




STATE OF IOWA

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IOWA DEPARTMENT OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT
JOHN BENSON, HOMELAND SECURITY ADVISOR
AND EMERGENCY MANAGEMENT DIRECTOR

To: Emergency Management Coordinators and County Commission Chairs

From: John R. Benson, Director 

Re: Federal Fiscal Year 2023 Annual Training Requirement

Date: October 5, 2022

On Oct. 1, 2022, the annual training requirement of 24 hours for emergency management coordinators in Iowa, as identified in Iowa Administrative Code 605.7.4(4)c, begins anew.

The criteria for the 24 hours of annual training will be broken down into 12 hours of training specific to emergency management and 12 hours of training approved by each local emergency management commission that is identified by the commission as necessary for the fulfillment of their emergency management coordinator's duties.

The reporting period for required training is from Oct. 1, 2022, to Sept. 30, 2023. This requirement applies to individuals who have completed their baseline courses within the first two years of employment. This includes emergency management personnel in counties whose salary is paid with Emergency Management Performance Grant (EMPG) funds.

Emergency Management-Specific Training (12 hours)

Training specific to emergency management may include emergency operations center functions or incident command. These annual 12 hours of emergency management-specific training will also be tied to the State's planning, training, and exercise (PTE) strategy, and more specifically, the emergency support functions (ESF) that are detailed in the State's Integrated Preparedness Plan. The recovery support functions (RSF) have been added to the strategy cycle this year.

The coordinator will be responsible for uploading emergency management-specific training certificates and documents into the HSEMD SharePoint site for initial review. The HSEMD training team will be responsible for verifying and approving a minimum of 12 hours of emergency management-specific training and will provide an initial approval letter that includes itemized training/event title(s), date(s), and total number of hours per training/event.

Starting Oct. 1, 2022, our focus areas as identified in the PTE strategy include the following ESFs and RSF:

ESF 10: Oil and Hazardous Materials Response

ESF 11: Agriculture and Natural Resources Annex

ESF 12: Energy

ESF 14: Business/Infrastructure

RSF: Economic

Below is a partial list of courses scheduled or planned in the upcoming federal fiscal year that are related to the ESFs and RSF listed above and would be considered eligible for training credit:

G 205 Recovery from Disaster: The Local Community Role

G 288 Local Volunteer and Donations Management

MGT 414 Critical Infrastructure Resilience and Community Lifelines

ICS 300 & 400 Intermediate and Advanced Incident Command

There are additional courses sponsored by FEMA through [Independent Study](#) or with the national training consortium partners that would be considered eligible under the upcoming year's cycle (not all inclusive), for example:

IS 394a Protecting Your Home or Small Business from Disaster

IS 915 Protecting Critical Infrastructure Against Insider Threats

AWR-213 Critical Infrastructure Security and Resilience Awareness

AWR-414-V Creating Economic Resilience: A Whole Community Approach

As always, if an emergency management coordinator is interested in training, we encourage them to contact the HSEMD Training Team at hsemdtraining@iowa.gov prior to course registration and/or completion to determine if the training will be considered eligible.

Commission-Approved Training (12 hours)

The remaining 12 hours of required annual training will be approved by the commission. The commission-approved training should support the role the commission has designated for the emergency management coordinator. This training may also be emergency management-specific and/or related to other duties the emergency management coordinator fulfills in the county, such as sanitarian, environmental health specialist, or 911 communications. This training could also include preparation for a course that is being taught by the emergency management coordinator.

The local emergency management commission will be responsible for verifying/certifying the 12 hours of training in documentation provided by the HSEMD Training Team. Documentation must include identification of the training/event title(s), date(s), and total number of hours per training/event. This documentation will indicate that their local emergency management coordinator has completed 12 hours of commission-approved training. The local emergency management coordinator will then upload the remaining commission-approved documents into the HSEMD SharePoint site for final review and approval.

HSEMD will send a letter to the emergency management coordinator and their respective commission chair annually verifying that they have completed their minimum of 24 hours of continuing education. Should the emergency management coordinator fail to complete 24 hours of training and fail to submit the required documentation by the deadline, HSEMD will send a letter to the emergency management coordinator and the local commission chair, documenting the failure to complete the training requirements.

Any questions concerning this revision can be directed to the HSEMD Training Team at hsemdtraining@iowa.gov. Thank you for your commitment and dedication to emergency management and your service to the citizens of Iowa.