

	WISCONSIN EMERGENCY MANAGEMENT	
	Directive Number:	5006.0 External
	Reference Section:	Operations Support
	Subject/Description:	EMPG-Funded Personnel Required Training
	Effective Date:	2011-08-10
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	Approved By:	Brian M. Satula, Administrator

POLICY: EMPG-Funded Personnel Required Training

I. PURPOSE

Wisconsin Emergency Management (WEM), as a party to the county and tribal Plan of Work (POW), implements a list of minimum course requirements policy for all participating county and tribal emergency management directors and Emergency Management Performance Grant (EMPG)-funded personnel.

This document identifies the training that all personnel funded by the EMPG must complete. The Federal Emergency Management Agency (FEMA) requires these courses to establish a professional foundation for performing coordination and operational support responsibilities at the county and local level.

II. REPORTING REQUIREMENTS

A. Reporting Responsibilities

1. WEM is responsible for reporting training to FEMA in the annual application and quarterly reporting for the Notice of Funding Opportunity EMPG.
2. Employees must report their progress in completing the training as specified within POW EMPG grant announcements.
3. EMPG-funded personnel are responsible for managing their own training transcripts within their accounts on the WEM training portal at www.trainingwisconsin.org.

B. Training Documentation

1. Course certificates for classes registered via the WEM training portal will generate automatically and post to the user's transcript.
2. Personnel can upload course certificates for independent study courses and other courses not registered via the training portal.

C. Training Requirements

1. The training requirements are based on the percentage of time an EMPG-funded position is dedicated to emergency management, as specified in the position description, as follows:
 - a. Less than 25%: All EMPG-funded staff with 25% or less of their time dedicated to emergency management, will have three (3) years to complete the independent study courses directed below.
 - b. Between 26-50%: All current and new part-time EM directors and EMPG-funded staff with 26-50% of their time dedicated to emergency management, as specified in their position description, will have three (3) years to complete required training.
 - c. Between 51-100% EMPG Funded: All current and new full-time emergency management (EM) directors and EMPG-funded staff with 51-100% of their time dedicated to emergency management, as specified in their position description, will have two (2) years from their initial date of hire to complete the required training.
2. The addition of new courses to the course requirements will be announced with an updated WEM Directive. Reasons for an update include, but are not limited to, FEMA course termination and new federal EMPG guidance. Future directives will identify when the course requirement was added and if past course work will satisfy the new requirement. Further, any new course requirements will adhere to the completion timelines noted in in C., 1., a-c, unless otherwise specified.

III. COURSE LISTING POLICY

A. Course Requirements

COURSES	HOURS
IS-100c Introduction to Incident Command System (ICS)	Individual
IS-120.c How to be an Exercise Evaluator	Individual
IS-130 Exercise Evaluations & Improvement Planning	Individual
IS-200.b Introduction to Incident Command Single Resources	Individual
IS-230.d Fundamentals of Emergency Management	Individual
IS-235.c Emergency Planning	Individual
IS-240.b Leadership and Influence	Individual
IS-241b Decision Making and Problem Solving	Individual
IS-242.b Effective Communications	Individual
IS-244.b Developing and Managing Volunteers	Individual
IS-700.a National Incident Management System (NIMS), An Introduction	Individual
IS-800.c National Response Framework (NRF), An Introduction	Individual
G-191 EOC/ICS Interface	8
G-290 Basic PIO	16
G-300 ICS-300 Incident Command System (ICS) – Intermediate	24
Introduction to Wisconsin Emergency Management ¹	16
TOTAL IN CLASSROOM HOURS	64

¹ WEM shall not require those personnel who have completed the four modules of WEM NEW Directors training to complete Introduction to Wisconsin Emergency Management.

B. Course Designation

Courses with an "IS" are independent study and can be found on FEMA's training site at <http://training.fema.gov/is/crslist.asp?page=all> and courses with an "E, G, or L" are in a classroom.

C. Course Offerings/Requests

1. The goal of WEM, pending availability of funding and request, is to offer each of the above "In Classroom" courses during the Federal Fiscal Year.
2. Requests for courses at county or regional locations are made by the county Emergency Manager to the WEM Training Supervisor as specified in WEM Directive 5005.2.
3. Contact the WEM Training Supervisor for assistance with locating and registering for courses.

IV. CONCLUSION

This directive identifies the training that all personnel funded by the Emergency Management Performance Grant must complete to establish a professional foundation for performing coordination and operational support responsibilities at the county and local level. Any modifications to this policy will be announced with a revised directive.