



R0243

Dear National Fire Academy Student:

By now you should have received an email notification from the National Emergency Training Center (NETC) Admissions Office. This notification indicates your acceptance into the U.S. Fire Administration (USFA), National Fire Academy (NFA) “Hazardous Materials Incident Management” (HMIM) course.

Congratulations on your acceptance into the USFA’s/NFA’s HMIM course. We look forward to your arrival, and hope to provide you with a rewarding learning experience.

This course addresses the Incident Commander (IC) level training as described in Title 29, Code of Federal Regulations, Section 1910.120 (29 CFR 1910.120) and National Fire Protection Association (NFPA) 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*. The course introduces the student to the National Incident Management System (NIMS) and the National Response Framework.

HMIM is for personnel likely to command a hazardous materials/Chemical, Biological, Radiological, Nuclear and Enhanced incident above the initial response level. It is also aimed at safety officers, training officers, and emergency management personnel whose duties within the Emergency Operations Center (EOC) require close coordination with the IC.

Ideally, your employer should have certified you as trained at the incident command level according to 29 CFR 1910.120(q)(6)(v). Minimally, you should have completed training and demonstrated competency at the operations level according to 29 CFR 1910.120(q)(6)(ii) and NFPA 472, Chapter 5.

Prior to your arrival, we recommend that you complete the “Foundational Concepts of Chemistry” (Q0228) self-study course. This course is available through NFA Online at <https://www.usfa.fema.gov/training/nfa/courses/online.html>.

HMIM examines the requirements of the IC in three areas: Preincident planning, incident operations, and post-incident obligations. Pre-planning examines subjects which include liability under federal and state law, planning and training requirements. Students should be prepared to discuss their state law regarding Sovereign Immunity and the represented organization’s Emergency Response Plan (ERP) and procedures or guidelines related to hazardous incident response. While many prospective ICs are not directly involved in hazardous materials planning, they will be required to implement their jurisdictions’ ERPs. Therefore, prospective ICs must have a working knowledge of their ERP and its limitations and be able to suggest changes to the ERP, as necessary, to facilitate its use in a hazardous materials incident.

The incident operations encourages “risk-based” decisionmaking and is predominantly activity based. Students will assume the various functions within the Incident Command System (ICS) and actively participate in the development and implementation of an Incident Action Plan during scenarios that become progressively more complex. Documentation and justification for actions proposed under the plan are the focal point of these activities. Topics in this section include application of ICS with special emphasis on the hazardous materials group. The ICS/EOC interface and forms and documentation are discussed and utilized to record incident actions. This course also meets the NIMS requirement for ICS-300, “Intermediate ICS”.

The course also covers incident recovery and termination required by 29 CFR 1910.120(q). The operational and organizational processes ensure the continued safety of the public and response personnel.

Students should arrive prepared to engage actively in the educational process. The instructors will lead you and your classmates into a progressive discovery of what being an incident manager in today's complex society implies and requires associated with hazardous materials and CBRNE incidents. As you know, today's IC has to deal with vast amounts of information, legal requirements, safety and security concerns, environmental safeguards, and limited resources. The consequences of not doing so effectively are challenging. Accordingly, the class is activity based. From the start, you will take part in small group activities and class discussions, as well as out-of-class team activities. There is also a considerable amount of nighttime reading.

This class is a six day class which starts on Sunday at 8 a.m. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with evening classes possible. The class graduation ceremony is an important part of the course. You are expected to attend this event. All departing travel arrangements should be made so that you do not leave campus prior to the class graduation.

The NFA classroom environment is computer based. Increased numbers of students and instructors are bringing laptop computers or other electronic devices to campus; you are responsible for the security and maintenance of your equipment. The NFA cannot provide computer software, hardware (which includes disks, printers, scanners, monitors, etc.), or technical support for your device. For your convenience, we do provide surge protector power strips at each classroom table.

Should you need to access the Student Computer Lab, it is located in Building D and is available for all students to use. The lab is open daily with a technician available Monday through Thursday from 1700 to 2100 (5 p.m. to 9 p.m.) and on Saturdays from 0800 to 1200 (8 a.m. to noon). The lab uses Windows 7 and Office 2013 as the software standard.

If you need additional information related to your course's content or requirements, please contact Mr. Wayne Yoder, Hazardous Materials Training Specialist, at (301) 447-1090, or by email at wayne.yoder@fema.dhs.gov. Good luck, and I hope to see you on campus.

Sincerely,

A handwritten signature in black ink, appearing to read "Eriks J. Gabliks". The signature is fluid and cursive, with the first name "Eriks" being particularly prominent.

Eriks J. Gabliks, Superintendent
National Fire Academy
U.S. Fire Administration