

Washington State Emergency Management Division



State Training Program

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Washington State Emergency Management
State Training Program

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This new document replaces all previous documented versions of the State ICS Training Policy;
and is subject to change without notice.

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RECORD OF CHANGES

| Section | Page | Description | Date | Initials |
|------------------|-----------|--|----------|----------|
| 4.4 | 13 | Added No Show, No Contact policy | 8/10/18 | JDF |
| Table of content | | Continuity of style (upper and lower case letter) | 10/23/18 | DL |
| 3.e-h | 10-12 | Changed chronology of points: 3.e to h 3.f to g 3.g to e 3.h to f | 10/23/18 | DL |
| 4. & 6. | 13-19, 24 | Changed chronology of main points 4 to 6 and 6 to 4 | 10/23/18 | DL |
| 4.d | 14 | Changed requirements to become instructor from 4 to 3. | 10/23/18 | DL |
| 4.f | 17 | Added continuing certification requirements | 10/23/18 | DL |
| 4. | 14-16 | Amended and organized required training, experience, education for instructors, and management authorization. | 10/23/18 | DL |
| 4.d | 15 | Added general requirements for instructors | 10/24/18 | DL |
| 4.g | 19 | Instructor conduct: Added law requirements to make service accessible for people with disabilities (https://www.kingcounty.gov/~media/exec/civilrights/documents/WAcourtaccess.ashx), Dress code | 10/24/18 | DL |
| 4.h | 20 | Add full name of DEM | 10/24/18 | DL |
| 5.a | 23 | Changed 6.c to 4.c under Instructor | 10/24/18 | DL |
| 5.a | 24 | Corse conduct additions | 10/24/18 | DL |
| | | Reviewed made changes and verified | 11/1/18 | DL |
| 4.c | 13-14 | Added *to clarify definition of lead/ unit instructor for HSEEP Instructor Changed name to Washington State Field Delivered Certified Instructor Added Washington State HSEEP Instructor | 11/7/18 | DL |
| 4.f | | 4.f is now a headline under 4.e | 11/7/18 | DL |

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|-------------|----|--|---------|----|
| 4.d | 15 | Added Requirements to become a Washington State Field Delivered Certified Instructor | 11/7/18 | DL |
| 4.e | 16 | Added Requirements to become a Washington State ICS Certified Instructor | 11/7/18 | DL |
| 4.f | 19 | Added Requirements to become a Washington State HSEEP Certified Instructor | 11/7/18 | DL |
| 4.h | | ICS related course conduct moved from 4.h to 5.b | 11/7/18 | DL |
| 5.a | 21 | Changing headline to CONDUCTING WASHINGTON STATE-CERTIFIED FIELD COURSES Re-organized under headlines | 11/7/18 | DL |
| 5.b | 24 | Former 5.b is now 5.d | 11/7/18 | DL |
| 5.b | 24 | Added ICS courses management | 11/8/18 | DL |
| 5.c | 27 | Added HSEEP courses management | 11/8/18 | DL |
| Appendix 4 | 41 | Added request form to conduct HSEEP | 11/8/18 | DL |
| Appendix 10 | 56 | Added (example) excel sheet for annual Instructor hours | 11/8/18 | DL |
| Appendix 11 | 57 | Added Evaluation Criteria (if someone is able to train) – I insert some criteria's I found on the Internet which could serve as a template | 11/8/18 | DL |

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1. PURPOSE AND SCOPE

1.A – PURPOSE

The purpose of this document is to provide overarching guidance and direction for emergency management professionals regarding Washington State Emergency Management Division (WA EMD) preparedness training activities.

1.B – SCOPE

The scope of this Training Program document includes the Training Program goals and objectives, and associated activities; overview of program components; and criteria for coordinating, hosting, and conducting preparedness training in Washington State. It addresses the requirements for selection and certification of instructors, maintenance of the instructor database, and storage and delivery of course materials.

The target audience for this policy is local city, county, tribal, and state agency emergency management offices.

2. PROGRAM GOAL AND OBJECTIVES

2.A – GOAL

The **program goal** is to *facilitate quality whole-community prevention, protection, mitigation, response, and recovery training*. To meet this goal, the Training Program follows four (4) objectives.

2.B – OBJECTIVES

OBJECTIVE 1: SUPPORT STAKEHOLDER EMERGENCY MANAGEMENT TRAINING NEEDS ASSESSMENTS

The purpose of a training needs assessment is to identify or modify performance requirements. Modification of the standard may be necessary because it is irrelevant, unattainable, or conditions have changed. A training needs assessment also identifies the knowledge, skills, and abilities needed by an organization's workforce to achieve those requirements. An effective training needs assessment should help direct resources to areas of greatest demand.

The assessment should address resources needed to fulfill organizational mission, improve productivity, and provide quality products and services. The needs assessment should identify the gap between current performance and the required standard. When a difference exists, it explores the causes and reasons for the gap and methods for closing or eliminating the gap. A complete needs assessment also considers any consequences for ignoring the gaps.

Throughout the year, WA EMD employees participate in meetings and workshops with the nine (9) Washington State Homeland Security Regions and participating State Agencies to determine gaps in training against the Federal Emergency Management Agency (FEMA) 32 Core Capabilities.

The assessment procedure using a rating of 1-low to 5-high against each of the following elements: Planning, Organization, Equipment, Training, and Exercise (POETE). The following table identifies how organizations rate their level of training in the 32 FEMA Core Capabilities.

| Training | |
|-----------------|--|
| 1 | Very few (0-20%) relevant persons have completed all relevant courses |
| 2 | Few (21-40%) relevant persons have completed all relevant courses |
| 3 | Many (41-60%) relevant persons have completed all relevant courses |
| 4 | Most (61-80%) relevant persons have completed all relevant courses |
| 5 | All or nearly all (81-100%) relevant persons have completed all relevant courses |

Prior to the Annual Training and Exercise Planning Workshop, the Training Program distributes a training and exercise forecast worksheet to all its stakeholders. This forecast is for the stakeholders to summarize their training and exercise needs over a multi-year period. The forecasts help to identify assistance needed from WA EMD in coordination and conduct of courses, give predictability in scheduling events over a multi-year period, and summarize training and exercise events that support workplans associated with building and sustaining capabilities.

Associated Activities

- Participate in stakeholder training needs assessments;
- Provide technical assistance with stakeholder training needs assessment when requested; and
- Support stakeholder development of training and exercise forecasts derived from needs assessments.

See **Appendix 1: Resources and References** for more information on FEMA’s 32 Core Capabilities.

OBJECTIVE 2: CONDUCT ANNUAL TRAINING AND EXERCISE PLANNING WORKSHOP (TEPW)

The purpose of the annual Washington State TEPW is to develop a multi-year Training and Exercise Plan (TEP) for Washington State as required by federal grant guidance. The multi-year TEP identifies a stakeholder’s training and exercise priorities as articulated in their strategy. The stakeholder should identify the capabilities most relevant to achieving those priorities and then outline a multi-year schedule of training courses that will raise their POETE rating level identified in their training needs assessment, above.

Analysis of all stakeholder training needs assessments, forecasts, and requests for assistance will be conducted during and immediately following the TEPW. Requests are weighed against many factors including budget, instructor availability, and resources available. Our staff will make every effort to fill training requests; however, WA EMD cannot accommodate every request. Stakeholders must prioritize their training requests and clearly label their most critical needs

Associated Activities

- Analyze stake holder training and exercise forecasts;
- Develop multi-year training and exercise calendar; and
- Publish multi-year Training and Exercise Plan.

OBJECTIVE 3: IMPLEMENT THE MULTI-YEAR TRAINING AND EXERCISE PLAN

WA EMD Training and Exercise section employees are committed to helping stakeholders by linking them to the training they desire. This involves a collaborative effort between our office and the stakeholder in finding the right course at the right time in the right location to ensure our stakeholder is provided the best opportunity to reach their own training program goals and objectives. In addition to linking our stakeholders to training resources, our office provides support in training development, training event coordination, instruction, and course materials.

The Training Program staff strives to provide and coordinate training to meet all-hazard performance gaps that are determined to have unmet training needs. These unmet training needs must be based on a performance needs analysis, an After-Action Report/Improvement Plan, or a pre-identified capability shortfall.

Associated Activities

- Coordinate local delivery of National Domestic Preparedness Consortium and Rural Domestic Preparedness Consortium courses;
- Coordinate and conduct state-delivered (G and L series) courses and process federally-sponsored resident course applications;
- Coordinate and conduct State Emergency Operations Center Staff Training and Exercise Program activities;
- Enforce state-certified Incident Command System instructor requirements and support National Incident Management System Training Program policies (**Appendix 1: Resources and References**); and
- Support emergent training needs on a case-by-case basis.

OBJECTIVE 4: EVALUATE PROGRAM EFFECTIVENESS TO IMPROVE PROGRAM QUALITY

To measure program effectiveness, the Training Program conducts three types of evaluations: goals-based, process-based, and outcomes-based.

Goals-based (internal): This evaluation determines if our activities and projects meet the defined goal of the program. This evaluation focuses on prioritization of activities and establishment of timelines to assist in meeting the desired goal.

Process-based (internal and external): This evaluation focuses on the processes in place that guide our day-to-day activities. This evaluation type analyzes our staff and stakeholder requirements, procedures in conducting program activities, system effectiveness, and program administration.

Outcomes-based (external): This evaluation focuses on the stakeholder. Outcomes focus on stakeholder satisfaction and the enhancement of their knowledge, skills, and abilities. It also captures overall satisfaction from the stakeholder regarding course conduct and instructor competencies.

Associated Activities

- Collect and analyze stakeholder feedback through evaluation forms and surveys;
- Prioritize department and division training needs for state-published After-Action Reports; and
- Incorporate analysis into future program activities.

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3. TRAINING PROGRAM COMPONENTS

3.A – SEOC STAFF TRAINING AND EXERCISE PROGRAM

The State Emergency Operations Center (SEOC) Staff Training and Exercise Program provides SEOC staff with activities to improve capabilities to respond to an SEOC activation elevation. These activities include plenary training on common and core SEOC operational capabilities; section-specific training; position-specific training; quarterly SEOC exercises; position credentialing; and standard operating procedure development and refinement.

Although a component of the State Training Program Plan, the SEOC Staff Training and Exercise Program Plan remains an independent document to this State Training Program Plan. For more information about SEOC training, please contact the SEOC Staff Training and Exercise Program Manager.

3.B – CONSORTIUM COURSES (SPONSORED BY DEPT. OF HOMELAND SECURITY)

NATIONAL DOMESTIC PREPAREDNESS CONSORTIUM (NDPC)

The National Domestic Preparedness Consortium is a partnership of public and private organizations committed to serving emergency responders by providing quality, cost-effective counterterrorism training. The NDPC is sponsored through the Department of Homeland Security (DHS), Federal Emergency Management Agency's National Preparedness Directorate. It is the principal vehicle through which DHS develops and delivers training, at no cost, to state and local emergency responders.

Home page: <https://www.ndpc.us>

To apply to or request NDPC courses see **Appendix 2: Applying to or Requesting Consortium Courses.**

Center for Domestic Preparedness (CDP)

The Center for Domestic Preparedness is a vital training component of the Department of Homeland Security, Federal Emergency Management Agency, National Training and Education Division. The CDP develops and delivers training for emergency response providers from state, local, and tribal governments and, when appropriate, the federal government, foreign governments, and private sector entities. The CDP offers over 50 training courses at its resident campus in Anniston, Alabama.

Home page: <https://cdp.dhs.gov/>

Counter Terrorism Operations Support Program (CTOS)

The U.S. Department of Energy's National Nuclear Security Administration (NNSA) CTOS- Center for Radiological/Nuclear Training Program located at the Nevada National Security Site (NNSS) is the nation's premier weapons of mass destruction (WMD) radiological/nuclear training center. Their mission is to develop and deliver the most realistic and highest quality training in support of homeland security using their extensive radiological expertise the unique assets of the NNSS. The NNSS is the ONLY place for first responders to experience an actual WMD environment! This training prepares the responders to take immediate, decisive action to prevent or mitigate terrorist use of radiological or nuclear WMDs, such as Improvised Nuclear Devices and Radiological Dispersal Devices or "dirty bombs".

Home page: <http://www.ctosnnsa.org/index.htm>

Energetic Materials Research and Testing Center (EMRTC)

EMRTC, a major research and training division of New Mexico Tech, is internationally recognized and has over 60 years' experience in explosives research and testing. EMRTC provides world-class training in explosives, firearms and explosive site safety in association with DHS, the U.S. State Department and other federal and state agencies. The course instructors are recognized worldwide as top explosives and WMD experts. EMRTC's facilities include a 40-square mile field laboratory that includes more than 30 separate test sites, gun ranges and research laboratories to use for field training exercises.

Home page: <http://www.emrtc.nmt.edu/>

National Center for Biomedical Research and Training-LSU (NCBRT)

The National Center for Biomedical Research and Training, Academy of Counter-Terrorist Education at Louisiana State University (LSU) is a founding member of the NDPC and has been involved in the development and delivery of training and related efforts since 1998. Since that time, the NCBRT has developed many courses and delivered them for U.S. Departments of Homeland Security, Justice, Health and Human Services, and Agriculture, as well as for state and local jurisdictions, non-governmental organizations, and the private sector. Courses deal with WMD, counter-terrorism, and high consequence incidents, for all disciplines including emergency management, law enforcement (including tactical operations), HazMat teams, public health, EMS, hospitals, agriculture, and others.

Home page: <https://www.ncbrt.lsu.edu/>

National Disaster Preparedness Training Center (NDPTC)

The National Disaster Preparedness Training Center is the only member of the NDPC to focus primarily on natural hazards. Uniquely positioned geographically and culturally, the NDPTC at the University of Hawai'i works collaboratively to develop and deliver training and education in the areas of disaster preparedness, response, and recovery to governmental, private, tribal, and non-profit entities. Combining urban planning and environmental management, the NDPTC addresses the needs of vulnerable at-risk populations, particularly the challenges faced by coastal and island communities.

Home page: <https://ndptc.hawaii.edu/>

Security and Emergency Response Training Center (SERTC/TTCI)

Established in 1985, the Security and Emergency Response Training Center is operated by the Transportation Technology Center, Inc., a subsidiary of the Association of American Railroads. SERTC specializes in providing state-of-the-art response training dealing with surface transportation involving hazardous materials (HazMat), WMD, and emergency event planning for surface transportation, to enhance local response capabilities and preparedness. In addition to serving the transportation service industry, SERTC also provides training for public sector emergency response communities, HazMat teams, emergency management, fire, law enforcement, EMS, the chemical industry, government agencies, tribal agencies and emergency response contractors from all over the world.

Home page: <http://sertc.org/>

National Emergency Response and Rescue Training Center at Texas A&M (TEEX/NERRTC)

The National Emergency Response and Rescue Training Center at Texas A&M was established in 1998 and approved in 2000 by FEMA as a national disaster response center. TEEX's mission is to design, develop, and deliver training, exercises, and technical assistance for the nation's emergency responders. TEEX combines traditional classroom work, small group instruction, field exercises, participant activities, case studies and vignettes, multimedia scenarios, and computer-aided training and exercise simulations to train individuals and jurisdictions.

Home page: <https://teex.org/Pages/homeland-security.aspx>

RURAL DOMESTIC PREPAREDNESS CONSORTIUM (RDPC)

The nation's rural emergency responders face unique challenges when compared to their urban counterparts. In recognizing the need for consistent, quality training which addresses those challenges, Congress and the Department of Homeland Security (DHS) established the Rural Domestic Preparedness Consortium to develop and deliver relevant all-hazards training in support of rural homeland security requirements. The RDPC is comprised of academic partners that possess extensive experience and niche capabilities in developing and delivering homeland security curriculum to the rural emergency response community. All training delivered by the RDPC is certified by DHS and is offered tuition-free.

Home page: <https://www.ruraltraining.org/>

To apply to or request RDPC courses see **Appendix 2: Applying to or Requesting Consortium Courses.**

3.C – EMERGENCY MANAGEMENT INSTITUTE (EMI) COURSES

As part of the Department of Homeland Security's (DHS) Federal Emergency Management Agency (FEMA), EMI provides national leadership in developing and delivering training to ensure that individuals and groups having key emergency management responsibilities possess the requisite skills to effectively perform their jobs.

For complete information about EMI's policies and programs visit: <https://training.fema.gov/emi.aspx>

RESIDENT AND VIRTUAL COURSES (E, L, V, AND K CODES)

EMI offers resident training at National Emergency Training Center (NETC) or at offsite locations throughout the country, including FEMA's Center for Domestic Preparedness in Anniston, Alabama, and the FEMA Logistics Center in Frederick, Maryland. Courses can also be conducted through video teleconference or Adobe Connect.

- E Code – Resident courses held at NETC
- L Code – Resident courses conducted offsite (locally) statewide
- V Code – Resident courses held via Video Teleconference
- K Code – Resident courses held via Adobe Connect

Course Descriptions: EMI transitioned its course catalog to the online National Preparedness Course Catalog. This catalog describes all courses conducted by EMI, along with courses at the Center for Domestic Preparedness (CDP) and other consortiums. Find the catalog, with EMI courses filtered, here: <https://www.firstrespondertraining.gov/frt/npccatalog/EMI>.

Scheduled EMI Resident and Offsite Courses

Search for scheduled courses: <https://training.fema.gov/emicourses/schedules.aspx>

Sign up for EMI course bulletins: <https://training.fema.gov/emigrams/>

- **To apply** for courses, see **Appendix 3: Applying to EMI Courses**.
- **To request L course delivery**, complete a Course Request Form (**Appendix 4: Course Request Form**) and email to emd.training@mil.wa.gov.

INDEPENDENT STUDY COURSES (IS CODE)

The Independent Study Program is a distance learning program that offers training, free of charge, to the Nation's emergency management network of federal, state, local, tribal, and territorial governments; non-governmental organizations; and the public. It serves as both an alternative means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally.

For more information on Independent Study Courses visit: <https://training.fema.gov/is/>.

3.D – STATE-DELIVERED COURSES

A significant portion of EMI's training is conducted by state emergency management agencies and identified by the EMI-developed/state-delivered G course code. EMI develops and maintains the curriculum while the states tailor the courses to their communities and provide state-level certificates. Not all G coded courses are offered in Washington every year. For course descriptions, see **Appendix 5: State-Delivered Course Descriptions**.

Scheduled State-Delivered Courses: Training is typically scheduled at the annual State Training and Exercise Planning Workshop (TEPW). Training courses are scheduled through analysis of gaps during core capability assessments throughout the year. Homeland Security Region coordinators summarize the training requests in a forecast and submit to WA EMD prior to the TEPW. Following the TEPW, WA EMD determines which G coded courses to coordinate and host and delivers this information through production of the multi-year Training and Exercise Plan (TEP). Emergent training needs are addressed on a case-by-case basis and as time and funding allow.

- **To apply** for courses, see **Appendix 6: Applying to State-Delivered Courses**.
- **To request G course delivery**, complete a Course Request Form (Appendix 4) and email to emd.training@mil.wa.gov.

OUT-OF-STATE AND FEDERAL APPLICANTS

Students from other states or from federal agencies can take state-sponsored courses on a stand-by basis. The course manager will finalize the student roster and make the determination to admit students from the stand-by list. EMD encourages local jurisdictions to do the same for state-delivered courses they host.

COURSE CURRICULUM

Students: The State Training Program practices a 'library' system regarding course materials. Students receive digital student manuals prior to course start date. Hard copies of the student manuals are available during the course; however, manuals must be returned to the instructor at the end of the course without markup. A compact disc (or other digital storage device) with course materials will be available at the beginning of the course for those that were not able to download the file prior to the start of the course.

Instructors: Course curriculum is available to instructors who are properly screened, vetted, and have been identified as certified by the State of Washington. Copies of Instructor Guides, digital media (slides and videos), hand-outs, and examinations will be provided on a course-by-course basis and only to those with a need to know and will be handled in a For Official Use Only (FOUO) manner. Further distribution or reproduction of the course materials is prohibited. Requests for the sharing of the information will be addressed to the State Training Officer.

Washington State EMD will not provide curriculum to vendors or private industry entities that charge a fee to students to receive the instruction or attend courses.

COURSE EVALUATIONS

Program Objective 4 (Section 2B), outlines the evaluation system WA EMD uses to identify ways to modify our activities to better serve our stakeholders. Following delivery of preparedness courses in Washington State, a formal evaluation is requested from each student. These **outcome-based** evaluations focus on student satisfaction and on the enhancement of their knowledge, skills, and abilities, as well as overall satisfaction from the student regarding course conduct and instructor competencies.

The course evaluations capture student feedback in the following areas:

- Printed Materials (organized, complete and readable)
- Audio/Visual Materials (related to the course, good quality in appropriate number)
- Classroom Venue (comfortable, manageable number of students, appropriate for this course)
- Instruction (subject was thoroughly covered, participation was encouraged, objectives were made clear and differences of opinion were tolerated)
- Registration (timely response, confirmation letter informative, course registrar was helpful)
- Overall Course (variety of instruction methods, reasonable length, worth recommending to others, contributed to my knowledge and skills, prepared me to deal with disasters and emergencies)

Under the Washington State Governor's Results Washington initiative, the Washington Military Department and Emergency Management Division report the results under Goal 5: Efficient, Effective and Accountable Government. The State Training Program's goal is to have 80% of our students rate our courses 4 or 5 on a scale of 1-low to 5-high.

For more information on Results Washington visit: <http://www.results.wa.gov/>

3.E – PROFESSIONAL AND SPECIALIZED PROGRAMS (EMI)

EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM (EMPP)

A structured and progressive framework for acquiring the knowledge, skills, and abilities to enter and progress through the field and to meet the challenges of a dynamic and complex environment. The entire EMPP curriculum is designed to provide a lifetime of learning for a career in emergency management. The EMPP includes three academies:

- National Emergency Management Basic Academy
- National Emergency Management Advanced Academy
- National Emergency Management Executive Academy

For more information on the EMPP visit: <https://training.fema.gov/empp/>

CONTINUITY CERTIFICATE PROGRAMS – PROFESSIONAL AND MASTER PRACTITIONER

FEMA's National Continuity Programs (NCP) has designed the nation's continuity Training Program to address the full spectrum of requirements to support a viable continuity capability. Courses are available for students at all levels, from individuals new to the continuity community to program managers who have been involved with continuity for many years. Through training events, personnel can develop and enhance their continuity knowledge and expertise. These programs include:

- Level I – Professional Continuity Practitioner
- Level II – Master Continuity Practitioner

For more information on Continuity Programs visit: <https://www.fema.gov/continuity-excellence-series-professional-and-master-practitioner-continuity-certificate-programs>

MASTER EXERCISE PRACTITIONER PROGRAM (MEPP)

The MEPP is a series of two courses and a proficiency demonstration focusing on advanced exercise design, conduct and evaluation practices in each phase of the Homeland Security Exercise and Evaluation Program (HSEEP). The MEPP assigns candidates to an Exercise Planning Team where they are challenged to demonstrate their expertise at all levels of exercise design and conduct through in-class and take-home proficiency demonstrations. Candidates apply best practices and lessons learned from their organizations and experiences as well as key learning concepts from the MEPP curriculum to their exercise planning team assignments. Courses include:

- E/L0132 Foundations, Program Management, Design and Development
- E/L0133 Conduct, Exercise Evaluation and Improvement Planning
-
- Individual Proficiency Demonstration: Students will have ONE YEAR to complete a full exercise package, either full-scale or functional and present their exercise to a review board of Subject Matter Experts.

For more information on MEPP visit: <https://training.fema.gov/mepp/>

EMI TRAINER PROGRAM

At the heart of any comprehensive Training Program are the trainers who design, teach, and evaluate the many Training Programs that provide basic entry-level skills and advanced technical skill specializations. EMI's Trainer Program is designed to develop a cadre of training professionals capable of performing training functions from analyzing training needs to the design, development, delivery, evaluation, and management of training activities with the goal of achieving excellence through training. Available certificate programs:

- Basic Instructor Certificate
- Basic Instructional Design Certificate

For more information on the Trainer Program visit: <https://training.fema.gov/tp/>

PROFESSIONAL DEVELOPMENT SERIES (PDS)

The Professional Development Series includes seven Independent Study (IS) courses that provide a well-rounded set of fundamentals for those in the emergency management profession. Many students build on this foundation to develop their careers.

For more information on the PDS visit: <https://training.fema.gov/is/searchis.aspx?search=PDS>

ADVANCED PROFESSIONAL SERIES (APS)

The ability to perform essential work in a disaster requires skills in emergency operations and management. These skills may be developed through this series of courses that offers "how to" training focused on practical information. This series emphasizes applied skills in disaster operations, management and coordination. The APS includes five (5) required courses and five (5) elective courses (15 to choose from).

To receive the APS Certificate, contact emd.training@mil.wa.gov for instructions.

For more information on the APS visit: <https://training.fema.gov/programs/aps/>

3.F – TRIBAL EMERGENCY MANAGEMENT COURSES

The Tribal Curriculum is a series of courses designed with Tribal people, for Tribal Governments, to meet the unique emergency management needs of these Sovereign Nations regarding tribal culture, tradition, sovereignty and governance. Available courses are:

- E/L0580 Emergency Management Framework for Tribal Governments
- E/L0581 Emergency Operations for Tribal Governments
- E/L0582 Mitigation for Tribal Governments
- L0583 Emergency Management Overview for Tribal Leaders
- L0552 Continuity of Operations (COOP) for Tribal Governments

For more information on Tribal courses visit: <https://training.fema.gov/tribal/>

To request an L Course delivery, contact your FEMA Regional Tribal Liaison:
<https://training.fema.gov/tribal/liaisons.aspx>.

3.G – INTEGRATED EMERGENCY MANAGEMENT COURSE (IEMC)

The Integrated Emergency Management Course is a four-day, exercise-based training activity for Emergency Operations Center personnel to practice simulated, but realistic, crisis situations, within a structured learning environment.

Community-specific Integrated Emergency Management Courses provide an in-depth exercise for participants from a single jurisdiction. Community-specific IEMCs are written to reflect the hazards or events facing the jurisdiction, the type of EOC used by the jurisdiction, and the stakeholders included in the jurisdiction emergency plans.

E/L 0912: Preparing Communities for a Complex Coordinated Attack Integrated Emergency Management Course is an additional Community Specific IEMC course designed to improve the ability of the local jurisdiction to prepare for, protect against, and respond to complex coordinated attack.

IEMC availability is limited – EMI advertises the selection process early each year, with a limited time for jurisdictions to submit their consideration materials (application). IEMCs approved and endorsed by EMI will be held on the following calendar year.

For more information on IEMCs and how to apply visit: <https://training.fema.gov/iemc/>

3.H – TRAINING RECORDS

The Washington State Military Department, and its Divisions, is subject to Chapter 42.56 RCW Public Records Act and applicable retention schedules. Washington State Archives approved a special retention schedule for the Military Department in accordance with RCW 40.14.050 on June 3, 2015.

CERTIFICATES AND TRANSCRIPTS

State-Delivered course certificates are Issued electronically by the State Training Program. Transcripts are available through the program’s current training management system. For replacement certificates, contact emd.training@mil.wa.gov.

Washington State EMD will not issue course completion certificates for courses delivered by private vendors at cost to the student.

E, L, V, and K Course certificates are issued electronically and by postal mail from EMI (3-6 weeks for delivery). Replacement certificates are unavailable; however, students can request a transcript from EMI. For instructions visit: <https://training.fema.gov/student/residenttranscript.aspx>.

IS Course certificates are issued electronically by EMI upon course completion. Replacement certificates are unavailable; however, students can request a transcript from EMI. For instructions visit: <https://training.fema.gov/EMIWeb/downloads/tranrqst1.pdf>.

Historical copies of completion certificates are kept per the Washington Military Department and Washington State Archives division of the Office of the Secretary of State records retention schedule. The disposition authority retention policy number is 84-02-33390, revision 2, states that records of emergency preparedness training and public education courses, exercises, and seminars applicable to

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emergency workers, disaster response personnel, emergency manager, public safety and first responders will be retained for 6 years after the end of the calendar year and then destroyed.

4. WASHINGTON STATE INSTRUCTOR PROGRAM

4.A – PURPOSE

This section provides guidance to local jurisdictions and other emergency management stakeholders in the selection of qualified instructors to deliver preparedness training across the State of Washington. The goal of this program are:

Ensure quality delivery of preparedness training by building and maintaining standards and expectations for instructors within the state.

4.B – SCOPE

This program is designed to recruit and maintain qualified individuals to become certified to instruct G field delivery and ICS courses in the state of Washington. G courses are state-delivered courses that are part of the Federal Emergency Management Agency's (FEMA) Emergency Management Institute's (EMI) curriculum.

4.C – TYPES OF INSTRUCTORS

LEAD INSTRUCTOR

Lead Instructors are the primary instructors for a specific course. Lead Instructors have met all the instructor qualifications and are highly experienced with delivery of all units of the course. There will always be at least one Lead Instructor for every course delivered in Washington State.

Lead Instructor responsibilities include:

- Maintaining instruction standards including length
- Conduct of any course activities/exercises
- Management of all other instructors
- Protecting the integrity of the course curriculum
- Proctoring exams
- Maintaining accountability of students
- Ensuring safety protocols are being followed

For **HSEEP lead Instructor** please read 4.f Washington State HSEEP Lead Instructor

SUPPORT INSTRUCTOR

Support Instructors assist the Lead Instructor with delivery of the course. Support Instructors may or may not have met all the instructor qualifications but need to have experience with the course content. Support Instructors oftentimes are accompanying the Lead Instructor in delivery of the course as 'on-the-job training' or are supporting the course to meet established vetting requirements to become a

Lead Instructor. Support Instructors may assist with some or all course management activities and deliver course material under the supervision of the Lead Instructor.

ADJUNCT OR UNIT INSTRUCTOR

Adjunct or Unit Instructors are defined as instructors who are not filling a permanent role as a training official or who possess standing on the state certified instructor list. Adjunct or Unit Instructors are selected based on their subject matter expertise and may not have completed any type of formal Train-The-Trainer course for which they are selected to adjunct instruct. Example: A qualified and reputable representative from the National Weather Service Office may be selected to assist with delivery of specific units of a course that have applicable atmospheric or weather-related information.

Adjunct or Unit Instructors will be accompanied during their instruction by a Lead Instructor. Adjunct or Unit Instructors may provide limited instruction in specialized knowledge and skills at the discretion of the Lead Instructor. Adjunct or Unit Instructors must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

For **HSEEP Instructor** please read 4.f Washington State HSEEP Lead Instructor

WASHINGTON STATE FIELD COURSE CERTIFIED INSTRUCTOR

A Washington State Field Course Certified Instructor is defined as an instructor who's been vetted and screened by the Washington State Training Officer to deliver specific G. Vetting and screening by the State Training Officer includes a review of the instructor's knowledge and experience with subject, competencies, instructional skills, classroom management and good practice of adult learning theories.

WASHINGTON STATE CERTIFIED INCIDENT COMMAND SYSTEM (ICS) INSTRUCTOR

A Washington State Certified ICS Instructor is defined as an instructor who's been vetted and screened by the Washington State Training Officer to deliver NIMS ICS courses. Vetting and screening by the State Training Officer includes a review of the instructor's completed training, experience, county emergency management or state agency sponsorship and organizational audit.

WASHINGTON STATE CERTIFIED HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP) INSTRUCTOR

All HSEEP instructors will be vetted and screened by the State Exercise Officer to confirm that they meet instructor requirements set by FEMA to instruct a HSEEP course. The State Exercise Officer will include a review of the instructor's completed training and experience to verify that they meet the baseline credentials to ensure good, consistent and high-quality instruction.

FEMA NIMS ALL-HAZARD POSITION-SPECIFIC INSTRUCTOR

A NIMS All-Hazard Position Specific Course Instructor is an instructor certified by certified by FEMA under the NIMS All-Hazard Position-Specific Program guidelines (Appendix 1: Resources and References).

4.D – REQUIREMENTS TO BECOME AND MAINTAIN A WASHINGTON STATE-CERTIFIED FIELD INSTRUCTOR

GENERAL INSTRUCTOR REQUIREMENTS

Washington State EMD certifies instructors based on three requirements: completed training, instructor experience, and county emergency management agency, tribal emergency management organization or state agency sponsorship. The below requirements apply to those instructors delivering all G and selective L courses. The instructor's parent organization or jurisdiction having authority has the right to pursue further vetting, evaluation, and on-the-job shadowing prior to allowing the instructor to deliver any ICS curriculum.

COMPLETED TRAINING

Washington State-certified Field Instructors (G, selected L courses) will have successfully completed:

- course that they will be instructing
- IS -100 Introduction to ICS
- IS-200 ICS for Single Resources and Initial Action Incident
- IS-700 An introduction to NIMS
- IS-800.b An introduction to the National Response Framework
- Formal instructor training* (see list below for example):

* such as L0449 ICS Curricula TTT, M-410 Facilitative Instructor, EMI Master Trainer Program, Fire Instructor I & 2, ASTD, CTTI, POST, FLETC, college, private industry, E0141 Instructional Presentation & Evaluation Skills, Instructional Presentation and Evaluation Skills, Office for Domestic Preparedness Instructor Course, valid teaching certificate, or equivalent will be decided by case to case.

INSTRUCTOR EXPERIENCE

Instructors should have experience conducting activities related to the course they wish to instruct. This can be achieved by actual operational experience and/or planning efforts.

Sixteen hours experience as an instructor are required during the last 12 months.

Applicants must demonstrate successful instructional delivery to adult learners for local, regional, state, Federal, private sector, and/or non-governmental emergency management/homeland security training programs, or at colleges/universities.

- Applicants must demonstrate proficiency in the facilitation of small work groups.
- Applicant must demonstrate excellent communication and interpersonal skills.

INSTRUCTOR EDUCATION

The ideal candidate has preferably a bachelor's degree in emergency management, homeland security, public administration, political science, or related field and/ or a broad progressive emergency management training, administrative and leadership experience.

EMERGENCY MANAGEMENT AGENCY SPONSORSHIP

To support counties, tribes, and local jurisdictions in attaining NIMS compliance, EMD requires a letter of sponsorship from the local Department of Emergency Management to ensure that jurisdictions are selecting instructors they choose to support. WA EMD will recognize endorsement by any region, county, city, or tribe that holds statutory responsibility for jurisdictional emergency management under RCW 38.52 (Appendix 1: Resources and References). The sponsorship letter should be on agency letterhead and signed by the agency director. Its purpose is to describe the jurisdiction's need for the individual to be a certified ICS instructor and an endorsement of that instructor for their jurisdiction.

See Appendix 8: Instructor Sponsorship Letter for sample.

REQUESTING AN INSTRUCTOR CERTIFICATE

Requests for instructor certification should be sent to emd.training@mil.wa.gov. When submitting a request, provide the following documents:

- Copies of certificates as listed
- Documentation of training experience. This can be in a narrative document citing the positions worked, incidents/exercises and dates, your involvement in the preparation of the IAP, and your experience/qualifications as an instructor. This documentation does not need to be complex nor require a resume or curriculum vita, if the pertinent information is included.
- Sponsorship letter from the organization and/or local emergency management agency (Appendix 8: Instructor Sponsorship Letter). Read more under *EMERGENCY MANAGEMENT AGENCY SPONSORSHIP* above.

Submissions are evaluated by the State Training Officer to see if the requestor meets all the requirements. Approved instructors will be notified by email and provided any necessary training information.

MAINTAIN THE INSTRUCTOR CERTIFICATION:

Annually audit (unannounced) of a course by a peer/ state evaluator.

See Appendix 10: Evaluation Criterion for sample.

4.E – REQUIREMENTS TO BECOME AND MAINTAIN A WASHINGTON STATE-CERTIFIED INCIDENT COMMAND SYSTEM (ICS) INSTRUCTOR

GENERAL INSTRUCTOR REQUIREMENTS

Washington State EMD certifies instructors based on three requirements: completed training, instructor experience, and county emergency management agency, tribal emergency management organization or state agency sponsorship. The below requirements apply to those instructors delivering ICS courses. The instructor's parent organization or jurisdiction having authority has the right to pursue further vetting, evaluation, and on-the-job shadowing prior to allowing the instructor to deliver any ICS curriculum.

COMPLETED TRAINING

Washington State-certified ICS instructors will have successfully completed:

- course that they will be instructing
- IS -100 Introduction to ICS
- IS-200 ICS for Single Resources and Initial Action Incident
- IS-700 An introduction to NIMS
- IS-800.b An introduction to the National Response Framework
- L0449 ICS Curricula TTT
- G0300 Intermediate Incident Command System for Expanding Incidents
- G0400 Advanced Incident Command System for Command and General Staff - Complex Incidents
- G0775 Emergency Operations Center Management and Operations
- G0191 Emergency Operations Center/Incident Command System Interface

A 36-month waiver for completion of L0449 may be granted on a case-by-case basis for those instructors who have clearly demonstrated knowledge, experience, behaviors, and skills but lack the formal L0449 ICS Train-the-Trainer course. Priority seating in the next L0449 course (hosted by WA EMD) will be given to those that currently possess waivers. Instructors who have not completed the L0449 course within 36 months of being placed on the certified ICS instructor list will be removed until they complete the course.

INSTRUCTOR EXPERIENCE

Instructors should have experience conducting activities related to the course they wish to instruct. This can be achieved by actual operational experience and/or planning efforts.

Sixteen hours experience as an instructor are required during the last 12 months.

Applicants must demonstrate successful instructional delivery to adult learners for local, regional, state, Federal, private sector, and/or non-governmental emergency management/homeland security training programs, or at colleges/universities.

- Applicants must demonstrate proficiency in the facilitation of small work groups.
- Applicant must demonstrate excellent communication and interpersonal skills.

In addition, an ICS instructor must have served in a mid-level incident management position within five years in: real-world incidents, planned events, or exercises that required a written Incident Action Plan (IAP) or encompassed more than one operational period.

INSTRUCTOR EDUCATION

The ideal candidate has preferably a bachelor's degree in emergency management, homeland security, public administration, political science, or related field and/ or a broad progressive emergency management training, administrative and leadership experience.

EMERGENCY MANAGEMENT AGENCY SPONSORSHIP

To support counties, tribes, and local jurisdictions in attaining NIMS compliance, EMD requires a letter of sponsorship from the local Department of Emergency Management to ensure that jurisdictions are selecting instructors they choose to support. WA EMD will recognize endorsement by any region, county, city, or tribe that holds statutory responsibility for jurisdictional emergency management under RCW 38.52 (Appendix 1: Resources and References). The sponsorship letter should be on agency letterhead and signed by the agency director. Its purpose is to describe the jurisdiction's need for the individual to be a certified ICS instructor and an endorsement of that instructor for their jurisdiction.

See Appendix 8: Instructor Sponsorship Letter for sample.

REQUESTING AN INSTRUCTOR CERTIFICATE

Requests for instructor certification should be sent to emd.training@mil.wa.gov. When submitting a request, provide the following documents:

- Copies of certificates as listed
- A resume or curriculum vita that documents training experience.
- Sponsorship letter from the organization and/or local emergency management agency (Appendix 8: Instructor Sponsorship Letter). Read more under *EMERGENCY MANAGEMENT AGENCY SPONSORSHIP* above.

Submissions are evaluated by the State Training Officer to see if the requestor meets all the requirements. Approved instructors will be notified by email and provided any necessary training information.

MAINTAIN THE INSTRUCTOR CERTIFICATION:

State-certified ICS instructors are expected to remain active in instructing ICS courses under the approval of the sponsoring jurisdiction for continuing recognition as a Washington State Certified ICS instructor.

- **Active:** Active is considered serving as a Lead or Support instructor during an ICS course delivery for a minimum of 8 contact hours every 24 months. The 8 contact hours do not have to be concurrent. Contact hours are tracked by our office using a provided ICS course agenda for which you served as a Lead or Support Instructor
- **Inactive:** ICS instructors who have not been inactive for a two-year period will be placed in an inactive status on the State Certified ICS Instructor List. The two-year period starts with the date on this document.

For reinstatement to an active status, instructors must submit a formal request to the State Training Officer accompanied by a current DEM sponsorship letter.

Bi-annually, the State Training Officer will conduct an audit of the Washington State Certified ICS Instructor List to verify status, confirm contact information, fulfill requests for removal, and provide ICS training updates.

ICS INSTRUCTOR LIST AND DATABASE

A list of instructors who are certified to teach ICS in Washington State is maintained by the State Training Officer. To prevent solicitation, the list will not be provided to anyone outside our office. If you wish to know if someone is on the list, or you wish to request an ICS instructors in your Washington State Homeland Security Region, please send a request in an email to emd.training@mil.wa.gov.

It is the instructor's responsibility to ensure that their contact information is current, and they are currently enrolled in the system.

The State Training Officer maintains a database with all the above listed documents for each Washington State Certified ICS Instructor.

4.F – REQUIREMENTS TO BECOME A HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP) INSTRUCTOR

GENERAL REQUIREMENTS FOR HSEEP INSTRUCTOR

All instructors for the L0146 HSEEP Training Course are expected to have a thorough understanding of HSEEP policies, procedures and terminology as well as direct experience in the design, development, conduct, evaluation and improvement planning for exercises.

All Lead and Unit instructors must have knowledge and experience with computers for class room instruction. Experience should include the use of the Microsoft Office Suite products, including Power Point and MS Word. This will include using projectors, internet connectivity and other media tools.

L0146 HSEEP Training Courses are recommended to be delivered by at least two instructors, one of who will be identified as the Lead instructor and one of whom will be identified as the Unit instructor.

COMPLETED TRAINING

All Lead and Unit Instructors must have successfully completed and be able to show certificates for current or succeeding version of the following courses:

- K/L-0146 Homeland Security Exercise and Evaluation Program Course
- IS 100 Introduction to ICS
- IS 120 An Introduction to Exercises
- IS 130 How to be an Exercise Evaluator
- IS 200 ICS for Single Resources and Initial Action Incident
- IS 700 An introduction to NIMS
- IS 800 An introduction to the National Response Framework

LEAD INSTRUCTOR REQUIREMENTS

The Lead Instructor should have a minimum of three years of field experience in designing, developing, conducting, and evaluating HSEEP/ emergency management exercise or as appointment as a Training Officer or Exercise Officer.

All Lead Instructor must have:

- experience in the development of After Action Reports/ Improvement Plans consistent with HSEEP
- recent experience (within the last 5 years) in conducting exercise planning and After-Action Meetings consistent with HSEEP (Concepts and Objectives Meetings, Initial Planning Meetings, Midterm Planning Meetings, Master Scenario Event List Meetings, Final Planning Meetings)
- recent instructional experience (within the last 5 years) with a target audience comprised of federal, state, territorial, tribal and/ or social emergency response personnel

UNIT INSTRUCTOR REQUIREMENTS

The Unit Instructor should have two years of field experience in designing, developing, conducting, and evaluating HSEEP/ emergency management exercise or as appointment as a Training Officer, Exercise Officer or SAA TPOC.

4.G – INSTRUCTOR CONDUCT

An instructor is tasked with instructing students of various backgrounds. It is expected that students are provided the best possible instruction so that they can, in turn, effectively prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

Instructors are considered a volunteer representative of the Washington State Emergency Management Division and are expected to conduct all courses in a professional manner and in accordance with the materials provided. Washington EMD utilizes student evaluations and feedback as a primary means to evaluate instructor success. Negative student evaluations or feedback will result in an audit of course instruction with recommendations for improvement. The instructor will then be given an opportunity to address documented improvement actions. If negative feedback persists, it is at the discretion of the State Training Officer to remove an instructor from the approved list.

Instructor expectations include:

- Serve the profession with honor.
- Conduct instruction in a manner which will command respect and confidence.
- Maintain a right to privacy and confidentiality with each student.
- Promote health and safety standards that insure the protection of everyone participating in the training.
- Take steps to make the classroom and materials accessible to all course participants and, to the extent possible, accommodate individual needs: State and federal laws require that government programs be accessible to persons with disabilities (RCW 49.60.010 et seq; Americans with Disabilities Act, 42 U.S.C. §12131 et. seq.(ADA). Section 508 Amendment of the Rehabilitation Act of 1973 requires Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities.
- Shall use, at a minimum, the course materials identified by FEMA/EMI as required for the course.

- Refrain from public criticism of students, other instructors, FEMA, and Washington EMD staff and policies.
- Treat students and other instructors with respect and dignity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
- Be available during the course hours for student questions. If an answer is unknown, refer students to appropriate Washington EMD staff or the State Training Officer.
- Respond as promptly as possible to every student request, question, or comment that is relevant to the course material.
- Never penalize a student for raising a legitimate complaint about the course, if that complaint is raised in an appropriate and civil manner.
- Dress in appropriate attire: business casual or instructor's sponsoring organizations dress standards.
- Refrain from using multi-media, audio or video demonstration that contains inappropriate language or content.
- Refrain from using profane, insulting, harassing or otherwise offensive language or humor.
- The use of relevant stories and information is welcome, but make sure to use examples from various disciplines (emergency management, law enforcement, school officials, public health, chaplains, etc.).
- Shall not be under the influence, or consume, illicit drugs or alcohol during any portion of a class.

5. COURSE MANAGEMENT

5.A – CONDUCTING WASHINGTON STATE-CERTIFIED FIELD COURSES

COURSE MANAGER

Course Managers handle all aspects of the training they are conducting. As a recommendation, use a checklist to ensure you are carrying out all tasks required for a successful course delivery. A sample Course Manager's checklist is in **Appendix 7: Course Managers Checklist**.

If the Course Manager is also the Course Host, follow the guidelines listed in **5.D – Course Hosts**. Course Managers should follow the guidelines listed below.

COURSE CONDUCT/CONTACT HOURS

Course managers are responsible in ensuring that each course meets the minimum course contact hours per the National Preparedness Course Catalog or the course syllabus or program of instruction. Course managers are responsible in ensuring that each course meets the minimum course contact hours per the National Preparedness Course Catalog or the course syllabus or program of instruction.

INSTRUCTORS

Assigning and Vetting: Course managers are responsible for gathering instructors and assigning them units that meet their experience and qualification level. Instructor choice must be deliberate and carefully conducted to ensure quality of delivery. See section 4.C on types of instructors.

- NOTE: Instructors for L series FEMA Courses must be from the FEMA EMI Certified Course Instructor List. Contact the Washington State Training Officer for more information on these lists.

REGISTRATION

A local jurisdiction or agency may choose to conduct course registrations on their own Learning Management System (LMS) or, they may use Washington State EMD's course registration system, currently Washington **TRAIN** (<https://www.train.org/washington/>). If the local jurisdiction or agency conducts registration on their own, they will need to collect the following information from each student:

- Name
- Email address
- Telephone Number
- Sponsoring organization and physical address of sponsoring organization
- FEMA Student Identification (SID) Number (if applicable)

The course manager is also responsible for identifying all course prerequisite(s) and verifying that each student has completed the prerequisite(s) prior to registering them for the course. Waivers of a prerequisite requires authorization from the State Training Officer.

If the local jurisdiction or agency uses TRAIN, they will submit a Course Request Form (Appendix 4) to emd.training@mil.wa.gov. *This form needs to be sent to our office not later than 6 weeks prior to a course start date.*

Seat allocation is dependent on the type of course. A seminar-type course may allow for several dozen seats however a course that is with small group activities will not exceed 36 students and optimally not more than 24 students. The course manager will select those students that best meet the target audience per the seats and instructors available.

Communication with confirmed participants is paramount to reducing no-shows and late arrivals. Send a course reminder one week prior and again one day prior to course conduct.

COURSE ROSTERS

Any jurisdiction, organization, or agency that delivers or hosts a preparedness course that appears in the National Preparedness catalog will submit a student roster to Washington State EMD Training and Exercise Section by email at emd.training@mil.wa.gov. This will allow us to properly track numbers of courses delivered and student completions per grant requirements. It also gives us the opportunity to build and maintain student and instructor profiles in our learning management system and apply credit for both attendance and contact hours.

ADVERTISING

Advertising for the course is at the discretion of the course manager. Like registration above, a local jurisdiction or agency may choose to conduct advertising on their own or with the aid of Washington State EMD's LMS, TRAIN. At a minimum, the advertising must include:

- Dates, times.
- Location: ***List the city and state only.*** Give the physical address to those students with confirmed seats after they are fully registered.
- Course Description: Use the actual Course Title and Course Description from the National Preparedness Course Catalog at <https://www.firstrespondertraining.gov>, use the course description from the course syllabus or program of instruction if the course is in the catalog.
- Target Audience: Use the actual Target Audience from the National Preparedness Course Catalog at <https://www.firstrespondertraining.gov>.
- Prerequisites Required or Recommended: Use the Prerequisites Required or Recommended from the National Preparedness Course Catalog at <https://www.firstrespondertraining.gov>.
- Course Manager's Contact Information: Include the course manager's name, organization, phone number and email address.
- Credits/Certificates: Indicate if the course will generate credit for the student and in what format: Contact hours or Continuing Education Units (CEU).
- Stipends: Indicate If the course manager and host jurisdiction/agency will be paying for either travel or lodging or both.
- Meals: List the plan for meals.

COURSE MATERIALS

The following are standard course materials:

- Agenda: The course manager and/or lead instructor develops the course agenda which includes listing each module or unit and the required contact hours per the course syllabus or program of instruction. List the name of the instructor for each unit so that credit may be given to them, if applicable.
- Presentations and Multi-Media Products: The course manager and/or lead instructor are responsible for ensuring course presentations are professional and clear. Presentations must meet Section 508 Amendment of the Rehabilitation Act of 1973.
- Student Manuals/Handouts: The course manager is responsible for ordering and providing a current copy of the student manual and all handouts.
- Tests: The course manager or lead instructor is responsible for all examinations. Tests and answer sheets must be safe guarded against disclosure. The lead instructor will facilitate the test and conduct grading. He/she is responsible for collecting all tests and answer sheets and providing to the course manager for the close-out package.
- Course Evaluations: Course evaluations are required. Contact the State Training Officer for the most recent version of the Washington State Course Evaluation Form or FEMA Course Evaluation Form.

ATTENDANCE

Course managers will track attendance on a sign-in sheet. Students may not miss more than 10% of a course to be granted credit for course completion.

COURSE CLOSE-OUT

Course managers will submit a close-out package to Washington State EMD Training Office not later than seven (7) calendar days following completion of a course. This close out package will include:

- Agenda (complete with course title, location, dates, times of each module/unit, and instructor assigned to each module/unit)
- Sign In roster
- Course Completion Form (Appendix 9)
- Examinations
- Evaluations

Washington State EMD will not issue course completion certificates for courses delivered by private vendors at cost to the student.

5.B – CONDUCTING ICS COURSES

GENERAL

All ICS training is coordinated by designated Training Officers within the various States, Tribes, Territories, and individual Federal agencies. Delivery of ICS courses start with the host organization approval. Prior to delivery of an ICS course, all instructors will need to meet their own agency/organization requirement for vetting, evaluation, on-the-job shadowing, and course conduct permissions. Always check with your supervisor first before advertising and conducting a course. You represent your agency and must follow their procedures and protocols. Failure to gain authorization will result in your request for course conduct and certificate issuance being denied.

The local Department of Emergency Management (DEM) initiates coordination of the course through contact with the State Training Office. The DEM can utilize a local certified ICS instructor or can request support from adjacent jurisdictions.

COURSE DESIGNATION

Courses may be offered in Washington State in the following ways:

- Washington State EMD Sponsored/Hosted ICS Courses: Washington State EMD assumes responsibility for all course coordination including funding, registration, instruction, managing course logistics (venue), providing course materials, and issuing certificates. These ICS Courses are offered at no cost.

- **Co-Sponsored Courses:** Courses that may be partially assisted by Washington EMD. Washington EMD does not assume responsibility for course coordination but may assist the course provider with registration, course logistics, instruction, course materials, and issuing certificates. These ICS Courses are offered at no cost.
- **Non-Sponsored/Hosted Courses:** Courses are those which Washington EMD does not provide support and does not assume responsibility for or provide any assistance with course coordination. These courses are typically offered by private vendors for cost.

COURSE MANAGER

Course Managers handle all aspects of the training they are conducting. As a recommendation, use a checklist to ensure you are carrying out all tasks required for a successful course delivery. A sample Course Manager’s checklist is in **Appendix 7: Course Managers Checklist**.

If the Course Manager is also the Course Host, follow the guidelines listed in **5.D – Course Hosts**. Course Managers should follow the guidelines listed below.

COURSE CONDUCT/CONTACT HOURS

Course managers are responsible in ensuring that each course meets the minimum course contact hours per the National Preparedness Course Catalog or the course syllabus or program of instruction: The NIMS Training Program requires instruction standards to meet a minimum of 18 contact hours for ICS-300 courses and a minimum of 14 contact hours for ICS-400 courses. The total course contact hours must be shown on the course agenda.

INSTRUCTORS

Assigning and Vetting: Course managers are responsible for gathering instructors and assigning them units that meet their experience and qualification level. Instructor choice must be deliberate and carefully conducted to ensure quality of delivery. See section 4.C on types of instructors.

- **NOTE:** Instructors for ICS courses must be from the Washington State Certified ICS Instructor List.

REGISTRATION

The course manager notifies the State Training Officer of the proposed agenda, class dates and times, course instructors and the lesson/unit assignments they will instruct, and registration process. The course manager will submit a Course Request Form (Appendix 4) to our State Training Program office at emd.training@mil.wa.gov. *This form needs to be sent to our office not later than 6 weeks prior to a course start date.* It is the local DEM responsibility to allow enough time for state review—this is a necessary element for state certification of the local course delivery.

COURSE ROSTER

Students will use the Trainings Management System (TRAIN) calendar for sign up. Any jurisdiction, organization, or agency that delivers or hosts an ICS course that appears in the National Preparedness catalog will receive a student roster from Washington State EMD Training and Exercise Section in a timely manner.

Students from other states or from federal agencies will be allowed to take state-sponsored courses on a stand-by basis. The course manager will finalize the student roster and make the determination to admit students from the stand-by list. EMD encourages local jurisdictions to admit students from all jurisdictions but recognizes the necessity of placing students from outside jurisdictions on a stand-by basis. Course managers have the final decision concerning admittance of students.

Communication with confirmed participants is paramount to reducing no-shows and late arrivals. Send a course reminder one week prior and again one day prior to course conduct.

ADVERTISING

Advertising for the course is at the discretion of the course manager. Like registration above, a local jurisdiction or agency may choose to conduct advertising on their own or with the aid of Washington State EMD's LMS, TRAIN. At a minimum, the advertising must include:

- Dates, times.
- Location: **List the city and state only.** Give the physical address to those students with confirmed seats after they are fully registered.
- Course Description: Use the actual Course Title and Course Description from the National Preparedness Course Catalog at <https://www.firstrespondertraining.gov>, use the course description from the course syllabus or program of instruction if the course is in the catalog.
- Target Audience: Use the actual Target Audience from the National Preparedness Course Catalog at <https://www.firstrespondertraining.gov>.
- Prerequisites Required or Recommended: Use the Prerequisites Required or Recommended from the National Preparedness Course Catalog at <https://www.firstrespondertraining.gov>.
- Course Manager's Contact Information: Include the course manager's name, organization, phone number and email address.
- Credits/Certificates: Indicate if the course will generate credit for the student and in what format: Contact hours or Continuing Education Units (CEU).
- Stipends: Indicate if the course manager and host jurisdiction/agency will be paying for either travel or lodging or both.
- Meals. List the plan for meals.

COURSE MATERIAL

The following are standard course materials:

- Agenda: The course manager and/or lead instructor develops the course agenda which includes listing each module or unit and the required contact hours per the course syllabus or program of instruction. List the name of the instructor for each unit so that credit may be given to them, if applicable.
- Presentations and Multi-Media Products: The course manager and/or lead instructor are

responsible for ensuring course presentations are professional and clear. Presentations must meet Section 508 Amendment of the Rehabilitation Act of 1973.

- Student Manuals/Handouts: The course manager is responsible for ordering and providing a current copy of the student manual and all handouts.
- Tests: The course manager or lead instructor is responsible for all examinations. Tests and answer sheets must be safe guarded against disclosure. The lead instructor will facilitate the test and conduct grading. He/she is responsible for collecting all tests and answer sheets and providing to the course manager for the close-out package.
- Course Evaluations: Course Conduct/ Contact Hours

Course hours and completion: The state objective for course instruction is to deliver performance-based training. Additionally, the NIMS Training Program requires instruction standards to meet a minimum of 18 contact hours for ICS-300 courses and a minimum of 14 contact hours for ICS-400 courses. Students must attend all required course hours, participate in activities and exercises, and pass the final exam to have successfully completed the course.

ATTENDANCE

Course managers will track attendance on a sign-in sheet. Students may not miss more than 10% of a course to be granted credit for course completion.

COURSE CLOSE-OUT

Following the completion of a course, course hosts will follow the below process when submitting a close-out package to our office:

1. Certificate Request Form (save as an Excel file) Do not type names in all CAPS. Please ensure the first letter of the first and last name is capitalized. This ensures the completion certificate reads correctly.
2. Sign in roster with signatures of each student for each day of training.
3. Final course agenda showing the course dates and location, name or title of each unit/module, times for each unit/module, and instructor assigned to each unit

Send the documents to emd.training@mil.wa.gov using the below example subject line for the email:
Subject: Close Out Package ICS-300/400 Location Year.Month.Day

The Emergency Management Institute (EMI) only recognizes ICS 300/400 course completion certificates issued by States/Territories/Tribes/Federal Agencies. Acceptance of training certificates between States or other entities is at the receiving State and/or jurisdiction's discretion.

Washington State EMD will not issue course completion certificates for courses delivered by private vendors at cost to the student.

5.C –REQUESTING HSEEP TRAINING COURSES

GENERAL

Each year the State Exercise Officer will communicate with all state agencies, jurisdictions, and tribes to request their interest in hosting a HSEEP course within their agency or jurisdiction. Requests then will be reviewed and awarded based on previous course deliveries held and need. If a Federal entity would like to hold and instruct a HSEEP course you should copy the FMEA Regional Training Manager (RTM) and/or Regional Exercise Officer (REO) within your Federal region to inform them of you intent to conduct the course.

COURSE MANAGER

The State Exercise Officer will ensure that all logistical arrangements are made for the course offering (instructors, adequate class room space, breakout area, audio visual equipment, student materials, handouts, instructor materials, etc.).

The State Exercise Officer will ensure students have completed the prerequisite FEMA Independent Study (IS) - 120.c *An Introduction to Exercises* before attending.

Additionally, because the course will briefly cover other preparedness initiatives, the State Exercise Officer should recommend students to complete the following IS course: IS – 130 *Exercise Evaluation and Improvement Planning*.

COURSE CONDUCT/ HOURS

The State Exercise Officer are responsible in ensuring that each course meets the minimum course contact hours per the National Preparedness Course Catalog or the course syllabus or program of instruction: L0146 courses are 16 hours in duration and can be delivered over 2 or 3 days. The total course contact hours must be shown on the course agenda. It is mandatory that the participant complete all 16 hours of this course to receive full credit. Anything less will result in the participant's need to re-register for another course and start from the beginning.

INSTRUCTORS

The State Exercise Officer will provide instructors. Please contact the EMD: emd.exercise@mil.wa.gov.

REGISTRATION

Once the course is approved by EMI, the course will be added to the online training schedule of the EMD, where students can sign up. Participants, regardless of their location, are not eligible for reimbursement from FEMA for expenses.

The steps listed below should be followed by prospective students seeking to enroll in this course:

Washington State Emergency Management
State Training Program

1. Submit FEMA Admissions Form 19-25-1 and copies of the course certificates for the prerequisite courses during the application. All FEMA 119-25-1 forms (Appendix 10 or go to link: https://www.usfa.fema.gov/downloads/pdf/ff_119_25_1_75_5.pdf) must be filled out completely including the course code, SID* and must be signed by the applicant's agency supervisor.
2. All participants are responsible for all expenses incurred while attending the training. FEMA will not reimburse for any expense.

*How do I obtain my FEMA Student Identification (SID) number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the Register for a FEMA SID.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

Special Note: Students will not receive credit for a course that has not been properly registered through EMD's course schedule.

COURSE CLOSE-OUT

- The State Exercise Officer will ensure students complete the Course Evaluation Form by the end of the course. EMI will provide Course Evaluations Form for each participant.
- The State Exercise Officer will collect the completed FEMA Course Admission Form and the Course Evaluation Forms.
- The State Exercise Officer will mail the completed course materials to the EMI HSEEP Course Manager (address below). The packet needs to include the following items for each student who successfully completed the entire course:
 - By name attendance roster for at least 16 hours of instructions
 - FEMA Form 119-25-1, including their SID (per student)
 - Original course evaluation form (salmon colored sheet OMB Np. 1660-0130, per student)
 - Pre-course and post-course exam scores (per student)
 - IS – 120 course completion certificates (per student)

Mail to:

Steven Cardinal

HSEEP Course Manager

FEMA Emergency Management Institute

IEMB, F Building

16825 South Seton Avenue

Emmitsburg, MD 21727

NETC Admission will email a Certificate of Completion to each student. Please allow a minimum of 4 weeks upon receipt at EMI.

5.D – COURSE HOSTS

Jurisdictions or agencies interested in hosting a course need to ensure the following are available:

- Parking:** Parking for course participants needs to be available. This includes parking for those with access and/or functional needs.
- Safety Plan:** A safety plan for the location needs to be present and reviewed prior to the conduct of a course and shared with the students at the beginning of the course.
- Seating:** Seating needs to be comfortable and allow for a good learning environment. The seating needs to match the type of course (seminar, small group activities, etc.)
- Audio/Visual:** Sound and Projection needs to be available and checked prior to delivery of the course curriculum. Conduct sound checks with microphones and speakers prior to course delivery. Presentations (audio and visual) must meet Section 508 Amendment of the Rehabilitation Act of 1973.
- Reasonable Accommodations:** Course hosts must do everything they can to meet reasonable accommodation requests received from students. This may include special sensory or allergy requests (nuts, perfume etc.), special seating closer to the instructor, additional time for testing, etc.
- Light Refreshments:** It is not required for a host to provide refreshments. Course hosts should work with the course manager to provide coffee, water, and tea at a minimum.
- Meal Venues:** Course hosts should have knowledge of the local area around the training site to give students options to choose from for meal periods. Distances from the training location to the meal venue is beneficial so that students can maximize the time they have available for the meal period.
- Directions:** Directions to the training site should be communicated with the course manager prior to course conduct and this information will be included in the registration email and in the follow-up reminder emails. Consider offering a map from a reputable internet site and alternate routes. Consideration must be given to allot for other modes of traffic (e.g. ferries) and peak traffic times.
- Entry/Egress Procedures:** Some training sites have restricted access to the location and require certain forms of identification. Course managers will deliver this information to the students in the registration and follow-up emails from the course manager. The course host is responsible for alerting Entry Control Point (Security Guards) of the course conduct and provide them a final copy of the sign-in roster prior to course start date.
- Course Rosters**

6. STUDENT CONDUCT, ATTENDANCE, AND WITHDRAWALS

6.A – STUDENT CONDUCT

The State Training Program expects all students attending in-classroom or virtual courses to conduct themselves in an appropriate manner, including:

Professionalism – Conduct yourself with respect and courtesy.

Punctuality – Be seated prior to course start time, return from breaks and lunch on time.

Commitment – Commit to learning and understanding the course content; and keeping distractions to a minimum.

Positive Attitude – Exhibit a positive and helpful attitude.

Participation – Actively engage with your classmates and instructor. Provide your feedback and experience where needed and appropriate.

Flexibility – Be amenable to changes in seating, course start/end times, temperature changes, traffic stalls, etc.

6.B – ATTENDANCE

To receive a completion certificate, students must attend all sessions of the course. Time missed during courses are at the Course Manager’s discretion.

The State Training Program understands that situations arise where a student needs to withdraw from a course. As a courtesy to all, students should notify the Course Manager immediately should they need to withdraw. Substitutions are made from waitlists; slots do not belong to the applicant agency.

6.C – COURSE WITHDRAWALS AND NO SHOWS

Withdrawals from a course are acceptable. Students should submit withdrawal from a course as early as possible using the link provided in their confirmation email. If the student is unable to locate their confirmation email, they may email the course manager or State Training Officer to withdraw from the course. If the withdrawal or a “no-show” to class is due to an emergency, contact the Course Manager at the earliest convenience. Frequent withdrawals and no-shows may result in probationary conditions on a case by case basis.

A no-show without notification means that a classroom seat goes vacant and that another potential student misses the opportunity to participate in our course. Additionally, many hours of coordination are put into each course we produce. This includes time and costs required to coordinate instructors, curriculum, course materials, your registration, and attendance.

Students who do not show up for a course and do not withdraw by email, person, or phone will receive a notification that should they register, but not show to one of our courses in the future, they will be barred from attending all courses conducted or hosted by Washington EMD for one year.

Some circumstances would certainly exempt a student from this action. We would consider exceptions on a case-by-case basis (automobile accident or family emergency). Let us know if that was the case.

POINT OF CONTACT

The Exercise and Training Section of the Washington State Emergency Management Division is responsible for the promulgation of this policy. Questions or comments should be directed to:

Justin Fordice

Washington State Training Officer (STO)

Phone: (253) 512-7056

Email: justin.fordice@mil.wa.gov

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APPENDIX 1: RESOURCES AND REFERENCES

Emergency Management Institute (EMI)

<https://training.fema.gov/emi.aspx>

FEMA National Training and Education Division (NTED)

<https://www.firstrespondertraining.gov/frt/>

FEMA Region X – Alaska, Idaho, Oregon, and Washington

<https://www.fema.gov/region-x-ak-id-or-wa>

Incident Command System (ICS), FEMA

<https://www.fema.gov/incident-command-system-resources>

- ICS Resource Center <https://training.fema.gov/EMIWeb/IS/ICSResource/index.htm>

National Incident Management System (NIMS)

<https://www.fema.gov/national-incident-management-system>

- NIMS Doctrine, Dept. of Homeland Security, December 2008
https://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf
- NIMS ICS All-Hazards Position Specific Training Program <https://training.fema.gov/allhazards/>
- NIMS Training Program, Dept. of Homeland Security, September 2011
https://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf

National Preparedness Goal (NPG)

<https://www.fema.gov/national-preparedness-goal>

- NPG Core Capabilities <https://www.fema.gov/core-capabilities>
- NPG Doctrine, Dept. of Homeland Security, September 2015, 2nd Edition
https://www.fema.gov/media-library-data/1443799615171-2aae90be55041740f97e8532fc680d40/National_Preparedness_Goal_2nd_Edition.pdf

Revised Code of Washington (RCW)

<http://apps.leg.wa.gov/rcw/default.aspx>

- Chapter 38.52 – Emergency Management <http://apps.leg.wa.gov/rcw/default.aspx?cite=38.52>
Chapter 38.52.070 Local organizations and joint local organizations authorized –
Establishment, operation – Emergency powers, procedures.
<http://app.leg.wa.gov/RCW/default.aspx?cite=38.52.070>
- Chapter 42.56 Public Records Act <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>

Washington State Emergency Management Division, Training and Exercise

<http://mil.wa.gov/training-and-exercise>

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APPENDIX 2: APPLYING TO OR REQUESTING CONSORTIUM COURSES

HOW TO APPLY TO A RESIDENCE COURSE

National Domestic Preparedness Consortium (NDPC)

Each consortium member has different procedures to follow and forms to complete to attend a resident course. All NDPC members require the applicant's supervisor's signature and the State Administrative Agency Training Point of Contact (SAA) to review and sign. Each applicant is required to provide a FEMA Student Identification Number. Obtain one here: <https://cdp.dhs.gov/FEMASID>

To apply, select the links below, then follow the instructions step-by-step. The consortium members will notify each prospective student via email* regarding their application status. When training is confirmed, they will then notify each student regarding travel, lodging, identification requirements, and other logistical matters.

Center for Domestic Preparedness (CDP)

The CDP process all applications electronically. To apply:

- <https://cdp.dhs.gov/find-training> Select a discipline to choose an applicable course

Counter Terrorism Operations Support Program (CTOS)

To apply:

- http://www.ctosnnsa.org/pages/courses/courses_resident.htm

Energetic Materials Research and Testing Center (EMRTC)

To apply:

- <http://www.emrtc.nmt.edu/training.php> Select 'Department of Homeland Security First Responder Training'
- Select the course
- Complete the application form. Only forward that form, not the entire packet, to the SAA after supervisor approval.

National Disaster Preparedness Training Center (NDPTC)

No resident courses available

Security and Emergency Response Training Center (SERTC/TTCI)

To apply:

- <http://sertc.org/course-type/residential/> Only courses marked 'FEMA' funded are available free of charge
- Select the course
- Click the selection that reads: 'Apply for DHS Funding | Calendar'
- After receiving the application form, follow all of the steps. **Please note on Step 6 it states, 'Fax the application to your SAA'.** The Training Department no longer has a facsimile machine. Please scan your completed application and email it to the SAA.

National Emergency Response and Rescue Training Center at Texas A&M (TEEX/NERRTC)
Currently, there is only once residential course available from TEEX: Enhanced All-Hazards Incident Management/Unified Command (MGT 314).

To apply:

- <https://teex.org/Pages/Class.aspx?course=MGT314&courseTitle=Enhanced%20All-Hazards%20Incident%20Management/Unified%20Command>
- In the 'Resources' box, select the Course Schedule and review for upcoming courses and availability
- Click the 'Register' button and complete all steps
- TEEX will forward the application request to the SAA for approval

Rural Domestic Preparedness Consortium (RDPC)

No resident courses available

*Recommend using your work email address if you have one. Personal email addresses may lead to additional screening.

HOW TO REQUEST A CONSORTIUM COURSE DELIVERY

National Domestic Preparedness Consortium (NDPC) and Rural Domestic Preparedness Consortium (RDPC)

To search for courses, go to each members' website or go to FEMA's National Training and Education Division site: <https://www.firstrespondertraining.gov/frt/>

- When you find a course that meets your needs, complete the Course Request Form (Appendix 4)
- Scan and email it to the SAA at emd.training@mil.wa.gov
- Once the form is received, it will be reviewed by the SAA to ensure there are no calendar or proximity conflicts
- The SAA will forward the request to the appropriate NDPC member or to the RDPC for approval and scheduling
- See Section 5, item 5.B – Course Hosts of the State Training Program for information on the expectations and requirements for hosting a course

APPENDIX 3: APPLYING TO EMI COURSES

APPLICATION STEPS

E, L, V, and K courses require a completed **General Admission Application (FEMA Form 119-25-1)**.

Download the form here: <https://training.fema.gov/Apply/119-25-1.pdf?d=2014-12-9>.

Step 1–Applicant: Carefully read course announcement or catalog description. Ensure the selection criteria and prerequisites specified are met.

Step 2–Applicant: Make copies of all prerequisite documentation, i.e. course completion certificates, organization charts, professional certifications, or formal course invitation.

Step 3–Applicant: Complete and sign the application form. Fill out all blocks 1–22b; incomplete applications will be returned.

- Do NOT enter a Social Security Number (SSN) in Block 2! EMI will not accept applications with SSNs. Block 2 requires a **FEMA Student Identification (SID) Number**. Obtain a FEMA SID here: <https://training.fema.gov/apply/notice.aspx#HowToObtainSID>
- Official electronic signatures are permitted in Blocks 21 and 22. Applications with typed in names will be returned.
- Signatures permitted in Block 22 are: Agency Department Head, Agency Emergency Management Department Head, and Direct Supervisor or Manager.

Step 4–Applicant: Scan application and additional documentation as one (1) PDF.

Step 5–Applicant: Email application packet to the Washington State Training Officer (STO) at emd.training@mil.wa.gov. Do not send applications to an individual staff email address.

- Applications should be submitted no later than six (6) weeks prior to the course date.
- E, L, V, and K course applications, regardless of where the course is delivered, are submitted to the Washington State Training Officer (STO) at the email address shown above.

Step 6–STO: Review the application packet for completeness and confirm the applicant meets the selection criteria.

- Return incomplete packets to applicant; or
- Notify applicants not meeting selection criteria; or
- Sign Block 23 and email to NETC Admissions or FEMA Course Manager, as required. Copy applicants on the email.

REGISTRATION APPROVALS AND CONFIRMATIONS

The STO does not receive information on the status of applications. Contact NETC directly for status: netcadmissions@fema.dhs.gov.

L course approvals and confirmations are sent directly from the Course Manager to the applicant; this includes FEMA Regional deliveries and State-delivered L courses.

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APPENDIX 4: COURSE REQUEST FORM



Course Request Form Washington State Emergency Management Division Training Program

Request Type

Check one box in this section and supply the additional information indicated under the selection.

Consortium Course Delivery

Course Code/Title:

Preferred Date or Date Range:

Tentative Course Location (City):

Prefer Registrations Collected by: Consortium Local POC/Requestor State EMD

State Course Delivery

Course Code/Title:

Preferred Date or Date Range:

Tentative Course Location (City):

Conduct a NIMS/ICS Course (IS-100/200/700/800 Combo, ICS-300, ICS-400, G0402, G0191, or G0775)

Course Code/Title:

Start Date/Time: End Date/Time:

Training Address:

Prefer Registrations Collected by: Local POC/Requestor State EMD

Registration URL (if applicable):

Required with this request - Attach the class agenda reflecting required contact hours; instructor name(s) and unit(s) instructed. We need assistance finding instructors (no agenda attached)

Local Point of Contact (if different from Requestor)

First and Last Name:

Agency:

Phone:

Email:

Requestor

First and Last Name:

Agency:

Phone:

Email:

By submitting this request, I understand and agree to follow the guidelines set forth in the 2018 State Training Plan.

For EMD Course Manager Use Only

Available electronically at <http://mil.wa.gov/training-and-exercise>

REQUEST TO CONDUCT L146 HSEEP COURSE

Please complete this request form and email to the HSEEP Course Manager and copy your respective STO/ SEO (EMD.Training@mil.wa.gov or fax to 253-512-7206) or the appropriate FEMA RTM/ REO.

Request should be submitted at least 6 weeks before the desired delivery date.

Scheduled Course Dates:

Course Location (City, State):

Point of Contact Information:

- Name:
- Organization:
- Mailing Address (no PO Box):
- Phone:

Projected Number of Students:

Will you allow participants from other jurisdictions/agencies? Yes No

Please contact HSEEP Course Manager Steven Cardinal with request/ questions/ comments/ concerns per phone: (301) 447-1309 or email to steven.cardinal@fema.dhs.gov & FEMA-EMI-IEMB@fema.dhs.gov.

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APPENDIX 5: STATE-DELIVERED COURSE DESCRIPTIONS

The State Training Program conducts and certifies the following courses. To request a course delivery, submit a Course Request Form (Attachment 6).

G-108 Community Mass Care and Emergency Assistance (2 days): This course provides training for local communities to prepare for and manage the Mass Care/Emergency Assistance (MC/EA) functions effectively. The goal is to prepare community agencies, organizations, and businesses to work together in coordination with emergency management and traditional MC providers to plan and provide MC/EA services to those affected by disaster.

G-191 Emergency Operations Center/Incident Command System Interface (1 day): This course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.

G-202 Debris Management Planning for State, Tribal, and Local Officials (2 days): 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, local, 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.

G-251 Amateur Radio Resources Workshop (1 day): This course will provide state and local elected officials, emergency managers, and other public officials with an understanding of how these volunteer communication groups can help in supplementing telecommunication and warning systems.

G-272 Warning Coordination (2 days): This course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). Every year, the United States experiences more severe weather than any other country in the world. To reduce deaths, injuries, and property losses, emergency managers must work closely with the NWS and the news media to provide effective warnings that can be received and understood by people at risk. This course is intended to help facilitate that process.

G-288 Local Volunteer and Donations Management (2 days): This training will support local governments and their emergency management partners in preparing for, responding to, and recovering from disaster events at the local level. The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state's volunteer and donations management responsibilities, which are designed to help build relationships between government and non-governmental organizations.

G-290 Basic Public Information Officers Course (2 days): This training will equip participants with many of the skills needed to be full or part-time Public Information Officers (PIOs). These include oral and written communications, understanding and working with the media, and basic tools and techniques needed to perform effectively.

G-290LE Basic Public Information Officers Course for Law Enforcement (2 days): G-290 with an emphasis on public information in the law enforcement field.

G-291 Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers (1 day): This course will build on the solo Public Information Officer (PIO) competencies gained in G-290 Course, applying those skills in an expanding incident where coordination is enhanced through activation of a Joint Information System (JIS) and establishment of a 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. The course will demonstrate how JIC concepts are applied in a flexible and scalable manner at the local level.

G-318 Mitigation Planning for Local Governments (2 days): This course provides plan developers with the information necessary to prepare and implement a local Hazard Mitigation Plan.

G-358 Evacuation and Re-Entry Planning Course (3 days): This course provides 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.

G-300/ICS-300: Intermediate Incident Command System for Expanding Incidents (3 days): – Intended for individuals who may assume a supervisory role in expanding incidents for Type 3 incidents. This course provides training 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.

G-361 Flood Fight Operations (3 days): This course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises, the course will take participants through the complete process from well before the flood to clean-up afterwards. While this training emphasizes how to conduct a flood fight, it provides information to help communities decide if a flood fight is possible and worth the effort and cost.

G-364 Multi-Hazard Emergency Planning for Schools (2 days): This course provides schools with the knowledge, skills, and tools needed to refine or develop an all-hazards school Emergency Operations Plan (EOP) and to identify how to train and exercise the school EOP. The course follows the guidance set forth in the FEMA Comprehensive Preparedness Guide, CPG-101, for developing an EOP and explains how to utilize the National Incident Management System as the foundation for planning and building partnerships with outside agencies such as law enforcement, fire, and emergency management.

G-393 Mitigation for Emergency Managers (3 days): This course is designed to enable the non-technical emergency worker to acquire skills in the use of mitigation. The course provides training in how to perform mitigation activities fundamental to reducing and eliminating long-term risk from hazards. It addresses the important roles of the emergency program manager (or other local government representative) in mitigation: motivator, coordinator, and monitor in local implementation of the National Mitigation Strategy.

G-427 Community Emergency Response Team Program Manager (2 days): This course prepares Community Emergency Response Team (CERT) Program Managers for the tasks required to establish and sustain an active local CERT Program. Contact: citizencorps@ofm.wa.gov.

G-400/ICS-400: Advanced Incident Command System for Command and General Staff—Complex Incidents (2 days): – Intended for senior personnel who are expected to perform in a management capacity in an area command or multiagency coordination entity. This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS-100 through ICS-300 courses.

G-428 Community Emergency Response Team Train-the-Trainer (3 days): This course produces competent instructors for the Community Emergency Response Team (CERT) Basic Training course. Contact: citizencorps@ofm.wa.gov.

G-557 Rapid Needs Assessment (1 day): This course provides information and resources that will enable participants to plan an effective Damage Assessment Program and conduct rapid and effective damage assessments to save lives, protect property and the environment, and begin the process of recovery and mitigation.

G-775 Emergency Operations Center Management and Operations (3 days): This course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a Multi-Agency Coordination System (MACS). The course contains disaster-related examples, activities, and case studies that relate to EOCs and MACS at the Federal, state, and local levels of government.

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APPENDIX 6: APPLYING TO STATE-DELIVERED COURSES

TRAIN CALENDAR

The State Training Program uses TRAIN to advertise and collect registrations for state-delivered courses. The calendar is available to guests and TRAIN users; however, guests will see courses in Eastern time and will not be able to register for courses. To create an account, see **Creating Your TRAIN Account** in this document.

Download these handy user guides:

TRAIN Calendar Guide – <https://www.train.org/tutorials/assets/calendar.pdf>

TRAIN Course Search Guide – <https://www.train.org/tutorials/assets/search.pdf>

REGISTERING FOR A COURSE SESSION

From the calendar or search list, click a course title to view description and available sessions. The course page has two distinct sections:

- First, the course description to the right of the book/globe icon; click **more +** to see the entire description.
- Second, the **Session/About/Contact/Reviews** tabs
 - Session tab shows the available offerings – clicking the **blue + box** automatically registers you for the session. Expanding the arrow next to the number of available seats will show the details of the session itself.
 - The other tabs will show details of the course.
- Third (if applicable), when courses have prerequisites which are not included in your training record, the list of prerequisites will be shown. These must be complete to register for a session.

Download this handy user guide:

Your Learning Guide – <https://www.train.org/tutorials/assets/your-learning.pdf>

CREATING YOUR TRAIN ACCOUNT

1. Access Washington TRAIN – enter www.train.org/washington/ into your internet browser.
2. Click the link **Create an Account**
3. Fill out the screen form – all six blocks are required
4. Read the **TRAIN policies** and then check the box
5. Click **Create Account**
6. Download the **Managing Your TRAIN Account** help guide
<https://www.train.org/tutorials/assets/managing-your-train-account.pdf>
7. Follow the instructions; choose **Washington** as your group

Download this handy user guide:

TRAIN Homepage Guide – <https://www.train.org/tutorials/assets/the-train-homepage.pdf>

Questions? Email the TRAIN Administrator at emd.training@mil.wa.gov.

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APPENDIX 7: COURSE MANAGER CHECKLIST

| COURSE MANAGER'S CHECKLIST | | | |
|------------------------------------|--|------------------|-----------------------|
| COURSE CODE & NAME: | | | |
| DATE(S): | | LOCATION: | |
| COURSE MANAGER/COORDINATOR: | | | # of Students: |
| COURSE VENUE | | | |
| <input type="checkbox"/> | TASK | DATE | NOTES |
| <input type="checkbox"/> | Set up contract with venue owner (if applicable) | | |
| <input type="checkbox"/> | Ensure venue is ADA compliant | | |
| <input type="checkbox"/> | Ensure appropriate parking is available | | |
| <input type="checkbox"/> | Check for public transportation routes | | |
| <input type="checkbox"/> | Identify options for meal periods (break room, restaurants) | | |
| <input type="checkbox"/> | Secure additional rooms for break-out activities (if applicable) | | |
| <input type="checkbox"/> | Identify any security restrictions (access to location/building) | | |
| <input type="checkbox"/> | Conduct safety analysis | | |
| <input type="checkbox"/> | Confirm room size is acceptable for maximum allowed students | | |
| <input type="checkbox"/> | Confirm location has audio/visual capabilities (speakers, podium, TV, computer) | | |
| <input type="checkbox"/> | Does venue require coordination and presence of IT personnel to use A/V equipment? | | |
| <input type="checkbox"/> | Confirm presence of required number of tables/chairs | | |
| <input type="checkbox"/> | Confirm presence of electrical outlets | | |
| <input type="checkbox"/> | Is there WiFi present? Username and password? | | |
| COURSE INSTRUCTORS | | | |
| <input type="checkbox"/> | TASK | DATE | NOTES |
| <input type="checkbox"/> | Ensure instructor(s) are on the WA State Certified Instructor List (if applicable) | | |
| <input type="checkbox"/> | Notify instructor(s) of the date, time, and location of the course | | |
| <input type="checkbox"/> | Provide instructor(s) a map to the location | | |
| <input type="checkbox"/> | Provide name of instructor(s) to security (if applicable) | | |
| <input type="checkbox"/> | Provide instructor(s) copy of instructor guide, student manual, slides, and handouts | | |
| <input type="checkbox"/> | Conduct instructor call to review and rehearse delivery of curriculum and activities | | |

Course Manager Checklist Page 2

| COURSE MATERIALS | | | |
|--------------------------------------|--|-------------|--------------|
| <input type="checkbox"/> | TASK | DATE | NOTES |
| <input type="checkbox"/> | Identify most current course materials from FEMA website or publishing office | | |
| <input type="checkbox"/> | Download all course materials including student manual, instructor guide, visuals, videos, activities, resources | | |
| <input type="checkbox"/> | Create and send print shop order for materials not later than 6 weeks prior to course date | | |
| <input type="checkbox"/> | Create digital file of each unit of the instructor guide to provide to instructors | | |
| <input type="checkbox"/> | Create digital file of student manual to send to students 1 week before course start date | | |
| <input type="checkbox"/> | Make student handouts (activity worksheets) for students to conduct course activities | | |
| <input type="checkbox"/> | Print pre-course and post-course exams | | |
| <input type="checkbox"/> | Create Course Agenda to include titles of units, time allotted, and instructor assigned | | |
| <input type="checkbox"/> | Check exams against curriculum and identify where in the curriculum each answer is found | | |
| COURSE REGISTRATIONS | | | |
| <input type="checkbox"/> | TASK | DATE | NOTES |
| <input type="checkbox"/> | Enrollment Open: Closed: | | |
| <input type="checkbox"/> | Build Course Session in LMS (if applicable) | | |
| <input type="checkbox"/> | Identify Course Prerequisites: | | |
| <input type="checkbox"/> | Verify student has completed required prerequisites | | |
| <input type="checkbox"/> | Verify all parts of the student's application (FEMA 119-25-1) is complete and signatures are present | | |
| <input type="checkbox"/> | Develop course flier OR provide link to LMS website where course description and registration procedures are located | | |
| <input type="checkbox"/> | Post course on internal Organization Training Calendar | | |
| <input type="checkbox"/> | Select students for confirmed seats from application pool NLT 4 weeks prior to course start date; send out course confirmation letters with any added information; cc Jurisdiction POC | | |
| <input type="checkbox"/> | Send map of course location | | |
| <input type="checkbox"/> | Send reminder email 1 week prior to course start date | | |
| <input type="checkbox"/> | Print out roster/sign in sheet (day before course) | | |
| PRE-COURSE SET-UP AND CONDUCT | | | |
| <input type="checkbox"/> | TASK | DATE | NOTES |
| <input type="checkbox"/> | Make hotel and/or vehicle reservations (if applicable) | | |

Course Manager Checklist Page 2

| | | | |
|--------------------------|--|-------------|--------------|
| <input type="checkbox"/> | Complete Travel Authorization (if applicable) | | |
| <input type="checkbox"/> | Prepare and process Light Refreshments or Working Lunch request (if applicable) | | |
| <input type="checkbox"/> | Consolidate course materials (handouts, student manuals, etc.) for travel/transport | | |
| <input type="checkbox"/> | Print name badges and/or tent cards | | |
| <input type="checkbox"/> | Notify Security (send final course roster, including instructor's names) (if applicable) | | |
| <input type="checkbox"/> | Prepare light refreshments (stock coffee box or conduct a grocery run) | | |
| <input type="checkbox"/> | Arrange tables/chairs at venue; lay out curriculum | | |
| <input type="checkbox"/> | Check presentation on A/V; check acoustics | | |
| <input type="checkbox"/> | Arrange name tents according to course specifics (keep table groups diverse) | | |
| <input type="checkbox"/> | Set up easels and chart packs. Ensure there are markers present (if applicable) | | |
| <input type="checkbox"/> | Check supplies box for proper supplies (markers, pens, notebook paper, tape, stapler, post-it notes, highlighters) | | |
| <input type="checkbox"/> | Have business cards available for students | | |
| COURSE COMPLETION | | | |
| <input type="checkbox"/> | TASK | DATE | NOTES |
| <input type="checkbox"/> | Submit roster/sign-in sheet(s), agenda, exams, and course evaluations to Program Assistant | | |
| <input type="checkbox"/> | Update LMS session to indicate course completion and verification | | |
| <input type="checkbox"/> | Create student certificates and email (if applicable) | | |
| <input type="checkbox"/> | Summarize and review course evaluations. Send to instructors | | |
| <input type="checkbox"/> | Send Thank you letters or certificates of appreciation to instructors | | |
| <input type="checkbox"/> | Provide follow-up resources to students and instructors | | |
| <input type="checkbox"/> | Replenish light refreshments | | |
| <input type="checkbox"/> | Replenish office supplies in training box | | |
| <input type="checkbox"/> | Complete travel reimbursement | | |
| <input type="checkbox"/> | Inventory course materials and store in proper place; order replacement materials as needed | | |

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APPENDIX 8: INSTRUCTOR SPONSORSHIP LETTER

Sponsorship letters must include all the information as shown below and submitted along with documentation listed in section 6.F – Requesting Washington State ICS Instructor Certification.

Agency Letterhead

Contact Information, include:

Your Name and Title
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Salutation

Body of Letter

1. Request individual, by name, to become a certified ICS instructor for your agency/jurisdiction.
2. Describe the agency/jurisdiction need for the individual to be certified.
3. Provide individual's experience in mid-level incident management.
4. Identify individual's qualifications in techniques of instruction and adult education methodologies.
5. Endorsement of the individual to be your agency/jurisdiction ICS instructor.

Closing

Signature (signed by director for county, city, tribal emergency management or state agency director)

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APPENDIX 9: COURSE COMPLETION FORM

| Course Completion Form | | | | June 1, 2017 |
|--|------------|--------|-------|--------------|
| COURSE INFORMATION | | | | |
| Course Code/Title: | | | | |
| Course Date(s): | | | | |
| Training Location (City): | | | | |
| Host Jurisdiction: | | | | |
| Lead Instructor(s): | | | | |
| Unit Instructor(s): | | | | |
| Form Submitted by: | | | | |
| <i>As submitter, I ensure the conducted course: 1) met the minimum required contact hours; 2) students attended all course hours; and 3) students passed the final exam (if applicable).</i> | | | | |
| Submit this form electronically in Excel format to: emd.training@mil.wa.gov | | | | |
| STUDENT INFORMATION (This data is cut and pasted - make sure data is accurate) | | | | |
| Last Name | First Name | Agency | Email | Test Score |
| | | | | |
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Available electronically at <http://mil.wa.gov/training-and-exercise>

APPENDIX 10: EVALUATION CRITERION

Received from <https://www.techrepublic.com/article/evaluating-new-trainers-are-they-doing-the-job/>

Classroom appearance

Was the classroom neat, attractive, inviting?

Were student workstations ready when class started?

Use of objectives

Were the session's objectives clearly stated?

Did students understand what they were to be doing that day?

Class management

Was the instructor in the room 15 minutes before class was scheduled to start?

Did the instructor greet the students as they came in and make them feel welcome?

Did class start on time?

Did the instructor give exact time for breaks? Did class start on time after breaks?

Delivery of instruction

Did the instructor use the book or lesson plan?

Did the instructor use good judgment in modifying the lesson plan to fit the majority of students?

Did the students touch the keyboard or mouse within the first 30 minutes of class?

Before showing students how to do a task, did the instructor relate the topic to the job or provide another practical application?

Were clear, step-by-step directions given for each topic?

Were clear instructions given prior to each exercise? Did the instructor remind students to use other materials and resources to assist them with the exercises?

Did the instructor integrate the major points of a session, establishing a link between the familiar and the new, thereby providing the learner with a feeling of accomplishment?

Presentation skills

How well did the instructor use visual aids (flip chart, white board, projector, etc.) to help students understand the topic presented? Were they legible and visible to all students in the room?

How well did the instructor's voice project to the back of the room?

How was the pacing of the presentation? Did students appear bored because the pace was too slow, or frustrated because it was too fast?

Did the instructor use verbal and visual cues together to meet the needs of different input preferences among the learners?

Did the instructor use the reference manual or book as an integral part of the class?

Student participation

Did the instructor ask for questions?

Did the instructor give students sufficient time to formulate and ask questions before moving on?

Did the instructor ask pertinent review questions at appropriate times?

Were the questions open-ended, stimulating synthesis and checking for conceptual understanding, rather than yes/no questions checking for recall of facts?

Did the instructor promote participation from all students?

Responsiveness to students

Did the instructor create and maintain an atmosphere conducive to involvement and learning?

Did the instructor relate to adult learners in ways that promoted mutual respect and rapport?

How did the instructor balance the different skill levels and interest levels in the classroom?

How well did the instructor respond to questions from students, especially if he or she did not immediately know the answer?

How did the instructor respond to individual business needs of the students, beyond the scope of the class?

Knowledge and preparedness

Did the instructor know the subject?

Did the instructor know the lesson plan?

Was the instructor organized and prepared?

Strengths

What overall strengths does this instructor demonstrate?

Areas for improvement

What suggestions could you make to improve the instructor's effectiveness?

| END of DOCUMENT |