

Gila River Indian Community

Office of Emergency Management



Training Catalog

August 2015

"ARE YOU PREPARED"

Background

Gila River Indian Community (GRIC) regularly conducts a Multiyear Training and Exercise Plan (TEP). The TEP is the roadmap for GRIC to accomplish the priorities described in the Homeland Security Strategy. Training and exercises play crucial roles in this strategy, providing the Community with a means of accomplishing, practicing, and improving new capabilities.

The GRIC Homeland Security Strategy, in partnership with GRIC Departments decided upon prioritizing for a cost effective training program that compliments state and federal training initiatives to enhance prevention capabilities.

Pre-planning activities encompass a training program which includes:

- National Incident Management System (NIMS) training
- Multi-Agency Coordination System (MACS) integration
- Community Emergency Response Team (CERT)
- Homeland Security Exercise and Evaluation Program (HSEEP) compliance
- Emergency Operations Center (EOC) management and operations
- Train-the-Trainer courses to build the capacity to deliver quality training
- Response area specific training for;
 - Law enforcement
 - Fire
 - EMS
 - Public health
 - Public works and other supporting agencies.
 - Other key MACS members (Enterprises, programs, etc.)

Purpose

Based on these strategies the following training course catalog was developed by GRIC OEM. The intent of the syllabus is to capture and schedule training requirements. This list is not all inclusive but meets a significant training need for the Community and helps us prepare for emergencies.

Each Department in GRIC is required to determine at what level their employees should be trained to. Our adopted training requirements are the basis of our annual report to the Federal Government as part of our NIMSCAST report. This report identifies by position the required training levels, basic or advanced.

Entry Level

Assure that all entry level first responders (EMS, Firefighters, and Police), hospital staff, disaster workers, Public Health, Public Works, first line supervisors, and identified support personnel from any department or program, including volunteers complete the following courses:

<p>Gila River Indian Community Personnel:</p> <p><i>Entry-level first responders and identified disaster workers who respond and/or support (example personnel):</i></p> <ul style="list-style-type: none">• EMTs• Firefighters• Police Officers• Public Workers/labors/workers• Hospital staff• Public Health• Volunteers• Support Personnel from depts./programs	<p>Required Training:</p> <ul style="list-style-type: none">• IS-100b, Intro to ICS• IS-700a, NIMS, An Introduction• IS-200b, ICS for Single Resources & Initial Action Incidents
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Intermediate Level

Assure that all middle management personnel, including emergency operations center staff, with a role in emergency management complete the following courses:

<p>Gila River Indian Community Personnel:</p> <p><i>Middle-level Management personnel including emergency operations center staff, with a role in emergency management who manage supervisors and/or staff during response or recovery operations (example personnel):</i></p> <ul style="list-style-type: none">• Battalion Chief• Captains• Sergeants• Community Services Management Staff• District Project Administrators	<p>Required Training:</p> <ul style="list-style-type: none">• IS-100b, Intro to ICS• IS-700a, NIMS, An Introduction• IS-200b, ICS for Single Resources & Initial Action Incidents• IS-800b, Intro to the National Response Framework• ICS300 (<i>classroom only</i>), Intermediate ICS
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Advanced Level

Assure that all command and executive staff, including emergency operations center managers, complete the following courses:

Gila River Indian Community Personnel:	Required Training:
<p><i>Command and Executive Staff, including department Directors with Multi-Agency Coordination System responsibilities, emergency operations center managers, multi-agency coordination system members and identified supervisors who respond and/or support EOC Operations (example personnel):</i></p> <ul style="list-style-type: none">• Department Directors; Interim Directors• Deputy Directors• Chief s• Deputy Chiefs• Division Chiefs• Commanders• District Coordinators• District Asst Coordinators	<ul style="list-style-type: none">• IS-100b, Intro to ICS• IS-700a, NIMS, An Introduction• IS-200b, ICS for Single Resources & Initial Action Incidents• IS-800b, Intro to the National Response Framework• IS-701a, Multi-Agency Coordination System• ICS300 (<i>classroom only</i>), Intermediate ICS• ICS400 (<i>classroom only</i>), Advanced ICS

Training Catalog

National Incident Management System

The National Incident Management System (NIMS) Incident Command System (ICS) trainings describe the ICS and the various ways ICS can be applied, define the roles and responsibilities relative to the ICS, describe the difference between ICS organizations, activities and activities accomplished by the Emergency Operations Center, Area Command and Multi-Agency Coordination Systems and provide an overview of NIMS. In which these courses would highly benefit the Departments and Programs for daily operations as well as incidents that may occur on the Community or vicinity of the Community.

Here are the NIMS Compliant Courses following NIMS guidelines:

IS-100 Introduction to Incident Command System

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

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-100.b>

Primary Audience

Persons involved with emergency planning, response or recovery efforts.

NIMS Compliance

This course is NIMS compliant and meets the NIMS Baseline Training requirements for I-100.

Prerequisites

None

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

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

Note: IS-200.b is an updated version of the IS-200 course. If you have successfully completed IS-200 or IS-200.a, you may want to review the new version of the course. For credentialing purposes, the courses are equivalent.

Primary Audience

Persons involved with emergency planning, response or recovery efforts.

NIMS Compliance

This course is NIMS compliant and meets the NIMS Baseline Training requirements for IS-200.

Prerequisites

- IS-100 Introduction to the Incident Command System is required.
 - Completion of IS 700.A, National Incident Management System (NIMS), An Introduction is recommended.
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IS-700.a National Incident Command System, an Introduction

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

Note: This course provides a basic introduction to NIMS. It is not designed to replace Incident Command System and position-specific training.

Primary Audience

Individuals with emergency management responsibilities including; prevention, preparedness, response, recovery and mitigation.

Prerequisites

None

IS-701.a NIMS Multiagency Coordination System, MACS

This course introduces Multiagency Coordination (MAC) Systems as described in the National Incident Management System (NIMS), and shows how these systems can be used to improve incident response. MAC Systems consist of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system. After taking this course, you should be able to improve the overall coordination with, and support for, incident management by developing and operating within MAC Systems.

While this course discusses the Incident Command System (ICS), it is not a substitute for ICS 400, Advanced ICS Command and General Staff—Complex Incidents.

Note: IS-701.a is an updated version of the IS-701 course. If you have successfully completed IS-701, you may want to review the new version of the course. For credentialing purposes, the courses are equivalent.

Primary Audience

Federal, State, tribal, and local emergency managers; first responders to include incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and voluntary agency personnel.

Prerequisites

None. *However, completion of IS 700.a, National Incident Management System (NIMS), An Introduction is recommended.*

IS-702.a NIMS Public Information Systems

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. This includes public information.

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

Note: IS-702.a is an updated version of the IS-702 course. If you have successfully completed IS-702, you may want to review the new version of the course. For credentialing purposes, the courses are equivalent.

Primary Audience

This course is designed for local and State public information officers.

Prerequisites

None. *However, completion of IS 700.a – National Incident Management System (NIMS), An Introduction is recommended.*

IS-703.a NIMS Resource Management Course

This course introduces resource management as described in the National Incident Management System (NIMS), and shows how systems for managing resources can be used to improve incident response. The course includes examples of best practices, lessons learned, and job aids to assist the participant in planning for resource management.

The course includes the following lessons:

- Lesson 1: Resource Management Overview
- Lesson 2: Resource Management Planning
- Lesson 3: Resource Typing & Readiness
- Lesson 4: Resource Management During Incidents
- Lesson 5: Resource Management & Complex Incidents
- Lesson 6: Course Summary

Note: IS-703.a is an updated version of the IS-703 course. The update version of the course includes expanded content about resource typing. If you have successfully completed IS-703, you may want to review the new version of the course, especially lesson 3. For credentialing purposes, the courses are equivalent.

Primary Audience

Federal, State, tribal, and local emergency managers, first responders to include incident commanders from all emergency management disciplines, private industry personnel responsible for coordination activities during a disaster, and voluntary agency personnel.

Prerequisites

None. *However, completion of IS 700.a, National Incident Management System (NIMS), An Introduction, is recommended.*

IS-704.a NIMS Communications and Information Management

This interactive computer-based course introduces you to the Communications and Information Management component of the National Incident Management System (NIMS). NIMS provide a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. Effective emergency management and incident response activities rely on flexible communications and information systems that provide a common operating picture to emergency management/response personnel and their affiliated organizations. Establishing and maintaining a common operating picture and ensuring accessibility and interoperability are the principal goals of the Communications and Information Management component of NIMS. Properly planned, established, and applied communications enable the dissemination of information among command and support elements and, as appropriate, cooperating agencies and organizations.

Primary Audience

Individuals with emergency management responsibilities including prevention, preparedness, response, recovery and mitigation.

Prerequisites

IS-700.a NIMS an Introduction

IS-706 NIMS Intrastate Mutual Aid, an Introduction

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

Primary Audience

This course is designed for State, local, and tribal emergency response and coordination personnel and takes approximately two and a half hours to complete.

Prerequisites

The prerequisite for this course is IS-700: National Incident Management Systems (NIMS), An Introduction.

IS-800.b National Response Framework, an Introduction

The course introduces participants to the concepts and principles of the National Response Framework.

You can find more information about the National Response Framework on the following link www.fema.gov/nrf

Primary Audience

This course is intended for government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners. This includes

senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials – those who have a responsibility to provide for effective response.

Prerequisite:

None

Professional Development Series

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

After successfully completing all 7 required PDS courses through the Independent Study program, a PDS certificate is automatically issued via US Postal Service to the mailing address provided on your last exam submission.

IS-120.a An Introduction to Exercises

IS 120.a introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC).

This course will introduce you to the following concepts:

- Managing an exercise program
 - Designing and developing an exercise
 - Conducting an exercise
 - Evaluating an exercise
 - Developing and implementing an improvement plan
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IS-230.b Fundamentals of Emergency Management

This course is the first introductory course in the Federal Emergency Management Agency (FEMA), Emergency Management Institute's (EMI) Independent Study Professional Development Series (PDS). Its goal is to introduce you to the fundamentals of emergency management (EM) as an integrated system, and how its resources and capabilities can be networked together for all hazards.

All communities are vulnerable to a variety of hazards. Emergency management provides a structure for anticipating and dealing with Preparedness, Prevention, Protection, Response, Recovery and Mitigation of, those hazards.

Emergency management involves participants at all governmental levels, the private sector, non-governmental (voluntary) organizations, and individuals. Activities are geared according to phases before, during, and after emergency or disaster events. The

effectiveness of emergency management rests on the ability of this network to support our citizens and first responders.

IS-235.b Emergency Planning

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

IS-240.a Leadership & Influence

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

- Leadership from within.
 - How to facilitate change.
 - How to build and rebuild trust.
 - Using personal influence and political savvy.
 - Fostering an environment for leadership development.
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IS-241.a Decision Making and Problem Solving

Effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses:

- The decision-making process
 - Decision-making styles
 - Attributes of an effective decision maker
 - Ethical decision making and problem solving
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IS-242.a Effective Communication

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

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

- Using technology as a communication tool
 - Effective oral communication
 - How to prepare an oral presentation
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IS-244.a Developing and Managing Volunteers Course Description

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

- Benefits and challenges of using volunteers
 - Building a volunteer program
 - Writing job descriptions
 - Developing volunteers through recruitment, placement, training, supervision and evaluation
 - Coordinating with voluntary agencies and community-based organizations
 - Special issues including spontaneous volunteers, liability, and stress
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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 original Advanced Professional Series (APS) course lineup was first established on November 27, 2001, to motivate and challenge students to continue emergency management training. Courses include practical skills from the whole spectrum of emergency management and disaster duties.

APS courses are classroom delivered courses unless otherwise noted. APS courses are delivered through the State Emergency Management Agency.

Required Courses

G775 - EOC Management and Operations
G191 - Incident Command System/Emergency Operations Center Interface
G250.7 (G557) - Rapid Assessment Workshop,
G270.4 - Recovery from Disaster, the Local Government Role,

Elective Courses

(Choose any 5)

G288 - Local Volunteer and Donations Management
G364 - Multi-Hazard Emergency Planning for Schools
IS703 - NIMS Resource Management, (Independent Study)
G202 - Debris Management

G361 - Flood Fight Operations
G110 - Emergency Management Operations Course for Local Governments
G408 - Homeland Security Planning for Local Governments (formerly Terrorism Planning)
G108 - Community Mass Care Management
G358 - Evacuation and Re-entry Planning
G290 - Basic Public Information Officers
G271 - Hazardous Weather and Flood Preparedness
E/L/G 146 - Homeland Security Exercise and Evaluation Program (HSEEP)
G366 - Planning for the Needs of Children in Disaster
G197 – Access and Function Needs

Certificate of Completion

Students who complete the 5 required courses and any 5 of 16 elective courses are eligible to receive the EMI Advanced Professional Series Certificate of Completion.

Emergency Management Courses

Emergency Management Institute (EMI) courses for Tribes that is offered as both “local” and EMI courses.

Continuity of Operations (COOP) for Tribal Governments (L552)

This course provides Tribal representatives with an understanding of how to develop and implement a COOP program to ensure continuity of community essential functions across a wide range of emergencies and events. Topics include legal basis for continuity, continuity planning, determining essential functions, vital records management, and pandemic flu implications for continuity operations.

Selection Criteria: The primary audience is Tribal leaders, Tribal emergency managers, and Tribal community response personnel. L552 is only offered as an off-site delivery. Delivery must be requested through the EMI Readiness Branch.

Prerequisites:

Recommended: E/L580, *Emergency Management Framework for Tribal Governments*, IS-546.a, *Continuity of Operations (COOP) Awareness*, or IS-547.a, *Introduction to Continuity of Operations (COOP)*.

Course Length: 2 days

Emergency Management Framework for Tribal Governments (E/L580)

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

Specific topics include:

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

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

Course Length: 4 days

Emergency Management Operations for Tribal Governments (E/L581)

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

Specific topics include:

- Organizing and selling an all-hazards emergency management program to stakeholders.
- Legal authorities for conducting emergency management programs in response, recovery, mitigation, and preparedness.
- Directing and controlling operations using the National Incident Management System (NIMS) concepts and principles.
- Inventorying and assigning first responder primary and secondary roles to carry out coordinated response efforts.
- Identifying communication assets and resolving the interoperability issue.
- Implementing effective warning, alert, and notification systems with emphasis on addressing the needs of special populations.
- Getting the word out during times of disaster to ensure the public has accurate, timely, and useful information.
- Educating the public through pre-disaster outreach programs.
- Coordinating and ordering evacuations to ensure the public is safe from disaster.
- Opening and operating mass care and sheltering facilities to provide for victims.
- Mobilizing and managing health, medical, and environmental services.
- Establishing authorities and organizational structure to effectively manage resources.
- Protecting, repairing, and restoring critical infrastructure.
- Developing and writing standard operating procedures for the support functions.

As a culminating activity, participants will develop and present written proposals to get buy-in from their stakeholders to start a new emergency management program or improve an existing one.

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

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

Course Length: 4 days

Mitigation for Tribal Governments (E/L582)

This 4-day course provides Tribal representatives with an understanding of mitigation opportunities and techniques, examples of mitigation success stories to reduce future losses from natural or other hazards, and an overview of available FEMA Mitigation Programs. Primary emphasis is on helping Tribal emergency managers and planners identify mitigation planning requirements and identifying mitigation opportunities to protect their communities.

Specific topics include:

- Identifying and organizing technical experts and mitigation stakeholders to participate in the mitigation planning process.
- Identifying hazards that pose a threat to the Tribe and determining the probable degree of damage from each.
- Developing a Tribal mitigation plan that prioritizes hazards and identifies, evaluates, and prioritizes mitigation actions and activities.
- Preparing an implementation strategy, implementing the mitigation plan, and monitoring its effectiveness over time.

Selection Criteria: Tribal representatives involved in emergency management, planning, economic development, and Tribal leaders/elected officials. The course will be limited to federally recognized Tribal members and their representatives. Exceptions authorized by course manager only.

Prerequisites:

Required: E/L580, *Emergency Management Framework for Tribal Governments*.

Recommended: E/L581, *Emergency Management Operations for Tribal Governments*.

Course Length: 4 days

Training Form

Location of OEM Training Request Form

1. OEM Training Request Form can be located on the GRIC Intranet page at <http://intranet/announcements.htm>, under Training tab for OEM Training which will bring up at 3-month Calendar. By clicking on the link on the top of the Calendar page, you will be able to access the fill able OEM Training Request Form.

2. Also, obtain the OEM Training Request Form by contacting the Training Coordinator with-in the OEM Office

Example of OEM Training Request Form:

Filling out OEM Training Request form

Applicant is responsible and assures that all information is filled out on the training request form.

1. Provide applicant's name
2. Enter Department/Program or entity of whom the applicant is representing
3. Enter position title, phone number and cellular number
4. Assure that the applicant's mailing address is entered that it is the same as on file with payroll for Travel Authorization and reimbursement purposes
5. Enter Course Title
6. Enter Date of the course
7. Enter Location of the course
8. Check off Travel Expenses Funded by; either OEM, Department/Program or Other
9. Check off on Lodging Request; pending approval due to lodging may be approved if the training location is 50 miles or more from participant's home.
10. Provide a brief description of your responsibilities with regard to Emergency Management and why this course will benefit.
11. Applicant's signature along with date
12. Assure that applicant's supervisor and/or Director/Designee signature is retained along with date
13. Copy of the training announcement is attached with OEM Training Request Form



Gila River Indian Community Office of Emergency Management

PO. Box 5072 Chandler, AZ 85226 Phone: (520) 796-3755 Fax: (520) 796-3759

OEM Training Request Form

Applicant: Department / Program:

Position Title: Phone:

Cell Phone: Email Address:

Your Mailing Address on file with Payroll (for Travel Authorization Purposes):

Course Title:

Course Date: Location:

Travel Expenses Funded by: Department / Program OEM Other

Lodging Requested:

(Pending Approval: Lodging may be approved if the training location is 50 miles or more from participant's home)

Justification (Brief description of your responsibilities with regard to Emergency Management and why this course will benefit the Community):

I understand that if this training involves travel to FEMA's Emergency Management Institute (EMI), that GRIC will fund the airfare initially. EMI will reimburse me directly via electronic transfer within 30 days following completion of the training. I will submit a personal check to OEM, made out to Gila River Indian Community, for the amount deposited to my account. OEM will forward the check to the Cashier's Office and provide me a receipt.

Approved Denied

Applicant Date

Applicant's Director/Design Date

**Please attach a copy of the training / conference flyer and completed registration form. Send all documentation to Beckilyn Gonzales, OEM Training Coordinator

Revised 1/16/15