



## INCIDENT/EXERCISE EVALUATOR (NQS)

<b>RESOURCE CATEGORY</b>	Emergency Management
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Incident/Exercise Evaluator performs any or all of the following tasks related to an incident or exercise: <ol style="list-style-type: none"><li>1. Observes activities and collects data</li><li>2. Synthesizes and analyzes data</li><li>3. Provides written evaluations</li><li>4. Lead assigned personnel</li></ol>
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"><li>1. This position can be ordered as a single resource.</li><li>2. Requestor specifies any additional qualifications necessary based on incident complexity and needs</li><li>3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li><li>4. The position typically works a single shift of 8 to 12 hours; if deployed to provide longer-term evaluation support for an incident or exercise, then evaluators are self-sustainable for 72 hours, are deployable for up to 14 days, and can work longer shifts</li><li>5. Requestor specifies functional expertise necessary based on the incident or exercise</li></ol>

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.



Position Qualification for Situational Assessment  
Emergency Management

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
<b>DESCRIPTION</b>	<p>The National Incident Management System (NIMS) Type 1 Incident/Exercise Evaluator:</p> <ol style="list-style-type: none"> <li>1. Serves as an incident/exercise lead evaluator</li> <li>2. Leads and supervises a team of NIMS Type 2 and Type 3 Incident/Exercise Evaluators, managing a comprehensive data collection and analysis effort</li> <li>3. Creates a data collection and evaluation plan (including Exercise Evaluation Guides [EEG]), integrates evaluation components into overall incident/exercise response plan, and trains evaluation team</li> <li>4. Aggregates all evaluation data, compares it to performance objectives and core capabilities, and performs and reviews root-cause analyses</li> <li>5. Facilitates incident/exercise hot washes or debriefings, eliciting feedback and input from all types of personnel</li> <li>6. Serves as lead author for after-action report and other required evaluation documents, diplomatically conveying complex, potentially sensitive issues</li> </ol>	<p>The NIMS Type 2 Incident/Exercise Evaluator:</p> <ol style="list-style-type: none"> <li>1. Serves as an incident/exercise evaluator</li> <li>2. Observes and collects qualitative and quantitative information during an incident or exercise</li> <li>3. Synthesizes collected data, evaluates observations against performance standards, and assesses activities and observations to identify strengths and areas for improvement</li> <li>4. Performs root-cause analyses on issues</li> <li>5. Leads and directs assigned NIMS Type 3 and other NIMS Type 2 Incident/Exercise Evaluators to accomplish objectives and desired outcomes</li> </ol>	<p>The NIMS Type 3 Incident/Exercise Evaluator:</p> <ol style="list-style-type: none"> <li>1. Serves as an incident/exercise data collector</li> <li>2. Observes the incident or exercise and takes detailed notes on actions to inform evaluation efforts</li> <li>3. Supports exercise safety and security monitoring and reporting</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified	Not Specified	Not Specified
<b>TRAINING</b>	<p>Same as Type 2, PLUS:</p> <ol style="list-style-type: none"> <li>1. IS-235: Emergency Planning</li> <li>2. E/L/K0146: Homeland Security Exercise and Evaluation Program (HSEEP)</li> </ol>	<p>Same as Type 3, PLUS:</p> <ol style="list-style-type: none"> <li>1. IS-130: How to Be an Exercise Evaluator</li> <li>2. IS-230: Fundamentals of Emergency Management</li> <li>3. IS-2500: National Prevention Framework, An Introduction</li> <li>4. IS-2600: National Protection Framework, An Introduction</li> <li>5. IS-2700: National Mitigation Framework, An Introduction</li> <li>6. IS-2900: National Disaster Recovery Framework (NDRF) Overview</li> </ol>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-120: An Introduction to Exercises</li> <li>3. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>4. IS-700: National Incident Management System, An Introduction</li> <li>5. IS-800: National Response Framework, An Introduction</li> </ol>	Personnel may need additional training based on the nature/specialization of the incident or exercise



Position Qualification for Situational Assessment  
Emergency Management

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
<b>EXPERIENCE</b>	1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Type 1 Incident/Exercise Evaluator, or equivalent Authority Having Jurisdiction (AHJ) documentation 2. Experience as a NIMS Type 2 Incident/Exercise Evaluator for more than two incidents or exercises	1. Successful completion of the NQS PTB for the NIMS Type 2 Incident/Exercise Evaluator, or equivalent AHJ documentation 2. Experience as a NIMS Type 3 Incident/Exercise Evaluator for more than two incidents or exercises	Successful completion of the NQS PTB for the NIMS Type 3 Incident/Exercise Evaluator, or equivalent AHJ documentation	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	Same as Type 2	Same as Type 3	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every three years	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every year	Not Specified	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified	Not Specified	Not Specified



## NOTES

Nationally typed resources represent the minimum criteria for the associated component.

---

## REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Incident/Exercise Evaluator, latest edition adopted
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, Homeland Security Exercise and Evaluation Program (HSEEP), April 2013
5. FEMA, National Preparedness Goal, September 2015
6. FEMA, National Disaster Recovery Framework, June 2016
7. FEMA, National Mitigation Framework, June 2016
8. FEMA, National Prevention Framework, June 2016
9. FEMA, National Protection Framework, June 2016
10. FEMA, National Response Framework, June 2016