Louisiana Incident Management Qualifications System
Recognition of Prior Learning Application Instructions

SECTION 1: GENERAL INFORMATION

One Recognition of Prior Learning (RPL) application must be completed and submitted for each ICS position requesting RPL consideration. Provide complete answers to each question.

SECTION 2: INCIDENT MANAGEMENT TEAM AFFILIATION

Check the appropriate answer to each question regarding former or current Incident Management Team experience. If you answer "yes" to any question, provide the details required.

SECTION 3: RELEVANT EXPERIENCE

PART A

Provide the indicated information from all multi-operational-period incidents, Homeland Security Exercise and Evaluation Program (HSEEP) "Functional" or "Full-Scale" exercises, and/or any planned events that you have been assigned to that support the position you are applying for. You must include at least one actual unplanned incident. You can copy and submit additional page(s) if needed. Failure to complete answers for all the information required in Part A may result in the incident, event, or exercise not being considered.

All incidents, exercises, or events you wish to use as documentation for the Relevant Experience section must:

- ☐ Have occurred within 5 years of the opening date of the application period
- ☐ Have the complete information provided in each box of Part A
- ☐ Include at least three (3) different incident, exercise, or planned event experiences
    - ☐ Each experience should span or continue through at least two (2) operational periods.
    - ☐ At least one (1) evaluation experience must be an actual incident. Exercises or planned events may not be substituted for the one required incident.

PART B

Attach the appropriate backup documentation that will assist evaluation of the validity of each experience listed in Part A. Applicants must follow the lists on page 2 to guide their submittal. Failure to provide the backup documentation of the experience listed in Part A may result in the incident, event, or exercise not being considered.

- ☐ Include the appropriate documentation listed below. Make sure to attach all the additional documentation indicated for the position listed.

Example backup documentation includes but is not limited to:

- The appropriate pages/forms/section(s) of an Incident Action Plan (IAP). Each ICS position listed below has unique documentation requirements that must be followed. Those unique requirements are listed after each position.

- Completed or partially completed Position Task Book (PTB) for the position. An ICS 225, Incident Personnel Performance Rating Form, should be included for each evaluation provided in the PTB, if completed. PTB requirements can be found in the FEMA Resource Typing Library Tool at https://rtlt.preptoolkit.fema.gov/Public/Combined .

- ICS 225, Incident Personnel Performance Rating Form, from the position you filled.

- Signed affidavit from the AHJ or agency head, or Incident Commander, that describes your specific position and the duties and responsibilities you filled during the incident or event.

All Incident Action Plans submitted must include the following forms:

- ICS 202, Incident Objectives: Signatures must be legible.
- ICS 203, Organization Assignment List: Your name should be listed on the ICS 203 as filling the position you are applying for during the operational period.
- ICS 204, Assignment List: Two (2) different ICS 204s from the same IAP are needed to assist in determining complexity and scope of the incident, event, or exercise, and the position filled.
- The additional forms listed after the positions cited below.

Specific additional forms are needed to support the position being applied for:

- **Logistics Section Chief.** If no Communication Unit Leader or Medical Unit Leader was used, add two (2) different ICS 205s, Incident Communication Plans, and two (2) different ICS 206s, Medical Plans, that have your signature as the preparer.

- **Planning Section Chief.** Include the full IAP. Your signature should appear on the bottom of the ICS 202 and on the ICS 203 as the Planning Section Chief.

- **Operations Section positions.** The two (2) ICS 204s, Assignment Lists, should include those that have your name on them as part of the organization managing what you are stating in the application.

- **Finance /Admin Section.** Add ICS 209, Incident Status Summary, or finance-related documents demonstrating the operability of the Finance Section; incident time records showing your assignment; or budget or spending authority delegation or letter.

- **Public Information Officer.** Add two different press releases that have your name as the Point of Contact (POC) or that indicate that you wrote the message.

- **Safety Officer.** Add two (2) different ICS 208s, Safety Messages, or ICS 215As, Incident Action Plan Safety Analysis forms, with your name as having prepared them.

- **Liaison Officer.** Add two (2) different incident listings of the Assisting and Cooperating agencies, meeting flyer, or other document demonstrating Liaison Officer (LOFR) responsibilities on the incident (and a letter indicating you filled that role).

- **Incident Commander.** The ICS 202 should have your signature on the bottom as the Incident Commander.

- **Situation Unit Leader.** Add two (2) ICS 209s, Incident Status Summary forms, or agency SitReps that include your name as the author or generator; or a map with an indication that you developed the forms.

- **Resources Unit Leader.** The two (2) ICS 204s, Assignment Lists, in the IAP submitted should have your signature as having completed the form.

- **Supply Unit Leader.** The ICS 203, Organization Assignment Lists, should show you filling that role.

- **Technical Specialist.** Add two (2) different forms submitted into an IAP or other supporting documents in your specialized field.

PART C

☐ Attach a copy of your current resume detailing your training and the experience you have indicated that you have

PART D

☐ Attach a (one-page-maximum) Experience Narrative. This narrative should describe details regarding the incidents, exercises, or events, and the applicant's duties and responsibilities in regard to them. The narrative should indicate your level of participation in requisite meetings, the planning process, and compliance with all National Incident Management System (NIMS) and Incident Command System (ICS) principles. Specifically address the position to which this application applies. General recommendation letters or certificates of participation or attendance are not acceptable.

☐ Each exercise, event, or incident detailed should include the name and contact information for someone familiar with the details who can answer any questions regarding the applicant's involvement.

SECTION 4: RELEVANT TRAINING

Attach scanned PDF color copies (if submitting paper-based application, submit only color photocopies) of training certificates <u>pertinent to the ICS position for which you are requesting Recognition of Prior Learning (RPL)</u>. Do not send certificates unrelated to the position.

Attach other certificates if they assist in demonstrating your competency or knowledge, skills, and abilities in the position.

Required training certificates for all positions – must attach

- ICS-100: Introduction to Incident Command System
- ICS-200: Basic Incident Command System for Initial Response
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-700: Introduction to the National Incident Management System (NIMS)
- ICS-800: Introduction to the National Response Framework
- NFA 0337, Command and General Staff Functions for Local Incident Management Teams OR
- USFA O-0305, USFA Type 3 All-Hazards Incident Management Team (AHIMT) Introduction OR
- Other nationally recognized course as approved by the Credentialing & Qualifications Committee

Required training certificate for Command and General Staff positions – attach if applicable

- ICS-400- Advanced Incident Command System

Training certificates that may be submitted to support the position for which you are requesting recognition – attach if completed

Command Staff Position-Specific Training – attach if completed

- Incident Commander
- Liaison Officer
- Safety Officer
- Public Information Officer

General Staff Position-Specific Training – attach if completed

- Finance/Administration Section Chief
- Logistics Section Chief
- Operations Section Chief
- Planning Section Chief

Unit Leader and Other ICS Supervisor Position-Specific Training – attach if completed

- Communications Unit Leader
- Division / Group Supervisor
- Facilities Unit Leader
- Supply Unit Leader
- GIS / Tech Specialist
- Finance / Administration Unit Leader
- Resources Unit Leader
- Situation Unit Leader
- Strike Team / Task Force Leader

SECTION 5: RECOMMENDATIONS

List any recommendations and references who may be contacted during the review process and who will help provide detailed personal knowledge of your experience while serving within the Incident Command System. These experiences should include, but are not limited to, the following: incidents; evaluated exercises (Functional or Full-Scale) that follow HSEEP guidelines; and events in which you performed in the specific position for which you are applying.

Attach letters and any other related documentation to support this section. Experience claims will be validated and verified.

SECTION 6: REQUIRED SIGNATURES

Applicant

Read the declaration and certification. Sign application if in agreeance. Unsigned applications are considered incomplete and will not be processed.

Review and Support

Forward completed and signed application to the persons listed on the application. Request they read the declaration and certification and sign application if in agreeance. Applications without supervisor's signature are considered incomplete and will not be processed.

INSTRUCTIONS FOR SUBMITTING RPL APPLICATION

☐ Direct any application-related questions to:

☐ GOHSEP-AHIMT@LA.GOV

☐ Providing false or inaccurate information may result in rejection of this application and future applications may not be considered.

☐ Prior to submitting, double-check the instructions to ensure the application is complete and filled out correctly.

    ☐ All appropriate information provided for Sections 1 and 2
    ☐ Experience listed meets criteria for Section 3, Part A
    ☐ Appropriate documentation of experiences for Section 3, Part B
    ☐ Resume detailing training and experience for Section 3, Part C
    ☐ Experience Narrative explaining experience for Section 3, Part D
    ☐ Training documentation in correct order for Section 4
    ☐ References provided for Section 5
    ☐ Required signatures obtained for Section 6

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☐ Prior to submitting your application, ensure that all of your required and recommended training certificates are included.

☐ Save all applications and supporting documentation as one PDF. Compile application in this order:

    ☐ The entire application (all sections in order)

    ☐ Section 3 documentation of the relevant experience (in the order specified)

    ☐ Section 4 training certificates (in the order specified)

☐ Submit electronically <u>with the following naming convention:</u>

    ➢ Lastname_Firstname_Position.pdf (Smith_John_OSC.pdf)

Position Acronyms:

Incident Commander: **IC**	Division/Group Supervisor: **DIVS**
Public Information Officer: **PIO**	Resources Unit Leader: **RESL**
Safety Officer: **SOFR**	Situation Unit Leader: **SITL**
Liaison Officer: **LOFR**	Supply Unit Leader: **SPUL**
Operations Section Chief: **OSC**	Facilities Unit Leader: **FACL**
Planning Section Chief: **PSC**	Communications Unit Leader: **COML**
Logistics Section Chief: **LSC**	Finance/Admin Unit Leader: **FAUL**
Finance/Admin Section Chief: **FSC**	Task Force / Strike Team Leader: **TFL**
GIS / Technical Specialist: **THSP**	
Other: (Enter Position and Acronym):	

☐ **Submit your email (electronic) application to:** LA-AHIMTC@gmail.com

Appendix A—Incident Complexity

A. Incident Complexity Level Tables

The language in the Incident Complexity Level Table is intentionally flexible, allowing AHJs to apply this guide to their specific needs and situations. Due to differences in infrastructure, incident management capability, population density, available resources, and other factors, it is possible that one Jurisdiction may identify an incident at one level of complexity while another Jurisdiction may identify it at a different level. This guide applies to all-hazards and is available for the whole community to use as appropriate.

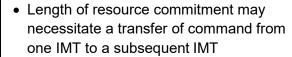| Type 5	Incident Effect Indicators	Incident Management Indicators
5	- Incident shows no resistance to stabilization or mitigation - Resources typically meet incident objectives within one or two hours of arriving on-scene - Minimal effects to population immediately surrounding the incident - Few or no evacuations necessary during mitigation - No adverse impact on Critical Infrastructure and Key Resources (CIKR) - Elected/appointed governing officials and stakeholder groups require minimal or no coordination, and may not need notification - Conditions or actions that caused the incident do not persist; as a result, there is no probability of a cascading event or exacerbation of the current incident	- Incident Commander (IC) position is filled, but Command and General Staff positions are unnecessary to reduce workload or span of control - EOC activation is unnecessary - Unified Command is not typically necessary - One or more resources is or are necessary and receive(s) direct supervision from the IC - Resources may remain on-scene for several hours, up to 24, but require little or no logistical support - Formal incident planning process is not necessary - Written Incident Action Plan (IAP) is unnecessary - Limited aviation resources may be necessary and may use varying levels of air support
	Examples: Type 5 incidents, events, and exercises can include a vehicle fire, a medical response to an injured/sick person, a response to a suspicious package/ item, or a vehicle pursuit. Planned events can include a 5K or 10K road race.	

Type 4	Incident Effect Indicators	Incident Management Indicators
4	- Incident shows low resistance to stabilization or mitigation - Resources typically meet incident objectives within several hours of arriving on-scene - Incident may extend from several hours to 24 hours - Limited effects to population surrounding incident - Few or no evacuations necessary during mitigation - Incident threatens, damages, or destroys a minimal number of residential, commercial, or cultural properties - CIKR may suffer adverse impacts - CIKR mitigation measures are uncomplicated and can be implemented within one operational period - Elected/appointed governing officials and stakeholder groups require minimal or no coordination, but they may need to be notified - Conditions or actions that caused the original incident do not persist; as a result, there is low to no probability of a cascading event or exacerbation of the current incident	- IC/Unified Command role is filled, but Command and General Staff positions are typically not necessary to reduce workload or span of control - EOC activation may be necessary - Resources receive direct supervision either from the IC/Unified Command or through an ICS leader position, such as a Task Force or Strike Team/Resource Team, to reduce span of control - Division or Group Supervisor position may be filled for organizational or span-of-control purposes - Multiple kinds and types of resources may be necessary - Aviation resources may be necessary and may use varying levels of air support - Resources may remain on-scene for 24 hours or longer and may require limited logistical support - Formal incident planning process is not necessary - Written IAP is unnecessary, but leaders may complete a documented operational briefing for all incoming resources
	Examples: Type 4 incidents, events, and exercises can include a barricaded suspect, a hazardous materials (HAZMAT) spill on a roadway or waterway, a detonation of a small explosive device, a large commercial fire, or a localized flooding event affecting a neighborhood or subdivision. Planned events can include a march, protest, festival, fair, or parade.	

Type 3	Incident Effect Indicators	Incident Management Indicators
3	- Incident shows moderate resistance to stabilization or mitigation - Resources typically do not meet incident objectives within the first 24 hours of resources arriving on-scene - Incident may extend from several days to over one week - Population within and immediately surrounding incident area may require evacuation or shelter during mitigation - Incident threatens, damages, or destroys residential, commercial, or cultural properties - CIKR may suffer adverse impacts - CIKR mitigation actions may extend into multiple operational periods - Elected/appointed governing officials and stakeholder groups require some level of coordination - Conditions or actions that caused the incident may persist; as a result, there is medium probability of a cascading event or exacerbation of the current incident	- IC/Unified Command role is filled - EOC activation may be necessary - Command Staff positions are filled to reduce workload or span of control - At least one General Staff position is filled to reduce workload or span of control - Numerous resources receive supervision indirectly through the Operations Section and its subordinate positions - Branch Director position(s) may be filled for organizational purposes and occasionally for span of control - Division Supervisors, Group Supervisors, Task Forces, and Strike Teams/ Resource Teams are necessary to reduce span of control - ICS functional units may be necessary to reduce workload - Incident typically extends into multiple operational periods - Resources may need to remain on-scene for over a week and will require logistical support - Incident may require an incident base to support resources - Numerous kinds and types of resources may be required - Aviation operations may involve multiple aircraft - Number of responders depends on the kind of incident, but could add up to several hundred personnel - Leaders initiate and follow formal incident planning process - Written IAP may be necessary for each operational period
	Examples: Type 3 incidents, events, and exercises can include a tornado that damages a small section of a city, village, or town; a railroad tank car HAZMAT leak requiring evacuation of a neighborhood or section of a community; a detonation of a large explosive device; an active shooter; a water main break; a Category 1 or 2 hurricane; or a small aircraft crash in a populated area. Planned events can include a county fair or an auto racing event.	

Type 2	Incident Effect Indicators	Incident Management Indicators
2	• Incident shows high resistance to stabilization or mitigation • Resources typically do not meet incident objectives within the first several days • Incident may extend from several days to two weeks • Population within and surrounding the general incident area is affected • Affected population may require evacuation, shelter, or housing during mitigation for several days to months • Incident threatens, damages, or destroys residential, commercial, and cultural properties • CIKR may suffer adverse impacts, including destruction • CIKR mitigation actions may extend into multiple operational periods, requiring considerable coordination • Elected/appointed governing officials, political organizations, and stakeholder groups require a moderate level of coordination • Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management • Conditions or actions that caused the original incident may persist, so a cascading event or exacerbation of the current incident is highly probable	• IC/Unified Command role is filled • EOC activation is likely necessary • All Command Staff positions are filled • All General Staff positions are filled • Large numbers of resources receive supervision through the Operations Section • Branch Director position(s) may be filled for organizational or span-of-control purposes • Division Supervisors, Group Supervisors, Task Forces, Strike Teams, and Resource Teams are necessary to reduce span of control • Most ICS functional units are filled to reduce workload • Incident extends into numerous operational periods • Resources may need to remain on-scene for several weeks and will require complete logistical support, as well as possible personnel replacement • Incident requires an incident base and other ICS facilities for support • Numerous kinds and types of resources may be required • Complex aviation operations involving multiple aircraft may be involved • Size and scope of resource mobilization necessitates a formal demobilization process • Length of resource commitment may necessitate a transfer of command from one Incident Management Team (IMT) to a subsequent IMT • Number of responders depends on the kind of incident, but could add up to over 1,000 personnel • Leaders initiate and follow formal incident planning process • Written IAP is necessary for each operational period • Leaders may order and deploy out-of-State resources such as through the

		Emergency Management Assistance Compact (EMAC)
	Examples: Type 2 incidents, events, and exercises can include a tornado that damages an entire section of a city, village, or town; a railroad tank car HAZMAT leak requiring a several-days-long evacuation of an entire section of a city, village, or town; a wildland fire in an area with numerous residences, requiring evacuations and several days of firefighting; a multi-event explosive device attack; or a river flooding event affecting an entire section of a city, village, or town, with continued precipitation anticipated. Planned events can include a VIP visit, a large demonstration, a strike, or a large concert.	

Type 1	Incident Effect Indicators	Incident Management Indicators
1	- Incident shows high resistance to stabilization or mitigation - Incident objectives cannot be met within numerous operational periods - Incident extends from two weeks to over a month - Population within and surrounding the region or State where the incident occurred is significantly affected - Incident threatens, damages, or destroys significant numbers of residential, commercial, and cultural properties - Incident damages or destroys numerous CIKRs - CIKR mitigation extends into multiple operational periods and requires long-term planning and extensive coordination - Evacuated or relocated populations may require shelter or housing for several days to months - Elected/appointed governing officials, political organizations, and stakeholder groups require a high level of coordination - Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management - Conditions or actions that caused the original incident still exist, so a cascading event or exacerbation of the current incident is highly probable	- IC/Unified Command role is filled - EOC activation is necessary - Unified Command is complex due to the number of jurisdictions involved - All Command Staff positions are filled; many include assistants - All General Staff positions are filled; many include deputy positions - Many resources receive supervision through an expanded Operations Section - Branch Director position(s) may be filled for organizational or span-of-control purposes - Division Supervisors, Group Supervisors, Task Forces, Strike Teams, and Resource Teams are necessary to reduce span of control - Most or all ICS functional units are filled to reduce workload - Incident extends into many operational periods - Resources will likely need to remain on-scene for several weeks and will require complete logistical support, as well as possible personnel replacement - Incident requires an incident base and numerous other ICS facilities for support - Numerous kinds and types of resources may be required, including many that trigger a formal demobilization process - Federal assets and other nontraditional organizations – such as Voluntary Organizations Active in Disaster (VOADs) and NGOs – may be involved in the response, requiring close coordination and support - Complex aviation operations involving numerous aircraft may be involved - Size and scope of resource mobilization necessitate a formal demobilization process

	- Length of resource commitment may necessitate a transfer of command from one IMT to a subsequent IMT - Number of responders depends on the kind of incident, but could add up to over 1,000 personnel - Leaders initiate and follow formal incident planning process - Written IAP is necessary for each operational period - Leaders may order and deploy out-of-State resources, such as through EMAC
	Examples: Type 1 incidents, events, and exercises can include a tornado with damage or destruction to an entire community; a Category 3, 4, or 5 hurricane; a pandemic; a railroad tank car explosion or multilevel explosive device destroying several neighborhoods and damaging others; a large wind-driven wildland fire threatening an entire city, village, or town, causing several evacuations and destroying many homes, businesses, and critical infrastructure assets; or a widespread river flooding event in a city, village, or town, with continued precipitation anticipated. Planned events can include a political convention, the Super Bowl, the World Series, or a presidential visit.