



**OHIO DEPARTMENT
OF PUBLIC SAFETY**
EDUCATION • SERVICE • PROTECTION

Administration
Bureau of Motor Vehicles
Emergency Management Agency
Emergency Medical Services Division
Office of Criminal Justice Services
Ohio Homeland Security
Ohio Investigative Unit
Ohio State Highway Patrol



John R. Kasich, Governor
Thomas P. Charles, Director
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DATE: June 1, 2012

TO: All EMA Staff
All County Directors

FROM: Nancy J. Dragani, Executive Director

SUBJECT: **Training Catalog for July 1, 2012 - June 30, 2013**

I am pleased to present the Ohio Emergency Management Agency Training Catalog for July 1, 2012 through June 30, 2013.

The importance of training and professional development cannot be emphasized enough. The better we are trained, the better we can serve the citizens of the state of Ohio. I encourage each of you to take advantage of our courses as a means to broaden your knowledge base or refresh seldom used or practiced skills.

If you have any questions concerning any of the course offerings, have unmet training needs or suggestions about how we can make our training program better, please contact the training section at the Ohio Emergency Management Agency (614) 889-7168 or (614) 799-3660/3680.

NJD:pj

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

Ohio Emergency Management Agency

2012 - 2013 Training Catalog



VISION STATEMENT:

A safer future through effective partnerships committed to saving lives and reducing the impact of disasters.

Established under Chapter 5502 of the Ohio Revised Code, the Ohio Emergency Management Agency (Ohio EMA) is the central point of coordination within the state for disaster response and recovery. More specifically, the ORC designates the executive director of the Ohio EMA as the state coordinator during emergency response and stipulates that he/she “shall coordinate all activities of all agencies for emergency management within the state; shall maintain liaison with similar agencies for emergency management within the state; shall maintain liaison with similar agencies of other states and of the federal government; shall cooperate with those agencies subject to the approval of the governor; and shall develop a statewide emergency operations plan that shall meet any applicable federal requirements for such plans.”

Effective emergency management systems are a tiered effort. When an emergency exceeds the capacity of local government, they request the assistance of the state through the State of Ohio Emergency Operations Center, maintained and operated by Ohio EMA, and staffed by state agencies and non-governmental organizations. If an emergency response exceeds the capacity of the state, the governor requests assistance from the president through the Federal Emergency Management Agency (FEMA).

The primary focus of the agency, when not in response or recovery mode, is to ensure the state and the 11 million citizens residing in it, are prepared to respond to an emergency or disaster and to lead mitigation efforts against the effects of future disasters. Those preparedness activities include education, training, planning, exercising and improving communications to ensure Ohio’s readiness to respond to future emergencies and disasters.

The Ohio Emergency Management Agency has conducted operations from the State Emergency Operations Center/Joint Dispatch Facility, located at 2855 West Dublin Granville Road in Columbus since October 1994.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

Contents

DIRECTIONS	1
GENERAL.....	2
ELIGIBILITY	2
REGISTRATION AND ACCEPTANCE	2
COST.....	4
CANCELLATION POLICY	5
ATTENDANCE AND CONDUCT.....	6
TRAINING RECORDS AND TRANSCRIPTS.....	6
PROFESSIONAL DEVELOPMENT SERIES	7
COUNTY DIRECTOR TRAINING REQUIREMENT.....	9
CONTINUING EDUCATION UNITS (CEU)	9
COURSE DESCRIPTIONS	11
APPENDIX A, CURRICULUM	32
APPENDIX B, COURSE EVALUATION FORM	35
APPENDIX C, CONTACT INFORMATION	37
APPENDIX D, COMMENT FORM.....	38

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

DIRECTIONS

Directions to EMA from the East:

Take I-70 West to I-71 North to I-670 West to SR 315 North to SR.161 or Dublin Granville Road. Turn left (West) off SR 315 onto West Dublin Granville Road. Follow West Dublin Granville Road approximately two miles until you see the National Guard Armory on your left. Turn left to Ohio EMA

Directions to EMA from the South:

Take I-71 North to SR 315 North to SR.161 or Dublin Granville Road. Turn left (West) off SR 315 onto West Dublin Granville Road. Follow West Dublin Granville Road approximately two miles until you see the National Guard Armory on your left. Turn left to Ohio EMA

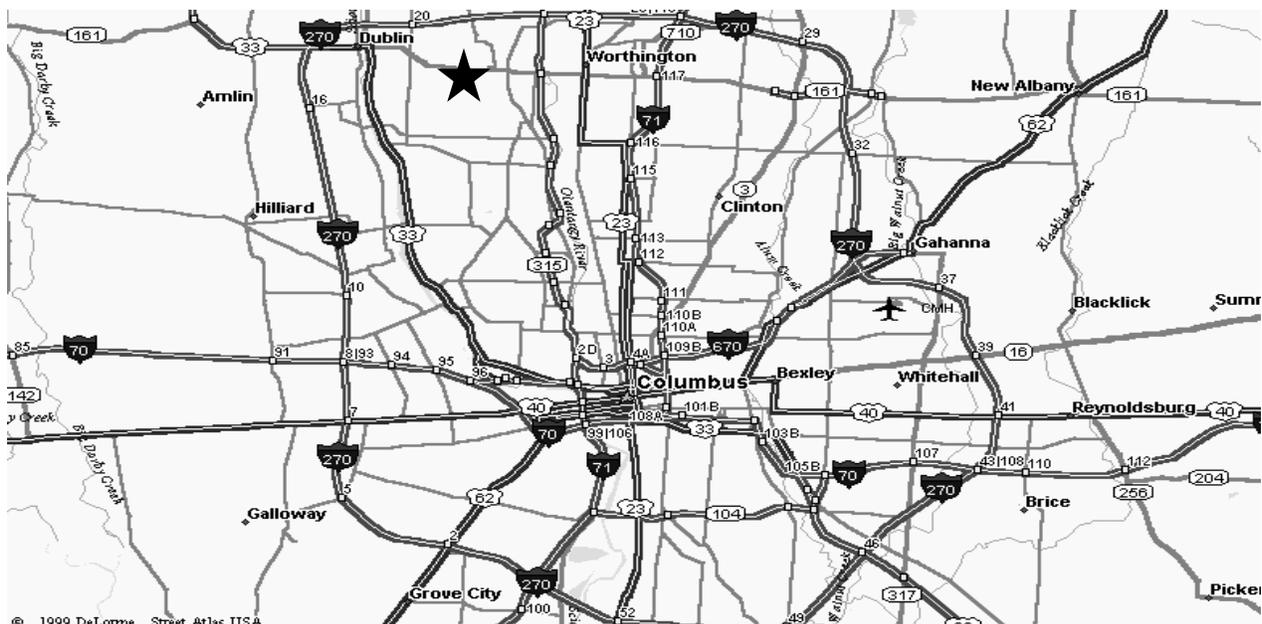
Directions to EMA from the West:

Take I-70 East to SR 315 North to SR 161 or Dublin Granville Road. Turn left (West) off SR 315 onto West Dublin Granville Road. Follow West Dublin Granville Road approximately two miles until you see the National Guard Armory on your left. Turn left to Ohio EMA

Take I-270 to Sawmill Road South to SR 161 or Dublin Granville Road. Turn left (East) onto West Dublin Granville Road. Follow West Dublin Granville Road approximately one mile until you see the National Guard Armory on your right. Turn right to Ohio EMA

Directions to EMA from the North:

Take I-71 South to 270 West to SR 315 South to SR 161 or Dublin Granville Road. Turn right (West) off SR 315 onto West Dublin Granville Road. Follow West Dublin Granville Road approximately two miles until you see the National Guard Armory on your left. Turn left to Ohio EMA



Ohio Emergency Management Agency

2012 - 2013 Training Catalog

GENERAL

The Ohio Emergency Management Agency (EMA) training section administers an emergency management training program that offers a wide variety of courses for students. This year Ohio EMA will offer a variety of courses in the Ohio EMA classroom as well as a number of courses at local locations around the state.

Ohio EMA training also works with the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) to schedule students for training in Emmitsburg, Maryland and the U.S. Department of Homeland Security (DHS) for training at their consortium schools and local delivery in the state.

ELIGIBILITY

Most of the courses listed in this training catalog are available to anyone involved in emergency management or response at the local, state, or federal levels. Eligible attendees include public policymakers, emergency managers, response team leaders and first responders from the public and private sectors.

REGISTRATION AND ACCEPTANCE

Ohio EMA Training

To register for an Ohio EMA course or to see a current list of available courses, a prospective student should visit the Ohio EMA training website, <http://ema.ohio.gov/Training.aspx>. Students may view the course listings without creating a profile; however, to register for a course students must create a profile. Once a profile is created students may logon to the system and register for courses. Students experiencing difficulties accessing the website or registering should call Ohio EMA training at (614)799-3824 for assistance. Course registration will generally close 10 working days prior to the course start date.

Emergency Management Institute (EMI)

Notice to Applicants for FY 2013 NFA or EMI Courses:

FEMA is moving toward eliminating the use of the Social Security Number (SSN), where possible, when applying for any FEMA training. As an interim measure, and beginning on April, 15, 2012, individuals applying for National Fire Academy (NFA) or Emergency Management Institute (EMI) classes will be required to register using the Center for Domestic Preparedness (CDP) Training Administration System (CTAS) and obtain a CDP Student Identification (SID) number. This number will be used in place of the SSN on your application. You will be asked to provide your SSN to register in CTAS but this will be phased out with a new registration system. This is an interim step; however, anyone already registered in CTAS will not need to register again.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

To register for an EMI course prospective students should send an application (FEMA form 119-25-1) to the state training officer via mail or fax. The state training officer will check the application for completeness and forward it to EMI. EMI will notify the prospective student directly if they have been accepted, declined or wait-listed. Course listings and an application for EMI courses can be found at <http://www.fema.gov/training/>.

Department of Homeland Security Consortium Training

To register for a DHS consortium course at one of their training sites, prospective students should send an application for the course to the state WMD training officer via mail or fax. The state WMD training officer will check the application for completeness and forward it to the respective training site for processing. The training site will notify the prospective student directly of their approval and course dates.

A course catalog listing all available DHS consortium courses can be found at <https://www.firstrespondertraining.gov/TEI/tei.do?a=home>.

Consortium Training Sites

Center for Domestic Preparedness (CDP) <http://cdp.dhs.gov>

The CDP provides hands-on specialized training to state and local emergency responders in the management and remediation of WMD incidents. Located at the former home of the U.S. Army Chemical School, Fort McClellan, the CDP conducts live chemical agent training for the nation's civilian emergency response community. The training emergency responders receive at the CDP provides a valid method for ensuring high levels of confidence in equipment, procedures and individual capabilities.

New Mexico Institute of Mining and Technology (National Energetic Materials Research and Testing Center) (NMIMT) <http://www.emrtc.nmt.edu>

NMIMT offers live explosive training including the use of field exercises and classroom instruction. NMIMT is the lead NDPC partner for explosives and firearms, live explosives, and incendiary devices training.

Louisiana State University (LSU) (Academy of Counter-Terrorist Education)
<http://www.ncbrt.lsu.edu>

LSU provides training to law enforcement agencies and focuses its efforts on the delivery of the Emergency Response to Terrorism: Basic Concepts for Law Enforcement Course, and the development and delivery of the Emergency Response to Domestic Biological Incidents Course.

Texas A&M University (National Emergency Response and Rescue Training Center)

<http://teexweb.tamu.edu/>

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

Texas A&M delivers a set of courses to prepare state and local officials for the threat posed by weapons of mass destruction. Courses are developed and designed to provide each specific segment of the emergency response community with the tools needed to accomplish its role in the event of a WMD incident. Additionally, Texas A&M has developed an Interactive Internet WMD Awareness Course for emergency responders. Texas A&M also provides technical assistance to state and local jurisdictions in the development of WMD assessment plans.

U.S. Department of Energy's Nevada Test Site (National Exercise, Test, and Training Center)
(NTS <http://www.nv.doe.gov/default.htm>):

NTS conducts large-scale field exercises using a wide range of live agent stimulants as well as explosives. NTS develops and delivers a Radiological/Nuclear Agents Course.

COST

Ohio EMA Training

There is no charge for tuition or materials. Lodging is also provided for select courses. For those courses in which lodging is provided students must travel more than 45 miles from both their home and headquarters or office and be from Ohio to be authorized lodging. Students attending a one-day course may be authorized lodging the night prior to the course only. Students attending multiple day courses may be authorized lodging each night except the last day of the course. All other costs (e.g. travel, meals, per diem) are the responsibility of the student or their parent agency.

Students should check the course announcement and Ohio EMA training website to determine if lodging will be provided. Once accepted into a course students are required to contact the hotel directly to confirm their reservation. Hotel information can be found on the course announcement, the Ohio EMA training website at <http://ema.ohio.gov/Training.aspx> or by calling (614)799-3680. For those courses in which lodging is provided, Ohio EMA will direct bill the hotel for the students lodging only. All incidentals (e.g. room service, in room movies, etc.) are the student's responsibility.

EMI Courses

There are no tuition fees for EMI courses. All instruction, course materials, and housing (for most participants) are provided at no cost. Most participants from private industry or contractors to state, local, or tribal governments must pay their own transportation and lodging fees. All participants are responsible for the cost of cafeteria meals provided and for personal, incidental expenses.

Stipend reimbursement is limited to three trips for each participant per fiscal year. Students must purchase a 21-day pre-purchased, nonrefundable ticket for round-trip transportation by common carrier (economy, coach class or less). If a student chooses to drive, they will be reimbursed the

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

current privately owned vehicle (POV) federal mileage allowance or the state ceiling whichever is less.

DHS Consortium Courses

There are no tuition fees for DHS consortium courses. Additionally, DHS either provides or reimburses student travel, lodging and meal expenses for the duration of the course. Each consortium site has a policy for student expense reimbursement. Students interested in attending a DHS consortium course should contact the state WMD training officer for information on reimbursement policies of the course they wish to attend.

DHS Local Delivery Courses

There are usually no tuition fees for locally delivered DHS courses and the training provider usually provides all course materials at no cost as well. Jurisdictions wishing to host a DHS course must provide a suitable training location.

CANCELLATION POLICY

Student

Students wishing to cancel a registration must notify the Ohio EMA training office no later than two weeks prior to the start of class. Students failing to cancel their registration will be considered a no-show and their transcript will be clearly marked as course failure due to no-show.

It is also the student's responsibility to contact the hotel to cancel their reservation prior to the scheduled arrival date. State fiscal policy prohibits payment for unused rooms. ***Students failing to cancel their hotel reservation may be required to pay for rooms that are not cancelled.***

Ohio EMA Training

Ohio EMA Training will only cancel courses under extreme circumstances. However in the event a course is cancelled, Ohio EMA training will contact all students to advise them of the cancellation within one working day of course cancellation. Students are not required to cancel lodging reservations for courses cancelled by Ohio EMA Training and will not be charged any hotel cancellation fees or fines.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

ATTENDANCE AND CONDUCT

Student Conduct and Dress

Students are expected to conduct themselves in a professional manner at all times while in class and are expected to dress appropriately. As a rule, business casual or casual dress in good taste is appropriate. Students displaying a nonprofessional or disruptive behavior will be dismissed from the course and may be barred from attendance at any future Ohio EMA course.

Attendance Policy

Students are expected to arrive on time and attend all sessions or blocks of instruction for the course they are attending. Selective attendance and late arrival is a deterrent to individual learning and a disruption to other students. Late arrival or any absence from class may result in the student being dismissed from the course. *Students who fail to attend all sessions or blocks of instruction for a course may be required to pay for their hotel room if they stayed at state expense.*

Academic Honesty

Any student displaying academic dishonesty will be dismissed from the class and barred from attendance at any future Ohio EMA course. Examples of academic dishonesty include:

- Cheating on an exam or quiz.
- Plagiarizing or claiming another's work as your own.
- Obtaining, copying and/or distributing a course test in advance of a course.

Attendance/Cancellation (EMI Courses)

Students attending courses at EMI are expected to attend all sessions of each course, seminar, or workshop. Those who do not attend all sessions will not receive course completion certificates and will not be reimbursed under the Student Stipend Program.

TRAINING RECORDS AND TRANSCRIPTS

Attendance at all Ohio EMA courses is recorded in the training database and records of all training, including course attendance rosters, are maintained on file for seven years. Students can access their transcript by logging on to the Ohio EMA training website and clicking on the transcript link. Students may also request a copy of their transcript by sending a written request to the Ohio EMA training section.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

PROFESSIONAL DEVELOPMENT SERIES

The Professional Development Series (PDS) consists of seven courses that provide a well-rounded set of fundamentals for those in the emergency management profession. All seven PDS courses are offered online via Independent Study at EMI's website:

<http://www.training.fema.gov/emiweb/PDS>

PDS courses are sometimes offered in the classroom as an instructor led course. Students taking the courses in the classroom must take the online test for the independent study version of the course to receive credit for the equivalent EMI independent study course. Tests for a course can be accessed and completed via the EMI independent study website without completing the online course.

ADVANCED PROFESSIONAL SERIES

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, alongside of and building on Professional Development Series management and coordination skills.

The original Advanced Professional Series (APS) course lineup was established five years ago, and updated in 2004, to motivate and challenge students to continue emergency management training. Courses address top skills for performing emergency management and disaster duties. Most APS courses are classroom courses. Beginning the spring semester of 2012, students that have completed the APS Program may apply to Cleveland State University and upon acceptance may be eligible to utilize their APS courses to obtain four semester hours towards a Bachelor of Arts degree in Public Safety Management. Students must successfully complete a departmental examination covering the five APS required core courses and submit summaries of the five APS elective courses that the student completed to obtain their APS certificate from EMI

Required Courses

G775/IS775 EOC Management and Operations

G191 Incident Command System/Emergency Operations Center Interface

G250.7 Rapid Assessment Workshop

G270.4 Recovery from Disaster, the Local Government Role

G393 Mitigation for Emergency Managers

Elective Courses

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G288 Donations Management Workshop

G362 Multi-Hazard Emergency Planning for Schools

G197 Integrating Access and Functional Needs into Emergency Planning (under development)

IS703 Resource Management

G202 Debris Management

G386 Mass Fatalities

G137 Exercise Program Manager

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 OR

IS271 Anticipating Hazardous Weather and Community Risk

G272 Warning Coordination

G146 Homeland Security Exercise and Evaluation Program OR

L147 Homeland Security Exercise and Evaluation Program Train the Trainer

Students must complete all five required courses and five of the 16 electives. Ohio EMA training will offer courses from this series to allow students to complete the requirements over a maximum three-year period.

Certificate of Completion

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

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

Certificate Request

Requests for the certificate of completion must be sent first to the state training officer for verification. Include a copy of course certificates, the date and place the course was taken and the name of the course manager of each course completed.

COUNTY DIRECTOR TRAINING REQUIREMENT

Sections 5502.26, 5502.27, and 5502.271 of the Revised Code require each Director of an Emergency Management Agency for a political subdivision to pursue a professional development program in accordance with rules developed under section 5502.25 of the Revised Code. Directors appointed since June 1988 shall acquire training as defined by the Emergency Management Agency, including the following:

1. An introductory course for emergency management taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state sponsored course or an equivalent course taught at an accredited university.
2. One course for emergency planning taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state sponsored course or an equivalent course taught at an accredited university.
3. One course in exercise design taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state sponsored course or an equivalent course taught at an accredited university.
4. One course in disaster recovery taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state sponsored course or an equivalent course taught at an accredited university.
5. A maximum of two refreshers or continuing education courses, annually, as may be necessitated by changes to law or programs administered by the executive director for emergency management.

Upon assuming the position of director of emergency management for a political subdivision, the individual shall complete, or have completed, the required courses within a three-year period from the date of appointment.

CONTINUING EDUCATION UNITS (CEU)

Ohio EMA awards CEU for courses based on the following formula.

- One CEU is awarded per 10 contact hours.
- A contact hour is defined as 50 minutes of classroom instruction.
- Classroom instruction is defined as lecture, practical exercises, class discussion, directed studies, or other activities as outlined in the applicable program of instruction or instructor guide.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

The following activities are not considered classroom instruction and will not be considered in the CEU calculation.

- End of course testing
- Lunch breaks
- Course administrative sessions

While breaks are normally scheduled for 10 minutes every hour, alternative break schedules can be used while still meeting the CEU requirement for 50 minutes of classroom instruction. For example, class is scheduled for 8:00 am – 12:00 pm with one 30-minute break from 9:45 – 10:15. This is calculated as 4 hours of classroom time and .4 CEU is awarded because a total of 40 minutes of breaks is allowed during a 4-hour period. The breaks do not have to be taken in 10-minute increments and can be combined.

When a course is scheduled, the number of CEUs available for the course will be calculated based on the length of the course outlined in the program of instruction or instructor guide. This is for planning purposes only and the actual number of CEUs awarded will be determined by the number of hours the course actually met.

CEUs will be awarded for online or independent study courses using the criteria defined above with the exception that the CEUs calculated based on the length of the course outlined in the program of instruction or the instructor guide will be the actual number awarded to students completing the course.

Acceptance of CEUs awarded by Ohio EMA Training may vary from one certifying body to the next and students should contact their certifying body regarding acceptance of the Ohio EMA Training CEU before attending class. Ohio EMA Training will work with a student's certifying agency to the extent possible to coordinate acceptance but cannot guarantee acceptance of the Ohio EMA Training CEU.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

COURSE DESCRIPTIONS

This section contains a listing of all courses in the Ohio EMA curriculum with a brief description of each. For up-to-date course offerings or to register for a course please visit the Ohio EMA training webpage at <http://ema.ohio.gov/training> or refer to the individual course announcement that is distributed prior to the start of each course. For questions about any of the courses listed here or for questions about registering, please call Ohio EMA training at (614)799-3680 or email EMATraining@dps.state.oh.us

G-202 Debris Management

Course Description: This two-day course is provided to local/state personnel who are responsible for planning and/or implementing debris removal and disposal actions. This includes Public Works, Solid Waste Management, Engineering, Environmental Compliance, Public Information, Legal Affairs and Procurement/Contracting. For additional information, please view FEMA's website at:

www.fema.gov/r-n-r/pa/dmgtoc.htm.

Target Audience: Emergency Management, Litter Control/Recycling, Extension Agent, Solid Waste Management, Township Trustees, Sanitary Engineer, Law Enforcement, Soil/Water Offices, Natural Resources Conservation Service, County Engineer, Health Department, Public Works officials, County Sheriff, County/local Public Information Officers and County Prosecutor's office

Scheduling: This course may be delivered in a host county. Counties interested in hosting this course should contact Ohio EMA Disaster Recovery Branch at 614-889-7176 or 614-799-3669 for information and scheduling.

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-270.4 Recovery from Disaster, the Local Government Role

Course Description: This two-day workshop is designed for local government disaster recovery professional (elected officials, city/county administrators, emergency management coordinators, public works directors, building inspectors, community planners, and unmet needs committee coordinators).

Target Audience: Emergency management, city and county administrators, community planners, building inspectors, and public works directors

Prerequisites: None

This is a "Required" course in the Advanced Professional Series (APS) program.

This course fulfills the county director training requirement to attend; "A disaster recovery taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state-sponsored course or an equivalent course taught at an accredited university." As outlined in chapter 4501:3-5 Training, of the Ohio Administrative Code (OAC).

G-605 Damage Assessment

Course Description: This eight-hour workshop discusses the damage assessment process, composition or membership of damage assessment teams and damage assessment criteria necessary to receive supplemental state or federal disaster assistance.

Target Audience: Emergency management, local officials and organized local damage assessment teams

Scheduling: This course may be delivered in a host county. Counties interested in hosting this course should contact Ohio EMA Disaster Recovery Branch at 614-889-7176 or 614-799-3669 for information and scheduling

Prerequisites: None

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-618 Cost Documentation Workshop

Course Description: This four-hour workshop is designed to assist potential applicants with the cost documentation requirements of the Public Assistance Program. Also useful, similar format/same forms, for applicants compiling application packets for the State Disaster Relief Program.

Target Audience: The target audience includes workers in the field, record keepers and other personnel responsible for documentation who are representative of local/state governments or private non-profit organizations with facilities for emergency, medical, educational, utility custodial care or other types of facilities that provide a governmental type service open to the public.

Scheduling: This course may be delivered in a host county. Counties interested in hosting this course should contact Ohio EMA Disaster Recovery Branch at 614-889-7176 or 614-799-3669 for information and scheduling

Prerequisites: None

IS (ICS) 100/IS 700 Introduction to the Incident Command System /National Incident Management System

Course Description: IS-100 and IS-700 are combined into a one-day course that introduces the Incident Command System (ICS) and provides the foundation for higher-level ICS. It describes the history, features and principles, and the organizational structure of the ICS. It also explains the purpose, principles, key components and benefits of the National Incident Management System (NIMS) and explains the relationship between ICS and NIMS.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Counties wishing to host this training should contact the Ohio EMA training office at (614)799-7168 or (614)799-3680 for availability and scheduling.

Prerequisites: None

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

IS (ICS) 200/IS 800.B Basic Incident Command System /National Response Framework

Course Description: IS-200 and IS-800.B are combined into this two-day course that 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.

This course also introduces students to the National Response Framework (NRF), including the concept of operations upon which the plan is built, roles and responsibilities of the key players, and the organizational structures used to manage these resources.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Counties wishing to host this training should contact the Ohio EMA training office at (614)799-7168 or (614)799-3680 for availability and scheduling.

Prerequisites: ICS-100, IS-700

ICS-300 Incident Command System Intermediate

Course Description: This eighteen hour course covers organization and staffing, organizing for incidents and events, resource management, and air operations

Course Topics:

- ICS staffing and organization, including reporting and working relationships and information flow.
- Transfer of command.
- Unified Command functions in a multi-jurisdictional or multi-agency incident.
- ICS forms.
- Resource management.
- Interagency mission planning and procurement.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health. Persons assuming ICS supervisory positions

Counties wishing to host this training should contact the Ohio EMA training Office at (614)799-7168 or (614)799-3680 for availability and scheduling.

Prerequisites: ICS-100, ICS-200 and IS-700

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

ICS-400 Incident Command System Advanced

Course Description: This thirteen-hour course expands upon the material covered in ICS-100 through ICS-300. ICS-400 focuses on large single-agency and complex multiagency/multijurisdictional incident response. The course addresses area command and staff issues, as well as the planning, logistical, and fiscal considerations associated with complex incident management and interagency coordination.

Course Topics:

Command and General Staff.

Deputies and assistants.

Unified Command.

Organizational relationships between Area Command, Unified Command, Multi Entity Coordination Systems, and Emergency Operations Centers (EOCs).

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health. Persons expected to perform in a management capacity in an area command/complex incident environment.

Counties wishing to host this training should contact the Ohio EMA training office at (614)799-7168 or (614)799-3680 for availability and scheduling

Prerequisites: ICS-100, ICS-200, ICS-300, and IS-700

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

This one-day 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.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Prerequisites: ICS-100 and 200

This is a "Required" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

L-449 Incident Command System Train the Trainer

This four day course prepares participants to deliver EMI's ICS-300, Incident Command System (ICS) for Expanding Incidents; ICS-400, Advanced Incident Command System (ICS) Command and General Staff – Complex Incidents; and the Incident Command System/Emergency Operations Center (ICS/EOC) Interface (G-191).

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, public health, and others who may be called upon to train ICS courses

Prerequisites: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, and IS-800. NOTE: Applicants must have taken the EMI, U.S. Department of Agriculture, National Fire Academy (NFA), or National Wildfire Coordinating Group (NWCG) ICS courses. Other ICS courses must be consistent with the ICS objectives prescribed by the National Integration Center (NIC). Applicants who have taken the prerequisite courses through a source other than those listed above must contact the Ohio EMA Training and Exercise Section prior to enrolling.

Applicants must have served as Incident Commander (IC), or on Command or General Staff positions on incidents longer than one operational period (or requiring a written incident action plan) and involving multiagency coordination.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-235/IS-235 Emergency Planning

Course Description: This course is designed to prepare planners to use the standard terminology and concepts of a properly structured Emergency Operations Plan in the planning process, hazard analysis, the basic plan, annexes, appendices, and implementing instructions. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, and public works

Prerequisites: None

This is a Professional Development Series (PDS) course.

This course fulfills the county director training requirement to attend: "One course for emergency planning taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state sponsored course or an equivalent course taught at an accredited university," as outlined in chapter 4501:3-5, Training of the Ohio Administrative Code (OAC)

G-358 Evacuation and Re-entry Planning

Course Description: This two-day course is designed to provide participants with 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.

Target Audience: Emergency management, planners, and persons responsible for evacuation planning.

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-364 Multi-Hazard Planning for Schools

Course Description: This two-day 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. This course follows the guidance set forth in the FEMA Comprehensive Preparedness Guide, CPG 101, for developing an emergency operations plan and explains how to utilize the National Incident Management System (NIMS) as the foundation for planning and building partnerships with outside agencies such as law enforcement, fire, and emergency management.

In an optional exercise day, this course provides participants with an opportunity to conduct and design a tabletop exercise using Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Target Audience: Emergency management, school staff and administrators, school resource officers, and persons responsible for school safety planning

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

G-408 Homeland Security Planning

Course Description: This course teaches participants to evaluate, revise, or develop a homeland security appendix to their jurisdiction's existing Emergency Operations Plan (EOP). The course addresses such key issues as vulnerability analysis and command and control for homeland security events. In keeping with recommendations of the Gilmore Commission, this course builds on existing emergency response systems as articulated by the local EOP.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Prerequisites: Participants should have a working knowledge of emergency planning, the Incident Command System (ICS) and/or emergency operating center (EOC) operations.

This is an "Elective" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-271 Hazardous Weather and Flood Preparedness

Course Description: This three-day course was developed by the National Weather Service (NWS) and FEMA with input from many states and local emergency managers. It is intended to help to promote a more proactive response to weather and flooding hazards through close coordination between emergency management and NWS.

This course covers:

- how the basic elements of weather can combine to create potential hazards in an area;
- weather forecast products and how to interpret them and;
- anticipating hazardous weather for planning, warning and response purposes.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, elected officials.

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

G-272 Warning Coordination

Course Description: This one and one-half day course was produced in partnership with the NWS.

Every year the United States experiences more severe weather than any other country in the world. In order 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. Course topics include the social dimensions of warning response, developing an effective community warning process and working with the news media to create a weather warning partnership. In addition to lecture and discussion, the course includes case studies and exercises.

Target Audience: Emergency management

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-361 Flood Fight Operations

Course Description: This course provides specific information on riverine flooding. Other types of floods, such as flash floods, flooding related to ice jams or packs, and floods on alluvial fans present unique problems which are beyond the scope of this program. However, there are similarities between all of these floods and persons dealing with these and other unique flood hazards can benefit from the information presented in this program.

Target Audience: Personnel active in flood preparedness or response. Emergency management. Flood or water control managers.

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

OH-230 Introduction to Emergency Management in Ohio

Course Description: This four-day course provides new emergency managers, emergency management staff and local officials with the fundamental principles and practices of emergency management and provides a framework for the future professional growth of every emergency manager and responder. This course is designed to provide a basic framework of understanding of emergency management and homeland security in Ohio.

Target Audience: Emergency management

Prerequisites: IS-230, Principles of Emergency Management

This course fulfills the county director training requirement to attend: "An introductory course for emergency management taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state-sponsored course or an equivalent course taught at an accredited university,." as outlined in chapter 4501:3-5, Training, of the Ohio Administrative Code (OAC).

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-132 Exercise Design

Course Description: This four-day course is designed for exercise staff to acquire fundamental knowledge and skills necessary to develop, conduct, evaluate, and follow-up basic activities and exercises, including exercise orientations, drills and tabletop exercises. The content addresses the fundamental requirements of an overall exercise program and its components.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, public health, public information, VOAD, private industry

Prerequisites: The participant must have completed IS-120, An Orientation to Community Disaster Exercises and IS-139, Exercise Design

Recommended: The participant should have some knowledge of emergency management operations and exercises.

This is a Professional Development Series (PDS) course.

This course fulfills the county director training requirement to attend: "A course in exercise design taught at the "Emergency Management Institute" at Emmitsburg, Maryland, an extension of the "Emergency Management Institute" at a state-sponsored course or an equivalent course taught at an accredited university," as outlined in chapter 4501:3-5, Training, of the Ohio Administrative Code (OAC).

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

PER-229 Introduction to the CAMEO Suite

Course Description: This course is delivered by the LSU National Center for Biomedical Research and Training (NCBRT) and provides performance-level training on the CAMEO suite to emergency response personnel, principally by training representatives of local and state agencies who respond to intentional acts; natural occurrence; or accidental events.

Prerequisites: None.

Target Audience: Emergency management, fire, law enforcement

Recommended: Basic personal computer skills and knowledge, familiarity with databases, spreadsheets and digital mapping is preferred.

MGT-320 Computer-Aided Management of Emergency Operations (CAMEO) (Advanced)

Course Description: This course is delivered by the LSU NCBRT. The objectives of the course are to review the basic elements for the CAMEO programs (CAMEO, ALOHA, and MARPLOT), and discuss how they can be used to enhance local WMD emergency planning and response plans. Develop recommendations for addressing anticipated problems and issues in the development and use of CAMEO as a tool in state and local WMD planning and response activities and explain the value of using CAMEO as a decision-support system. Describe four potential scenarios for terrorist attacks in communities within the United States; examine the nature and characteristics of the Routes Module in CAMEO and discuss how this information can assist in community hazards analysis of WMD threats; review the nature and characteristics of the Special Locations, Contacts, and Resources Modules in CAMEO and explain how they could be used to enhance emergency planning, response, and recovery efforts associated with WMD threats; create a community profile using MARPLOT; as a part of the community vulnerability assessment process, the profile must explain how the community is characterized by its property, geography, infrastructure, demographics, and resources; explain the purpose, characteristics, and limitation of ALOHA and its uses in WMD emergency response, recovery and planning activities.

Prerequisites: Completion of an Awareness- level course

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

IS/G-241 Decision-Making and Problem Solving

Course Description: Being able to make decisions and solve problems 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.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Prerequisites: None

This is a Professional Development Series (PDS) course.

IS/G-242 Effective Communications

Course Description: 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.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Prerequisites: None

This is a Professional Development Series (PDS) course.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

IS/G-240 Leadership and Influence

Course Description: 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.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Prerequisites: None

This is a Professional Development Series (PDS) course.

IS/G-244 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.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, VOAD, public works, public health

Prerequisites: None

This is a Professional Development Series (PDS) course.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-108 Community Mass Care Management

Course Description: The goal of this two-day course is to equip emergency management staff and voluntary agency personnel with the knowledge and skills necessary to perform as effective mass care coordinators in a broad range of disaster situations. The course covers how to assess and size up mass care needs; how to plan for mass care; recruitment, training, and exercises for mass care personnel; and actions to take in short-term and long-term mass care operations. At the end of the course, students should be able to:

- Describe how effective planning facilitates a timely response to victims' needs when a disaster strikes.
- Identify the factors in their communities that affect mass care planning.
- Identify the resources required to meet the community's mass care needs.
- Develop an annex to the local EOP that addresses community mass care needs.
- Describe the long-term mass care issues that can arise in the aftermath of a disaster and how to respond to them.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, public health, VOAD

Prerequisites: None

This is a "Required" course in the Advanced Professional Series (APS) program.

G-775 EOC Management and Operations

Course Description: This two-day course examines the role, design, and functions of Emergency Operations Centers (EOC) and their relationships as components of a multi-agency coordination system. The course provides training about staffing and organization, information, systems, communications and equipment needs at the EOC; activating and deactivating the EOC; EOC operations; and EOC testing, training and exercising. It uses activities and case studies about EOCs and multi-agency coordination systems at the local, State and Federal levels of government.

Target Audience: Emergency management and any others who may staff or manage an EOC

Prerequisites: Recommended—IS-701, Multi-Agency Coordination System (MACS)

This is a "Required" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G250.7 RAPID Assessment Workshop

Course Description: This one-day workshop provides communities with a Resource Guide and Facilitator's Guide that can be used when developing the plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster. This intelligence is used to prioritize response activities, allocate available resources and specifically request resources from other sources to save and sustain lives.

Target Audience: Any community working to improve its disaster intelligence collection procedures

Prerequisites: None

This is a "Required" course in the Advanced Professional Series (APS) program.

G-288 Local Volunteer and Donations Management

Course Description: This one-day workshop addresses the planning consideration and operational requirements for an effective donations management system at the local level. A special emphasis is put on the important of collaborative partnerships between local government, voluntary agencies, and community organizations as the key to success in volunteer and donations management.

Target Audience: Emergency management, any others with responsibility to oversee, coordinate and/or assist with the state and local donations functions during disasters

Prerequisites: IS-288, The role of Voluntary Agencies in Emergency Management

Recommended: IS-100, Introduction to the Incident Command System, IS-700, National Incident Management System.

This is an "Elective" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-290 Basic Public Information Officer Course

Course Description: This two and one-half day course is intended for the new or less experienced PIO. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing and television interviews.

Target Audience: Public information officers in emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Individuals with considerable experience in public information may want to consider applying for a waiver to attend the Advanced Public Information Officers (E388) course at EMI. This is an "Elective" course in the Advanced Professional Series (APS) program.

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-291 Joint Information System

Course Description: As an incident expands in complexity, often multiple agencies, departments, and jurisdictions may be integrated into incident management activities both at the command and coordination levels. In a multiagency response, several public information officers (PIOs) may be assigned to the incident, requiring increased coordination. The national Incident Management System (NIMS), based on best practices, recommends that responders establish:

- The Joint Information System (JIS): The JIS provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines, including the private sector and nongovernmental organizations (NGOs).
- The Joint Information Center (JIC): The JIC is used to ensure coordination of public information during incidents that involve multiple agencies and/or Jurisdictions. The Incident Command/Unified Command may use a JIC to support the gathering, verification, coordination, and dissemination of accurate, accessible, and timely information. The JIC is a central location that facilitates operation of the JIS.

This course will:

- Equip PIOs with the skills needed to establish and operate a JIS/JIC.
- Impart a working knowledge of operational practices for performing PIO duties within the NIMS multiagency coordination system.

Target Audience: Individuals who have public information responsibilities as their main job or as an auxiliary function at the state, tribal or local level of government.

Prerequisites: None

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-386 Mass Fatalities Planning

Course Description: This two-day course prepares local and state response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster.

The course covers incident management, mass fatalities, planning before and operations during an incident, establishing the morgue, family assistance support operations and assistance from the federal government.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-703/IS-703 NIMS Resource Management

Course Description: This course provides the principles, tools, processes, and systems used in the NIMS that incident managers need for timely and effective resource management during an incident. Primary tasks addressed in this course are:

- Establishing systems for describing, inventorying, requesting, and tracking resources;
- Activating these systems prior to and during an incident;
- Dispatching resources prior to and during an incident; and
- Deactivating or recalling resources during or after incidents.

The course shows that resources including personnel, teams, facilities, equipment and supplies, are managed through this NIMS system by advance planning; resource identification and ordering; categorizing resources; use of agreements; acquisition management; management information systems; and protocols for ordering, mobilization and dispatching.

The course begins with resource management concepts and principles and then addresses how to get an organization ready for managing resources in disasters. Next, the course focuses on management of resources during an incident and goes on to a section dealing with the complex incident. There is then a section about reassessing readiness in the post-incident period followed by a summary and conclusion.

This course will supersede G276, Resource Management. For purposes of the Advanced Professional Series, those who have completed G276 may still claim credit for it as an elective, or IS-703 will count toward that elective.

This course can be taken via independent study at <http://training.fema.gov/EMIWeb/IS/is703.asp> or in the classroom. The classroom course is two-days long.

Target Audience: Emergency management, fire, law enforcement, emergency medical services, public works, and public health.

Prerequisites: None

This is an "Elective" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G-393 Mitigation for Emergency Managers

Course Description: This course is designed to train emergency managers and other interested individuals who have no specialized technical background, but can support mitigation efforts as advocates. The course provides activities and exercises that build the participants' abilities to perform the tasks and responsibilities of the emergency manager's role; create long-term strategies for disaster-resistant communities; identify local mitigation opportunities; select mitigation solutions to hazard risk problems; find resources to carry out mitigation activities in a post-disaster environment.

Target Audience: Emergency management, mitigation planners

Prerequisites: IS-393 Introduction to Hazard Mitigation

This is a "Required" course in the Advanced Professional Series (APS) program.

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

APPENDIX A, CURRICULUM

ICS/NIMS

It is recommended that courses in the ICS/NIMS Curriculum be completed in the following order.

IS 700	National Incident Command System
IS 800.B	National Response Framework
IS/ICS 100	Introduction to Incident Command System
IS/ICS 200	Basic Incident Command System
G 191	ICS/EOC Interface
ICS 300	Intermediate Incident Command System
ICS 400	Advanced Incident Command System

Planning

IS/G 235	Emergency Planning
G 408	Homeland Security Planning
G 358	Evacuation and Reentry Planning
G 362	Multi-hazard Planning for Schools

Recovery

G 270.4	Recovery from Disaster the Local Government Role
G 202	Debris Management
G 605	Damage Assessment
G 618	Cost Documentation

Ohio Revised Code

IS 230	Principles of Emergency Management
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Ohio Emergency Management Agency

2012 - 2013 Training Catalog

- OH 230 Introduction to Emergency Management in Ohio
- IS/G 235 Emergency Planning
- IS/G139 Exercise Design
- G 270.4 Recovery from Disaster the Local Government Role

Professional Development Series (FEMA)

- IS 230 Principles of Emergency Management
- IS/G 235 Emergency Planning
- IS/G139 Exercise Design
- IS 242 Effective Communications
- IS 241 Decision-Making and Problem Solving
- IS 240 Leadership and Influence
- IS 244 Developing and Managing Volunteers

Severe Weather

- G 271 Hazardous Weather
- G 272 Warning Coordination
- G 361 Flood Fight Operations

Advanced Professional Series (FEMA)

Students must complete all of the required and any five (5) of the ELECTIVES to complete the series

REQUIRED

- G 191 ICS/EOC Interface
- G 250.7 Rapid Assessment Workshop
- G 270.4 Recovery from Disaster the Local Government Role

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

G 393 Mitigation for Emergency Managers

G 775 EOC Management and Operations

ELECTIVES

G 108 Community Mass Care Management

G 197 Integrating Access and Functional Needs into Emergency Planning (under development)

G 202 Debris Management

IS 271a Anticipating Hazardous Weather and Community Risk Or G 271 Hazardous Weather

G 272 Warning Coordination

G 288 Donations' Management

G 290 Basic Public Information Officer Course

G 358 Evacuation and Reentry Planning

G 361 Flood Fight Operations

G 362 Multi-hazard Planning for Schools

G 386 Mass Fatalities Planning

ICS 400 Advanced Incident Command System

G 408 Homeland Security Planning

IS/G 703 NIMS Resource Management

WMD/Terrorism

CAMEO Computer-Aided Management of Emergency Operations (LSU)

Ohio Emergency Management Agency

2012 - 2013 Training Catalog

APPENDIX B, COURSE EVALUATION FORM

COURSE NAME	COURSE MANAGER/LEAD INSTRUCTOR			
PRIMARY ROLE IN EMERGENCY MANAGEMENT	YEARS OF EXPERIENCE IN EMERGENCY MANAGEMENT			
COURSE ASSESSMENT (Circle the response closest to your opinion)				
	Disagree	→	→	Strongly Agree
Student Manual will be a useful reference	1	2	3	4
Materials are related to your needs	1	2	3	4
Course objectives were met	1	2	3	4
Class participation was encouraged	1	2	3	4
Questions were answered completely	1	2	3	4
Course was a reasonable length of time	1	2	3	4
Course covered the right amount of information	1	2	3	4
Contributed to my knowledge and skills	1	2	3	4
I will use what I learned at my home agency or office	1	2	3	4

Suggestions for additional instructional materials and audio-visual aids that might improve this course.

How might the course content or structure be improved?

How might the instructors improve their class delivery?

Please comment on whether the course met your expectations, if you would recommend it to others, and if and how you feel it will help you.

Any other suggestions for improvement of the course?

APPENDIX C, CONTACT INFORMATION

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