

	CITY OF CORPUS CHRISTI	
	Subject: Required FEMA Incident Command System (ICS) Certifications	
	Administrative Directive:	
	Effective Date:	Revised:
	Approved By: <u>Peter Zanoni</u> , City Manager 9.30.25 Date	

1. PURPOSE

1.1. The purpose of this administrative directive is to establish a requirement for employees assigned to support the City’s Emergency Operations Center (EOC) in the Command Staff, Section Chief, and Deputy Section Chief positions within the City's Classification Plan to obtain Federal Emergency Management Agency's (FEMA) Incident Command System (ICS) training certifications.

2. SCOPE

2.1. This policy applies to all employees assigned to support the City’s Emergency Operations Center (EOC) in the Command Staff, Section Chief, and Deputy Section Chief positions within the City's Classification Plan and the Office of Emergency Management.

3. POLICY

3.1. All employees assigned to support the City’s Emergency Operations Center (EOC) in the Command Staff, Section Chief, and Deputy Section Chief positions are required to obtain certifications through successful completion of FEMA's Incident Command System training.

3.2. These designated employees must complete the following courses:

- 3.2.1. FEMA - Emergency Management Institute (EMI) Course | IS-100.c: Introduction to the Incident Command System
- 3.2.2. FEMA - Emergency Management Institute (EMI) Course | IS-200.c: Basic Incident Command System for Initial Response
- 3.2.3. FEMA - Emergency Management Institute (EMI) Course | IS-700.b: An Introduction to the National Incident Management System
- 3.2.4. FEMA - Emergency Management Institute (EMI) Course | IS-800.d: National Response Framework, An Introduction
- 3.2.5. FEMA- Emergency Management Institute (EMI) Course | ICS-300: Intermediate ICS for Expanding Incidents

4. ROLES AND RESPONSIBILITIES

4.1. Current employees assigned to support the City's Emergency Operations Center (EOC) in the Command Staff, Section Chief, and Deputy Section Chief positions

4.1.1. Current employees assigned to support the City's Emergency Operations Center (EOC) in the Command Staff, Section Chief, and Deputy Section Chief positions are responsible for obtaining the required FEMA ICS course certifications within one year of this directive's effective date.

4.2. New employees assigned to support the City's Emergency Operations Center (EOC) in the Command Staff, Section Chief, and Deputy Section Chief positions

4.2.1. New employees assigned to support the City's Emergency Operations Center (EOC) in the Command Staff, Section Chief, and Deputy Section Chief positions are responsible for obtaining the required FEMA ICS course certifications within one year of their appointment date.

4.3. Previously certified employees

4.3.1. Employees who have previously completed this training from another entity must submit proof of certification to the Office of Emergency Management for a compliance review to ensure that they meet the City's certification standards. If the certifications previously received do not meet the City's certification standards, then the assigned employees will be required to complete the required FEMA ICS course certification within one year of being notified that their previously received certifications do not meet the City's certification standards.

4.4. Office of Emergency Management

4.4. I. The Office of Emergency Management is responsible for keeping records of the FEMA ICS course certifications for all EOC support staff.

5. TRAINING AND DEVELOPMENT SUPPORT

5.1. The OEM provides ICS training opportunities throughout the year that are made available to City staff. In addition, most regional ICS training opportunities are open to City staff.

5.2. Departments with staff that support EOC operations or their Department Operations Center (DOC), can contact the Office of Emergency Management (OEM) for training and development support.

6. QUESTIONS

6.1. Questions regarding this administrative directive should be directed to the employee's direct supervisor or the OEM, which can be contacted at (361) 826-1106.



CITY OF CORPUS CHRISTI

EMPLOYEE ACKNOWLEDGEMENT FORM

FOR

ADMINISTRATIVE DIRECTIVE

Employee:

I acknowledge that on _____, 20___, I received a copy of this Administrative Directive and was given the opportunity to ask questions or contact my Human Resources Representative.

Employee Name (Print)

Department

Employee Signature

Employee ID Number