



JOHN R. BENSON, HOMELAND SECURITY ADVISOR
AND EMERGENCY MANAGEMENT DIRECTOR

To: Emergency Management Coordinators and County Emergency Management Commission Chairs

From: John R. Benson, HSA and Director

Re: FFY24-SFY25 Annual training requirement

Date: October 15, 2024

On October 1, 2024, HSEM began to incorporate the time shift from federal fiscal year to state fiscal year for the completion of annual training requirements as described in the September 2024 State Integrated Preparedness Planning Workshop (IPPW). Accordingly, the Iowa Administrative Code section 605.7.4(4)c will be edited to reflect to this change.

The modified reporting period for required training will be from Oct. 1, 2024, to June 30, 2025 to synchronize with the future state fiscal years. This requirement applies to individuals who have completed their baseline courses within the first two years of employment. This includes all emergency management personnel in counties whose salary is paid with Emergency Management Performance Grant (EMPG) funds. *If you have an exigent situation that will impede your ability to meet the 24 hour requirement in this shortened time frame, please contact the training team and we will work with you to find an amenable solution.*

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.

Emergency Management Specific Training (12 hours)

Emergency management-specific training 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 states Integrated Preparedness Plan. The recovery support functions (RSFs) have been added to the strategy cycle this year.

The coordinator will be responsible for uploading emergency management specific training certificates and documents into HSEM SharePoint for initial review. The HSEM 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 approved per training/event.

Starting Oct. 1, 2024, our focus areas through our PTE strategy include the following ESF/RSFs:

ESF 1 - Transportation

ESF 10 - Hazardous Materials

ESF 3 - Public Works

RSF - Infrastructure

ESF 7 - Logistics

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

G 191 ICS/EOC Interface

G 361 Flood Fight Operations

L 146 HSEEP

L 102 Science of Disaster

ICS 300 & 400 Intermediate and Advanced Incident Command

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

AWR 302 Pipeline Safety in Rural Communities

MGT 414 Critical Infrastructure Resilience and Community Lifelines

PER 404 Logistics and Supply Chain Resilience in Disaster

As a reminder, if an emergency management coordinator is interested in training, we encourage them to contact the HSEM Training Team at hsemtraining@iowa.gov prior to course registration and/or completion to determine if the training would be considered eligible.

Commission-Approved Training (12 hours)

The remaining 12 hours of required annual training will be commission approved. 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 HSEM Training Team. Documentation must include identification of the training/event title(s), date(s), and total number of hours per training/event. The local emergency management coordinator will then upload remaining commission-approved documents into the HSEM SharePoint site for final review and approval.

HSEM 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 fail to submit the required documentation by the annual deadline, HSEM 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 HSEM Training Team at hsemtraining@iowa.gov. Thank you for your commitment and dedication to emergency management and your service to the citizens of Iowa.