National Incident Management System Guideline for Resource Management Preparedness

June 2021

FEMA

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I. Introduction

National Incident Management System (NIMS) resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes making good use of each jurisdiction's resources, engaging private sector resources, involving volunteer organizations and encouraging further development of mutual aid agreements.

The *NIMS Guideline for Resource Management Preparedness* supplements the NIMS Resource Management component by providing additional details on resource management preparedness processes, best practices, authorities and tools. The audience for this guide is any Authority Having Jurisdiction (AHJ) that is responsible for acquiring, inventorying, storing, or sharing resources. Whether building a new resource management program or working to improve an existing one, AHJs can use this guide to find information about resource management preparedness and best practices.
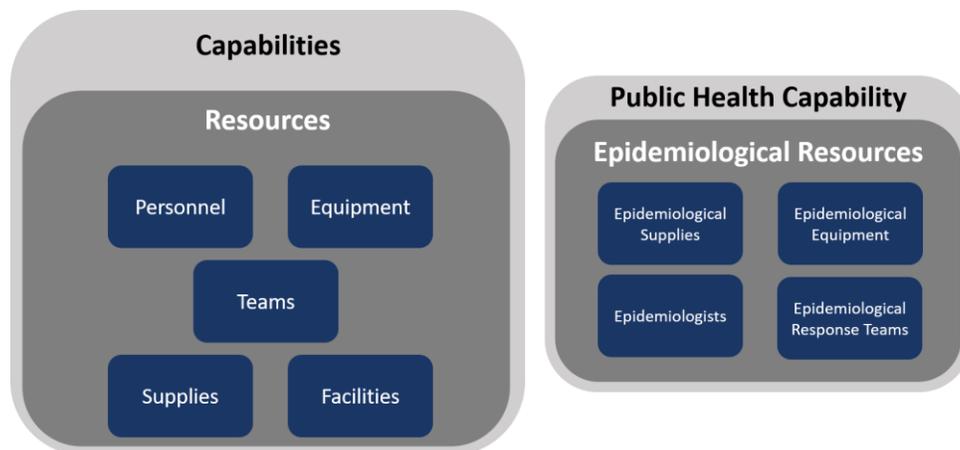
The National Qualification System (NQS) provides the tools for jurisdictions and organizations to share resources seamlessly. Using the NQS approach to qualify, certify, and credential incident management and support personnel ensures personnel deploying through mutual aid agreements and compacts have the capabilities to perform the duties of their assigned roles.

For AHJs that already have resource management processes in place, this guide does not replace established procedures. Rather, it may help an AHJ refine its processes with a view to encouraging consistent, effective and interoperable processes nationwide. Note that adopting the resource management preparedness concepts described in this guide is voluntary. Principles within this guide can help preparedness grant recipients build towards NIMS compliance. The contents of this document do not have the force and effect of law and are not meant to bind the public in any way.

II. Resource Management Preparedness Overview

The resource management preparedness activities described here pertain primarily to resources that are shareable or deployable between organizations and jurisdictions. Implementing a comprehensive resource management process at the organizational or jurisdictional level helps align resource capabilities and terminology, streamline resource coordination and ensure interoperability nationwide.

The NIMS Resource Management component identifies five kinds of resources: personnel, equipment, teams, supplies and facilities. These resources, on their own or combined, can help a jurisdiction build capabilities to respond to incidents. For example, as **Figure 1** shows, acquiring epidemiological equipment and supplies, qualifying additional epidemiologists and typing epidemiological response teams can help a jurisdiction increase its public health capabilities to better respond to a public health emergency.

Figure 1: Jurisdictions use resources as building blocks to increase capabilities. For example, a jurisdiction can acquire, credential and type epidemiological resources to build its public health capabilities.

Each jurisdiction or organization that owns, maintains and operates these resources is responsible for managing the minimum capability, interoperability and sharing of these resources during an incident.

III. Resource Management Preparedness Processes

Resource management preparedness involves four processes:

- Acquiring, storing and inventorying resources;
- Identifying and typing resources;
- Qualifying, certifying and credentialing personnel; and
- Planning for resources.

These activities should fit into a jurisdiction's or organization's comprehensive emergency management preparedness activities as part of an annual or cyclical process. Resource management preparedness builds on activities that organizations and jurisdictions may already be implementing, such as emergency operations planning.

A. Acquiring, Storing and Inventorying Resources

Jurisdictions and organizations acquire, store and inventory resources for day-to-day operations, in addition to stockpiling resources for incidents. This is a collaborative process in which departments, agencies and organizations each maintain their own resources and jurisdictions/organizations coordinate with them to track and inventory broad operational capabilities and logistical requirements, such as storage.

Organizations/jurisdictions can acquire resources by making purchases, receiving donations, or hiring personnel. Acquisition processes and protocols vary from jurisdiction to jurisdiction. Once inventory resources are on hand, the jurisdiction should properly store them for future use. Storage processes and procedures also vary from jurisdiction to jurisdiction.

Resource Inventorying

Effective resource management involves establishing a resource inventory and keeping the information current and accurate. Although a resource inventory can be as simple as a paper spreadsheet, many resource managers use Information Technology (IT)-based inventory systems to document and track resources. Accurate inventories enable organizations not only to resource incidents promptly but to support day-to-day resource management activities such as reconciliation, accounting and auditing.

National Resource Hub (NRH)
The National Resource Hub is a suite of web-based tools that support a consistent approach for the resource management preparedness process. Users can: access and automate the use of NIMS resource typing definitions, job titles/position qualifications and position task book templates; Inventory individual resources—personnel, equipment, teams, supplies, and facilities; and manage personnel qualifications, certifications and credentials. Learn more at https://preptoolkit.fema.gov/web/national-resource-hub.

When inventorying and organizing resources, jurisdictions and organizations can categorize resources in various ways:

- **Core Capability:**[1] The core capability for which a resource is most useful

- **Category:** The function for which a resource is most useful (for example, firefighting, law enforcement, or health and medical)

- **Resource Kind:** One of the five main resource types, such as personnel, facilities, or equipment

- **Type:** A resource's level of minimum capability to perform its function:

  – Type 1 represents a higher capability than Type 2, which represents a higher capability than Type 3 and so on

  – The level of capability depends on size, power and capacity (for equipment) or experience and qualifications (for personnel and teams)

A comprehensive resource management preparedness strategy provides the following benefits:

- Allows the supplying organization, or provider, to understand expectations of a resource based on the capabilities outlined in resource typing

- Allows the receiving organization, or requestor, to receive a preassembled and predetermined resource that meets the minimum capabilities for the specified resource type

- Integrates resource management into day-to-day organizational and jurisdictional operations, making the national mutual aid process a seamless continuation of resource management to support incident operations

For NIMS purposes, resource inventorying is a preparedness activity that takes place outside of incident response. Inventories include an up-to-date count and pertinent details about an organization's resources. Inventories often provide the basis for resource tracking during an incident. An effective resource inventory stores details about each resource, such as:

- **Name:** The resource's unique name

- **Aliases:** Any other names for the resource, whether formal or informal; these can be radio call signs, license numbers, nicknames, or anything else that helps users identify the resource

- **Status:** The resource's availability for deployment and estimated hours necessary to prepare for deployment

- **Resource Typing Definition or Job Title:** This can be either a standard NIMS resource typing definition or Job Title/Position Qualification or—for non-typed resources—a state, local, tribal or territorial definition

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[1] The National Preparedness Goal (NPG) defines 32 core capabilities, listed here: https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities.

- **Mutual Aid Readiness:** The status indicating whether the resource is available and ready for deployment under mutual aid

- **Home Location:** The resource's permanent storage location, base, or office; this section should also include the home location's associated latitude/longitude and United States National Grid (USNG) coordinates to ensure interoperability with mapping and decision support tools

- **Present Location:** The resource's current storage location, base, office, or deployment assignment, with associated latitude/longitude and USNG coordinates

- **Point of Contact (POC):** The person(s) who can provide essential information about the resource

- **Owner:** The agency, company, person, or other entity that owns the resource

- **Manufacturer/Model (equipment only):** The entity that built the resource, plus the resource's model name/number; this section should also include the serial number—the resource's unique identifier that serves as a real-world inventory control number or other value used in official records

- **Contracts:** Purchase, lease, rental, or maintenance agreements or other financial agreements associated with the resource

- **Certifications:** Documentation that validates the official qualifications, certifications and licenses associated with the resource

- **Deployment Information:** Information necessary for requesting a resource, including:

  – **Minimum Lead Time (in hours):** The minimum amount of time a resource needs to prepare for deployment

  – **Maximum Deployment Time (in days):** The maximum amount of time a resource can stay on the scene; when the deployment time runs out, the requesting organization should opt for maintenance, recovery, or resupply

  – **Limitations:** Any limitations placed on the resource's use, deployable area, capabilities and so on

  – **Custom Attributes:** A customizable field that an agency can add to provide any necessary information that the standard fields do not contain

Resource Management Activities

Jurisdictions and organizations are responsible for coordinating resource acquisition, storage and inventorying as part of the resource management process. Since departments, agencies and organizations may own resources, the jurisdiction or organization should assign responsibility for managing, maintaining and communicating the following critical pieces of information:

- Personnel rosters;

- Equipment maintenance;

- Personnel qualification standards;

- Training standards;

- Team composition; and

- Financial considerations, such as rates, reimbursement processes, compensation and insurance considerations.

Additionally, the jurisdiction or organization should assign responsibility for analyzing how individual resources fit into the bigger picture of resource readiness. This responsibility includes tracking:

- Resource capabilities;

- Overall operational status;

- Geographic location of resources;

- Release and return instructions;

- Sustainability needs to maintain the resource's usability;

- Mutual aid agreements; and

- External liaisons or agency representatives for future coordination needs.

These pieces of information help inform the planning process and promote a coordinated resource response.

B.　Identifying and Typing Resources

By identifying and typing resources, jurisdictions and organizations build a common understanding of a specific resource and its capabilities. This process primarily focuses on resources that deploy across jurisdictional boundaries.

Identifying NIMS-Typed Resources

Identifying NIMS-typed resources is the process of pre-identifying resources that a jurisdiction or organization wants to align with NIMS resource typing definitions. Jurisdictions and organizations may have additional resources that are not currently NIMS-typed but are still used regularly. The jurisdiction or organization should identify NIMS-typed resources that are:

- Widely used and deployable across jurisdictional boundaries through mutual aid agreements or compacts;

- Identifiable by capability, category and kind;

- Countable and trackable to determine availability;

- Used for incident management, support and coordination under the Incident Command System (ICS) or in Emergency Operations Centers (EOC); and

- Interoperable or compatible through common resource ordering, management and tracking systems.

Typing Resources

FEMA leads the development and maintenance of resource typing definitions for resources shared on a local, interstate, regional, or national scale. FEMA's National Integration Center (NIC) maintains a library of resource typing definition documents that define FEMA's recommendations for minimum capabilities for resources. Resource typing benefits jurisdictions and organizations by:

- Ensuring minimum capabilities across shared resources;

- Establishing a common language across jurisdictions and organizations;

- Simplifying and speeding up the process of ordering and providing resources during response;

- Enabling communities to plan for, request and share resources confidently;

- Facilitating mutual aid agreements using established resources and teams; and

- Providing a clear understanding of capacities and capabilities, allowing jurisdictions and organizations to easily identify gaps.

Typing resources involves aligning a resource's capabilities to those in the NIMS resource typing definition. AHJs align their resources with NIMS resource typing definitions so they and their mutual aid partners have a shared understanding of the capabilities and functions of each resource and can quickly and accurately share resources when necessary. For example, if a jurisdiction or organization needs a Type 1 Epidemiological Response Team, all parties can reference the NIMS resource typing definition document and quickly understand the capabilities and functions. Figure 2 illustrates the importance of typing resources to ensure a common understanding of resources.

Figure 2: The resources pictured have different capabilities and represent different types.

Resource Typing Library Tool (RTLT)

NIMS resource typing definitions provide guidance and clear expectations for minimum capabilities of deployable resources. Nationally typed resources are stored in the RTLT: https://www.fema.gov/emergency-managers/nims/components#resource-typing.

The NIC develops resource typing definitions that follow the following principles:

- **Differentiating types based on capabilities:** Resources receive their type assignments based on capability or qualification rather than on quantity or capacity. For example, increased

capability reflects a higher level of education or training, or additional abilities or responsibilities.

- **Establishing the minimum:** Resource typing seeks to standardize *minimum* resource capabilities across the country. Jurisdictions that own, operate and maintain resources are free to add extra levels of capability or capacity; resources will likely vary in many ways, including training requirements, equipment and supplies and numbers of personnel.

- **Representing a broad national perspective:** Resource types reflect the capabilities of jurisdictions around the country, not the specialized requirements of a particular jurisdiction or a geographic area. Resource types should account for variations in size, scope and resources of jurisdictions around the country.

- **Using measurable industry standards:** Where possible, resource types reflect the established industry standards within a given industry or profession, such as those required by national law or provided by accrediting organizations and associations.

A NIMS typed resource must meet the minimum criteria outlined in the resource typing definition. AHJs can identify a resource's type by comparing its capabilities with those described in the resource typing definition. For more information on reading resource typing definitions and typing resources, see Appendix D.

Identifying Resource Types
▪ If a resource meets or exceeds all of the minimum capabilities described for a Type 3 but falls below the capabilities for a Type 2, that resource is a Type 3.
▪ If a resource meets or exceeds all of the minimum capabilities described for a Type 1, that resource is a Type 1.
▪ A resource must meet or exceed all minimum criteria for a specific type, because resource requestors need assurance they will receive a resource that meets the minimum capabilities described in the resource typing definition.

AHJs may adapt the specifics of a resource's criteria—such as training guidance, number of supplies and so on—by adding requirements or capabilities to meet the jurisdiction's needs, but any NIMS typed resource must still meet the minimums outlined in the resource typing definition.

Jurisdictional Resource Typing Definitions

If FEMA does not have an established resource typing definition for a resource that a jurisdiction uses and shares, the jurisdiction may develop its own resource typing definition, following the principles outlined above and defining minimum capabilities for that resource. Appendix E explains how to develop a jurisdictional resource typing definition.

A jurisdictional resource typing definition should not conflict with FEMA's resource typing definitions. If a jurisdiction establishes its own resource typing definition, it should share that definition with FEMA and mutual aid partners to promote common language and understanding of the resource's capabilities and to facilitate planning and future resource sharing. FEMA may also consider that resource type for inclusion in the NIMS resource typing definitions.

C.　Qualifying, Certifying and Credentialing Personnel

The *NIMS Guideline for the National Qualification System* (NQS) expands upon the content in NIMS to provide specific instructions on how to build a qualification system. It also provides an overview on how jurisdictions can use NIMS Position Task Books (PTB), which are the primary tools for qualifying personnel. NQS does not replace current qualification systems but provides an option for jurisdictions that do not have one in place—or serves as a supplement for a jurisdiction's existing system. For more information, see the *NIMS Guideline for the NQS.*

National Qualification System (NQS)

The *NIMS Guideline for the NQS* describes the components of a qualification and certification system, defines a process for certifying the qualifications of incident personnel, describes how to establish and implement a peer review process and introduces the process of credentialing personnel. The document resides here: https://www.fema.gov/emergency-managers/nims/components#nqs.

D.　Planning for Resources

Jurisdictions and organizations work together before incidents occur to develop plans for identifying, managing, estimating, allocating, ordering, deploying and demobilizing resources. The planning process includes identifying resource requirements based on threats to, and vulnerabilities of, the jurisdiction or organization. To plan for resources, jurisdictions and organizations estimate their current capabilities, assess their resource management gaps, establish resource management planning priorities and utilize mutual aid agreements to address those gaps.

Capability Planning

Planning for resources requires finding ways to fill the gaps between current capabilities and resource demands during a large-scale incident. Planning involves the processes and mechanisms for requesting and managing response and recovery resources. Planning can help a jurisdiction or organization identify what kinds of resources and what capabilities may be necessary if an incident's demands exceed current capabilities.

The planning process includes estimating capabilities, identifying departments and agencies responsible for specific resource management functions and identifying gaps in capabilities. Capability planning helps answer the following questions:

- What do we need to prepare for?

- What resources do we have that allow us to achieve our targets?

- What resources can we obtain through mutual aid to be prepared to meet our targets?

Understanding what resources might be necessary is the first step in identifying the sources for procuring those resources. Aligning the jurisdiction's or organization's current capabilities with estimated resource needs is a critical step in the preparedness planning process.

Using Mutual Aid Agreements

Once a jurisdiction or organization has identified gaps in resource capabilities, it can utilize mutual aid agreements to fill those gaps. Resource owners should work with their state

emergency management agencies to identify the mutual aid agreements available and, if necessary, develop enabling mechanisms if needed to be eligible to deploy through an available mutual aid agreement. The *NIMS Guideline for Mutual Aid* provides detailed information to help AHJs navigate mutual aid agreements. As part of the planning process, AHJs may want to consider establishing mutual aid agreements with state, local, tribal and territorial organizations, Nongovernmental Organizations (NGO) and private partners—in both the immediate surrounding area and more distant jurisdictions—to increase resource capabilities.

Comprehensive Preparedness Guide (CPG) 101

Additional guidance and suggestions on the planning process is available in FEMA's CPG 101. CPG 101 defines the methods for conducting risk analyses, assessing capabilities and estimating demands.

IV. Resource Management Authorities and Roles

A number of organizations play a role in the resource management process. Below are some of those organizations and jurisdictions, along with descriptions of their roles in resource management.

A. FEMA

NIMS provides guidance on resource management for state, local, tribal and territorial jurisdictions, as well as for Federal departments and agencies. FEMA also leads the development and maintenance of NIMS resource typing definitions for resources shared on a local, intrastate, interstate, regional or national scale. FEMA provides tools and best practices for implementing resource management processes and programs to support effective mutual aid.

B. Federal, State, Local, Tribal and Territorial Jurisdictions

Federal, state, local, tribal and territorial jurisdictions are responsible for maintaining their own inventory of resources for use in incident responses. Federal agencies, states, localities, tribes and territories have the authority to implement resource management programs throughout their areas of jurisdiction. Jurisdictions use FEMA guidance, tools and best practices to supplement their resource management programs and support standardization for effective mutual aid. These jurisdictions can follow the processes outlined in Section III of this document to maintain readiness for response.

C. NEMA

The National Emergency Management Association (NEMA) is a nonpartisan, nonprofit 501(c)(3) association dedicated to enhancing public safety by improving the nation's ability to prepare for, respond to and recover from all emergencies, disasters and threats to our nation's security. NEMA is the professional association of and for emergency management directors from all 50 states, eight U.S. territories and the District of Columbia. More information about NEMA is available here: https://www.nemaweb.org/.[2]

NEMA manages two key tools for resource management:

- **Emergency Management Assistance Compact (EMAC):** The EMAC is an all-hazards, all-disciplines mutual aid compact that serves as the cornerstone of the nation's mutual aid system. EMAC provides interstate assistance for governor-declared states of emergency or disaster. A state may request resources through EMAC if resources are not available from jurisdictions within the state or from the state itself. EMAC provides resources through minimum capability or Mission Ready Packages (MRP), which are pre-rostered teams with

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[2] This is a non-Federal website. Linking to this site is for factual use only and is not an endorsement by the Federal Emergency Management Agency, Department of Homeland Security, or any Federal employee.

associated equipment that states can request. EMAC includes provisions for reimbursement, tort liability, license reciprocity, request processing and more.

EMAC establishes a firm legal foundation for sharing resources between states.[3] Once the conditions for providing assistance to a requesting state are finalized, the EMAC terms constitute a legally binding agreement. The EMAC legislation solves the problems of liability and cost responsibilities, and allows credentials, licenses and certifications to be honored across state lines. Additional information is available at https://www.emacweb.org/.[4]

A jurisdiction's emergency preparation responsibilities include developing internal procedures for implementing EMAC. Tasks include incorporating planning and lessons learned, establishing resource allocation with neighboring states, conducting EMAC training and exercises in cooperation with state emergency management associations and resource providers and developing MRPs.

Mission Ready Package (MRP) Templates

Developed by NEMA, MRP templates are resource-specific logistical planning tools available for AHJs seeking to pre-plan resource deployments. AHJs using MRPs often deploy their resources and get reimbursed more quickly. MRPs include pre-scripted mission statements, limitations, required support, expected time frame and estimated mission costs.

- **Mutual Aid Support System (MASS):** MASS is a free geographic information system located web-based database that categorizes and tracks the inventory of organizations, people and equipment comprising MRPs. Users can export MRP data stored in MASS to EMAC, which facilitates the national mutual aid request and acquisition process. MASS also lets users control who has access to view a state's resource inventories.

D. Regional Organizations, Volunteer Organizations and the Private Sector

Regional organizations, volunteer organizations, and the private sector are also responsible for maintaining their own resource inventories for use in incident responses. These organizations can follow the processes outlined in Section III of this document to maintain readiness for response. Regional organizations, volunteer organizations, and the private sector can coordinate with jurisdictional counterparts at other levels to facilitate resource management and sharing.

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[3] Joint Resolution Granting the Consent of Congress to the Emergency Management Assistance Compact, Pub. L. 104-321 (1996).

[4] This is a non-Federal website. Linking to this site is for factual use only and is not an endorsement by the Federal Emergency Management Agency, Department of Homeland Security, or any Federal employee.

V. Appendices

A. Appendix A: Glossary

Authority Having Jurisdiction (AHJ): An entity that has the authority and responsibility for developing, implementing, maintaining and overseeing the qualification process within its organization or jurisdiction. This may be a state or Federal agency, training commission, NGO, private sector company, or tribal or local agency such as a police, fire, or public works department. In some cases, the AHJ may provide support to multiple disciplines that collaborate as a part of a team, such as an Incident Management Team (IMT).

Certification: The process of authoritatively attesting that individuals meet established qualifications necessary for key incident management functions and are, therefore, qualified for specific positions.

Core capability: An element that the National Preparedness Goal (NPG) defines as necessary to help the nation prevent, protect against, mitigate, respond to and recover from the threats and hazards that pose the greatest risk.

Criteria: A listing within a resource typing definition or Job Title/Position Qualification that includes the minimum qualifications a resource should meet for qualification.

Credentialing: Providing documentation that identifies personnel and authenticates and verifies their qualifications for a particular position.

Hazard: Something potentially dangerous or harmful; often the root cause of an unwanted outcome.

Kind: As applied to incident resources, a class or group of items or people of the same nature or character or having traits in common.

Mission area: One of five broad objectives (Prevention, Protection, Mitigation, Response and Recovery) under which the National Preparedness Goal (NPG) groups the core capabilities.

Mutual aid agreement or assistance agreement: A written or oral agreement between or among agencies/organizations and jurisdictions that provides a mechanism for quickly obtaining assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate the rapid, short-term deployment of support prior to, during and after an incident.

National Incident Management System (NIMS): A systematic, proactive approach to help guide all levels of government, NGOs and the private sector to work together to prevent, protect against, mitigate, respond to and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities the National Preparedness System describes. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

National Qualification System (NQS): A nationwide approach, including best practices, for AHJs to use in qualifying, certifying and credentialing incident management and support personnel.

Nongovernmental Organization (NGO): A group that is based on the interests of its members, individuals, or institutions. An NGO is not created by a government, but it may work cooperatively with government. Examples of NGOs include faith-based groups, relief agencies, organizations that support people with access and functional needs (AFN) and animal welfare organizations.

Position qualifications: The minimum criteria necessary for an individual to fill a specific position.

Position Task Book (PTB): A document that describes the minimum competencies, behaviors and tasks necessary to qualify or recertify for a NIMS position. The PTB documents a trainee's performance of given tasks.

Resource management: Systems for identifying available resources at all jurisdictional levels to enable timely, efficient and unimpeded access to resources necessary to prepare for, respond to, or recover from an incident.

Resources: Personnel, equipment, teams, supplies and facilities available or potentially available for assignment to an incident—for which jurisdictions or organizations track status. FEMA describes resources by kind and type. Organizations can use resources in operational support or in supervisory capacities, either at an incident or in an EOC.

Type: A resource's level of minimum capability to perform its function. The level of capability depends on size, power, capacity (for equipment), or experience and qualifications. Type 1 represents a higher capability than Types 2, 3 and 4.

B. Appendix B: Abbreviations

AFN	Access and functional needs
AHJ	Authority Having Jurisdiction
CPG	Comprehensive Preparedness Guide
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IMT	Incident Management Team
IRIS	Incident Resource Inventory System
MASS	Mutual Aid Support System
MRP	Mission Ready Package
NEMA	National Emergency Management Association
NGO	Nongovernmental Organization
NIC	National Integration Center
NIMS	National Incident Management System
NPG	National Preparedness Goal
NQS	National Qualification System
NWCG	National Wildfire Coordinating Group
POC	Point of contact
PTB	Position Task Book
QRB	Qualification Review Board
RTLT	Resource Typing Library Tool
SPR	Stakeholder Preparedness Review
THIRA	Threat and Hazard Identification and Risk Assessment
USNG	United States National Grid

C. Appendix C: Resources

The following resources can assist AHJs in establishing qualification, certification and credentialing processes consistent with NQS doctrine.

National Incident Management System (NIMS)

- On the NIMS website, users can find links to NIMS documents, guidelines and operational tools, as well as training information, implementation guidance, the latest updates and contact information for the FEMA Regional NIMS Coordinators.

- The Resource Management section of NIMS contains details on the qualification, certification and credentialing of incident personnel. It also defines pertinent terms, to ensure common terminology among all qualification system users.

- https://www.fema.gov/emergency-managers/nims

National Qualification System (NQS)

- The *NIMS Guideline for the NQS* describes the components of a qualification and certification system, defines a process for certifying the qualifications of incident personnel, describes how to establish and implement a peer review process and introduces the process of credentialing personnel.

- The *NIMS NQS Supplemental Guide for Coaches and Evaluators* describes the process of coaching a trainee to perform PTB tasks and evaluating trainee performance of PTB tasks as part of the qualification process.

- The *NIMS NQS Supplemental Guide for Qualification Review Boards* (QRB) describes the basic principles of a QRB and provides general recommendations and practices to help a jurisdiction establish or enhance a QRB.

- NQS also provides Job Titles/Position Qualifications and PTBs for a range of incident management, incident support and emergency management positions.

- https://www.fema.gov/emergency-managers/nims/components#nqs

NIMS Guideline for Mutual Aid

- The *NIMS Guideline for Mutual Aid* enhances mutual aid efforts by providing stakeholders with common practices and processes for mutual aid planning and by describing how to create legal agreements and operational plans to support mutual aid planning.

- https://www.fema.gov/emergency-managers/nims/components#mutual-aid

National Resource Hub (NRH)

- The National Resource Hub is a suite of web-based tools that support a consistent approach for the resource management preparedness process. Users can: access and automate the use of NIMS resource typing definitions, job titles/position qualifications and position task book templates; Inventory individual resources—personnel, equipment, teams, supplies, and facilities; and manage personnel qualifications, certifications and credentials. Note: The

National Resource Hub is a "system of systems" that combines and simplifies the capabilities of legacy IRIS, RTLT and OneResponder systems.

- https://preptoolkit.fema.gov/web/national-resource-hub

Emergency Management Institute (EMI)

- EMI, FEMA's emergency management training arm, is the national focal point for the development and delivery of emergency management training. EMI provides an extensive list of training activities that can help personnel qualify for ICS positions.

- https://training.fema.gov/emi.aspx

Incident Command System (ICS) Resource Center

- EMI's ICS Resource Center provides information and links to an extensive array of ICS training materials, job aids, position checklists and forms.

- https://training.fema.gov/emiweb/is/icsresource/index.htm

NIMS ICS All-Hazards Position Specific Training Program Website

- This EMI site provides links to detailed information for Federal, state and local personnel, managers, and instructors who are involved in the All-Hazards Position Specific Training Program.

- https://training.fema.gov/allhazards/

FEMA Resource Typing Library Tool (RTLT)

- The RTLT is an online catalog of national resource typing definition and NIMS Job Title/Position Qualification documents.

- https://www.fema.gov/emergency-managers/nims/components#resource-typing

Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans

- CPG 101 is designed to help both novice and experienced planners navigate the planning process.

- https://www.fema.gov/emergency-managers/national-preparedness/plan#cpg

Comprehensive Preparedness Guide (CPG) 201: Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide

- CPG 201 provides guidance to help communities conduct the THIRA and SPR processes.

- https://www.fema.gov/emergency-managers/national-preparedness/plan#cpg

D. Appendix D: How to Read Resource Typing Documents

Resource Typing Definitions

A resource typing definition document has the following sections, as shown in the example on the next page:

- Heading – Two lines listing the mission area and core capability the resource falls under

- Resource Name – The resource's formal name

- Description – A brief summary of the resource's purpose and capabilities

- Resource Category – The category the resource falls under

- Resource Kind – One of the prescribed kinds of resources (for example, Team or Equipment)

- Overall Function – A detailed description of the resource's function

- Composition and Ordering Specifications – Additional information about the resource's composition and what to consider before ordering the resource

- Component – The table header under which various resource capabilities appear, introducing rows of details including metrics and measures

- Typing Columns – The minimum capabilities required, type by type, with clarifying notes, if necessary

- Notes – Additional general information about the resource

- References – Related resources and guidance documents

FEMA

| Resource Name |

Resource Typing Definition for Click or tap here to enter text.
Click or tap here to enter text.

| Heading listing Mission Area and Core Capability |

CLICK OR TAP HERE TO ENTER TEXT.

DESCRIPTION	
RESOURCE CATEGORY	
RESOURCE KIND	
OVERALL FUNCTION	
COMPOSITION AND ORDERING SPECIFICATIONS	1. Discuss logistics for this team, such as security, lodging, transportation, and meals, prior to deployment. 2. The team typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days. 3.

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	NOTES
MINIMUM PERSONNEL PER TEAM					
MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM					
SUPPORT PERSONNEL PER TEAM					
PERSONAL PROTECTIVE EQUIPMENT (PPE) PER TEAM MEMBER					

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CLICK OR TAP HERE TO ENTER TEXT.

1 OF 3

| Components, including the metric or measure, and capability |

| Resource type (1–4 as needed) |

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Resource Typing Definition for Click or tap here to enter text.
Click or tap here to enter text.

NOTES

| Notes or additional information |

Nationally typed resources repre[...]ciated component and capability.

REFERENCES

None

| References of related resources |

Job Titles/Position Qualifications

A Job Title/Position Qualification document has the following sections, as shown in the example on the next page:

- Heading – Two lines listing the mission area and core capability the position falls under

- Position Name – The formal position name

- Resource Category – The category the position falls under

- Resource Kind – One of the prescribed kinds of resources (in this case, Personnel)

- Overall Function – A brief summary of the position's purpose and capabilities

- Composition and Ordering Specifications – Additional information about the position's composition and what to consider before ordering the position

- Component – The table header under which various resource capabilities appear

- Description – A detailed description of the position's function

- Education – The minimum education necessary to serve in the position

- Training – The minimum training courses necessary to serve in the position

- Experience – The minimum prior experience necessary to serve in the position

- Physical/Medical Fitness – The minimum physical and medical fitness capabilities necessary to serve in the position

- Currency – The minimum level of participation in the position necessary to maintain qualification

- Professional and Technical Licenses and Certifications – Any licenses or certifications necessary to serve in the position

- Notes – Additional information about the resource

- References – Related resources and guidance documents

FEMA

Position name

Resource Typing Definition for Click or tap here to enter text.
Click or tap here to enter text.

Heading listing Mission Area and Core Capability

CLICK OR TAP HERE TO ENTER TEXT.

RESOURCE CATEGORY	
RESOURCE KIND	
OVERALL FUNCTION	
COMPOSITION AND ORDERING SPECIFICATIONS	1.

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	NOTES
DESCRIPTION			
EDUCATION			
TRAINING			
EXPERIENCE			
PHYSICAL / MEDICAL FITNESS			
CURRENCY			

SEPTEMBER 2017
FEMA-509-v20170717

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CLICK OR TAP HERE TO ENTER TEXT.

1 OF 3

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Resource Typing Definition for Click or tap here to enter text.
Click or tap here to enter text.

COMPONENT	TYPE 1	TYPE 2	NOTES
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS			

FEMA

Resource Typing Definition for Click or tap here to enter text.
Click or tap here to enter text.

NOTES

Notes or additional information

Nationally typed resources repres[...] [...]ociated component and capability.
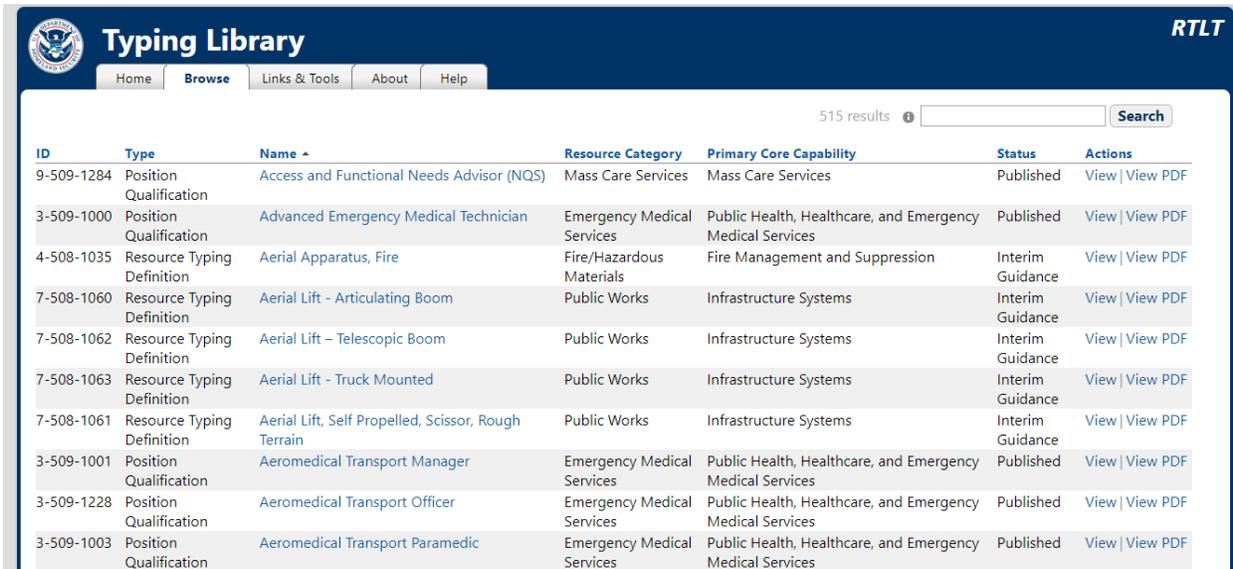
REFERENCES

References of related resources

None

How to Identify the Type of a Resource

To match a resource to its proper type, first locate the relevant resource typing definition in the RTLT.

Find the resource's characteristics and components. Next, compare the capabilities of the resource with the requirements for the lowest type listed in the resource typing definition. (Remember that if the document lists multiple types, Type 1 is the highest.) If the resource meets or exceeds all of the requirements of the lowest type, then evaluate it against the next higher type, and so on. If the resource exceeds the minimum capabilities for one type but does not meet the minimum capabilities of the next type, then the resource belongs at the lower type. An example of how to perform this process follows.

Example: Determining the Type of a Fire Engine

A jurisdiction is seeking to determine the appropriate type for its pumper fire engine. The jurisdiction's pumper has the following specifications:

- Pump capacity: 1,000 gallons per minute (GPM)

- Tank capacity: 800 gallons

- 2.5-inch hose: 1,000 feet

- 1.5-inch hose: 100 feet

- 1-inch hose: 800 feet

- Personnel per engine: 3

The jurisdiction begins by comparing the resource with the minimum requirements for the lowest type given in the definition. In this example, Type 4 is the lowest type for an Engine, Fire Pumper:

EXAMPLE: ENGINE, FIRE PUMPER

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	Jurisdiction's Engine to be typed
PUMP CAPACITY PER ENGINE	1,000 GPM	500 GPM	120 GPM	70 GPM	Pump Capacity: 1000 GPM
TANK CAPACITY PER ENGINE	400 Gal	400 Gal	500 Gal	750 Gal	Tank: 800 Gal
2.5 INCH HOSE PER ENGINE	1,200 ft	1,000 ft	Not Specified	Not Specified	2.5 Inch Hose: 1000 ft
1.5 INCH HOSE PER ENGINE	400 ft	500 ft	1000 ft	300 ft	1.5 Inch Hose: 1000 ft
1 INCH HOSE PER ENGINE	200 ft	300 ft	800 ft	300 ft	1 Inch Hose: 800 ft
PERSONNEL PER ENGINE	4	3	3	2	Personnel Per: 3

Next, the jurisdiction compares the resource with the minimum requirements for a Type 3 engine:

EXAMPLE: ENGINE, FIRE PUMPER

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4	Jurisdiction's Engine to be typed
PUMP CAPACITY PER ENGINE	1,000 GPM	500 GPM	120 GPM	70 GPM	Pump Capacity: 1000 GPM
TANK CAPACITY PER ENGINE	400 Gal	400 Gal	500 Gal	750 Gal	Tank: 800 Gal
2.5 INCH HOSE PER ENGINE	1,200 ft	1,000 ft	Not Specified	Not Specified	2.5 Inch Hose: 1000 ft
1.5 INCH HOSE PER ENGINE	400 ft	500 ft	1000 ft	300 ft	1.5 Inch Hose: 1000 ft
1 INCH HOSE PER ENGINE	200 ft	300 ft	800 ft	300 ft	1 Inch Hose: 800 ft
PERSONNEL PER ENGINE	4	3	3	2	Personnel Per: 3

Now the jurisdiction compares the resource with the minimum requirements for a Type 2 engine:

EXAMPLE: ENGINE, FIRE PUMPER

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4
PUMP CAPACITY PER ENGINE	1,000 GPM	500 GPM	120 GPM	70 GPM
TANK CAPACITY PER ENGINE	400 Gal	400 Gal	500 Gal	750 Gal
2.5 INCH HOSE PER ENGINE	1,200 ft	1,000 ft	Not Specified	Not Specified
1.5 INCH HOSE PER ENGINE	400 ft	500 ft	1000 ft	300 ft
1 INCH HOSE PER ENGINE	200 ft	300 ft	800 ft	300 ft
PERSONNEL PER ENGINE	4	3	3	2

Jurisdiction's Engine to be typed
Pump Capacity: 1000 GPM
Tank: 800 Gal
2.5 Inch Hose: 1000 ft
1.5 Inch Hose: 1000 ft
1 Inch Hose: 800 ft
Personnel Per: 3

Finally, the jurisdiction compares the resource with the minimum requirements for a Type 1 engine:

EXAMPLE: ENGINE, FIRE PUMPER

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4
PUMP CAPACITY PER ENGINE	1,000 GPM	500 GPM	120 GPM	70 GPM
TANK CAPACITY PER ENGINE	400 Gal	400 Gal	500 Gal	750 Gal
2.5 INCH HOSE PER ENGINE	1,200 ft	1,000 ft	Not Specified	Not Specified
1.5 INCH HOSE PER ENGINE	400 ft	500 ft	1000 ft	300 ft
1 INCH HOSE PER ENGINE	200 ft	300 ft	800 ft	300 ft
PERSONNEL PER ENGINE	4	3	3	2

Jurisdiction's Engine to be typed
Pump Capacity: 1000 GPM
Tank: 800 Gal
2.5 Inch Hose: 1000 ft
1.5 Inch Hose: 1000 ft
1 Inch Hose: 800 ft
Personnel Per: 3

This resource does not qualify as a Type 1 Engine, Fire Pumper because it does not meet the minimum requirements for all capabilities. **Therefore, the jurisdiction should inventory this resource as a Type 2 Engine, Fire Pumper.**
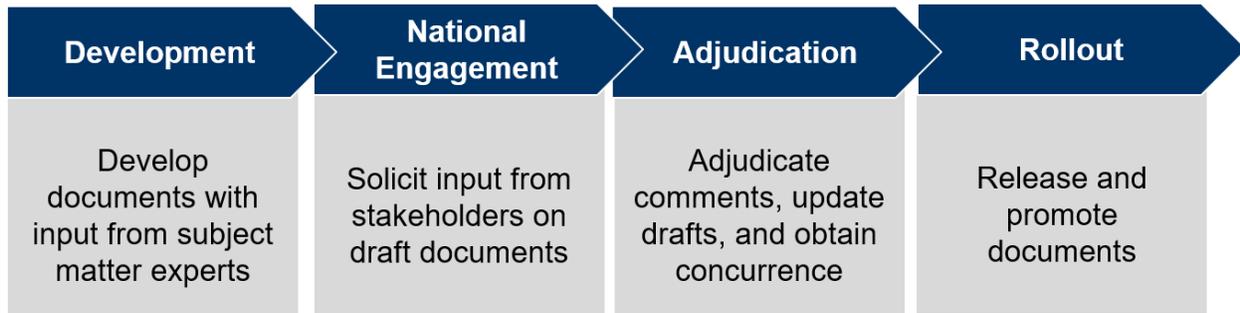
EXAMPLE: ENGINE, FIRE PUMPER

COMPONENT	TYPE 1	TYPE 2	TYPE 3	TYPE 4
PUMP CAPACITY PER ENGINE	1,000 GPM	500 GPM	120 GPM	70 GPM
TANK CAPACITY PER ENGINE	400 Gal	400 Gal	500 Gal	750 Gal
2.5 INCH HOSE PER ENGINE	1,200 ft	1,000 ft	Not Specified	Not Specified
1.5 INCH HOSE PER ENGINE	400 ft	500 ft	1000 ft	300 ft
1 INCH HOSE PER ENGINE	200 ft	300 ft	800 ft	300 ft
PERSONNEL PER ENGINE	4	3	3	2

Jurisdiction's Engine to be typed
Pump Capacity: 1000 GPM
Tank: 800 Gal
2.5 Inch Hose: 1000 ft
1.5 Inch Hose: 1000 ft
1 Inch Hose: 800 ft
Personnel Per: 3

E.   Appendix E: How to Create Resource Typing Definitions

FEMA Resource Typing Definitions

FEMA's NIC uses a four-step process to develop resource typing definition documents and Job Title/Position Qualification documents.

Development	National Engagement	Adjudication	Rollout
Develop documents with input from subject matter experts	Solicit input from stakeholders on draft documents	Adjudicate comments, update drafts, and obtain concurrence	Release and promote documents

In the Development phase, the NIC identifies a working group of subject matter experts and stakeholders to inform the development of draft documents describing the minimum capabilities. The working group meets regularly to discuss minimum capabilities as it supports FEMA in the creation of the initial draft documents.

During the National Engagement phase, the documents are released to the public for a 30-day comment period. Stakeholders can provide recommended changes, updates and edits to the documents. This process helps validate the contents of the documents and ensures the documents represent a national minimum.

In the Adjudication phase, NIC staff review the public comments received during National Engagement and update the documents where appropriate. Staff then place the documents in the concurrence process for leadership approval.

Finally, in the Rollout phase, the NIC releases the approved documents for publication. Jurisdictions can then use the documents to help manage resources.

Jurisdictional Resource Typing Definitions

If FEMA does not have an established resource typing definition for a resource that a jurisdiction uses and shares, the jurisdiction may develop its own resource typing definition using the process outlined above. Jurisdiction staff should involve subject-matter experts and stakeholders to help define minimum capabilities for the resource. They should also invite additional stakeholders to review the document and provide input to validate the minimum capabilities before publication. The jurisdiction should share the new resource typing definition with FEMA and mutual aid partners to promote common language and understanding of the resource's capabilities and to facilitate planning and future resource sharing. FEMA may consider adding the new resource type to the NIMS resource typing definitions.

When creating a jurisdictional resource typing definition, the jurisdiction should consider the following:

- **Resource typing definitions apply to deployable resources:** The point of typing resources is to ensure that resource providers and requestors have consistent expectations of a resource's capability levels. If the resource will not support incident operations outside its own jurisdiction, typing the resource may not be beneficial.

- **Focus on capabilities:** Resource typing definitions are intended to be guidelines for minimum capabilities. In most cases, resource typing definitions distinguish types based on capabilities rather than other factors, such as quantities, capacity, or other characteristics.

- **Do not create resource typing definitions that conflict with NIMS resource typing definitions:** NIMS resource typing definitions are flexible enough that jurisdictions can typically manage their resources as necessary without creating new resource types. Creating new resource types that conflict with NIMS resource typing definitions undermines the value of the standardized national system. Jurisdictions can create new resource typing definitions only if they do not conflict with NIMS definitions.

- **Resource typing definitions are not laws:** Resource typing definitions have no legal authority. Resource typing definitions simply attempt to standardize resources nationally to allow seamless integration across organizational boundaries. Under no circumstances should resource typing definitions carry the weight of law. State, local, tribal, territorial and Federal statutes always take precedence.

Jurisdictions can use IRIS to create jurisdictional resource typing definitions. Users can publish these jurisdictional resource typing definitions within IRIS and then add inventories under the new jurisdictional resource typing definition. Templates for creating jurisdictional resource typing definitions are also available at https://www.fema.gov/resource-management-mutual-aid. Stakeholders may customize the resource typing templates with jurisdiction logos and organization names, but using the FEMA logo is prohibited. Stakeholders cannot use government trademarks or government agency logos without permission.

If a jurisdiction creates a jurisdictional resource typing definition, the jurisdiction can submit the document to FEMA by sending it to the NIMS inbox: FEMA-NIMS@fema.dhs.gov. FEMA regularly reviews information about resource requests and use through mutual aid to determine new resources to type. FEMA considers jurisdictional resource typing definitions as potential future NIMS resource types.