pennsylvania
EMERGENCY MANAGEMENT AGENCY

PEMA Directive

Number:	**2011-02**
Effective Date:	November 7, 2011
Termination Date:	
Rescinds Directive Number:	2003-05

Subject:
Emergency Management Certification and Training Requirements

Scope:
This Directive Affects Appointed Local and County Emergency Management Coordinators and the Staff of those Agencies.

Distribution:
- www.pema.state.pa.us
- County and local coordinators
- Keystone Emergency Management Association
- PA County Commissioners Association
- PA State Association of Boroughs
- PA State Association of Township Supervisors

By Direction of:

Glenn M. Cannon

Glenn M. Cannon, Esq.
Director, PA Emergency Management Agency
and Pennsylvania Homeland Security Advisor

I. PURPOSE

The purpose of this directive is to prescribe the training required to develop competency in individuals serving as county and local emergency management coordinators and staff. The content of the certification program was reviewed by a panel of local, county, regional, and state-level emergency management personnel.

II. TITLE 35 AUTHORITIES

A. Subsection 7502 (b), "County coordinator – A coordinator shall be appointed in all counties with approval of the director of the agency. The executive officer or governing body of the county shall recommend a coordinator whose recommendation must be endorsed by the director of the agency prior to appointment by the Governor."

B. Subsection 7502 (c), "Local coordinators – At the local level, the coordinator shall be appointed by the Governor upon recommendation of the executive officer or governing body of the political subdivision."

C. Subsection 7502 (d), "Qualifications – The coordinator shall be professionally competent and capable of planning, effecting coordination among operations agencies of government, and controlling coordinator operations by local emergency preparedness forces."

Comments and Questions Regarding this Directive Should be Directed to:
Training and Exercise Division (717) 651-2256

D. Subsection 7502 (e), "In-service training – Each appointed coordinator shall:
   1. Attend and successfully complete the first phase of the career development program as prescribed by the agency within one year after appointment.
   2. Attend and successfully complete the second phase of career development program as prescribed by the agency within three years after appointment.
   3. Attend basic and advanced seminars, workshops, and training conferences called by the State director and/or official having responsibility for providing the coordinator with in-service training."

E. Subsection 7502 (f), "Responsibility for training - Responsibility for the professional in-service training of each coordinator rests with each successive higher political subdivision than the one in which the coordinator is functioning."

III. GENERAL INFORMATION

A. The director of the agency, authorized under Section 7502(e), prescribes the career development programs described herein for appointed local and county coordinators to develop key competencies in emergency management.

B. Comprehensive emergency management involves an integrated all-hazards and all-risks approach to planning, response, recovery, and mitigation. The career development programs for the Pennsylvania emergency management community present similar material in classroom and self-study formats for both county and local coordinators and staff.

C. The state training officer shall review and recommend program changes to the Director on an annual basis. Any questions or suggestions should be addressed through the appropriate area office to the state training officer.

D. This directive is effective on the date of issue and applies to all newly recommended coordinators and staff. Certifications granted under previous directives will bear the same status as equivalent levels of certification under this directive. Individuals currently working toward the next higher certification level shall have 12 months from the date of this directive to complete their certification under existing criteria.

E. The Training and Exercise Division shall certify the qualifications of all applicants for certification.

F. Requirements established under federal grant guidance shall be separate and distinct from this certification program.

IV. DEFINITIONS

A. Advanced Certification
The requirements prescribed by the Director of the Agency to satisfy the "second phase of the career development program." Local and county coordinators shall complete the appropriate program within 3 years after appointment. Requirements are found in Section VII, Emergency Management Certification and Career Development Program.

B. Agency
The Pennsylvania Emergency Management Agency (PEMA).

C. Basic Certification
The requirements prescribed by the Director of the Agency to satisfy the "first phase of the career development program." Local and county coordinators shall complete the appropriate program within 1 year after appointment. Requirements are found in Section VII, Emergency Management Certification and Career Development Program.

D. County Coordinators
Emergency management coordinators in each of the 67 counties in Pennsylvania.

E. First Phase of Career Development Program
See "Basic Certification."

F. Local (Municipal) Coordinators
Coordinators in municipal or multiple-municipality regional emergency management organizations, other than the 67 counties in Pennsylvania.

G. Second Phase of Career Development Program
See "Advanced Certification."

H. Staff
Employees or volunteers of county or local (municipal) emergency management agencies that are not the appointed county or local coordinator.

V. RESPONSIBILITIES

A. Area Directors
The PEMA Area Office Directors are responsible for complying with requests for certification and forwarding to the state training and exercise office in the Training and Exercise Division. The Area Offices shall maintain a training profile for appointed county coordinators and facilitate the public presentation of certification plaques to awardees.

B. Appointed Coordinators
Appointed coordinators, at both the county and local levels, shall comply with the requirements of this directive and complete the basic and advanced levels of certification. Appointed coordinators shall complete basic certification within 1 year of appointment and advanced certification with 3 years of appointment. It is strongly recommended that coordinators complete the professional level.

C. County Staff
County emergency management personnel are encouraged to complete basic, advanced, and professional levels of certification. The certification program for staff personnel is the same for appointed county coordinators, except that staff shall not complete the certification exercise, exam, or the program review.

D. Local Staff
Local emergency management staff personnel are encouraged to complete the basic, advanced, and professional levels of certification. Staff personnel desiring certification shall complete the same requirements as the appointed local coordinators.

VI. CERTIFICATION COURSES

A. Courses for the various certification levels come from the Federal Emergency Management Agency (FEMA) Independent Study (IS) program; the FEMA G-Series program (state delivery of FEMA programs); the PEMA developed curricula; and the Incident Command System (ICS) training programs, which are a combination of IS delivery and classroom delivery.

B. Courses with the "IS" prefix are part of the FEMA Emergency Management Institute (EMI) Independent Study (IS) program. FEMA EMI and IS program courses can be found at www.fema.gov. The current course numbers are shown below. FEMA occasionally updates the IS program courses; when this occurs, the numbering scheme following the course name is also updated. Courses that have been updated are identifiable by the ".a, .b, (etc.)" at the end of the course number. It is conceivable that the alphanumeric appendage to the course number will progress alphabetically as FEMA updates the courses. All iterations will be accepted for certification (for example IS-100.a, ICS-100.b, IS-100.HC, IS-100.LE, etc.); however, other FEMA programs (i.e. the Master Exercise Practitioner Program) may require updated IS courses.

C. Courses with the "G" prefix are FEMA programs delivered at the state level. In Pennsylvania, the courses are taught by PEMA approved instructors. The courses are available through the state approved educational training agencies (ETA).

D. The following PEMA developed courses are available to support coordinator training. Courses may be online or obtained from PEMA area offices:
1. Comprehensive Planning Guide (CPG) 101
2. Duties and Responsibilities
3. Emergency Management for Elected Officials
4. Initial Damage Reporting
5. Radiation Protection Act: PA Act 147
6. The Stafford Act

E. Incident Command System (ICS) 300 - Intermediate ICS for Expanding Incidents, and ICS 400 - Advanced ICS courses are available from various sources, including the Pennsylvania State Fire Academy and local ETAs. Basic levels of ICS programs are available through FEMA IS or through the local ETA. Intermediate and Advanced ICS (ICS 300 and ICS 400) programs are available through federal, state, and local training institutions and are required to be classroom-based in order to be acceptable. For additional information on the availability of the ICS 300 or ICS 400 training programs, contact your jurisdiction's ETA.

VII. EMERGENCY MANAGEMENT CERTIFICATION AND CAREER DEVELOPMENT PROGRAM

A. Emergency management certification is granted at three levels. The basic and advanced levels of certification are required for appointed county and local coordinators. The professional level of certification is a voluntary program for all members of the emergency management community. A chart of the requirements is included as Attachments 1 and 2 of this directive.

1. County Emergency Management Coordinator and Staff Certification Levels and Program Description

a. Basic certification requires:

i. Successful completion of the following coursework:

i. Successful completion of the following coursework:

a. PEMA Duties and Responsibilities / Area Office Orientation
b. PEMA Headquarters Orientation / Review of PEMA Handbook
c. Initial Damage Reporting
d. IS - 3 Radiological Emergency Management
e. IS - 5.a An Introduction to Hazardous Materials
f. IS - 100 Introduction to Incident Command System, ICS - 100
g. IS - 139 Exercise Design and Evaluation
h. IS - 200.b ICS for Single Resources and Initial Action Incidents
i. IS - 230.a Fundamentals of Emergency Management
j. IS - 235.a Emergency Planning
k. IS - 240.a Leadership and Influence
l. IS - 241.a Decision Making and Problem Solving
m. IS - 242.a Effective Communication
n. IS - 244.a Developing and Managing Volunteers
o. IS - 700.a National Incident Management System: An Introduction
p. IS - 800.b National Response Framework: An Introduction
q. G - 191 ICS/EOC Interface Workshop

ii. Attendance at three quarterly training sessions provided annually.

iii. Achievement of a passing score on the written exam (appointed coordinator).

iv. Successful completion of a functional exercise (appointed coordinator), which is comprised of a full activation of the emergency operations center, as documented in the county's emergency operations plan.

v. Written endorsement by the PEMA Area Director.

vi. Completion of all requirements within 1 year of appointment (appointed coordinator). Until certified, the coordinator will serve as an acting coordinator.

b. Advanced certification requires:

i. Successful completion of the following coursework:
   a. IS - 120.a An Introduction to Exercises
   b. IS - 393 Introduction to Mitigation
   c. IS - 547.a Introduction to Continuity of Operations
   d. IS - 775 EOC Management and Operations
   e. G - 146 Homeland Security Exercise Evaluation Program (HSEEP)
   f. G - 235 Emergency Planning
   g. G - 271 Hazardous Weather and Flooding Preparedness
   h. G - 290 Basic Public Information Officer
   i. ICS 300 Intermediate ICS for Expanding Incidents

ii. Service at the basic certification level for 1 year.
iii. Attendance at three quarterly training sessions provided annually.
iv. Successful program review.
v. Written endorsement by the PEMA Area Director. Completion of all requirements within 3 years of appointment (appointed coordinator).

c. Professional certification requires:

i. Successful completion of the following coursework:

   a. IS - 15.b Special Events Contingency Planning
   b. IS - 366 Planning for the Needs of Children in Disasters
   c. IS - 703.a NIMS Resource Management
   d. G - 250.7 Local Situation (Rapid) Needs Assessment
   e. G - 270.4 Recovery from Disaster the Local Government Role
   f. G - 386 Mass Fatalities Incident Response
   g. G - 393 Mitigation for Emergency Managers
   h. ICS - 400 Advanced Incident Command Systems

ii. Service at the advanced certification level for 1 year.
iii. Written endorsement by the PEMA Area Director.
iv. Professional certification is voluntary and does not have a timeline associated with the requirements.

2. Local Emergency Management Coordinators and Staff Certification Levels and Program Description

a. Basic certification requires:

i. Successful completion of the following coursework:

   a. County program orientation / Duties and Responsibilities
   b. Initial Damage Reporting

c. IS - 100.b Introduction to Incident Command System
d. IS - 200.b ICS for Single Resources and Initial Action Incidents
e. IS - 700.a National Incident Management System: An Introduction
f. IS - 775 EOC Management and Operations
g. IS - 800.b National Response Framework: An Introduction
h. IS - 230.a Fundamentals of Emergency Management
i. IS - 235.a Emergency Planning Course
j. IS - 240.a Leadership and Influence Course

ii. Attendance at three quarterly training sessions provided by the county annually.
iii. Written endorsement by the jurisdiction's county coordinator.
Completion of all requirements within 1 year of appointment (appointed coordinator). Until certified, the coordinator will serve as an acting coordinator.

b. Advanced certification requires:

i. Successful completion of the following coursework:

a. IS - 241.a Decision Making and Problem Solving
b. IS - 242.a Effective Communication
c. IS - 244.a Developing and Managing Volunteers
d. IS - 3 Radiological Emergency Management
e. IS - 5.a An Introduction to Hazardous Materials
f. IS - 271 Anticipating Hazardous Weather and Community Risk
g. ICS 300 Intermediate ICS for Expanding Incidents
h. IS - 547.a, Introduction to Continuity of Operations
i. IS - 702.a National Incident Management Systems (NIMS) Public Information Systems *or*
j. G - 289 Public Information Officer Awareness
k. G - 191 ICS/EOC Interface Workshop

ii. Service at the basic certification level for 1 year.
iii. Attendance at three quarterly training sessions provided by the county annually.
iv. Written endorsement by the jurisdiction's county coordinator.
Completion of all requirements within 3 years of appointment (appointed coordinator).

c. Professional certification requires:

i. Successful completion of the following coursework:
ii.

a. IS - 15.b Special Events Contingency Planning

b. IS - 366 Planning for the Needs of Children in Disasters
c. IS - 139 Exercise Design and Evaluation
d. IS - 703.a NIMS Resource Management
e. G - 235 Emergency Planning
f. G - 290 Basic Public Information Officer
g. ICS 400 Advanced Incident Command Systems

iii. Written endorsement by the jurisdiction's county coordinator.
iv. Professional certification is voluntary and does not have a timeline associated with the requirements.

B. The Training and Exercise Division may make modifications as necessary.

C. All appointed coordinators should be mindful that Title 35, Section 7502 (e) states, "Failure to attend the instruction described in this subsection or failure to attend a prescribed training conference for a period of two consecutive years shall be cause for replacement."

VIII. TRAINING RECORDS

A. PEMA area offices shall maintain training records for programs conducted for county and local coordinators and their respective staff. The area offices shall maintain training profiles for appointed county coordinators.

B. County emergency management coordinators shall maintain rosters of all classes completed by their agency sponsors and maintain a training profile for all local coordinators and staff attending the training. Training rosters and profiles shall be maintained as part of the program review of the county coordinator advanced certification.

IX. SCHEDULES AND ANNOUNCEMENT OF COURSES

Course schedules and advertisements may be available on the PEMA homepage through the learning management system and/or through appropriate educational training agencies.

X. CLASS SIZE

A. Class size is based on the minimum standards of accreditation (MSA), which are available from the PEMA Training and Exercise Division.

B. Deviations from the MSA class size will be reviewed on a case-by-case basis by the PEMA Training and Exercise Division.

Attachment (1) Coordinator and Staff Certification Requirements: County Government
Attachment (2) Coordinator and Staff Certification Requirements: Local Government
Attachment (3) Coordinator Certification Checklist/Sign-Off Sheets: Local and County

Carbon Copy: Office of the Director
Office of the State Fire Commissioner
Deputy Director for Administration
Deputy Director for Operations
Chief Counsel's Office
Legislative Affairs Office
Bureau / Office Directors