



Ensuring a safe and secure homeland for all North Dakotans

TRAINING CATALOG

ND DEPARTMENT OF EMERGENCY SERVICES

January 1, 2011 – December 31, 2011



Message from the State Director of Homeland Security

Several years ago, the State Legislature demonstrated their commitment to public safety by combining the state's emergency management agency and state's emergency communications agency into the Department of Emergency Services. In addition, Governor Dalrymple has made clear that public safety is one of his administration's top priorities. These actions present a tremendous opportunity to better leverage resources and capabilities to better serve the citizens of our state.

Partnerships with our federal, state, tribal, local and non-governmental partners continue to improve. But we are never done in improving our actions of prevention, protection, preparedness, response, and recovery especially in the training arena.

This catalog outlines courses that can be completed by local, tribal, and state emergency personnel. The courses can be completed at a variety of locations as institutional resident courses, a central location, regionally, or brought to a local community. NDDDES has the capability to develop and deliver specialized courses based on the needs of requesting entities. NDDDES is committed to ensuring that all levels of government and public safety personnel are trained and exercised to the highest standards.

The time spent training will be rewarding and will significantly enhance your skills as a first responder in your local community. I can assure you that you will become significantly better qualified to perform your duties as a result of your training. Much of the training emphasizes first responders from the different disciplines and government officials organizing themselves as a team. Teamwork is the key to effective emergency/disaster response and recovery.

We are committed to protecting the lives of the citizens of North Dakota and ensuring the safety of all within our communities. As the Director of the Division of Homeland Security, I welcome you to participate in the courses on the local, state, and national level. I thank you for your sacrifice in making North Dakota a safer place to live, raise our families, and conduct business.



Greg Wilz
Director
North Dakota Division of Homeland Security

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SECTION 1: Training Guidelines

■ **Admission Guidelines**

While applications are accepted up to two weeks prior to the course start date, space may be limited and courses often fill in advance. Therefore, we recommend submitting your application as soon as possible to ensure enrollment.

■ **Contact Information**

Training and Exercise Section

Course Information and Online Registration: www.nd.gov/des

Fax: 701-328-8181

Telephone: 701-328-8100 or 800-773-3259

■ **Attendance**

Programs are scheduled to present the maximum amount of information in the shortest possible time. It is important that participants attend the entire program for which they are enrolled.

■ **Peace Officer Standards and Training (POST) Board**

The North Dakota Commission on Peace Officer Standards and Training (P.O.S.T.) has certified many NDDDES courses. Please see specific course details or contact NDDDES for additional information.

■ **Transportation and Lodging**

Hotel reservations and payment are the participants' responsibility. NDDDES will reimburse the participant meals and lodging at the state rates when possible.

■ **Cancellation**

NDDDES reserves the right to cancel any program. Should this occur, every effort will be made to re-schedule the course. All applicants will be notified promptly of any re-scheduled or cancelled courses.

If a student must cancel course attendance please notify NDDDES of the cancellation so others may be admitted.

Section 2: Training and Exercise Events Listing

■ General

These events are selected by NDDDES staff based on the training needs assessment conducted in July 2010 and observations of training needs by local, tribal, and state emergency management personnel during exercises and emergency/disaster situations. If a local, tribal, or state official identifies a need for other courses to be conducted from those in this catalog, communicate that to NDDDES training and exercise staff. The training and exercise staff will do their best to accommodate identified needs.

■ Training and Exercise Schedule

EVENT	DATE	LOCATION
Basic PIO Course	January 12-13	Bismarck
Introduction to Emergency Services	January 18-21	Bismarck
Exercise Roughrider (Northwest region)	February 8	Minot
Exercise Roughrider (Southwest region)	February 10	Dickinson
Exercise Roughrider (Southeast region)	February 15	Jamestown
Exercise Roughrider (Northeast region)	February 17	Devils Lake
ICS 300 Course	Feb 28-March 2	Grand Forks
ICS 400 Course	March 2-4	Grand Forks
Introduction to Emergency Services	June 7-10	Bismarck
NDDDES Workshop	July 12-13	Bismarck
NDEMA Conference	August 10-12	Fargo
Vigilant Guard Exercise	Sept 19-23	Bismarck
Basic PIO Course	October 11-13	Bismarck
PER 213 – Wide Area Search	October 18 – 20	Bismarck
Exercise Design Course	October 25-27	Bismarck
Introduction to Emergency Services	November 15 – 17	Bismarck

SECTION 3: Independent Study Courses

Independent study courses are on-line courses offered by the Emergency Management Institute and other training venues such as Texas Engineering and Extension Service (TEEX). The majority of the courses will be completed by an individual or through group study. Selected courses (as identified) can be taught in the classroom by NDDDES or certified contract personnel at the request of a local jurisdiction for a minimum of 20 students. The independent study courses listed below are recommended by the Department of Emergency Services. Refer to <http://training.fema.gov/IS/> and <http://teexweb.tamu.edu/> to get more detailed information and to view other Emergency Management Institute and TEEX independent study course offerings.

■ Emergency Management – An Orientation to the Position (IS – 1)

This independent study course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS). Included is an in-depth look at the four phases of comprehensive emergency management; mitigation, preparedness, response, and recovery. The text is accompanied by illustrations, diagrams, and figures. In most units there are worksheets, exercises, and tasks to complete.

Study Hours: 10 hours

■ Introduction to Incident Command System – ICS 100 (IS-100b) - (Available for classroom training)

This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS). This course 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).

Course topics:

- ICS Overview
- Basic Features of ICS
- Incident Commander and Command Staff Functions
- General Staff Functions
- ICS Facilities
- Common Responsibilities

ICS 100 can be taken as an Independent Study course or in a classroom setting.

Selection Criteria: The target audience includes persons involved with emergency planning, and response or recovery efforts.

Study Hours: Approximately 8 hours

■ **An Introduction To Exercises (IS 120.a)** - (Available for classroom training)

This independent Study course 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). IS120.a, An Introduction to Exercises, replaces IS 120, An Orientation to Community Disaster Exercises. At the end of this course, participants will be able to:

- Identify the five phases of the exercise process.
- Distinguish the tasks necessary to complete each phase of the exercise process.
- Understand how exercises complete the emergency preparedness cycle.
- Comprehend the role of exercises in the testing of facilities, equipment, and personnel in a performance-based environment.
- Recognize how exercises prepare communities to respond to and recover from major emergencies.

Study Hours: 5

■ **Exercise Evaluation and Improvement Planning (IS – 130)** - (Available for classroom training)

This independent Study course is a new offering that introduces the basics of emergency management exercise evaluation and improvement planning. It also provides the foundation for exercise evaluation concepts and practices as identified in the Homeland Security Exercise and Evaluation Program (HSEEP). At the end of this course, participants will be able to:

- Understand the exercise, evaluation, and improvement planning steps. Comprehend the process of designing and developing exercise evaluation criteria.
- Identify the necessary tasks in conducting an exercise evaluation.
- Understand methods of analyzing exercise data.
- Identify the steps necessary to prepare an After-Action Report (AAR) and conduct an After-Action Conference (AAC).

Required Prerequisite: Individuals who wish to enroll in IS 130, Exercise Evaluation and Improvement Planning, must complete IS 120.a, An Introduction to Exercises.

Study Hours: 5

■ **ICS for Single Resources and Initial Action Incidents – ICS 200 (IS 200.b)**
(Available for classroom training)

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources.

Selection Criteria: The primary target audience is response personnel with supervisory responsibilities.

Course Goals and Topics

- Describe the ICS organization appropriate to the complexity of the incident or event.

- Use ICS to manage an incident.
- Leadership and Management.
- Delegation of Authority and Management by Objectives.
- Functional Areas and Positions.
- Briefings.
- Organizational Flexibility.
- Transfer of Command.

■ **The Role of Voluntary Agencies in Emergency Management (IS – 288)**

This independent study course is intended to educate the student about the vital role that voluntary agencies play as key partners in providing disaster relief services throughout the entire emergency management cycle (mitigation, preparedness, response, and recovery).

Study Hours: 10

■ **Hazardous Materials Prevention and Planning (IS – 340)**

Hazardous materials pose a continuing and growing emergency risk for local jurisdictions across the nation and state. This course will provide you the assistance and confidence needed to effectively plan for and respond to hazardous materials incidents through sound emergency planning and with the highest level of safety for response personnel within your jurisdiction. The course will consist of nine lessons, excluding the course introduction. It will be interactive and conclude with an end-of-course examination. You will enroll when you complete the online answer sheet for the final exam.

Study Hours: 10

■ **National Incident Management System (NIMS), Introduction to (IS 700a)**

This course provides an introduction to the National Incident Management System (NIMS). At the end of this course, participants will be able to describe the intent of NIMS; describe the key concepts and principles underlying NIMS;

describe the purpose of the NIMS Components, including Preparedness, Communications and Information Management, Resource Management, and Command and Management; and describe the purpose of the National Integration Center. This course provides a basic introduction to NIMS; it is not designed to replace Incident Command System and position specific training.

Study Hours: 3

■ **Multi-Agency Coordination Center Course (IS 701.a)**

This interactive computer-based NIMS course prepares participants to use the components of a Multi-Agency Coordination System and establish relationships between all elements of the system. After taking the course, participants should be able to:

- Define multi-agency coordination at the local, state, and federal levels of government.
- Identify each agency involved in incident management activities to ensure appropriate situational awareness and resources status information is shared through multi-agency coordination.
- Identify typical priorities established between elements of the Multi-Agency Coordination System.
- Define key terms related to the Multi-Agency Coordination System.
- Describe the process of acquiring and allocating resources required by incident management personnel in relationship to the entire Multi-Agency Coordination System.
- Identify typical future resource requirements for the entire Multi-Agency Coordination System.
- Identify potential coordination and policy issues arising from an incident relative to the entire Multi-Agency Coordination System.

The primary functions of Multi-Agency Coordination Systems addressed in the course are: to support incident management policies and priorities; facilitate logistics support and resource tracking; make informed 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. There also is a group study version of this course by which it may be delivered in the classroom.

Study Hours: 5

■ **EOC Management and Operations (IS – 775) - (Available for classroom training)**

This course describes the role, design, and functions of EOCs and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities, and case studies that relate to

EOCs and multi-agency coordination systems at the local, state, and federal levels of government.

Study Hours: 4

■ **National Response Framework (NRF), Introduction (IS 800b)**

This course is intended for government executives, private-sector and Non-Governmental Organizations (NGOs) 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. This course introduces participants to the concepts and principles of the National Response Framework. At the end of this course, participants will be able to describe:

- The purpose of the National Response Framework.
- The response doctrine established by the National Response Framework.
- The roles and responsibilities of entities as specified in the National Response Framework.
- The actions that support national response.
- The response organizations used for multi-agency coordination.
- How planning relates to national preparedness.

Study Hours: 3

■ **AWR160 - Terrorism Awareness for Emergency First Responders**

The WMD/Terrorism Awareness of Emergency Responders course was designed to provide the participants with knowledge of hazardous materials, weapons of mass destruction and response to incidents involving these materials. All response disciplines are strongly recommended to complete this course. This course is NFPA 472 compliant and meets the requirements for Hazardous Materials Awareness Level training. WMD Awareness for Emergency Responders Course via the Internet at <http://www.teexwmdcampus.com>. This course is an entry level objective for the NERRTC/ODP WMD HazMat Defensive Operations Course.

Topics:

- Have an awareness of terrorism, hazardous materials, weapons of mass destruction (WMD), indicators of potential terrorist acts, and potential terrorist targets
- Identify hazardous materials used as weapons of mass destruction in fixed facilities and/or in transport
- Describe chemical agents, their characteristics, and recognize the signs and symptoms of exposure
- Describe biological agents, their characteristics, and recognize the signs and symptoms of exposure

- Describe radiation and radiological materials, their characteristics, and recognize the signs and symptoms of exposure
- Describe explosives, their characteristics, and the effects of a detonated explosive device
- Have the skills and knowledge to gather response information based on the hazards present at a WMD incident and implement a planned response that activates the local emergency response system that is consistent with the local emergency response procedures.

Study Hours: 4 hours

SUBSECTION 3A: Professional Development Courses

Those who complete all Professional Development Series (PDS) courses are eligible to receive a PDS Certificate of Completion. The courses are listed below in order of recommended level of completion.

■ **Fundamentals of Emergency Management (IS 230.a)** - (Available for classroom training)

Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework for understanding emergency management in the following areas:

- Overview of the Integrated Emergency Management System
- The emergency management cycle
- The Plan as program centerpiece
- Functions of an emergency management program
- Emergency management program participants
- Applying emergency management principles

Study Hours: 10

■ **Emergency Planning (IS 235)** - (Available for classroom training)

Being able to use all the basic elements of the planning process gives emergency managers, planners, and other stakeholders a basis for working together to shape the community's disaster response to all types of hazards and problems. This course is designed to provide common experience of a properly structured Emergency Operations Plan in the following areas:

- The planning process
- Hazard analysis
- The basic plan
- Annexes and appendices
- Implementing instructions

Study Hours: 10

■ **Effective Communication (IS 242)** - (Available for classroom training)

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. It addresses:

- Basic communication skills
- How to communicate in an emergency
- How to identify community-specific communication issues

- Using technology as a communication tool
- Effective oral communication
- How to prepare an oral presentation

Study Hours: 8

■ **Decision Making and Problem Solving (IS 241)** - (Available for classroom training)

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. It addresses:

- The decision making process
- Decision making styles
- Attributes of an effective decision maker
- Ethical decision making and problem solving

Study Hours: 8

■ **Leadership and Influence (IS 240)** - (Available for classroom training)

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. It addresses:

- Leadership from within
- How to facilitate change
- How to build and rebuild trust
- Using personal influence and political savvy
- Fostering an environment for leadership development

Study Hours: 9

■ **Developing and Managing Volunteers (IS 244)** - (Available for classroom training)

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. Topics include:

- Benefits and challenges of using volunteers
- Building a volunteer program
- Writing job descriptions
- Developing volunteers through recruitment, placement, training, supervision and evaluation

- Coordinating with voluntary agencies and community-based organizations
- Special issues including spontaneous volunteers, liability, and stress

■ **Exercise Design (IS 139)** - (Available for classroom training)

Emergency manager, emergency services personnel, and individuals who are part of the emergency preparedness and response communities at all levels of government need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities. This course is designed to develop exercising skills in the following areas:

- Comprehensive exercise program
- The exercise process
- Exercise design steps
- Tabletop, Functional, and Full-Scale exercises
- Exercise evaluation
- Exercise enhancements
- Designing a Functional Exercise.

Study hours: 15

SECTION 4: Emergency Management Institute (EMI) G-Courses (Conducted in state)

These are courses developed by EMI that are conducted in-state by NDDDES Personnel. The courses will be conducted based on the annual training needs assessment and requests from local emergency managers. Not all the courses developed by EMI are listed here. Go to <http://training.fema.gov/EMI> for more detailed information and additional course offerings. A minimum of 20 students are required for a course to be offered.

■ **Community Mass Care Management (G 108)**

This 2-day course is intended to equip emergency management and voluntary agency personnel with the knowledge and skills 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).

Selection Criteria: state, tribal, and local government emergency management and voluntary agency personnel who provide mass care assistance.

■ **Emergency Management Operations Course (EMOC) (G 110)**

The EMOC is designed for local communities or tribal governments 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. 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.

Selection Criteria: Elected and appointed city and county officials. These include mayor, city manager, city council, county commissioners, county manager, and other key positions, such as emergency manager and the public information officer. Also included as eligible participants are upper and mid-management personnel including supervisory, operational, and communications staff from the fire service, law enforcement, public works, and emergency medical services. Volunteer groups also should participate.

■ **Exercise Evaluation Workshop (G130)**

This course is designed to provide local jurisdictions with knowledge and develop skills that will enable those attending to manage exercise evaluation activities before, during, and after an emergency management exercise. The participant should have substantial knowledge of emergency operations within his/her organization and the assigned responsibility to manage the evaluation function or serve as an evaluation team leader as part of the community's exercise program. This course can be taught as a 1-day/8-hr. course or optional 2 day/16-hr. course.

■ **Incident Command System/Emergency Operations Center (ICS/EOC) Interface (G191)**

This course works best when delivered to Incident Command System and Emergency Operations Center personnel from the same community. 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.

Selection Criteria: Participants should be teams from a community's ICS and EOC personnel.

Prerequisites:

Recommended: IS 100.a, Introduction to the Incident Command System (ICS), ICS-100; IS 200.a, Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200;and/or EOC Management courses.

Course Length: 8 hours

■ **Emergency Planning and Special Needs Populations (G 197)**

This 2½-day 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.

Selection Criteria: The target audience for this course includes emergency managers, senior first-response personnel, special needs coordinators, human services organization personnel, facility planners, community-based organizational personnel, advocacy group personnel, elected officials, public health personnel, and Voluntary Organizations Active in Disaster (VOAD) personnel.

■ Debris Management Course (G 202)

This course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris generating event with emphasis on state, tribal, and local responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations, compliance with laws and regulations, contracting procedures, debris management site selection, volume reduction methods, recycling, special debris situations, and supplementary assistance.

Selection Criteria: tribal, local, and state emergency management personnel, including public works and waste management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.

Course Length: 4 days

■ Managing People in Disasters – A Local Perspective (G 249)

This 3-day course is aimed at preparing participants 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.

Prerequisites:

Recommended: IS 240, Leadership and Influence, IS 241, Decision Making and Problem Solving, and IS 242, Effective Communication.

■ Workshop: Local (Rapid) Needs Assessment (G 250.7)

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

Selection Criteria: Any community working to improve its disaster intelligence collection procedures.

■ **Recovery from Disaster; The Local Government Role (G 270.4)**

This workshop is designed for local disaster recovery teams consisting of emergency managers, city/county administrators, public works directors, building inspectors, and community planners. The course focuses on the roles and responsibilities of each team member.

State disaster recovery personnel who work directly with local governments in disasters are eligible to attend the course.

Course Length: 4 hours to 2 days depending on the local need.

■ **Hazardous Weather and Flood Preparedness (G 271)**

The National Weather Service (NWS) and FEMA developed this course with input from many states and local emergency managers. It is intended to help to promote a more proactive response to weather and flooding hazards through close coordination between emergency management and NWS. This course covers:

- How the basic elements of weather can combine to create potential hazards in an area;
- Weather forecast products and how to interpret them; and
- Anticipating hazardous weather for planning, warning, and response purposes.

Selection Criteria: Local and state emergency managers who respond to hazardous weather events.

■ **Warning Coordination (G 272)**

This 1½-day field 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. Course topics include The Social Dimensions of Warning Response; Developing Effective Warning Messages; Developing an Effective Community Warning Process; and Working with the News Media to Create a Weather Warning Partnership. In addition to lecture and discussion, the course includes case studies, exercises, and an opportunity for interaction with representatives of the local news media.

Selection Criteria: Intended for local emergency managers

■ **Benefit-Cost Analysis: Entry-Level Training (G 278)**

This course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the basic versions of the river and coastal A-zone software modules. This course will not teach how to conduct level-two BC analyses.

Selection Criteria: The target audience is federal and state hazard mitigation officials. Other personnel involved in conducting BC analyses may also apply.

Prerequisites:

Required: Participants must have knowledge of mathematics (basic algebra) and computers.

Recommended: Familiarity with basic mitigation terminology is suggested.

Course Length: 2½ days

■ **Donations Management Workshop (G 288)**

This 8–12-hour workshop addresses the planning considerations and operational requirements for an effective donations management system at the local level. A special emphasis is put on the importance of collaborative partnerships between local government, voluntary agencies, and community organizations as the key to success in volunteer and donations management.

Selection Criteria: Local government officials and state and/or local leaders of key voluntary organizations (i.e., those affiliated with the State Voluntary Organizations Active in Disaster (VOAD)), who have responsibility for planning, coordinating, implementing, and/or operating the donations management function at the state and local levels.

Prerequisites:

Required: Participants must have some responsibility to oversee, coordinate, and/or assist with the state and local donations and volunteer management functions during disasters. IS 288, The Role of Voluntary Agencies in Emergency Management.

Recommended: IS 100.a, Introduction to the Incident Command System (ICS), ICS-100, and IS 700.a, National Incident Management System (NIMS), An Introduction.

■ **Basic Public Information Officer (G290)**

Can you get your message across to the public during an emergency/disaster? This course emphasizes skills development and addresses the impact of technology on emergency public information to help assigned public information officers communicate effectively with the public. Key course activities include a media panel and live situation based interviews.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the state, local, or tribal levels of government.

Course Length: 2.5 days

■ **JIS/JIC Planning for Tribal, State, and Locals PIO's (G 291)**

The purpose of this course is to build on the solo PIO competencies gained in the Basic Public Information Officer (PIO) (G290) course to applying those skills in an expanding incident where coordination is enhanced through the establishment of a Joint Information System (JIS)/Joint Information Center (JIC). This training will equip PIOs with the skills needed to establish and operate in a JIS/JIC. Participants will also gain a working knowledge of operational practices for performing PIO duties within the NIMS multiagency coordination system. The course will demonstrate how JIC concepts are applied in a flexible and scalable manner at the local levels.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function primarily at state, local, or tribal levels of government.

Prerequisites:

Recommended: This training is designed on the assumption that participants will have completed the following courses: G289, Public Information Officer (PIO) Awareness Training, and G290, Basic Public Information Officer (PIO).

Course Length: 1-day classroom

■ **Mitigation Planning Workshop for Local Governments (G 318)**

This 2-day workshop discusses the Disaster Mitigation Act of 2000 which amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act by, among other things, adding a new section, 322—Mitigation Planning. Section 322 requires governments to prepare and adopt jurisdiction-wide hazard mitigation plans as a condition of receiving Hazard Mitigation Grant Program (HMGP) funds to “brick and mortar” mitigation projects. The Mitigation Planning Workshop for Local Governments course assists representatives of local

communities or multijurisdictional planning areas to develop a mitigation plan that meets community needs as well as the Section 322 local government planning requirements as described in 44 CFR Section 201.6. This workshop explains each of the requirements, demonstrates how FEMA's new Mitigation Planning How-to Guides can be used to address each requirement, and provides opportunities to begin the planning process in group activities with representatives of the same community or planning area.

Selection Criteria: The target audience for this Workshop includes the following representatives of local government: elected officials, managers, planners, emergency program managers, and other staff with expertise needed for mitigation projects.

The workshop is also intended for community members interested in avoiding or minimizing hazard losses who may wish to participate in the mitigation planning process.

■ **Who's in Charge Here? Exercising Leadership in an Emergency or Disaster (G 351)**

The purpose of this 6-hour course is to prepare local elected government officials to lead and direct their jurisdiction in implementing comprehensive emergency management systems. At the conclusion of the course, participants will be able to:

- Exercise greater leadership in an emergency through a better understanding of their roles and responsibilities;
- Develop emergency management policies and procedures for emergency management activities and implement necessary policies and procedures to respond to and recover from a disaster;
- Initiate appropriate emergency management actions during a disaster;
- Negotiate through the intergovernmental response system to obtain the required resources and assistance in an emergency;
- Maximize gains for disaster recovery assistance through appropriate contacts and knowledge of available resources;
- Understand the partnership among federal, state, and local governments;
- Establish relationships and partnerships with other agencies and organizations (i.e., profit, not-for-profit, and business and industry) for effective emergency management response and recovery outcomes; and
- Take actions to ensure citizen satisfaction during a disaster and build credibility before a disaster.

Selection Criteria: Local elected officials

Multi-Hazard Emergency Planning for Schools (G362)

This course can be conducted on-site for school and responder personnel or in a central location. If it is taught on-site, the course length could be as little as 2 days but will depend on the status of the School Emergency Operations Plan. Schools starting the planning process from the beginning will have a longer course than the school updating an existing plan. Courses taught in a central location to a wide audience are a 4-day course.

The course is tailored to the unique planning and exercise needs of school systems. This course integrates all Department of Homeland Security (DHS) doctrine into an easy-to-follow planning process. This course follows the steps outlined in the Comprehensive Preparedness Guide (CPG 101) and provides participants the information to ensure alignment with recent doctrines such as the National Incident Management System (NIMS), National Response Framework (NRF), and the National Infrastructure Protection Plan (NIPP). By systematically analyzing threats/hazards, school teams are able to identify needed enhancements to their plans for preventing or mitigating incidents while also preparing for, responding to, and recovering from incidents. In addition, each team will have an opportunity to prepare and conduct a tabletop exercise using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and tools. Revisiting their Emergency Planning Team Assessments and Action Item Worksheets, teams will have an opportunity to develop an implementation and sustainment strategy to be used when they return home.

At the end of the course, participants will be able to:

- Refine their school Emergency Operations Plan (EOP). Throughout the course, teams will review their existing EOP, and using a sample EOP and other resources, determine areas for improvement.
- Conduct an EOP exercise. Teams will have several opportunities to create and conduct drills and tabletops designed to exercise the procedures in their school EOP.
- Develop an action plan for sustaining their school EOP. Throughout the course, teams will record action items they plan to take when they return to their school districts after this course, including communicating their EOPs with critical stakeholders.

Selection Criteria:

- Submit applications as a “package” using the format below as a cover sheet. Place person’s name next to position being filled.
 - 1 person—Law Enforcement/School Resource Officer (SRO)
 - 1 person—Fire
 - 1 person—Emergency Management or Public Health
 - 4-6 school district personnel

■ **Evacuation and Re-entry Planning Course (G 358)**

This 12-hour course is designed to provide participants with the 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. This course does not address the decision to evacuate or re-enter.

Selection Criteria: The persons responsible for planning, implementing, and carrying out evacuations within a jurisdiction must attend this course as a team. This includes, but is not limited to, local and state government emergency program managers, emergency planners, and response personnel.

■ **Flood Fight Operations Course (G 361)**

This 2 ½ day course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. The Flood Management course presents participants with an overview of the many facets of flood disasters; hazard identification, planning and preparedness, mitigation, response, and recovery. This comprehensive overview of flood disasters will enhance general understanding of the flood phenomenon, enabling better preparation for the next inevitable event.

■ **ICS for Executives and Senior Officials (G 402)**

This course provides executives and senior officials (including elected officials, city/county managers, agency administrators, etc.) an orientation to the Incident Command System (ICS).

Selection Criteria: Executives and senior officials, including elected officials, city/county managers, agency administrators, etc.

Course Outline

- Part 1: What is ICS?
- Part 2: ICS Organization and Features
- Part 3: Unified and Area Command
- Part 4: Coordination and Incident Management Assessment
- Part 5: ICS Preparedness

Course Length: Minimum of 2 hours

■ EOC Management and Operations (G 775)

This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a multiagency coordination system. The course contains disaster related examples, activities, and case studies that relate to EOCs and multiagency coordination systems at the local, state, and federal levels of government. At the end of the course, participants should be able to:

- Relate EOC operations to National Incident Management System (NIMS) requirements.
- Describe the role that EOCs play in overall multiagency coordination.
- Describe the relationship between the EOC and the on-scene Incident Command System (ICS) structure.
- Identify staffing, information, systems, and equipment needs at the EOC.
- Determine whether participants' EOC organizations are conducive to effective coordination.
- Identify potential alternate locations suitable for EOC operations should the primary EOC facility become damaged or inoperable.
- Create a test, training, and exercise plan for critical EOC operations.
- Develop a strategy and schedule for reviewing EOC resource requirements and technology needs.

Selection Criteria: This course is open to all federal, state, local, and tribal emergency managers; first responders to include incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster (VOAD) personnel.

Prerequisites: IS 701.a, Multi-Agency Coordination System (MACS) Course.

Course Length: 2 days

■ Homeland Security Exercise Evaluation Program (HSEEP) Toolkit Training

This course is currently under revision and will be offered when new course materials are developed. The course trains personnel on how to run the HSEEP computer based program.

SECTION 5: E Courses

These courses are taught at the Emergency Management Institute (EMI) in Emmitsburg, MD. EMI current policy is to reimburse eligible course participants eligible airline ticket costs and provide on-campus housing. Meals are the responsibility of the student's agency.

■ **Emergency Management Framework for Tribal Governments (E 580)**

This course provides tribal leaders with a basic understanding of emergency management principles and their role in leading and directing their tribes in implementing comprehensive emergency management systems.

Specific topics include:

- Federal, state, tribal, and local partnership in emergency management.
- Getting a program started.
- Concept of emergency management and the four phases.
- Definition and analysis of hazards.
- Resources for emergency management available at the tribal, state, and federal levels, as well as from the private sector.
- Developing an emergency operations plan.
- Comprehensive emergency management, its elements, and the appropriate role taken by the emergency manager.
- Meeting the challenges for upgrading and sustaining emergency management capabilities.

Selection Criteria: Tribal government officials who can lead and direct their jurisdictions in implementing comprehensive emergency management systems.

Course Length: 4 days

■ **Emergency Management Operations for Tribal Governments (E581)**

The goal of this course is to identify tribal organizational structures, operational procedures, and resources for effective emergency management operations.

Specific topics include:

- Organizing and selling an all-hazards emergency management program to stakeholders.
- Legal authorities for conducting emergency management programs in response, recovery, mitigation, and preparedness.
- Directing and controlling operations using the National Incident Management System (NIMS) concepts and principles.
- Inventorying and assigning first responder primary and secondary roles to carry out coordinated response efforts.

- Identifying communication assets and resolving the interoperability issue.
 - Implementing effective warning, alert, and notification systems with emphasis on addressing the needs of special populations.
 - Getting the word out during times of disaster to ensure the public has accurate, timely, and useful information.
 - Educating the public through pre-disaster outreach programs.
 - Coordinating and ordering evacuations to ensure the public is safe from disaster.
 - Opening and operating mass care and sheltering facilities to provide for victims.
 - Mobilizing and managing health, medical, and environmental services.
 - Establishing authorities and organizational structure to effectively manage resources.
 - Protecting, repairing, and restoring critical infrastructure.
 - Developing and writing standard operating procedures for the support functions.
- As a culminating activity, participants will develop and present written proposals to get buy-in from their stakeholders to start a new emergency management program or improve an existing one.

Selection Criteria: Tribal emergency managers, tribal government officials, and other authorized tribal representatives responsible for leading, directing, and coordinating tribal emergency management operations.

Prerequisites: Successfully completed E/L580, Emergency Management Framework for Tribal Governments.

Course Length: 4 days

■ **E900 - IEMC: All Hazards Preparation and Response**

Course Description:

This Integrated Emergency Management Course, E900 All Hazards Preparedness and Response is a premier course that addresses preparedness and response in emergency situations resulting from natural and technological hazards. This exercise-based course is conducted for two types of audiences. The participants in the "generic" audience represent various communities from throughout the country. The "specific" audience is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning, yet realistic, environment. A key outcome of this is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for the All Hazards: Preparedness and Response focuses on severe weather and related flooding.

Prerequisites: None.

Course Length: 4 Days

■ **E901 - IEMC: All Hazards Recovery and Mitigation**

This exercise-based course emphasizing recovery and mitigation is new in the IEMC curriculum. It is similar to the IEMC All Hazards: Preparedness and Response course in its format but emphasizes recovery and mitigation activities. This course is conducted for two types of audiences. The participants in the “generic” audience offering represent various communities throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The IEMC All Hazards: Recovery and Mitigation places public officials and other key community leaders in a simulation that begins after a disaster has affected a community. The course sessions and exercises allow for structured decision making in a learning environment that is nonetheless realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, in both the short-term and the long-term. The exercise scenario focuses on recovery from severe weather and related flooding. Mitigation activities to prevent or reduce the future impact of a similar disaster also are identified during the mitigation exercise.

Course Length: 4 Days

NOTE: Participants are encouraged to enroll in both the All Hazards: Preparedness and Response and the All Hazards: Recovery and Mitigation, in consecutive, back-to-back, offerings.

■ **E915 - IEMC: Homeland Security Preparedness and Response**

This Integrated Emergency Management Course focuses on preparing for and responding to the consequences of a terrorist act. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience represent various communities from throughout the country. The “specific” audience is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning, yet realistic, environment. In the Homeland Security, special attention is placed on the response among agencies when the disaster area is also a crime scene.

Prerequisites: None.

Course Length: 4 Days

■ **E920 - IEMC: Hazardous Materials Preparedness and Response**

This Integrated Emergency Management Course, E920 Hazardous Materials Preparedness and Response focuses on preparing for and responding to a major

hazardous materials incident. This exercise-based course is conducted "generic" audience. The participants in the "generic" audience represent various communities from throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning, yet realistic, environment.

Prerequisites: None.

Course Length: 4 Days

■ **E930 - IEMC: Community-Specific**

These IEMCs place emphasis on community response and short-term recovery issues. They are tailored to fit the community and are based on a selected hazard type. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in a learning, yet realistic, environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster response and assist with making the transition from response activities to short-term recovery. These actions allow the community to "position" itself better for long-term recovery.

Selection Criteria: Elected and appointed city, county, and tribal officials. these include mayor, county executive, legal counsel, city manager, city and tribal council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, and director of transportation. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The red cross and the salvation Army (VOADs) and school and university systems also should attend.*

Prerequisites: None.

Course Length: 4 Days

■ **E947 - IEMC: Emergency Operations Center-Incident Management Team Interface**

IEMC: EOC-IMT Interface is designed to provide an exercise environment for EOC members and IMT responders to practice communications and coordination between the EOC and field operations command during simulated incidents, both planned and unplanned. This course describes the roles, responsibilities and

relationships of local EOCs and IMTs. It trains participants on effective management of domestic incidents and exercises the interfaces between EOC personnel and All Hazards IMTs (AHIMT) (Type 3, 4 and 5). This IEMC clarifies the difference between resource management at the EOC and on-scene command. It presents four ways an EOC can be organized and explains the difference between the IMT's on-scene command responsibilities and an EOC's coordination responsibilities. This course is delivered via classroom lectures, discussions and functional exercises.

Course Goal:

- Provide training on the interactions necessary for effective management of domestic incidents.
- Exercise the interfaces between EOC personnel and an AHIMT.

Target Audience:

The target audience for this course includes EOC management personnel and IMT members. EOC management personnel include, but are not limited to, mayors, city/county managers, general counsel, community/county managers, emergency managers, fire/police/public safety chiefs, public works and public health managers, EMS managers, community services providers, and key EOC support staff. IMT participants are members of recognized AHIMTs (State or Urban Area Security Initiative (UASI) regions).

Refer to the list of participants below.

Prerequisite:

The courses listed below must be completed by applicants prior to attending this course.

EOC Personnel	IMT Members
<ol style="list-style-type: none"> 1. IS-100, Introduction to Incident Command Systems 2. IS-200, ICS for Single Resources and Initial Action Incidents 3. IS-700, National Incident Management System (NIMS), An Introduction 	<ol style="list-style-type: none"> 1. ICS-300: Intermediate ICS for Expanding Incidents 2. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS

The following courses are **recommended** to be completed by students prior to attending this course:

1. G-775, Emergency Operations Center (EOC) Management
2. G-701, Multiagency Coordination Systems

Course Length: 4 full days.

■ **Advanced Public Information Officers**

This advanced course builds on the foundations established in Basic Public Information Officer (PIO) - (G290) by focusing on PIO responsibilities in large scale emergency situations. This is accomplished through a series of lectures and simulation exercises.

Topics include legal issues, risk communication, interpersonal skills, and effective communication in emergencies, media relations, and use of the Joint Information System (JIS).

Selection Criteria: Full and part-time public information personnel who have completed Basic Public Information Officer (PIO) (G290). This recommended requirement can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be submitted to Admissions and approved in writing before an application will be accepted.

Prerequisites: Basic Public Information Officer (PIO)(G290) (or pre-approved EMI waiver).

Course Length: 4 days

SECTION 6: EMI L-Courses

L-Courses are non-resident EMI Courses taught by EMI personnel. Contact NDDDES Training and Exercise staff for more detailed information.

Multi-Hazard Emergency Planning for Higher Education (L363)

This 3-day course provides institutions of higher education with the knowledge and planning strategies to better protect lives, property, and operations within the context of comprehensive emergency management by utilizing the ICS to develop and implement an Emergency Operations Plan (EOP). At the end of the training, campus personnel will:

- Recognize the importance of an emergency plan that meets the unique needs of an institution of higher education;
- Identify hazards that present risks for institutions of higher education and the impact
 - of those hazards;
- Identify the process and benefits of conducting a risk assessment;
- Identify the benefits of an effective EOC;
- Create a partnership with stakeholders;
- Identify and assemble a planning team;
- Develop or revise a multi-hazard EOP;
- Develop and implement a strategy for training and testing the EOP;
- Engage the academic community in the essential elements of emergency planning.

Selection Criteria:

- Only “college/university” teams should apply.
- Submit applications as a “package” using the format below as a cover sheet. Place person’s name next to position being filled.

Community First Responders:

- 1 person—Law Enforcement/SRO
- 1 person—Fire/Emergency Medical Services (EMS)/Public Health
- 1 person—Office of Emergency Management

College/University Officials—5 people (Do NOT duplicate positions)

- College Administrator (President, Vice President, Provost, Dean, etc.)
- Office of Emergency Management/Planning Official
- Risk Manager
- Public Information Officer
- Security Officer, Environmental Safety Officer, or Public Safety Chief
- Office of Facilities Management Official

- Food/Dining Services Director
- Health Services or Counseling Services Representative or Psychologist
- Faculty Representative
- Student Affairs Representative

Prerequisites Required: Completion of IS 100.HE, Introduction to the Incident Command System, ICS-100, for Higher Education.

Course Length: 3 days

■ **L-296- HAZUS-MH for Risk Assessment Course**

The ND Department of Emergency Services (NDDDES) in association with the Federal Emergency Management Agency (FEMA) and the Emergency Management Institute (EMI) hosts a three-day HAZUS-MH for Risk Assessment Course on a regular basis.

This course provides participants with an understanding of how they can use the HAZUS-MH risk assessment methodology and tools to assist them in their efforts to conduct the community risk assessments that are necessary to be compliant with the ongoing requirements - especially mitigation planning - of the Disaster Mitigation Act of 2000 (DMA 2000).

DMA 2000, among other things, sets conditions which must be met for communities to be eligible to receive certain federal disaster assistance. The course includes hands-on computer exercises using the HAZUS-MH software to perform risk assessment related tasks. It focuses on the process of applying the wealth of information that HAZUS-MH includes and that it can produce to the risk assessment process rather than on learning the process of actually running HAZUS-MH.

A combination of individual as well as group hands-on exercises lead the class thru the step-by-step process of conducting a risk assessment including hazard identification, profiling of hazards, developing asset inventories, estimating losses, and prioritizing mitigation options.

HAZUS-MH is a powerful risk assessment methodology for analyzing potential losses from floods, hurricane winds and earthquakes. In HAZUS-MH, current scientific and engineering knowledge is coupled with the latest geographic information systems (GIS) technology to produce estimates of hazard-related damage before, or after, a disaster occurs.

- **L242 - Unified Hazard Mitigation Grant Assistance Application Development Course**

The N.D. Department of Emergency Services (NDDDES) in association with the Federal Emergency Management Agency (FEMA) and the Emergency Management Institute (EMI) will hosts a three-day mitigation grant assistance application development course on a regular basis. The goal of this course is to enable Unified Hazard Mitigation Assistance (HMA) grant applicants and sub-applicants to develop eligible mitigation projects and submit successful mitigation grant applications. The objectives include: clearly explain and apply mitigation concepts; identify and develop eligible mitigation projects; prepare and submit successful grant applications; and identify Unified HMA programs that could fund mitigation plans and projects.

The primary audience for this course is local government officials who have the responsibility to develop successful mitigation grant applications. Participants include personnel of local jurisdictions, tribal governments, and Private Non Profit (PNP) organizations that are eligible applicants for Unified HMA grants; state mitigation staffs responsible for assisting Unified HMA sub applicants; FEMA employees who assist state mitigation staff and/or who are responsible for reviewing Unified HMA applications and/or monitoring Unified HMA grant awards. The course pre-requisite is an independent study course, E393.A, Introduction to Hazard Mitigation. The course can be completed on line by going to <http://training.fema.gov/EMIWeb/IS/is393A.asp>. Course applicants must submit their E393.A certificate

SECTION 7: CENTER FOR DOMESTIC PREPAREDNESS (CDP)

CDP offers a wide selection of resident and non-resident courses. The course listings are too lengthy to list here. It is best for you to go to <http://cdp.dhs.gov/> for a complete listing of CDP Course offerings. All courses are free of charge. For resident courses CDP will provide transportation, housing, and meals while participating in courses. If a local jurisdiction is interested in bringing in a non-resident course it is required they work through the NDDDES training and exercise Staff. Two of the most common CDP courses brought into North Dakota are ICS 300 and ICS 400.

■ **Intermediate Incident Command System (ICS) for Expanding Incidents – ICS 300**

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS-100 and ICS-200 courses. The course is offered as a resident and non-resident course.

The course objectives are as follows:

- Describe how the NIMS Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

Selection Criteria: Individuals who may assume a supervisory role in expanding incidents or Type 3 incidents.

Prerequisites: IS 100.a, Introduction to the Incident Command System (ICS), ICS-100, and IS 200.a, Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200.

Recommended: Experience using concepts and principles from ICS-100 and ICS-200 in a response or exercise.

Course Length: 18 hours

■ **Advanced ICS - ICS 400**

The Advanced Incident Command System, Command and General Staff-Complex Incidents Course provides training on and resources for personnel who

require advanced application of the ICS. This course expands upon information covered in ICS 100 through ICS 300 Courses.

The target audience includes all response disciplines. Prerequisites include ICS 100, 200, 300, IS-700 and IS-800 courses. Command and General Staff experience is also required. This course is offered as a resident and non-resident course.

This is a 2 day/14 hr. course.

- **COBRATF COURSES (COBRATF-The Chemical, Ordnance, Biological and Radiological Training Facility)**

- Technical Emergency Response Training for CBRNE Incidents (32 hours)**

- All-hazards training that features an overview of the terrorist threat, potential targets, and chemical, biological, radiological, and explosive hazards that may be used in all emergency incidents. This course includes hands-on exercises in decontamination, mass casualty triage, survey and monitoring. It culminates in a training exercise at the COBRATF.

- Hazardous Material Technician for CBRNE Incidents (24 hours)**

- This course provides hazardous materials technical training to include the composition, action, identification, and decontamination of agents, preservation of crime scene evidence, and techniques for operating in an all-hazards environment. It culminates in a training exercise at the COBRATF.

- Hands-On Training for CBRNE Incidents (8 hours & 16 hours)**

- Training is focused on personal protective equipment, survey and monitoring equipment, evidence collection and preservation, mass casualty triage, and explosive devices/searches. It culminates in a training exercise at the COBRATF.

- Hazard Assessment and Response Management for CBRNE Incidents (24 hours)**

- Provides advanced training for students to analyze a CBRNE incident to determine the potential magnitude, plan an initial response and implement their local IAP. It culminates in a training exercise at the COBRATF.

NON-COBRATF COURSES

- Instructor Training Certification Course (40 hours)**

- This course provides the student with an overview of instruction on adult learning, task analysis, risk and hazard analysis, learning objectives and lesson plans, communication skills, instructional delivery and multimedia, testing and evaluations, and after action reviews (AAR).

Emergency Responder Hazardous Materials

This course is at the technician level for CBRNE Incidents (40 hours). It is hands-on training in identifying hazardous materials, using advanced surveying and monitoring equipment, selecting and using the appropriate level of PPE and performing decontamination procedures.

Basic Agricultural Emergency Response Training for CBRNE Incidents (32 hours)

This course provides the agricultural and traditional emergency responder with an overview of agro terrorism and CBRNE hazards in the agricultural sector. Training culminates in a practical exercise involving a response to a hazardous event in an agricultural environment.

■ **CBRNE– Chemical, Biological, Radiological, Nuclear and Explosives Courses**

Course List:

Respiratory Protection: Program Development and Administration (16 hours)

This course provides core information necessary to develop, implement, administer, and sustain a respiratory protection program as defined in 29 CFR 1910. It includes hands-on exercises in performing qualitative and quantitative fit testing with respiratory protection devices.

Hazardous Materials Evidence Collection for CBRNE Incidents (16 hours)

Overview of the organization and functions of both the HMRT and the HMRU; prepares a responder to respond to and document a crime scene and employ the FBI's 12-step evidence collection process.

Incident Complexities – Clinician Actions for CBRNE Incidents (8 hours)

Encompasses emergency medical related topics and advanced hands-on training with personal protective equipment, instrumentation and techniques, and procedures for emergency medical personnel involved in providing care to victims of a suspected CBRNE incident.

Incident Complexities – Responder Actions for CBRNE Incidents (8 hours)

This course encompasses related topics and hands-on training with personal protective equipment, instrumentation and techniques, and procedures.

Crime Scene Management for CBRNE Incidents (8 hours)

This course addresses phases and components of a CBRNE crime scene, legal issues and federal statutes, types of evidence, and steps for collecting evidence at a crime scene.

Law Enforcement Protective Measures for CBRNE Incidents (8 hours)

This course presents related topics such as terrorist tactics and targeting, indicators of terrorism, and protective measures taken by law enforcement officers responding to a terrorist event.

Law Enforcement Response Actions for CBRNE Incidents (8 hours)

This course is hands-on training designed to provide law enforcement officers with CBRNE-specific response skills used in terrorist attacks.

Initial Law Enforcement Response to Suicide Bomb Attacks (8 hours)

This course prepares law enforcement officers to interdict and respond to an imminent suicide bombing attack.

Command and Response for All Hazards (8 hours)

This course includes pre-incident planning and response plan development; domestic and international terrorism, CBRNE agents, and materials associated with a hazardous event.

Standardized Awareness Authorized Training Program (6 hours)

This course provides emergency responders with awareness-level instruction about recognition, avoidance, isolation, and notification techniques in a suspected CBRNE event.

INCIDENT COMMAND COURSES

Incident Command: Capabilities, Planning and Response Actions for All Hazards (24 hours)

This course is training in incident management considerations, an IAP, pre-incident planning, threat analysis, target assessment and incident capabilities assessment. It culminates in a management level simulation exercise.

FIELD FORCE COURSES

Field Force Operations (24 hours)

This course prepares law enforcement to successfully employ crowd control measures during civil disorders or a hazardous event.

Field Force Command and Planning (24 hours)

This course prepares management-level personnel to serve as a member of an incident management team during a civil action or disorder.

Field Force Extrication Tactics (24 hours)

This course provides emergency personnel with the knowledge, skills and tools necessary to extricate an individual safely from a protester device. It includes two days of field exercises.

■ TRAIN THE TRAINER COURSES

Incident Command System (ICS) Train-the-Trainer (TtT) Course (L-449) (32 hours)

This course prepares participants to deliver EMI's ICS curricula. While ICS 100 and 200 courses are addressed, the major emphasis is on ICS 300 and 400.

Law Enforcement Protective Measures for CBRNE Incidents, Train-the-Trainer (16 hours)

This is a Train-the-Trainer course on terrorist tactics and targeting, related hazards, indicators of terrorism, and protective measures when responding to a terrorist event. This course prepares graduates to train the LEPM course in their home jurisdictions.

Standardized Awareness Authorized Training Program, Train-the-Trainer (12 hours)

This course prepares graduates to provide instruction on suspected CBRNE events using the recognition, avoidance, isolation and notification (RAIN) technique.

Hospital Emergency Response Training for Mass Casualty Incidents, Train-the-Trainer (8 hours)

This course prepares graduates to provide instruction to HERT members enabling the hospital to maintain a capable response team.

NOBLE TRAINING FACILITY COURSES HEALTHCARE COURSES

Advanced Public Information Officer: Health and Hospital Emergencies (32 hours)

This course enables the application of public information skills to a major emergency or disaster situation for the healthcare provider.

Healthcare Leadership for All Hazards Incidents (32 hours)

This exercise-based course is taught in the nation's only hospital training facility and designed to assist healthcare professionals in generating appropriate decisions in response to a CBRNE event.

Hospital Emergency Response Training for Mass Casualty Incidents (24 hours)

This course prepares healthcare facilities and agencies to conduct a safe and effective emergency medical response to a mass casualty incident.

Fundamentals of Healthcare Emergency Management (32 hours)

This course prepares healthcare personnel responsible for development, implementation, maintenance, and administration of emergency management programs and plans for healthcare facilities/systems.

Emergency Medical Operations for CBRNE Incidents (24 hours)

Provides the emergency medical personnel with hands-on training in CBRNE incident management; field treatment of victims exposed to chemical hazards, biological agents, radiological hazards and explosions. It concludes in a multi-task, pre-hospital exercise.

Pandemic Planning and Preparedness (24 hours)

Provides an overview of pandemic influenza, its challenges, and many facets of community planning that will enable a community to prepare and effectively respond to a pandemic event. It culminates in a final exercise designed to prepare a fictitious community for pandemic event.

Environmental Health Training in Emergency Response (32 hours)

Course focus is on key environmental health topics, issues, and challenges faced during emergency response.

■ RADIOLOGICAL COURSES

Radiological Emergency Response Operations (40 hours)

This performance-based course is where the students learn to respond to and manage radiological operations.

Advanced Radiological Incident Operation (32 hours)

Advanced-level course designed to refresh or improve skills of the radiological responder or manager. This course focuses on response plans and procedures for complex incidents such as a terrorist event.

Radiological Series, Train-the-Trainer (TtT) (32 hours)

This course is designed to qualify instructors to teach radiological courses; includes background information on the radiological protection system, the management plan for the Radiological Training Series courses.

SECTION 8: Homeland Security Consortium Schools

These schools offer a wide variety of training. It has been said that if a first responder has a training need, the consortium schools offer it. Three of the most popular schools and their websites are listed below. Space does not allow us to list all of the courses offered by these schools. Go to their websites and see if a course will satisfy your training needs and contact NDDDES training and exercise staff for further assistance on enrollment.

<http://www.teex.org> - Texas Engineering Extension Service

<http://www.ncbrt.lsu.edu/> - National Center for Biomedical Training at Louisiana State University

<http://www.emrtc.nmt.edu/training/> - Energetic Materials Research and Testing Center (EMRTC) at New Mexico Technical College

SECTION 9: IMAT Courses, Position Specific – Incident Management Courses

These courses are designed to provide IMAT members with a robust understanding of their duties, responsibilities, and capabilities while serving on an All-Hazards Incident Management Assistance Team (AHIMAT).

These responsibilities fall into two categories:

- Responding to the incident and identifying command needs of the incident, and
- Effectively fulfilling the position responsibilities their assigned position on an All-Hazards ICS IMAT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: Personnel who are assigned to the one of the North Dakota IMATs are eligible to participate in NIMS ICS All-Hazards Position-Specific training.

Prerequisites: ICS Courses to the 300 or 400 level, depending on the course.

■ **Position Specific – Public Information Officer Course**

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and local IMTs, as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of PIO in an all-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 5 days

■ **Position Specific – Liaison Officer Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer (LOFR) on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 2 days

■ **Position Specific – Operations Section Chief Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an Effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 4 days

■ **Position Specific – Planning Section Chief Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief (PSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 4 days

■ **Position Specific – Situation Unit Leader Course**

This course helps participants establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) in an all-hazards incident. This course addresses all responsibilities appropriate to a SITL operating in a local or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring participants to bring a SITL Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SITL.

Course Length: 5 days

■ **Position Specific – Resource Unit Leader Course**

This course provides an overview of Unit Leader responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System (ICS). It then explores specific Resources Unit Leader (RESL) functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The status/check-in and demobilization functions are covered to provide participants with the knowledge to perform those duties if

necessary. The course includes exercises/simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 4 days

■ **Position Specific - Logistics Section Chief Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief (LSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories:

- 1) Responding to the incident
- 2) Effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 5 days

■ **Position Specific – Finance/Administration Section Chief Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief (FSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the Finance/Administration Section personnel, and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 3 days

■ **Position Specific – Situation Unit Course**

This course is designed to provide FEMA Planning Section personnel with additional knowledge and abilities to operate in the Situation Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Upon completion of this course, participants will be able to collect and analyze information; develop and maintain the Information Collection Plan; produce statistical and situational displays; demonstrate basic analytical skills; produce various intelligence reports and summaries; and establish and maintain the situation room.

Course Length: 5 days

■ **Position Specific - Documentation Unit Course**

This course is designed to provide FEMA Planning Section personnel with additional knowledge and abilities to operate in the Documentation Unit during a disaster operation. It is an intermediate level course, with a high intensity of exercises and work projects to be completed in order to pass. Upon completion of this course, participants will be able to describe the roles and responsibilities within the Documentation Unit; produce the major products that this section is responsible for during a disaster operation; and describe the inter-relationship of the Documentation Unit to other Planning, JFO, and higher echelon elements.

Course Length: 5 days

■ **Position Specific – Plans Support Unit Course**

This course is designed to provide FEMA Planning Section personnel with the knowledge and abilities to operate in the Plans Support Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Topics covered include incident action planning, strategic planning, contingency planning, and demobilization planning.

Course Length: 4 days

SECTION 10: Special Courses developed and offered by NDDDES

These courses are developed to meet the needs of North Dakota emergency management personnel. Training and Exercise Staff are open to new ideas to meet training needs.

■ Group Facilitation Course

Being able to lead others, to motivate them to commit their energies and expertise to achieving the shared mission and goals of a group, managing successful meetings, and being able to make viable decisions are vital skills for successful managers. Participants in this 2 ½ day course will enhance their skills in working with small and large groups at the local and state level.

Topics covered are:

- Meeting management.
- Meeting facilitation.
- Decision making.
- Group development and facilitation.
- And more

This course is required for ND Emergency Management Association Certification.

■ Local Mitigation Plan Workshop

This 2-day workshop covers the fundamentals of the mitigation planning requirements for communities to develop new or updated Local Mitigation Plans that address community priorities and needs and meet requirements established in 44 CFR 201.6.

This workshop describes the planning process, the requirements for stakeholder involvement, the relationship between multi-hazard mitigation planning requirements and elements of the Community Rating System to assess risks and develop effective mitigation strategies. Finally, the basic elements of the plan review, approval, and update cycle are discussed, including tips for implementing and maintaining an approved plan, tracking performance, keeping stakeholders involved, and preventing plans from lapsing or expiring.

■ Hazardous Materials Conference

The North Dakota Department of Emergency Services and the North Dakota State Emergency Response Commission (SERC) sponsor a two day Hazardous Materials Conference every two years. The purpose of the conference is to update those that manufacture, transport, store, sell, and use hazardous materials on safety issues, reporting requirements, and regulations concerning hazardous materials. The conference includes both plenary and concurrent

sessions allowing participants to choose presentations that meet their individual needs.

The agenda is developed based on current hazardous materials issues and participant feedback of the previous conference. The next conference will be held in 2013.

■ **Introduction to Emergency Services**

This 3-day course is conducted on an as needed basis, usually twice a year. The course includes the Fundamentals of Emergency Management Course, IS 230.a. The course is designed for both new and experienced emergency managers. New emergency managers will benefit by meeting NDES program management staff and getting first-hand information on program requirements. It is highly recommended new emergency managers complete this important training. Experienced emergency managers will get a refresher and an update on program requirements.

■ **Soft Target Awareness Course**

The 4-hour Soft Target Awareness Course (STAC) is designed to provide facility managers, supervisors, and security and safety personnel with a venue to receive and share baseline terrorism awareness, prevention, and protection information. The course focuses on providing information that is intended to enhance individual and organizational security awareness.

It is normal for the department to offer this course over two to three days with participants attending different blocks.

■ **Recovery and Mitigation Operations Course**

This 3 day course is designed for applicant agents and other state and local officials who are involved with disaster recovery and mitigation programs following a presidential declared disaster. It is an intensive course which will focus on the techniques and procedures necessary to best ensure the success of applicants in their participation in these programs. Instruction will be presented in a vignette format, so participants can focus their attendance on the disaster recovery and mitigation programs they will most likely become involved in or require knowledge of after a presidentially declared disaster. (As an example, an official working only the PA program only needs to participate in the 1 ½ days of PA program instruction.) Programs to be addressed include the Public Assistance (PA) program, Unified Hazard Mitigation Assistance (HMA) program to include the Hazard Mitigation Grant Program (HMGP), and Individual Assistance (IA) program.

Course Length (can be varied based on audience need):

- PA- 1.5 days
- Unified HMA/ HMGP – 1 day
- IA- 0.5 day

Message from the State Director of Homeland Security

Several years ago, the State Legislature demonstrated their commitment to public safety by combining the state's emergency management agency and state's emergency communications agency into the Department of Emergency Services. In addition, Governor Dalrymple has made clear that public safety is one of his administration's top priorities. These actions present a tremendous opportunity to better leverage resources and capabilities to better serve the citizens of our state.

Partnerships with our federal, state, tribal, local and non-governmental partners continue to improve. But we are never done in improving our actions of prevention, protection, preparedness, response, and recovery especially in the training arena.

This catalog outlines courses that can be completed by local, tribal, and state emergency personnel. The courses can be completed at a variety of locations as institutional resident courses, a central location, regionally, or brought to a local community. NDDDES has the capability to develop and deliver specialized courses based on the needs of requesting entities. NDDDES is committed to ensuring that all levels of government and public safety personnel are trained and exercised to the highest standards.

The time spent training will be rewarding and will significantly enhance your skills as a first responder in your local community. I can assure you that you will become significantly better qualified to perform your duties as a result of your training. Much of the training emphasizes first responders from the different disciplines and government officials organizing themselves as a team. Teamwork is the key to effective emergency/disaster response and recovery.

We are committed to protecting the lives of the citizens of North Dakota and ensuring the safety of all within our communities. As the Director of the Division of Homeland Security, I welcome you to participate in the courses on the local, state, and national level. I thank you for your sacrifice in making North Dakota a safer place to live, raise our families, and conduct business.



Greg Wilz
Director
North Dakota Division of Homeland Security

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SECTION 1: Training Guidelines

■ **Admission Guidelines**

While applications are accepted up to two weeks prior to the course start date, space may be limited and courses often fill in advance. Therefore, we recommend submitting your application as soon as possible to ensure enrollment.

■ **Contact Information**

Training and Exercise Section

Course Information and Online Registration: www.nd.gov/des

Fax: 701-328-8181

Telephone: 701-328-8100 or 800-773-3259

■ **Attendance**

Programs are scheduled to present the maximum amount of information in the shortest possible time. It is important that participants attend the entire program for which they are enrolled.

■ **Peace Officer Standards and Training (POST) Board**

The North Dakota Commission on Peace Officer Standards and Training (P.O.S.T.) has certified many NDDDES courses. Please see specific course details or contact NDDDES for additional information.

■ **Transportation and Lodging**

Hotel reservations and payment are the participants' responsibility. NDDDES will reimburse the participant meals and lodging at the state rates when possible.

■ **Cancellation**

NDDDES reserves the right to cancel any program. Should this occur, every effort will be made to re-schedule the course. All applicants will be notified promptly of any re-scheduled or cancelled courses.

If a student must cancel course attendance please notify NDDDES of the cancellation so others may be admitted.

Section 2: Training and Exercise Events Listing

■ General

These events are selected by NDDDES staff based on the training needs assessment conducted in July 2010 and observations of training needs by local, tribal, and state emergency management personnel during exercises and emergency/disaster situations. If a local, tribal, or state official identifies a need for other courses to be conducted from those in this catalog, communicate that to NDDDES training and exercise staff. The training and exercise staff will do their best to accommodate identified needs.

■ Training and Exercise Schedule

EVENT	DATE	LOCATION
Basic PIO Course	January 12-13	Bismarck
Introduction to Emergency Services	January 18-21	Bismarck
Exercise Roughrider (Northwest region)	February 8	Minot
Exercise Roughrider (Southwest region)	February 10	Dickinson
Exercise Roughrider (Southeast region)	February 15	Jamestown
Exercise Roughrider (Northeast region)	February 17	Devils Lake
ICS 300 Course	Feb 28-March 2	Grand Forks
ICS 400 Course	March 2-4	Grand Forks
Introduction to Emergency Services	June 7-10	Bismarck
NDDDES Workshop	July 12-13	Bismarck
NDEMA Conference	August 10-12	Fargo
Vigilant Guard Exercise	Sept 19-23	Bismarck
Basic PIO Course	October 11-13	Bismarck
PER 213 – Wide Area Search	October 18 – 20	Bismarck
Exercise Design Course	October 25-27	Bismarck
Introduction to Emergency Services	November 15 – 17	Bismarck

SECTION 3: Independent Study Courses

Independent study courses are on-line courses offered by the Emergency Management Institute and other training venues such as Texas Engineering and Extension Service (TEEX). The majority of the courses will be completed by an individual or through group study. Selected courses (as identified) can be taught in the classroom by NDDDES or certified contract personnel at the request of a local jurisdiction for a minimum of 20 students. The independent study courses listed below are recommended by the Department of Emergency Services. Refer to <http://training.fema.gov/IS/> and <http://teexweb.tamu.edu/> to get more detailed information and to view other Emergency Management Institute and TEEX independent study course offerings.

■ **Emergency Management – An Orientation to the Position (IS – 1)**

This independent study course provides an introduction to Comprehensive Emergency Management (CEM) and the Integrated Emergency Management System (IEMS). Included is an in-depth look at the four phases of comprehensive emergency management; mitigation, preparedness, response, and recovery. The text is accompanied by illustrations, diagrams, and figures. In most units there are worksheets, exercises, and tasks to complete.

Study Hours: 10 hours

■ **Introduction to Incident Command System – ICS 100 (IS-100b) -** (Available for classroom training)

This course provides training on and resources for personnel who require a basic understanding of the Incident Command System (ICS). This course 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).

Course topics:

- ICS Overview
- Basic Features of ICS
- Incident Commander and Command Staff Functions
- General Staff Functions
- ICS Facilities
- Common Responsibilities

ICS 100 can be taken as an Independent Study course or in a classroom setting.

Selection Criteria: The target audience includes persons involved with emergency planning, and response or recovery efforts.

Study Hours: Approximately 8 hours

■ **An Introduction To Exercises (IS 120.a)** - (Available for classroom training)

This independent Study course 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). IS120.a, An Introduction to Exercises, replaces IS 120, An Orientation to Community Disaster Exercises. At the end of this course, participants will be able to:

- Identify the five phases of the exercise process.
- Distinguish the tasks necessary to complete each phase of the exercise process.
- Understand how exercises complete the emergency preparedness cycle.
- Comprehend the role of exercises in the testing of facilities, equipment, and personnel in a performance-based environment.
- Recognize how exercises prepare communities to respond to and recover from major emergencies.

Study Hours: 5

■ **Exercise Evaluation and Improvement Planning (IS – 130)** - (Available for classroom training)

This independent Study course is a new offering that introduces the basics of emergency management exercise evaluation and improvement planning. It also provides the foundation for exercise evaluation concepts and practices as identified in the Homeland Security Exercise and Evaluation Program (HSEEP). At the end of this course, participants will be able to:

- Understand the exercise, evaluation, and improvement planning steps. Comprehend the process of designing and developing exercise evaluation criteria.
- Identify the necessary tasks in conducting an exercise evaluation.
- Understand methods of analyzing exercise data.
- Identify the steps necessary to prepare an After-Action Report (AAR) and conduct an After-Action Conference (AAC).

Required Prerequisite: Individuals who wish to enroll in IS 130, Exercise Evaluation and Improvement Planning, must complete IS 120.a, An Introduction to Exercises.

Study Hours: 5

■ **ICS for Single Resources and Initial Action Incidents – ICS 200 (IS 200.b)**
(Available for classroom training)

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). This course focuses on the management of single resources.

Selection Criteria: The primary target audience is response personnel with supervisory responsibilities.

Course Goals and Topics

- Describe the ICS organization appropriate to the complexity of the incident or event.

- Use ICS to manage an incident.
- Leadership and Management.
- Delegation of Authority and Management by Objectives.
- Functional Areas and Positions.
- Briefings.
- Organizational Flexibility.
- Transfer of Command.

■ **The Role of Voluntary Agencies in Emergency Management (IS – 288)**

This independent study course is intended to educate the student about the vital role that voluntary agencies play as key partners in providing disaster relief services throughout the entire emergency management cycle (mitigation, preparedness, response, and recovery).

Study Hours: 10

■ **Hazardous Materials Prevention and Planning (IS – 340)**

Hazardous materials pose a continuing and growing emergency risk for local jurisdictions across the nation and state. This course will provide you the assistance and confidence needed to effectively plan for and respond to hazardous materials incidents through sound emergency planning and with the highest level of safety for response personnel within your jurisdiction. The course will consist of nine lessons, excluding the course introduction. It will be interactive and conclude with an end-of-course examination. You will enroll when you complete the online answer sheet for the final exam.

Study Hours: 10

■ **National Incident Management System (NIMS), Introduction to (IS 700a)**

This course provides an introduction to the National Incident Management System (NIMS). At the end of this course, participants will be able to describe the intent of NIMS; describe the key concepts and principles underlying NIMS;

describe the purpose of the NIMS Components, including Preparedness, Communications and Information Management, Resource Management, and Command and Management; and describe the purpose of the National Integration Center. This course provides a basic introduction to NIMS; it is not designed to replace Incident Command System and position specific training.

Study Hours: 3

■ **Multi-Agency Coordination Center Course (IS 701.a)**

This interactive computer-based NIMS course prepares participants to use the components of a Multi-Agency Coordination System and establish relationships between all elements of the system. After taking the course, participants should be able to:

- Define multi-agency coordination at the local, state, and federal levels of government.
- Identify each agency involved in incident management activities to ensure appropriate situational awareness and resources status information is shared through multi-agency coordination.
- Identify typical priorities established between elements of the Multi-Agency Coordination System.
- Define key terms related to the Multi-Agency Coordination System.
- Describe the process of acquiring and allocating resources required by incident management personnel in relationship to the entire Multi-Agency Coordination System.
- Identify typical future resource requirements for the entire Multi-Agency Coordination System.
- Identify potential coordination and policy issues arising from an incident relative to the entire Multi-Agency Coordination System.

The primary functions of Multi-Agency Coordination Systems addressed in the course are: to support incident management policies and priorities; facilitate logistics support and resource tracking; make informed 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. There also is a group study version of this course by which it may be delivered in the classroom.

Study Hours: 5

■ **EOC Management and Operations (IS – 775) - (Available for classroom training)**

This course describes the role, design, and functions of EOCs and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities, and case studies that relate to

EOCs and multi-agency coordination systems at the local, state, and federal levels of government.

Study Hours: 4

■ **National Response Framework (NRF), Introduction (IS 800b)**

This course is intended for government executives, private-sector and Non-Governmental Organizations (NGOs) 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. This course introduces participants to the concepts and principles of the National Response Framework. At the end of this course, participants will be able to describe:

- The purpose of the National Response Framework.
- The response doctrine established by the National Response Framework.
- The roles and responsibilities of entities as specified in the National Response Framework.
- The actions that support national response.
- The response organizations used for multi-agency coordination.
- How planning relates to national preparedness.

Study Hours: 3

■ **AWR160 - Terrorism Awareness for Emergency First Responders**

The WMD/Terrorism Awareness of Emergency Responders course was designed to provide the participants with knowledge of hazardous materials, weapons of mass destruction and response to incidents involving these materials. All response disciplines are strongly recommended to complete this course. This course is NFPA 472 compliant and meets the requirements for Hazardous Materials Awareness Level training. WMD Awareness for Emergency Responders Course via the Internet at <http://www.teexwmdcampus.com>. This course is an entry level objective for the NERRTC/ODP WMD HazMat Defensive Operations Course.

Topics:

- Have an awareness of terrorism, hazardous materials, weapons of mass destruction (WMD), indicators of potential terrorist acts, and potential terrorist targets
- Identify hazardous materials used as weapons of mass destruction in fixed facilities and/or in transport
- Describe chemical agents, their characteristics, and recognize the signs and symptoms of exposure
- Describe biological agents, their characteristics, and recognize the signs and symptoms of exposure

- Describe radiation and radiological materials, their characteristics, and recognize the signs and symptoms of exposure
- Describe explosives, their characteristics, and the effects of a detonated explosive device
- Have the skills and knowledge to gather response information based on the hazards present at a WMD incident and implement a planned response that activates the local emergency response system that is consistent with the local emergency response procedures.

Study Hours: 4 hours

SUBSECTION 3A: Professional Development Courses

Those who complete all Professional Development Series (PDS) courses are eligible to receive a PDS Certificate of Completion. The courses are listed below in order of recommended level of completion.

■ **Fundamentals of Emergency Management (IS 230.a)** - (Available for classroom training)

Understanding the fundamental principles and practices of emergency management provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework for understanding emergency management in the following areas:

- Overview of the Integrated Emergency Management System
- The emergency management cycle
- The Plan as program centerpiece
- Functions of an emergency management program
- Emergency management program participants
- Applying emergency management principles

Study Hours: 10

■ **Emergency Planning (IS 235)** - (Available for classroom training)

Being able to use all the basic elements of the planning process gives emergency managers, planners, and other stakeholders a basis for working together to shape the community's disaster response to all types of hazards and problems. This course is designed to provide common experience of a properly structured Emergency Operations Plan in the following areas:

- The planning process
- Hazard analysis
- The basic plan
- Annexes and appendices
- Implementing instructions

Study Hours: 10

■ **Effective Communication (IS 242)** - (Available for classroom training)

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. It addresses:

- Basic communication skills
- How to communicate in an emergency
- How to identify community-specific communication issues

- Using technology as a communication tool
- Effective oral communication
- How to prepare an oral presentation

Study Hours: 8

■ **Decision Making and Problem Solving (IS 241)** - (Available for classroom training)

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. It addresses:

- The decision making process
- Decision making styles
- Attributes of an effective decision maker
- Ethical decision making and problem solving

Study Hours: 8

■ **Leadership and Influence (IS 240)** - (Available for classroom training)

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. It addresses:

- Leadership from within
- How to facilitate change
- How to build and rebuild trust
- Using personal influence and political savvy
- Fostering an environment for leadership development

Study Hours: 9

■ **Developing and Managing Volunteers (IS 244)** - (Available for classroom training)

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. Topics include:

- Benefits and challenges of using volunteers
- Building a volunteer program
- Writing job descriptions
- Developing volunteers through recruitment, placement, training, supervision and evaluation

- Coordinating with voluntary agencies and community-based organizations
- Special issues including spontaneous volunteers, liability, and stress

■ **Exercise Design (IS 139)** - (Available for classroom training)

Emergency manager, emergency services personnel, and individuals who are part of the emergency preparedness and response communities at all levels of government need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities. This course is designed to develop exercising skills in the following areas:

- Comprehensive exercise program
- The exercise process
- Exercise design steps
- Tabletop, Functional, and Full-Scale exercises
- Exercise evaluation
- Exercise enhancements
- Designing a Functional Exercise.

Study hours: 15

SECTION 4: Emergency Management Institute (EMI) G-Courses (Conducted in state)

These are courses developed by EMI that are conducted in-state by NDDDES Personnel. The courses will be conducted based on the annual training needs assessment and requests from local emergency managers. Not all the courses developed by EMI are listed here. Go to <http://training.fema.gov/EMI> for more detailed information and additional course offerings. A minimum of 20 students are required for a course to be offered.

■ **Community Mass Care Management (G 108)**

This 2-day course is intended to equip emergency management and voluntary agency personnel with the knowledge and skills 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).

Selection Criteria: state, tribal, and local government emergency management and voluntary agency personnel who provide mass care assistance.

■ **Emergency Management Operations Course (EMOC) (G 110)**

The EMOC is designed for local communities or tribal governments 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. 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.

Selection Criteria: Elected and appointed city and county officials. These include mayor, city manager, city council, county commissioners, county manager, and other key positions, such as emergency manager and the public information officer. Also included as eligible participants are upper and mid-management personnel including supervisory, operational, and communications staff from the fire service, law enforcement, public works, and emergency medical services. Volunteer groups also should participate.

■ **Exercise Evaluation Workshop (G130)**

This course is designed to provide local jurisdictions with knowledge and develop skills that will enable those attending to manage exercise evaluation activities before, during, and after an emergency management exercise. The participant should have substantial knowledge of emergency operations within his/her organization and the assigned responsibility to manage the evaluation function or serve as an evaluation team leader as part of the community's exercise program. This course can be taught as a 1-day/8-hr. course or optional 2 day/16-hr. course.

■ **Incident Command System/Emergency Operations Center (ICS/EOC) Interface (G191)**

This course works best when delivered to Incident Command System and Emergency Operations Center personnel from the same community. 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.

Selection Criteria: Participants should be teams from a community's ICS and EOC personnel.

Prerequisites:

Recommended: IS 100.a, Introduction to the Incident Command System (ICS), ICS-100; IS 200.a, Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200;and/or EOC Management courses.

Course Length: 8 hours

■ **Emergency Planning and Special Needs Populations (G 197)**

This 2½-day 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.

Selection Criteria: The target audience for this course includes emergency managers, senior first-response personnel, special needs coordinators, human services organization personnel, facility planners, community-based organizational personnel, advocacy group personnel, elected officials, public health personnel, and Voluntary Organizations Active in Disaster (VOAD) personnel.

■ **Debris Management Course (G 202)**

This course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris generating event with emphasis on state, tribal, and local responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations, compliance with laws and regulations, contracting procedures, debris management site selection, volume reduction methods, recycling, special debris situations, and supplementary assistance.

Selection Criteria: tribal, local, and state emergency management personnel, including public works and waste management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.

Course Length: 4 days

■ **Managing People in Disasters – A Local Perspective (G 249)**

This 3-day course is aimed at preparing participants 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.

Prerequisites:

Recommended: IS 240, Leadership and Influence, IS 241, Decision Making and Problem Solving, and IS 242, Effective Communication.

■ **Workshop: Local (Rapid) Needs Assessment (G 250.7)**

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

Selection Criteria: Any community working to improve its disaster intelligence collection procedures.

■ **Recovery from Disaster; The Local Government Role (G 270.4)**

This workshop is designed for local disaster recovery teams consisting of emergency managers, city/county administrators, public works directors, building inspectors, and community planners. The course focuses on the roles and responsibilities of each team member.

State disaster recovery personnel who work directly with local governments in disasters are eligible to attend the course.

Course Length: 4 hours to 2 days depending on the local need.

■ **Hazardous Weather and Flood Preparedness (G 271)**

The National Weather Service (NWS) and FEMA developed this course with input from many states and local emergency managers. It is intended to help to promote a more proactive response to weather and flooding hazards through close coordination between emergency management and NWS. This course covers:

- How the basic elements of weather can combine to create potential hazards in an area;
- Weather forecast products and how to interpret them; and
- Anticipating hazardous weather for planning, warning, and response purposes.

Selection Criteria: Local and state emergency managers who respond to hazardous weather events.

■ **Warning Coordination (G 272)**

This 1½-day field 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. Course topics include The Social Dimensions of Warning Response; Developing Effective Warning Messages; Developing an Effective Community Warning Process; and Working with the News Media to Create a Weather Warning Partnership. In addition to lecture and discussion, the course includes case studies, exercises, and an opportunity for interaction with representatives of the local news media.

Selection Criteria: Intended for local emergency managers

■ **Benefit-Cost Analysis: Entry-Level Training (G 278)**

This course is designed as an introduction to the fundamental concepts of benefit-cost (BC) analysis. Participants will learn how to obtain BC data and conduct analyses using the basic versions of the river and coastal A-zone software modules. This course will not teach how to conduct level-two BC analyses.

Selection Criteria: The target audience is federal and state hazard mitigation officials. Other personnel involved in conducting BC analyses may also apply.

Prerequisites:

Required: Participants must have knowledge of mathematics (basic algebra) and computers.

Recommended: Familiarity with basic mitigation terminology is suggested.

Course Length: 2½ days

■ **Donations Management Workshop (G 288)**

This 8–12-hour workshop addresses the planning considerations and operational requirements for an effective donations management system at the local level. A special emphasis is put on the importance of collaborative partnerships between local government, voluntary agencies, and community organizations as the key to success in volunteer and donations management.

Selection Criteria: Local government officials and state and/or local leaders of key voluntary organizations (i.e., those affiliated with the State Voluntary Organizations Active in Disaster (VOAD)), who have responsibility for planning, coordinating, implementing, and/or operating the donations management function at the state and local levels.

Prerequisites:

Required: Participants must have some responsibility to oversee, coordinate, and/or assist with the state and local donations and volunteer management functions during disasters. IS 288, The Role of Voluntary Agencies in Emergency Management.

Recommended: IS 100.a, Introduction to the Incident Command System (ICS), ICS-100, and IS 700.a, National Incident Management System (NIMS), An Introduction.

■ **Basic Public Information Officer (G290)**

Can you get your message across to the public during an emergency/disaster? This course emphasizes skills development and addresses the impact of technology on emergency public information to help assigned public information officers communicate effectively with the public. Key course activities include a media panel and live situation based interviews.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the state, local, or tribal levels of government.

Course Length: 2.5 days

■ **JIS/JIC Planning for Tribal, State, and Locals PIO's (G 291)**

The purpose of this course is to build on the solo PIO competencies gained in the Basic Public Information Officer (PIO) (G290) course to applying those skills in an expanding incident where coordination is enhanced through the establishment of a Joint Information System (JIS)/Joint Information Center (JIC). This training will equip PIOs with the skills needed to establish and operate in a JIS/JIC. Participants will also gain a working knowledge of operational practices for performing PIO duties within the NIMS multiagency coordination system. The course will demonstrate how JIC concepts are applied in a flexible and scalable manner at the local levels.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function primarily at state, local, or tribal levels of government.

Prerequisites:

Recommended: This training is designed on the assumption that participants will have completed the following courses: G289, Public Information Officer (PIO) Awareness Training, and G290, Basic Public Information Officer (PIO).

Course Length: 1-day classroom

■ **Mitigation Planning Workshop for Local Governments (G 318)**

This 2-day workshop discusses the Disaster Mitigation Act of 2000 which amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act by, among other things, adding a new section, 322—Mitigation Planning. Section 322 requires governments to prepare and adopt jurisdiction-wide hazard mitigation plans as a condition of receiving Hazard Mitigation Grant Program (HMGP) funds to “brick and mortar” mitigation projects. The Mitigation Planning Workshop for Local Governments course assists representatives of local

communities or multijurisdictional planning areas to develop a mitigation plan that meets community needs as well as the Section 322 local government planning requirements as described in 44 CFR Section 201.6. This workshop explains each of the requirements, demonstrates how FEMA's new Mitigation Planning How-to Guides can be used to address each requirement, and provides opportunities to begin the planning process in group activities with representatives of the same community or planning area.

Selection Criteria: The target audience for this Workshop includes the following representatives of local government: elected officials, managers, planners, emergency program managers, and other staff with expertise needed for mitigation projects.

The workshop is also intended for community members interested in avoiding or minimizing hazard losses who may wish to participate in the mitigation planning process.

■ **Who's in Charge Here? Exercising Leadership in an Emergency or Disaster (G 351)**

The purpose of this 6-hour course is to prepare local elected government officials to lead and direct their jurisdiction in implementing comprehensive emergency management systems. At the conclusion of the course, participants will be able to:

- Exercise greater leadership in an emergency through a better understanding of their roles and responsibilities;
- Develop emergency management policies and procedures for emergency management activities and implement necessary policies and procedures to respond to and recover from a disaster;
- Initiate appropriate emergency management actions during a disaster;
- Negotiate through the intergovernmental response system to obtain the required resources and assistance in an emergency;
- Maximize gains for disaster recovery assistance through appropriate contacts and knowledge of available resources;
- Understand the partnership among federal, state, and local governments;
- Establish relationships and partnerships with other agencies and organizations (i.e., profit, not-for-profit, and business and industry) for effective emergency management response and recovery outcomes; and
- Take actions to ensure citizen satisfaction during a disaster and build credibility before a disaster.

Selection Criteria: Local elected officials

Multi-Hazard Emergency Planning for Schools (G362)

This course can be conducted on-site for school and responder personnel or in a central location. If it is taught on-site, the course length could be as little as 2 days but will depend on the status of the School Emergency Operations Plan. Schools starting the planning process from the beginning will have a longer course than the school updating an existing plan. Courses taught in a central location to a wide audience are a 4-day course.

The course is tailored to the unique planning and exercise needs of school systems. This course integrates all Department of Homeland Security (DHS) doctrine into an easy-to-follow planning process. This course follows the steps outlined in the Comprehensive Preparedness Guide (CPG 101) and provides participants the information to ensure alignment with recent doctrines such as the National Incident Management System (NIMS), National Response Framework (NRF), and the National Infrastructure Protection Plan (NIPP). By systematically analyzing threats/hazards, school teams are able to identify needed enhancements to their plans for preventing or mitigating incidents while also preparing for, responding to, and recovering from incidents. In addition, each team will have an opportunity to prepare and conduct a tabletop exercise using the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines and tools. Revisiting their Emergency Planning Team Assessments and Action Item Worksheets, teams will have an opportunity to develop an implementation and sustainment strategy to be used when they return home.

At the end of the course, participants will be able to:

- Refine their school Emergency Operations Plan (EOP). Throughout the course, teams will review their existing EOP, and using a sample EOP and other resources, determine areas for improvement.
- Conduct an EOP exercise. Teams will have several opportunities to create and conduct drills and tabletops designed to exercise the procedures in their school EOP.
- Develop an action plan for sustaining their school EOP. Throughout the course, teams will record action items they plan to take when they return to their school districts after this course, including communicating their EOPs with critical stakeholders.

Selection Criteria:

- Submit applications as a “package” using the format below as a cover sheet. Place person’s name next to position being filled.
 - 1 person—Law Enforcement/School Resource Officer (SRO)
 - 1 person—Fire
 - 1 person—Emergency Management or Public Health
 - 4-6 school district personnel

■ **Evacuation and Re-entry Planning Course (G 358)**

This 12-hour course is designed to provide participants with the 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. This course does not address the decision to evacuate or re-enter.

Selection Criteria: The persons responsible for planning, implementing, and carrying out evacuations within a jurisdiction must attend this course as a team. This includes, but is not limited to, local and state government emergency program managers, emergency planners, and response personnel.

■ **Flood Fight Operations Course (G 361)**

This 2 ½ day course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. The Flood Management course presents participants with an overview of the many facets of flood disasters; hazard identification, planning and preparedness, mitigation, response, and recovery. This comprehensive overview of flood disasters will enhance general understanding of the flood phenomenon, enabling better preparation for the next inevitable event.

■ **ICS for Executives and Senior Officials (G 402)**

This course provides executives and senior officials (including elected officials, city/county managers, agency administrators, etc.) an orientation to the Incident Command System (ICS).

Selection Criteria: Executives and senior officials, including elected officials, city/county managers, agency administrators, etc.

Course Outline

- Part 1: What is ICS?
- Part 2: ICS Organization and Features
- Part 3: Unified and Area Command
- Part 4: Coordination and Incident Management Assessment
- Part 5: ICS Preparedness

Course Length: Minimum of 2 hours

■ EOC Management and Operations (G 775)

This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a multiagency coordination system. The course contains disaster related examples, activities, and case studies that relate to EOCs and multiagency coordination systems at the local, state, and federal levels of government. At the end of the course, participants should be able to:

- Relate EOC operations to National Incident Management System (NIMS) requirements.
- Describe the role that EOCs play in overall multiagency coordination.
- Describe the relationship between the EOC and the on-scene Incident Command System (ICS) structure.
- Identify staffing, information, systems, and equipment needs at the EOC.
- Determine whether participants' EOC organizations are conducive to effective coordination.
- Identify potential alternate locations suitable for EOC operations should the primary EOC facility become damaged or inoperable.
- Create a test, training, and exercise plan for critical EOC operations.
- Develop a strategy and schedule for reviewing EOC resource requirements and technology needs.

Selection Criteria: This course is open to all federal, state, local, and tribal emergency managers; first responders to include incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and Voluntary Organizations Active in Disaster (VOAD) personnel.

Prerequisites: IS 701.a, Multi-Agency Coordination System (MACS) Course.

Course Length: 2 days

■ Homeland Security Exercise Evaluation Program (HSEEP) Toolkit Training

This course is currently under revision and will be offered when new course materials are developed. The course trains personnel on how to run the HSEEP computer based program.

SECTION 5: E Courses

These courses are taught at the Emergency Management Institute (EMI) in Emmitsburg, MD. EMI current policy is to reimburse eligible course participants eligible airline ticket costs and provide on-campus housing. Meals are the responsibility of the student's agency.

■ **Emergency Management Framework for Tribal Governments (E 580)**

This course provides tribal leaders with a basic understanding of emergency management principles and their role in leading and directing their tribes in implementing comprehensive emergency management systems.

Specific topics include:

- Federal, state, tribal, and local partnership in emergency management.
- Getting a program started.
- Concept of emergency management and the four phases.
- Definition and analysis of hazards.
- Resources for emergency management available at the tribal, state, and federal levels, as well as from the private sector.
- Developing an emergency operations plan.
- Comprehensive emergency management, its elements, and the appropriate role taken by the emergency manager.
- Meeting the challenges for upgrading and sustaining emergency management capabilities.

Selection Criteria: Tribal government officials who can lead and direct their jurisdictions in implementing comprehensive emergency management systems.

Course Length: 4 days

■ **Emergency Management Operations for Tribal Governments (E581)**

The goal of this course is to identify tribal organizational structures, operational procedures, and resources for effective emergency management operations.

Specific topics include:

- Organizing and selling an all-hazards emergency management program to stakeholders.
- Legal authorities for conducting emergency management programs in response, recovery, mitigation, and preparedness.
- Directing and controlling operations using the National Incident Management System (NIMS) concepts and principles.
- Inventorying and assigning first responder primary and secondary roles to carry out coordinated response efforts.

- Identifying communication assets and resolving the interoperability issue.
 - Implementing effective warning, alert, and notification systems with emphasis on addressing the needs of special populations.
 - Getting the word out during times of disaster to ensure the public has accurate, timely, and useful information.
 - Educating the public through pre-disaster outreach programs.
 - Coordinating and ordering evacuations to ensure the public is safe from disaster.
 - Opening and operating mass care and sheltering facilities to provide for victims.
 - Mobilizing and managing health, medical, and environmental services.
 - Establishing authorities and organizational structure to effectively manage resources.
 - Protecting, repairing, and restoring critical infrastructure.
 - Developing and writing standard operating procedures for the support functions.
- As a culminating activity, participants will develop and present written proposals to get buy-in from their stakeholders to start a new emergency management program or improve an existing one.

Selection Criteria: Tribal emergency managers, tribal government officials, and other authorized tribal representatives responsible for leading, directing, and coordinating tribal emergency management operations.

Prerequisites: Successfully completed E/L580, Emergency Management Framework for Tribal Governments.

Course Length: 4 days

■ **E900 - IEMC: All Hazards Preparation and Response**

Course Description:

This Integrated Emergency Management Course, E900 All Hazards Preparedness and Response is a premier course that addresses preparedness and response in emergency situations resulting from natural and technological hazards. This exercise-based course is conducted for two types of audiences. The participants in the "generic" audience represent various communities from throughout the country. The "specific" audience is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning, yet realistic, environment. A key outcome of this is that additional planning needs are identified, providing the opportunity to enhance overall preparedness. The exercise scenario for the All Hazards: Preparedness and Response focuses on severe weather and related flooding.

Prerequisites: None.

Course Length: 4 Days

■ **E901 - IEMC: All Hazards Recovery and Mitigation**

This exercise-based course emphasizing recovery and mitigation is new in the IEMC curriculum. It is similar to the IEMC All Hazards: Preparedness and Response course in its format but emphasizes recovery and mitigation activities. This course is conducted for two types of audiences. The participants in the “generic” audience offering represent various communities throughout the country. This IEMC also may be offered to communities who have previously participated in a “specific” community IEMC. The IEMC All Hazards: Recovery and Mitigation places public officials and other key community leaders in a simulation that begins after a disaster has affected a community. The course sessions and exercises allow for structured decision making in a learning environment that is nonetheless realistic. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster recovery, in both the short-term and the long-term. The exercise scenario focuses on recovery from severe weather and related flooding. Mitigation activities to prevent or reduce the future impact of a similar disaster also are identified during the mitigation exercise.

Course Length: 4 Days

NOTE: Participants are encouraged to enroll in both the All Hazards: Preparedness and Response and the All Hazards: Recovery and Mitigation, in consecutive, back-to-back, offerings.

■ **E915 - IEMC: Homeland Security Preparedness and Response**

This Integrated Emergency Management Course focuses on preparing for and responding to the consequences of a terrorist act. This exercise-based course is conducted for two types of audiences. The participants in the “generic” audience represent various communities from throughout the country. The “specific” audience is made up of participants all from one community. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning, yet realistic, environment. In the Homeland Security, special attention is placed on the response among agencies when the disaster area is also a crime scene.

Prerequisites: None.

Course Length: 4 Days

■ **E920 - IEMC: Hazardous Materials Preparedness and Response**

This Integrated Emergency Management Course, E920 Hazardous Materials Preparedness and Response focuses on preparing for and responding to a major

hazardous materials incident. This exercise-based course is conducted "generic" audience. The participants in the "generic" audience represent various communities from throughout the country. The IEMC places public officials and other key community leaders in a disaster simulation. The course methodologies of classroom instruction, planning sessions, and exercises, allow for structured decision making in a learning, yet realistic, environment.

Prerequisites: None.

Course Length: 4 Days

■ **E930 - IEMC: Community-Specific**

These IEMCs place emphasis on community response and short-term recovery issues. They are tailored to fit the community and are based on a selected hazard type. The course methodologies of classroom instruction, planning sessions, and exercises allow for structured decision making in a learning, yet realistic, environment. A key outcome of this IEMC is to provide participants with the ability to carry out their respective functions related to disaster response and assist with making the transition from response activities to short-term recovery. These actions allow the community to "position" itself better for long-term recovery.

Selection Criteria: Elected and appointed city, county, and tribal officials. these include mayor, county executive, legal counsel, city manager, city and tribal council, finance director, personnel/human resources manager, public information officer, economic development manager, city/county mitigation officer, city/county emergency management director and staff, fire marshal, airport manager, and director of transportation. Additionally, upper- and mid-management personnel, including supervisory, operational, and communications/dispatch staff from fire service, law enforcement, public works, and emergency medical services, are a part of the target audience. The red cross and the salvation Army (VOADs) and school and university systems also should attend.*

Prerequisites: None.

Course Length: 4 Days

■ **E947 - IEMC: Emergency Operations Center-Incident Management Team Interface**

IEMC: EOC-IMT Interface is designed to provide an exercise environment for EOC members and IMT responders to practice communications and coordination between the EOC and field operations command during simulated incidents, both planned and unplanned. This course describes the roles, responsibilities and

relationships of local EOCs and IMTs. It trains participants on effective management of domestic incidents and exercises the interfaces between EOC personnel and All Hazards IMTs (AHIMT) (Type 3, 4 and 5). This IEMC clarifies the difference between resource management at the EOC and on-scene command. It presents four ways an EOC can be organized and explains the difference between the IMT's on-scene command responsibilities and an EOC's coordination responsibilities. This course is delivered via classroom lectures, discussions and functional exercises.

Course Goal:

- Provide training on the interactions necessary for effective management of domestic incidents.
- Exercise the interfaces between EOC personnel and an AHIMT.

Target Audience:

The target audience for this course includes EOC management personnel and IMT members. EOC management personnel include, but are not limited to, mayors, city/county managers, general counsel, community/county managers, emergency managers, fire/police/public safety chiefs, public works and public health managers, EMS managers, community services providers, and key EOC support staff. IMT participants are members of recognized AHIMTs (State or Urban Area Security Initiative (UASI) regions).

Refer to the list of participants below.

Prerequisite:

The courses listed below must be completed by applicants prior to attending this course.

EOC Personnel	IMT Members
<ol style="list-style-type: none"> 1. IS-100, Introduction to Incident Command Systems 2. IS-200, ICS for Single Resources and Initial Action Incidents 3. IS-700, National Incident Management System (NIMS), An Introduction 	<ol style="list-style-type: none"> 1. ICS-300: Intermediate ICS for Expanding Incidents 2. ICS-400: Advanced ICS for Command and General Staff, Complex Incidents, and MACS

The following courses are **recommended** to be completed by students prior to attending this course:

1. G-775, Emergency Operations Center (EOC) Management
2. G-701, Multiagency Coordination Systems

Course Length: 4 full days.

■ **Advanced Public Information Officers**

This advanced course builds on the foundations established in Basic Public Information Officer (PIO) - (G290) by focusing on PIO responsibilities in large scale emergency situations. This is accomplished through a series of lectures and simulation exercises.

Topics include legal issues, risk communication, interpersonal skills, and effective communication in emergencies, media relations, and use of the Joint Information System (JIS).

Selection Criteria: Full and part-time public information personnel who have completed Basic Public Information Officer (PIO) (G290). This recommended requirement can be waived for those individuals who have extensive experience in public information activities. Waiver requests must be submitted to Admissions and approved in writing before an application will be accepted.

Prerequisites: Basic Public Information Officer (PIO)(G290) (or pre-approved EMI waiver).

Course Length: 4 days

SECTION 6: EMI L-Courses

L-Courses are non-resident EMI Courses taught by EMI personnel. Contact NDDDES Training and Exercise staff for more detailed information.

Multi-Hazard Emergency Planning for Higher Education (L363)

This 3-day course provides institutions of higher education with the knowledge and planning strategies to better protect lives, property, and operations within the context of comprehensive emergency management by utilizing the ICS to develop and implement an Emergency Operations Plan (EOP). At the end of the training, campus personnel will:

- Recognize the importance of an emergency plan that meets the unique needs of an institution of higher education;
- Identify hazards that present risks for institutions of higher education and the impact
 - of those hazards;
- Identify the process and benefits of conducting a risk assessment;
- Identify the benefits of an effective EOC;
- Create a partnership with stakeholders;
- Identify and assemble a planning team;
- Develop or revise a multi-hazard EOP;
- Develop and implement a strategy for training and testing the EOP;
- Engage the academic community in the essential elements of emergency planning.

Selection Criteria:

- Only “college/university” teams should apply.
- Submit applications as a “package” using the format below as a cover sheet. Place person’s name next to position being filled.

Community First Responders:

- 1 person—Law Enforcement/SRO
- 1 person—Fire/Emergency Medical Services (EMS)/Public Health
- 1 person—Office of Emergency Management

College/University Officials—5 people (Do NOT duplicate positions)

- College Administrator (President, Vice President, Provost, Dean, etc.)
- Office of Emergency Management/Planning Official
- Risk Manager
- Public Information Officer
- Security Officer, Environmental Safety Officer, or Public Safety Chief
- Office of Facilities Management Official

- Food/Dining Services Director
- Health Services or Counseling Services Representative or Psychologist
- Faculty Representative
- Student Affairs Representative

Prerequisites Required: Completion of IS 100.HE, Introduction to the Incident Command System, ICS-100, for Higher Education.

Course Length: 3 days

■ **L-296- HAZUS-MH for Risk Assessment Course**

The ND Department of Emergency Services (NDDDES) in association with the Federal Emergency Management Agency (FEMA) and the Emergency Management Institute (EMI) hosts a three-day HAZUS-MH for Risk Assessment Course on a regular basis.

This course provides participants with an understanding of how they can use the HAZUS-MH risk assessment methodology and tools to assist them in their efforts to conduct the community risk assessments that are necessary to be compliant with the ongoing requirements - especially mitigation planning - of the Disaster Mitigation Act of 2000 (DMA 2000).

DMA 2000, among other things, sets conditions which must be met for communities to be eligible to receive certain federal disaster assistance. The course includes hands-on computer exercises using the HAZUS-MH software to perform risk assessment related tasks. It focuses on the process of applying the wealth of information that HAZUS-MH includes and that it can produce to the risk assessment process rather than on learning the process of actually running HAZUS-MH.

A combination of individual as well as group hands-on exercises lead the class thru the step-by-step process of conducting a risk assessment including hazard identification, profiling of hazards, developing asset inventories, estimating losses, and prioritizing mitigation options.

HAZUS-MH is a powerful risk assessment methodology for analyzing potential losses from floods, hurricane winds and earthquakes. In HAZUS-MH, current scientific and engineering knowledge is coupled with the latest geographic information systems (GIS) technology to produce estimates of hazard-related damage before, or after, a disaster occurs.

- **L242 - Unified Hazard Mitigation Grant Assistance Application Development Course**

The N.D. Department of Emergency Services (NDDDES) in association with the Federal Emergency Management Agency (FEMA) and the Emergency Management Institute (EMI) will hosts a three-day mitigation grant assistance application development course on a regular basis. The goal of this course is to enable Unified Hazard Mitigation Assistance (HMA) grant applicants and sub-applicants to develop eligible mitigation projects and submit successful mitigation grant applications. The objectives include: clearly explain and apply mitigation concepts; identify and develop eligible mitigation projects; prepare and submit successful grant applications; and identify Unified HMA programs that could fund mitigation plans and projects.

The primary audience for this course is local government officials who have the responsibility to develop successful mitigation grant applications. Participants include personnel of local jurisdictions, tribal governments, and Private Non Profit (PNP) organizations that are eligible applicants for Unified HMA grants; state mitigation staffs responsible for assisting Unified HMA sub applicants; FEMA employees who assist state mitigation staff and/or who are responsible for reviewing Unified HMA applications and/or monitoring Unified HMA grant awards. The course pre-requisite is an independent study course, E393.A, Introduction to Hazard Mitigation. The course can be completed on line by going to <http://training.fema.gov/EMIWeb/IS/is393A.asp>. Course applicants must submit their E393.A certificate

SECTION 7: CENTER FOR DOMESTIC PREPAREDNESS (CDP)

CDP offers a wide selection of resident and non-resident courses. The course listings are too lengthy to list here. It is best for you to go to <http://cdp.dhs.gov/> for a complete listing of CDP Course offerings. All courses are free of charge. For resident courses CDP will provide transportation, housing, and meals while participating in courses. If a local jurisdiction is interested in bringing in a non-resident course it is required they work through the NDDDES training and exercise Staff. Two of the most common CDP courses brought into North Dakota are ICS 300 and ICS 400.

■ **Intermediate Incident Command System (ICS) for Expanding Incidents – ICS 300**

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS-100 and ICS-200 courses. The course is offered as a resident and non-resident course.

The course objectives are as follows:

- Describe how the NIMS Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

Selection Criteria: Individuals who may assume a supervisory role in expanding incidents or Type 3 incidents.

Prerequisites: IS 100.a, Introduction to the Incident Command System (ICS), ICS-100, and IS 200.a, Incident Command System (ICS) for Single Resources and Initial Action Incidents, ICS-200.

Recommended: Experience using concepts and principles from ICS-100 and ICS-200 in a response or exercise.

Course Length: 18 hours

■ **Advanced ICS - ICS 400**

The Advanced Incident Command System, Command and General Staff-Complex Incidents Course provides training on and resources for personnel who

require advanced application of the ICS. This course expands upon information covered in ICS 100 through ICS 300 Courses.

The target audience includes all response disciplines. Prerequisites include ICS 100, 200, 300, IS-700 and IS-800 courses. Command and General Staff experience is also required. This course is offered as a resident and non-resident course.

This is a 2 day/14 hr. course.

- **COBRATF COURSES (COBRATF-The Chemical, Ordnance, Biological and Radiological Training Facility)**

Technical Emergency Response Training for CBRNE Incidents (32 hours)

All-hazards training that features an overview of the terrorist threat, potential targets, and chemical, biological, radiological, and explosive hazards that may be used in all emergency incidents. This course includes hands-on exercises in decontamination, mass casualty triage, survey and monitoring. It culminates in a training exercise at the COBRATF.

Hazardous Material Technician for CBRNE Incidents (24 hours)

This course provides hazardous materials technical training to include the composition, action, identification, and decontamination of agents, preservation of crime scene evidence, and techniques for operating in an all-hazards environment. It culminates in a training exercise at the COBRATF.

Hands-On Training for CBRNE Incidents (8 hours & 16 hours)

Training is focused on personal protective equipment, survey and monitoring equipment, evidence collection and preservation, mass casualty triage, and explosive devices/searches. It culminates in a training exercise at the COBRATF.

Hazard Assessment and Response Management for CBRNE Incidents (24 hours)

Provides advanced training for students to analyze a CBRNE incident to determine the potential magnitude, plan an initial response and implement their local IAP. It culminates in a training exercise at the COBRATF.

NON-COBRATF COURSES

Instructor Training Certification Course (40 hours)

This course provides the student with an overview of instruction on adult learning, task analysis, risk and hazard analysis, learning objectives and lesson plans, communication skills, instructional delivery and multimedia, testing and evaluations, and after action reviews (AAR).

Emergency Responder Hazardous Materials

This course is at the technician level for CBRNE Incidents (40 hours). It is hands-on training in identifying hazardous materials, using advanced surveying and monitoring equipment, selecting and using the appropriate level of PPE and performing decontamination procedures.

Basic Agricultural Emergency Response Training for CBRNE Incidents (32 hours)

This course provides the agricultural and traditional emergency responder with an overview of agro terrorism and CBRNE hazards in the agricultural sector. Training culminates in a practical exercise involving a response to a hazardous event in an agricultural environment.

■ CBRNE– Chemical, Biological, Radiological, Nuclear and Explosives Courses

Course List:

Respiratory Protection: Program Development and Administration (16 hours)

This course provides core information necessary to develop, implement, administer, and sustain a respiratory protection program as defined in 29 CFR 1910. It includes hands-on exercises in performing qualitative and quantitative fit testing with respiratory protection devices.

Hazardous Materials Evidence Collection for CBRNE Incidents (16 hours)

Overview of the organization and functions of both the HMRT and the HMRU; prepares a responder to respond to and document a crime scene and employ the FBI's 12-step evidence collection process.

Incident Complexities – Clinician Actions for CBRNE Incidents (8 hours)

Encompasses emergency medical related topics and advanced hands-on training with personal protective equipment, instrumentation and techniques, and procedures for emergency medical personnel involved in providing care to victims of a suspected CBRNE incident.

Incident Complexities – Responder Actions for CBRNE Incidents (8 hours)

This course encompasses related topics and hands-on training with personal protective equipment, instrumentation and techniques, and procedures.

Crime Scene Management for CBRNE Incidents (8 hours)

This course addresses phases and components of a CBRNE crime scene, legal issues and federal statutes, types of evidence, and steps for collecting evidence at a crime scene.

Law Enforcement Protective Measures for CBRNE Incidents (8 hours)

This course presents related topics such as terrorist tactics and targeting, indicators of terrorism, and protective measures taken by law enforcement officers responding to a terrorist event.

Law Enforcement Response Actions for CBRNE Incidents (8 hours)

This course is hands-on training designed to provide law enforcement officers with CBRNE-specific response skills used in terrorist attacks.

Initial Law Enforcement Response to Suicide Bomb Attacks (8 hours)

This course prepares law enforcement officers to interdict and respond to an imminent suicide bombing attack.

Command and Response for All Hazards (8 hours)

This course includes pre-incident planning and response plan development; domestic and international terrorism, CBRNE agents, and materials associated with a hazardous event.

Standardized Awareness Authorized Training Program (6 hours)

This course provides emergency responders with awareness-level instruction about recognition, avoidance, isolation, and notification techniques in a suspected CBRNE event.

INCIDENT COMMAND COURSES

Incident Command: Capabilities, Planning and Response Actions for All Hazards (24 hours)

This course is training in incident management considerations, an IAP, pre-incident planning, threat analysis, target assessment and incident capabilities assessment. It culminates in a management level simulation exercise.

FIELD FORCE COURSES

Field Force Operations (24 hours)

This course prepares law enforcement to successfully employ crowd control measures during civil disorders or a hazardous event.

Field Force Command and Planning (24 hours)

This course prepares management-level personnel to serve as a member of an incident management team during a civil action or disorder.

Field Force Extrication Tactics (24 hours)

This course provides emergency personnel with the knowledge, skills and tools necessary to extricate an individual safely from a protester device. It includes two days of field exercises.

■ TRAIN THE TRAINER COURSES

Incident Command System (ICS) Train-the-Trainer (TtT) Course (L-449) (32 hours)

This course prepares participants to deliver EMI's ICS curricula. While ICS 100 and 200 courses are addressed, the major emphasis is on ICS 300 and 400.

Law Enforcement Protective Measures for CBRNE Incidents, Train-the-Trainer (16 hours)

This is a Train-the-Trainer course on terrorist tactics and targeting, related hazards, indicators of terrorism, and protective measures when responding to a terrorist event. This course prepares graduates to train the LEPM course in their home jurisdictions.

Standardized Awareness Authorized Training Program, Train-the-Trainer (12 hours)

This course prepares graduates to provide instruction on suspected CBRNE events using the recognition, avoidance, isolation and notification (RAIN) technique.

Hospital Emergency Response Training for Mass Casualty Incidents, Train-the-Trainer (8 hours)

This course prepares graduates to provide instruction to HERT members enabling the hospital to maintain a capable response team.

NOBLE TRAINING FACILITY COURSES

HEALTHCARE COURSES

Advanced Public Information Officer: Health and Hospital Emergencies (32 hours)

This course enables the application of public information skills to a major emergency or disaster situation for the healthcare provider.

Healthcare Leadership for All Hazards Incidents (32 hours)

This exercise-based course is taught in the nation's only hospital training facility and designed to assist healthcare professionals in generating appropriate decisions in response to a CBRNE event.

Hospital Emergency Response Training for Mass Casualty Incidents (24 hours)

This course prepares healthcare facilities and agencies to conduct a safe and effective emergency medical response to a mass casualty incident.

Fundamentals of Healthcare Emergency Management (32 hours)

This course prepares healthcare personnel responsible for development, implementation, maintenance, and administration of emergency management programs and plans for healthcare facilities/systems.

Emergency Medical Operations for CBRNE Incidents (24 hours)

Provides the emergency medical personnel with hands-on training in CBRNE incident management; field treatment of victims exposed to chemical hazards, biological agents, radiological hazards and explosions. It concludes in a multi-task, pre-hospital exercise.

Pandemic Planning and Preparedness (24 hours)

Provides an overview of pandemic influenza, its challenges, and many facets of community planning that will enable a community to prepare and effectively respond to a pandemic event. It culminates in a final exercise designed to prepare a fictitious community for pandemic event.

Environmental Health Training in Emergency Response (32 hours)

Course focus is on key environmental health topics, issues, and challenges faced during emergency response.

■ RADIOLOGICAL COURSES**Radiological Emergency Response Operations (40 hours)**

This performance-based course is where the students learn to respond to and manage radiological operations.

Advanced Radiological Incident Operation (32 hours)

Advanced-level course designed to refresh or improve skills of the radiological responder or manager. This course focuses on response plans and procedures for complex incidents such as a terrorist event.

Radiological Series, Train-the-Trainer (TtT) (32 hours)

This course is designed to qualify instructors to teach radiological courses; includes background information on the radiological protection system, the management plan for the Radiological Training Series courses.

SECTION 8: Homeland Security Consortium Schools

These schools offer a wide variety of training. It has been said that if a first responder has a training need, the consortium schools offer it. Three of the most popular schools and their websites are listed below. Space does not allow us to list all of the courses offered by these schools. Go to their websites and see if a course will satisfy your training needs and contact NDDDES training and exercise staff for further assistance on enrollment.

<http://www.teex.org> - Texas Engineering Extension Service

<http://www.ncbrt.lsu.edu/> - National Center for Biomedical Training at Louisiana State University

<http://www.emrtc.nmt.edu/training/> - Energetic Materials Research and Testing Center (EMRTC) at New Mexico Technical College

SECTION 9: IMAT Courses, Position Specific – Incident Management Courses

These courses are designed to provide IMAT members with a robust understanding of their duties, responsibilities, and capabilities while serving on an All-Hazards Incident Management Assistance Team (AHIMAT).

These responsibilities fall into two categories:

- Responding to the incident and identifying command needs of the incident, and
- Effectively fulfilling the position responsibilities their assigned position on an All-Hazards ICS IMAT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: Personnel who are assigned to the one of the North Dakota IMATs are eligible to participate in NIMS ICS All-Hazards Position-Specific training.

Prerequisites: ICS Courses to the 300 or 400 level, depending on the course.

■ **Position Specific – Public Information Officer Course**

This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and local IMTs, as well as for the PIO assigned to an incident as an assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of PIO in an all-hazard environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 5 days

■ **Position Specific – Liaison Officer Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer (LOFR) on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 2 days

■ **Position Specific – Operations Section Chief Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an Effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 4 days

■ **Position Specific – Planning Section Chief Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief (PSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 4 days

■ **Position Specific – Situation Unit Leader Course**

This course helps participants establish the essential core competencies required for performing the duties of the Situation Unit Leader (SITL) in an all-hazards incident. This course addresses all responsibilities appropriate to a SITL operating in a local or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring participants to bring a SITL Kit to the instruction, the course provides a realistic, hands-on approach to mastering the skills of a SITL.

Course Length: 5 days

■ **Position Specific – Resource Unit Leader Course**

This course provides an overview of Unit Leader responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System (ICS). It then explores specific Resources Unit Leader (RESL) functions and responsibilities including resource tracking systems, operational planning, and resource products/outputs. The status/check-in and demobilization functions are covered to provide participants with the knowledge to perform those duties if

necessary. The course includes exercises/simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 4 days

■ **Position Specific - Logistics Section Chief Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief (LSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories:

- 1) Responding to the incident
- 2) Effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 5 days

■ **Position Specific – Finance/Administration Section Chief Course**

This course is designed to provide local and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief (FSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the Finance/Administration Section personnel, and 2) managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Course Length: 3 days

■ **Position Specific – Situation Unit Course**

This course is designed to provide FEMA Planning Section personnel with additional knowledge and abilities to operate in the Situation Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Upon completion of this course, participants will be able to collect and analyze information; develop and maintain the Information Collection Plan; produce statistical and situational displays; demonstrate basic analytical skills; produce various intelligence reports and summaries; and establish and maintain the situation room.

Course Length: 5 days

■ **Position Specific - Documentation Unit Course**

This course is designed to provide FEMA Planning Section personnel with additional knowledge and abilities to operate in the Documentation Unit during a disaster operation. It is an intermediate level course, with a high intensity of exercises and work projects to be completed in order to pass. Upon completion of this course, participants will be able to describe the roles and responsibilities within the Documentation Unit; produce the major products that this section is responsible for during a disaster operation; and describe the inter-relationship of the Documentation Unit to other Planning, JFO, and higher echelon elements.

Course Length: 5 days

■ **Position Specific – Plans Support Unit Course**

This course is designed to provide FEMA Planning Section personnel with the knowledge and abilities to operate in the Plans Support Unit during a disaster operation. It is an intermediate-level course, with a high intensity of exercises and work projects to be completed in order to pass. Topics covered include incident action planning, strategic planning, contingency planning, and demobilization planning.

Course Length: 4 days

SECTION 10: Special Courses developed and offered by NDDDES

These courses are developed to meet the needs of North Dakota emergency management personnel. Training and Exercise Staff are open to new ideas to meet training needs.

■ **Group Facilitation Course**

Being able to lead others, to motivate them to commit their energies and expertise to achieving the shared mission and goals of a group, managing successful meetings, and being able to make viable decisions are vital skills for successful managers. Participants in this 2 ½ day course will enhance their skills in working with small and large groups at the local and state level.

Topics covered are:

- Meeting management.
- Meeting facilitation.
- Decision making.
- Group development and facilitation.
- And more

This course is required for ND Emergency Management Association Certification.

■ **Local Mitigation Plan Workshop**

This 2-day workshop covers the fundamentals of the mitigation planning requirements for communities to develop new or updated Local Mitigation Plans that address community priorities and needs and meet requirements established in 44 CFR 201.6.

This workshop describes the planning process, the requirements for stakeholder involvement, the relationship between multi-hazard mitigation planning requirements and elements of the Community Rating System to assess risks and develop effective mitigation strategies. Finally, the basic elements of the plan review, approval, and update cycle are discussed, including tips for implementing and maintaining an approved plan, tracking performance, keeping stakeholders involved, and preventing plans from lapsing or expiring.

■ **Hazardous Materials Conference**

The North Dakota Department of Emergency Services and the North Dakota State Emergency Response Commission (SERC) sponsor a two day Hazardous Materials Conference every two years. The purpose of the conference is to update those that manufacture, transport, store, sell, and use hazardous materials on safety issues, reporting requirements, and regulations concerning hazardous materials. The conference includes both plenary and concurrent

sessions allowing participants to choose presentations that meet their individual needs.

The agenda is developed based on current hazardous materials issues and participant feedback of the previous conference. The next conference will be held in 2013.

■ **Introduction to Emergency Services**

This 3-day course is conducted on an as needed basis, usually twice a year. The course includes the Fundamentals of Emergency Management Course, IS 230.a. The course is designed for both new and experienced emergency managers. New emergency managers will benefit by meeting NDES program management staff and getting first-hand information on program requirements. It is highly recommended new emergency managers complete this important training. Experienced emergency managers will get a refresher and an update on program requirements.

■ **Soft Target Awareness Course**

The 4-hour Soft Target Awareness Course (STAC) is designed to provide facility managers, supervisors, and security and safety personnel with a venue to receive and share baseline terrorism awareness, prevention, and protection information. The course focuses on providing information that is intended to enhance individual and organizational security awareness.

It is normal for the department to offer this course over two to three days with participants attending different blocks.

■ **Recovery and Mitigation Operations Course**

This 3 day course is designed for applicant agents and other state and local officials who are involved with disaster recovery and mitigation programs following a presidential declared disaster. It is an intensive course which will focus on the techniques and procedures necessary to best ensure the success of applicants in their participation in these programs. Instruction will be presented in a vignette format, so participants can focus their attendance on the disaster recovery and mitigation programs they will most likely become involved in or require knowledge of after a presidentially declared disaster. (As an example, an official working only the PA program only needs to participate in the 1 ½ days of PA program instruction.) Programs to be addressed include the Public Assistance (PA) program, Unified Hazard Mitigation Assistance (HMA) program to include the Hazard Mitigation Grant Program (HMGP), and Individual Assistance (IA) program.

Course Length (can be varied based on audience need):

- PA- 1.5 days
- Unified HMA/ HMGP – 1 day
- IA- 0.5 day