Colorado Identification and Credentialing Program Guidance

Appendix C

Attachment E: ESF # 5 EOC Personnel Credentialing

2016 Revision

Colorado Division of Homeland Security and Emergency Management
Logistics Section

COLORADO
**Division of Homeland Security
& Emergency Management**
Department of Public Safety

ESF # 5: EOC Personnel Credentialing

The Colorado Credentialing Working Group has developed minimum training standards for several positions and has grouped them using the Emergency Support Function framework so that it is easier to locate a specific credential.

To participate in the Colorado Identification and Credentialing Program, EOC personnel (ESF # 5) must possess and/or provide proof of completed, position-specific requirements, including the following:

- Prerequisites
- Education
- Training
- Experience
- Physical capabilities
- Certifications
- Licenses
- National or local standards
- Completion of task books and/or adherence to job performance requirements (JPRs)
- Any other miscellaneous qualifications

In accordance with NIMS standards, all personnel are also required to complete the following base training courses (in addition to any other required coursework specified for respective positions): IS 100, 200, 700, and 800. Personnel must also have a current, valid driver's license or State-issued ID card.

Note: All personnel credentialing attachments are available online at: http://dhsem.state.co.us/emergency-management/operations/logistics/credentialing

ESF # 5 includes the following EOC personnel credentialing positions:

- County Emergency Management Director / Coordinator
- County Emergency Management Staff
- Finance / Administration Section Chief
- Liaison Officer
- Logistics Section Chief
- Operations Section Chief
- Planning Section Chief
- Public Information Officer (See ESF-15 for all PIO related positions)
- EOC ESF
- EOC Manager

Mnemonic:	**CO_EMD or CO_EMC**
Position:	County Emergency Management Director / Coordinator
Description:	Individual appointed by a respective Board of County Commission (or equivalent body) that is responsible for coordinating all activities necessary to build, sustain and improve the capability plan for, mitigate against, respond to, and assist with the recovery from the effects of natural, man-made, and technological incidents and disasters within their jurisdiction.

Requirement	Description
Prerequisites	Must be affiliated with a government organization; AHJ provides County Resolution to Colorado Office of Emergency Management that names individual appointed to the position
Education	AHJ identifies minimum education requirements
Training	Completion of the following courses / curricula: • IS 1 – Emergency Manager: An Orientation • IS 120 – An Introduction to Exercises • IS 139 – Exercise Design • IS 230 – Fundamentals of Emergency Management • IS 235 – Emergency Planning • IS 240 – Leadership & Influence • IS 241 – Decision Making and Problem Solving • IS 242 – Effective Communication • IS 244 – Developing and Managing Volunteers • IS 271 – Anticipating Hazardous Weather • ICS 300 – Intermediate Incident Command System • ICS 400 – Advanced Incident Command System • IS 703 – NIMS Resource Management • IS 775 – EOC Management and Operations • G108 – Mass Care • G191 – Incident Command System / Emergency Operations Center Interface • G250.7 – Rapid Assessment Workshop • G270.4 – Recovery from Disaster, the Local Government Role • G288 – Volunteer & Donations Management • G318 – Mitigation Planning Workshop for Local Governments • G393 – Mitigation Planning for Local Government • G358 – Evacuation & Re-entry Planning • Additional training requirements may be identified by AHJ
Experience	AHJ identifies minimum experience requirements
Physical	Medical and physical requirements established by AHJ
Certification	*Recommended:* • Obtain and maintain Colorado Certified Emergency Management (CEMA) CO-CEM or CO-AEM accreditation
License	None specified

Standards	None specified
Task Book(s) & JPRs	None specified
Additional Notes	None specified

Mnemonic: **CO_EOC-EMSTAFF**
Position: County Emergency Management Staff
Description: Emergency Management staff is part-time or full-time employees that provide support to a county emergency management department and perform associated tasks through all phases of emergency management – mitigation, preparedness, response and recovery.

Requirement	Description
Prerequisites	Must be affiliated with a government organization
Education	AHJ identifies minimum education requirements
Training	Completion of the following courses / curricula: • IS 1 – Emergency Manager: An Orientation • IS 230 – Fundamentals of Emergency Management • ICS 300 – Intermediate Incident Command System • Additional training requirements may be identified by AHJ
Experience	AHJ identifies minimum experience requirements
Physical	Medical and physical requirements established by AHJ
Certification	None specified
License	None specified
Standards	None specified
Task Book(s) & JPRs	None specified
Additional Notes	None specified

The following EOC positions have position taskbooks for qualification in addition to any other jurisdictional requirements, for current requirements and information please see;
http://dhsem.state.co.us/emergency-management/operations/logistics/task-books/eoc-task-books

- EOC Manager (CO_EOC-MGR)
- Operations Section Chief (CO_EOC-OSC)
- Logistics Section Chief (CO_EOC-LSC)
- Planning Section Chief (CO_EOC-PSC)
- Finance / Administration Section Chief (CO_EOC-FSC)
- Liaison Officer (CO_EOC-LOFR)
- EOC ESF (CO_EOC-ESF)

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