



Dear National Fire Academy Student:

Congratulations on your acceptance into the U.S. Fire Administration's National Fire Academy (NFA) Volunteer Incentive Program's *Hazardous Materials Incident Management* (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 the National Fire Protection Association (NFPA) Standard 472. The course introduces the student to the National Incident Management System and the National Response Framework.

The *Hazardous Materials Incident Management* course is for personnel likely to command a hazardous materials/CBRNE 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 incident commander.

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, you should complete the *Foundational Concepts of Chemistry (Q228)* self-study course. This course is available through NFAOnline at [www.nfaonline.dhs.gov](http://www.nfaonline.dhs.gov)

Completion of courses similar to NFA's *Initial Response to Hazardous Materials: Basic Concepts* and *Initial Response to Hazardous Materials Incidents: Concept Implementation* courses, although not required, will help you prepare for the HMIM program.

HMIM examines the requirements of the IC in three areas: Pre-incident 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 and procedures or guidelines related to hazardous incident response. While many prospective incident commanders are not directly involved in hazardous materials planning, they will be required to implement their jurisdictions' Emergency Response Plans (ERP). Therefore, prospective incident commanders 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 Incident Commander 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.

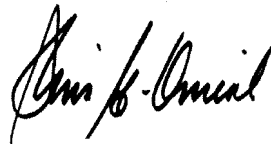
It is important to note that this is a 6-day course, and the first day of class will begin on Sunday at approximately 8 a.m. Subsequent classes will meet daily from 8 a.m. to 5 p.m., with graduation occurring on Friday at 4 p.m. Because of this schedule, you will be provided lodging for Friday night. Evening classes may be required.

End-of-class graduation ceremonies are an important part of the course and you are expected to attend. Please do not make any travel arrangements to leave campus until after you and your classmates graduate.

Increasing numbers of students and instructors are bringing laptop computers to campus. You alone are responsible for the security and maintenance of your equipment. The Academy cannot provide you with computer software, hardware, or technical support to include disks, printers, scanners, etc. There is a limited number of 120 Volt AC outlets in the classrooms. A Student Computer Lab is located in Building D and is available for all students to use. It is open daily with technical support provided in the evenings. This lab uses Windows XP and Office 2007 as the software standard.

Should you need additional information related to the course, please contact Mr. Wayne Yoder, Hazardous Materials Training Specialist, at (301) 447-1090 or email at [Wayne.Yoder@fema.dhs.gov](mailto:Wayne.Yoder@fema.dhs.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal". The signature is written in a cursive style with a large initial "D".

Dr. Denis Onieal, Superintendent  
National Fire Academy  
U.S. Fire Administration