



STATE OF IOWA

KIM REYNOLDS
GOVERNOR

ADAM GREGG
LT. GOVERNOR

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

To: Emergency Management Coordinators and County Commission Chairs

From: John R. Benson, Interim Director

Re: Revised 24 hour annual training requirement

Date: September 23, 2021

Beginning October 1, 2021 the Iowa Department of Homeland Security and Emergency Management (HSEMD) will transition to a revised 24 hour annual training requirement for emergency management coordinators in the State of Iowa, as identified in Iowa Administrative Code 605 7.4(4) section c.

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 as necessary for the fulfillment of their emergency management coordinator's duties.

Emergency Management Specific Training

Emergency management specific training may include emergency operations center operations, incident command, and public information courses. These annual 12 hours of emergency management specific training will also be tied to the planning, training and exercise (PTE) strategy; and more specifically, the emergency support functions that are detailed in the state Integrated Preparedness Plan. Recovery support functions (RSFs) will be added to the strategy cycle in coming years as well.

For the upcoming year starting October 1, 2021 we will focus our PTE strategy on the following ESFs:

ESF 6: Mass Care, Emergency Assistance, Temporary Housing and Human Services

ESF 8: Public Health and Medical Services

ESF 10: Oil and Hazardous Materials Response

ESF 11: Agriculture and Natural Resources Annex

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

AWR 328 All Hazards Planning for Animals in Disaster

MGT 448 All Hazards Planning for Animals, Agriculture and Food Related Disasters

G 191 ICS/EOC Interface
G 2300 Intermediate EOC Functions

There are additional courses sponsored by FEMA through Independent Study or virtual trainings that would also be considered eligible under the upcoming year's cycle (not all inclusive), for example:

IS 10 Animals in Disaster
IS 11 Animals in Disaster: Community Planning
IS 29a Public Information Officer Awareness
IS 405 Overview of Mass Care/Emergency Assistance
K 0237 Advanced Planning Practitioner
K 0419 Shelter Field Guide Training for State, and Local Communities

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 completion to determine if the training will be considered eligible.

Commission-Approved Training

The remaining 12 hours of required annual training is coursework or content that is approved by the emergency management commission, working in conjunction with their local emergency management coordinator. The commission-approved 12 hours of training can be coursework or content that is identified locally to best support the roles that the emergency management coordinator maintains in their respective county. This training can be emergency management-specific and/or it may be related to other duties the emergency management coordinator fulfills in the county, i.e. sanitarian, environmental health specialist, or 911 communications.

The local emergency management commission would be responsible for verifying/certifying the training with a letter to include the training certificates that their local emergency management coordinator completed their minimum 24 hours of training (12 hours of emergency management specific training and 12 hours of commission-approved training) The local emergency management coordinator would then upload said documents into 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 annually and submit the required documentation by the annual 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 citizen's of Iowa.