



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 809
TRENTON, NJ 08625-0809

JON S. CORZINE
GOVERNOR

SUSAN BASS LEVIN
COMMISSIONER

LAWRENCE PETRILLO
STATE FIRE MARSHAL
DIRECTOR

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Dear Fire Official:

It has been widely recognized that the position of fire officer already has a significant burden of training without the further requirements of the National Incident Management System (NIMS). As a result, the New Jersey Division of Fire Safety, in consultation with the New Jersey Forest Fire Service, is providing the following guidance regarding compliance with the ICS training requirements of NIMS in an attempt to clarify State and Federal requirements.

Current guidance from the U.S. Department of Homeland Security, State of New Jersey regulations and the Governor's Executive Order #50, require I-100 through I-400 incident management "overview" classes for specific levels of incident responders and managers. While it is recommended that all command staff, section chiefs, strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and multi-agency coordination system/emergency operations center staff obtain I-300 level training, this assumes that these specific position titles are filled with qualified personnel who are serving in such positions.

Additionally, the concept of NIMS and the Incident Command System (ICS) requires training for political leaders and agency administrators such as the heads of government agencies, mayors, county executives, and others who have legal jurisdiction to delegate authority to incident managers.



Please be advised that completion of the I-300 and I-400 classes does not qualify someone for any ICS position!

There are many “position specific” training programs that individuals need to attend in order to completely understand how ICS is designed to work, and therefore qualify for the various ICS positions. These courses include, as an example, “Strike Team Leader” and “Staging Area Manager”.

The Division of Fire Safety, in cooperation with the Forest Fire Service, is recommending that each department determine the level of training necessary for its officers based on the type of incident (complexity) they would normally handle as described below:

Type 5 incidents would commonly include vehicle fires, motor vehicle accidents, typical structure fires, dumpster fires, and in some cases fire alarm activations.

- The incident can be handled with one or two single resources with up to six personnel
- Command and General Staff positions (other than the Incident Commander) are not activated
- No written Incident Action Plan (IAP) is required
- The incident is typically contained within an hour or two after resources arrive on scene

Type 4 incidents would typically include a major structure fire, a multiple vehicle crash with multiple patients, or a small hazmat spill.

- Command and General Staff functions are activated only if needed
- Several resources are required to mitigate the incident, possibly including Task Forces or Strike Teams
- The incident is typically contained within one operation period in the control phase, usually within a few hours after resources arrive on scene
- The Agency Administrator may have briefings, and ensure the complexity analysis and delegation or authority are updated
- No written IAP is required but a documented operational briefing will be completed for all incoming resources

Type 3 incidents include those where capabilities exceed initial attack and the appropriate ICS positions should be added to match the complexity of the incident. Examples include a tornado touchdown, earthquake, flood, or multi-day incident.



- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions
- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or Type 2 Team
- The incident typically extends into multiple operational periods
- A written IAP is typically required for each operational period

Type 2 incidents include the type of incident that extends beyond the capabilities for local control and is expected to go into multiple operation periods. A Type 2 incident may require the response of resources out of the area, including regional and/or national resources, to effectively manage the operations. These incidents typically involve incidents of regional significance.

- Most or all of the Command and General Staff positions are filled, and management is typically provided by an organized Incident Management Team
- A written IAP is required for each operational period
- Many of the functional units are needed and staffed
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500
- The Agency Administrator is responsible for the incident complexity analysis, Agency Administrator briefings, and the written delegation of authority

Type 1 Incidents are the most complex, requiring national resources to safely and effectively manage and operate. These incidents typically involve incidents of national significance and are managed by a nationally qualified team.

- All Command and General Staff positions are activated
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000
- Branches may need to be established
- The Agency Administrator will have briefings, and ensure the complexity analysis and delegation of authority are updated
- Use of resource advisors at the incident is recommended
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions

As you can see, most of the incidents handled by the fire service are Type 5, 4 or non-



escalating Type 3 incidents. The individuals typically in command of these levels of incidents need only have completed I-200 and the appropriate position specific training.

An-escalating Type 3 and all of Type 2 and Type 1 incidents will be beyond the capabilities of most local Fire Chiefs.

Therefore, we do recommend that the Fire Chief and his/her deputy obtain training to the I-300 level. The decision for attending I-400 should be made locally. All other officers within the fire department should only need to take I-200 and the position specific courses for their areas of responsibility.

The Division of Fire Safety is in the process of updating its programs to integrate standards established for related position training. It is not necessary for every line officer or chief officer to attend I-300 and I-400 training. The time and resources would be better utilized if these individuals completed I-200 and the position specific training.

We have equated the requirements to specific fire service titles as follows:

Entry Level First Responders including but not limited to Firefighters, engineers/operators, fire police, and support personnel – I-100 and IS-700

First Line Supervisors including but not limited to Lieutenants and Captains, Acting Lieutenants and Captains, Lead Dispatchers – I-200 and IS-700. With the exception of dispatchers, the Division of Fire Safety currently requires these individuals to obtain Incident Management Level 1 certification.

Middle Management including but not limited to Battalion Chiefs and Acting Battalion Chiefs – I-300 & IS-700. It is also recommended that IS-800, Introduction to the National Response Plan be completed. Completion of these courses will qualify the individual for Incident Management Level 2 certification issued by the Division of Fire Safety.

Command Staff and General Staff including but not limited to Deputy Chiefs and Acting Deputy Chiefs, Assistant Chiefs and Acting Assistant Chiefs, and Chief of Department and Acting Chief of Department – I-400. It is also recommended that both IS-800 and IS-701, Introduction to Multi-Agency Coordination Systems, be completed. Completion of these courses will qualify the individual for Incident Management Level 3 certification issued by the Division of Fire Safety.



Combination and volunteer fire departments also need to determine how to comply with ICS when their officers are not available and incidents may be under the command of someone who is less trained or qualified. This can be accomplished by determining what other members of your department may be in command and ensure that they have the proper level of training. Another way is to adopt SOG's and mutual aid agreements that address utilizing qualified officers from other departments or county Incident Management Teams.

The Division of Fire Safety is currently working with the Forest Fire Service to determine additional appropriate position specific courses that are necessary to guarantee that fire officers are properly trained to utilize ICS.

Sincerely,

Lawrence Petrillo
State Fire Marshal, Director
Division of Fire Safety

