergency Management Agency shall establish and maintain, in collaboration with all appropriate state agencies and volunteer organizations with emergency support function roles, and professional organizations that represent local public safety agencies, including the Emergency Management Association of Georgia, the Georgia Association of Police Chiefs, the Georgia Fire Chiefs' Association, and the Georgia Sheriffs' Association, a standardized, verifiable, performance-based unified incident command system.

(b) Such system shall be consistent with the Georgia Emergency Operations Plan and shall be utilized in response to emergencies and disasters referenced in the Georgia Emergency Operations Plan, including Presidentially declared disasters and states of emergency issued by the Governor.

(c) The Georgia Emergency Management Agency, in cooperation with the Georgia Public Safety Training Center and the Georgia Forestry Commission, shall develop or adopt a course of instruction for use in training and certifying emergency response personnel in unified incident command.

(d) All local public safety and emergency response organizations, including emergency management agencies, law enforcement agencies, fire departments, and emergency medical services, shall implement the standardized unified incident command system provided for in subsection (a) of this Code section by October 1, 2004.

(e) Local agencies that have not established such system by October 1, 2004, shall not be eligible for state reimbursement for any response or recovery related expenses."

### SECTION 4.

All laws and parts of laws in conflict with this Act are repealed.



# National Emergency Responder Credentialing System

Federal Emergency Management Agency  
NIMS Integration Center

## Q1. What is credentialing?

As stated in the National Incident Management System (NIMS) document, credentialing involves “providing documentation that can authenticate and verify the certification and identity of designated incident managers and emergency responders. This system helps ensure that personnel representing various jurisdictional levels and functional disciplines possess a minimum common level of training, currency, experience, physical and medical fitness, and capability for the incident management or emergency responder position they are tasked to fill.”

## Q2. What is the National Emergency Responder Credentialing System?

The National Emergency Responder Credentialing System is currently under development by the Federal Emergency Management Agency’s NIMS Integration Center. As a means to routinely identify and dispatch emergency responders, the National Emergency Responder Credentialing System will help mobilize the swift, safe and successful support of qualified responders who are called upon to assist communities across the nation. Ultimately, credentials verifying an emergency responder’s identity and qualifications may be documented through a nationally accepted form of identification and/or through a record-keeping system, as required by NIMS.

## Q3. Why is a national credentialing system necessary?

A national credentialing system will improve the methods, capabilities and coordination of emergency responders to deal with domestic incidents. Mandated by NIMS and in accord with Homeland Security Presidential Directive – 5, *Management of Domestic Incidents*, this initiative will allow quick and accurate verification of emergency responders’ identities and qualifications.

Incidents such as the Oklahoma City Bombing, the 9/11 terrorist attacks on the World Trade Center and the Pentagon, and the recent responses to Hurricanes Katrina and Rita highlight the need for a national system to verify the qualifications and identity of emergency responders.

A national credentialing system will *not* provide automatic access to an incident site. In fact, it can serve to prevent unauthorized (i.e., self-dispatched or unqualified personnel) access to an incident and help maintain perimeter control of and access to that incident, while ensuring that those requested to respond to an incident meet the required criteria for participating in such an effort.

## Q4. Will a national credentialing system be established under the National Mutual Aid and Resource Management Initiative?

Yes. A national credentialing system is a component of the National Mutual Aid and Resource Management System. In recognition that these efforts must be nationally applicable and widely accepted, the NIMS Integration Center is working closely with existing state, local, territorial and federal partners, as well as discipline-specific stakeholders, to reach a national consensus on what constitutes acceptable criteria for participation in a multi-jurisdictional response.

The NIMS Integration Center  
Credentialing FAQs  
April 2006



**Q5. Does certification differ from credentialing?**

Yes. Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions. Credentials may be issued as a result of certification through testing or evaluation.

**Q6. What are the requirements for a national credentialing system?**

A national credentialing system must:

- Function within existing federal, state, tribal and local identification and qualification protocols, where feasible;
- Not place undue burden on federal, state, tribal or local governments;
- Support (primarily) interstate augmentation of state and local resources;
- Conform to ICS protocols; and
- Use current credentialing emergency responder systems, where possible.

**Q7. Will new training, qualifications and certifications standards be developed for the nationwide credentialing system?**

Yes. Existing training, qualifications and certifications standards will be reviewed in light of a capabilities-based analysis of emergency responders' ability to achieve mission critical tasks.

Using the Department of Homeland Security (DHS) National Planning Scenarios as a starting point, eight discipline-specific working groups will identify critical activities needed to save lives and protect property in major incidents. The working groups will identify the specific types of emergency responders who would perform these tasks; assign titles to these roles; and detail their required professional qualifications, certifications, training, and education. Gaps in existing training, education and experiences will be identified for further review by the NIMS Center.

Additionally, NIMS awareness training for all levels will be incorporated in course curricula for credentialing personnel for selected incident management roles. Core curricula will include general awareness courses for all emergency management professionals such as NIMS training, ICS and emergency management courses.

**Q8. Will DHS/FEMA issue credentials?**

No. Current governmental and non-governmental credentialing bodies at the federal, state, territorial and local levels will continue to issue credentials. Many of these credentialing systems are rooted in state licensure statutes and other well-established requirements and processes. Where no processes or requirements presently exist, those elements listed in Q6 will be important for participation in a national system.

**Q9. Who can participate in the National Emergency Responder Credentialing System?**

Responders from federal, state, territorial, tribal and local agencies, as well as qualified individuals from the private sector, are encouraged to participate in the National Emergency Responder Credentialing System. The purpose is to develop an integrated and comprehensive system that will assist emergency managers in acquiring those qualified resources necessary to deal with an incident when local resources are overwhelmed.

**Q10. Why should a state, territory, tribal or local jurisdiction or private vendor participate in the National Credentialing Initiative?**

As a critical component of NIMS, a national credentialing system will provide the nation with an increased capability to rapidly and easily deploy emergency responder during times of need. It will also ensure the capability, qualification and certification of any emergency responder called upon to assist dealing with an incident.

**Q11. Is participation in the National Emergency Responder Credentialing System mandatory?**

No. Participation in the National Emergency Responder Credentialing System is voluntary. However, emergency responders who volunteer must meet the requirements to support an incident.

**Q12. Who is involved in the National Emergency Responder Credentialing System?**

Federal, state and local officials, as well as subject matter experts from private non-governmental organizations and other emergency response management organizations and associations, are participating in this initiative.

**Q13. Is the National Emergency Management Association (NEMA) part of National Emergency Responder Credentialing System?**

Yes. NEMA is actively involved in this credentialing initiative and is participating in the working group discussions. The credentialing initiative builds on a mutual-aid framework pioneered by NEMA through the establishment of the Emergency Management Assistance Compact (EMAC).

**Q14. What will happen to existing state or discipline-specific credentialing programs?**

One requirement of this initiative is to work with the various disciplines in national, state, territory and/or local jurisdictions to bring current credentialing efforts into a national system while avoiding the duplication of efforts already in place.

**Q15. Should state and local programs under development slow down or halt their progress until new standards and procedures are identified by the National Emergency Responder Credentialing System?**

No. The NIMS Integration Center would like to know about ongoing or existing credentialing efforts, it encourages all credentialing efforts to proceed as normal. It is the intention of the Center to facilitate interstate mutual aid requests when local emergency responders are overwhelmed and request assistance from other jurisdictions.

**Q16. What can communities and jurisdictions do to prepare for the implementation of the National Credentialing Initiative?**

Required FY 2006 NIMS compliance activities for state and local jurisdictions include participating in and promoting intrastate and interagency mutual aid agreements, including agreements with the private sector and non-governmental organizations.

FY 2007 compliance activities will include:

- Expanding mutual aid agreements beyond support services and equipment to include information sharing;
- Supporting and adopting the ongoing efforts of the NIMS Integration Center (NIC) to develop a national credentialing system; and
- Credentialing emergency responders in conformance with national standards.

The NIMS Integration Center is developing credentialing guidance and will post drafts on the NIMS Web page at [www.fema.gov/emergency/nims](http://www.fema.gov/emergency/nims) for review and comment by stakeholders throughout the development process.

###

## POSITION TASK BOOK (PTB) DESIGN AND USE

Position task books are designed primarily for the evaluation of individual performance or as a checklist for re-certification, but they may also be used as a basis for on-the-job training.

During start-up of GA NIMS IQS; National wildfire Coordinating Group (NWCG) position task books will be utilized. The “wildfire” explicit pre-requisites can be considered by any personnel, but do not have to be followed for “all-risk” certification under GA NIMS IQS unless so desired.

These unique objectives should be marked out by agency training officers when identifying objectives for a trainee unless they specifically desire pursuit of a National Wildfire Coordinating Group (NWCG) qualification in conjunction with all-risk task book completion.

### Position Task Book Initiation

For positions *without* Required Training, a Trainee must be qualified in any prerequisite position before the PTB can be initiated. A Trainee cannot be assigned to an incident unless they are qualified as a Trainee on their Incident Qualification Card or other agency proof of certification. For positions *with* Required Training, a Trainee must be qualified in any prerequisite position and successfully complete all Required Training before the PTB can be initiated. Exception: for positions that include S-420, S-520, and S-620 as Required Training, position task books and the qualification process can be initiated prior to attendance and successful completion of these three courses.

### Position Task Book Completion Timeframes

As of July 1, 2006, the standards established in this edition of GA NIMS IQS are to be met by all participating agencies. Individuals who have begun the process of qualifying for a position under prior standards, can continue to use those standards as long as they complete the process prior to December 31, 2008.

Any individual who has begun the evaluation process need not take any newly required course(s) for that position. Additionally, personnel who are qualified in a position prior to the implementation of this revision may retain certification at the discretion of their agency. To qualify in any other position, the individual must meet the standards identified herein.

Position task books have a limited time in which they can be completed:

A PTB is valid for three years from the day it is initiated. Upon documentation of the first task in the PTB, the three-year time limit is reset from that new date.

If the PTB is not completed in three years from the date of the PTB initiation (or first task being evaluated) the PTB will no longer be valid. A new PTB may be initiated, but all current qualification standards will then apply.

### Position Task Book Sections

Accurate completion of PTBs is important to the qualification process. The introductory information in each PTB provides a brief description of how the PTB is to be used and the responsibilities of those involved.

The **Cover** includes the title of the position and, if applicable, states that a “wildfire,” “wildland fire use,” or “prescribed fire” (or a “*wildland fire*” if referring to wildfire,



wildland fire use, and prescribed fire collectively) assignment is required prior to certification (ONLY IN THE CASE WHERE A GA NIMS IQS PARTICIPANT DESIRES A CONCURRENT WILDFIRE QUALIFICATION).

- Note: it should be understood that “position performance” on an incident or training assignment is frequently required and documentation of such is to be considered for equivalency for the position.

The cover also contains a block of information that includes the name of the individual (Trainee), the person initiating the PTB, and the date it was initiated. The Home Unit/Certifying Official or Training Specialist (TNSP)—with Home Unit approval—will enter this information.

The **Verification/Certification of Completed Task Book** on the reverse side of the cover provides a record of the final Evaluator’s recommendation and agency certification. The final Evaluator will complete the verification section recommending certification and the Home Unit/Certifying Official, when appropriate, will complete the certification.

The **Qualification Record** includes:

(1) The left column with a list of tasks that must be performed. If a specific standard (quality or quantity) is required, it will be specified in the task. Subitems of tasks, identified as bullet statements, further define what is included in the task and how the task is to be performed. All bullet statements within a task that require an action must be demonstrated before that task can be signed off. Evaluators may sign off any number of subtasks (bullets). This can be done by one or more Evaluators.

(2) The column labeled **CODE** will contain a code that specifies the type of situation in which the task must be completed.

Tasks labeled with an **“O”** can be completed in a variety of situations. Successful completion of a training course which tests knowledge/skills associated with the task is acceptable, as is evaluation of performance under simulated or on-the-job situations. Assignment to an incident is not required.

For example, an administrative officer, as a part of their regular job, may perform many of the tasks associated with a finance/administrative position for which they have been identified as a Trainee. In this case, an Evaluator may observe and document performance of the “O” task in the regular job setting.

PMS 310- 19 1 April 2006

Tasks labeled with an **“I” (incident)** must be performed on an incident that is managed using the Incident Command System (ICS). Types of incidents include wildland fire, structural fire, search and rescue, hazmat, oil spill, and an emergency or non-emergency (planned or unplanned). Tasks labeled with a **“W” (wildfire)** must be performed on a wildfire incident.

Tasks labeled with an **“RX” (prescribed fire)** must be performed on a prescribed fire incident.

Tasks labeled with a **“WFU” (wildland fire use)** must be performed on a wildland fire use incident.

Tasks which carry both **“W” and “RX”** codes may be demonstrated on

either a wildfire or a prescribed fire incident.

Tasks labeled with an “**R**” (**rare event**) rarely occur and opportunities to evaluate performance in a real setting are limited. Examples include accidents, injuries, vehicle or aircraft crashes, etc. The Evaluator may be able to determine, through interview, if the Trainee would be able to perform the task in a real situation.

(3) The column labeled “**Evaluation Record #**” refers to the numbered evaluation records at the end of the PTB. Each Evaluator will complete an evaluation record and enter the number of that record to reference completed tasks.

(4) The right-hand column provides space for the Evaluator to initial and date when the task is completed. All tasks must be completed, initialed and dated before the Trainee can be recommended for certification in the position.

The **Evaluation Record** (four blocks at the end of the PTB) is for recording information about the type and complexity of the incident on which the evaluation was made and the recommendations of the Evaluator. Additional copies of the Evaluation Record can be made if more than four blocks are needed.

### **Position Task Book Responsibilities**

Documentation of training, experience, and the qualification process is the responsibility of the local hosting agency. Documentation of training, experience, and the qualification process for contractors and their employees is the responsibility of the contractor, except where formal agreements are in place.

The **Home Unit/Certifying Official** is the designated agency that employs the individual. This could be a field office, district, county, state, park, reservation, or similar entity, and/or the administrator who manages the qualification system.

It is the responsibility of the Home Unit/Certifying Official to:

Select Trainees, based upon the needs of the Home Unit/Certifying Official and agreements with cooperators.

Ensure individuals selected as Trainees are qualified in any prerequisite position and have successfully completed all Required Training prior to task book initiation, task evaluation and/or position performance.

Example: A Trainee selected for the position of Crew Boss, Single Resource (CRWB) must have documented, satisfactory position performance as a Firefighter Type 1(FFT1), and must have successfully completed Crew Boss (Single Resource) (S-230) and Intermediate Wildland Fire Behavior (S-290).

Initiate and explain the purpose and proper use of the PTB, and the training, qualification and certification process. Position task books can only be initiated by the Home Unit/Certifying Official or a Training Specialist on an incident (with clear indication from the Home Unit/Certifying Official that such an action is acceptable).

Ensure the Trainee has the opportunity to acquire the knowledge/skills necessary to perform the position. This includes completion of training courses and on-the-job training assignments. It is important to ensure that the Trainee is fully prepared to perform the tasks of the position prior to undertaking a position performance assignment.

Provide opportunities for non-incident (“O”) task evaluation, for position performance assignments on local incidents, and/or make the Trainee available for assignments to larger incidents. The Home Unit/Certifying Official must provide an Evaluator for local

incidents. Evaluators must be qualified in the position they are evaluating. The only exception is when a subject matter expert is assigned by the Home Unit/Certifying Official to evaluate “O” tasks.

Track the progress of the Trainee. This is a responsibility the Home Unit/Certifying Official shares with the Trainee. The PTB should be reviewed and the training plan reevaluated after each position performance assignment.

PMS 310- 21 1 April 2006

Review and confirm the completion of the PTB and make a determination of certification. This determination should be made based on specific knowledge of the individual’s capabilities and as well as the completed PTB. Only the Home Unit/Certifying Official has the authority to certify an individual’s qualifications.

Issue proof of certification as required by PMS 310-1. This proof is normally an incident qualification card.

The **Trainee** is the individual, approved by their agency, who is preparing to qualify for a position. The Trainee is eligible for formal, on-the-job training.

It is the responsibility of the Trainee to:

Review and understand the instructions in the PTB.

Meet with the Trainer/Coach and/or Evaluator and identify desired goals and objectives for an assignment.

Ensure readiness to perform the tasks of the position prior to undertaking a position performance assignment. This includes completing Required Training, and acquiring the knowledge and skills needed to perform the job tasks. On-the-job training assignments may assist in acquiring knowledge and skills.

Provide background information (training and experience) to the Trainer/Coach and/or Evaluator.

Complete the PTB within the three-year time limit. If the PTB is not completed in three years from the date of the PTB initiation (or first task being evaluated), the PTB will no longer be valid. A new PTB may be initiated, but all current qualification standards will then apply.

Ensure a qualified Evaluator completes the appropriate Evaluation Record, initials completed tasks, and enters a number in the Evaluation Record # column.

Provide a copy of the completed PTB to the Home Unit/Certifying Official.

Retain the original PTB. This is extremely important as the PTB is the only record of task performance. A lost or destroyed PTB may require additional position performance assignments.

Provide proof of qualifications on an incident.

The **Evaluator** is the person who actually observes the task(s) being performed and documents successful performance for certification/re-certification purposes. The Evaluator and the Trainer/Coach may be the same person; however, the functions of training and evaluation must remain separate (see Trainer/Coach below).

It is the responsibility of the Evaluator to:

Be qualified in the position being evaluated. The only exception is when a subject matter expert is assigned by the Home Unit/Certifying Official to evaluate “O” tasks.

Meet with the Trainee and determine past experience and training, current qualifications, desired goals and objectives of the assignment.

Note: If an Evaluator determines the Trainee does not meet the prerequisite

Required Experience or does not have the knowledge/skills to perform the tasks of the position, then the position performance assignment must not continue. At the discretion of the Evaluator or Training Specialist, and if the individual meets the prerequisite Required Experience, it may be possible to provide on-the-job training and reinstate the Trainee into the position performance assignment at a later time during the same incident.

Review the tasks in the PTB with the Trainee and explain the procedures that will be used in the evaluation and the objectives that should be met during the assignment.

Reach agreement with the Trainee on the specific tasks that can be performed and evaluated during the assignment.

Accurately evaluate and record the demonstrated performance of tasks. This is the Evaluator's most important responsibility; it provides for the integrity of the performance based qualification system.

Complete the appropriate evaluation record in the back of the PTB. If more than one position performance assignment is necessary, the Evaluator will complete an evaluation record for each assignment.

Complete the verification statement inside the front cover of the PTB once all tasks in the PTB have been completed and signed off. Only the Evaluator on the final position performance assignment (the assignment in which all remaining tasks have been evaluated and signed off) will complete the verification statement recommending certification.

The **Trainer/Coach** provides instruction to a Trainee. This may be in the classroom, on-the-job, or on an incident. While many of the requirements of the Trainer/Coach are similar to those of an Evaluator, the roles of training and evaluation must remain separate:

For example, a Trainer/Coach may be instructing a Trainee in pump operation tasks.

When the Trainee appears to have mastered the tasks, the Trainer/Coach can become the Evaluator and observe and record performance of the task. It's similar to instructing in the classroom and administering a test. The two functions are separate. They can be performed in sequence, but not at the same time.

It is the responsibility of the Trainer/Coach to:

Be qualified in the position for which training is being provided. The only exception is when a subject matter expert is assigned to provide training for "O" tasks.

Meet with the Trainee and determine past experience and training, current qualifications, desired goals and objectives of the assignment.

Note: If a Trainer/Coach determines that the Trainee does not meet the prerequisite Required Experience or does not have the knowledge/skills to perform the tasks of the position, then the position performance assignment must not continue. The Trainer/Coach can provide on-the-job training and then recommend a position performance assignment at a later time during the same incident.

Review the tasks in the PTB with the Trainee and explain the procedures that will be used in the training assignment and the objectives that should be met during the assignment.

Reach agreement with the Trainee on the specific tasks that can be performed during the assignment.

Document training assignment according to agency policy or Home Unit/Certifying Official procedures.



The **Training Specialist** can be the individual on the Home Unit who is responsible for training and qualifications, or an NWCG qualified Training Specialist (TNSP) on an incident.

It is the responsibility of the Training Specialist to:

Meet with the Trainee and determine the type of assignment necessary (position performance assignment or on-the-job training). Consider past experience and training, current qualifications, desired goals and objectives of the assignment.

Note: If the Trainee does not meet the prerequisite Required Experience for the position or does not have the knowledge/skills to perform the tasks of the position, then the position performance assignment must not continue. If the individual meets the prerequisites but does not have the necessary knowledge/skill, it may be possible to provide on-the-job training and reinstate the performance assignment at a later time during the same incident.

Identify opportunities for on-the-job training and position performance assignments that meet the Trainee's needs and objectives.

Work with the incident or Home Unit/Certifying Official to identify and assign qualified Evaluators.

Initiate a PTB after acquiring authorization from the appropriate agency official of the Home Unit.

Document all on-the-job training and position performance assignments.

Conduct periodic progress reviews to ensure assignments are proceeding as planned.

Conduct a closeout interview with the Trainee and Evaluator to ensure that the PTB has been properly completed.

PMS 310- 25 1 April 2006

## **POSITION TASK BOOK SPECIAL CONSIDERATIONS AND EXCEPTIONS**

### **Positions without NWCG Position Task Books**

Individuals in the following positions perform tasks that vary depending on the agency and/or the assignment. Assignment and qualification will be determined by the agency.

Agency Representative (AREP)

Air Tanker/Fixed Wing Coordinator (ATCO)

Interagency Resource Representative (IARR)

Liaison Officer (LOFR)

### **Positions with the Same Position Task Book for the Type 1 and Type 2 Complexity Levels**

Finance/Administration Section Chief Type 1 & Type 2 (FSC1&FSC2)

Fire Use Manager Type 1 & Type 2 (FUM1&FUM2)

Helibase Manager Type 1 & Type 2 (HEB1&HEB2)

Incident Business Advisor Type 1 & Type 2 (IBA1&IBA2)

Incident Commander Type 1 & Type 2 (ICT1&ICT2)

Logistics Section Chief Type 1 & Type 2 (LSC1&LSC2)

Operations Section Chief Type 1 & Type 2 (OSC1&OSC2)

Planning Section Chief Type 1 & Type 2 (PSC1&PSC2)

Prescribed Fire Burn Boss Type 1 & Type 2 (RXB1&RXB2)

Prescribed Fire Manager Type 1 & Type 2 (RXM1&RXM2)

Public Information Officer Type 1 & Type 2 (PIO1&PIO2)

Safety Officer Type 1 & Type 2 (SOF1&SOF2)

For positions having the same PTB, Trainees are required to complete an initiated PTB for each complexity level. When the PTB is initiated, the applicable level should be identified by crossing

out the nonapplicable position identifiers on the PTB cover.

Example: A Trainee completes a PTB for Incident Commander Type 2 (ICT2) and receives certification from the Home Unit/Certifying Official in that position. When the Home Unit/Certifying Official determines the individual has demonstrated satisfactory performance in the Required Experience position(s) and has successfully completed any Required Training, a new Incident Commander Type 1 & Type 2 (ICT1&2) PTB is initiated. Crossing out ICT2 on the cover indicates the Trainee is working to complete the ICT1 Position Task Book.

### **Positions with Combined Position Task Books (PTBs)**

Note: while *PTBs* have been combined, *the positions have not been combined*.

### **Single Resource Boss**

When the PTB for the single resource boss positions is initiated, the applicable position(s) should be identified by crossing out the nonapplicable positions on the cover. The first set of tasks is required for all single resource boss positions. These tasks are completed only once. Additional tasks are required for specific single resource boss positions (CRWB, ENGB, DOZB, TRPB, FIRB, FELB, and HELB).

### **Firefighter Type 1 (FFT1) and Incident Commander Type 5 (ICT5)**

The Firefighter Type 1 (FFT1) and Incident Commander Type 5 (ICT5) Position Task Books have been combined. However, *the positions have not been combined*. The FFT1 tasks are completed only once; additional tasks must be completed to meet the ICT5 level. The FFT1 and ICT5 tasks can be completed simultaneously. The Required Experience is satisfactory performance as a Firefighter Type 2 (FFT2).

### **Task Force Leader (TFLD) and Strike Team Leader (STCR, STEN, STDZ, STPL)**

The Task Force Leader (TFLD) and Strike Team Leader Position (STDZ, STEN, STCR, STPL) Task Books have been combined. However, *the positions have not been combined*. Strike Team Leader tasks are completed only once. The Required Experience for TFLD must be met prior to completing additional TFLD tasks. Upon satisfactory performance in the prerequisite single resource boss position, the specific strike team leader task book may be initiated. Once qualified as a Strike Team Leader, any additional single resource boss qualifications will also qualify the individual in that corresponding strike team leader position—without having to complete the Strike Team Leader PTB for the new position—once agency certification is documented on the PTB Certification page.

## **REVIEW AND UPDATE PROCESS FOR THE GA NIMS IQS Guide AND POSITION TASK BOOKS**

A formal revision of the GA-NIMS IQS Guide will occur every five years. However, the Certifying Authority may review proposals and address issues at any time. All participating agencies in Georgia will be requested to review and provide input for the proposed revision prior to the revision being adopted by GA NIMS IQS.

### **Position Task Books (PTBs)**

## GA-NIMS IQS – MARCH 2013

Comments and proposals on PTBs and the qualification process must be submitted through the appropriate agency official or coordination group to the Certifying Authority (OHS-GEMA, GPSTC, GA. Forestry)

The authority may review PTB and qualification proposals and address issues at any time. The authority will consult with subject matter experts and working teams as appropriate, and recommend adoption or rejection by GA NIMS IQS.

Position task books which may be developed for positions not identified within the GA NIMS IQS guide must be submitted for review and approval as GA NIMS IQS positions. Information on updates to the GA NIMS IQS Guide, decisions affecting new positions, changes in qualifications, and new, revised, and approved position task books is available on the GA NIMS IQS website: (to be announced)