

This document outlines the training requirements of Emergency Management and Response personnel for the Yolo County Operational Area



Yolo County Operational Area Emergency Management Training Plan

Support Annex to local
Emergency Operations Plans

Version 1.0

Revised: December 2013



HANDLING INSTRUCTIONS

1. The title of this document is the *Yolo County Operational Area Emergency Management Training Plan*
2. The information gathered herein is to be used for training and reference purposes within the County of Yolo. Reproduction of this document, in whole or in part, without prior approval from the Yolo County Office of Emergency Services is prohibited.
3. Point of Contact:

Yolo County Office of Emergency Services

DANA M. CAREY

OES Coordinator
625 Court Street, Room 202
Woodland, CA 95695
Office: 530-666-8150
Direct: 530-406-4933
dana.carey@yolocounty.org

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INTRODUCTION AND OVERVIEW

INTRODUCTION

On March 1, 2004, the Department of Homeland Security (DHS) published the first *National Incident Management System* (NIMS). NIMS provides a consistent template enabling Federal, State, tribal, and local governments, the private sector and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from and mitigate the effect of incidents regardless of cause, size, location or complexity. This consistency provides the foundation for nationwide use of NIMS for all incidents, ranging from daily occurrences to more complex incidents requiring a coordinated, Federal response. In December 2008, after considering input from stakeholders at every level within the Nation's emergency management community, and lessons learned during recent incidents, DHS released a revised NIMS document. As a result, NIMS better represents preparedness concepts, including communications and resource management, as well as the Incident Command System (ICS).

On June 25, 2013, the Yolo County Board of Supervisors adopted Resolution 13-67 to formally adopt NIMS as Yolo County's all-hazards management system. The adoption and implementation of NIMS by State, tribal and local organizations is a condition for receiving Federal preparedness assistance through grants, contracts and other activities, as stated in the Homeland Security Presidential Directive (HSPD-5). To ensure that Operational Area personnel are trained according to NIMS guidance issued by the federal government, Standardized Emergency Management System (SEMS) guidance issued by the State of California and the needs of the Yolo County Operational Area (OA), this plan outlines county Emergency Management training requirements.

The primary goal of this guidance is to facilitate training and qualification of emergency management personnel to Emergency Management concepts and principles. To meet this goal, the *County of Yolo Operational Area Training Plan* has the following two objectives:

1. Support NIMS and SEMS education and training for all emergency management and response personnel
2. Define the minimum personnel qualifications required for service on complex incidents

AUDIENCE

The *Yolo County Operational Area Emergency Management Training Plan* is intended for Yolo Operational Area staff and partners involved with emergency management and response to emergencies and disasters within the Yolo County OA.

Required trainings are noted throughout this plan along with their respective audiences. This does not preclude additional personnel from completing coursework which would qualify them for duties listed within this plan.

PURPOSE

This document outlines training requirements to be implemented by all Emergency Management and response personnel within the Yolo County OA in preparation of disaster/emergency response.

Trainings requirements have been compiled from:

- The NIMS Training Program
- Federal Emergency Management Agency (FEMA)
- Governor's Office of Emergency Services (Cal OES)
- Past participation in real-world response events
- Lessons learned from past trainings and exercises

The Yolo County Office of Emergency Services (OES) can track certifications for operational area partners. These can include county personnel, city personnel, tribal responders, rural fire departments, special districts and/or any other partners that are included in the county's annual NIMSCAST.

The training requirements outlined in this plan are addressed annually during the Operational Area's Training and Exercise Planning Workshop. This workshop is a forum to coordinate training, workshops, drills and exercises throughout the Yolo County OA and is held to ensure compliance with the Homeland Security Exercise and Evaluation Program.

DIGITAL TRAINING RECORDS MANAGEMENT

All records for Yolo County OA partners will be stored in a centralized records management system to facilitate queries for response personnel during emergency management activation. Records to be tracked can be sent to the Yolo County OES at the following e-mail address:

OES@yolocounty.org

Certificates sent to the OES e-mail address will be loaded into the training management system and retained indefinitely. Participation in trainings and exercises provided by the Yolo County OES will automatically be uploaded to the training management system. For emergency management trainings and exercises supplied outside the County that **DO NOT** supply completion certificates, a copy of the sign-in sheet can be sent to the Yolo County OES for upload into the training management system.

Agencies who maintain their own training management system(s) will need to coordinate records management with the Yolo County OES to facilitate cross-jurisdictional response.

The OA Emergency Operations Center (EOC), in concert with the West Valley Regional Fire Training Consortium, maintains a digital version of the training and exercise planning calendar through Google. Access to edit/maintain this calendar is granted to partners within the Yolo OA¹.

¹ E-mail the address provided to request access

SECTION 1: CORE CURRICULUM

OPERATIONAL NEEDS DEFINE CORE COMPETENCIES

The operational needs translate into personnel core competencies that often encompass broad leadership and/or management skills. Ultimately, qualified personnel are required for emergency management roles.

Training and experience for personnel qualification are acquired through course-based knowledge development; risk-free practical application, such as tabletop exercises and planned exercises; and on-the-job training, such as job shadowing, planned events and incident management experience. Training and experience can be obtained during small incidents and/or exercises.

Fulfilling the training associated with this plan helps emergency management organizations, departments and agencies develop preparedness capabilities for effective and efficient incident management. As a result, trained emergency responders are available as mutual aid to support incident management in other jurisdictions, if requested.

BASELINE

In Emergency Management there are five specific incident types with Type 1 being the most complex and Type 5 being the least complex². As the Type number decreases, the level of complexity increases for a disaster/emergency. In most cases a Type 1 incident will require State and Federal assistance within the County, but Yolo responders will need to respond prior to that assistance arriving. Since all emergencies are local, it is a necessity that Yolo County OA Emergency Management responders be trained to deal with the most complex level of incident possible.

The following courses are designed to provide a “baseline”, as they introduce basic NIMS, SEMS and Incident Command System (ICS) concepts, and provide the foundation for higher-level Emergency Operations Center, Multi Area Coordination System (MACS) and ICS-related training:

- IS-700.a NIMS and Introduction³
- ICS-100.b Introduction to the Incident Command System³
- ICS-200.b ICS for Single Resources and Initial Action Incidents
- Introduction to SEMS
- Disaster Service Worker (DSW) Introduction
- Continuity of Operations Introduction

All Yolo County OA personnel who are either involved in emergency management and/or response, or are classified as registered Disaster Service Workers, are required to take these six courses. Completion of the above coursework will facilitate response to Type 4 & Type 5 incidents, which are the most frequent incident levels in the Yolo County OA.

² For expanded definitions of incident Types see [Appendix T-1](#)

³ Prerequisite for courses listed in the **Additional Training** section of this document

ADDITIONAL TRAINING

The following courses are designed to provide an overview of key NIMS principles relating to MACS, public information, resource management, mutual aid, and communication and information management. FEMA recommends completion of the two baseline courses identified above prior to taking the following awareness and additional training relating to MACS, EOC, and ICS.

- IS-701.a NIMS MACS
- IS-706 NIMS Intrastate Mutual Aid, an Introduction
- IS-800.b National Response Framework and Introduction
- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS
- Introduction to the EOC
- G-191 Incident Command System/Emergency Operations Center Interface
- G-775 Emergency Operations Center Management and Operations

All Yolo County OA personnel who are assigned EOC positions are required to take these eight courses. Completion of the above coursework will facilitate response to all Types of incidents, which can include major incidents that affect the OA.

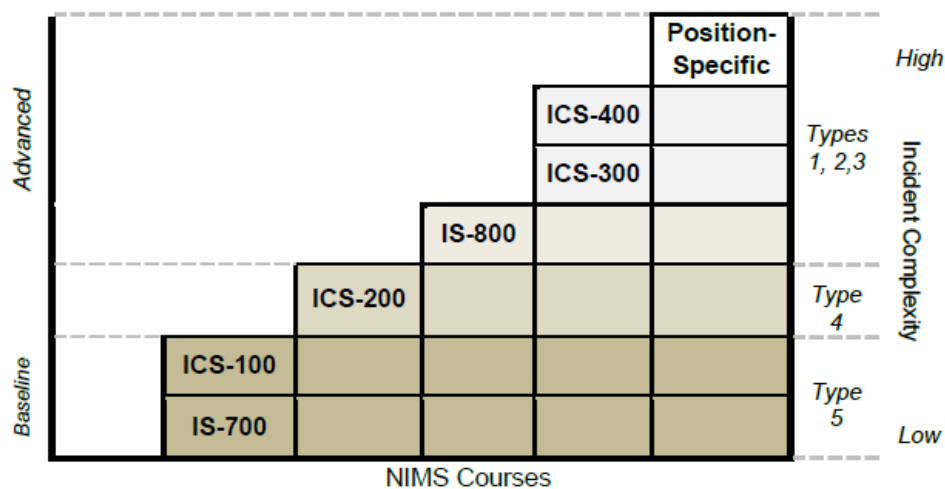


FIGURE 1 – NIMS TRAINING DETERMINED BY INCIDENT COMPLEXITY

HANDS ON EXPERIENCE

As with any functional duty, hands on experience is a necessity to practicing the skill sets and information taught by the courses listed above. The following are local activities that emergency management and response personnel will be required to participate in to further preparedness and response within the Yolo County OA:

All Personnel⁴	<ol style="list-style-type: none">1. Stay Informed of events both locally and nation-wide2. Create a plan for you and your family3. Create an emergency go-kit to have on hand for when you are called to duty as a DSW4. Register for the Emergency Alert and Notification system
EOC Personnel	<ol style="list-style-type: none">1. Participate in at least one training event annually held at any EOC within the OA2. Attend at least one emergency management exercise held within the OA annually3. Review your position binder and checklists annually4. Complete position-specific training(s) as they are offered5. Complete crisis information management system training6. Complete EOC activation video training

⁴ Visit: www.ready.gov for templates and more information

SECTION 2: POSITION-SPECIFIC TRAINING

EMERGENCY OPERATIONS CENTER PERSONNEL

Local EOCs are the physical locations where multiagency coordination occurs. EOCs help form a **common operating picture** of the incident, relieve on-scene command of the burden of external coordination and secure additional resources. The core functions of an EOC include coordination, communications, resource dispatch and tracking, information collection, analysis and dissemination⁵. In order to prepare staff for the role they are expected to fill in the EOC, all staff are required to read the Emergency Operations Plan (EOP) for the jurisdiction they work in.

The following courses are position-specific and designed to enhance an EOC staff member’s knowledge of the position they are being asked to fill.

Management	<ul style="list-style-type: none"> • E/L-950 All-Hazards Incident Commander • E/L 954 All-Hazards Safety Officer • E/L 956 All-Hazards Liaison Officer • Alert and Notification System Training
Public Information Officer	<ul style="list-style-type: none"> • E/L 952 All-Hazards Public Information Officer • IS-702.a NIMS Public Information • IS-250.a Emergency Support Function 15 External Affairs: A New Approach to Emergency Communication and Information Distribution • Center for Disease Control Crisis and Emergency Risk Communication Basic • Center for Disease Control Crisis and Emergency Risk Communication for Pandemic Influenza
Operations	<ul style="list-style-type: none"> • E/L 958 All-Hazards Operations Section Chief • E/L 960 All-Hazards Division/Group Supervisor
Logistics	<ul style="list-style-type: none"> • E/L 967 All-Hazards Logistics Section Chief • E/L 965 All-Hazards Resource Unit Leader • IS-703.a NIMS Resource Management • E/L 969 All-Hazards Communications Unit Leader • IS-704 NIMS Communication and Information Management • E/L 970 All-Hazards Supply Unit Leader • E/L 971 All-Hazards Facilities Unit Leader
Planning	<ul style="list-style-type: none"> • E/L 962 All-Hazards Planning Section Chief • E/L 964 All-Hazards Situation Unit Leader

⁵ Department of Homeland Security, National Response Framework, 2007, pp. 48-49

- E/L 973 All-Hazards Finance/Administration Section Chief
- E/L 975 All-Hazards Finance/Administration Unit Leader
- Recovery Programs Training

ELECTED AND APPOINTED OFFICIALS

Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. Therefore, FEMA recommends the following training for elected and appointed officials

- G-402 Incident Command System (ICS) Overview for Executives/Senior Officials
- G-191 Incident Command System/Emergency Operations Center Interface

OFFICE OF EMERGENCY SERVICES STAFF

Personnel who work full-time for the Operational Area Office of Emergency Services have expanded training requirements which are tied to funding and planning. At a minimum, these personnel are required to read the:

- Yolo County Multi-jurisdictional Hazard Mitigation Plan
- Hazard Mitigation Community Profile for the jurisdiction they work in
- State of California Emergency Operations Plan
- State of California Hazard Mitigation Plan
- National Response Framework
- National Response Plan

In addition to all of the coursework listed in this plan, the following courses are also mandated for any **staff paid out of the State Emergency Management Performance Grant (EMPG)**

- IS-120.a An Introduction to Exercises
- IS-230.c Fundamentals of Emergency Management
- IS-235.b Emergency Planning
- IS-240.a Leadership & Influence
- IS-241.a Decision Making and Problem Solving
- IS-242.a Effective Communication
- IS-244.b Developing and Managing Volunteers

OES staff funded by the EMPG are also required to participate in a minimum of three emergency management exercises annually.

OES staff and volunteers who are authorized to drive the OA Mobile Command Vehicle must maintain the following:

- California Class B driver's license⁶
- Annual equipment refresher with the Yolo County Sheriff S.T.A.R.S.⁷

CONTINUITY OF OPERATIONS COORDINATOR

Personnel who are in charge of leading the Continuity Planning efforts of a jurisdiction have expanded training requirements. At a minimum, these personnel are required to read the:

- Continuity of Operations Plan (COOP) for the jurisdiction they work in

In addition, specialized coursework exists with FEMA that guides the continuity planning process.

- IS-546.a Continuity of Operations Awareness Course
- IS-547.a Introduction to Continuity of Operations
- IS-548 Continuity of Operations (COOP) Program Manager
- MGT-331 Preparing the States: Implementing Continuity of Operations (COOP) Training

⁶ The Fire Class B licensure is not a recognized substitute

⁷ Sheriff S.T.A.R.S. maintain the Command Vehicle

APPENDIX T-1: INCIDENT COMPLEXITY

Type 1	<ul style="list-style-type: none"> • This type of incident is the most complex, requiring national resources for safe and effective management and operation. • All command and general staff positions are filled. • Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. • Branches need to be established. • A written Incident Action Plan (IAP) is required for each operational period. • The agency administrator will have briefings and ensure that the complexity analysis and delegation of authority are updated. • Use of resource advisors at the incident base is recommended. • There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.
Type 2	<ul style="list-style-type: none"> • This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of the area, including regional and/or national resources, to effectively manage the operations, command and general staffing. • Most or all of the command and general staff positions are filled. • A written IAP is required for each operational period. • Many of the functional units are needed and staffed. • Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). • The agency administrator is responsible for the incident complexity analysis, agency administration briefings and the written delegation of authority.
Type 3	<ul style="list-style-type: none"> • When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident. • Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions. • A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT. • The incident may extend into multiple operational periods. • A written IAP may be required for each operational period.

Type 4	<ul style="list-style-type: none">• Command staff and general staff functions are activated only if needed.• Several resources are required to mitigate the incident, including a task force or strike team.• The incident is usually limited to one operational period in the control phase.• The agency administrator may have briefings and ensure the complexity analysis and delegation of authority is updated.• No written IAP is required, but a documented operational briefing will be completed for all incoming resources.• The role of the agency administrator includes operational plans including objectives and priorities.
Type 5	<ul style="list-style-type: none">• The incident can be handled with one or two single resources with up to six personnel.• Command and general staff positions (other than the incident commander) are not activated.• No written IAP is required.• The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.• Examples include a vehicle fire, an injured person or a police traffic stop.

APPENDIX T-2: TRAINING COURSE MATRIX

Course	Required Staff	Type	Completion Timeframe	Reporting Requirement
IS100.b	All DSW Staff	Online	Upon Hire	Annual during NIMSCAST
IS700	All DSW Staff	Online	Upon Hire	Annual during NIMSCAST
Intro to DSW	All DSW Staff	Online	Upon Hire	None
Intro to SEMS	All DSW Staff	Classroom / Online	Within one year of hire	None
IS200.b	All DSW Staff	Online	Within one year of hire	Annual during NIMSCAST
Intro to COOP	All DSW Staff	Classroom / Online	Within one year of hire	None
Intro to EOC	Emergency Mgt Staff	Online	Within one year of hire	None
IS701.a	Emergency Mgt Staff	Online	Within one year of hire	Annual during NIMSCAST
IS706	Emergency Mgt Staff	Online	Within one year of hire	None
IS300	Emergency Mgt Staff	Classroom	Within two years of hire	Annual during NIMSCAST
IS400	Emergency Mgt Staff	Classroom	Within two years of hire	Annual during NIMSCAST
IS800.b	Emergency Mgt Staff	Online	Within two years of hire	Annual
G191	Emergency Mgt Staff	Classroom	Within three years of hire	None
G775	Emergency Mgt Staff	Online	Within three years of hire	None
EOC Training /Event	Emergency Mgt Staff	Classroom	Annually	None
EM Exercise	Emergency Mgt Staff	Classroom	Annually	None
EOC Software Training	Emergency Mgt Staff	Classroom	Annually	None
EOC Activation Video	Emergency Mgt Staff	Online	Annually	None
E/L 950	Emergency Mgt Staff	Classroom	Within three years of hire	None
E/L 954	Emergency Mgt Staff	Classroom	Within four years of hire	None
E/L 956	Emergency Mgt Staff	Classroom	Within four years of hire	None
E/L 952	Public Information Officer	Classroom	Within three years of hire	None
IS702.a	Public Information Officer	Online	Within one year of hire	Annual during NIMSCAST
IS250.a	Public Information Officer	Online	Within one year of hire	Annual during Year End
CDC CERC	Public Information Officer	Online	Within two years of hire	Annual during Year End
CDC CERC Pan Flu	Public Information Officer	Online	Within two years of hire	Annual during Year End

Course	Required Staff	Type	Completion Timeframe	Reporting Requirement
Alert System Software	Emergency Mgt Staff	Classroom	Annually	None
E/L 958	Emergency Operations Section Staff	Classroom	Within one year of hire	None
E/L 960	Emergency Operations Section Staff	Classroom	Within two years of hire	None
E/L 967	Emergency Logistics Section Staff	Classroom	Within one year of hire	None
E/L 965	Emergency Logistics Section Staff	Classroom	Within three years of hire	None
IS703.a	Emergency Logistics Section Staff	Online	Within two years of hire	Annual during NIMSCAST
E/L 969	Emergency Logistics Section Staff	Classroom	Within three years of hire	None
IS704	Emergency Logistics Section Staff	Online	Within two years of hire	Annual during NIMSCAST
E/L 970	Emergency Logistics Section Staff	Classroom	Within four years of hire	None
E/L 971	Emergency Logistics Section Staff	Classroom	Within four years of hire	None
E/L 962	Emergency Planning Section Staff	Classroom	Within one year of hire	None
E/L 964	Emergency Planning Section Staff	Classroom	Within two years of hire	None
E/L 973	Emergency Fiscal/Admin Staff	Classroom	Within one year of hire	None
E/L 975	Emergency Fiscal/Admin Staff	Classroom	Within two years of hire	None
Recovery Programs	Emergency Fiscal/Admin Staff	Classroom	Within two years of hire	None
G402	Elected and Appointed Officials	Classroom	As offered	None
G191	Elected and Appointed Officials	Classroom	As offered	None
IS120.a	OES Personnel	Online	Upon Hire	Annual during Year End
IS230.c	OES Personnel	Online	Upon Hire	Annual during Year End
IS235.b	OES Personnel	Online	Upon Hire	Annual during Year End
IS240.a	OES Personnel	Online	Upon Hire	Annual during Year End
IS241.a	OES Personnel	Online	Upon Hire	Annual during Year End
IS242.a	OES Personnel	Online	Upon Hire	Annual during Year End

Course	Required Staff	Type	Completion Timeframe	Reporting Requirement
IS244.b	OES Personnel	Online	Upon Hire	Annual during Year End
IS546.a	OES COOP Personnel	Online	Upon Hire	None
IS547.a	OES COOP Personnel	Online	Upon Hire	None
IS548	OES COOP Personnel	Online	Upon Hire	None
MGT 331	OES COOP Personnel	Classroom	As offered	None

APPENDIX T-3: VERSION HISTORY

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	Dana M. Carey	12/17/2013			Initial Draft

APPENDIX T-4: GLOSSARY

NIMS	National Incident Management System
DHS	Department of Homeland Security
ICS	Incident Command System
OA	Operational Area
SEMS	Standardized Emergency Management System
FEMA	Federal Emergency Management Agency
OES	Office of Emergency Services
MACS	Multi Area Coordination System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMPG	Emergency Management Performance Grant
COOP	Continuity of Operations Plan
IAP	Incident Action Plan
IMT	Incident Management Team