



# Wisconsin Emergency Management Instructor Qualifications

**March 14, 2013**

The Wisconsin Emergency Management Training program has been a focus for many first responders and preparedness partners looking to expand their knowledge and capabilities. It is the goal of WEM to ensure that the highest quality instructors are provided to those taking our classes.

To become an instructor that will be used when WEM courses are made available please complete the attached application form and return it to the State Training Officer (STO) – David Nunley [david.nunley@wisconsin.gov](mailto:david.nunley@wisconsin.gov). If you have any questions, please contact the STO at (608) 242-3213.

The STO will review applications submitted and make the final determination on whether or not the criteria have been met for each course. Once this determination is completed a copy of the application will be returned to the applicant with a letter of status. Those approved, will be added to the WEM database for selection when a course comes available. When a course becomes available an email to all qualified Instructors will be distributed at the same time and interested instructors should respond within 48 hours. The State Training Officer will review the names of those that respond and will choose the instructor(s) based on previous evaluations, geographical location to the class, etc. An email will be sent to all applicants stating whether or not they have been selected for the course.

A list of courses offered by WEM and qualified instructors will be posted on the WEM website. Contact information will not be placed on the website but will be distributed, upon request, to State and Local agencies looking for instructors. If you wish to be an instructor for WEM sponsored classes only, please note that with your application submittal.

For a list of allowable expenditures for reimbursement through invoice please see the last page of this document. All instructors will be expected to complete the invoice that is attached at the end of this document and submit it to WEM upon completion of the course. Completed invoices should represent reasonable and actual expenses necessarily incurred by the instructor personally in the performance of official duties and no portion of instructor time or expenses may be also reimbursed by the State or any other source.

Materials (student and instructor manuals, sign in sheets and evaluations) for courses can be provided to instructors electronically. It is the responsibility of the instructor to work with the training host to make sure all student manuals, sign in sheets and evaluations are printed for the class. Instructors should be extremely proficient in course materials and capable of using audio visual equipment.

David Nunley, MPA

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Wisconsin Emergency Management

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WEM: <http://emergencymanagement.wi.gov/>

# INSTRUCTOR APPLICATION

Please provide details, including any required certificates, regarding how you meet the criteria for each course to the State Training Officer (STO) – David Nunley [david.nunley@wisconsin.gov](mailto:david.nunley@wisconsin.gov). If you have any questions, please contact the STO at (608) 242-3213.

Courses for which I am applying to become an Instructor:

Course: _____	Course: _____
Course: _____	Course: _____
Course: _____	Course: _____

I have read and agree to the allowable expenditures and hourly rates included with this application and any future invoices will reflect current state allowable rates and expenditures. I also agree to have my name posted on the WEM website as an instructor and to allow my contact information to be distributed to other agencies looking for a qualified instructor. Instructor evaluations are part of every course. The State Training Officer reserves the right to discontinue the use of instructors who receive poor evaluations or are determined to be unfit for instruction.

By signing and returning this form you are agreeing to the above and that the information you are providing is accurate and true.

I agree to the information above: \_\_\_\_\_ Applicant Print Name  
 \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

*(This signed document must be returned with other qualification materials listed for each course)*

**For State Use Only -**

<b>Applicant Course:</b> _____ Qualification Material included and adequate: Yes___ No___ Required Certificate Copies Included Yes___ No___ Approved to instruct this course: Yes___ No___	<b>Applicant Course:</b> _____ Qualification Material included and adequate: Yes___ No___ Required Certificate Copies Included Yes___ No___ Approved to instruct this course: Yes___ No___
<b>Applicant Course:</b> _____ Qualification Material included and adequate: Yes___ No___ Required Certificate Copies Included Yes___ No___ Approved to instruct this course: Yes___ No___	<b>Applicant Course:</b> _____ Qualification Material included and adequate: Yes___ No___ Required Certificate Copies Included Yes___ No___ Approved to instruct this course: Yes___ No___
<b>Applicant Course:</b> _____ Qualification Material included and adequate: Yes___ No___ Required Certificate Copies Included Yes___ No___ Approved to instruct this course: Yes___ No___	<b>Applicant Course:</b> _____ Qualification Material included and adequate: Yes___ No___ Required Certificate Copies Included Yes___ No___ Approved to instruct this course: Yes___ No___
<b>State Training Officer Signature:</b> _____ <b>Date:</b> _____	

## 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 check list.

*Each candidate must submit certificates and specific information on how they meet the criteria listed below. Packets must be grouped by course and labeled. One Set of Certificates is all that is necessary, and need not be submitted for each course the candidate is applying for.*

### ICS – 100 Introduction to the Incident Command System

**Note:** (# Instructors needed – 1 to 2) (1 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- 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

**Note:** (# Instructors needed – 1 to 2) (1.5 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- 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

**Note:** (# Instructors needed - 4) (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 should 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 should have already completed this course in Wisconsin and should 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, 120a, 200, 300, 400, 700, 800, and G-130

### G – 191 EOC/ICS Interface

**Note:** (# Instructors needed - 2) (1 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- 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 Special Needs Populations

**Note:** (# Instructors needed - 1) (2.5 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- 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**

**Note:** (# Instructors needed - 1) (3 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- 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**

**Note:** (# Instructors needed - 1) (2 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- Successfully completed ICS-100, 200, 235, 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**

**Note:** (# Instructors needed - 1) (1 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- Successfully completed ICS-100, 200, 250.7, 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**

**Note:** (# Instructors needed - 1) (1 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies
- 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 Donations Management Workshop**

**Note:** (# Instructors needed - 1) (1 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and G-288

## **G – 290 Public Information Officer (PIO)**

**Note:** (# Instructors needed - 3) (2 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- Successfully completed ICS-100, 200, 300, 400, 700, 702, 800, G-290, and E-388 Advanced PIO Class at EMI

- Instructor should have completed all current PIO G-Series Courses (Basic PIO &, 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 a year as an agency PIO, served as a PIO in at least 2 actual incidents 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**

**Note:** (# Instructors needed - 2) (18 hour course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies
- 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 and required multiagency coordination within the last five years.

## **G – 364 Multi-Hazard Emergency Planning for Schools**

**Note:** (# Instructors needed - 1) (2 day course)

- Instructors should have formal instructor training or at least three years of experience in delivering training using adult education techniques and methodologies
- Successfully completed ICS-100, 200, 300, 362, 400, 700 and 800
- Completion of L/E – 362 Train-the-Trainer

## **G – 386 Mass Fatalities Incident Course**

**Note:** (# Instructors needed - 1) (2 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- Successfully completed ICS-100, 200, 300, 400, 700, 702, 800, 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**

**Note:** (# Instructors needed - 2) (3 day course)

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

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- 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 level.

## **G – 400 (ICS-400) Advanced Incident Command System**

**Note:** (# Instructors needed - 2) (14 hour course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- 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 or as a Section Chief during an incident that went beyond one operational period or required a written IAP and required multiagency coordination within the last five years.

## **G – 402 (ICS-402) Incident Command System (ICS) Overview for Executives / Senior Officials**

**Note:** (# Instructors needed - 1) (2 hour course)

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

## **G – 556 FEMA Local Damage Assessment**

**Note:** (# Instructors needed - 1) (1 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies.
- Successfully completed ICS-100, 200, 120a, 130, 300, 400, 556, 700, 800 and G-556
- Lead instructor should be familiar with ICS and damage assessment policies/procedures as they relate to local and State Government.

## **G – 775 Emergency Operations Center Operations** (combined with G-191)

**Note:** (# Instructors needed - 2) (2 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies
- 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.

## **Command and General Staff Functions for Local/Tribal Incident Management Teams**

**Note:** (# Instructors needed – 1-2) (5 day course)

- Instructors should have formal instructor training or at least three years experience in delivering training using adult education techniques and methodologies
- Successfully completed ICS-100, 200, 300, 400, 700, 800, and The Command and General Staff Functions for Local/Tribal Incident Management Teams courses
- Must have IMT Management Experience

# INSTRUCTOR INVOICE

FOR PROFESSIONAL SERVICES

TODAY'S DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Training Course: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Bill To:**

**Make Check Payable To:**

Att: David Nunley	Instructor Name:
2400 Wright Street, Madison, WI 53707	Address:
	Phone:
Phone #: (608) 242-3213	Tax ID #:

Fees	Item	Date(s)	Amount
Instructor Fees (up to \$45 an hour)	N/A	Hours:	
Meals (receipts not needed)	Breakfast		
	Lunch		
	Dinner		
	Breakfast		
	Lunch		
	Dinner		
	Breakfast		
	Lunch		
	Dinner		
Meals Sub Total			\$
Departure Time From Home	AM / PM		N/A
Return Time Back to Home	AM / PM		N/A
Miscellaneous Expenses (receipt(s) attached)			
Lodging (receipt(s) attached)	N/A		
Mileage	Miles @ .51		
<b>Total Expenses</b>			<b>\$</b>

This claim represents reasonable and actual expenses necessarily incurred by me personally in the performance of official duties and no portion was previously reimbursed to me by State or any other source. I have attached training sign in sheet(s) and evaluations to this invoice for submittal.

Instructor Signature \_\_\_\_\_

**Thank You**

Instructors:

Please use these rates when claiming reimbursement.

MEAL	LEAVE BEFORE	RETURN AFTER	MAXIMUM
BREAKFAST	6:00 AM	NA	\$8.00
LUNCH	10:30 AM	2:30 PM	\$9.00
DINNER	NA	7:00 PM	\$17.00
<ul style="list-style-type: none"><li>• No reimbursement is allowed for alcoholic beverages.</li><li>• Maximums include tip and taxes.</li></ul>			
Per Night Lodging (Excludes tax)		Most In-State	Milwaukee, Waukesha, & Racine Counties
Maximum per night		\$70.00	\$80.00
<ul style="list-style-type: none"><li>• Reimbursement is limited to the single rate for a single room.</li><li>• Lodging receipts must be attached to the travel claim.</li></ul>			
Transportation			
Mileage	.51 per mile		

- Please note expenditures are reimbursed at State rates.
- Reimbursement will not be provided unless class sign in sheets and evaluations are attached.