



# **Training Plan**

**February 2012 Update**

**ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT**  
**TRAINING PLAN (v2.5 Updated FEB2012)**

**CHANGE PAGE**

<b>Change</b>	<b>Pages</b>	<b>Date</b>	<b>Initials</b>
Added "Information Security for Everyone" AWR-175 to 12 month timeline	7	12/10/08	jmh
Updated EM Course Descriptions	16-35	12/10/08	jmh
Updated Adjunct Instructor Requirements	54-55	12/10/08	jmh
Changed IS-139 to IS-120	2	2/2012	jmh
Changed APS IS-275 to IS-775	11	2/2012	jmh
Changed Mitigation Planning Workshop G-288 to Mitigation for Emergency Managers G-393	11	2/2012	jmh
Added IS-247 IPAWS to Director, Dep. Director, Team Chiefs	8	2/2012	jmh
Added IS-906 and IS-907 to ADEM Personnel	8	2/2012	jmh
Changed IS-700 to IS-700.a	16	2/2012	jmh
Changed IS-100 to IS-100.b	17	2/2012	jmh
Changed IS-200 to IS-200.b	17	2/2012	jmh
Changed IS-701 to IS 701.a	19	2/2012	jmh
Added IS-704	20	2/2012	jmh
Changed IS-230 to IS 230.b	22	2/2012	jmh
Changed IS-235 to IS-235.a	23	2/2012	jmh
Changed IS-240 to IS-240.a	23	2/2012	jmh
Changed IS-241 to IS-241.a	23	2/2012	jmh
Changed IS-242 to IS-242.a	23	2/2012	jmh
Changed IS-244 to IS 244.a	23	2/2012	jmh
Changed G-275 to IS-775	24	2/2012	jmh
Changed G-318 to G-393 (G318 was discontinued)	25	2/2012	jmh
Deleted ICS-400 from APS Electives	32	2/2012	jmh
Deleted G-137 from APS Electives	28	2/2012	jmh
Deleted BLS and Hazardous Material Response	37	2/2012	jmh
Deleted Met Lab Operations	38	2/2012	jmh
Added Bio-Diesel Awareness	39	2/2012	jmh
Added Ethanol Awareness	39	2/2012	jmh
Deleted CSEPP Training	46-51	2/2012	jmh

**ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT  
TRAINING PLAN**

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## **1. PURPOSE**

Arkansas' emergency responder training is fundamental to the accomplishment of the Training and Exercise Branch mission. The safety of all response personnel, the community and the environment is essential to successful outcomes. The ADEM Training Plan is designed to enhance the professional competency of its participants and to promote responsible safe practices throughout the state's emergency preparedness and response community. Specific coursework outlined for this program, contains material appropriate for accomplishing these objectives.

The program involves a broad approach to integrating regulatory requirements and other training. It will provide participants with the requisite skills or knowledge necessary to plan for and respond to an emergency situation involving natural or man-made disasters, hazardous materials events, and events involving Weapons of Mass Destruction and/or other terrorist related actions. With this program, students are trained to protect themselves, other emergency responders, the community and the environment. Training is based upon the following regulatory requirements:

- a. Presidential Policy Directive 8
- b. Homeland Security Presidential Directive 5
- c. Homeland Security Presidential Directive 7
- d. Homeland Security Presidential Directive 8
- e. Act 511 of 1973 as amended and Act 646 (The Arkansas Emergency Services Act)
- f. Arkansas Code Title 12, Subtitle 5 et al
- g. 29 CFR 1910.120, 1910.134, 1910.132, 1910.133
- h. NFPA 471, 472, and 473

## **2. SCOPE**

All personnel identified in local, state, and federal emergency operations plans who have specified emergency response roles are required to successfully complete the prescribed training as outlined in this document. This includes, but is not limited to, meeting the minimum National Incident Management System training pursuant to their role.

## **3. POLICY**

ADEM is responsible for the development and management of this Training Plan. Additionally, the Training and Exercise Branch Manager will ensure all presentations are conducted in accordance with this plan.

Course selection will be based upon applicability to the training needs and goals, appropriateness of training level, adequacy of subject content, evaluation of subject content, and availability for target audience.

Instructors selected to teach these courses are required to possess a technical competency in the topic area, with the ability to impart information in a logical and concise manner. All instructors will meet the qualifications outlined in Appendix A of this document. ADEM will ensure instructor qualifications and that only qualified instructors deliver training.

ADEM has the responsibility for maintaining training records to satisfy normal Federal-grant documentation requirements and to be consistent with its established personnel record keeping practices for other emergency management and public safety training. The Training and Exercise Branch will establish and maintain a record keeping system that meets the requirements outlined in this document.

#### **4. RESPONSIBILITIES**

Administration of this plan will be an intergovernmental-coordinated effort, with jurisdictional responsibilities assigned to ensure that training is expertly developed and presented, expenses tracked, and participation properly evaluated and recorded. The principal organizations with training responsibilities are outlined below.

##### **a. The DHS/FEMA Region VI Staff is responsible for:**

- Granting initial approval for the development and conduct of courses
- Tracking State development of course material to ensure the achievement of performance goals and objectives
- Tracking and verifying training courses presented and numbers trained
- Assisting in developing and verifying of State training needs assessments
- Providing recommendations to the FEMA-HQ Staff concerning:
  - State and/or local issues and concerns
  - Scheduling of activities
- Evaluation of training activities
- Reviewing training-related documents as requested by the FEMA-HQ Training Staff using normal protocol and chain of command.

##### **b. ADEM Training and Exercise Branch Manager is responsible for:**

- The overall management of this plan

- Delegating appropriate authorities and responsibilities to the Training Section Chief
- Ensuring that new or amended skills and knowledge are communicated to DHS/FEMA Region VI as they are identified so that needs analysis information can be jointly maintained at State and Regional levels
- Serving as point of contact on training matters
- Assessing and updating training needs, as necessary
- Assisting in identifying audiences that require training
- Participating in training as student, evaluator, and/or instructor
- Participating, as appropriate, in the preparation of the annual budget proposal and amendments for funding training activities
- Providing guidance for local jurisdiction training
- Developing Plan of Instruction (POI) and training materials, as necessary, in support of training activities
- Identifying issues and problems requiring resolution
- Reviewing and analyzing instructional capabilities of potential instructors
- Keeping DHS/FEMA Region VI informed of any training changes
- Participating in reviews of training related documents
- Ensuring all training operations conform to guidance
- Assist in the development and delivery of Train the Trainer Courses
- Establish and maintain a record keeping system that meets the requirements outlined in this document
- Provide all training reports required by DHS/FEMA Region VI, in accordance with grant requirements

**c. Training Section Chief is responsible for:**

- Assisting the Training and Exercise Branch Manager in executing the duties outlined in this plan
- Assessing and updating training needs, as necessary
- Assisting in identifying audiences that require training
- Participating in training as student, evaluator, and/or instructor
- Participating, as appropriate, in the preparation of the annual budget proposal and amendments for funding training activities
- Keeping records of training expenditures
- Identifying issues and problems requiring resolution
- Reviewing and analyzing instructional capabilities of potential instructors
- Coordinating/maintaining the scheduling of training activities for state and local jurisdictions
- Maintaining records of training activities, qualified instructors, and participants
- Ensure certificates of training are issued to all participants that successfully complete training courses
- Will provide all training materials and supporting documents to instructors

- Ensure monthly training schedules are posted on the ADEM web site
- Ensuring all training operations conform to appropriate guidance
- Assist in the development and delivery of Train the Trainer Courses
- Coordinate all course changes with all instructors/county points of contact

**d. Training Instructors are responsible for:**

- Meeting and maintaining all instructor requirements as outlined in Appendix A of this document
- Coordinating with the Training Section Chief to secure all required training equipment/materials (must inventory and sign for equipment/materials) prior to each scheduled class
- Ensuring all required training documentation to include exam answer sheets, ADEM sign in sheets, student information sheets, end of course questionnaire, appropriate CEU sheets and certificate applications are properly completed and returned to the Training Section Chief within 10 working days following training;
- Maintain accountability of exam booklets and answer keys. In the event these items cannot be accounted for, the instructor will immediately notify the Training Section Chief.
- Coordination, setup and cleanup of training facility.

**f. Local Jurisdictions are responsible for:**

- Supporting ADEM's preparation of the annual training request and amendment
- Identifying local personnel requiring training
- Assisting in implementing training at the local level, when appropriate
- Coordinating local participation in training, as appropriate
- Maintaining records of training of local personnel consistent with ADEM and local emergency management and public safety personnel record keeping policies
- Assisting in needs assessments
- Arranging facilities for training, when appropriate
- Notifying the ADEM Training Section Chief when new training requirements are identified
- Providing a single point of contact for training matters

**5. PROCEDURES FOR SCHEDULING AND CONDUCTING TRAINING**

- a. The ADEM Training Section Chief maintains an annual schedule of courses offered throughout the state. Various levels of certification are offered through this plan and the Training Section will endeavor to offer as many of the required courses as possible each year. Jurisdictions may request

- specific courses as needed. These requests must be submitted at least sixty days in advance and have a minimum course roster of 20 participants. These requests will be served on a "first come/first served" basis and approval will be weighed against the annual training needs assessment. Requests for courses required for mandatory levels of certification will be given a higher priority status.
- b. The local jurisdiction will identify training needs and coordinate a class schedule and location with the local emergency responder department(s) and the ADEM Training Section Chief. In addition to the schedule and location, instructor(s) will be identified to teach the course. The local jurisdiction will ensure all trainees meet prerequisites in accordance with Section 6 of this document to attend training course.
  - c. In the event the ADEM Training Section Chief or his/her designee is unable to attend the training class, the identified instructor(s) will coordinate with the ADEM Training Section Chief for receipt of training equipment/materials.
  - d. Instructor(s) will coordinate arrival with the local jurisdiction that scheduled the training, allowing sufficient time to setup and test all equipment.
  - e. Instructor(s) will ensure all required training documentation is complete.
  - f. Instructor(s) will conduct training to include written and practical exams.
  - g. Instructor(s) will ensure all trainees complete and turn-in class critique.
  - h. Instructor(s) will ensure all equipment/materials are returned to ADEM within five working days following the class.
  - i. The instructor will grade the written exams and forward them to the ADEM Training Section Chief. The ADEM Training Section Chief will provide scores to the local jurisdiction.
  - j. The ADEM Training Section Chief will provide a certificate for each trainee who satisfactorily completes the course.
  - k. DHS/FEMA, through the Emergency Management Institute (EMI) offers a majority of the required courses in a distance learning format. These Independent Study (IS) Courses may be accessed through the Virtual Campus on the EMI Web Site located at:  
<http://training.fema.gov/emiweb/IS/crslist.asp>



Upon successful completion of these Independent Study courses, FEMA will provide certificates to trainees.

## **6. TRAINING STANDARDS, CERTIFICATIONS, COURSES, AND PRE-REQUISITES**

### **a. Training Standards**

#### **I. ADEM Personnel**

1. ADEM personnel, within six months of appointment will successfully complete the following courses:

- Principles of Emergency Management IS-230.b
- Hazardous Materials Awareness Level 1 Certification
- National Incident Management System IS-700.a
- National Response Plan IS-800.b
- Terrorism Awareness AWR-160 or IS
- Incident Command System IS-100.b /200.b

2. ADEM Supervisors, within six months of appointment will successfully complete the following inter-agency training courses:

1. Interpersonal Communications
2. T.H.E. Course
3. Grievance Prevention and Handling

3. ADEM personnel, within 12 months of appointment will successfully complete the following courses:

- Emergency Planning Course IS-235.a
- Leadership and Influence IS-240.a
- Decision Making and Problem Solving IS-241.a
- Effective Communications IS-242.a
- Developing Volunteer Resources IS-244.a
- Introduction to Exercises IS-120.a
- Exercise Design Course IS-139
- Intermediate Incident Command System G-300
- Information Security for Everyone AWR-175-W

4. ADEM personnel, within 24 months of appointment will successfully complete the following courses:

- Workplace Security Awareness IS-906
- Active Shooter: What You Can Do IS-907

- NIMS Multiagency Coordination System IS-701.a
  - NIMS Public Information System IS-702.a
  - NIMS Resource Management System IS-703.a
  - NIMS Communication and Information Management IS-704
5. ADEM Division and Branch Leaders, within 12 months of appointment will successfully complete the following courses:
- Advanced Incident Command System G-400  
Pre-requisite: IS-100/200/300
6. ADEM Director, Deputy Director and Team Chiefs, within 12 months of appointment will successfully complete:
- Integrated Public Alert and Warning System (IPAWS) IS-247
7. ADEM personnel, within 36 months of appointment will successfully complete a minimum of five of the following courses:
- Radiological Emergency Management IS-3
  - Building for the Earthquakes of Tomorrow IS-8.a
  - Animals in Disaster: Module 9 Community Planning IS-11.a
  - EOC Management and Operations IS-775
  - Retrofitting Flood Prone Residential Buildings IS-279
  - Role of Voluntary Agencies in Emergency Management IS-288
  - Radiological Emergency Response IS-301
  - Introduction to Mitigation IS-393.a
  - Introduction to Debris Operations IS-632.a
  - Introduction to FEMA's Public Assistance Program IS-634
8. ADEM Supervisors are strongly encouraged to complete the Advanced Professional Series outlined below (see page 10).

## **II. Local Emergency Managers**

1. Local Emergency Managers, within three months of appointment will successfully complete the following courses:
- National Incident Management System IS-700.a
  - National Response Plan IS-800.b

- Principles of Emergency Management IS-230.b
2. Local Emergency Managers, within six months of appointment will successfully complete the following courses:
- Hazardous Material Awareness Level 1 Certification
  - Terrorism Awareness AWR-160 or IS
  - Incident Command System IS-100.b /200.b
3. Local Emergency Managers, within twelve months of appointment will successfully complete the following courses:
- Hazardous Materials Operations Level 2 Certification
  - Basic Public Information Officers G-290
  - Emergency Planning Course IS-235.a
  - Leadership and Influence IS-240.a
  - Decision Making and Problem Solving IS-241.a
  - Effective Communications IS-242.a
  - Developing Volunteer Resources IS-244.a
  - Introduction to Exercises IS-120.a
  - Intermediate Incident Command System G-300
  - Advanced Incident Command System G-400
4. Local Emergency Managers, within 24 months of appointment will successfully complete the following courses:
- NIMS Multiagency Coordination System IS-701.a
  - NIMS Public Information System IS-702.a
  - NIMS Resource Management System IS-703.a
  - NIMS Communication and Information Management IS-704
5. Local Emergency Managers, within 36 months of appointment will successfully complete a minimum of five of the following courses:
- Radiological Emergency Management IS-3
  - Building for the Earthquakes of Tomorrow IS-8.a
  - Animals in Disaster: Module B
  - Community Planning IS-11.a
  - EOC Management and Operations IS-775
  - Retrofitting Flood Prone Residential Buildings IS-279
  - Role of Voluntary Agencies in Emergency Management IS-288
  - Radiological Emergency Response IS-301
  - Introduction to Mitigation IS-393.a

- Public Assistance Operations IS-631
- Introduction to Debris Operations IS-632.a
- Introduction to FEMA's Public Assistance Program IS-634

6. Local Emergency Managers will attend at least one of the following annual meetings:

- Arkansas Emergency Management Conference
- Arkansas Emergency Management Mid-Year Workshop

7. Local Emergency Managers are strongly encouraged to complete the Advanced Professional Series outlined below (see page 10).

## **b. Certifications**

### **I. Professional Development Series**

The Professional Development Series includes seven EMI Independent Study courses that provide a well-rounded set of fundamentals for emergency management professionals.

DHS/FEMA EMI will issue a certificate of completion for the Professional Development Series, after completing the following courses:

- Principles of Emergency Management IS-230
- Emergency Planning IS-235
- Effective Communication IS-242
- Decision Making and Problem Solving IS-241
- Leadership and Influence IS-240
- Developing and Managing Volunteers IS-244
- Introduction To Exercises IS-120

### **II. Advanced Professional Series**

#### **i. Introduction**

The Advanced Professional Series addresses top skills for performing emergency management and disaster duties. As such, IS courses do not exist for this series of instruction. To satisfy the certificate requirements for this series all five of the required courses and five of the sixteen electives must be successfully

completed. A certificate of completion signed by the EMI Superintendent and the ADEM Director and will be issued after attending the following courses and submitting a request for certificate issuance:

▪ **Required APS Courses**

- EOC Management and Operations IS-775
- Incident Command System/Emergency Operations Center Interface G-191
- Rapid Assessment Workshop G-250.7
- Recovery from Disaster, the Local Government Role G-270.4
- Mitigation for Emergency Managers G-393

▪ **Elective APS Courses**

- Donations Management Workshop G-288
- Multi-Hazard Emergency Planning for Schools G-362
- Emergency Planning and Special Needs Populations G-197
- Resources Management IS-703
- Debris Management G-202
- Mass Fatalities G-386
- Exercise Program Manager G-137
- Flood Fight Operations G-361
- Emergency Management Operations for Local Governments G-110
- Homeland Security Planning for Local Gov G-408
- Community Mass Care Management G-108
- Evacuation and Re-entry Planning G-358
- Basic Public Information Officers G-290
- Hazardous Weather and Flood Preparedness G-271
- Warning Coordination G-272
- Homeland Security Exercise Evaluation Program G-146
- Planning for the Needs of Children in Disaster G-366

**ii. Registration**

All courses offered are listed in the training schedule on the ADEM Web site at [www.adem.arkansas.gov](http://www.adem.arkansas.gov) . ADEM offers the courses in cooperation with the Department of Homeland Security and FEMA. Courses not offered in-state may be accessed through DHS/FEMA's Emergency Management Institute (EMI). Although some courses have a prerequisite, all courses are open to those that have an

emergency management interest. Students may register for any course on the ADEM web site or by contacting:

Arkansas Department of Emergency Management  
Preparedness Division/Training and Exercise Branch  
Building 9501, Camp Joseph T. Robinson  
North Little Rock, AR 72199-9600  
Telephone: 501-683-6700  
FAX: 501-683-7890

### **III. Emergency Manager Certification Program**

#### **i. Scope**

The Arkansas Emergency Management Certification provides a structured program for professional development. It is provided for support staff, administrative personnel, volunteers, technical specialists, and program managers in local jurisdictions, agencies, or state government emergency management programs.

#### **ii. Core Competencies**

Individuals holding Arkansas Certification will have demonstrated their competency to perform at their level of certification through the completion of training and professional projects in the following areas:

- Analyzing hazards and identifying risks
- Developing mitigation strategies to reduce risks and eliminate hazards
- Identifying resources that can be used to meet emergency needs
- Writing and coordinating emergency plans
- Developing, conducting, and critiquing emergency exercises
- Conducting public education and public information programs
- Recruiting, integrating, and managing volunteers, individually and as agencies, capable of supporting emergency management
- Coordinating emergency response and recovery operations, including the operation of an emergency operations center

- Managing the administrative, budgetary, staffing, and other program requirements of the emergency management program

#### iv. Levels of Certification

##### a. Arkansas Certified Emergency Manager (ACEM):

- Candidates for certification must complete the courses outlined below; and must have a minimum of two years work experience in emergency management or a related field.

##### 1. Required Courses (Field delivered courses (G) are acceptable for FEMA Independent Study (IS) courses)

- Hazardous Materials Awareness Level 1
- Principles of Emergency Management IS-230.b
- Emergency Planning Course IS-235.a
- Leadership and Influence IS-240.a
- Decision Making and Problem Solving IS-241.a
- Effective Communications IS-242.a
- Developing Volunteer Resources IS-244.a
- Introduction to Exercises IS-120
- Basic Incident Command System IS-100.b
- Incident Command System for Single Resources and Initial Action Incidents IS-200.b
- Terrorism Awareness AWR-160
- Basic Public Information Officer G-290
- National Incident Management System IS-700.a
- National Response Plan IS-800.b

##### 2. Complete Five of the following electives (Field delivered courses (G) are acceptable for FEMA Independent Study (IS) courses)

- Radiological Emergency Management IS-3
- Building for the Earthquakes of Tomorrow IS-8.a
- Animals in Disaster: Module B  
Community Planning IS-11.a  
EOC Management and Operations IS-775

- Retrofitting Flood Prone Residential Buildings IS-279
- Role of Voluntary Agencies in Emergency Management IS-288
- Radiological Emergency Response IS-301
- Introduction to Mitigation IS-393.a
- Introduction to FEMA's Public Assistance Program IS-634
- Introduction to Debris Operations IS-632.a

b. Arkansas Master Certified Emergency Manager (AMCEM):

- Certification requires meeting the course objectives outlined below, plus the requirements of the Certified Emergency Manager.

1. Required Courses

- Arkansas Certified Emergency Manager CEM
- Hazardous Materials Operations Level 2
- EOC Management and Operations G-275
- Incident Command System / Emergency Operations Center Interface G-191
- Rapid Assessment Workshop G-250.7
- Recover from Disaster, the Local Government Role G-270.4
- Mitigation Planning Workshop for Local Governments G-318
- Incident Command System-Intermediate ICS-300
- Incident Command System-Advanced ICS-400

2. Complete five of the following electives

- Donations Management Workshop G-288
- Multi-Hazard Emergency Planning For Schools G-362
- Emergency Planning/Special Needs Populations G-197
- Resource Management G-276
- Debris Management G-202
- Mass Fatalities G-386
- Exercise Program Manager G-137
- Flood Fight Operations G-361



- Homeland Security Planning for Local Governments G-408
- Community Mass Care Management G-108
- Evacuation and Re-entry Planning G-358
- Hazardous Weather and Flood Preparedness G-271
- Warning Coordination G-272

3. Complete one of the E-900 series courses (Integrated Emergency Management Courses) offered through FEMA's Emergency Management Institute (EMI)

#### **v. Certification Period**

Certification at any level will be valid for three years. Completion of certification requirements at a higher level will automatically extend the certification for three years based on the new date of qualification.

To qualify for recertification, the individual must complete a recertification application and provide proof of the following:

##### 1. Certified Emergency Manager

- Completion of a minimum of eight hours continuing education in emergency management related courses per year
- Any additional courses mandated by federal or state programs

##### 2. Master Certified Emergency Manager

- Completion of a minimum of 24 hours continuing education in emergency management related courses per year
- Any additional courses mandated by federal or state programs

#### **IV. Hazardous Materials Certifications**

Personnel having a role in the response to hazardous material incidents must have certification appropriate to the level of their response function. To facilitate this requirement, ADEM offers certification at the following levels:

- Level 1-Hazardous Materials Awareness
- Level 2-Hazardous Materials Operations
- Level 3-Hazardous Material Technician

Certification granted for these levels is for a five year period. To qualify for recertification an individual must complete 4 hours per year of hazardous materials related continuing education for Awareness level, 8 hours per year for Operations level, and 24 hours per year for Technician level certification.

## c. Courses and Prerequisites

### I. Emergency Management Course Descriptions

#### a. NIMS Training

##### 1.1. **IS 700.a-An Introduction to the National Incident Management System (NIMS), required for ALL responders with a role in your Emergency Operations Plan.**

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. You can also find information about NIMS at: <http://www.fema.gov/nims/>

This course introduces NIMS and explains the purpose, principles, key components and benefits of NIMS.

IS 700.a may be completed online at: <http://training.fema.gov/EMIWeb/IS/is700a.asp> or coordinated through your local Office of Emergency Management.

##### 1.2. **IS 800.B-An Introduction to the National Response Framework, required for all responders serving as Section Chiefs, Branch Directors, Division/Group Supervisors in the ICS structure, EOC/MACC Staff, Agency/Department Heads, and Command/General Staff.**

The course introduces participants to the concepts and principles of the National Response Framework. This course is intended for government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials – those who have a

responsibility to provide for effective response. You can find more information about the National Response Framework by clicking on the following link [www.fema.gov/nrf](http://www.fema.gov/nrf)

IS 800.B replaces IS 800.A and IS 800. Those responders who have completed past versions are not required to complete this updated version; however, it is recommended that you review the information presented. This course may be completed on line at: <http://training.fema.gov/emiweb/is/is800b.asp> or coordinated through your local Office of Emergency Management.

**1.3. IS 100.b (ICS 100.b)-An Introduction to the Incident Command System (ICS), required for ALL responders with a role in your Emergency Operations Plan.**

ICS 100.b, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

IS 100 may be completed online at: <http://training.fema.gov/EMIWeb/IS/IS100b.asp> or coordinated through your local Office of Emergency Management.

**1.4. IS 200.b (ICS 200.b)-ICS for Single Resources and Initial Action Incidents, required for first line supervisory staff, Section Chiefs, Branch Directors, Division/Group Supervisors EOC/MACC Staff, Command/General Staff in the ICS structure, and Agency/Department Heads with EOC/MACC responsibilities.**

ICS 200.b is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

IS 200.b may be completed online at: <http://training.fema.gov/EMIWeb/IS/IS200b.asp> or coordinated through your local Office of Emergency Management.

**Prerequisites: IS 100.b**

**1.5. ICS 300 (G 300)-ICS, Intermediate, required for Section Chiefs, Branch Directors, Division/Group Supervisors EOC/MACC Staff, Command/General Staff in the ICS structure, and Agency/Department Heads with EOC/MACC responsibilities.**

This course covers Organization and Staffing, Organizing for Incidents and Events, Resource Management, and Air Operations. Course

topics include: ICS staffing and organization, including reporting and working relationships and information flow, Transfer of command, Unified Command functions in a multi-jurisdictional or multi-agency incident, ICS Forms, Resource Management, and Interagency mission planning and procurement.

ICS 300 is an ADEM delivered course, as such, it is not available online. You may register for this course by selecting the “Online Registration” link located on the ADEM Emergency Management Training page.

**Prerequisites: IS 100.b, IS 200.b**

**1.6. ICS 400 (G 400)-ICS, Advanced, *required for Command/General Staff in the ICS structure, and Agency/Department Heads with EOC/MACC responsibilities.***

This course expands upon the material covered in IS-100 through ICS-300. ICS-400 focuses on large single-agency and complex multi-agency/ multi-jurisdictional incident response. The course addresses area command and staff issues, as well as the planning, logistical, and fiscal considerations associated with complex incident management and interagency coordination. Topics include: Command and General Staff, Deputies and assistants, Unified Command, and Organizational relationships between Area Command, Unified Command, Multi Entity Coordination Systems, and Emergency Operations Centers (EOCs).

ICS 400 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page.

**Prerequisites: IS 100, IS 200, ICS 300**

**1.7. IS 701.a-Multi-Agency Coordination System, *recommended for Section Chiefs, Branch Directors, Division/Group Supervisors EOC/MACC Staff, Command/General Staff in the ICS structure, and Agency/Department Heads with EOC/MACC responsibilities.***

A multi-agency coordination system is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. The primary functions of multi-agency coordination systems are to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions using incident management priorities, coordinate incident management related information, and coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies. A

typical multi-agency coordination system may contain one or several Emergency Operations Centers (EOCs). A typical multi-agency coordination system may contact numerous Department Operations Center (DOCs). Depending upon the type and location of the emergency/disaster, various command elements (i.e. area commands, unified command or the incident commander) will have to coordinate activities within an established multi-agency coordination system.

This course will describe to participants the components of a multi-agency coordination system and establish relationships between all elements of the system.

IS 701.a may be completed online at:

<http://training.fema.gov/EMIWeb/IS/is701a.asp> or coordinated through the ADEM Training Section.

**1.8. IS 702.a, NIMS Public Information System, recommended for Section Chiefs, Branch Directors, Division/Group Supervisors EOC/MACC Staff, Command/General Staff in the ICS structure, and Agency/Department Heads with EOC/MACC responsibilities.**

The public information systems described in NIMS are designed to effectively manage public information at an incident, regardless of the size and complexity of the situation or the number of entities involved in the response.

The goal of this course is to facilitate NIMS compliance by providing you with the basic information and tools that you need to apply the NIMS public information systems and protocols during incident management.

IS 702.a may be completed online at:

<http://training.fema.gov/EMIWeb/IS/is702a.asp> or coordinated through the ADEM Training Section.

**1.9. IS 703.a, NIMS Resource Management, recommended for Section Chiefs, Branch Directors, Division/Group Supervisors EOC/MACC Staff, Command/General Staff in the ICS structure, and Agency/Department Heads with EOC/MACC responsibilities.**

This course provides the principles, tools, processes, and systems used in the NIMS that incident managers need for timely and effective resource management during an incident.

The course shows that resources, including personnel, teams, facilities, equipment and supplies, are managed through this NIMS system by advance planning, resource identification and ordering, categorizing resources, use of agreements, acquisition management,

management information systems, and protocols for ordering, mobilization and dispatching.

The course begins with resource management concepts and principles, and then addresses how to get an organization ready for managing resources in disasters. Next the course focuses on management of resources during an incident and goes on to a section dealing with the complex incident. There is then a section about reassessing readiness in the post-incident period followed by a summary and conclusion.

This course will supersede G-276, Resource Management. For purposes of the Advanced Professional Series, those who have completed G-276 may still claim credit for it as an elective, or IS-703 will count toward that elective.

IS 703.a may be completed online at:  
<http://training.fema.gov/EMIWeb/IS/is703a.asp> or coordinated through the ADEM Training Section.

#### **1.10. IS 704-NIMS, Communications and Information Management,**

***recommended for Section Chiefs, Branch Directors, Division/Group Supervisors EOC/MACC Staff, Command/General Staff in the ICS structure, and Agency/Department Heads with EOC/MACC responsibilities.***

At the end of this course, students will be able to:

- Identify the components of NIMS Communications and Information Management.
- Identify capabilities required to achieve effective communications and information management.
- Assess the communications and information management capability of your jurisdiction or agency.
- Describe processes and forms for managing incident information flow.
- Identify strategies for continually improving communications and information management systems and maintaining their readiness.

IS 704 is available online only and may be completed at:

<http://training.fema.gov/EMIWeb/IS/IS704.asp>

#### **1.11. IS 706-NIMS, An Introduction to Intrastate Mutual Aid,** ***recommended for Section Chiefs, Branch Directors, Division/Group Supervisors EOC/MACC Staff, Command/General Staff in the ICS***

***structure, and Agency/Department Heads with EOC/MACC responsibilities.***

This course provides an introduction to NIMS intrastate mutual aid and assistance. You will learn about the purpose and benefits of mutual aid and assistance. You will also learn about the emphasis that NIMS places on mutual aid and assistance. The course explains how to develop mutual aid and assistance agreements and mutual aid operational plans.

IS 706 may be completed online at:  
<http://www.training.fema.gov/EMIWeb/IS/IS706.asp> or coordinated through the ADEM Training Section.

**1.12 ICS 402, ICS Overview for Executives and Senior Officials**

The purpose of this course is to provide an orientation to the Incident Command System (ICS) for Executives and Senior Officials (including elected officials, city/county managers, agency administrators, etc.). This course ***DOES NOT*** replace any of the required ICS courses (IS 100, IS 200, ICS 300, ICS 400).

ICS 402 is an ADEM delivered course, as such, it is not available online. You may coordinate delivery of this course through the ADEM Training Section.

**1.13 Homeland Security Exercise Evaluation Program Mobile Training Course (HSEEP MTC), *recommended for Section Chiefs, Branch Directors, Division/Group Supervisors EOC/MACC Staff, Command/General Staff in the ICS structure.***

The HSEEP Training Course is an interactive course that allows participants to share personal lessons learned and best practices while gaining practical experience. In addition to the instructor led course presentations, the course includes small group activities, videos, group discussions, and introductions to HSEEP and related initiatives such as technology (e.g., HSEEP Toolkit) and capabilities-based planning (e.g., TCL and UTL). This blended approach will give participants hands-on experience that readily translates to real-world exercise responsibilities. Activities include creating exercise documentation, conducting exercise planning conferences and briefings, and practicing exercise evaluation.

HSEEP MTC is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinated through the ADEM **Exercise** Section.

**1. Professional Development Series**

The Professional Development Series includes seven Emergency Management Institute independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. Many students build on this foundation to develop their careers.

Students who complete all the courses will receive a PDS Certificate of Completion from FEMA's Emergency Management Institute (EMI).

### **2.1 IS 120.a Introduction to Exercises (Replaced IS 139 Exercise Design)**

This introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC).

IS 120.a may be completed online at:  
<http://training.fema.gov/EMIWeb/IS/IS120A.asp> or coordinated through the ADEM **Exercise** Section.

### **2.2 IS 230.b, Fundamentals of Emergency Management**

Emergency management provides a structure for anticipating and dealing with emergency incidents. Emergency management involves participants at all governmental levels and in the private sector. Activities are geared according to phases before, during, and after emergency events. The effectiveness of emergency management rests on a network of relationships among partners in the system.

The goal of this course is to introduce you to the fundamentals of emergency management as an integrated system, surveying how the resources and capabilities of all functions at all levels can be networked together in all phases for all hazards.

IS 230.b may be completed online at:  
<http://training.fema.gov/EMIWeb/IS/is230b.asp> or coordinated through the ADEM Training Section.

### **2.3 IS 235.a, Emergency Planning**

This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.



IS 235.a may be completed online at:  
<http://training.fema.gov/EMIWeb/IS/is235a.asp> or coordinated through  
the ADEM Training Section.

#### **2.4 IS 240.a, Leadership and Influence**

Being able to lead others - to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system - is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your leadership and influence skills.

IS 240.a may be completed online at:  
<http://training.fema.gov/EMIWeb/IS/is240a.asp> or coordinated through  
the ADEM Training Section.

#### **2.5 IS 241.a, Decision Making and Problem Solving**

Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills.

IS 241.a may be completed online at:  
<http://training.fema.gov/EMIWeb/IS/is241a.asp> or coordinated through  
the ADEM Training Section.

#### **2.6 IS 242.a, Effective Communication**

Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your communication skills.

IS 242.a may be completed online at:  
<http://training.fema.gov/EMIWeb/IS/is242a.asp> or coordinated through  
the ADEM Training Section.

#### **2.7 IS 244.a, Developing and Managing Volunteers**

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. The course provides procedures and tools for building and working with voluntary organizations.

IS 244.a may be completed online at:  
<http://training.fema.gov/EMIWeb/IS/is244a.asp> or coordinated through  
the ADEM Training Section.

### **3. Advanced Professional Series (APS)**

The ability to perform essential work in a disaster requires skills in emergency operations and management. These skills may be developed through this series of courses that offers "how to" training focused on practical information. This new series emphasizes applied skills in disaster operations, alongside of and building on Professional Development Series management and coordination skills.

The original Advanced Professional Series (APS) course lineup was established five years ago, and updated in 2004, to motivate and challenge students to continue emergency management training. Courses address top skills for performing emergency management and disaster duties. APS courses are classroom courses unless otherwise noted.

Students who complete the five required courses and five of the electives are eligible to request through ADEM a Certificate of Completion issued by the Emergency Management Institute's Directorate.

#### **APS Required Courses:**

### **3.1 G 775, EOC Management and Operations (may substitute with IS 775)**

This provides participants with the knowledge and skills to effectively manage and operate an EOC during crisis situations. The course covers locating and designing an EOC, how to staff, train, and brief EOC personnel, and how to operate an EOC during various situations. It is modular so that it is flexible to meet various jurisdictions' needs.

G 775 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.2 G 191, Incident Command System (ICS)/Emergency Operations Center (EOC) Interface**

The course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.

G 191 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management

Training page or coordinate delivery through the ADEM Training Section.

### **3.3 G 250.7, Rapid Assessment Workshop**

Communities can use the Resource Guide and Facilitator's Guide when developing the plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster. This intelligence is used to prioritize response activities, allocate available resources, and specifically request resources from other sources to save and sustain lives.

G 250.7 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.4 G 270.4, Recovery from Disaster, the Local Government Role**

This workshop is designed for local government disaster recovery professionals (elected officials, city/county administrators, emergency management coordinators, public works directors, building inspectors, community planners, and unmet needs committee coordinators).

The workshop covers the roles, responsibilities, and major tasks of each team member during short- and long-term recovery. Course materials include checklists, sample forms, brochures, public notices, sample news releases, sample ordinances, and other resources (in hard copy and electronic file) to assist local recovery teams in their jobs.

G 270.4 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.5 G 393, for Emergency Managers**

This course is designed to train emergency managers and other interested individuals who have no specialized technical background, but can support mitigation efforts as advocates. The course provides activities and exercises that build the participants' abilities to: perform the tasks and responsibilities of the emergency manager's role; create long-term strategies for disaster-resistant communities; identify local mitigation opportunities; select mitigation solutions to hazard risk problems; find resources to carry out mitigation activities in a

postdisaster environment.

Selection Criteria: Tribal and local government officials, emergency managers, community leaders in such efforts as voluntary organizations, businesses and industries, and other emergency service personnel.

**Prerequisites:** IS-393, Introduction to Mitigation

G 393 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

**APS Electives: (3.6-3.20, must complete a minimum of five)**

### **3.6 IS 271 (Independent Study), Anticipating Hazardous Weather and Community Risk**

**Note:** This course is on a **non-federal government website** operated by the Cooperative Program for Operational Meteorology, Education, and Training (COMET).

As an emergency manager, you play a special role in anticipating and preparing for hazardous weather. This course will help you meet this challenge more effectively by:

- Enhancing your ability to **recognize potentially hazardous weather and flooding situations** and how they may affect your community
- Familiarizing you with National Weather Service (NWS) products so that you understand how to **use and interpret forecasts**
- Encouraging you to **develop a partnership** with the NWS well in advance of a threat

This course has four main sections:

- **Weather:** Provides a basic introduction to meteorology, particularly as it relates to hazardous weather.
- **Hazards:** Describes the factors that can turn a merely inconvenient weather event into a disaster. The section also presents fact sheets on the most common hazardous weather events that occur in the United States. These fact sheets reproduce the information found in the **Resource**

**Guide** used in the **Hazardous Weather and Flooding Preparedness** (G271) course.

- **Forecasting:** Explains the forecast process and what limits forecast accuracy. A summary of the various forecast products is provided.
- **Warning Partnership:** Discusses the various pieces that go into producing an effective response to a hazardous situation.

IS 271 may be completed online at:

<http://www.training.fema.gov/EMIWeb/IS/is271.asp>

**G 288** importance of effective planning to others and lead individuals in their schools and community through the process of developing an effective multi-hazard program.

G 288 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.8 , Donations Management Workshop**

This workshop addresses the planning considerations and operational requirements for an effective donations management system at the state and/or local level. A special emphasis is put between state/local government and voluntary agencies as the key to success in donations management.

G 288 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.9 G 362, Multi-Hazard Emergency Planning for Schools**

This course will provide participants with the basic information and tools needed to develop effective plans for the wide array of potential emergencies that schools may face.

Participants completing the course will be able to explain the **G 197, Emergency Planning and Special Needs Populations**

This course is intended to provide those with responsibilities for providing emergency planning or care of seniors, people with disabilities, and/or special needs groups with the skills and knowledge they will need to prepare for, respond to, and recover from emergency situations.

G 197 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.11 G 202, Debris Management**

This course is designed for state and local personnel at all levels as well as public works directors, their staffs, and waste management personnel. The course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from debris generating events.

G 197 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.12 G 386, Mass Fatalities**

This course prepares local and state response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster.

G 386 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.13 G 361, Flood Fight Operations**

This course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises, the course will take participants through the complete process from well before the flood to clean-up afterwards. Officials from every community at risk of flooding

should take this training. While this training emphasizes how to conduct a flood fight, it provides information to help communities decide if a flood fight is possible and worth the effort and cost. Diagrams with materials lists and equipment and labor requirements to construct various types of temporary flood protection can be used to help determine if there is enough time and resources to protect the community. If the whole community cannot be protected, then officials must decide where to concentrate their efforts to protect some areas and/or evacuate and relocate what they can. If a flood fight is undertaken, it should be done the right way or the effort will be wasted.

G 361 is an ADEM coordinated course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.14 G 110, Emergency Management Operations Course for Local Governments**

The EMOC is designed for local communities that may not be able to participate in FEMA's resident Integrated Emergency Management Courses. The EMOC is an exercise-based program with planning sessions that begin weeks prior to the actual course, and it includes classroom sessions and exercises. The flexible format of the EMOC allows it to be conducted in a 2½-day or 3-day format. The purpose of the EMOC is to improve operational capabilities as they relate to managing emergencies in the local community.

The course places emphasis on the Emergency Operations Center (EOC) as a focal point for managing a simulated emergency.

G 110 is an ADEM coordinated course, as such, it is not available online. You may coordinate delivery through the ADEM **Exercise** Section. G 110 serves as an **alternate** to the Integrated Emergency Management Course requirement on the Arkansas Master Certified Emergency Manager certification.

### **3.15 G 408, Homeland Security Planning for Local Governments (formerly Terrorism Planning)**

This course teaches participants to evaluate, revise, or develop a homeland security appendix to their jurisdiction's existing Emergency Operations Plan (EOP). The course addresses such key issues as vulnerability analysis and command and control for homeland security events. In keeping with recommendations of the Gilmore Commission, this course builds on existing emergency response systems as articulated by the local EOP.

Participants must bring a current copy of their EOP and a map of their jurisdiction to the training. This course supplements EMI's Emergency Planning Workshop

G 408 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.17 G 108, Community Mass Care Management**

This course is intended to equip emergency management staff and voluntary agency personnel with the knowledge and skills necessary to perform as effective mass care coordinators in a broad range of disaster situations. The course covers how to assess and size up mass care needs; how to plan for mass care; recruitment, training, and exercises for mass care personnel; and actions to take in short term and long-term mass care operations (response and recovery).

G 108 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.18 G 358, Evacuation and Re-entry Planning**

This course is designed to provide participants with knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdictions. It uses a community's vulnerability analysis and evacuation plan. It also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient.

G 358 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.19 G 290, Basic Public Information Officers**

This course is intended for the new or less experienced PIO. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, and television interviews.



G 290 is an ADEM delivered course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

### **3.20 G 272, Warning Coordination**

This course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). It is designed to be conducted jointly by NWS warning coordination meteorologists and state emergency management staff for an audience of local emergency managers. Every year the United States experiences more severe weather than any other country in the world. In order to reduce deaths, injuries, and property losses, emergency managers must work closely with the NWS and the news media to provide effective warnings that can be received and understood by people at risk. This course is intended to help facilitate that process.

G 290 is an ADEM coordinated course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

## **4. Other Emergency Management Course Offerings**

### **4.1 G 130, Exercise Evaluation**

This course provides knowledge and develops skills that will enable those attending to manage exercise evaluation activities before during, and after an emergency management exercise.

G 130 is an ADEM coordinated course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM **Exercise** Section.

### **4.2 G 135, Exercise Control/Simulation**

This course is designed for experienced emergency exercise staff to perform tasks as chief exercise controllers or control team leaders for emergency management exercises. Participants are challenged to examine exercise concepts and objectives, develop exercise control plans, and perform an examination of the tasks necessary to perform effective exercise control and simulation for tabletop, functional, and full-scale exercises.

G 135 is an ADEM coordinated course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM **Exercise** Section.

G 250.8 is an ADEM coordinated course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM **Exercise** Section.

#### **4.5 G 362, Multi-hazard Emergency Planning for Schools**

This course will provide participants with the basic information and tools needed to develop effective plans for the wide array of potential emergencies that schools may face.

Participants completing the course will be able to explain the importance of effective planning to others and lead individuals in their schools and community through the process of developing an effective multi-hazard program.

G 362 is an ADEM coordinated course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

#### **4.8 G 249, Managing People in Disasters, a Local Perspective**

This course is aimed at preparing people to step in to manage and supervise in chaotic and stressful crisis situations. The package of skills offered in this course should enable an emergency manager to shift from managing a normal office environment to supervising an expanded staff in rapidly changing conditions. Major topics include communicating, community relationships, leadership, managing staff, teams, and managing the work. Selection Criteria: Anyone who performs emergency management work. This course applies many of the basic skills of the Professional Development Series within a disaster context, and thus offers the possibility of being given as a Capstone experience or offered as refresher modules at conferences and other functions.

G 249 is an ADEM coordinated course, as such, it is not available online. You may register for scheduled courses by selecting the “Online Registration” link located on the ADEM Emergency

Management Training page or coordinate delivery through the ADEM Training Section.

#### **4.10 G 357, Emergency Response to Criminal and Terrorist Incidents**

The primary goals of this course include increasing safety by describing hazards that may exist at crime scenes, enhancing evidence preservation and rescue efforts and fostering cooperative working relationships among all responders through role and responsibility clarification. The course uses a combination of instructor-led discussions and video presentations and concludes with an exercise.

G 357 is an ADEM coordinated course, as such, it is not available online. You may register for scheduled courses by selecting the "Online Registration" link located on the ADEM Emergency Management Training page or coordinate delivery through the ADEM Training Section.

#### **4.12 AWR 175-W Information Security for Everyone**

Information Security for Everyone is a course that is designed to teach the principles and practices that all computer users need to keep themselves safe, both at work and at home. By presenting best practices along with a small amount of theory, trainees are taught both what to do and why to do it. Topics covered include how to secure both clean and corrupted systems, protecting your personal data, securing simple computer networks, and safe Internet usage.

AWR 175-W is available in an Independent Study format only. It may be accessed at:

[https://www.act-online.net/index.php?option=com\\_matrix](https://www.act-online.net/index.php?option=com_matrix) . Select the course link and follow the instructions to create an account with the vendor. This is a DHS approved course and is offered at no charge.

## **II. Hazardous Materials Courses**

### **HazMat Awareness – Level 1**

#### **Course Description**

Learn to recognize the presence of hazardous materials and take appropriate action as a first responder at the awareness level. This course is designed for first responders who are mandated by law or necessity to prepare for and respond emergency incidents involving

hazardous materials. The course provides responders with awareness level training to take initial protective actions when hazardous materials are encountered. It meets OSHA, EPA and NFPA training objective.

**Course Length**

8 Hours

**Prerequisite**

None

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Communications  
Health Care  
Public Health

**HazMat Operations – Level 2**

**Course Description**

Learn to recognize the presence of hazardous materials and take appropriate action as a first responder at the operation level. This course is designed for first responders who at the Operations level respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually attempting to stop the release. Their function is to contain the release at a safe distance, keeping it from spreading and preventing exposures. It meets OSHA, EPA and NFPA training objectives.

**Course Length**

16 hours

**Prerequisite**

HazMat Awareness

**Target Audience/Description**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

**HazMat Technician – Level 3****Course Description**

Learn to control the release of hazardous materials and take appropriate actions as a first responder at the technician level. This course is designed for first responders who at the Technician level respond to releases at hazardous substance for the purpose of controlling the release. They are more aggressive in that they take action to plug, patch or otherwise stop the release. They are required to use specialized chemical protective clothing and specialized control equipment. The course meets OSHA, EPA and NFPA training objectives.

**Course Length**

80 hours

**Prerequisite**

HazMat Awareness & Operations

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

**HazMat Technician Refresher**

**Course Description**

This course is designed as a refresher for first responders who at the Technician level respond to releases or potential releases of hazardous substances for the purpose of controlling the release. They are more aggressive in that they will take action to plug, patch or otherwise stop the release. They are required to use specialized chemical protective clothing and specialized control equipment. The course meets OSHA, EPA and NFPA training objective.

**Course Length**

24 Hours

**Prerequisite**

HazMat Tech

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

**HazMat ICS Course****Course Description**

This course references National Fire Protection Association (NFPA) standards; specifically, NFPA Standard 472: Professional Competence of Responders to Hazardous Materials Incidents, 1997 edition, which covers hazardous Materials- Incident Commander.

**Course Length**

16 Hours

**Prerequisite**

HazMat Awareness & Operations

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

## **Chemistry for Emergency Response**

### **Course Description**

This course gives Emergency Responders the knowledge to ensure a hazard-based response and risk-based decisions when confronted with incident involving hazardous materials and weapons of mass destruction.

### **Course Length**

40 Hours

### **Prerequisite**

HazMat Awareness, HazMat Operations & HazMat Technician

### **Target Audience/Discipline**

Emergency Management  
Emergency Operations  
Emergency Medical  
Fire  
Hazardous Materials  
Incident Command  
Law Enforcement

## **Meth Lab Awareness**

### **Course Description**

Course Trains first responders to recognize a clandestine methamphetamine laboratory or drug laboratory paraphernalia/supplies and to implement actions to protect themselves and the public. Describes the general hazards of clandestine methamphetamine laboratories, the risk and potential

negative outcomes they resent to first responders, and describe the role of the First Responder at the scene.

**Course Length**

4 Hours

**Prerequisite**

None

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

**Emergency Response Guidebook (ERG) Course**

**Course Description**

This course has been developed to provide emergency responders with training in the use of the Emergency Response Guidebook before they are called upon to use the book in an emergency. This training is targeted to all emergency responders including fire, police, EMS.

**Course Length**

4 Hours

**Prerequisite**

None

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works



Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

**Biodiesel Awareness**  
**Course Description**

Instruction in the knowledge of biodiesel fuels, including their use, chemical and physical characteristics, transportation and transfer. This course provides responders with awareness level training to take initial protective actions when biodiesel is encountered

**Course Length**

4 Hours

**Prerequisite**

None

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administrative  
Public Safety Communications  
Health Care  
Public Health

**Ethanol Awareness**  
**Course Description**

Instruction in the knowledge of ethanol and ethanol-blended fuels, including their use, chemical and physical characteristics, transportation and transfer. This course provides responders with awareness level training to take initial protective actions when ethanol and ethanol-blended fuels is encountered

**Course Length**

6 Hours

**Prerequisite**

None

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administrative  
Public Safety Communications  
Health Care  
Public Health

**III. Terrorism Preparedness Courses****Emergency Response to a Criminal/Terrorist Incident****Course Description**

The purpose of the Emergency Response to a Criminal/Terrorist Incident training is to increase local emergency responders' ability to preserve evidence performing rescue and fire suppression activities, foster a cooperative working relationship when working together in responding to criminal incidents, and prepare for incidents when Federal responders are involved.

Course Length

8 Hours

**Prerequisite**

None

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

**WMD Crime Scene Management for Emergency Responders****Course Description**

This course provides emergency responders with an understanding of the crime scene process. Responders will also learn how to assist in crime scene protection and interact with crime scene investigators. This awareness-level course was developed to serve the needs of emergency responders who have no previous training in responding to weapons of mass destruction (WMD) crime scenes.

**Course Length**

8 Hours

**Prerequisite**

Affiliation with a public safety agency

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Safety Communications

**Certificate**

Center for Domestic Preparedness Certificate of Completion

**Incident Response to Terrorist Bombing- Awareness**

**Course Description**

This course provides basic instruction on response procedures for terrorist incidents involving energetic materials (explosives and incendiaries). The course includes classroom presentations that address potential terrorist bombing targets in U.S. communities, common military and commercial explosives available to terrorist, improvised explosive devices (IEDs), and response procedures that support safe and effective, operations during bombing incidents.

**Course Length**

4 Hours

**Prerequisite**

Course participants must meet one of the following criteria:

Be certified by the department as a firefighter, law enforcement officer, emergency medical response personnel, or be assigned to a

position in another agency that provides initial response to bombing incidents

Be employed by State or local government crisis-planning organization or civil defense organization; civil public works department or publicly owned utility; mutual-aid partners in crisis management; public or private health community; Red Cross and shelter operations; public school system; allied professionals (on a need-to-know basis); and other responding personnel with a need to know

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Fire Service  
Hazardous Material (HazMat)  
Public Safety Communications  
Public Works

**Certificate**

New Mexico Institute of Mining and Technology,  
Energetic Materials Research and Testing Center  
Certificate

**WMD Radiological/Nuclear Awareness Course**

**Course Description**

This course is a weapons of mass destruction (WMD) radiological/nuclear overview designed for first responders and other personnel who are likely to be the first to arrive on the scene of a radiological/nuclear incident. It focuses in the basics of radiation, possible health effects, hazards identification, and proper notification procedures. The course consists of classroom instruction.

**Course Length**

6 Hours

**Prerequisite**

None

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency

Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

**Certificate**

U.S. Department of Energy, National Center for Exercise Excellence,  
Nevada Test Site certificate

**WMD Awareness-Level Training Course  
AWR-160 Awareness-Level Course**

**Course Description**

Developed by the National Domestic Preparedness Consortium (NDPC), the WMD Awareness-Level Training Course is a six-hour training program that provides emergency responders with awareness-level instruction on recognition, avoidance, isolation, and notification techniques in a weapons of mass destruction (WMD) environment. The course covers prevention and deterrence and chemical, biological, radiological, nuclear, explosive (CBRNE) hazards.

**Course Length**

6 Hours

**Prerequisite**

Responders applying for the course must submit the enrollment application provided by the NDPC.

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Emergency Management Agency  
Fire Service  
Hazardous Material (HazMat)  
Public Works  
Governmental Administration  
Public Safety Communications  
Health Care  
Public Health

**Certificate**

ODP Certificate of Completion

**Prevention of and Response to Suicide Bombing Incidents****Course Description**

This course provides training on a suicide bombing threat. The course includes familiarization with improvised explosive devices (IEDs) and explosive materials typically used in suicide bombings. It also addresses actions that individual emergency responders can take to assist in preventing or deterring suicide bombings, as well as techniques, tactics, and procedures that support an effective and safe response to a suicide bombing.

**Course Length**

4 Hours

**Prerequisite**

Course participants must be certified in agencies as firefighters, law enforcement officers, or emergency medical response personnel, or be assigned to a position in another agency that provides initial response to suicide bombing incidents.

**Target Audience/Discipline**

Law Enforcement  
Emergency Medical Services  
Fire Service  
Public Safety Communications

**Certificate**

New Mexico Institute of Mining and Technology  
Energetic Materials Research and Testing Center  
Certificate

**7. PLAN MAINTENANCE**

The ADEM Training and Exercise Branch Chief and the Training Section Chief will be responsible for review and updating this document on an annual basis.

## APPENDIX A

### ADJUNCT TRAINING INSTRUCTOR REQUIREMENTS

1. Instructors selected to teach courses are required to possess a technical competency in the topic area, with the ability to impart information in a logical and concise manner. The following requirements must be accomplished to ensure high standards are maintained for all personnel instructing courses:
  - a. All new instructors will successfully complete a Train the Trainer Course with a minimum of 90% on the final exam or provide documentation of training from a recognized training institute, with a minimum of 40 hours instructor training.
  - b. Possess current certificate of training in the subject matter, with a minimum score of 90% on the final exam.
  - c. Instructors will teach/co-teach a minimum of two classes per year to maintain competency in the topic area and authorization to teach courses. Exceptions will be reviewed by the Training and Exercise Branch Manager on a case by case basis.
  - d. ADEM Adjunct Instructors will complete an affidavit stating it is understood no compensation for hours worked, overtime, travel or meals will be provided, unless otherwise specified.
  - e. All **ICS** instructors should have training and experience in adult education and, for ICS 300/400 level, have served as Incident Commander or in a command staff or general staff position. Specific requirements for ICS-100 through ICS-400 are as follows:

#### **ICS-100**

ICS-100 Lead and Unit Instructors should have successfully completed ICS-100, ICS-200 and IS-700.

#### **ICS-200**

ICS-200 Lead Instructor should have successfully completed ICS-300. Unit Instructors should have successfully completed ICS-200.

#### **ICS-300**

ICS-300 Lead Instructor should have successfully completed ICS-400, have served as Incident Commander or in a command staff or general staff position in an incident that went beyond one operational period or required a written Incident Action Plan (IAP). Unit Instructors should

have successfully completed ICS-300, have served as Incident Commander or in a command staff or general staff position; or, have specialized knowledge and experience appropriate for the audience, such as public health or public works.

### **ICS-400**

ICS-400 Instructors should have successfully completed ICS-400 and IS-800 National Response Plan. Lead Instructor should have served as Incident Commander or in a command staff or general staff position in an incident that required multi-agency coordination and went beyond one operational period or required a written IAP. Unit Instructors must have served as Incident Commander or in a command staff or general staff position in an incident that went beyond one operational period or required a written IAP; or, have specialized knowledge and experience for the audience, such as public health or public works.

- f. Provide a letter of recommendation from the local emergency manager to the ADEM Training Section Chief. The letter will require that the sponsoring agency or jurisdiction will accept responsibility for the conduct of their instructor(s) while performing training duties.
- g. Submit a Statement of Qualifications, ADEM Form 304, to be reviewed and certified by the Training and Exercise Branch Manager.



**APPENDIX B**



**Statement of Qualifications for ADEM Adjunct Instructor**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (work): \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

List your emergency management training including Train-the-Trainer courses:  
(attach all supporting Certificates)

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List instructor experience:

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For Training and Exercise Branch Manager:

Does this Instructor meet ADEM requirements?  Yes  No

\_\_\_\_\_  
Signature, Training and Exercise Branch Manager

ADEM Form 304