



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

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TYPE 3 ALL-HAZARDS INCIDENT MANAGEMENT QUALIFICATION STANDARD OPERATING GUIDE

PURPOSE:

In order to better align the request and matching process associated with mutual aid, national mobilization, and qualifying efforts, the Florida Division of Emergency Management (Division) has developed All-Hazards Incident Management Qualification Standard Operating Guide (SOG) for the Type 3 All-Hazards Incident Management Qualification program.

The focal point of the qualification process discussed in this guide is the Authority Having Jurisdiction (AHJ), in this case the Division, is responsible for the development, implementation, and maintenance of the qualification procedures discussed in this guide. Outlining the process to qualify individuals within their field of expertise, training, and experience level in relation to the All-Hazards Incident Management Teams.

The statements and descriptions referenced by this guide are considered the minimum personnel qualifications that are established for intrastate mutual aid and national mobilization purposes under the National Incident Management System (NIMS). The positions listed include Command and General Staff and roles or positions identified within several disciplines that are frequently called upon during an emergency.

Alternate AHJs may have their own list of qualified positions in addition to the ones appended or referenced by this document and may also add to these standards to meet their specific needs. However, the AHJ cannot impose a higher standard on another AHJ that meets the minimum standards within this guide.

The Division may add to or augment the minimum standards or require more restrictive standards for incident personnel to meet specific needs within the State or local jurisdiction. However, the Division and alternate AHJs may not require those additional or more restrictive standards when requesting AHIMT assistance from the other States.

Exception: Based on actual or anticipated conditions at the scene of an incident, a requesting jurisdiction may request a higher level of physical fitness for a particular position. This Qualification Guide is a dynamic document and it will be updated as needed to incorporate new position titles or to revise the qualification standards. AHJs

should ensure that they are using the most recent version of this guide as provided by the Division.

AUTHORITY:

- Homeland Security Presidential Directive 12 – Policy for Common Identification Standard for Federal Employees and Contractors (HSPD-12)
- Homeland Security Presidential Directive 5 – Management of Domestic Incidents (HSPD-5)
- FEMA National Incident Management System (NIMS)
- 6 U.S.C. § 311 – defining credentialing
- Florida Statutes relating to Emergency Management and Response (Fla. Stat. § 252.31-63, § 252.81, § 252.905, § 252.921-933, § 943.313)

SCOPE:

This document is addressed to the State AHJs including state senior elected and appointed leaders, city, county, tribal government, and other area officials. This document also addresses the members of the All-Hazards Incident Management Qualification Program, the Division's Training and Exercise Section and the Operations Section of the Response Bureau. It is written as guidance for government executives; emergency management practitioners; private-sector, volunteer, and non-governmental organizations (NGOs); tribal governments, territories and critical infrastructure/key resources (CI/KR) owners and operators.

MAINTENANCE:

The preparation and revision of All-Hazards Incident Management Qualification Standard Operating Guide will be the responsibility of the State Qualification Review Committee in conjunction with the Operations Section within the Division with assistance and involvement of all applicable stakeholders and partners. This document will be updated, at a minimum, once every two years. However, an examination and review of the document will be conducted annually by State Qualification Review Committee and will be updated to reflect any changes in the implementation of procedures, improvement of capabilities, and deficiencies identified from corrective actions.

REFERENCES:

Below are documents referenced within the SOP, which can be found on the AHIMT Portal:

- Domestic security oversight council (DSOC) – original document
Approved March 7, 2013
- Interstate Incident Management Team Qualifications System (IIMTQS) Guide
AHIMTA - May 2016
- U.S. Fire Administration: Type 3 All-Hazard Incident Management System
Qualification Guide, September 2010
- National Incident Management System, Guideline for the Credentialing of
Personnel, August 2011
- FEMA's NIMS Guideline for the National Qualification System, November 2017

DEFINITIONS:

ALL-HAZARDS INCIDENT MANAGEMENT TEAM (AHIMT): TYPES 1, 2, AND 3: A Multiagency/Multijurisdictional Team available for complex and extended time incidents formed and managed at the State, Regional, Tribal or Metropolitan level. An AHIMT is deployed as a team of trained & qualified personnel to manage major or complex incidents requiring a significant number of local, state, regional resources, and has extended into multiple operational periods and requires a written Incident Action Plan (IAP).

All-Hazards IMTs consist of personnel that are trained and qualified in the positions of the Incident Command System (ICS). These personnel may have a background in many disciplines which may include fire, rescue, emergency medical, hazardous materials, law enforcement, public health and public works, emergency management and others. They will perform the functions of Command, Operations, Planning, Logistics, and Administration/Finance, as well as Safety, Public Information, and Liaison. Other ICS positions defined as Unit Leaders, Managers and Technical Specialist may also accompany a team. Teams are typed at different levels according to their capability to handle different levels of incident complexity. The complexity of an incident may be used to help determine the type (3, 2, or 1) of the IMT that may be requested. (See Incident Complexity).

AUTHORITY HAVING JURISDICTION (AHJ): The Authority Having Jurisdiction (AHJ) is an organization, office, or individual having statutory responsibility for enforcing the requirements of a code, standard, or procedure, or for approving equipment, materials, and installation. For the specific purposes of this Guide, the relevant AHJ is the State of Florida. Other references to AHJ will note a qualifier such as "local" AHJ, if necessary.

COACH/TRAINER/MENTOR: A Coach/Trainer/Mentor is an individual that provides instructions and mentoring to a Trainee, whether in the classroom, on the job, planned event, or on an incident. The Coach/Trainer must be qualified in the position they are coaching or supervise that position in the ICS system. The coach should not perform the duties of the Evaluator at the same time, so the integrity of the qualifications system is preserved. The Division allows the use of coach/trainer qualified under NWCG and other Federal or State level qualification systems.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC): The purpose of this compact is to provide for mutual assistance between the states, entering into this compact, in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack. This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods.

EVALUATOR: An Evaluator is an individual that is responsible for evaluating a trainee using a position task book (PTB). The Evaluator must be qualified in the position they are evaluating or be qualified in a position that supervises the trainee's position in the ICS. The Division allows the use of qualified evaluators under NWCG and other similar Federal or State level qualification systems.

EVENT: An "Event", wherever referred to in this documentation, is a planned occurrence and requires the use of the Incident Command System in managing resources. The event must meet the same organizational and complexity requirements as for an "incident". Event examples include: large-scale parades, sporting events, festivals, conferences, conventions and fairs.

FEDERAL AGENCY INCIDENT QUALIFICATION SYSTEMS: The following federal agencies are involved in incident management and response and have a qualifications system:

- Department of Interior, Incident Position Qualifications Guide (IPQG)
- FEMA, Qualification System Guide
- USDA, Forest Service, Fire and Aviation Qualification Guide
- National Wildfire Coordinating Group, Wildland Fire Qualifications System Guide, 310-1

FLORIDA SPECIFIC POSITION TASK BOOK (FSPTB): The FSPTB may serve initially as the "lesson plan" for a trainee's on-the-job or experiential training. Successful completion, as determined by a qualified evaluator, of all tasks required of a position is

the basis for the final evaluation and recommendation that the trainee be qualified. It is required for a trainee to complete a FSPTB on a minimum of two qualifying incidents, events, or exercises – one of which must be an incident.

FLORIDA POSITION SPECIFIC QUALIFICATION TRAINING REQUIREMENTS

(PSTR): These tables, provided in Appendix A, are the guides for determining what Training, Experience, Physical/Medical Fitness, and Currency are necessary for an individual to be considered qualified in that position. See Appendix A-Type 3 ICS Position Specific Training Requirements (PSTR).

FULL-SCALE EXERCISE (FSE): Full-Scale Exercises are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. Full-Scale Exercises often include many players operating under cooperative systems such as the Incident Command System or Unified Command.

FUNCTIONAL EXERCISE (FE): Functional Exercises are designed to validate and evaluate capabilities, multiple functions, sub-functions, or interdependent groups of functions. Functional Exercises are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In Functional Exercises, events are projected through an exercise scenario with event updates that drive activity at the management level. A Functional Exercise is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

HISTORICAL RECOGNITION: The Historical Recognition qualification process was used to provide an initial cadre of qualified personnel for the state's AHIMT program.

HSEEP EXERCISE: The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

INCIDENT: An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT)/JOINT FIELD OFFICE (JFO): IMAT will be deployed from FEMA during the early stages of a Stafford Act disaster. The IMAT will begin the initial coordination at the field level and will fill the positions within the JFO command structure as it begins its operations. A JFO is a temporary Federal facility that provides a central location for the coordination of Federal, state, tribal, and local governments and private-sector and non-governmental organizations with primary responsibility for response and recovery. It is established to

unify the Federal assistance effort at the state and local level and to coordinate the provision of Federal assistance to the affected jurisdiction(s) during national incidents. The JFO structure is organized, staffed, and managed in a manner consistent with NIMS principles. Although a JFO/IMAT employs an ICS structure, the JFO does not manage on-scene operations.

INCIDENT SUPPORT TEAM (IST): The mission of the Urban Search & Rescue (USAR) Incident Support Team (IST) is to provide Federal, state, and local officials with technical assistance in the acquisition and use of ESF #9 resources through advice, incident command assistance, and management and coordination of USAR task forces, and to obtain ESF #9 logistic support. The IST will deploy as soon as possible in order to act as a liaison with state and local officials as well as to make preparations for the support of incoming USAR task forces. The IST has command authority over task forces assigned, similar to the Area Command concept. The IST generally mobilizes with an initial complement of 30 personnel and organizes using a standard Incident Command structure.

INCIDENT COMMAND SYSTEM (ICS): The Incident Command System is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.
- ICS is flexible and can be used for incidents of any type, scope and complexity.
- ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

INCIDENT COMPLEXITY: The *NIMS Guideline for the National Qualification System* defines incident complexity as the incident criteria determined by the level of difficulty, severity, or overall resistance to control, that incident management personnel face while managing an incident to a successful and safe conclusion or to manage one type of incident compared to another type. It is essential to understand the relationship between certain position qualifications that are typed to correlate with incident complexity typing. This same requirement applies to events as herein defined.

NATIONAL WILDFIRE COORDINATING GROUP (NWCG): The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

OPERATIONAL PERIOD: The period of time established for execution of a given set of operation actions as specified by the Incident Commander. Operational Periods can be of various lengths, although usually not more than 24 hours.

PHYSICAL FITNESS: Responders are required to be physically fit to respond to incidents. Local units or agencies having jurisdiction are responsible to establish standards and monitor responder fitness. Fitness levels are found in Appendix A-Type 3 ICS Position Specific Training Requirements (PSTR).

QUALIFYING INCIDENT, EXERCISE OR EVENT: An incident, exercise, or event that the AHJ determines meets the incident complexity, duration of time, and relevancy to the ICS position that is necessary to provide sufficient opportunity for the individual to exercise the roles and responsibilities of the ICS position they are filling. All qualifying incidents, events or exercises must meet the Type 3 incident complexity and last multiple operational periods. The Trainee must perform the duties of the position being sought in each qualifying incident, event, or exercise during multiple operational periods. It is recommended that AHJ's that sponsor exercises/events use Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. If a candidate is assigned to an incident, demobilizes from the incident and then is redeployed to the same incident, this may count as two separate deployments based on the evaluation of the State Qualification Review Committee (SQRC). Candidates will not demobilize solely for the purpose of separating the deployments.

RECOMMENDED TRAINING: Training that is not required to be completed in order to qualify for a position but is recommended to support the position. This training is identified as a recommendation that may guide an individual to increase knowledge or skills. This may be acquired through on-the-job training, work experience, or training. This is a means by which personnel can prepare for position performance evaluation by obtaining specific knowledge and skills required to perform tasks identified in the FSPTB.

RECOMMENDING OFFICIAL: The Recommending Official is the individual from the Trainee's sponsoring organization who is recommending the candidate be certified and has the support of the sponsoring organization and is confirming the trainee's completion of the position requirements. The recommendation is made to the State Qualification Review Committee (SQRC).

SHADOW OPPORTUNITY: An opportunity for an individual on an incident or qualifying exercise to only observe an individual or team to gain experience and knowledge in an IMT operation or position specific operation. The individual is not performing thus is not accomplishing any work towards completion of a position task book.

SHORT TEAM: Provides personnel trained and qualified in the Type 3, 2 or 1 Command and General Staff positions. The assessed incident complexity should determine the qualification typing of team members. Local personnel should be prepared to work with the team for multiple operational periods and will have little additional time to work in their primary job.

STATE QUALIFICATION REVIEW COMMITTEE (SQRC): State Qualification Review Committee enhances the professional credibility of the position qualifications earned through the qualifications process. This committee is comprised of emergency management leadership that represent multi-agency, multi-disciplinary, and multi-jurisdictional positions throughout the state. The committee has the authority for reviewing and evaluating documentation that confirms the completion of the relevant position requirements and makes the recommendation to the Division Director or their designee for qualification for an individual. The SQRC is responsible for the continued process of revising this guide as needed; initiating, reviewing, and approving the Florida Specific Position Task Books (FSPTB) for approval by the Division Director or their designee; and qualifying individuals as outlined in this guide.

TASK BOOK CODE: A code used in the FSPTB, is associated with the situation where the task may be completed. The situations range from actual on-incident experience to qualifying training exercises to related daily job tasks.

TECHNICAL SPECIALISTS: Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their specialized skills in the incident environment.

TRAINEE (THE INDIVIDUAL): An individual, approved by their Employing/Sponsoring Organization, who is preparing to qualify for an ICS position and for whom the position task book (PTB) has been initiated. A Trainee is eligible for formal, on-the-job training.

TRAINEE ASSIGNMENT: An assignment of an individual on an incident or qualifying exercise that is working as a trainee with an open Position Task Book in the position the individual is working towards certification. The Trainee is being actively trained or coached by a Coach/Evaluator in a position during an assignment or is actually performing the task under the supervision of a qualified individual while completing the task identified in the position task book and being evaluated for the required experience to become certified. The Evaluator and the Coach may be the same person; however, the functions of coaching and evaluating must remain separate in a position performance assignment.

TYPE 3 ALL-HAZARDS IMT: Provides trained and qualified personnel in the Command and General Staff (C & G) and key Unit Leader positions. The team may manage the incident for the local jurisdiction when given a Delegation of Authority by the incident's jurisdiction Chief Elected Official or Agency Administrator or could integrate into local command structure as needed. This team may manage up to 250 incident personnel.

TYPE 2 AND 1 IMT: The Type 2 teams typically manage up to 500 incident personnel. The Type 1 teams typically manage incidents that have more than 500 incident personnel including a complex aviation operation.

TRAINING:

Trainings related to each of the Type 3 AHIMT Positions are listed within Appendix A.

GENERAL:

The State of Florida has developed this guide based on the mandate by ***Homeland Security Presidential Directive 12 - Policy for a Common Identification Standard for Federal Employees and Contractors (HSPD-12)***; ***Homeland Security Presidential Directive 5 - Management of Domestic Incidents (HSPD-5)***; as outlined in the National Incident Management System FEMA (NIMS); and in compliance with Florida Statutes relating to general provisions (**§ 252.31-63**), Florida Emergency Plan (**§ 252.81**), Community Right to Know (**§ 252.905**); Emergency Management Assistance Compact (**§ 252.921-933**), Emergency Management Support forces (**§ 252.41**), and Domestic Security Oversight Council (**§ 943.313**). Federal, state, and nationally recognized documents provide a consistent template to enable federal, state, tribal, local governments, NGO's, territories and the private sector to work together. Developing a nationally recognized partnership will assist the State of Florida in preventing, protecting, responding, recovering, and mitigating the effects of incidents, regardless of cause, size, location, or complexity within the state and nationally. This consistency provides the foundation for the utilization of NIMS during all types of incidents; ranging from daily occurrences to incidents requiring a coordinated local, state, and federal response.

Although state, local, and tribal governments are not required to participate in or adopt NIMS or these best practices, in order for these agencies to participate during incidents and be NIMS compliant, it is necessary for entities to adhere to the standards, practices, and minimum criteria presented in the NIMS doctrine. It is also important to note that the NIMS Guidelines and HSPD-5 requires federal, local, state, tribal governments, territories, volunteer organizations, and NGO's to adopt NIMS as a condition for federal preparedness assistance through grants, contracts, and other activities.

The basic premise of NIMS is that all incidents begin and end locally. The Federal Government supports the state and local AHJs when their resources are overwhelmed or anticipated to be overwhelmed. The intention of the Federal Government in these situations is not to command the response, but rather to support the AHJ. This is most easily achieved when all the entities are participating in a unified system of emergency management and incident response.

The NIMS credentialing effort ensures that the incident management community can plan for and receive personnel and resources that match its requests. The established system ensures that those personnel and resources possess the needed competencies, knowledge, skills, and abilities to carry out the work requested of them. It also establishes procedures to appropriately manage officially dispatched emergency responders and incident managers.

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FORMS:

- Florida Specific ICS 225
- Florida Specific Position Task Books

SECTION 1

ALL-HAZARDS INCIDENT MANAGEMENT QUALIFICATION PROGRAM

1.1. PRIMARY MISSION

The Division is committed to improving emergency management and the response capabilities of emergency management and response personnel for all major disasters and other incidents where mutual aid is required. The intent is to build on existing processes and systems to improve the delivery of intrastate mutual aid and recognizing that the local authorities having jurisdiction regulate the provision of mutual aid. This guide does not preempt or diminish the sovereignty of the local authorities to manage routine or local response operations in accordance with their laws and regulations.

As part of the All-Hazards Incident Management Qualification Program, the Division implemented a phased approach. First, the historical recognition process was developed, defined and implemented; then committees were formed to develop a task book system for qualification; and finally, the continuation of qualification and maintenance of the All-Hazards Incident Management Qualification Program. The program includes the use of a State Qualification Review Committee that is responsible for the oversight of the program, revision of this guide as needed; and recommendations for statewide all hazards incident management training and exercises.

1.1.1. OBJECTIVES

- Integrate best practices into a comprehensive framework of guidelines and procedures for developing, implementing, and managing an ICS qualification process.
- Establish a set of qualification criteria and a supporting system.
- Establish minimum training and qualification standards for positions associated with Type 3 Florida All-Hazards Incident Management Teams (AHIMTs).
- Retain the core principle of a performance-based qualification system.
- Emphasize the development of position-critical skills.

1.2. CREDENTIALING

The Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) developed the National Incident Management System (NIMS) Guideline for the Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. As referenced by DHS/FEMA,

this guide refers to the definition of credentialing in **6 United States Code (U.S.C.) § 311**, which provides that:

“The terms ‘credentialed’ and ‘credentialing’ mean having provided, or providing, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position...”

This guide describes the processes used by the State of Florida to qualify individuals within their field of expertise, training, and experience level. To be considered credentialed, an individual must be: 1) qualified for a specific role or position; 2) provided the proper authority to respond in the form of a specific mission; and 3) provided formal identification.

Each AHIMT with responsibility under the Division and the National Response Framework (NRF) is required to ensure that the incident management personnel, emergency response providers, and other personnel and resources (including temporary personnel) likely needed to respond to a natural disaster, act of terrorism, or other manmade disaster, are fully qualified or are currently in the process of completing a task book to respond and perform competently.

1.3. STATE QUALIFICATION REVIEW COMMITTEE (SQRC)

Establishing and maintaining a viable and effective qualifications system requires a significant commitment of time and energy. The purpose of this committee is to enhance the professional credibility of the position qualifications earned through the qualifications process.

The State Qualification Review Committee is comprised of multi-agency, multi-disciplinary, and multi-jurisdictional positions throughout the state. The committee may be comprised of voting members from:

- Florida Division of Emergency Management (Chair)
- Emergency Management
- Florida State Fire Marshal
- Florida Department of Law Enforcement
- Department of Health
- Florida Forest Service
- Volunteer Florida
- Department of Environmental Protection

- Two AHIMT representatives from each Florida Region
- FEPA Leadership

Non-voting members include:

- FDEM Preparedness – Training Officer

This committee can be expanded as deemed necessary by the Division. The SQRC is responsible for the continued process of revising this guide as needed; initiating, reviewing, and approving the Florida Specific Position Task Books (FSPTB) for approval by the FDEM Director or their designee; and qualifying individuals as outlined in this guide.

1.3.1. COMMITTEE DUTIES

The SQRC has established a proper record for the review of all documentation that it performs. The SQRC will maintain processes and internal controls that subject each application to a standardized and proper level of review.

- The SQRC is authorized by the State of Florida to review and make, at any time deemed necessary, a determination whether an individual meets the requirements for qualification.
- The SQRC will review all documents that establish that the trainee has completed all the position qualification criteria delineated in the Position Specific Qualification Training Requirement (PSTR) tables. Such documents include course records, certificates, PTB's, resumes, experience documentation, and incident personnel performance ratings.
- Maintain and update qualification guide as deemed necessary by national best practices, state mandates, and the Division requirements.

The State of Florida has developed a committee of a broad cross section of entities, individuals and disciplines. Qualified incident management team personnel or other experts may be used to provide depth and expertise as members of the SQRC or as ad hoc advisors. As funding allows, the SQRC will meet, at minimum, biannually to review completed task books and make recommendations for policy updates.

SECTION 2

FLORIDA POSITION SPECIFIC TASK BOOKS (FPSTB)

2.1. TASK BOOKS GOAL

The Division recognizes that there needs to be a specific system in place for personnel throughout the state to become qualified to respond when needed. The SQRC has developed the Type 3 ICS Position Specific Qualification Training Requirements (PSTR), Appendix A, which details what the requisite and recommended trainings are for an individual to be qualified in the State of Florida for a specific Type 3 position.

The Division recognizes that approved position-specific and team training courses are required to sufficiently prepare individuals for a Type 3 IMT position. The Florida Specific Position Task Books (FSPTB) contain the identified competencies, behaviors, and tasks required to become qualified for a specific ICS position.

Technical Specialists are personnel with specialized skills gained through educational degree programs or industry training of established standards. These personnel usually perform the same duties during an incident that they perform in their regular job and may have supplemental training in order to use their special skills in the incident environment. The Division has not established minimum qualifications for the Technical Specialist position.

The knowledge and skills necessary for successful completion of the tasks in a FSPTB are provided in approved coursework, but these skills can also be gained through on-the-job training, work experience, and identified formal training as determined by the SQRC.

The SQRC will maintain the authority to determine if skills, knowledge, abilities, and training provided by an individual meets the requirements as set forth in Appendix A: Type 3 ICS Position Specific Qualification Training Requirements (PSTR).

Note: The Florida State Training Officer will provide equivalency for any of the training requirements listed, as appropriate.

2.2. FPSTB COMPETENCIES, BEHAVIORS, AND TASKS

The performance requirements (tasks) listed in each Florida Position Specific Task Book are based on ICS competencies and behaviors (September 2007) and recognized by FEMA's National Integration Center.

Numerous bullet statements are listed under each task. They are guidelines/examples for the evaluator to ensure that the spirit of the task is completed by the trainee; not all bullet statements are required to be completed by the trainee so long as the overall intent of the task has been satisfied.

Each incident, event, or exercise listed on an FPSTB evaluation record after February 1, 2019 requires a Florida ICS 225 form to be completed. Additionally, each FPSTB must include at least two (2) separate Qualified Evaluators. This means no single Qualified Evaluator can complete all the signatures within a single task book..

Definitions for the FPSTB codes are below. FPSTB Codes are associated with tasks and used to indicate whether a task may be evaluated during an incident, event, exercise, or training (situation). Tasks completed on a situation that are not specified for the task are invalid and will not be validated by an evaluator. The evaluator should circle the appropriate code indicating the type of situation used to evaluate the individual.

Each task has at least one code. If more than one code is listed, the task may be completed on any of the listed situations (e.g., if codes I, O1, and O2 are all listed beside a task, then the task may be completed during an incident, planned event, or training environment).

Code: I - Incident

Task must be performed on an incident that is (1) managed under the Incident Command System (ICS); (2) lasts multiple operational periods; (3) utilizes the Planning “P” process; (4) includes an IAP; and (5) of a Type 3 complexity or greater. Examples of incidents include oil spills, search and rescue operations, hazardous material response, natural disasters, fires, or law enforcement incidents.

Qualified Evaluator: Must qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).

Code: O1 – Planned Event or Full-Scale / Functional Exercise

Task may be performed during a planned event or HSEEP compliant full-scale/functional exercise that (1) involves equipment deployment; (2) is managed under the Incident Command System (ICS); (3) lasts multiple operational periods; (4) utilizes the Planning “P” process; (5) includes an IAP/EAP; and (6) is of a Type 3 complexity or greater. Examples of exercises include oil spills, search and rescue operations, natural disasters, hazardous material response, and fires.

Qualified Evaluator: Must qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).

Code: O2 – Training or Daily Job Environment

Task may be performed during training or as part of daily job duties that tests knowledge/skills associated with the task.

Qualified Evaluator: Instructor or Direct Supervisor.

Code: O3 – Class Environment

Task may be performed during an ICS course classroom environment that tests knowledge/skills associated with the task.

Qualified Evaluator: Instructor or Direct Supervisor.

Code: R – Rare Incident / Event

Rare events may be used at the discretion of the evaluator. Examples of rare events include vehicle and aircraft crashes. Through observations, interviews, or use of a personnel evaluation form (ICS 225), the evaluator may determine that the trainee is capable of performing the task in a real situation.

Qualified Evaluator: Must qualified in the position being evaluated or a superior ICS position (e.g., SITL tasks may be evaluated by a qualified IC, PSC, or SITL).

2.2.1. FINAL EVALUATOR

The Final Evaluator is the qualified individual who confirms that the trainee has satisfactorily completed all tasks for the position being sought. A Final Evaluator must be fully qualified in the same position for which the trainee is being evaluated. Typically, the Final Evaluator is the individual who evaluates the trainee during the final position performance assignment in which the last remaining tasks are evaluated and initialed.

The Final Evaluator is responsible for completing the Final Evaluator's Verification statement inside the front cover of the FPSTB and the Final Evaluator's Comments form on the final page of the FPSTB.

If no Final Evaluators are available locally, the applicant may contact the Division to obtain a list of individuals qualified to act as the Final Evaluator. A list of evaluators is also available on the SharePoint site under "Qualified Personnel". A final evaluation may be conducted over the phone, video chat, or other communication media.

2.2.2. FPSTB SUBMISSION

Once the Trainee has received their final evaluation, they will be responsible for submitting their completed task book to the State Qualification Review Committee. The Trainee will ensure the following:

- All tasks have been completed and signed off by Qualified Evaluators. At least two (2) qualified evaluators must be represented in a task book, although two signatures are not necessarily required for each individual task.
- The Trainee must be performing the duties of the position being sought during at least two (2) operational periods for each qualifying incident, event, or exercise.

- At least one (1) of the tasks must be signed off during an incident.
- Florida ICS 225 forms must be provided for any qualifying incidents, events, or exercises completed after February 1, 2019.
- A Qualified Evaluator holding the same qualification as the position being pursued by the trainee must complete the Final Evaluator signature and comments.
- All trainings related to the task book are completed and certificates are uploaded to SERT Trac. The SERT Trac transcript must then be uploaded into SharePoint.

Once finished, the trainee will submit the completed task book to their Regional Representative, upload the documentation to the SharePoint site, and send an email to AHIMT@em.myflorida.com for notification purposes.

2.2.3. STATE QUALIFICATION REVIEW COMMITTEE

The State Qualification Review Committee is responsible for reviewing: all completed task books to ensure accuracy; that the tasks were performed in the proper type of incident or exercise and met established criteria; that the evaluator substantiated their approval; and that the individual met all requirements established in this guide. Upon review and approval by the committee, the individual will then be recommended to the Director of the Florida Division of Emergency Management or their designee for final qualification.

2.2.4. FINAL QUALIFICATION AUTHORITY

The FDEM Director or their designee are the final qualification authority responsible for issuing qualifications to applicants when approved through the process described above. The Division will also be responsible for maintaining records for qualified personnel operating through the Division.

2.3. DIRECT ENTRY

The SQRC may allow “direct entry” of a Type 3 level IMT position for those applicants that have met the same requirements as set forth in a nationally recognized program (e.g., Department of Interior, USDA, Forest Service, Fire and Aviation Qualification Guide, National Wildfire Coordinating Group-Wild Land Fire Qualifications System Guide, 310-1, etc.) Qualification for these applicants will be addressed on a case-by-case basis by the SQRC. The SQRC may request additional documentation from applicants requesting direct entry qualifications. The currency of a Florida Type 3 qualification for an individual granted direct entry based on a Type 1 qualification would expire when the Type 1 qualification expires.

2.4. CURRENCY

In order to maintain qualification for a specific position, individuals must successfully perform the duties of the position for which they are qualified, or in an associated position, at least twice every five (5) years. After successful completion of the second qualifying incident, the five-year clock is reset and begins anew. It is incumbent upon the individual seeking requalification to upload supporting documentation (i.e., IAP's and Florida ICS 225 forms) into SharePoint for review by the State Qualifications Review Committee.

The individual seeking requalification must perform the duties of the position being requalified, or an associated position, during multiple operational periods for each qualifying incident, event, or exercise. Recurrent training, involvement, and practice in a position's duties allow the qualified individual to stay proficient and prevent the degradation of knowledge, skills, and abilities required to successfully perform in that position.

An extension to submit documentation satisfying this requirement may be granted by the Committee or FDEM, as appropriate.

The currency requirements for all specific positions are listed in Appendix A: Type 3 ICS Position Specific Qualification Training Requirements (PSTR). The requalification process for all positions are listed in Appendix D: FPSTB Requalification Guide.

2.5. REVOCATION OF QUALIFICATION

An individual's qualification may be revoked at the discretion of the Florida Division of Emergency Management based on lack of currency, poor performance at an incident or event, non-compliance with this guide, or failure to adhere to any Division policies/procedures. The SQRC, the Division Director, or their designee, may revoke an individual's position(s) qualification or an individual's task book when it is determined that the individual has performed in an unsatisfactory or unsafe manner, for example:

- Taking insubordinate actions that lead to unsafe conditions on the incident;
- Intentionally misrepresenting incident qualifications;
- Falsification, fabrication, or misrepresentation of documentation as a Qualified Evaluator or Trainee;
- Deliberately disregarding identified safe practices.

Revocation of a qualification only applies to the performance in the NIMS position the person was deployed for or was performing; it is not intended to affect regular job-related duties. Incident Commanders do not have the authority to revoke the qualifications of an individual, however they can demobilize an individual from an incident.

The SQRC will review the reasons that an individual was demobilized from an incident and make recommendations regarding the individual's qualifications. Incident Commanders are responsible for providing documented reasons to the SQRC for relieving an individual of duty, including, but not limited to, a copy of the individual's Incident Personnel Performance Rating (ICS-225) in the documentation package.

The SQRC shall evaluate each individual who has had their qualifications revoked for reasons similar to those described above. Further qualification after a revocation may include performance of the duties of the position for a number of operational periods under the supervision of an Evaluator before qualifications are granted. This evaluation shall be done on a case-by-case basis by the SQRC. Individuals have the right to appeal any revocation within 30 days of receipt of notice of revocation.

2.6. APPEALS PROCESS

The State SQRC maintains an appeals process to handle occasions when an applicant feels an error has been made in the qualification process.

- Appeals regarding the actions of the SQRC should be delivered in writing and directed to the Division no later than 30 days after notification of the applicant.
- Appeals should contain, at a minimum, a description of the reasons/circumstances leading to the appeal, supporting documentation, and the desired outcome.
- Appeals should be sent to AHIMT@em.myflorida.com with the title "Appeal for (Insert Name and Position)" and include the Regional Committee members on the email.
- The Division's Legal Team and Response Bureau, along with the Regional Committee members, will then review the appeal to make a final determination. This process would be completed 90 days after receiving the appeal, barring unusual circumstances.
 - Unusual circumstances may include prolonged activations, position vacancies and other situations. If an unusual circumstance occurs during the process, the individual will be notified about the delay.
- Once the review is completed, the individual will receive a "Notice of Determination" from the Division. This be the Division's final decision on the matter.

2.7. DISCRIMINATION POLICY

The Florida Type 3 All-Hazards Incident Management Qualification Program is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges of participation on account of race, age, color, sex, national

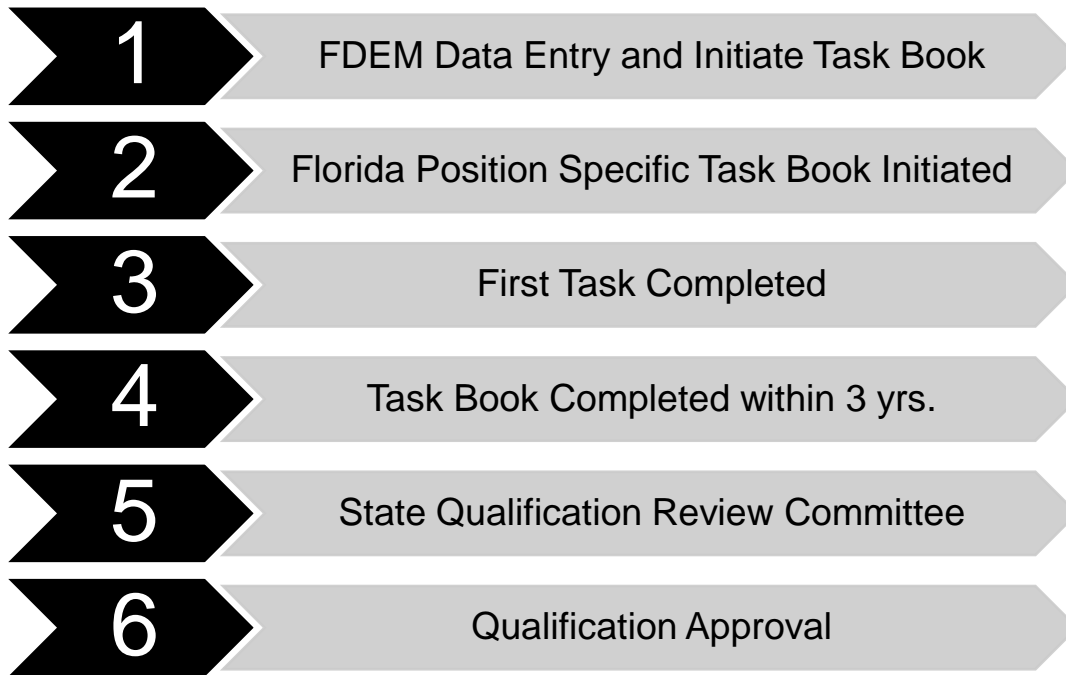
origin, physical or mental disability, religion, or otherwise as may be prohibited by federal and state law. Discrimination of an applicant, committee member, or volunteer of this program is strictly prohibited and may be grounds for removal.

The Florida Type 3 All-Hazards Incident Management Qualification program is committed to maintaining an environment for applicants, committee members, and volunteers that is free of prejudice. Issues of discriminatory treatment or inequity should immediately be reported to the Florida Division of Emergency Management and if substantiated, prompt action will be taken.

SECTION 3 FPSTB APPLICATION

3.1. APPLICATION PROCESS: SUMMARY

There are six (6) steps in the qualification process as completed by the SQRC, denoted in the figure below:



3.2. APPLICATION PROCESS: IN DEPTH LOOK

The following information gives a brief summary of each step of the FPSTB Application process:

Step 1 – FDEM Data Entry and Task Book Request – All individuals that are seeking qualification will need to submit a request for access in the State of Florida AHIMT SharePoint site, see Appendix C: FPSTB Initiation Guide for Applicants. Once the Division has granted approval and provided the access credentials, the applicant will then complete the data entry required to request a task book. The Division Operations personnel will then review for completeness, which will include a training check for IS-100, IS-200, IS-700, IS-800, G-300, and G-400.

If the applicant already has a SharePoint access account, they should proceed to the task book initiation request step. For each task book that the applicant requests, they must have a separate SharePoint data entry for that position. The applicant will then need to request the initiation of their Florida Position Specific Task Book. This request will be forwarded to the SQRC regional representatives for that region. The Division

maintains the authority to initiate a task book during this process. Applicants will only be allowed two (2) separate initiated task books at a time. Once one book has been completed, applicants may request another.

Step 2 – Task Book Initiated – The SQRC regional representative will then forward (or upload in applicant’s data file) a signed, initiated task book to the applicant for completion.

Step 3 – First Task Completion – The applicant will then be required to identify when the first task has been completed and signed off in the task book; complete that section in the SharePoint system record; and upload a scanned copy of the signed task book. After this date, the applicant will have one (1) year to complete their Position Specific All-Hazards Training and the USFA O-305 Type 3 All-Hazards Incident Management Team Course. Training must be completed within one year of the first task-completed date; otherwise, the initiated Florida Position Specific Task Book is invalid. In addition, beginning that same date, the applicant will have three (3) years to complete the task book or the task book will be invalid.

Note: Any tasks completed after January 1, 2017 may be included within the task book, however, the applicant must be aware of the one-year and three-year time limits, as they will correspond with the task.

If needed, applicants may request a one-time task book completion or training extension. The applicant will submit the request for an extension to AHIMT@em.myflorida.com to coordinate the extension.

Step 4 – Task Book Completion – Once the task book has been completed within the three (3) year timeframe, the applicant will upload their completed task book into the SharePoint system, forward a copy to their regional representatives, and send an email to AHIMT@em.myflorida.com for notification purposes.

Step 5 – State Qualification Review Committee – At the next Regional Committee Meeting, the State Qualification Review Committee will review completed task books for accuracy and provide a recommendation for qualification or provide additional direction to the applicant.

Step 6 – Qualification Approval – Once qualification has been recommended by the SQRC, the Division will provide final approval and written notification to the applicant that they have met the qualification requirements.

3.3. RESPONSIBILITIES WITHIN FPSTB APPLICATION PROCESS

The following information gives a brief summary of the responsibilities of the different parties within the FPSTB Application process:

Authority Having Jurisdiction (AHJ):

- Select trainees based on the needs of the organization or to fulfill obligations to contribute to Incident Management Teams and/or other Mutual Aid agreements.
- Provide opportunities for evaluation and/or making the trainee available for evaluation.

The Individual/Trainee:

- Reviewing and understanding instructions in the FPSTB.
- Identifying desired objectives/goals whenever an opportunity for evaluation is recognized.
- Providing background information to an evaluator.
- Assuring the evaluation record is complete.
- Completing all the training for an assigned position within the one (1) year timeframe allowed for that position.
- Completing all tasks for an assigned position within the three (3) year timeframe allowed for that position.
- Notifying the local SQRC regional representative or the Division when the FPSTB is completed, and obtaining a signature recommending qualification.
- Retaining the original FPSTB and provide a copy of the FPSTB to the appropriate individual/department to obtain a qualification from the SQRC.

Evaluator:

- Being qualified and proficient in the evaluated position.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized, and which tasks may be performed during the evaluation period.
- Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task to indicate satisfactory performance. Ensuring that the Trainee performed the duties for the position being sought during multiple operational periods for the incident, event, or exercise being evaluated. Unsatisfactory performance should also be documented.
- Completing the Evaluation Form found at the end of each FPSTB.

- Completing an Incident Personnel Performance Rating (ICS 225) form, either Florida specific or Federal, after each incident or event.

Note: Evaluators qualified under NWCG and other Federal or State level qualifications systems may be used to evaluate Division task books. An individual who is qualified, or is in the process of qualifying, for a position under the NWCG guidelines (identified in the PMS 310-1 Wild Land Fire Qualification System Guide) may continue to use those standards. The individual may submit documentation as required by the respective State's qualification system for review and possible approval for reciprocal qualification. However, the outcome of the review by the SQRC could also include the completion of additional criteria not required in the NWCG system to meet the criteria required for qualification through the SQRC. Additional requirements may consist of meeting additional qualification criteria delineated in Appendix A: Type 3 ICS Position Specific Qualification Training Requirements (PSTR).

The Final Evaluator:

- Being qualified and proficient in the position being evaluated.
- Reviewing the trainee's record to ensure completeness.
- Signing the verification statement on page 2 of the FPSTB when all tasks have been initialed.
- Completing the Final Evaluator Comments page at the end of the task book.
- Ensure that all tasks have been completed within the three years prior to submission for final approval. Any task with an approval older than three years must be reevaluated and brought up to date.

SQRC Regional Representatives:

- Providing the correct version of the FPSTB to the individual in order to document performance.
- Explaining to the trainee the purpose and processes of the FPSTB as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incidents or situations where the trainee may have evaluation opportunities.
- Identifying and assigning an evaluator who can provide a positive experience for the trainee, when the evaluation opportunity is within the AHJ's jurisdiction.
- Receiving and filing documentation from the assignment.

- Document the assignment.
- Conduct progress reviews.

FDEM's AHIMT Planner:

- Conduct an operational review of all newly requested task books to ensure that the applicant has satisfied the requisite training requirements, is eligible to join an AHIMT, and does not currently have more than one active task book.
- Notify the Regional Committee Members of any applicant eligible to receive a task book and provide the appropriate Committee Members with a blank task book to be initiated.
- Provide assistance, as needed, to applicants during the application process.
- Conduct a preliminary review of submitted task books for completeness and make recommendations to the applicant to correct deficiencies prior to the next SQRC meeting.

APPENDIX A
TYPE 3 POSITION SPECIFIC
QUALIFICATION TRAINING REQUIREMENTS

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Incident Commander Type 3

Description: An Incident Commander (IC) (Type 3) has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for an IC (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 5. IS-700: NIMS, An Introduction 6. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 7. USFA O-305: All-Hazards Incident Management Team Course 8. E/L-950: NIMS ICS All-Hazards Incident Commander, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to the management of emergency incidents and events that may involve multiple jurisdictions requiring mutual aid response. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises and / or actual incidents.
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, OSC, or PSC

Incident Commander (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for an IC (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. IS-702: National Incident Management System (NIMS) Public Information Systems 2. IS-703: NIMS Resource Management 3. E/G/L-449: NIMS ICS Instructor
Experience	<ul style="list-style-type: none"> • Functional experience in Incident Command at the levels of government commensurate with the scope of the incident. • Satisfactory performance in other positions within the ICS organizational structure, including Operations Section Chief (OSC) and Planning Section Chief (PSC).
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Public Information Officer (Type 3)

Description: Public Information Officer (PIO) (Type 3) is responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a PIO (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	<p>Completion of the following courses / curricula:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS. 5. IS-700: NIMS, An Introduction 6. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 7. USFA O-305: All-Hazards Incident Management Team Course 8. E/L-952: NIMS ICS All-Hazards Public Information Officer, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience managing the generation and dissemination of information related to the incident for the public and the media, as well as experience in emergency management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	<p>In order to maintain the qualification within 5-year currency period - provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as:</p> <ul style="list-style-type: none"> • IC, LOFR, PIO, or SOFR

Public Information Officer (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a PIO (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Training Completion of the following course/curricula: <ol style="list-style-type: none"> 1. IS-702: National Incident Management System (NIMS) Public Information Systems 2. IS-703: NIMS Resource Management 3. E/G/L-449: NIMS ICS Instructor
Experience	<ul style="list-style-type: none"> • Functional experience in media relations at the level or levels of government commensurate with the scope of the incident. • Successful previous experience as a PIO.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Liaison Officer (Type 3)

Description: A Liaison Officer (LOFR) (Type 3) is responsible for coordinating with cooperating and assisting agencies.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a LOFR (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS. 5. IS-700: NIMS, An Introduction 6. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 7. USFA O-305: All-Hazards Incident Management Team 8. E/L-956: NIMS ICS All-Hazards Liaison Officer, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience coordinating with representatives from various agencies and organizations during emergency situations, as well as experience in emergency management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, LOFR, PIO, or SOFR

Liaison Officer (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a LOFR (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. IS-702: National Incident Management System (NIMS) Public Information Systems 2. IS-703: NIMS Resource Management 3. E/G/L-449: NIMS ICS Instructor
Experience	<ul style="list-style-type: none"> • Functional experience in interagency coordination at the level or levels of government commensurate with the scope of the incident. • Successful previous experience as a Liaison Officer, including working with cooperating and assisting agencies
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Safety Officer (Type 3)

Description: A Safety Officer (SOFR) (Type 3) is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for an SOFR (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS. 5. IS-700: NIMS, An Introduction 6. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 7. USFA O-305: All-Hazards Incident Management Team 8. E/L-954: NIMS ICS All-Hazards Safety Officer, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience in strategy and tactics related to the incident scenario (e.g. wild land fire or hazmat incident) and experience in emergency management. • Significant experience in all phases of the response and recovery cycle. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Medical/Physical Fitness	<ul style="list-style-type: none"> • Able to work wearing appropriate personal protective equipment (PPE).
Currency	In order to maintain the qualification within 5-year currency period - provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, LOFR, PIO, or SOFR

Safety Officer (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for an SOFR (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. IS-702: National Incident Management System (NIMS) Public Information Systems 2. IS-703: NIMS Resource Management 3. E/G/L-449: NIMS ICS Instructor 4. OSHA 1910.120 and/or 1910.134, Respiratory Protection 5. NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (Operations Level), or OSHA 1910.120, Hazmat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI 6. NWCG S130/190: Intro to Wild Land Fire Behavior 7. National Fire Academy Incident Safety Officer, or Florida Bureau of Fire Standards Incident Safety Officer 8. Search and Rescue awareness level training in all disciplines (structural collapse, trench rescue, confined space, and swift water rescue)
Experience	<ul style="list-style-type: none"> • Functional experience in safety at the level or levels of government commensurate with the scope of the incident. • Successful, previous experience filling positions within the Operations Section
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Operations Section Chief (Type 3)

Description: An Operations Section Chief (OSC) (Type 3) is responsible for all tactical incident operations, including the activation and supervisor of Incident Command System (ICS) organizational elements in accordance with and in execution of the Incident Action Plan.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for an OSC (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 5. IS-700: NIMS, An Introduction 6. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 7. USFA O-305: All-Hazards Incident Management Team 8. E/L-958: NIMS ICS All-Hazards Operations Section Chief, or NWCG Equivalent 9. E/L-960: NIMS ICS All-Hazards Division/Group Supervisor, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience in strategy and tactics related to the incident scenario (e.g. wild land fire, water rescue, confined space rescue, or hazmat incident) and experience in emergency management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Medical/Physical Fitness	<ul style="list-style-type: none"> • Able to work wearing appropriate personal protective equipment (PPE).
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, OSC, SOFR, PSC, or LSC

Operations Section Chief (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for an OSC (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and/or modify existing protocols and standards and/or propose their development where they do not exist.

Category	Criteria
Training	<p>Completion of the following course/curricula:</p> <ol style="list-style-type: none"> 1. IS-702: National Incident Management System (NIMS) Public Information Systems 2. IS-703: NIMS Resource Management 3. E/G/L-449: NIMS ICS Instructor 4. OSHA 1910.120 and/or 1910.134, Respiratory Protection 5. NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (Operations Level), or OSHA 1910.120, Hazmat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI 6. NWCG S130/190: Intro to Wild Land Fire Behavior 7. Search and Rescue awareness level training in all disciplines (structural collapse, trench rescue, confined space, and swift water rescue)
Experience	<ul style="list-style-type: none"> • Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident. • Successful, previous experience as a Branch Director or Division/Group Supervisor within the Operation Section.
Medical/Physical Fitness	<p>Medical and physical fitness requirements that include the ability to perform duties under arduous Fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.</p>

Planning Section Chief (Type 3)

Description: A Planning Section Chief (PSC) (Type 3) is responsible for the collection, evaluation, and dissemination of operational information to the incident, and for the preparation and documentation of the Incident Action Plan.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a PSC (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 5. IS-700: NIMS, An Introduction 6. IS-703: NIMS Resource Management 7. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 8. USFA O-305: All-Hazards Incident Management Team 9. E/L-962: NIMS ICS All-Hazards Planning Section Chief, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, PSC, OSC, or LSC

Planning Section Chief (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a PSC (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. IS-702: National Incident Management System (NIMS) Public Information Systems 2. E/G/L-449: NIMS ICS Instructor 3. E/L-965: NIMS ICS All-Hazards Resource Unit Leader, or NWCG Equivalent 4. E/L-964: NIMS ICS All-Hazards Situation Unit Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Functional experience in planning at the level or levels of government commensurate with the scope of the incident. • Successful previous experience filling unit positions with the Planning Section.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Logistics Section Chief (Type 3)

Description: A Logistics Section Chief (LSC) (Type 3) is responsible for providing facilities, services, and material support for the incident, including all essential services and support functions needed for the incident management team to conduct effective operations.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for an LSC (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	<p>Completion of the following courses / curricula:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 5. IS-700: NIMS, An Introduction 6. IS-703: NIMS Resource Management Experience 7. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 8. USFA O-305: All-Hazards Incident Management Team 9. E/L-967: NIMS ICS All-Hazards Logistics Section Chief, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to facilities, services, and material support, as well as experience in emergency management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	<p>In order to maintain the qualification within 5-year currency period - provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as:</p> <ul style="list-style-type: none"> • IC, OSC, PSC, FSC, or LSC

Logistics Section Chief (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for an LSC (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	<p>Completion of the following course/curricula:</p> <ol style="list-style-type: none"> 1. IS-702: National Incident Management System (NIMS) Public Information Systems 2. E/G/L-449: NIMS ICS Instructor 3. E/L-970: NIMS ICS All-Hazards Supply Unit Leader 4. E/L-971: NIMS ICS All-Hazards Facilities Unit Leader 5. E/L-969: NIMS ICS All-Hazards Communications Unit Leader 6. EMI nonresident course G-276: Resource Management 7. NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (Operations Level), or OSHA 1910.120, Hazmat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI 8. NWCG S130/190: Intro to Wild Land Fire Behavior 9. Search and Rescue awareness level training in all disciplines (structural collapse, trench rescue, confined space, and swift water rescue)
Experience	<ul style="list-style-type: none"> • Functional experience in logistics at the level or levels of government commensurate with the scope of the incident. • Successful previous experience as a Logistics Section service branch director and support branch director and/or in multiple unit leader positions within the service and support branches.
Medical/Physical Fitness	<p>Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.</p>

Finance / Administration Section Chief (Type 3)

Description: A Finance/Administration Section Chief (FSC) (Type 3) is responsible for all financial, administrative, and cost analysis aspects of an incident.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for an FSC (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	<p>Completion of the following courses / curricula:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 5. IS-700: NIMS, An Introduction 6. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 7. USFA O-305: All-Hazards Incident Management Team 8. E/L-973: NIMS ICS All-Hazards Finance/Administration Section Chief, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to finance, administration, cost analysis, and experience in emergency management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	<p>In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as:</p> <ul style="list-style-type: none"> • IC, OSC, PSC, FSC, or LSC

Finance/Administration Section Chief (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for an FSC (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. IS-702: National Incident Management System (NIMS) Public Information Systems 2. IS-703: NIMS Resource Management 3. E/G/L-449: NIMS ICS Instructor 4. E/L-975: NIMS ICS All-Hazards Finance/Administration Unit Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Functional experience in finance/administration at the level or levels of government commensurate with the scope of the incident. • Successful previous experience filling unit positions within the Finance/Administration Section.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Division / Group Supervisor (Type 3)

Description: A Division/Group Supervisor (DIVS) (Type 3) is responsible for understanding the duties, responsibilities, and capabilities of an effective DIVS on a local response to an incident or an AHIMT, including an overview of the Operations Section, incident mobilization, initial situation awareness, command and management, risk management, and unit management.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a DIVS (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-800: National Response Plan, An Introduction 6. Or IS-800b: National Response Framework, An Introduction 7. E/L-960: NIMS ICS All-Hazards Division/Group Supervisor, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience in strategy and tactics related to the incident scenario (e.g. wild land fire, water rescue, confined space rescue, or hazmat incident) and experience in emergency management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Medical/Physical Fitness	<ul style="list-style-type: none"> • Able to work wearing appropriate personal protective equipment (PPE).
Currency	In order to maintain the qualification within 5-year currency period - provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, DIVS, SOFR, OSC, LSC, PSC, or FSC

Division / Group Supervisor (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a DIVS (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-702: National Incident Management System (NIMS) Public Information Systems 3. IS-703: NIMS Resource Management 4. OSHA 1910.120 and/or 1910.134, Respiratory Protection 5. NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (Operations Level), or OSHA 1910.120, Hazmat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI 6. NWCG S130/190: Intro to Wild Land Fire Behavior 7. Search and Rescue awareness level training in all disciplines (structural collapse, trench rescue, confined space, and swift water rescue)
Experience	<ul style="list-style-type: none"> • Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Resource Unit Leader (Type 3)

Description: A Resource Unit Leader (RESL) (Type 3) is responsible for the check-in and tracking of all incident resources. Additionally, the RESL will work with the OSC to identify future resource needs as well as assist the PSC with collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a RESL (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	<p>Completion of the following courses / curricula:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-703: NIMS Resource Management 6. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 7. E/L-965: NIMS ICS All-Hazards Resource Unit Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	<p>In order to maintain the qualification within 5-year currency period - provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as:</p> <ul style="list-style-type: none"> • IC, RESL, OSC, PSC, LSC, or SITL

Resource Unit Leader (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a RESL (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-702: National Incident Management System (NIMS) Public Information Systems
Experience	<ul style="list-style-type: none"> • Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Situation Unit Leader (Type 3)

Description: A Situation Unit Leader (SITL) (Type 3) is responsible for collecting and processing information and intelligence. Additionally, the SITL will develop displays necessary to disseminate information.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a SITL (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 6. E/L-964: NIMS ICS All-Hazards Situation Unit Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, SITL, RESL, OSC, LSC, or PSC

Situation Unit Leader (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a SITL (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-702: National Incident Management System (NIMS) Public Information Systems 3. IS-703: NIMS Resource Management
Experience	<ul style="list-style-type: none"> • Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Supply Unit Leader (Type 3)

Description: A Supply Unit Leader (SPUL) (Type 3) is responsible for ordering resources, as well as complete required forms and documentation related to ordering. In addition, the SPUL will anticipate incident needs, as well as assist the Planning Section in the demobilization process.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a SPUL (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	<p>Completion of the following courses / curricula:</p> <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS for Operations First Responders 2. ICS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-703: NIMS Resource Management 6. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 7. E/L-970: NIMS ICS All-Hazards Supply Unit Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	<p>In order to maintain the qualification within 5-year currency period - provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as:</p> <ul style="list-style-type: none"> • IC, SPUL, SITL, LSC, RESL, PSC, or FSC

Supply Unit Leader (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a SPUL (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-702: National Incident Management System (NIMS) Public Information Systems
Experience	<ul style="list-style-type: none"> • Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Facilities Unit Leader (Type 3)

Description: A Facilities Unit Leader (FACL) (Type 3) is responsible for setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a FACL (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS for Operations First Responders 2. ICS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 6. E/L-971: NIMS ICS All-Hazards Facilities Unit Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, FAUL, PSC, RESL, SITL, LSC, SPUL, or FSC

Facilities Unit Leader (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a FACL (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-702: National Incident Management System (NIMS) Public Information Systems 3. IS-703: NIMS Resource Management
Experience	<ul style="list-style-type: none"> • Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Communications Unit Leader (Type 3)

Description: A Communications Unit Leader (COML) (Type 3) is responsible for developing and managing a complex communications infrastructure during an incident or event. This includes interaction, involvement, and responsibilities in the planning process.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a COML (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 6. E/L-969: All-Hazards Communications Unit Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents. • Fundamental public safety communications technology, supervisory and personnel management skills.
Currency	In order to maintain the qualification within 5-year currency period - provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, COML, LSC, SPUL, SITL, RESL, or OSC

Communications Unit Leader (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a COML (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-101.C: Preparing for Federal Disaster Operations 3. IS-702: National Incident Management System (NIMS) Public Information Systems 4. IS-703: NIMS Resource Management 5. Florida Interoperable Network training 6. Florida Emergency Deployable Interoperable Communications Systems (EDICS) training 7. Emergency Deployable Wide Area Remote Data Systems (EDWRDS) training 8. Florida Mutual Aid Radio Cache (MARC) training
Experience	<ul style="list-style-type: none"> • Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

Finance / Administration Unit Leaders (Type 3)

Description: The Finance/Administration Unit Leaders (Type 3) are responsible for all Leader Positions in the Finance/Administration section, including cost accounting, personnel and equipment time recording, and documentation of claims.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for the Finance/Administration Unit Leaders (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. ICS-100: Introduction to ICS for Operations First Responders 2. ICS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 6. E/L-975: NIMS ICS All-Hazards Finance/Administration Unit Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience related to emergency planning and preparedness, report writing, and information management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, FSC, LSC, SPUL, SITL, LSC, RESL, PSC, or FAUL

Finance / Administration Unit Leaders (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a Finance/Administration Unit Leaders (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-702: National Incident Management System (NIMS) Public Information Systems 3. IS-703: NIMS Resource Management
Experience	<ul style="list-style-type: none"> • Functional experience in incident operations at the level or levels of government commensurate with the scope of the incident.
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

GIS Specialist (Type 3)

Description: A GIS Specialist (GISS) (Type 3) is responsible for the collection, evaluation, and dissemination of spatially oriented operational information for the incident.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a GIS Specialist (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 6. E/L 964 Situation Unit Leader 7. IS-62: Homeland Security Geospatial Concept of Operations 8. IS-103: Geospatial Information Systems Specialist 9. E-0313: Basic Hazus 10. IS-922: Applications of GIS for Emergency Managers
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience coordinating with representatives from various agencies and organizations during emergency situations, as well as experience in emergency management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, PSC, or SITL

GIS Specialist (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a GISS (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	<p>Completion of the following course/curricula:</p> <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-702: National Incident Management System (NIMS) Public Information Systems 3. IS-703: NIMS Resource Management 4. E0179: Application of Hazus Multi-Hazard for Disaster Operations 5. Hurrevac (5 Online or 1 classroom)
Experience	<ul style="list-style-type: none"> • Functional experience in interagency coordination at the level or levels of government commensurate with the scope of the incident. • Successful previous experience as a GIS Specialist, including working with cooperating and assisting agencies
Medical/Physical Fitness	<p>Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.</p>

Strike Team/Task Force Leader (Type 3)

Description: A Strike Team/Task Force Leader (STTFL) (Type 3) is responsible for implementing field response (tactical) portions of the Incident Action Plan.

Requisite Criteria

The table below lists minimum requisite criteria on existing protocols and standards for a STTFL (Type 3) to participate in the Florida All-Hazards Incident Management Team.

Category	Criteria
Training	Completion of the following courses / curricula: <ol style="list-style-type: none"> 1. IS-100: Introduction to ICS for Operations First Responders 2. IS-200: Basic NIMS/ICS for Operational First Responders 3. ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders 4. IS-700: NIMS, An Introduction 5. IS-800: National Response Plan, An Introduction or IS-800b: National Response Framework, An Introduction 6. E/L-984: NIMS ICS All-Hazards Task Force/Strike Team Leader, or NWCG Equivalent
Experience	<ul style="list-style-type: none"> • Significant, ongoing experience coordinating with representatives from various agencies and organizations during emergency situations, as well as experience in emergency management. • Completion of Position Task Books (FPSTBs) that validate and verify demonstrated ability to perform required skills in exercises or actual incidents.
Currency	In order to maintain the qualification within 5-year currency period – provide documentation of your performance (an IAP and ICS-225) during at least two Type 3 or higher incident complexity for qualifying incident(s), event(s), exercise(s) lasting multiple operational periods for assignment as: <ul style="list-style-type: none"> • IC, DIVS, SOFR, OSC, LSC, PSC, or FSC

Strike Team/Task Force Leader (Type 3) cont.

Recommended Criteria

The recommended criteria that follow are intended to supplement previously listed requisite criteria for the Florida All-Hazards Incident Management Team consideration.

The table below lists the State Qualification Review Committee recommended criteria for a STTFL (Type 3) to participate in the Florida All-Hazards Incident Management Teams. These criteria incorporate and modify existing protocols and standards or propose their development where they do not exist.

Category	Criteria
Training	Completion of the following course/curricula: <ol style="list-style-type: none"> 1. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS 2. IS-702: National Incident Management System (NIMS) Public Information Systems 3. IS-703: NIMS Resource Management 4. OSHA 1910.120 and/or 1910.134, Respiratory Protection 5. NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (Operations Level), or OSHA 1910.120, Hazmat Operations Level Training, or equivalent basic instruction on responding to and operating in a CBRNE MCI 6. USFA O-305: All-Hazards Incident Management Team 7. NWCG S130/190: Intro to Wild Land Fire Behavior 8. NWCG S215: Fire Operations in the Wildland/Urban Interface 9. Search and Rescue awareness level training in all disciplines (structural collapse, trench rescue, confined space, and swift water rescue)
Experience	<ul style="list-style-type: none"> • Functional experience in interagency coordination at the level or levels of government commensurate with the scope of the incident. • Successful previous experience as a Liaison Officer, including working with cooperating and assisting agencies
Medical/Physical Fitness	Medical and physical fitness requirements that include the ability to perform duties under arduous fitness circumstances characterized by working consecutive 12-14 hours per day under physical and emotional stress for sustained periods.

APPENDIX B POSITION-SPECIFIC TRAINING COURSE GUIDE

PURPOSE:

The following is a guide to assist individuals with obtaining specific courses needed for the FPSTB. Some courses are available online; others must be attended in a classroom setting.

ICS-100: Introduction to ICS for Operations First Responders	http://training.fema.gov/IS/NIMS.asp
ICS-200: Basic NIMS/ICS for Operational First Responders	http://training.fema.gov/IS/NIMS.asp
IS-700: NIMS, An Introduction	http://training.fema.gov/IS/NIMS.asp
IS-800: National Response Plan, An introduction	Older version, newer version is IS-800c
IS-800c: National Response Framework, An Introduction	http://training.fema.gov/IS/NIMS.asp
ICS-300: Intermediate ICS for Expanding Incidents for Operational First Responders	County Emergency Manager or equivalent through STO
ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS	County Emergency Manager or equivalent through STO
IS-702: National Incident Management System (NIMS) Public Information Systems	http://training.fema.gov/IS/NIMS.asp
IS-703: NIMS Resource Management	http://training.fema.gov/IS/NIMS.asp
USFA O-305: All-Hazards Incident Management Team	County Emergency Manager or equivalent through STO
E/L-146: Homeland Security Exercise and Evaluation Program Training (HSEEP)	County Emergency Manager or equivalent through STO
E/G/L-449: NIMS ICS Instructor	County Emergency Manager or equivalent through STO
OSHA 1910.120 and/or 1910.134, Respiratory Protection	Two options: 1) attend PER-263 at the Center for Domestic Preparedness. This course must be approved by your supervisor then sent to the Florida SAA. No charge to you or your agency. https://cdp.dhs.gov/find-training/course/PER-263 , or 2) pay a fee and take class online. One example of an online program is:

Type 3 All-Hazards Incident Management Qualification Standard Operating Guide
SOP-RES-010

	https://www.safetyunlimited.com/online-courses/Respiratory-Protection.asp
NFPA 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents (Operations Level), or OSHA 1910.120, Hazmat Operations Level Training, or equivalent basic instruction on Responding to and operating in a CBRNE MCI	County Emergency Manager or equivalent through STO
EMI Nonresident course G-276: Resource Management	County Emergency Manager or equivalent through STO
S130/190: Intro to Wildland Fire Behavior	Initial course work done online at https://nfa.plateau.com/plateau/user/login.jsp . A field day must be done as well. For a field day to be scheduled you must contact your local Division of Forestry to schedule a date and time.
Search and Rescue awareness level training in all disciplines (structural collapse, trench rescue, confined space, and swift water rescue)	www.florida-elearning.com
E/L-950: NIMS ICS All-Hazards Incident Commander	County Emergency Manager or equivalent through STO
E/L-952: NIMS ICS All-Hazards Public Information Officer	County Emergency Manager or equivalent through STO
E/L-956: NIMS ICS All-Hazards Liaison Officer	County Emergency Manager or equivalent through STO
E/L-954: NIMS ICS All-Hazards Safety Officer	County Emergency Manager or equivalent through STO
E/L-958: NIMS ICS All-Hazards Operations Section Chief	County Emergency Manager or equivalent through STO
E/L-962: NIMS ICS All-Hazards Planning Section Chief	County Emergency Manager or equivalent through STO
E/L-967: NIMS ICS All-Hazards Logistics Section Chief	County Emergency Manager or equivalent through STO
E/L-973: NIMS ICS All-Hazards Finance/Administration Section Chief	County Emergency Manager or equivalent through STO
E/L-960: NIMS ICS All-Hazards Division/Group Supervisor	County Emergency Manager or equivalent through STO
E/L-965: NIMS ICS All-Hazards Resource Unit Leader	County Emergency Manager or equivalent through STO
E/L-964: NIMS ICS All-Hazards Situation Unit Leader	County Emergency Manager or equivalent through STO
E/L-970: NIMS ICS All-Hazards Supply Unit Leader	County Emergency Manager or equivalent through STO

Type 3 All-Hazards Incident Management Qualification Standard Operating Guide
SOP-RES-010

E/L-971: NIMS ICS All-Hazards Facilities Unit Leader	County Emergency Manager or equivalent through STO
E/L-969: NIMS ICS All-Hazards Communication Unit Leader	County Emergency Manager or equivalent through STO
E/L-975: NIMS ICS All-Hazards Finance/Administration Unit Leader	County Emergency Manager or equivalent through STO
E-951: NIMS ICS All-Hazards Incident Commander TTT	County Emergency Manager or equivalent through STO
E-953: NIMS ICS All-Hazards Public Information Officer TTT	County Emergency Manager or equivalent through STO
E-957: NIMS ICS All-Hazards Liaison Officer TTT	County Emergency Manager or equivalent through STO
E-955: NIMS ICS All-Hazards Safety Officer TTT	County Emergency Manager or equivalent through STO
E-959: NIMS ICS All-Hazards Operations Section Chief TTT	County Emergency Manager or equivalent through STO
E-963: NIMS ICS All-Hazards Planning Section Chief TTT	County Emergency Manager or equivalent through STO
E-968: NIMS ICS All-Hazards Logistics Section Chief TTT	County Emergency Manager or equivalent through STO
E-976: NIMS ICS All-Hazards Finance/Administration Unit Leader TTT	County Emergency Manager or equivalent through STO
E-961: NIMS ICS All-Hazards Division/Group Supervisor TTT	County Emergency Manager or equivalent through STO
E-966: NIMS ICS All-Hazards Resource Unit Leader TTT	County Emergency Manager or equivalent through STO
E-978: NIMS ICS All-Hazards Situation Unit Leader TTT	County Emergency Manager or equivalent through STO
E-977: NIMS ICS All-Hazards Supply Unit Leader TTT	County Emergency Manager or equivalent through STO
E-972: NIMS ICS All-Hazards Facilities Unit Leader TTT	County Emergency Manager or equivalent through STO
E-949: NIMS ICS All-Hazards Communication Unit Leader TTT	County Emergency Manager or equivalent through STO
E-976: NIMS ICS All-Hazards Finance/Administration Unit Leader TTT	County Emergency Manager or equivalent through STO

APPENDIX C FPSTB INITIATION GUIDE FOR APPLICANTS

PURPOSE:

The following is a guide to assist individuals with the initiation of the FPSTB.

1.1 SIGNING INTO THE AHIMT PORTAL SITE

- Go to <https://portal.floridadisaster.org>.
- Sign in under **External Community login** entering the credentials provided for the Share Point site, select **Sign In**.
- To request credentials or assistance, select **Request Assistance** in the lower left-hand corner.
- Once the credentials have been provided, and if the information is forgotten, select **“Forgot your password”** in the lower right-hand corner, as showing below in Figure 1.

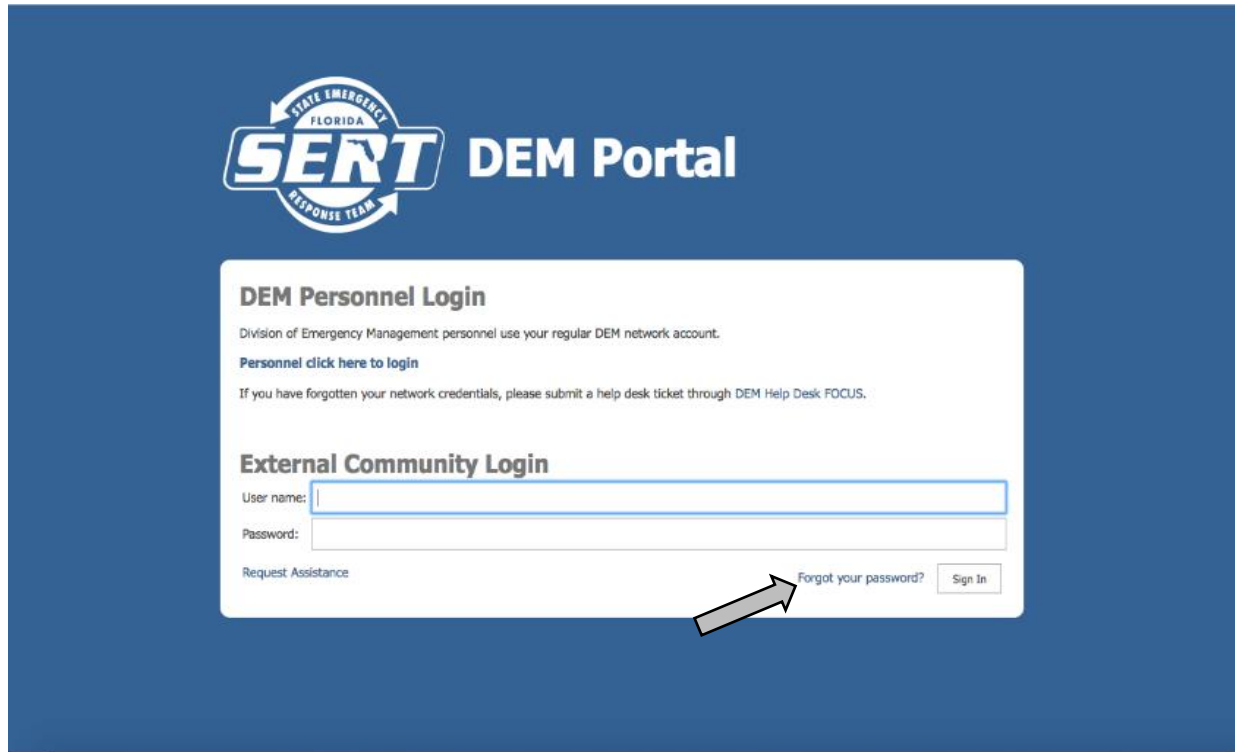


Figure 1

1.2 REQUESTING AHIMT PORTAL ACCESS OR ASSISTANCE

- Select Request Assistance in the lower left-hand corner. A new email window will open.
- In that email, please explain the need, e.g.: “I need assistance obtaining a SharePoint account username to initiate my task book”. Please include the following information in the email as well:
 - Name, Email Address, and contact phone number.
- Once access has been requested, the SharePoint Administrator will send the access information in an email. Once received, please change the temporary password to something unique and memorable following the guidelines provided.
- For issues not related to access, please explain in the Request Assistance email.

1.3 SUBMITTING THE FPSTB INITIATION REQUEST

- Before the initiation request of a task book, the applicant should make sure that all training and certifications are uploaded in the SERT TRAC system at Floridadisaster.org.
- To initiate a task book, the following courses must be completed, uploaded, and approved in SERT TRAC: ICS 100, ICS 200, IS-700, IS-800, ICS-300, ICS-400.
- The history of the system and instructions for using this system are on the bottom of the page in either a power point or pdf format.
- Approval of a task book initiation will be dependent on the certifications that are loaded into this system. Thus, making it very important to check SERT TRAC to make sure that it is up to date before submitting a task book initiation.

1.4 SUBMITTING THE APPLICATION

- Now with access granted to the AHIMT Portal Site, on the top menu bar select **SERT** and go to **AHIMT Process**.
- Scroll over the **Task Book Process** on the menu to the left and select **Request/Maintain Task Book**, as shown in Figure 2.

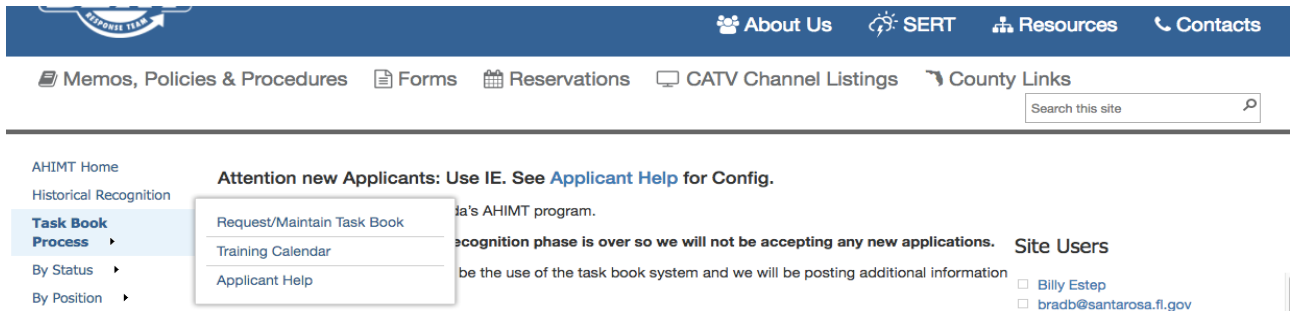


Figure 2

1.5 ENTERING DATA AND INITIATING THE FPSTB

- Now select “+ New Item” and complete all the information needed in the Application Information Section, as shown below in Figure 3.

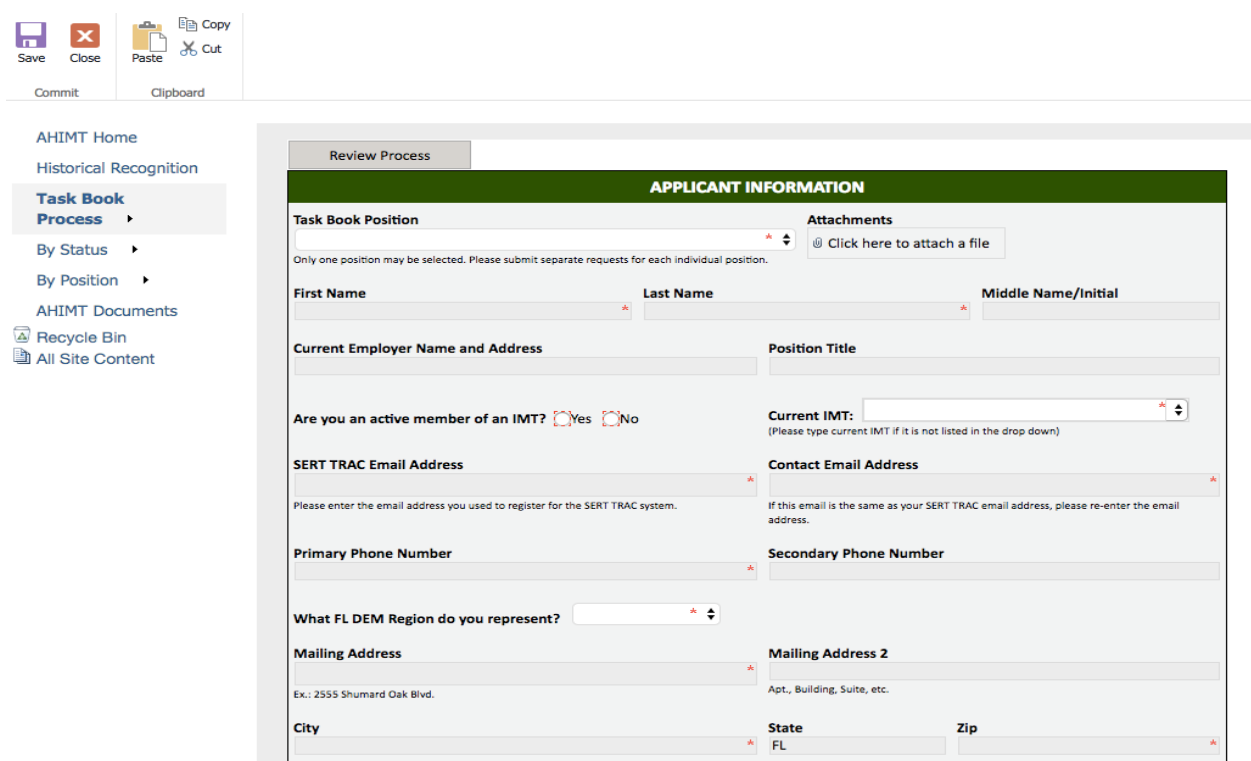


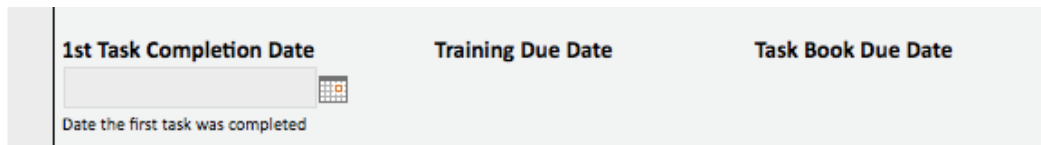
Figure 3

- Check box to request the task book, as show below in Figure 4, and then select **SAVE** in the upper left corner. Make sure to **SAVE THE RECORD EACH TIME INFORMATION IS ENTERED**. The initiation request date will fill in automatically.



Figure 4

- The task book initiation request will then be reviewed by the Division's Operations Section for completeness.
- Upon approval by FDEM Operations, the request will be forwarded to the Regional Committee Members/Mentor to initiate the task book.
- Once the first task has been completed in the task book and has the task signed off, the applicant will be responsible to upload a pdf copy of the task book in their data file and complete the section below. All documentation attached will need to comply with the naming convention: **Last_First_Position.pdf (e.g. Smith_John_OSC.pdf)**. Make sure to **SAVE YOUR RECORD EACH TIME YOU ENTER INFORMATION**.
- If the applicant has not received all of the required training, the training Due Date (one year from the first completed task) will automatically indicate when it must be completed; and the Task Book Due Date will automatically indicate the date the task book must be completed (three years from initiation date), as shown below in Figure 5. Make sure to **SAVE YOUR RECORD EACH TIME YOU ENTER INFORMATION**.




1st Task Completion Date	Training Due Date	Task Book Due Date
<input type="text"/>  Date the first task was completed		

Figure 5

- Each time a task is completed and has been signed in the task book, it is recommended that the applicant upload an updated copy into their AHIMT Portal Site account keeping only **ONE** copy in their record. This will provide a back-up copy. **IT IS THE APPLICANTS RESPONSIBILITY TO MAINTAIN THE ORIGINAL TASK BOOK.**

1.6 FPSTB COMPLETION

- Once the task book has been completed (within the three-year timeframe) the task book will need to be uploaded into the AHIMT Portal and a copy forwarded to the applicant's Regional Committee Member/Mentor. Once uploaded, the date which the task book was completed **MUST** be entered in to the AHIMT Portal Site, as shown below in Figure 6. The date entered must be the date the task book was completed by **FINAL EVALUATOR'S VERIFICATION** in the completed task book.

TASK BOOK INITIATION & COMPLETION			
<input type="checkbox"/> Check this box to request your task book	Initiation Request Date		
1st Task Completion Date	Training Due Date	Task Book Due Date	Date Task Book Completed
<input type="text"/>			<input type="text"/>
<small>Date the first task was completed</small>			<small>Date the last task was completed</small>

Figure 6

- Make sure to **SAVE THE RECORD EACH TIME NEW INFORMATION IS ENTERED.**
- Upon receipt of the completed task book the State Qualifications Review Committee will review the task book at the next scheduled committee meeting. The committee will either provide a recommendation for qualification or additional direction.
- Once qualification has been recommended by the SQRC, the Division will provide final approval and written notification.
- If the applicant needs any assistance with initiating their task book, please contact the Division's All-Hazards Incident Management Team Planner, the Regional Committee Member/Mentor or email AHIMT@em.myflorida.com.
- If there are any technical issues, please contact a Share Point Administrator at SPAdmin@em.myflorida.com.

APPENDIX D FPSTB REQUALIFICATION GUIDE

PURPOSE:

The following is a guide to assist individuals with the FPSTB requalification process.

1.1 GATHER REQUALIFICATION DOCUMENTATION

- Review the currency and requalification criteria for your AHIMT credential located in the Currency category for each position in Appendix A: Type 3 Position Specific Qualification Training Requirements.
- To maintain the qualification, you will need to gather and supply the following documentation:
 - IAP and ICS-225 forms documenting your performance of the position during at least two qualifying, multi-operational period Type 3 or higher complexity incidents, events, or exercises.

1.2 SIGN INTO THE AHIMT PORTAL SITE

- Go to <https://portal.floridadisaster.org>.
- Sign in under **External Community Login** by entering your SharePoint credentials in the Username and password fields.
- If your login credentials have been forgotten, select “**Forgot your password**” in the lower right-hand corner, as shown below in Figure 1.

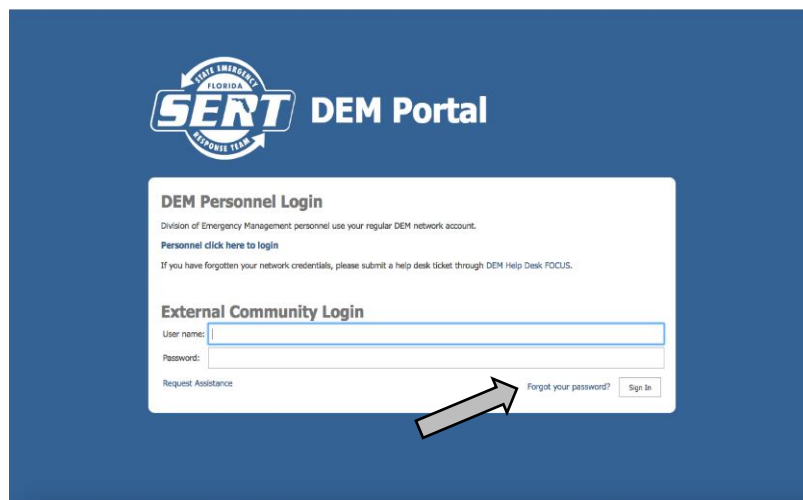


Figure 7

- On the top menu bar, hover over **SERT**, then click on **AHIMT Taskbook Process**.
- Hover over **Task Book Process** on the left navigation menu, then select **Request/Maintain Task Book**, as shown in Figure 2.

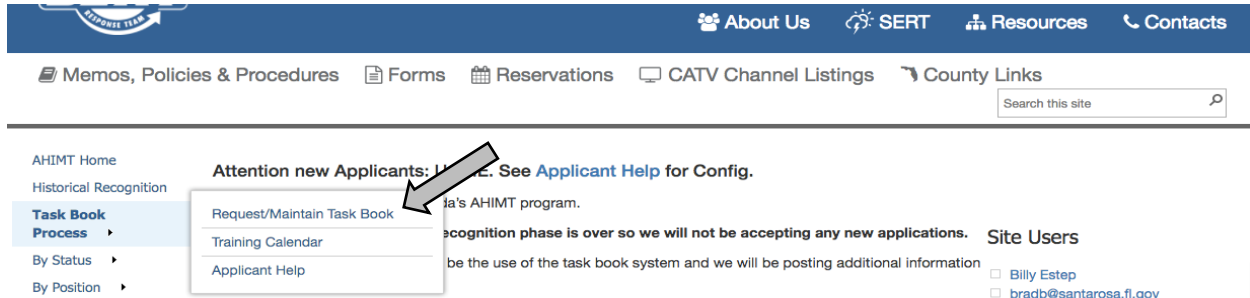


Figure 8

1.3 UPDATING YOUR CREDENTIAL IN SHAREPOINT

- Click on your name that is associated with the desired task book to open your application. You should not create a new application to request requalification of a position in which you are already qualified.
- Click “**Edit Item**” in the top-left corner of the application.
- Select the “Click here to attach a file” button.
- Click the “Choose File” button and navigate to the applicable IAPs and ICS 225 forms that document your continued activity in the selected AHIMT position.
- Click “Attach” to upload the file to your application.
- Click “Save” in the top-left corner of the application.

1.4 REQUEST REQUALIFICATION

- Once the supporting documentation has been uploaded to your AHIMT application (within the five-year timeframe), send an email to AHIMT@em.myflorida.com requesting a review of your documentation.
- Upon receipt of the requalification request, the State Qualifications Review Committee will review the supporting documentation at the next scheduled committee meeting. The committee will either provide a recommendation for requalification or additional direction.
- Once requalification has been recommended by the SQRC, the Division will provide final approval and written notification.

- If the applicant needs any assistance during the requalification process, please contact the Division's All-Hazards Incident Management Team Planner, the Regional Committee Member/Mentor, or email AHIMT@em.myflorida.com.
- If there are any technical issues, please contact a SharePoint Administrator at SPAdmin@em.myflorida.com.

APPENDIX E RECORD OF CHANGE

PURPOSE:

The following is a record to document all changes made to this guide by the State Qualifying Review Committee and the Operations Section of the Division.

1.1 JUNE 2017 REVISIONS

- Document formatting changed to reflect new guidelines provided by the Division.
- Purpose, Authority, Scope, Maintenance, References, Definitions and General information of the document updated to reflect new standards within Florida and its All-Hazards Incident Management Qualification Program.
- Section I's original Title "Florida Credentialing Standards" changed to "All-Hazards Incident Management Qualification Program." Information changed to reflect the use of the word "Qualification" instead of the word "Credentialing".
- Section 2's original Title "Historical Recognition" changed to "Florida Position Specific Task Books (FPSTB)." Information changed to reflect new qualification process implemented in the state of Florida.
- Section 3 "FPSTB Application" added to further expand qualification process.
- Appendix A's original title "Type 3 ICS Position Qualification" changed to "Type 3 ICS Position Specific Training Requirements." Information changed to reflect the new NIMS and Florida Guidance in regards to qualifications.
- Appendix B's original title "Course Reference List" changed to "Position Specific Training Course Guide." Information changed to reflect the new NIMS and Florida Guidance in regards to training qualifications.
- Appendix C "FPSTB Initiation Guide for Applicants" added to the document

1.2 JANUARY 2019 REVISIONS

- Added language to the following areas: FPSTB Competencies, Behavior and Tasks, Final Evaluator, Revocation of Qualification Document, Appeal Process, Application Process: In Depth Look, and Responsibilities Within FPSTB Application Process.
- Added the following sections: FPSTB Submission, GIS Specialist Training and Strike Team/Task Force Leader Training.

1.3 FEBRUARY 2020 REVISIONS

- Removed language from the scope regarding the intention of the Qualification SOG to be used by private sector entities. This document is specific to Florida's AHIMT's.
- The FEMA National Integration Center is not a document; the reference was replaced with the 2017 NIMS Guideline for the National Qualification System.
- Included language that the SQRC recommends AHIMT qualification to the Division Director or their designee.
- Included language that the Division Director or their designee may approve PTBs.
- Included language that the, "Federal Government supports the state and local AHJs...".
- Included Appendix D: FPSTB Requalification Guide.
- Moved "Record of Change" Appendix to E (was formerly Appendix D).
- Changed the SQRC Chair to FDEM to reduce the number of times that the SOG must be updated in the future and removed the Co-Chair, which was also FDEM.
- Combined FFS Chief and FFS Fire Standards Administrator into "Florida Forest Service" to be consistent with the remainder of the SQRC list.
- Removed the statement that, "The Division has not established minimum qualifications for the Technical Specialist position," due to the newly implemented GIS position.
- Included language that the ICS 225 requirement applies to incidents, events, or exercises occurring after February 1, 2019, and that Florida or Federal ICS 225 forms may be used.
- Clarified that the Final Evaluator may not be the one who signs off on the final task to account for circumstances in which the final task is not signed by a qualified individual.
- Added the responsibilities of the AHIMT Planner during the application process to Section 3.3
- Added Appendix D: FPSTB Requalification Guide.