



WISCONSIN EMERGENCY MANAGEMENT **REQUIRED INSTRUCTOR QUALIFICATIONS:**

The below descriptions of WEM requirements are to ensure that those persons that WEM uses for instruction are qualified to be delivering courses. A combination of FEMA and WEM requirements were used to develop this checklist.

Each candidate must submit certificates and specific information on how they meet the criteria listed below. Packets must be grouped by course and labeled.

Note: Normally, most courses will be taught by one instructor. Some courses based upon such things as course activities and number of students may require more than one instructor. The final determination on the number of instructors required will be made by the State Training Officer.

ICS-100 Introduction to the Incident Command System

(1 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, and 800.
- Lead instructor should have worked as an Incident Commander or General Staff position during a disaster.

ICS-200 Incident Command Systems for Single Resources and Initial Accident Incidents

(1.5 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E-262, E-611, and E-612.
- Successfully completed ICS-100, 200, 300, 400, 700, and 800.
- Lead instructor should have worked as an Incident Commander or General Staff position during a disaster.

G-120/130 Exercise Design and Evaluation (HSEEP) Course

(3.5 day course)

Note: Upon delivery of the course at least one WEM/MEP instructor must be onsite to ensure the WEM standard is being maintained.

- Instructors must have formal instructor training or at least three years experience in offering trainings.
- Instructors used for this course will support WEM instructors in the delivery. Instructors must have already completed this course in Wisconsin and must meet with a WEM training officer to learn about the specific delivery of this course before they will be taken into consideration as an instructor.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-130.
- Have worked as a part of the WEM exercise staff in planning and execution of the state's exercise program.

G-191 Emergency Operations center and Incident Command System Interface

(1.5 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 701, 702, 703, 800, G-191, and G-775.
- Completion of ICS Train-the-Trainer (E-449) or state equivalent is preferred.
- Served in the ICS Command Staff or in a General Staff (supervisory position) within the last five years.
- Served in a leadership position at an EOC within the last five years.

G-197 Emergency Planning and Functional Needs Populations

(2.5 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-197.
- Instructor has been involved in Functional Needs planning at the local level.
- Knowledge of the local area (Wisconsin), its hazards and vulnerabilities, and its special needs populations.
- Instructor is familiar with Public Health's role along with other local response agencies in responding and planning for functional needs persons.

G-202 Debris Management Planning for State, Tribal and Local Officials

(3 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 632, 700, 800, and G-202.
- Please explain how you are familiar with current debris planning, removal, and disposal activities.
- Instructors should have disaster experience. Please elaborate on this experience and whether it was at the Federal, State, and/or local levels.

G-235 Emergency Planning Course

(2 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-235.
- Instructors must have experience with writing emergency operations plans, NIMS, and should also be familiar with CPG-101.

G-250.7 Rapid Assessment Planning

(1 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-250.7.
- Instructor has experience with collecting and reporting disaster intelligence immediately following an event, including procedures and forms needed to conduct a rapid assessment.
- Instructor is familiar with developing procedures for collecting and organizing data, and then testing the procedures.

G-270.4 Recovery from Disaster: The Local Government Role

(1 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-270.4.
- Instructor has experience during and after a disaster in local emergency management.
- Instructor is familiar with federal, state, and local disaster recovery operations.

G-288 Local Volunteer and Donations Management

(1 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-288.
- Recommended that they have been part of a VOAD or worked volunteer and donations management.

G-290 Public Information Officer (PIO)

(2 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 702, 800, G-290, and E-388 Advanced PIO Class at EMI
- Instructor must have completed all current PIO G-Series courses (Basic PIO and JIC).
- Instructor has experience in staging areas, media pools, and news briefings/conferences to illustrate what works and what doesn't work at the scene.
- Instructor has served at least two years as an agency PIO, served as a PIO in at least two actual incidents, and/or served as a media representative.
- Instructor has knowledge of how social media is being used by emergency management.

G-300 (ICS-300) Intermediate Incident Command System for Expanding Incidents

(2 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, and 800.
- Completion of ICS Train-the-Trainer (E-449) or state equivalent is preferred.
- Lead instructor served as Incident Commander, Command or General Staff in an incident that went beyond one operational period or required a written IAP required multiagency coordination within the last five years.

G-364 Multi-Hazard Emergency Planning for Schools

(2 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-364.
- Completion of ICS Train-the-Trainer (E-449) or state equivalent is preferred.
- Preferred that the instructor has worked in an educational environment at some time.

G-386 Mass Fatalities Incident Response Course

(2 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 702, 800, and G-386.
- Instructor should have a working knowledge of the medical examiner/coroner, funeral director, and responder roles in a mass fatality incident.

G-393 Mitigation for Emergency Managers

(3 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 393.a, 400, 700, 702, 800, G-393, and Wisconsin All-Hazards Mitigation Planning Workshop.
- Instructor should have experience in mitigation planning at the local, tribal, state, or federal level.

G-400 (ICS-400) Advanced Incident Command System for Command and General Staff- Complex Incidents

(2 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, and 800.

- Completion of ICS Train-the-Trainer (E-449) or state equivalent is preferred.
- Senior instructor served as Incident Commander or as a Section Chief during an incident that went beyond one operational period or required a written IAP and required multiagency coordination.

G-402 (ICS-402) Incident Command System (ICS) Overview for Executives and Senior Officials

(2 hour course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-402.
- Lead instructor must be familiar with ICS and emergency response policies as they relate to local and State Government along with having actual experience.

G-556 FEMA Local Damage Assessment

(1 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 120.a, 300, 400, 700, 800, and G-556.
- Lead instructor must be familiar with ICs and damage assessment policies/procedures as they relate to local and State Government.

G-775 Emergency Operations Center Management and Operations

(2 day course- combined with G-191)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, G-191, and G-775.
- Instructor is familiar with EOC activation and deactivation procedures, activation levels, multiagency coordination, the relationship between the EOC and the on-scene Incident Command System (ICS) structure, as well as identifying staffing, information, systems and equipment needs at the EOC.
- Must have experience in actual EOC operations.

C&G Command and General Staff Functions for Local/Tribal Incident Management Teams

(5 day course)

- Instructors must have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies such as E 262, E 611, and E 612.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and C&G.
- Must have EOC, IMT, or Incident Command management experience.
- Completion of ICS Train-the-Trainer (E-449) or state equivalent is preferred.
- Senior instructor served as Incident Commander or as a Section Chief during an incident that went beyond one operational period or required a written IAP and required multiagency coordination.