

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



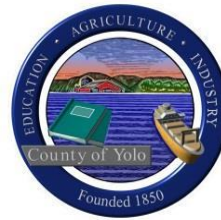
# Yolo County Emergency Management Training Plan 2023-2025

Support Annex to local  
Emergency Operations Plans

Version V.2.1

Revised: January 2023

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## HANDLING INSTRUCTIONS

1. The title of this document is the *Yolo County Operational Area Training and Exercises*
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.
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## TABLE OF CONTENTS

<i>Handling Instructions</i> .....	3
<i>Introduction and Overview</i> .....	7
Introduction.....	7
Audience.....	7
Purpose .....	8
Digital Training Records Management.....	8
<i>Training Requirements</i> .....	9
Core Training.....	9
Fundamental Training .....	9
Position-Specific Training.....	9
Elected and Appointed Officials .....	12
Emergency Management Performance Grant Requirements.....	12
Continuity of Operations Coordinator .....	13
<i>State Credentialing</i> .....	14
<i>Appendix: Training Course List &amp; Descriptions</i> .....	15
<i>Appendix : Version History</i> .....	20
<i>Appendix : Glossary</i> .....	21

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## INTRODUCTION AND OVERVIEW

### INTRODUCTION

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.

Yolo County is embracing the whole community effort to strengthen the Resource Management component of the National Incident Management System (NIMS) that provides a nationwide approach to resource management, enabling stakeholders to work together to manage all threats and hazards, regardless of the incident's cause or size. With input from whole community partners and stakeholders, FEMA developed the NIMS National Qualification System (NQS) that provides a foundational guideline on the qualification of personnel resources within the NIMS framework, plus supporting tools. FEMA also crafted the NIMS Job Titles/Position Qualifications, accompanying Position Task Books (PTB), Resource Typing Definitions and the NIMS Guideline for Mutual Aid. California Office of Emergency Services (CalOES) credentialing program has been designed to align with FEMA National Qualification Standards, which will be tied to the State receiving Emergency management Performance Grant funding.

The primary goal of this guidance is to facilitate training and qualification of emergency management personnel to the 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. Align with Cal OES Credentialing Program and the NIMS National Qualification System
3. Define the minimum personnel qualifications required for service on complex incidents

### AUDIENCE

The *Yolo County Operational Area Emergency Management Training Plan* is intended for County Staff, Operational Area (OA) partners, and any other partners involved with emergency management and response to emergencies and disasters within Yolo County.

Required training is noted throughout this plan, along with their respective audiences. This does not preclude additional personnel from completing coursework that would qualify them for duties listed within this plan.

## **PURPOSE**

This document outlines training requirements to be implemented by Yolo County, and our partners in Emergency Management within Yolo County in preparation for disaster/emergency response.

Training requirements have been compiled from:

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

## **DIGITAL TRAINING RECORDS MANAGEMENT**

All records for Yolo County employees will be stored in a centralized learning management system managed by County Human resources to facilitate queries for response personnel during emergency management activation.

Yolo County jurisdictions and partnered agencies will be responsible for maintaining their own training records.



## TRAINING REQUIREMENTS

### CORE TRAINING

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 Management concepts. The core competencies training is for all personnel who may be involved in planning, preparedness, response, recovery, or mitigation include:

- IS-700.a NIMS and Introduction<sup>1</sup>
- ICS-100.b Introduction to the Incident Command System<sup>3</sup>
- ICS-200.b ICS for Single Resources and Initial Action Incidents
- G-606 Introduction to SEMS

### FUNDAMENTAL TRAINING

The following courses provide an overview of key NIMS principles relating to emergency management principles, public information, resource management, mutual aid, and communication and information management. In addition to the course courses above, FEMA NQS the Cal OES recommend the following courses to anyone who may be assigned to an EOC:

- IS-230.e: Fundamentals of Emergency Management
- IS-368: Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations
- IS-706: Introduction to the NIMS Intrastate Mutual Aid
- 
- IS-800.d: Introduction to the National Response Framework
- ICS-300 Intermediate ICS for Expanding Incidents
- ICS-400 Advanced ICS
- G-191 Incident Command System/Emergency Operations Center Interface
- G-775 Emergency Operations Center Management and Operations
- G-626E: EOC Action Planning

### POSITION-SPECIFIC TRAINING

To prepare staff for the role they are expected to fill in the EOC, all staff must read the Emergency Operations Plan (EOP) for their jurisdiction. In addition to the core and fundamental training, 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.

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Management	Director	<ul style="list-style-type: none"> <li>• IS-29. a: PIO Awareness (online)</li> <li>• G-611M: EOC Management Section/Position Specific Training (Yolo)</li> </ul>
	Coordinator	<ul style="list-style-type: none"> <li>• IS-29. a: PIO Awareness (online)</li> <li>• G-611M: EOC Management Section/Position Specific Training (Yolo)</li> <li>• G-205: Recovery from Disaster-Local Community Role (Yolo)</li> </ul>
	Safety Officer	<ul style="list-style-type: none"> <li>• IS-35.22: FEMA Safety Orientation (online)</li> </ul>
	Public Information Officer	<ul style="list-style-type: none"> <li>• IS-29. a: PIO Awareness (online)</li> <li>• IS-42. a: Social Media (online)</li> <li>• L0105: Public Information Basics (Yolo)</li> <li>• G-611M: EOC Management Section/Position Specific Training (Yolo)</li> </ul>
	Liaison Officer	<ul style="list-style-type: none"> <li>• G-611M: EOC Management Section/Position Specific Training (Yolo)</li> </ul>
Section Chiefs	Finance & Administration	<ul style="list-style-type: none"> <li>• G-611F: EOC Finance and Administration Section/Position Specific Training (Yolo)</li> </ul>
	Logistics	<ul style="list-style-type: none"> <li>• IS-703.b: National Incident Management System Resources Management (online)</li> <li>• G-611L: EOC Logistics Section/Position Specific Training (Yolo)</li> </ul>
	Planning & Intel	<ul style="list-style-type: none"> <li>• IS-42. a: Social Media (online)</li> <li>• IS-103: Geospatial Information Systems (online)</li> <li>• IS-703.b: National Incident Management System Resources Management (online)</li> <li>• G-557: Rapid Needs Assessment (Yolo)</li> <li>• G-611P: EOC Planning and Intelligence Section/Position Specific Training (Yolo)</li> </ul>

	Operations	<ul style="list-style-type: none"> <li>IS-632.a: Introduction to Debris Operations (online)</li> <li>G-611O: EOC Operations Section/Position Specific Training (Yolo)</li> </ul>
Unit Leads	Finance & Administration	<p>All Units</p> <ul style="list-style-type: none"> <li>G-611F: EOC Finance and Administration Section/Position Specific Training (Yolo)</li> <li>G-205: Recovery from Disaster-Local Community Role (Yolo)</li> </ul>
	Logistics	<p>Personnel Unit Leader</p> <ul style="list-style-type: none"> <li>IS-29. a: PIO Awareness (Online)</li> <li>G-611M: EOC Management Section/Position-Specific Training (Yolo)</li> <li>G-205: Recovery from Disaster-Local Community Role (Yolo)</li> </ul>
	Planning & Intel	<p>Situation Analysis Unit Leader</p> <ul style="list-style-type: none"> <li>G-557: Rapid Needs Assessment (Yolo)</li> <li>G-611P: EOC Planning and Intelligence Section/Position-</li> </ul> <p>Action Planning Unit Leader</p> <ul style="list-style-type: none"> <li>IS-703.b: National Incident Management System Resources Management (Online)</li> <li>G-557: Rapid Needs Assessment (Yolo)</li> <li>G-611P: EOC Planning and Intelligence Section/Position-</li> </ul> <p>Resource Status Unit Leader</p> <ul style="list-style-type: none"> <li>IS-703.b: National Incident Management System Resources Management (Online)</li> <li>G-611P: EOC Planning and Intelligence Section/Position-Specific Training (Yolo)</li> </ul> <p>GIS Specialist</p> <ul style="list-style-type: none"> <li>IS-103: Geospatial Information Systems (Online)</li> <li>IS-922.a: Applications of GIS for Emergency Management (Online)</li> <li>G-611P: EOC Planning and Intelligence Section/Position Specific Training (Yolo)</li> </ul>

Operations	<p>Mass Care and Sheltering</p> <ul style="list-style-type: none"> <li>American Red Cross Shelter Fundamentals (Online)</li> </ul> <p>Animal Services Group Supervisors</p> <ul style="list-style-type: none"> <li>American Red Cross Shelter Fundamentals (Online)</li> </ul> <p>Medical Health</p> <ul style="list-style-type: none"> <li>Cal OES MHOCSA Course</li> </ul> <p>Construction/Engineering</p> <ul style="list-style-type: none"> <li>G393 Mitigation for Emergency Managers</li> </ul> <p>Damage/Safety Assessment Group Supervisors</p> <ul style="list-style-type: none"> <li>Cal OES SAP Evaluator</li> <li>Cal OES SAL Program Course</li> </ul> <p>Debris Management Group Supervisor</p> <ul style="list-style-type: none"> <li>I- 632 Debris Operations (Online)</li> <li>G-205 Recovery from Disaster – the local community role</li> </ul> <p>Public Works</p> <ul style="list-style-type: none"> <li>G-205 Recovery from Disaster – the local community role</li> </ul>
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### **ELECTED AND APPOINTED OFFICIALS**

Elected and appointed officials should clearly understand 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.

- IS-700.a NIMS and Introduction<sup>2</sup>
- ICS-100.b Introduction to the Incident Command System<sup>3</sup>
- ICS-200.b ICS for Single Resources and Initial Action Incidents
- G-606 Introduction to SEMS
- G-402 Incident Command System (ICS) Overview for Executives/Senior Officials
- G-191 Incident Command System/Emergency Operations Center Interface

### **EMERGENCY MANAGEMENT PERFORMANCE GRANT REQUIREMENTS**

In addition to all 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

### **CONTINUITY OF OPERATIONS COORDINATOR**

Personnel who oversee 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-1300: intro to Continuity of Operations
- IS-520: Intro to Continuity of Operations Planning for Pandemic

## **STATE CREDENTIALING**

The Cal OES' EOC Position Credentialing Program promotes an enhanced level of readiness and response for day-to-day emergencies and catastrophic disasters by supporting qualified and competent staffing for EOCs, Department Operations Centers (DOCs), and other coordination centers.

The State of California, Cal OES has established criteria for Emergency Operations Center (EOC) personnel credentialing. Yolo County will encourage all EOC personnel to obtain credentialing, and all required courses will be offered in Yolo County. Credentialing will allow personnel to participate as a mutual aid resource; this minimum criterion establishes a baseline of transferable skills for various positions within the organization and throughout California and the Nation. Preparing Yolo County personnel serving in the EOC for these minimum training standards will only further your organization's position should credential, or minimum standards become tied to funding or reimbursement.

Though credentialing is not currently required to receive funding, we encourage all personnel assigned to the EOC to work to achieve State Credentialing standards.

Yolo County Office of Emergency Services will provide Credentialing Task Books at the request of the jurisdiction or agency. They also can be found on the Cal OES/CSTI Credentialing program online.

## APPENDIX: TRAINING COURSE LIST & DESCRIPTIONS

G-606: SEMS Introductory Course (CSTI, see instructions above)

IS-100.c: Introduction to the Incident Command System

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>

Introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS training.

IS-200.c: ICS for Single Resources and Initial Action Incidents

<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en>

Reviews the Incident Command System (ICS), provides the context for ICS within the initial response and supports higher-level ICS training.

IS-700.b: Introduction to the National Incident Management System

<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>

The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course gives learners a basic understanding of NIMS concepts, principles, and components.

IS-706: Introduction to the NIMS Intrastate Mutual Aid

<https://training.fema.gov/is/courseoverview.aspx?code=IS-706&lang=en>

You will learn about the purpose and benefits of mutual aid and assistance. You will also learn about NIMS's emphasis on mutual aid and assistance. You will learn about the purpose and benefits of mutual aid and assistance. You will also learn about the emphasis that NIMS places on mutual aid and assistance

IS-800.d: Introduction to the National Response Framework

<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d&lang=en>

This course is to guide the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities.

IS-230.e: Fundamentals of Emergency Management

<https://training.fema.gov/is/courseoverview.aspx?code=IS-230.e&lang=en>

This course aims to provide all FEMA employees with basic information to prepare them for incident management and support activities. Additionally, this course will provide an overview of FEMA, introduce basic emergency management concepts, and provide a high-level look at how FEMA meets its mission.

IS-368: Including People with Disabilities and Others with Access and Functional Needs in Disaster Operations

<https://training.fema.gov/is/courseoverview.aspx?code=IS-368&lang=en>

This course aims to increase awareness and understanding of the need for full inclusion of disaster survivors and FEMA staff who are people with disabilities and people with access and functional needs. The course provides an overview of disabilities, access, and functional needs and explains how disaster staff can apply inclusive practices in their disaster assignments.

G-775: EOC Management and Operations

This course describes the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities, and case studies that relate to EOC's and multi-agency coordination systems at the local, state, and federal levels of government.

G-191: ICS Field/EOC Interface Workshop

Interface Workshop enables participants to develop an effective interface between the Incident Command and the Emergency Operations Center (EOC) for their community by applying Incident Command System (ICS) principles. The course works best when delivered to Incident Command System and Emergency Operations Center personnel from the same community. The course reviews ICS and EOC responsibilities and functions, depending on exercises and group discussions to formulate the interface.

G-626E: EOC Action Planning

Essential EOC Action Planning focuses on the EOC organizational structure related to EOC Action Planning. Each EOC Section (Mgt, Operations, Plans & Intel, Logistics, and Finance and Admin) will be discussed and illustrate each section's roles in developing an EOC Action Plan. The Planning "P" components will be presented to include each step of the planning process.

IS-29. a: PIO Awareness (online)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-29.a&lang=en>

The Public Information Officer Awareness Course (IS0029) is designed to familiarize participants with the PIO role concepts. This course can provide a basic understanding of the PIO function for those new to the position. Additionally, it can provide those in executive-level roles the necessary knowledge of PIO roles and responsibilities during an emergency.

G-611M: EOC Management Section/Position Specific Training (Yolo)

This course focuses on the EOC Management Section and the Positions within the Section

ICS 300 (Yolo)

ICS 400 (Yolo)



G-205: Recovery from Disaster-Local Community Role (Yolo)

This course introduces disaster recovery principles and includes current recovery practices and policies as outlined in the National Disaster Recovery Framework (NDRF)

IS-35.22: FEMA Safety Orientation (online)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-35.22&lang=en>

This course is designed to help you understand your safety rights and responsibilities and what you can do to safeguard your own well-being on the job—both in your regular workplace and during deployments

IS-42. a: Social Media (online)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-42.a&lang=en>

This course aims to provide the participants with best practices including tools, techniques, and a basic roadmap to build capabilities in using social media technologies in their own emergency management organizations (State, local, Tribal) to further their emergency response missions.

L0105: Public Information Basics (Yolo)

This course introduces participants to the role of Public Information Officers (PIO) in emergency management and provides basic information about the Integrated Public Alert and Warning System (IPAWS). The PIO topics covered include the role of the PIO; understanding social media; effective communications; the means for preparing the community through outreach; and communication during an incident.

IS-632.a: Introduction to Debris Operations (online)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-632.a&lang=en>

This course covers basic information about debris operations under FEMA's Public Assistance Program. The goal for this course is to familiarize the student with general debris removal operations and identify critical debris operations issues

G-6110: EOC Operations Section/Position Specific Training (Yolo)

This course focuses on the EOC Operations Section and the Positions within the Section. Content covered in this course includes:

IS-103: Geospatial Information Systems (online)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-103&lang=en>

This course prepares students to successfully assume the role and responsibilities of a Geospatial Information Systems (GIS) Specialist (GISS) during a disaster situation. As they complete this course, students will learn how to use their GIS skills to support other Joint Field Office (JFO) disaster response and recovery team members and successfully meet the responsibilities assigned to them.

IS-703.b: National Incident Management System Resources Management (online)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-703.b&lang=en>

The National Incident Management System Resource Management course aims to introduce federal, state, local, tribal, and territorial emergency managers, first responders, and incident commanders from all emergency management disciplines to NIMS Resource Management. This includes private industry and volunteer agency personnel responsible for coordination activities during a disaster.

G-557: Rapid Needs Assessment (Yolo)

The assessment process must be effectively planned to receive the benefits of a Rapid Needs Assessment. Assessments do not happen when a disaster or emergency occurs. They require planning and training to support the planned activity if they are to realize their greatest potential. The Rapid Needs Assessment must be rapidly implemented by local governments when needed. Assessment teams must be identified and trained together. The field teams need to be supported by personnel who can rapidly analyze the findings of the individual teams and present them to management to support prioritization and decision-making.

G-611P: EOC Planning and Intelligence Section/Position Specific Training (Yolo)

This course focuses on the EOC Planning and Intel Section and the Positions within the Section.

IS-703.b: National Incident Management System Resources Management (online)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-703.b&lang=en>

The National Incident Management System Resource Management course aims to introduce federal, state, local, tribal, and territorial emergency managers, first responders, and incident commanders from all emergency management disciplines to NIMS Resource Management. This includes private industry and volunteer agency personnel responsible for coordination activities during a disaster.

G-611F: EOC Finance and Administration Section/Position Specific Training (Yolo)

This course focuses on the EOC Finance and Admin Section and the Positions within the Section. G-205: Recovery from Disaster-Local Community Role (Yolo)

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IS-103: Geospatial Information Systems (Online)  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-103&lang=en>

his course prepares students to successfully assume the role and responsibilities of a Geospatial Information Systems (GIS) Specialist (GISS) during a disaster situation.

IS-922.a: Applications of GIS for Emergency Management (Online)  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-922.a&lang=en>

This course aims to explore how GIS technology can support the emergency management community. Topics addressed in this course include GIS fundamentals and history; how GIS is used in emergency management and tools available to enhance GIS usefulness

G-611P: EOC Planning and Intelligence Section/Position Specific Training (Yolo)  
This course focuses on the EOC Planning and Intel Section and the Positions within the Section



## **APPENDIX: GLOSSARY**

NIMS	National Incident Management System
NQS	National Qualification System
CSTI	California Specialized Training Institute
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