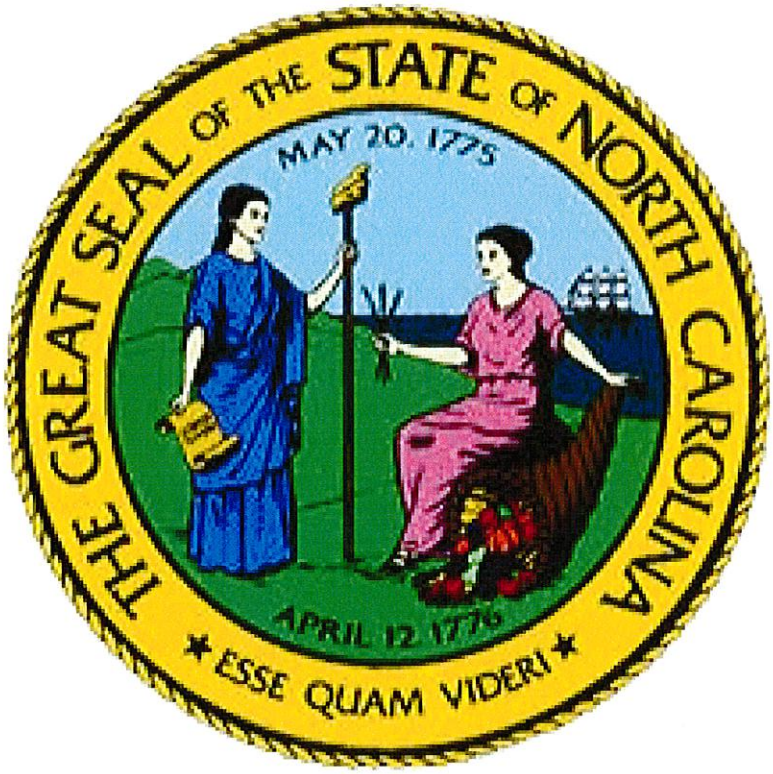
State of North Carolina
All Hazard Incident Management System



Incident Management Program
Type 2 and 3 Qualifications System Guide

Prepared by:

North Carolina
All Hazard Incident Management Team Working Group

May 2013

SUMMARY

Background

This document serves as the qualifications guide for positions on Type 2 or Type 3 all hazard incidents and planned events. The Wildland and Prescribed Fire Qualification System Guide (PMS 310-1), developed under the sponsorship of the National Wildfire Coordinating Group (NWCG), provides guidance to participating agencies and organizations in wildland, prescribed, and structural fire incidents. This guide supplements the 310-1 with State of North Carolina all hazards related qualifications.

Type 4 and 5 qualifications are handled at the local level and are not addressed in this guide.

Goals

- Develop nine (9) Type III All Hazard Incident Management Teams (AHIMT) statewide, three (3) per NCEM Branch.

- Develop three (3) Type II All Hazard Incident Management Teams (AHIMT) statewide, one (1) per NCEM Branch.

Objectives

- Establish minimum training and qualification standards for incident management personnel working as part of an AHIMT or single resource assignment.

- Retain the foundation and principles of the performance based qualification system established and implemented in the NWCG qualification system.

- Define the minimum required training and guide the development of skills and knowledge outside of the formal classroom environment.

- Eliminate redundancy, unnecessary positions and requirements.

Guidance

No local agency is required to use these standards or qualifications to manage their own incidents. With the publication of this edition of these guidelines, the standards established in this guide are to be met by all participating agencies and organizations that choose to certify individuals and teams within the North Carolina All Hazard Incident Management System.

CONTENTS

Section **Page**

Summary 1

Contents 2

A. Introduction 3

B. Description of the System.....3

C. Position Task Book (PTB) Process 4

D. Requalification.....5

E. Qualification Committee Review Process.....5

F. Required Training/Prerequisite Experience.....6

G. Incident Complexity.....6

H. Review and Update of the Qualification System Guide.....6

Appendices

A. Position Qualifications and Training Requirements 7

B. Qualification Process 24

C. Qualification Committee Process Overview.....27

D. Application Form Package 30

E. Incident Types 32

PROGRAM HISTORY

On November 19, 2008, The North Carolina Department of Crime Control and Public Safety, Division of Emergency Management (NCDEM) requested assistance from the State Emergency Response Team (SERT) in developing Type 2 and Type 3 state and regional All Hazard Incident Management Teams (AHIMTs). These teams would function under the National Incident Management System (NIMS) to assist state agencies and local jurisdictions in the management of large or complex emergency incidents. The U.S. Department of Homeland Security strongly urged states to form a multi-discipline, multi-agency workgroups to have oversight of the program. Duties of the workgroup would include writing policies and procedures for development, implementation, training, and certification of AHIMTs.

On January 16, 2009, Jim Prevette and Joe Wright, Co-Chairs of the SERT AHIMT Workgroup, presented a briefing to the State Emergency Response Commission (SERC) on All Hazard Incident Management Teams. Following the briefing the SERC adopted the AHIMT Workgroup as a SERC Sub-Committee to establish Type 2 & 3 AHIMTs in North Carolina and credential responders in all Command and General Staff ICS positions.

In 2009 the State of North Carolina began developing state standards for individual resources and Type 2 and 3 All Hazard Incident Management Teams.

The Historical Recognition "Grandfathering" process for credentialing of individuals at the Type 3 level was initially set up to be open from January 15, 2010 to July 31, 2010. The application period was then extended until December 31, 2012.

A. INTRODUCTION

Personnel mobilized by the State of North Carolina for emergency response to all hazard incidents will be required to meet the established qualification standards in this guide.

B. DESCRIPTION OF THE SYSTEM

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

In a performance based system, qualification is based upon demonstrated performance as measured on incidents and planned events, normal job activities, exercises and/or classroom simulation activities.

The components of the incident qualification system are as follows:

Training Courses

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

Position Task Books (PTB)

Position Task Books contain all critical tasks, which are required to perform the job. Subject matter experts have established the tasks in each PTB. PTBs are in a format that allows documentation of a trainee's ability to perform each task. Tasks pertaining to tactical decision-making and safety are flagged and require position performance on an incident or preplanned event. Remaining tasks may be evaluated through other means such as simulation, or other emergency and non-emergency work. However, these type simulations or work should be a true representation of the required task to insure that the person will be able to perform to the required level when exposed to a real event. Successful completion of all required tasks of the position, as determined by a qualified evaluator(s), will be the basis for qualification. ***All*** evaluators must be credentialed in the North Carolina All Hazard Incident Management System and must directly supervise the Trainee during an Incident/Event. ***Final Evaluator Verification must be completed by a fully qualified Type 3 or above evaluator in that specific position.***

C. POSITION TASK BOOK (PTB) PROCESS

Position Task Book - Initiating Authorities

North Carolina Emergency Management Branch Managers are the initiating authorities for Unit Leader PTBs. (NOTE – Communication Unit Leader PTBs are initiated by the State Interoperability Executive Committee and endorsed by the NCEM Branch Managers.)
The North Carolina All Hazard Incident Management Team – Qualifications Committee is the initiating authority for Command and General Staff PTBs.

Position Task Book Completion Timeframe

PTBs must be completed with final evaluator's signature within five (5) years from initiation.

Unit Leader Level PTB

Upon successful completion of a Unit Leader course, a candidate will submit a copy of their course certificate to the NCEM Branch Manager, who will initiate the appropriate PTB. A completed PTB must contain a minimum of four (4) evaluator records of which 2 must be incidents of more than 1 operational period each, and 2 may be planned events or full scale exercises. Each incident / event submitted requires the level of complexity requiring a written Incident Action Plan (IAP). Once a PTB has received the final evaluator verification, the candidate will return their PTB and all supporting documentation (signed IAP's showing the person performing in the position) to the appropriate NCEM Branch Manager. The NCEM Branch Manager is responsible for certifying that the applicant is qualified to perform in a specific Unit Leader level position and will sign the PTB for agency certification. The NCEM Branch Manager will retain a copy of the PTB for their files.

Command and General Staff PTB

A PTB can only be initiated for individuals once they have successfully completed the position specific training for the position and appropriate prerequisite experience as outlined in Appendix A of this document with approval and recommendation from the appropriate NCEM Branch Manager. Qualification for Command and General Staff positions must use approved North Carolina All-Hazard Incident Management Team Work Group PTBs. A completed PTB must contain a minimum of four (4) evaluator records of which 2 must be incidents of more than 1 operational period each, and 2 may be planned events or full scale exercises. Each incident / event submitted requires the level of complexity requiring a written Incident Action Plan (IAP). The Qualification Committee is responsible for certifying that the applicant is qualified to perform in a Command and General Staff position and will sign the PTB for agency certification. The committee will retain a copy of the PTB for their files.

AHIMT Responsibilities with Position Task Books

Each AHIMT should provide beneficial mentoring opportunities to trainees to promote Team sustainment.

D. REQUALIFICATION

For the positions identified in this guide, the maximum time allowed for maintaining currency is five (5) years. Currency for a position can be maintained by meeting any of the following requirements:

- By successful performance in the position qualified for within the given time frame.
- By successful performance in a position identified in this guide as Other Position Assignments that will maintain currency.
- By successful performance in a higher position(s) for which that position is a pre-requisite, providing the individual was previously qualified in that position.
- Meets current position requisite criteria
  Example: Currency for a Resources Unit Leader (RESL) can be maintained by (1) successful performance as a Resources Unit Leader (RESL); or, (2) successful performance as a Demobilization Unit Leader (DMOB) or Status/Check-In Recorder (SCKN); or, (3) successful performance as a Planning Section Chief within the past five years.
  Each individual must reapply before the expiration of their current credential by submitting a new NCAHIMT Application Form with Signed IAPs as documentation per the NCAHIMT Qualification System Guide (Appendix A). Requalification package is to be submitted to the initiating authority.
- ***Requalification period is for five (5) years from date of qualifying incident IAP.***
- ***Failure to re-apply within 90 days following the expiration of credential(s) will require completion of a new position task book.***

E. QUALIFICATION COMMITTEE REVIEW PROCESS

This is the final piece of the credentialing process for Command and General staff positions. It is an audit of all applications for position qualification. All course records, training certificates, a Summary of Response Experience, and any other documentation relative to the application will be reviewed by the Qualifications Committee. The Review Process Overview is attached in Appendix B.

F. REQUIRED TRAINING/PREREQUISITE EXPERIENCE

Required training and prerequisite experience is identified in Appendix A of this guide. The process of demonstrating the abilities to perform the position is the completion of a position task book. If approved by NCEM State Training Officer, alternate courses may be substituted for required courses when learning and performance objectives meet or exceed required course learning and performance objectives. An example of this is when a course is offered by another organization under a different course name.

Additional training which supports development of knowledge and skill or training courses can help to support a position performance assignment. The knowledge and skills necessary for successful completion of the tasks in a position task book are provided in the identified courses, but may also be acquired in a variety of ways, including on-the-job training, work experience, and identified formal training as determined by one's own agency, exercises, or planned events. An individual must have an opportunity to acquire the knowledge and skills required to perform the tasks of a position before accepting a position performance assignment. It is the responsibility of the individual's agency to ensure that each trainee has the opportunity to acquire the knowledge and skills necessary for position performance.

G. INCIDENT COMPLEXITY

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

Incident complexity is identified by Types 1-5 (see page 33). For example, a Type 5 incident is characterized by relatively few resources, is of short duration, and has few of the complicating factors identified above. A Type 1 incident, on the other hand, has large numbers of resources and many of the complicating factors identified above.

The agency head, incident commander or designated representative must determine the complexity of an incident and assign qualified personnel as needed. In situations where multiple agencies and jurisdictions are involved, the determination of complexity and qualifications should be made jointly.

H. REVIEW AND UPDATE OF THE QUALIFICATION SYSTEM GUIDE

To keep the Incident Qualification System Guide current, it is necessary to make revisions. This guide will be reviewed / updated on an annual basis by the NCAHIMT working group. This process requires users to submit proposed revisions to the NCAHIMT working group.

Suggested revisions can be mailed to the following address:

NCAHIMT
2411 Old US 70 West
Clayton, NC 27520

APPENDIX A

Position Qualifications and Training Requirements

INCIDENT COMMANDER TYPE 3 (ICT3-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- USFA O-305: All Hazards Incident Management Team or equivalent
- Incident Commander (S-400/P-400/E/L-950)

Prerequisite Experience:

Satisfactory performance as an Incident Commander Type 4

+

Satisfactory performance as an Operations Section Chief Type 3

+

Satisfactory completion of ICT3 North Carolina All-Hazard Position Task Book

or

Satisfactory performance as an Incident Commander Type 4

+

Satisfactory performance as a Planning Section Chief Type 3

+

Satisfactory completion of ICT3 North Carolina All-Hazard Position Task Book

Other Position Assignments that will maintain currency:

Operations Section Chief, Type 3
Plans Section Chief, Type 3
Division/Group Supervisor

OPERATIONS SECTION CHIEF TYPE 3 (OSC3-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- USFA O-305: All Hazards Incident Management Team or equivalent
- Operation Section Chief (S-430/P-430/E/L-958)

Prerequisite Experience:

Satisfactory performance
as a certified
Division/Group Supervisor (DIVS)
or
Task Force Leader (TFLD)
or
Strike Team Leader (STL)
+
Satisfactory completion of OSC3
North Carolina All-Hazard
Position Task Book

Other Position Assignments that will maintain currency:

Strike Team Leader
Task Force Leader
Division/Group Supervisor

PLANS SECTION CHIEF TYPE 3 (PSC3-A) ALL-HAZARD
Required Training: • ICS-100: Introduction to ICS • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • IS-700: Introduction to NIMS • IS-800: National Response Plan (NRP), An Introduction Or • IS-800b: National Response Framework, An Introduction • USFA O-305: All Hazards Incident Management Team or equivalent • Planning Section Chief (S-440/P-440/E/L-962)
Prerequisite Experience: Satisfactory performance as a Resource Unit Leader (RESL) **or** Situation Unit Leader (SITL) **+** Satisfactory completion of PSC3 North Carolina All-Hazard Position Task Book
Other Position Assignments that will maintain currency: Resource Unit Leader Situation Unit Leader

LOGISTICS SECTION CHIEF TYPE 3 (LSC3-A) ALL-HAZARD
Required Training: • ICS-100: Introduction to ICS • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • IS-700: Introduction to NIMS • IS-800: National Response Plan (NRP), An Introduction Or • IS-800b: National Response Framework, An Introduction • USFA O-305: All Hazards Incident Management Team or equivalent • Logistics Section Chief (S-450/P-450/E/L-967)
Prerequisite Experience: Satisfactory performance as a Ground Support Unit Leader (GSUL) **or** Facilities Unit Leader (FACL) **or** Supply Unit Leader (SPUL) + Satisfactory completion of LSC3 North Carolina All-Hazard Position Task Book
Other Position Assignments that will maintain currency: Base/Camp Manager Ground Support Unit Leader Supply Unit Leader

FINANCE/ADMINISTRATION SECTION CHIEF TYPE 3
(FSC3-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- USFA O-305: All Hazards Incident Management Team or equivalent
- Finance / Administration Section Chief (S-460/P-460/E/L-973)

Prerequisite Experience:

Satisfactory performance as a
Time Unit Leader (TIME)
or
Procurement Unit Leader (PROC)
or
Cost Unit Leader (COST)
+
Satisfactory completion of FSC3
North Carolina All-Hazard Position Task
Book

Other Position Assignments that will maintain currency:

Personnel Time Recorder
Cost Unit Leader
Procurement Unit Leader
Time Unit Leader
Equipment Time Recorder

PUBLIC INFORMATION TYPE 3
(PIO3-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- USFA O-305: All Hazards Incident Management Team or equivalent
- Public Information Officer (S-403/H-406/E/L-952)

Prerequisite Experience:

Satisfactory completion of PIO3
North Carolina All-Hazard Position Task Book

Other Position Assignments that will maintain currency:

SAFETY OFFICER TYPE 3 (SOF3-A) ALL-HAZARD
Required Training: • ICS-100: Introduction to ICS • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • IS-700: Introduction to NIMS • IS-800: National Response Plan (NRP), An Introduction Or • IS-800b: National Response Framework, An Introduction • USFA O-305: All Hazards Incident Management Team or equivalent • Safety Officer (S-404/H-404/E/L-954)
Prerequisite Experience: Satisfactory completion of SOF3 North Carolina All-Hazard Position Task Book
Other Position Assignments that will maintain currency: DIVS Strike Team Leader

LIAISON OFFICER TYPE 3
(LOF3-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- USFA O-305: All Hazards Incident Management Team or equivalent
- All Hazards Liaison Officer (H-480/E/L-956)

Prerequisite Experience:

Satisfactory completion of LOF3
North Carolina All-Hazard Position Task
Book

Other Position Assignments that will maintain currency:

INCIDENT COMMANDER TYPE 2 (ICT2-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- S-420: Command and General Staff training or equivalent
- Incident Commander (S-400/P-400)

Prerequisite Experience:

Satisfactory performance as an Incident Commander Type 3
+
Satisfactory performance as an Operations Section Chief Type 2
+
Satisfactory completion of ICT2 North Carolina All-Hazard Position Task Book

or

Satisfactory performance as an Incident Commander Type 3
+
Satisfactory performance as a Planning Section Chief Type 2
+
Satisfactory completion of ICT2 North Carolina All-Hazard Position Task Book

or

Satisfactory performance as an Incident Commander Type 3
+
Satisfactory performance as an Logistics Section Chief Type 2
+
Satisfactory completion of ICT2 North Carolina All-Hazard Position Task Book

or

Satisfactory performance as an Incident Commander Type 3
+
Satisfactory performance as an Finance Section Chief Type 2
+
Satisfactory completion of ICT2 North Carolina All-Hazard Position Task Book

Other Position Assignments that will maintain currency:

Operations Section Chief, Type 2
Plans Section Chief, Type 2
Logistics Section Chief, Type 2
Finance Section Chief, Type 2

OPERATIONS SECTION CHIEF TYPE 2 (OSC2-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- S-420: Command and General Staff training or equivalent
- Operation Section Chief (S-430/P-430)

Prerequisite Experience:

Satisfactory performance
as a certified
Division/Group Supervisor (DIVS)
+
Satisfactory completion of OSC2
North Carolina All-Hazard
Position Task Book

Other Position Assignments that will maintain currency:

Division/Group Supervisor
Incident Commander Type 3
Any higher position for which this position is a prerequisite

PLANS SECTION CHIEF TYPE 2 (PSC2-A) ALL-HAZARD
Required Training: • ICS-100: Introduction to ICS • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • IS-700: Introduction to NIMS • IS-800: National Response Plan (NRP), An Introduction Or • IS-800b: National Response Framework, An Introduction • S-420: Command and General Staff training or equivalent • Planning Section Chief (S-440/P-440)
Prerequisite Experience: Satisfactory performance as a Resource Unit Leader (RESL) **and** Situation Unit Leader (SITL) **+** Satisfactory completion of PSC2 North Carolina All-Hazard Position Task Book
Other Position Assignments that will maintain currency: Resource Unit Leader Situation Unit Leader Any higher position for which this position is a prerequisite

LOGISTICS SECTION CHIEF TYPE 2 (LSC2-A) ALL-HAZARD
Required Training: • ICS-100: Introduction to ICS • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • IS-700: Introduction to NIMS • IS-800: National Response Plan (NRP), An Introduction Or • IS-800b: National Response Framework, An Introduction • S-420: Command and General Staff training or equivalent • Logistics Section Chief (S-450/P-450)
Prerequisite Experience: Satisfactory performance as a Ground Support Unit Leader (GSUL) **+** Facilities Unit Leader (FACL) **or** Supply Unit Leader (SPUL) + Facilities Unit Leader (FACL) **and** Satisfactory completion of LSC2 North Carolina All-Hazard Position Task Book
Other Position Assignments that will maintain currency: Facilities Unit Leader Ground Support Unit Leader Supply Unit Leader Any higher position for which this position is a prerequisite

FINANCE/ADMINISTRATION SECTION CHIEF TYPE 2
(FSC2-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- S-420: Command and General Staff training or equivalent
- Finance / Administration Section Chief (S-460/P-460)

Prerequisite Experience:

Satisfactory performance as a
Time Unit Leader (TIME)
+
Procurement Unit Leader (PROC)
or
Cost Unit Leader (COST)
+
Time Unit Leader (TIME)
and
Satisfactory completion of FSC2
North Carolina All-Hazard Position Task
Book

Other Position Assignments that will maintain currency:

Personnel Time Recorder
Cost Unit Leader
Procurement Unit Leader
Time Unit Leader
Comps/Claims Unit Leader
Any higher position for which this position is a prerequisite

PUBLIC INFORMATION TYPE 2 (PIO2-A) ALL-HAZARD
Required Training: • ICS-100: Introduction to ICS • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • IS-700: Introduction to NIMS • IS-800: National Response Plan (NRP), An Introduction Or • IS-800b: National Response Framework, An Introduction • S-420: Command and General Staff training or equivalent • Public Information Officer (S-403/E-388)
Prerequisite Experience: Satisfactory completion of PIO2 North Carolina All-Hazard Position Task Book
Other Position Assignments that will maintain currency:

SAFETY OFFICER TYPE 2
(SOF2-A) ALL-HAZARD

Required Training:

- ICS-100: Introduction to ICS
- ICS-200: Basic ICS
- ICS-300: Intermediate ICS
- ICS-400: Advanced ICS
- IS-700: Introduction to NIMS
- IS-800: National Response Plan (NRP), An Introduction

Or

- IS-800b: National Response Framework, An Introduction
- S-420: Command and General Staff training or equivalent
- Safety Officer (S-404/H-404)

Prerequisite Experience:

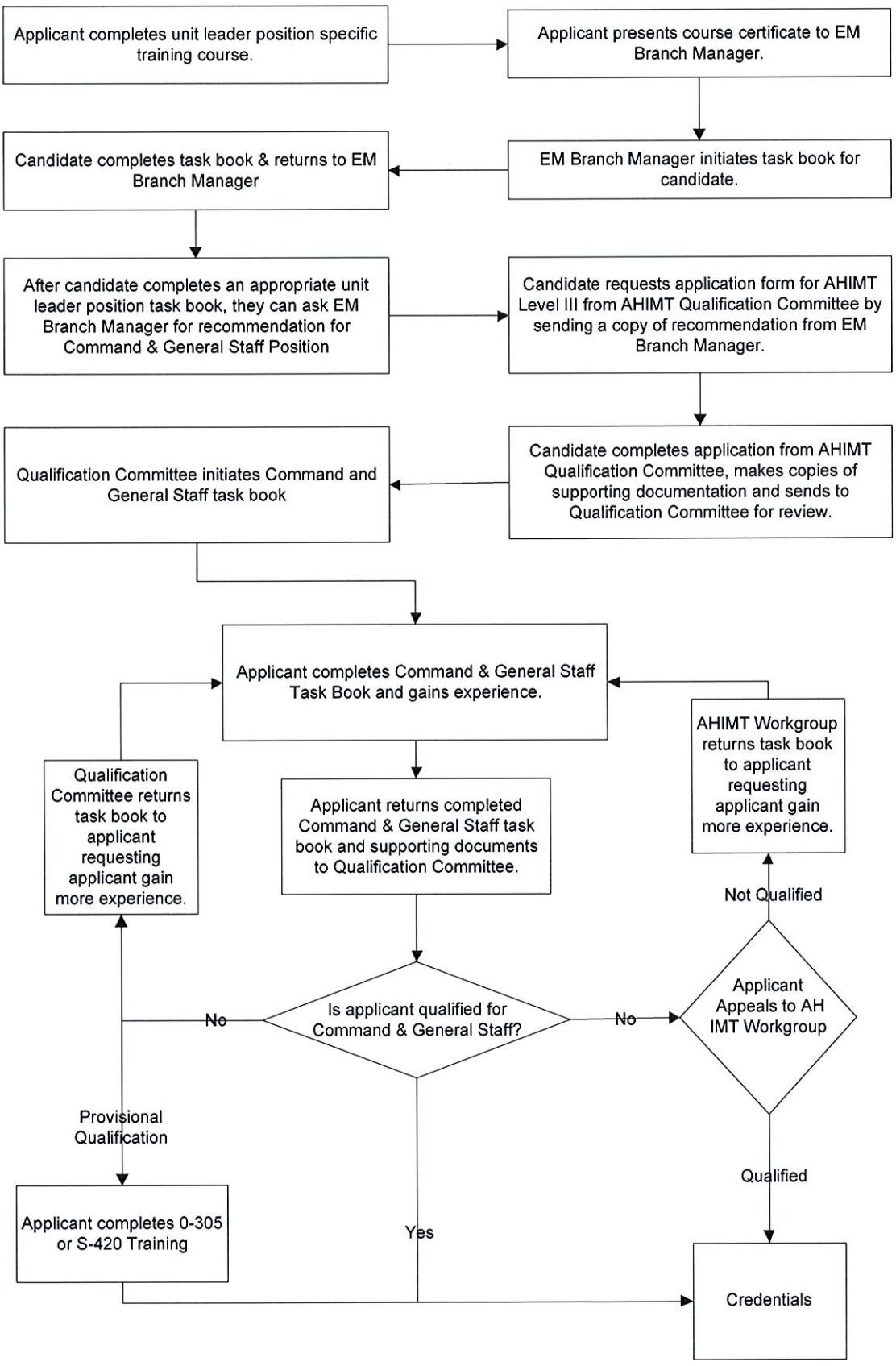
Satisfactory completion of SOF2
North Carolina All-Hazard Position Task Book

Other Position Assignments that will maintain currency:
DIVS

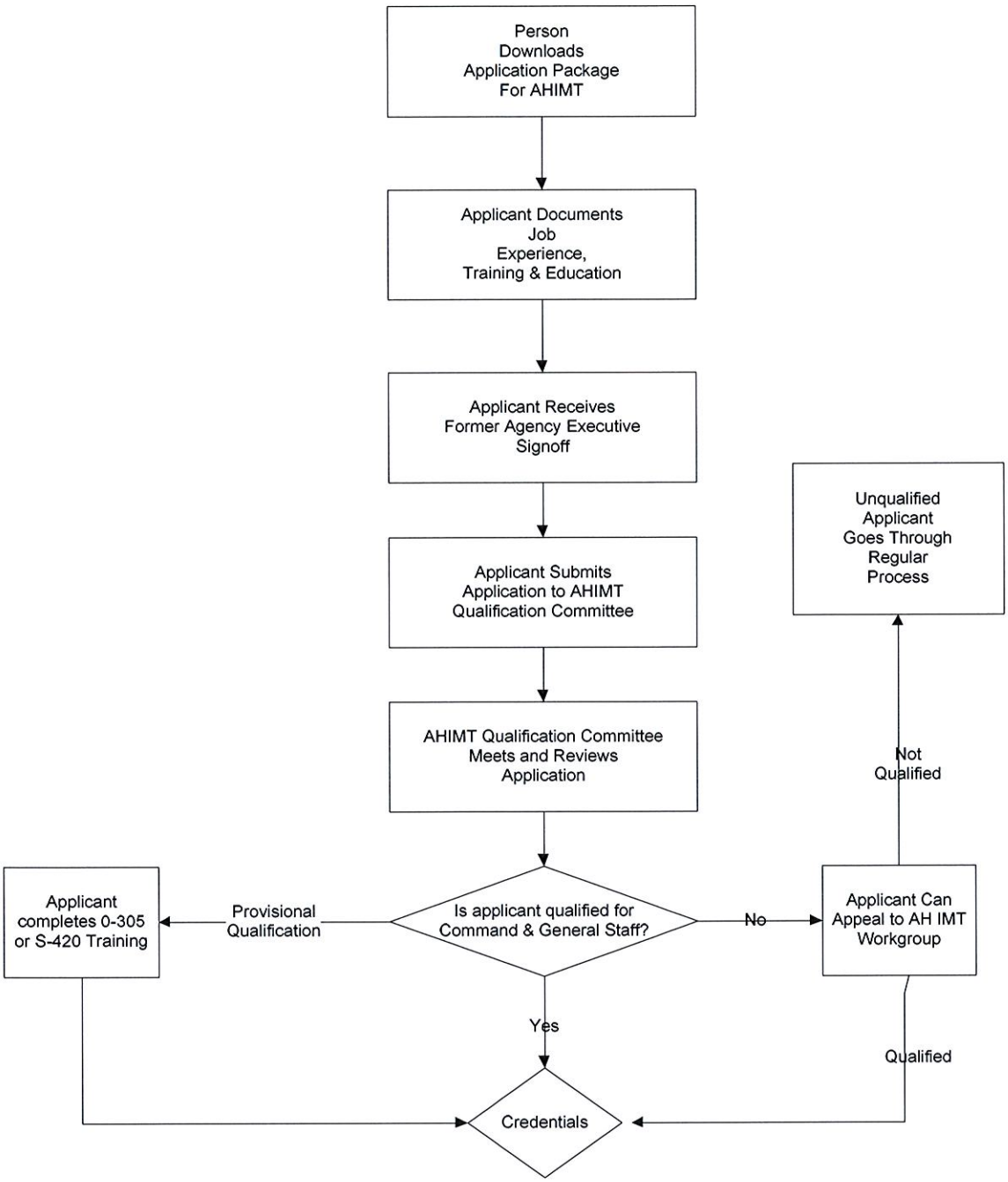
LIAISON OFFICER TYPE 2 (LOF2-A) ALL-HAZARD
Required Training: • ICS-100: Introduction to ICS • ICS-200: Basic ICS • ICS-300: Intermediate ICS • ICS-400: Advanced ICS • IS-700: Introduction to NIMS • IS-800: National Response Plan (NRP), An Introduction Or • IS-800b: National Response Framework, An Introduction • S-420: Command and General Staff training or equivalent • All Hazards Liaison Officer (H-480)
Prerequisite Experience: Satisfactory completion of LOF2 North Carolina All-Hazard Position Task Book
Other Position Assignments that will maintain currency:

APPENDIX B

Qualification Process



Reciprocity Process



Appendix C: All Hazard IMT Qualification Committee Process Overview

GOAL:
To validate the professional credibility of ICS credentials submitted by applicants to the North Carolina Type 2 & 3 All-Hazard Incident Management Teams (AHIMT).

COMMITTEE ROLE:
To perform an audit of all application documentation for position credentials at the AHIMT level. This may include course records, certificates, experience records, Incident Action Plans (IAP's) correspondence, and other communications relative to individual requests for position credentialing.

The Qualification Committee is authorized to determine if the applicant meets the requirements for the NC AHIMT positions and the ability to respond as part of a NCAHIMT.

COMMITTEE MEMBERSHIP:
The committee consists of a 15 person panel that was established by the AHIMT Working Group at the direction of the State Emergency Response Commission (SERC). This committee is comprised of the following Emergency Support Functions (ESF's) ESF 1, ESF 2, ESF 3, (2) ESF 4, ESF 5, ESF 6, (2) ESF 8, ESF 9, (2) ESF 10, ESF 11, and (2) ESF 13. Each selected ESF shall have one designee with a maximum of two on the credential review committee that is appointed by the respective Commissioner, Secretary, or Organization being represented. Appointments to the committee are perpetual unless replaced by the agency / organization designee, or upon resignation. The committee shall elect co-chairpersons annually, or whenever the position becomes vacant.

A simple majority of the committee membership shall be a quorum. Credentialing is approved by a majority vote of the quorum present.

MEETINGS:
The committee shall convene quarterly or at the call of the co-chairs.

PROTOCOL:
The qualification committee will receive and review all documentation packages to determine certification eligibility. The applicant and the verifying official will be notified in writing of the Committee's decision within 30 days by the Committee Chair (30 days after each committee meeting?).

The qualification committee evaluates the applicant's application and supporting documentation and will determine if the applicant is credentialed for the ICS position. The committee may request additional information. The committee shall have the responsibility and authority for recommending credentialing of the applicant to the AHIMT Working Group. The committee may credential the candidate in one of the following categories:

- Full Credential – The credential issued to an individual that has completed all required training, demonstrated proficiency as documented in the position task book, and been recommended by their agency head or Authority Having Jurisdiction (AHJ).

- Provisional Credential – A credential issued to an individual that has completed all required training with the exception S-420 Command and General Staff for Type II AHIMT , or O-305 for Type III AHIMT, demonstrated proficiency as documented in the position task book, and been recommended by their agency head or Authority Having Jurisdiction (AHJ).

- No Credential – More experience or prerequisites needed

The successful applicant will be awarded the appropriate position specific credential.

RESPONSIBILITIES OF THE CHAIR:
Interpretation and decisions are the purview of the co-chairs. The co-chairs shall evaluate any issue that is sensitive or ambiguous and report such issues to the individual recommending credentialing. The co-chair will notify the AHIMT Working Group, the individual recommending credentialing, and the applicant of the Committee's decisions.

APPEALS:
Appeals relative to denial of eligibility for credentials may be made by utilizing the following procedures:

Appeals shall be in writing by the individual who recommended certification. The appeal must be submitted to the Qualification Committee co-chairs no later than 60 days after notification of initial review and denial. Appeals must contain, at a minimum, a description of the reason/circumstances leading to the appeal, supporting documentation, and the desired outcome. The Qualification Committee co-chair will notify the AHIMT Working Group Chair of an appeal.

The AHIMT Working Group co-chairs shall appoint a three member "Appeals Committee" for the purpose of reviewing appeals under this section. The committee shall include at least one individual who is credentialed in the discipline and position being appealed.

The Appeals Committee Chair shall render his/her decision in writing to the verifying official within 30 days of receipt of appeal. The decision of the Appeals Committee Chair shall be final.

Appendix D: Credentialing Application Package

REQUIREMENTS:

- All applicants **MUST** meet current requirements using the North Carolina Type 3 All-Hazard Incident Management System Qualification Guide (see flow chart).
- Verifying official **MUST** verify requirements are true and correct, utilizing the Application Form.
- All applicants **MUST** submit an Official Training Record (TERMS Transcript, College Transcript or copies of Certificates.

HOW TO APPLY:

SEPARATE APPLICATIONS MUST BE SUBMITTED FOR EACH POSITION FOR WHICH AN APPLICANT DESIRES TO APPLY.

Initial Application consists of:

1. Completed Application Form with all appropriate signatures.
2. Completed Unit Leader/Subordinate Task Book in the Section of application. (*Exemption for All Hazards Public Information Officer and All Hazards Liaison Officer)
3. Completed Training Record with attached copies of course completion certificates for all required courses (See Appendix A).
4. Completed AHIMT Course S-420 for Type II and O-305 for Type III teams.
5. A letter of recommendation on Department letterhead and signed by the Agency Head, describing the applicant's specific background as it relates to the occupational experience requirement.

Renewing Credentials Application consists of:

1. Completed Application Form with all appropriate signatures.

Applicants seeking credentials or renewal should submit completed applications to the AHIMT credentialing committee.

2. Submission of Incident Action Plan for Type III or above event.

APPLICATION FORM

Initial ☐ Recertification ☐ ☐
Reciprocity

POSITION FOR WHICH YOU ARE APPLYING_____
(Note: Separate applications must be submitted for each position applied for)

NAME_____

Last 4 social Security numbers_____

AGENCY_____EM REGION_____
_____

ADDRESS_____

_____

PHONE NUMBER_____CELL PHONE_____

E-MAIL ADDRESS _____

RANK AND/OR WORKING TITLE_____

_____ _____
APPLICANT'S SIGNATURE DATE

I verify that the applicant has Agency approval to participate on AHIMT dispatches.

_____
VERIFYING OFFICIAL AND TITLE DATE

FOR INITIAL CERTIFICATION

I verify that the applicant has met the minimum requirements of the AHIMT Qualification System Guidelines

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NCEM BRANCH MANAGER DATE

RECIPROCITY ONLY

I verify that the applicant is qualified at the requested ICS position according to the requirements of the previous State/Organization's All-Hazard Incident Management Team (AHIMT) Qualification System Guide.

VERIFYING OFFICIAL AND TITLE DATE

This application is only to be used for individuals wishing and able to be deployed on a Statewide basis. Assignments to incidents may be up to 2 weeks in length.
**If you have not already created a TERMS Profile, please do so at this time at http://terms.ncem.org/TRS/logon.do **
Mail packet to: NCAHIMT - 2411 Old US 70 West - Clayton, NC 27520

APPENDIX E:

Incident Types

Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five levels of complexity. (Source: U.S. Fire Administration)

Type 5	▪ The incident can be handled with one or two single resources with up to six personnel. ▪ Command and General Staff positions (other than the Incident Commander) are not activated. ▪ No written Incident Action Plan (IAP) is required. ▪ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. ▪ Examples include a vehicle fire, an injured person, or a police traffic stop.
Type 4	▪ Command staff and general staff functions are activated only if needed. ▪ Several resources are required to mitigate the incident. ▪ The incident is usually limited to one operational period in the control phase. ▪ The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated. ▪ No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources. ▪ The role of the agency administrator includes operational plans including objectives and priorities.
Type 3	▪ When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. ▪ Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. ▪ A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ▪ The incident may extend into multiple operational periods. ▪ A written IAP may be required for each operational period.
Type 2	▪ This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. ▪ Most or all of the Command and General Staff positions are filled.

	▪ A written IAP is required for each operational period. ▪ Many of the functional units are needed and staffed. ▪ Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). ▪ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	▪ This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. ▪ All Command and General Staff positions are activated. ▪ Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. ▪ Branches need to be established. ▪ The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated. ▪ Use of resource advisors at the incident base is recommended. ▪ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.