



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

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Administrator

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INFORMATION & GUIDANCE MEMO
08-10-11

DATE: August 10, 2011
TO: Emergency Management Personnel
FROM: Brian M. Satula, Administrator

SUBJECT: POLICY FOR MINIMUM TRAINING REQUIREMENTS FOR EMERGENCY MANAGEMENT PERSONNEL

Wisconsin Emergency Management (WEM) as part of the 2012 county plan of work is implementing a minimum training requirement policy for all county emergency management directors, EMPG funded personnel and WEM staff. It is essential that those persons funded with EMPG dollars meet the requirements in the 2011 federal guidance. It is also important for emergency management (EM) personnel to have a minimum level of training. These trainings will allow EM personnel to be proficient in the field of emergency management, and will create a platform for consistency across county and agency borders. This will provide directors and EM personnel the knowledge to make well informed decisions for local county response and also when providing mutual aid in a disaster. Having a required minimum level of training is part of the ongoing national effort to raise the profile of Emergency Managers as an independent profession.

Current/new full-time directors and EMPG funded staff will have two years from the distribution of this I & G memo to complete the course work. Current/new part-time EM Directors and EMPG funded personnel will have three years to complete the course work. Please note that the trainings listed with a red star are required by all EMPG funded staff. All trainings listed, with or without a red star, are required of EM Directors and WEM Staff.

Directors may send the certificates all at once or as they are completed to their WEM Regional Director. The Regional Director will forward the certificates to Wisconsin Emergency Management. A database for tracking each county's completion will be kept at WEM. Copies of this database will be provided to the Regional Directors throughout the year and upon request. If you have previously completed course in class room that are now independent study courses please provide those certificates to WEM. We have many of them already on file and will incorporate what we have record of into the tracking spreadsheet.

Although not required, it is also recommended that Emergency Management Directors complete the Wisconsin Emergency Management Professional Certification Program. Many of the courses listed in this memo are also part of the Emergency Management Certification Program. For more information regarding this optional program please visit the WEM training website. If you have any questions,

please contact the State Training Supervisor, David Nunley david.nunley@wisconsin.gov or (608) 242-3213.

REQUIRED COURSES	COURSE HOURS	DATE COMPLETED	LOCATION	Course Instructor
IS- 1 Emergency Manager: An Orientation to the Position	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-100 Introduction to Incident Command System	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
IS-120.a An Introduction to Exercises	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-139 Exercise Design	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-200 Incident Command ICS for Single Resources and Initial Action Incidents	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-230a Fundamentals of Emergency Management	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-235.a Emergency Planning	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-240.a Leadership and Influence	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-241.a Decision Making and Problem Solving	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-242.a Effective Communications	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-244.a Developing & Managing Volunteers	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-700.a National Incident Management System (NIMS) An Introduction	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
★ IS-800 National Response Framework, An Introduction	<i>Individual</i>		<i>Web Based</i>	<i>Independent Study</i>
G-191 EOC/ICS Interface	12			
G-290 Basic PIO	16			
G-300 - ICS-300 Incident Command System - Intermediate	16			
New Directors Series (Modules A,B,C & D)	32			
TOTAL IN CLASSROOM HOURS	76			

Each of the above “in-classroom” courses will be offered at least once per year by WEM. You may also request a course for your county (see contact information below). In the case that the courses are not offered or the EM Director can not attend, exceptions may be made to extend the expected completion date.

Unsuccessful completion of the minimum levels of training will be handled on an individual county basis. If you have any questions please contact the State Training Supervisor; David Nunley at david.nunley@wisconsin.gov or (608) 242-3213.

Course Key



= This symbol before a course represents required courses according to the 2011 EMPG guidance. These courses should be given priority for completion and certificates should be turned in to the Regional Office once completed.

G-Courses = FEMA Emergency Management Institute (EMI) courses offered in a classroom setting (similar IS courses online will not count towards completion) and meet the requirements specified in the National Incident Management System (NIMS)

IS – Courses = Online FEMA courses located at <http://training.fema.gov/is/crslist.asp>