ESF # 5: EOC Personnel Credentialing

The Colorado Credentialing Working Group has developed minimum training standards for several positions and has grouped them using the Emergency Support Function framework so that it is easier to locate a specific credential.

To participate in the Colorado Identification and Credentialing Program, EOC personnel (ESF #5) must possess and/or provide proof of completed, position-specific requirements, including the following:

- Prerequisites
- Education
- Training
- Experience
- Physical capabilities
- Certifications
- Licenses
- National or local standards
- Completion of task books and/or adherence to job performance requirements (JPRs)
- Any other miscellaneous qualifications

In accordance with NIMS standards, all personnel are also required to complete the following base training courses (in addition to any other required coursework specified for respective positions): IS 100, 200, 700, and 800. Personnel must also have a current, valid driver’s license or State-issued ID card.

Note: All personnel credentialing attachments are available online at: http://dhsem.state.co.us/emergency-management/operations/logistics/credentialing

ESF # 5 includes the following EOC personnel credentialing positions:

- County Emergency Management Director / Coordinator
- County Emergency Management Staff
- Finance / Administration Section Chief
- Liaison Officer
- Logistics Section Chief
- Operations Section Chief
- Planning Section Chief
- Public Information Officer (See ESF-15 for all PIO related positions)
- EOC ESF
- EOC Manager
**Mnemonic:** CO_EMD or CO_EMC  
**Position:** County Emergency Management Director / Coordinator  
**Description:** Individual appointed by a respective Board of County Commission (or equivalent body) that is responsible for coordinating all activities necessary to build, sustain and improve the capability plan for, mitigate against, respond to, and assist with the recovery from the effects of natural, man-made, and technological incidents and disasters within their jurisdiction.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Prerequisites</strong></td>
<td>Must be affiliated with a government organization; AHJ provides County Resolution to Colorado Office of Emergency Management that names individual appointed to the position</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>AHJ identifies minimum education requirements</td>
</tr>
</tbody>
</table>
| **Training** | Completion of the following courses / curricula:  
  - IS 1 – Emergency Manager: An Orientation  
  - IS 120 – An Introduction to Exercises  
  - IS 139 – Exercise Design  
  - IS 230 – Fundamentals of Emergency Management  
  - IS 235 – Emergency Planning  
  - IS 240 – Leadership & Influence  
  - IS 241 – Decision Making and Problem Solving  
  - IS 242 – Effective Communication  
  - IS 244 – Developing and Managing Volunteers  
  - IS 271 – Anticipating Hazardous Weather  
  - ICS 300 – Intermediate Incident Command System  
  - ICS 400 – Advanced Incident Command System  
  - IS 703 – NIMS Resource Management  
  - IS 775 – EOC Management and Operations  
  - G108 – Mass Care  
  - G191 – Incident Command System / Emergency Operations Center Interface  
  - G250.7 – Rapid Assessment Workshop  
  - G270.4 – Recovery from Disaster, the Local Government Role  
  - G288 – Volunteer & Donations Management  
  - G318 – Mitigation Planning Workshop for Local Governments  
  - G393 – Mitigation Planning for Local Government  
  - G358 – Evacuation & Re-entry Planning  
  - Additional training requirements may be identified by AHJ |
<p>| <strong>Experience</strong> | AHJ identifies minimum experience requirements |
| <strong>Physical</strong> | Medical and physical requirements established by AHJ |
| <strong>Certification</strong> | <em>Recommended:</em> Obtain and maintain Colorado Certified Emergency Management (CEMA) CO-CEM or CO-AEM accreditation |
| <strong>License</strong> | None specified |</p>
<table>
<thead>
<tr>
<th>Standards</th>
<th>None specified</th>
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<tbody>
<tr>
<td>Task Book(s) &amp;</td>
<td>None specified</td>
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<tr>
<td>JPRs</td>
<td></td>
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<tr>
<td>Additional Notes</td>
<td>None specified</td>
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</tbody>
</table>

**Mnemonic:** CO_EOC-EMSTAFF  
**Position:** County Emergency Management Staff  
**Description:** Emergency Management staff is part-time or full-time employees that provide support to a county emergency management department and perform associated tasks through all phases of emergency management – mitigation, preparedness, response and recovery.

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<tr>
<td>Education</td>
<td>AHJ identifies minimum education requirements</td>
</tr>
</tbody>
</table>
| Training     | Completion of the following courses / curricula:  
  - IS 1 – Emergency Manager: An Orientation  
  - IS 230 – Fundamentals of Emergency Management  
  - ICS 300 – Intermediate Incident Command System  
  - Additional training requirements may be identified by AHJ |
| Experience   | AHJ identifies minimum experience requirements |
| Physical     | Medical and physical requirements established by AHJ |
| Certification| None specified |
| License      | None specified |
| Standards    | None specified |
| Task Book(s) & JPRs | None specified |
| Additional Notes | None specified |

The following EOC positions have position taskbooks for qualification in addition to any other jurisdictional requirements, for current requirements and information please see;  
http://dhsem.state.co.us/emergency-management/operations/logistics/task-books/eoc-task-books

- EOC Manager (CO_EOC-MGR)  
- Operations Section Chief (CO_EOC-OSC)  
- Logistics Section Chief (CO_EOC-LSC)  
- Planning Section Chief (CO_EOC-PSC)  
- Finance / Administration Section Chief (CO_EOC-FSC)  
- Liaison Officer (CO_EOC-LOFR)  
- EOC ESF (CO_EOC-ESF)

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