

- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio State Highway Patrol



# Ohio Emergency Management Agency Policy for Requesting Training

**May 27, 2016**

The Ohio Emergency Management Agency (Ohio EMA) is implementing an updated policy for all Homeland Security and EMPG funded training. This revised policy incorporates the all-hazards approach. The county will request each training on the “**Application for Training Funds**” form below. Each request will be reviewed by the Ohio Emergency Management Training Supervisor for approval and a determination of the appropriate funding source. This policy covers all training funds available through Ohio EMA.

The reason for implementing this policy is to consolidate and simplify our current system. This policy is intended to eliminate any confusion with regard to what training can be requested, what funding source is available, and who the division point-of-contact is for training requests.

## GENERAL GUIDELINES

Training may be requested by county emergency management, technical colleges, universities, state agencies, and local agencies (i.e. fire, police, public health, etc.). All training requests, regardless of the agency requesting, will be sent to the County Emergency Management Director (county where training is being conducted) for signature and then forwarded to the Ohio Emergency Management Training Supervisor. The Ohio Emergency Management Training Supervisor will in turn determine the funding source based on each request. All requests received by the division that do not follow this policy will be returned with no action taken.

All requests must be sent in **NO** less than **60** days prior to the start of the class. All requests must be approved by Ohio EMA **BEFORE** the training can be conducted. Written confirmation is the only acceptable authority of approval. Please allow one to two weeks, after application submittal, for processing by the State Training Office.

## APPLICATIONS

Applicants for training will utilize the attached 2 page form to ensure that all necessary information has been provided. Due to the various rotating federal funds as well as unexpended funds, applicants are encouraged to submit training application requests throughout the year. If funds are unavailable for a specific application, the request will be returned to the requesting agency.

Training requests that will require Ohio EMA to fund instructors will **NOT** be accepted for the month of July due to purchasing constraints. Training applications for August and September must be submitted to Ohio EMA no later than June 1. All other classes will still require 60 days notification prior to the training to ensure procurement of instructors, materials and to allow for adequate registration time.

### Mission Statement

*“To coordinate activities to mitigate, prepare for, respond to, and recover from disasters.”*

The contacts for the courses will be as follows: ICS 300 & 400- Lisa Jones (614) 799-3824, [ljones@dps.ohio.gov](mailto:ljones@dps.ohio.gov) and FEMA G Classes- Susan Traylor (614) 799-3666, [SCTraylor@dps.ohio.gov](mailto:SCTraylor@dps.ohio.gov).

## **CERTIFICATION STATEMENT/ASSURANCES** **(FOR COUNTY EMERGENCY MANAGEMENT ONLY)**

The grant assurances submitted by the county as part of the EMPG/SHSP grant program will be applied to all training awards. These assurances state that none of the expenditures identified are being funded in part, or in whole, by any other state or federal grant or agreement, nor do they constitute the required match for any such grant or agreement. Expenditures related to approved training(s) will be maintained separately for audit purposes.

The recipient of all training will also be in conformance with the provisions of the Civil Rights Compliance document submitted as a part of the County EMPG grant process. Other specific assurances may be required.

## **COURSE LOCATION**

The requestor must pick a location for the training that is suitable for the needs of the class and students. The facility must be ADA compliant. The facility must be free, or the cost should be absorbed by the requestor or hosting county. Training facilities are not an eligible cost for Ohio EMA to reimburse.

## **REGISTRATION**

All courses will be placed on the Ohio learning management system: CourseMill located at: <http://ema.ohio.gov/Training.aspx>. Registration for courses will be done solely through CourseMill. Registration for training will generally close about a week prior to the training. Ohio EMA training staff will review applications and ensure that appropriate students, meeting prerequisites, are enrolled. At that time the roster will be provided to the course requestor and the instructor.

Once a course is approved, the Ohio EMA training office will upload it to the Public Safety Training Campus on behalf of the requesting agency. If you have questions about this please contact Lisa Jones at (614) 799-3824, [ljones@dps.ohio.gov](mailto:ljones@dps.ohio.gov) or Susan Traylor at (614) 799-3666, [SCTraylor@dps.ohio.gov](mailto:SCTraylor@dps.ohio.gov)

Those persons who wish to register for a class will need to create an account and register through the Public Safety Training Campus system. To create an account please contact the Department of Public Safety help desk at (614) 752-6487 The Public Safety Training Campus learning management system will create all certificates and the students will be required to print their own certificates from the site. Once a course is completed it will appear in the student's transcript.

## **RECRUITMENT**

A complete list of instructors is available on the Ohio EMA Training Website [http://ema.ohio.gov/Training\\_CertifiedInstructors.aspx](http://ema.ohio.gov/Training_CertifiedInstructors.aspx). To obtain instructor contact information please email Lisa Jones at [ljones@dps.ohio.gov](mailto:ljones@dps.ohio.gov) or Susan Traylor at [SCTraylor@dps.ohio.gov](mailto:SCTraylor@dps.ohio.gov). The Ohio EMA training section will work with course requestors to obtain a certified instructor.

Requesting agencies will be responsible for course recruitment. Recruiting for these courses should include all members of your local emergency management, elected officials, and representatives from law enforcement, fire, emergency medical services, hospitals, school systems, public works, highway departments, volunteer agencies, public health departments, public information agencies, and business and industry.

Any Ohio Emergency Management sponsored course that is expected to have fewer than 15 students or greater than 30 students must receive prior approval from the Ohio Emergency Management Training Section before

the course is conducted. Ohio Emergency Management requires a minimum of fifteen **15** students in order to be eligible for reimbursement. **All courses must be provided free of charge to students.**

## COURSE LOGISTICS

The course host **MUST** provide a projector, screen and have the room set up accordingly prior to the start of the training. They should work with the instructor to ensure that all audio and technical needs are in place prior to the start of the course. Laptop computers are needed for training materials to be loaded on and displayed via a connected projector. It is the responsibility of the course host to contact the instructor and ensure that a laptop will either be provided by the host or brought by the instructor.

## COURSE MATERIALS

Ohio EMA will provide the course materials. Once the materials are printed they will be sent directly to the address listed on the application. For an electronic copy of the materials contact Lisa Jones at [ljones@dps.ohio.gov](mailto:ljones@dps.ohio.gov) or Susan Traylor at [SCTraylor@dps.ohio.gov](mailto:SCTraylor@dps.ohio.gov). If there are extra student manuals at the end of the class please work with Lisa or Susan to return those for use by future classes.

## CLOSE-OUT

### Instructors:

Paid instructors **MUST** submit invoices directly to the Ohio EMA on letterhead. Instructors **MUST** include the original sign in sheets for each day of the course, evaluations and examinations (when applicable). *(Standardized Sign-in-Sheets, Course Evaluations, table tents and a description of all the training offered by Ohio EMA are available for download and printing: [http://ema.ohio.gov/Training\\_TrainingDocuments.aspx](http://ema.ohio.gov/Training_TrainingDocuments.aspx))*

### Course Requestor/Host:

Upon receipt of the Instructor's invoice, an email verifying the hours of instruction will be sent to the course sponsor for verification.

## CONSORTIUM & EMI COURSES

If a county or agency wishes to host a FEMA Emergency Management Institute (EMI) <http://training.fema.gov/EMICourses/>, National Domestic Preparedness Consortium (NDPC) (<http://www.ndpc.us/>) or a Rural Domestic Preparedness Consortium (RDPC) (<http://www.ruraltraining.org/>) class they should first contact Lisa Jones at [ljones@dps.ohio.gov](mailto:ljones@dps.ohio.gov) or (614) 799-3824 and she will assist them with setting up a course. However, per the training application process of the NDPC and RDPC they do not require approval from the County Director prior to scheduling classes for local requestors. If the State SAA is notified of a class being offered by the NDPC or RDPC for a local requestor, the state SAA will provide a courtesy notification to the County EMA.

## ELIGIBLE COURSES

Eligible courses for funding through Ohio EMA can be found at the end of this document. Offerings of the courses listed within this document are contingent upon instructor availability.

All FEMA and Homeland Security courses (i.e. ICS and G-series courses) must be instructed by an Ohio EMA Certified Instructor. A list of certified instructors can be found on the OHIO EMA Training Website at [http://ema.ohio.gov/Training\\_CertifiedInstructors.aspx](http://ema.ohio.gov/Training_CertifiedInstructors.aspx). For instructor contact information please email either Lisa Jones at [ljones@dps.ohio.gov](mailto:ljones@dps.ohio.gov) or Susan Traylor at [SCTraylor@dps.ohio.gov](mailto:SCTraylor@dps.ohio.gov).



# Ohio Emergency Management Agency Training Request Application Form



(Please complete one application for **each** training being requested)

Course Title: \_\_\_\_\_

Requesting Agency Name: \_\_\_\_\_

Date of Request: \_\_\_/\_\_\_/20\_\_\_

Do you already have an Ohio EMA certified instructor(s) confirmed? \_\_\_ YES \_\_\_ NO

- If you answered **YES** please list their name(s):

Certified Instructor Name	Seeking Payment from Ohio EMA (circle)
	YES / NO
	YES / NO
	YES / NO

- If you answered **NO**, the OHIO EMA training office will work to find certified instructors for you.

**Course Requestor/Host Point of Contact:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail: \_\_\_\_\_

**Course Location Information:** (must confirm location prior to application submittal)

Course Date(s): \_\_\_\_\_ Course Time Each Day(s): \_\_\_\_\_ until \_\_\_\_\_

Course Location Name: \_\_\_\_\_

Course Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Send Student Manuals to:** (must confirm location prior to application submittal)

Location Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Course Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Justification for Training** (i.e. how does the training apply to gaps identified in exercises, NIMS compliance, exercises, real world events, etc.):


**THE COURSE REQUESTOR/HOST AGREES TO THE FOLLOWING:**

Trainings will meet the required minimum number of students (15). The course will be scheduled and held for the required hourly course length. Failure to meet either of these requirements will result in course cancellation.

In the event that a pre-approved training course is cancelled locally, the requesting agency is required to notify the Ohio Emergency Management Agency Training Section, in writing, as soon as possible, making these funds available for other training opportunities.

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**Course Requestor:**

**Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (signed):** \_\_\_\_\_

\* Please initial in the box verifying that the training facility is ADA compliant:

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**County EM Director:**

**Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (signed):** \_\_\_\_\_

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**Requestor Comments:**


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**FOR STATE USE ONLY**

**Date Request received:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**State Training Supervisor Signature:** \_\_\_\_\_

**Comments:**


*(A copy of the two page application will be retained in the OHIO EMA Training Section Files)*

## **TRAININGS THAT CAN CURRENTLY BE APPLIED FOR**

### **G-108 Community Mass Care and Emergency Assistance**

*(Two Instructors per 30 students if sponsored by OHIO EMA)  
(16 hour course)*

### **G-141 Basic Instructional Skills**

*(Three Instructors per 40 students if sponsored by OHIO EMA)  
(16 hour course)*

### **G-191 Incident Command System (ICS)/Emergency Operations Center (EOC) Interface**

*(One Instructor per 30 students if funded by OHIO EMA)  
(8 hour course)*

### **G-194.1 Local Floodplain Manager Roles and Responsibilities**

*(One Instructor per 30 students if sponsored by OHIO EMA)  
(8 hour course)*

### **G-194.2 NFIP Rules and Regulations in Depth**

*(One Instructor per 30 students if funded by OHIO EMA)  
(8 hour course)*

### **G-194.4 Preparing for Post-Disaster Responsibilities**

*(One Instructor per 30 students if sponsored by OHIO EMA)  
(8 hour course)*

### **G-205 Recovery from Disaster: The Local Government Role**

*(Three Instructors per 30 students if sponsored by OHIO EMA, lead Instructor must be Ohio EMA staff)  
(16 hour course)*

### **G-235 Emergency Planning Course**

*(One Instructor per 30 students if sponsored by OHIO EMA)  
(8 hour course)*

### **G-251 Workshop in Emergency Management Amateur Radio Resources**

*(One Instructor per 30 students if sponsored by OHIO EMA)  
(8 hour course)*

### **G-270.3 Expedient Flood Training**

*(Three Instructors per 30 students if sponsored by OHIO EMA, lead Instructor must be Ohio EMA staff)  
(1 hour course)*

### **G-271 Hazardous Weather and Flooding Preparedness**

*(Two Instructors per 30 students if sponsored by OHIO EMA)  
(20 hour course)*

### **G-272 Warning Coordination**

*(One Instructor per 30 students if sponsored by OHIO EMA)  
(14 hour course)*

### **G-288 Local Volunteer and Donations Management**

*(One Instructor per 30 students if sponsored by OHIO EMA)  
(12 hour course)*

**G-289 Public Information Officer (PIO) Awareness Course**

*(One Instructor per 24 students if sponsored by OHIO EMA)*

*(8 hour course)*

**G-290 & G-291 Public Information Officer (PIO)/ Joint Information Center (JIC)**

*(Three Instructors per 30 students if sponsored by OHIO EMA, lead Instructor must be Ohio EMA staff)*

*(22 Hour Course)*

**G-300 (ICS) Intermediate Incident Command System**

*(One-Two Instructor(s) per 30 students if sponsored by OHIO EMA)*

*(18 Hour Course)*

**G-311 Hazardous Materials Contingency Planning**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(8 hour course)*

**G-318 Mitigation Planning Workshop for Local Governments**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(16 hour course)*

**G-358 Evacuation and Re-Entry Planning course**

*(Two Instructors per 30 students if sponsored by OHIO EMA)*

*(12 hour course)*

**G-361 Flood Fight Operations**

*(Two Instructors per 30 students if sponsored by OHIO EMA)*

*(20 hour course)*

**G-364 Multi-Hazard Planning for Schools**

*(Two Instructors per 30 students if sponsored by OHIO EMA)*

*(16 hour course)*

**G-365 WEM Partnerships for Creating and Maintaining Spotter Groups**

*(Two Instructors per 30 students if sponsored by OHIO EMA)*

*(5 hour course)*

**G-366 Planning for the Needs of Children in Disasters**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(8 hour course)*

**G-367 Emergency Planning for Campus Executives**

*(One Instructor per 25 students if sponsored by OHIO EMA)*

*(2 hour course)*

**G-386 Mass Fatalities Incident course – *Currently under review and not accepting instructor applications***

*(Two-Three Instructors per 30 students if sponsored by OHIO EMA)*

*(16 hour course)*

**G-393 Mitigation for Emergency Managers**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(21 hour course)*

**G-400 (ICS) Advanced Incident Command System**

*(Two Instructors per 30 students if sponsored by OHIO EMA)*

*(14 Hour Course)*

**G-402 Incident Command System (ICS) Overview for Executives and Senior Officials**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(2 hour course)*

**G-434A Earthquake Safety for Schools Continuity Program Manager**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(12 hour course)*

**G-489 Management of Spontaneous Volunteers in Disasters**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(8 hour course)*

**G-548 Continuity Program Manager**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(20 hour course)*

**G-556 FEMA Local Damage Assessment Planning**

*(One Instructors per 30 students if sponsored by OHIO EMA)*

*(11 hour course)*

**G-557 Rapid Assessment Planning**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(8 hour course)*

**G-775 Emergency Operations Center Operations**

*(One Instructor per 30 students if sponsored by OHIO EMA)*

*(16 hour course)*

**OH-131 Exercise Evaluation Course (8 hours)**

**OH-139 Exercise Design Course (24 hours)**

**OH/L-146 HSEEP Training Course (24 hours)**

**OH-202 Debris Management (28 hours)**

**OH-361 Fundamentals of safe room design and Construction (8 hours)**

**OH-605 Damage Assessment Workshop (2 hours)**

**OH-605a Damage Assessment Refresher (3 hours)**

**OH-605b IA Damage Assessment Train-the-Trainer (2 hours)**

**ICS Position Specific Courses:**

The All-Hazards Position Specific Training Program is currently comprised of 18 separate courses of instruction as listed below. These courses are geared mostly towards Incident Management Team (IMT) Members. The standard prerequisite are as follows: IS100, 200, 700 and 703, G-300 and G-400. To learn more about these courses please review the Administrative Guidelines located at <http://training.fema.gov/AllHazards/>. Instructors are certified to instruct through FEMA and the number of certified instructors is limited.

- NIMS ICS All-Hazard Incident Commander Course (E/L-0950) (40 Hour Course)
- NIMS ICS All-Hazards Public Information Officer Course (E/L-0952) (40 Hour Course)
- NIMS ICS All-Hazards Safety Officer Course (E/L-0954) (32 Hour Course)
- NIMS ICS All-Hazards Liaison Officer Course (E/L-0956) (16 Hour Course)
- NIMS ICS All-Hazards Operations Section Chief Course (E/L-0958) (32 Hour Course)
- NIMS ICS All-Hazards Division/Group Supervisor Course (E/L-0960) (24 Hour Course)
- NIMS ICS All-Hazards Planning Section Chief Course (E/L-0962) (32 Hour Course)
- NIMS ICS All Hazards Situation Unit Leader Course (E/L-0964) (40 Hour Course)
- NIMS ICS All Hazards Resource Unit Leader Course (E/L-0965) (28 Hour Course)
- NIMS ICS All-Hazards Logistics Section Chief Course (E/L-0967) (40 Hour Course)
- NIMS ICS All-Hazards Communications Unit Leader Course (E/L-0969) (24 Hour Course)
- NIMS ICS All-Hazards Supply Unit Leader Course (E/L-0970) (32 Hour Course)

- NIMS ICS All-Hazards Facilities Unit Leader Course (E/L-0971) (40 Hour Course)
- NIMS ICS All-Hazards Finance/Administration Section Chief Course (E/L-0973) (24 Hour Course)
- NIMS ICS All-Hazards Finance/Administration Unit Leader Course (E/L-0975) (24 Hour Course)
- NIMS ICS All-Hazards Task Force/Strike Team Leader Course (E/L-0984) (24 Hour Course)
- NIMS ICS All-Hazards Introduction to Air Operations Course (/L-0986) (24 Hour Course)
- NIMS ICS All-Hazards Air Operations Group Supervisor Course (E/L-0987) (16 Hour Course)
- NIMS ICS All-Hazards Medical Unit Leader course (E/L-988) - to be developed