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Welcome!
The ADEM Training & Exercise Branch welcomes you!

This ADEM Training & Exercise Plan has been designed to provide detailed information regarding acceptable training standards; courses that are offered; classes that are required; and how these fit in to a yearly cycle of emergency management exercises. Please refer to this document as needed to decide upon training courses desired for your jurisdiction. In many cases, further details and training opportunities are also available from the FEMA training site https://training.fema.gov.

Once appropriate training has been delivered, we encourage you to host or participate in exercises of varying types that will further enhance your and your jurisdiction’s emergency response and management abilities.

As always, if you have any questions about training opportunities offered through ADEM, or if you have specific requests for or questions about training, please contact the Training Section at training@adem.arkansas.gov, or for exercises contact the Exercise Section at exercise@adem.arkansas.gov.

Chris Foreman
Training & Exercise Branch Manager

chris.foreman@adem.arkansas.gov
# ADEM Training & Exercise Plan

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Part A: General Information
Introduction

Purpose

The mission of the Training and Exercise Branch of the Arkansas Division of Emergency Management (ADEM) is to provide appropriate training opportunities for emergency responders in the state of Arkansas, along with meeting the challenges of putting that training to use during exercises of various types and real world events. The safety of these responders, the community, and the environment is the ultimate goal of all training and exercise programs and is essential to the outcome of all emergency incidents.

The ADEM Training & Exercise Plan has been designed to provide a program that enhances professional competency, increases situational awareness, and promotes responsible and safe practices throughout the state’s emergency preparedness and response community. Specific coursework and exercises outlined in this program contain instructional material that is appropriate for the accomplishment of these objectives.

The basic flow of the Training & Exercise program is thus: a) Training needs are assessed; b) Instructors present classes to responders; c) Exercises are designed and held; d) Response issues are discovered; so that e) further training requirements may be identified. Each step in the process builds upon the previous one(s), and leads participants through a natural and continuous process where training is reinforced through lessons learned during exercises while the exercises identify training needs.

This program of instruction and exercise utilizes a broad approach to integrating regulatory requirements and other training and exercise opportunities. It provides participants with the requisite knowledge and skills necessary to plan for and respond to emergencies involving natural or man-caused disasters, hazardous materials events, incidents involving weapons of mass destruction, and terrorism-related actions. With the knowledge and skills gained through the training and exercise program, participants are provided with the tools they need to protect themselves, other emergency responders, the community, and the environment.

Overall, the various training and exercise programs in the state are created, promoted, and coordinated through ADEM and the United States Department of Homeland Security’s (DHS) Federal Emergency Management Agency (FEMA). This coordination extends to the local levels of government within the state, and partners with nonprofit organizations, private industry, and other Non-Governmental Organizations (NGOs). The training and exercise schedule is designed to prepare ADEM and our partners and community stakeholders for hazards which may impact the state at any time.

Regulatory Reference

The Training and Exercise Plan is based upon the following regulatory requirements:

- Presidential Policy Directive (PPD) 8.
ADEM TRAINING & EXERCISE PLAN

- Act 511 of 1973, as Amended, “The Emergency Services Act”.
- Act 646 of 1999.
- Arkansas Code Title 12, Subtitle 5, et al.
- NFPA Standards 471, 472, 473, and 1072.
- ACT 918 of 2005, “Retention of Public Records by State Agencies”.
- DIS Policy 200.00/GS 04200, “Training and Education Records”.

Scope

All personnel identified in local, state, and federal emergency operations plans who have specified emergency response roles are required to successfully participate in and complete the courses and exercises as outlined in the ADEM Training & Exercise Plan. This includes, but is not limited to, meeting the minimum National Incident Management System training and exercises pursuant to their role(s).

Responsibilities

DHS/FEMA Region VI

The Department of Homeland Security/Federal Emergency Management Agency Region VI is responsible for the following functions.

- Granting initial approval for the development and conduct of courses.
- Tracking State development of course material to ensure the achievement of performance goals and objectives.
- Tracking and verifying training courses presented and numbers trained.
- Assisting in developing and verifying State training needs assessments.
- Providing recommendations to the FEMA-HQ Staff concerning:
  - State and/or local issues and concerns.
  - Scheduling of activities.
  - Evaluation of training activities.
  - Reviewing training-related documents as requested by the FEMA-HQ Training Staff using normal protocol and chain of command.
ADEM Training & Exercise Branch Manager

The ADEM Training & Exercise Branch Manager shall be responsible for the following:

- Overall Training & Exercise Plan Management.
- Delegation of Authority to ADEM Training Section instructors appropriate for the performance of the duties of their position.
- Communication of new or amended skills and knowledge to DHS/FEMA Region VI as these are identified so that needs analysis information can be jointly maintained at both the state and regional levels.
- Acting as the Point of Contact for matters pertaining to Training & Exercises.
- Assessment and update of training needs as necessary.
- Assisting in the identification of training audiences.
- Participation in training as an instructor, evaluator, and/or student.
- Assist in the annual budgetary process and amendments regarding Training & Exercise programs and activities.
- Provide support and guidance for local jurisdiction training and exercises.
- Development of the Plan of Instruction (POI) and Training Materials which support Training & Exercise Branch activities.
- Identification of problems and issues which require resolution.
- Review and analysis of the instructional capabilities of potential course instructors.
- Appraising DHS/FEMA Region VI of any changes to training programs.
- Participation in the review of training and exercise-related documents.
- Ensuring all training and exercise operations conform to guidance.
- Provide required training reports to DHS/FEMA Region VI in accordance with grant requirements.

ADEM Instructors

ADEM staff instructors shall be responsible for the following tasks, and others as assigned:

- Assist the Training & Exercise Branch Manager in the execution of assigned duties.
- Management of all Training Section activities and programs.
- Serve as the Point of Contact for matters pertaining to Training courses and activities.
- Maintain certifications relevant to the courses instructed.
- Perform course management duties when assigned as the Course Manager.
- Serve as the course Point of Contact when assigned as the Course Manager.
- Conduct courses in accordance with the ADEM Training Policy.
- Complete and submit all required course documentation when assigned as the Course Manager at the end of the course, upon return to the ADEM office, or within five (5) business days of the end of the course. This includes but is not limited to:
  - Class Roster(s)
  - Course Evaluations
  - Student Travel Documents
ADEM TRAINING & EXERCISE PLAN

- Workbook for Hazardous Materials Courses
- Instructor TR-1(s)
- Instructor Invoice(s)

ADEM prefers that instructors complete required travel documentation on the last day of class or upon return to the ADEM office. If an instructor will not be returning to the ADEM office following class, these documents should be secured and transported by the Course Manager or an instructor who is returning to the ADEM office. Otherwise, instructors have five (5) business days following the completion of the class for these documents to be received by the ADEM Training & Exercise Branch for review. Instructor reimbursement claims received outside of this time frame WILL NOT BE PAID.

**ADEM Adjunct Instructors**

All ADEM Adjunct Instructors shall be responsible for the following tasks:

- Assist the Training Instructor, ADEM Instructor, or Course Manager in the execution of their assigned duties.
- Perform course management duties when assigned as Course Manager.
- Conduct courses in accordance with the ADEM Training Policy.
- Complete all required course documentation, to include the following within five (5) business days of the last day of the course. This includes but is not limited to:
  - Class Roster(s)
  - Course Evaluations
  - Student Travel Documents
  - Workbook for Hazardous Materials Courses
  - Instructor TR-1(s)
  - Instructor Invoice(s)
- Maintain certifications relevant to the courses they instruct.

ADEM prefers that instructors complete all required travel documentation on the last day of class or upon return to the ADEM office. If an instructor will not be returning to the ADEM office following class, these documents should be secured and transported by the Course Manager or an instructor who is returning to the ADEM office. Otherwise, instructors have five (5) business days following the completion of the class for these documents to be received by the ADEM Training & Exercise Branch for review. Instructor reimbursement claims received outside of this time frame WILL NOT BE PAID.

**ADEM Exercise Officers**

The ADEM Exercise Officer shall be responsible for the following tasks:

- Assist the Training & Exercise Branch Manager in the execution of assigned duties.
- Management of all Exercise Section activities and programs.
- Delegate appropriate authority to personnel assigned to administer exercises.
- Act as the Point of Contact for matters pertaining to exercises.
ADEM TRAINING & EXERCISE PLAN

- Assessment and update of exercise needs as necessary.
- Review all After-Action Reports (AARs) for completeness and compile feedback.
- Track After-Action Report submission to ensure meeting a 90-day post-exercise deadline.
- Submit completed exercise documentation to FEMA.

Local Jurisdictions

County and local emergency coordinators are responsible for the following tasks:

- Completion of annual Training Needs Assessments.
- Identification of local personnel who require training.
- Assisting and/or implementing training at the local level where appropriate.
- Coordinate the participation of local personnel in training and exercises.
- Maintain training records of local personnel consistent with ADEM standards and local emergency management and/or public safety personnel policies.
- Deciding upon locations for, and obtaining facilities for, requested training and exercise activities.
- Provide a point of contact for local personnel regarding training and exercise matters.
- Completion of the annual National Incident Management System (NIMS) Survey.

Grant Management

ADEM has the responsibility for maintaining training records to satisfy normal Federal-grant documentation requirements and to be consistent with its established personnel record keeping practices for other emergency management and public safety training. The Training and Exercise Branch will establish and maintain a record keeping system that meets the requirements outlined in this document.

Plan Maintenance

The Training & Exercise Branch Manager, in conjunction with the Training Section personnel and the Exercise Section personnel, shall review this Training & Exercise Plan every two (2) years at a minimum. Should major changes to coursework, class offerings, or operational procedures occur, this plan should be reviewed following the changes and updated to reflect the changes, at the discretion of the Training & Exercise Branch Manager.

The review process entails, but is not limited to, the following tasks:

- Review of Branch and Section operational procedures.
- Review of FEMA-maintained courses.
- Update of ADEM-maintained courses to match FEMA requirements.
- Review of current instructor qualifications, and update where necessary.
- Review and update of current ADEM training requirements.
Part B: ADEM Training Plan
Section I: Course Management, Training Policy & Instructor Qualifications
Course Management

The Arkansas Division of Emergency Management is responsible for the development and management of the ADEM Training & Exercise Plan. The Training and Exercise Branch Manager shall ensure all courses are current, relevant, and appropriate along with ensuring all presentations are conducted in accordance with this plan.

Course Selection

Course selections will be based upon relevance and applicability to the training needs, goals, current and desired training levels, course content, and availability for the target audience. Course selections will be made from any of several sources available to ADEM, and are at the discretion of the Training & Exercise Branch Manager.

Training & Exercise Planning Workshop (TEPW)

The Training and Exercise Planning Workshop (TEPW) provides a collaborative workshop environment for Whole Community stakeholders to engage in the creation of the Training & Exercise Plan. The TEPW also serves as a forum to coordinate training and exercise activities across organizations in order to maximize the use of resources and prevent duplication of effort.

Training Needs Assessment

A Training Needs Assessment will be conducted in conjunction with the annual Training and Exercise Planning Workshop (TEPW). In order to ensure the training they desire for their agency or jurisdiction is offered, each of the Local Coordinators, ADEM Area Coordinators, agencies tasked with Emergency Support Functions (ESFs), should complete a yearly Training Needs Assessment. A mid-year needs assessment may be utilized to determine any changes to the training needs in the state. Once the Training Needs Assessment form has been released, recipients have the option of returning their assessment in person at the TEPW, via traditional mail, or in the form of an email addressed to: training@adem.arkansas.gov.

Local Coordinators are responsible for identifying all the training needs for their jurisdictions including all response partners as per the Annual State and Local Emergency Management Statement of Work, Required Activities #4-NIMS, #5-Planning, and #6-Other Duties. A link to this document is provided here.

Training Policy

In order to facilitate training in a comfortable and productive atmosphere for everyone, the Arkansas Division of Emergency Management requires participants to adhere to the following Training Policy. In general, for most courses ADEM will provide two or more instructors. One of these will be designated by the Training & Exercise Branch Manager or the Training Instructor as the Course Manager. The Course Manager shall be responsible for all course-related decisions.
Scheduling Training

The requesting entity will identify training and exercise needs for their respective jurisdiction, department, agency, or organization. These needs will be communicated to the Training & Exercise Branch through appropriate request forms and/or contact with the Training & Exercise Branch Manager.

Prior to contacting the Training & Exercise Branch, jurisdictions requesting training should do the following:

- Coordinate with adjacent jurisdictions to find or increase interest
- Locate an acceptable training site which:
  - Is appropriate to the type of class to be held
  - Can accommodate up to 40 students, 2 or more instructors, and associated instructional equipment & materials comfortably
  - Suitable outdoor training areas if required
  - Is well-maintained
  - Has adequate parking for the instructors and participants
  - Is relatively quiet and appropriate for conducting classes and proctoring tests
- Create a list of dates for the class to take place. This must take into account:
  - Dates must normally be scheduled at least ninety (90) days out
  - ADEM does not conduct classes in June and early July
  - ADEM does not conduct class between the week of Thanksgiving, until after New Year’s Day
  - Weather conditions must also be considered, especially for classes which require outdoor activities
  - Other classes may already be scheduled for that date – consider providing several options
- Check the on-line course listing at https://www.adem.arkansas.gov/training-exercise for other listings of the course(s) they wish to host which may fit their need

Once the above-listed items have been completed, the Training & Exercise Branch Manager, in coordination with ADEM Training Instructors, will approve and schedule the class or exercise if time, instructors, and funding are available. Once this has been listed on the training calendar, the Training & Exercise Branch will monitor registrations.

In order to facilitate proper setup and testing of equipment prior to class start, the Course Manager shall communicate with the course Point-of-Contact to allow time before class begins to access the classroom for these purposes. Generally, this will be the night before the first day of class or immediately before class starts on the first day. This process should take approximately 1 hour to complete, barring any unforeseen problems.
Class Size

Emergency Management Classes

A minimum of twenty (20) participants must register for an emergency management course to be held AND seventy-five percent (75%) of these must attend the course. Failure to meet either one of these requirements may result in the course being cancelled, even if instructors and participants have travelled to the hosting facility. *If an insufficient number register for a course, the course may be canceled and may not be rescheduled within the current year.*

Hazardous Materials Classes

For Hazardous Materials courses, minimum class size is based upon the course requested. For Hazardous Materials Awareness – Level 1 and Emergency Response Guidebook (ERG) Awareness, a minimum of ten (10) participants must be registered in order for the class to be held. Hazardous Materials Operations – Level 2 requires a minimum of fifteen (15), and Hazardous Materials Technician – Level 3 requires a minimum of twenty (20). *If an insufficient number register for a course, the course may be canceled and may not be rescheduled within the current year.*

Attendance

Most courses presented by ADEM instructors are filled with both lecture and individual or group exercises, and are presented over a period of 2 to 4 days, on average. Some courses are shorter in duration, while others are considerably longer. For this reason, it is difficult to define a specific amount of time that a participant may be absent from class; however, it has been determined that a participant may miss no more than 10% of the total class time in hours. For instance, if a class requires 5-days for a total of 40-hours, then no more than 4 hours may be missed. It is understood that there will sometimes be extenuating circumstances regarding attendance, and these will be handled by the Course Manager on a case-by-case basis.

If a participant needs to cancel a registration, please contact the Training & Exercise Branch no later than 72 hours prior to the start of the course so the vacancy may be offered to those who may be on a waiting list.

Dress Code

For the majority of ADEM-sponsored courses, business casual attire or duty uniform is required. In some cases, as in where outdoor or strenuous activity is required, casual dress may be more appropriate. Footwear shall be closed-toed shoes or boots, and in some cases steel-toed safety footwear may be required. Course participants should keep in mind Arkansas’ vulnerability to seasonal extremes and plan accordingly. Unless otherwise specified, decisions about proper attire are at the Course Manager’s discretion.

Medical Screening

Certain ADEM courses require strenuous physical activity and the use of personal protective equipment which may require medical clearance. Participants applying for these courses will be
required to provide the appropriate medical documentation prior to acceptance to the course. Suitable certification will also be accepted from the participant’s home department or organization. In some situations, participant baseline, working, and recovery vital signs may be obtained and recorded. Please consult the course description or contact the Training & Exercise Branch if you have any questions.

**Prerequisites**

Many of the courses outlined in the following sections are listed with prerequisite courses, educational requirements, or levels of experience that allow the student to begin class with a better understanding of the material to be presented which will help ensure their success in the classroom. These prerequisites are not in place to prevent any student from taking a given course; rather, the required classes enable the student to comprehend certain aspects of the course materials, which in many cases build extensively upon the knowledge gained in the prerequisite class.

**Applying for Training Courses**

Application for enrollment is required for all courses and may be made by completing an online application, available on the Training web link located on the ADEM homepage. Registrants may also contact the Training & Exercise Branch by phone or email. Early on-line applications are strongly advised.

**Course Work**

Many courses require completion of various projects, forms, reports and examinations. Participants should anticipate spending additional time in the evening for course preparation and study purposes. This time will vary according to the student, and in many cases there will be time for study and review during the allotted class time.

**Course Testing**

While not all courses require a test, several do require both a pre- and post-test. The pre-test is to gauge the participant’s level of subject knowledge before the course. Participants in most courses with a post-test must score a minimum of 75% in order to receive a course certificate.

**Expenses**

The course curriculum provided through ADEM is provided free of charge to all Arkansas residents. For travel expenses, course participants should come prepared to cover all out of-pocket-expenses, including lodging and meals. Students in classes requiring an overnight hotel stay and traveling outside a 50 mile radius of their home station are eligible for lodging and meal reimbursement up to the federal per diem rate approved for the course location provided they comply with the policies outlined below.

Hotel and per diem rates may be checked on the U.S. General Services Administration’s website here. On this site enter the city and state or zip code of the class location and click on “Find Rates”. You may also click on the state on the map further down on the page. The “Standard”
rate applies to anywhere in Arkansas except Pulaski County and Garland County. These two locations are listed as line items. Below this are the amounts approved for Meals and Incidental Expenses (M&IE). Meals are reimbursed at up to 75% on travel days. Meal reimbursements are not the total per diem, but actual meal costs incurred by the student.

It is the student’s responsibility to make any reservations needed for an overnight stay. **DO NOT** use online or other booking services such as Expedia, Trivago, etc. Many hotels require a federal or state identification card to receive a “government” rate. **Students are responsible for ensuring room rates are at or below the per diem limits.** Taxes and fees are then added to the base per diem rate. For students who choose to stay in the same hotel room, the student in whose name the hotel receipt is will be reimbursed for the hotel rate and per diem meals. The other student(s) in this room will only be allowed per diem meals, providing a notation is made on their Student TR-1 noting this fact. Student mileage **is not** a reimbursable expense.

ADEM will only reimburse hotel amounts up to the approved per diem rate for the course location. **Anything in excess is the student’s responsibility.** An original hotel receipt in the student’s name indicating a $0.00 balance is required to be submitted with your reimbursement request. The Course Manager shall review reimbursement requirements and procedures during each course, along with providing appropriate state and federal forms to the participants. Those participants who miss more than the allotted time for the course risk losing their reimbursement.

ADEM prefers that students complete all travel paperwork on the last day of class, as the Course Manager will be present to assist in this process. The Course Manager shall collect and secure these documents for transport to ADEM and submission to the Training Section Administrative Assistants for processing. Students may choose to submit these documents on their own; however, there is a time limit of five (5) business days following the last day of class for the documents to be received by the ADEM Training & Exercise Section. **Student reimbursement claims received outside of this time frame WILL NOT BE PAID.**

**Course Administration**

After registration, potential participants will receive an email from the registration system advising them to wait for a confirmation email. Once the participant has been added to the official course roster by the Training & Exercise Branch Administrative Assistant, the participant will be notified via email that they have been accepted.

If the predetermined maximum class size is met, a waiting list may be created. If the class size has not been met, late enrollments may be accepted by phone. Substitution of enrolled participants is not permitted.

Enrollment is limited in most courses and applications will be accepted based on date and time of submission. If, before or on the first morning of class requests are made to add students from the host jurisdiction or another local entity, the Course Manager may choose to do so based upon the expected class size, facility size, and other factors.
Certificates
The Training & Exercise Branch no longer issues printed certificates for participants who attend ADEM-sponsored classes. In the majority of cases, participants will receive an email with a certificate attached within one to two weeks. If the participant is absolutely unable to receive email, for whatever reason, an exception may be made at the discretion of the Course Manager.

Cancellation
If, at 30-days out, the offering does not have the minimum number of students, the requesting agency will be contacted and advised of the number of students registered. The requesting agency will be expected to contact others in their area to see if additional students can be located. If the minimum number of students has not been reached at the 14-day out mark, registration numbers will be reviewed and the course may be dropped from the schedule. If so, participants will be notified via email.

Every effort shall be made to contact the participants as far in advance of the course date as possible.

If there is further interest in holding the course at a later date, the Training & Exercise Branch Manager may choose to reschedule it according to open dates and instructor availability.

Out-of-State Training
Courses not offered in the state of Arkansas may be accessed through DHS/FEMA’s Emergency Management Institute (EMI) or a hosting facility or agency. Students desiring out-of-state training should complete the most current version of DHS/FEMA’s General Admissions Application (FEMA Form 119-25-1) and submit it to ADEM for approval by the State Training Officer and submission to FEMA.

Training Records
Training Records will be retained a minimum of four years as per Act 918 of 2005 and DIS Policy 200.00/GS 04002 Training and Education Records.

Instructor Qualifications
Instructors selected to teach these courses are required to possess a technical competency in the topic area, with the ability to impart information in a logical and concise manner. The following requirements must be met to ensure high standards are maintained for all personnel instructing courses.

• All instructors will successfully complete a Train-the-Trainer-Course with a minimum score of 90% on the final exam, or provide documentation of training from a recognized training institute, with a minimum of 40 hours or instructor training in Adult Training Methodology, such as the Instructor Training Course from the Center for Domestic Preparedness in Anniston, Alabama.
ADEM TRAINING & EXERCISE PLAN

• Each instructor must possess a current certificate of training in the subject matter or specific course, with a minimum score of 90% on the final exam.
• Instructors will teach/co-teach a minimum of two (2) classes per year to maintain competencies related to instructional methods and course materials and to retain authorization to instruct ADEM managed courses.
• All ICS instructors should have training and experience in adult education. For G0300 and G0400 courses, the instructor shall have served as an Incident Commander on, or have held a Command or General Staff position during, a real-world incident that exceeded one operational period or required a written Incident Action Plan (IAP). Specific requirements for ICS classes are listed below.
  o **IS0100** – All Training Instructors shall have successfully completed IS0100, IS0200, and IS0700 courses.
  o **IS0200** – Course Manager shall have successfully completed G0300. Unit instructors shall have successfully completed IS0200.
  o **G0300** – Instructors shall have successfully completed G0400 (Course Managers) or ICS-300 (Unit Instructors), and shall have served as an Incident Commander on, or have held a Command or General Staff position during, a real-world incident that exceeded one operational period or required a written Incident Action Plan (IAP). Unit Instructors with specialized knowledge and experience for the course audience (e.g., public health, public works) may have this considered in place of the command requirements.
  o **G0400** – Instructors shall have successfully completed G0400 and IS0800, and shall have served as an Incident Commander on, or have held a Command or General Staff position during, a real-world incident that exceeded one operational period or required a written Incident Action Plan (IAP). Unit Instructors with specialized knowledge and experience for the course audience (e.g., public health, public works) may have this considered in place of the command requirements.
• Provide a letter of recommendation from the local emergency manager to the ADEM Training and Exercise Branch Manager. The letter will require that the sponsoring agency or jurisdiction will accept responsibility for the conduct of their instructor(s) while performing training duties.
• Submit a Statement of Qualifications, ADEM Form 304, located in the ADEM Forms Section, to be reviewed and certified by the Training and Exercise Branch Manager.
Section II: ADEM Staff Training Requirements
The following list of courses are required for ADEM personnel assigned to various positions. Other personnel assigned to ESF and EMLO positions are encouraged to follow and maintain the same standards.

**ADEM Personnel**

*First 6 Months of Appointment*

ADEM personnel, within six (6) months of appointment shall successfully complete the following courses and provide copies of all certificates to the Training & Exercise Branch.

- IS0100: An Introduction to the Incident Command System
- IS0200: ICS for Single Resources and Initial Action Incidents
- IS0700: An Introduction to the National Incident Management System
- IS0800: National Response Framework: An Introduction
- AWR-160: WMD/Terrorism Awareness for First Responders
- IS0230: Fundamentals of Emergency Management
- Hazardous Materials: Awareness - Level 1

ADEM supervisory personnel, within six (6) months of appointment, shall successfully complete the following inter-agency training courses.

- Interpersonal Communication
- Hiring Talent
- You’ve got problems, we’ve got solutions
- HRkansas for Supervisors

*Within 12 Months of Appointment*

ADEM personnel, within twelve (12) months of appointment, shall successfully complete the following courses and provide copies of all certificates to the Training & Exercise Branch, or provide proof of prior completion.

- IS0235: Emergency Planning
- IS0240: Leadership and Influence
- IS0241: Decision Making and Problem Solving
- IS0242: Effective Communications
- IS0244: Developing and Managing Volunteers
- IS0120: An Introduction to Exercises
- G0300: Intermediate Incident Command System for Expanding Incidents
- AWR-175-W: Information Security for Everyone

*Within 24 Months of Appointment*

ADEM personnel, within twenty-four (24) months of appointment, shall successfully complete the following courses and provide copies of all certificates to the Training & Exercise Branch, or provide proof of prior completion.
ADEM TRAINING & EXERCISE PLAN

- IS0906: Workplace Security Awareness
- IS0907: Active Shooter: What You Can Do
- IS0702: NIMS Public Information System
- IS0703: NIMS Resource Management System

Within 36 Months of Appointment

ADEM personnel, within thirty-six (36) months of appointment, shall successfully complete a minimum of five of the following courses and provide copies of all certificates to the Training & Exercise Branch, or provide proof of prior completion.

- IS0003: Radiological Emergency Management
- IS0008: Building for the Earthquakes of Tomorrow
- IS0011: Animals in Disaster: Community Planning
- IS0020: Diversity Awareness
- IS0026: Guide to Points of Distribution
- IS0279: Retrofitting Flood-Prone Residential Buildings
- IS0288: The Role of Voluntary Organizations in Emergency Management
- IS0301: Radiological Emergency Response
- IS0393: Introduction to Hazard Mitigation
- IS0632: Introduction to Debris Operations
- IS0634: Introduction to FEMA’s Public Assistance Program
- G0775: Emergency Operations Center Management and Operations
  OR
- G2300: Intermediate Emergency Operations Center Functions
  Either G0775 or G2300 in conjunction with
- G0191: Incident Command System/Emergency Operations Center Interface Workshop

Division & Branch Leadership

ADEM Division and Branch leadership, within 12 months of appointment, shall complete the following courses or provide proof of prior completion.

ADEM personnel in supervisory roles are encouraged to complete the Advanced Professional Series (APS), as outlined later in this document.

- G0400: Advanced Incident Command System for Command and General Staff

Directorate & Team Chief Positions

ADEM Director, Deputy Director, and personnel assigned as Team Chiefs shall complete the following courses within twelve (12) months of appointment, or provide proof of prior completion.

ADEM personnel in supervisory roles are encouraged to complete the Advanced Professional Series (APS), as outlined later in this document.
• IS0247: Integrated Public Alert and Warning System (IPAWS)

Local Emergency Coordinators

Within 3 Months of Appointment
Local Emergency Coordinators, within three months of appointment, should successfully complete the following courses, including any prerequisites, or provide proof of prior completion.

- IS0700: An Introduction to the National Incident Management System
- IS0800: National Response Framework: An Introduction
- IS0230: Fundamentals of Emergency Management

Within 6 Months of Appointment
Local Emergency Coordinators, within six months of appointment, shall complete the following courses, including any prerequisites, or provide proof of prior completion.

- Hazardous Materials: Awareness - Level 1
- AWR-160: WMD Awareness-Level Training Course
- IS0100: An Introduction to the Incident Command System
- IS0200: ICS for Single Resources and Initial Action Incidents

Within 12 Month of Appointment
Local Emergency Coordinators, within twelve months of appointment, shall complete the following courses, including any prerequisites, or provide proof of prior completion.

- Hazardous Materials: Operations - Level 2
- G0290: Basic Public Information Officers Course
- IS0230: Fundamentals of Emergency Management
- IS0235: Emergency Planning
- IS0240: Leadership and Influence
- IS0241: Decision Making and Problem Solving
- IS0242: Effective Communications
- IS0244: Developing and Managing Volunteers
- IS0120: An Introduction to Exercises
- G0300: Intermediate Incident Command System for Expanding Incidents
- G0400: Advanced Incident Command System for Command and General Staff

Within 24 Months of Appointment
Local Emergency Coordinators, within twenty-four months of appointment, shall complete the following courses, including any prerequisites, or provide proof of prior completion.

- IS0702: NIMS Public Information System
ADEM TRAINING & EXERCISE PLAN

- IS0703: NIMS Resource Management System

Within 36 Months of Appointment

Local Emergency Coordinators, within thirty-six months of appointment, shall complete the following courses, including any prerequisites, or provide proof of prior completion.

- IS0003: Radiological Emergency Management
- IS0008: Building for the Earthquakes of Tomorrow
- IS0011: Animals in Disaster: Community Planning
- IS0279: Retrofitting Flood-Prone Residential Buildings
- IS0288: The Role of Voluntary Organizations in Emergency Management
- IS0301: Radiological Emergency Response
- IS0393: Introduction to Hazard Mitigation
- IS0632: Introduction to Debris Operations
- IS0634: Introduction to FEMA’s Public Assistance Program
- IS0775: EOC Management and Operations
Section III: Emergency Management Courses
G0108: Community Mass Care and Emergency Assistance

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 14.0
- Duration in Days: 2.0
- Course Version: 2013

Course Description

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

Selection Criteria: This course is intended for MC coordinators, management staff, non-governmental organization leaders, private sector, and other emergency management staff that are a part of the team and have a responsibility for effective MC/EA preparedness and response.

Course Objectives

- Define the four primary MC/EA services as discussed in this course.
- Describe how to determine their community’s MC/EA service resource requirements.
- Identify providers that exist in their community or can be called upon from a nearby community to meet the requirements for MC/EA.
- Name planning and operational actions that can affect how services will be provided.
- List action items to use resources and providers to meet MC/EA requirements in their community.

Mission Areas

Response

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Emergency Management

Primary Core Capability

- Mass Care Services
G0141: Instructional Presentation and Evaluation Skills

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 18.0
- Duration in Days: 3.0
- Course Version: 2014

Course Description

This 3-day course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area. Participants have several opportunities to practice presentation and instructional skills, first as spokespersons for small groups, then during short duo presentations, 3-minute individual presentations, and, finally, 20-minute individual presentations, using material related to their own programs or functions. Detailed feedback is provided. A large number of job aids are provided to help in the application of training skills. To prepare for the 20-minute presentation, participants should come to class with materials from a pre-existing course that is related to their work.

Selection Criteria: Federal, State Tribal and local staff designated to train in various EM subject areas. Also, subject matter experts who have the responsibility to deliver training.

Course Objectives

- Establish a conducive learning environment.
- Demonstrate effective instructional presentation skills.
- Demonstrate skills for facilitating classroom interactions.
- Describe ways to manage the learning process.
- Apply skills to measure training results.
- Deliver three instructional presentations, using guidelines from the course assessment checklist, and participate in their evaluations

Mission Areas

- Common

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Emergency Management

Primary Core Capability

- N/A – None
L0146: Homeland Security Exercise and Evaluation Program Training Course

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 16.0
- Duration in Days: 2.0

Course Description

This is an intermediate-level course designed to describe the core principles and processes of HSEEP, its standardized methodology, available resources, and practical skill development, which will assist in developing an HSEEP consistent exercise program.

Course Objectives

- Understand the role of HSEEP in National Preparedness, and how HSEEP exercise principles and methodology support efforts across the whole community to improve our national capacity to build, sustain, and deliver core capabilities.

Mission Areas

Common

Prerequisites

- IS0120: An Introduction to Exercises
- (Recommended) IS0130: Exercise Evaluation and Improvement Planning

Disciplines

- Emergency Management

Primary Core Capability

- N/A – Exercises
G0191: Incident Command System/Emergency Operations Center Interface

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 8.0
- Duration in Days: 1.0
- Course Version: 2019

Course Description

The course provides an opportunity for emergency management and response personnel to begin developing an Incident Command System (ICS)/Emergency Operations Center (EOC) interface for their communities. The course reviews ICS and EOC characteristics, responsibilities and functions and depends heavily on activities and group discussions to formulate an interface. This course works best when delivered to Incident Command System and Emergency Operations Center personnel from the same community.

Selection Criteria: The intended audience(s) are federal, state, tribal, territorial, local level, private industry, volunteer and nongovernmental emergency management personnel who are active in a community’s ICS and EOC activities. This course works best when delivered to combined audience of ICS and EOC personnel. The materials were developed with the assumption that audience members may have little or no actual experience as a member of an Incident Command Post staff or an EOC Staff.

Course Objectives

- Explain the course structure and potential ICS/EOC interface challenges.
- Explain key NIMS concepts, command and coordination systems, and structures.
- Analyze given scenarios to determine commonalities and potential interface issues between ICS and EOCs.
- Explain the respective roles/interconnectivity of NIMS command/coordination systems.
- Contrast the typical role and functions of ICS and the EOC during emergency operations.
- Analyze given scenarios to apply ICS/EOC interface concepts.
- Develop an ICS/EOC interface action plan for your community.
- Summarize the course objectives

Mission Areas

- Common

Prerequisites

- IS0100 An Introduction to the Incident Command System, ICS-100
- IS0700 An Introduction to the National Incident Management System
- IS0800 National Response Framework (NRF), and Introduction
- IS0200 Basic Incident Command System for Initial Response, ICS-200
OR

- IS2200 Basic Emergency Operations Center Functions

Disciplines

- Emergency Management

Primary Core Capability

- Operational Coordination
G0194: Advanced Floodplain Management Concepts

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 26.0
- Duration in Days: 4.0
- Course Version: 2013

Course Description

This course provides a dynamic and interactive instruction that covers the following four topics in detail:

- Local Floodplain Manager Roles and Responsibilities (1 day)
- National Flood Insurance Program Floodplain Rules and Regulations in Depth (1 day)
- Letter of Map Change Procedures (1 day)
- Preparing for Post-Disaster Responsibilities (1 day)

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

Selection Criteria: Certified floodplain managers or community officials with 2 years of full-time floodplain management experience. Federal, State, local, Territorial and Tribal officials will take precedence.

Course Objectives

- Describe activities and programs that can be used to promote floodplain planning and mitigation measures.
- Identify National Flood Insurance Program (NFIP) requirements for structures, floodway and encroachment standards, common problems encountered during the construction of various building types, and ways to address these problems.
- Describe NFIP requirements that apply to approximate “A” zones, agricultural and accessory structures, fuel tanks, and recreational vehicles.
- Explain the basic purpose and procedures of Letters of Map Change (LOMCs) and describe the role of the local official. Evaluate the floodplain management implications of LOMCs.
- Describe the elements of pre-disaster planning needed to prepare for substantial damage operations.
- Identify contents of Standard Operating Procedure (SOP) for post-disaster operations. Outline steps to carry out substantial damage responsibilities.
- Describe methods to obtain compliance with substantial damage determinations.
• List possible sources of funding to assist with substantial damage losses.

**Mission Areas**

**Mitigation**

**Prerequisites**

- (Recommended) IS0212: Introduction to Unified Hazard Mitigation Assistance (HMA)
- (Recommended) IS0242: Effective Communication
- (Recommended) E0273: Managing Floodplain Develop Through the National Flood Insurance Program
- (Recommended) IS1100: Increased Cost of Compliance

**Disciplines**

- Emergency Management

**Primary Core Capability**

- [Long-term Vulnerability Reduction]
G0202: Debris Management Planning for State, Tribal, Territorial, and Local Officials

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 24.0
- Duration in Days: 4.0
- Course Version: 2018

Course Description

This course provides an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on state, local, and tribal responsibilities. Developed from a pre-disaster planning perspective, the course includes debris staff organizations; compliance with laws and regulations; contracting procedures; debris management site selection; volume-reduction methods; recycling; special debris situations; and supplementary assistance.

Selection Criteria: State, local, tribal, and territorial emergency management personnel, including public works and waste management staffs, who are responsible for planning and/or implementing debris removal and disposal actions.

Course Objectives

- Apply knowledge of planning for, implementing, and managing debris activities.
- Address debris planning, response, and recovery concepts.

Mission Areas

Prevention       Recovery

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Emergency Management

Primary Core Capability

- Operational Coordination

Secondary Core Capability

- Infrastructure Systems
G0205: Recovery from Disaster: The Local Community Role

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 17.0
- Duration in Days: 2.5
- Course Version: 2017

Course Description
This course is the condensed version of the 4-day E0210 resident course. This course covers foundational concepts in disaster recovery and the latest guidance on recovery planning. Participants will either assess their own recovery plan or a sample against this national planning guidance. Following that, participants will discuss how a disaster recovery effort can be organized, managed, and led along with the types of challenges faced by recovery managers. Scenario activities throughout the course give participants the opportunity to target information strategies, and address local capabilities and challenges. They will also analyze lessons learned from Joplin, Missouri. Can be shortened even further in times of disaster.

Selection Criteria: This course is designed for local elected & appointed officials, health care administration, and public information officer, housing director, voluntary agency coordinator, business organization representative, administrative director, state recovery staff and partners.

Course Objectives
- Understand local community responsibilities and challenges associated with recovery.
- Discuss lessons learned in disaster recovery at the local level.
- Develop and implement a pre-disaster recovery plan.

Mission Areas
- Recovery
- Mitigation
- Prevention

Prerequisites
- (Recommended) IS0100 An Introduction to the Incident Command System, ICS-100
- (Recommended) IS2900 National Disaster Recovery Framework (NDRF) Overview

Disciplines
- Emergency Management

Primary Core Capability
- N/A - None
G0235: Emergency Planning

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 16.0
- Duration in Days: 2.0
- Course Version: 2013

Course Description

This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop the capability for effective participation in the all-hazard emergency operations planning process to save lives, protect property and the environment threatened by disaster.

Selection Criteria: This course is designed for emergency management personnel who are involved in developing an effective emergency planning system.

Course Objectives

- Describe how recent disasters have changed the way all entities should plan.
- Explain how the Comprehensive Preparedness Guide (CPG) 101 helps state, local, and tribal governments determine and structure their planning requirements.
- Relate emergency planning to National Incident Management System (NIMS) compliance and integration.
- Associate planning principles and concepts to the overall planning process.
- Identify how the steps in the planning process can improve both deliberate and crisis action planning.
- Implement the planning process model for future planning efforts.
- Determine which Emergency Operations Plan (EOP) format is best suited to their jurisdictions.

Mission Areas

Response    Recovery

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Emergency Management

Primary Core Capability

- N/A – None
G0251: Workshop in Emergency Management: Amateur Radio Resources

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 4.0
- Duration in Days: 0.5
- Course Version: 2013

Course Description
This 3- to 4-hour course will provide state and local elected officials, emergency managers, and other public officials with an understanding of how these volunteer communication groups can help in supplementing telecommunication and warning systems.

Selection Criteria: State and local elected officials, emergency managers, and other public officials; amateur radio operators.

Course Objectives
- Explain the importance of amateur radio for emergency communications.
- Describe the amateur radio groups that can provide emergency communications.
- Explain the capabilities of amateur radio resources.
- Explain how to achieve a successful Radio Amateur Civil Emergency Services (RACES) organization.
- Determine a strategy for coordinating with amateur radio resources in the community.

Mission Areas
  Response

Prerequisites
- There are no prerequisites for this course.

Disciplines
- Emergency Management
- Public Safety Communications

Primary Core Capability
- Logistics and Supply Chain Management
G0270.3: Expedient Flood Training

**Course Overview**

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 0.75
- Duration in Days: 0.1
- Course Version: 2012

**Course Description**

This 45-minute module provides training for volunteers, emergency management, and emergency responder personnel on flood response techniques using sandbags and other materials. This course may be used to train key personnel prior to a flood emergency on the basic procedures and methods used to construct a sandbag levee or may be used to train an expedient citizen work force for flood control operations.

**Selection Criteria:** The primary audience for the course will include any persons who are preparing to participate in a flood response effort.

**Course Objectives**

- Identify the resources needed to effectively handle a flood threat.
- Explain safety considerations for flood workers.
- Identify the basic operations necessary during flood response.
- Working with a group, demonstrate how to properly fill a sandbag using a filling station.
- Explain the importance of using polyethylene on every emergency levee.
- Demonstrate how to properly stack sandbags for levee construction.
- Describe special considerations when constructing and managing emergency levees.
- Describe the safety considerations and duties of the flood patrol.
- Train key personnel on the basic methods used to construct a sandbag levee.
- Train an expedient citizen workforce for flood control operations.

**Mission Areas**

- Protection

**Prerequisites**

- (Recommended) IS0271: Anticipating Hazardous Weather and Community Risk

**Disciplines**

- Emergency Management
- Citizen/Community Volunteer

**Primary Core Capability**

- Physical Protective Measures
G0271: Hazardous Weather and Flooding Preparedness

Course Overview

- Training Provider: National Weather Service & Arkansas Division of Emergency Management
- Duration in Hours: 17.5
- Duration in Days: 2.5
- Course Version: 2013

Course Description

This course provides training for local and state emergency managers who respond to hazardous weather events, while promoting partnership and coordination between the National Weather Service (NWS) and emergency managers. The goal of this course is to enhance emergency managers’ ability to recognize potentially hazardous weather and flooding situations so they are equipped to plan appropriately and to coordinate effective responses.

Selection Criteria: The audience for the course will encompass primarily the following professional groups:

- Local emergency managers (i.e., county, city, parish, or other jurisdiction)
- State emergency management personnel
- Voluntary agency representatives and private sector emergency managers

Course Objectives

- Analyze how the components of weather interact to create hazardous weather.
- Anticipate the impact of hazardous weather events to enhance preparedness.
- Evaluate actions taken by emergency managers to prepare for actual hazardous weather.
- Interpret information in NWS forecast and warning products and other resources.
- Assess your community’s state of readiness for hazardous weather and flooding events.
- Evaluate the effectiveness of emergency response actions for a given scenario.

Mission Areas

Response  Mitigation

Prerequisites

- (Recommended) IS0271: Anticipating Hazardous Weather and Community Risk

Disciplines

- Emergency Management

Primary Core Capability

- Operational Coordination
G0272: Warning Coordination

Course Overview
- Training Provider: National Weather Service & Arkansas Division of Emergency Management
- Duration in Hours: 12.0
- Duration in Days: 1.5
- Course Version: 2013

Course Description
This course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). Every year, the United States experiences more severe weather than any other country in the world. 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. Course topics include: The Social Dimensions of Warning Response; Developing Effective Warning Messages; 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, exercises, and interaction with representatives of the local news media.

Selection Criteria: Intended for local emergency managers.

Course Objectives
- Predict how people in the community may respond to different types of warnings.
- Develop a hazardous weather warning message based on a specific event and threat.
- Explain the interlocking sets of activities that form an effective warning system.
- Propose improvements to a community’s warning system based on identified breakdowns.
- Develop warning messages targeted for delivery by a particular media type.
- Develop a warning coordination and communication strategy for a given scenario.

Mission Areas
- Response
- Mitigation

Prerequisites
- There are no prerequisites for this course.

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination
G0279: Retrofitting Flood-Prone Residential Buildings

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 28.0
- Duration in Days: 4.0
- Course Version: 2014

Course Description

This course provides engineering and economic guidance to architects, engineers, and local code enforcement officials in retrofitting existing 1- to 4-family residential structures situated in flood-prone areas. The retrofitting measures presented are creative, practical, compliant with applicable floodplain regulations, and satisfactory to most homeowners.

Selection Criteria: The primary audience for this course is engineers and architects. Floodplain managers and building code officials are also encouraged to attend. Hazard mitigation, planning, zoning, public works, and other building officials with building science knowledge and also those from the private sector, such as engineering firms, may also apply.

Course Objectives

- Identify basic retrofitting methods that are appropriate for residential structures in flood-prone areas.
- Identify National Flood Insurance Program (NFIP) policy, regulations, building codes, and standards that govern retrofitting projects.
- Evaluate the suitability of retrofitting measures for individual residential structures in terms of technical parameters; homeowner preferences; and Federal, state, and local regulations.
- Understand the analyses that are necessary to determine flood- and non-flood-related forces and other site-specific characteristics that control the design of retrofitting measures.
- Apply basic analysis and design methods to implement the following retrofitting techniques:
  - Elevation of structures (buildings) on solid perimeter walls or open foundations such as posts, columns, piles, or piers
  - Relocation of existing structures outside the floodplain
  - Placement of small floodwalls, levees, or berms to protect individual structures (including the installation of temporary or permanent closures for openings)
  - Strengthening of foundations, walls, and floors to make them resist flood and flood-related loads
  - Installation of temporary or permanent shields or sealants over exterior elements to make structures watertight
ADEM TRAINING & EXERCISE PLAN

- Making building components, including utilities, structural and non-structural components, and contents, water- and damage-resistant during periods of internal flooding of the structure
  - Conduct a detailed Benefit-Cost Analysis (BCA) of retrofitting alternatives in order to select an alternative that is both cost-effective and technically feasible.

Mission Areas

Protection    Prevention    Mitigation

Prerequisites

- (Recommended) IS0279: Engineering Principles and Practices for Retrofitting Flood-Prone Structures
- (Recommended) IS0386: Introduction to Residential Coastal Construction

Disciplines

- Emergency Management

Primary Core Capability

- Community Resilience

Secondary Core Capability

- Long-Term Vulnerability Reduction
G0282: Advanced Floodplain Management Concepts II

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 24.0
- Duration in Days: 4.0
- Course Version: 2013

Course Description

This advanced floodplain management course is a dynamic and interactive instruction that covers the following four topics in detail:

- Placement of Manufactured Homes and Recreational Vehicles in the Floodplain (1 day).
- National Flood Insurance Program Flood Insurance Principles for the Floodplain Manager (1 day).
- Higher Standards in Floodplain Management (1 day).
- Hydrology and Hydraulics for the Floodplain Manager (1 day).

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

Selection Criteria: Certified floodplain managers or community officials with 2 years of full-time floodplain management experience. Federal, state, local, and tribal officials will take precedence.

Course Objectives

- Placement of manufactured homes and recreational vehicles in the floodplain.
- National Flood Insurance Program flood insurance principles for the floodplain manager.
- Higher standards in floodplain management.
- Hydrology and hydraulics for the floodplain manager.

Mission Areas

- Protection
- Prevention
- Mitigation

Prerequisites

- (Recommended) IS1101: Basic Agent Tutorial
- (Recommended) IS1102: Theory of Elevation Rating
- (Recommended) E0273: Managing Floodplain Development Through the National Flood Insurance Program
Disciplines
• Emergency Management

Primary Core Capability
• Long-Term Vulnerability Reduction

Secondary Core Capabilities
• Planning
G0284: Advanced Floodplain Management Concepts III

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 26.0
- Duration in Days: 4.0
- Course Version: 2013

Course Description

This advanced floodplain management course is a dynamic and interactive instruction that covers the following five topics (available individually as well) in detail:

- Floodway Standards (1 day)
- Disconnects between National Flood Insurance Program Regulations and Insurance (1 day)
- Common Noncompliance Issues (1 day)
- Digital Flood Insurance Rate Maps (DFIRMs) (1 day)
- Substantial Improvement/Substantial Damage (1 day)

Each topic is designed to be discussed and reviewed in greater detail than the basic course. Developed and real-life scenarios will be examined and activities will be conducted in each section to make sure participants not only understand the rules and regulations but also why they are in place and how to apply them in the particular topic areas. This course is activity-rich and participants can expect to be engaged throughout the course.

Selection Criteria: Certified floodplain managers or community officials with 2 years of full-time floodplain management experience. Federal, state, local, and tribal officials will take precedence.

Course Objectives

- Explain floodway concept and purpose.
- Identify regulatory requirements including higher standards.
- Describe methodologies to comply with no-rise certification requirements and map change options for floodway modifications.
- Identify basic rating elements including Lowest Floor Elevation and Base Flood Elevation (LFE/BFE).
- Identify compliance and rating elements for enclosures, A-Zones without BFEs, and flood-proofing.
- Identify common floodplain management compliance issues.
- Describe effective messages, administration, and enforcement measures to gain compliance.
- Identify resources that the local floodplain manager (FPM) can use to resolve noncompliance issues.
• Describe floodplain mapping purpose, process, and coordination.
• Demonstrate how DFIRMs and backup data can be used.
• Describe map change processes, impact, and cost consequences.
• Explain Substantial Improvement and Substantial Damage (SI/SD) regulations, roles, and responsibilities under the NFIP.
• Describe how to administer SI/SD in participating communities.
• Identify resources for SI/SD and mitigation assistance.

Mission Areas

Protection  Prevention  Mitigation

Prerequisites

• (Recommended) E0273: Managing Floodplain Development Through the National Flood Insurance Program

Disciplines

• Emergency Management

Primary Core Capability

• Long-Term Vulnerability Reduction
G0288: Local Volunteer and Donations Management

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 10.0
- Duration in Days: 1.5
- Course Version: 2013

Course Description
The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state’s volunteer and donations management responsibilities, which are designed to help build relationships between government and non-governmental organizations.

Selection Criteria: Local emergency managers and representatives of voluntary organizations.

Course Objectives
- Develop an effective public education and information structure to support the successful management of unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify how to effectively manage the surge of unsolicited goods.
- Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes.
- Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation.
- List the planning considerations for cash donations. Incorporate technology needed to successfully manage information on unaffiliated volunteers and unsolicited goods.
- Relate volunteer and donations management program responsibilities to the planning components of the annex.
- Identify key organizations and individuals who have a role in managing unaffiliated volunteers, unsolicited goods, and undesignated cash donations in disasters.
- Identify specific agencies and organizations and how they collaborate to form a Volunteer and Donations Coordination Team (VDCT).

Mission Areas
  Response
Prerequisites

- (Recommended) IS0288: The Role of Voluntary Organizations in Emergency Management
- IS0700: National Incident Management System, An Introduction
- IS0100: Introduction to the Incident Command System

Disciplines

- Emergency Management

Primary Core Capability

- Logistics and Supply Chain Management
G0290: Basic Public Information Officers Course

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 14.0
- Duration in Days: 2.0

Course Description

Public information consists of the processes, procedures and systems to communicate timely, accurate and accessible information to affected audiences. Armed with good information, people are empowered to make better decisions and thus contribute to the overall response goal of saving lives and protecting property. Personnel tasked with gathering, verifying, coordinating and disseminating public information at the federal, state, tribal, local and territorial levels bear this considerable responsibility concurrently with other job assignments. These Public Information Officers (PIOs) must be provided with the opportunity to learn and practice the skills they will use on the job.

The Basic Public Information Officer Course (G0290) is designed to provide participants with the opportunity to start applying basic concepts underlying the Public Information Officer (PIO) role. This course can provide a basic understanding of the PIO function for those new to the position.

This is the second course in the Public Information Training Series. This course is delivered at the state, local, tribal and territorial governments. Other courses are conducted as resident courses at the Emergency Management Institute (EMI). The courses build on each other enhancing students’ skills further at each level. This course uses Bloom’s Taxonomy as a guide to focus the course material to augment the knowledge and comprehension for new PIOs.

This course will consider the value of communication before, during and after an incident. It will help PIOs identify critical audiences, both internal and external.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the federal, state, local, tribal or territorial level of government, and in the private and nongovernmental sectors.

Course Objectives

- Explain why emergency public information is important during an incident.
- Recognize the functional needs and challenges of different audiences.
- Demonstrate the role and function of the PIO in both day-to-day and emergency environments.
- Compare actions PIOs can take to work with the news media during day-to-day and emergency situations.
Using the strategic communications planning model, develop a public awareness campaign (95%).
Using the strategic communications planning model, develop an incident communications strategy (5%).
Explain the news briefing cycle.
Outline media needs at the scene.
Describe the difference between media briefings and press conferences.
Describe different public information written products.
Apply effective news release writing guidance.
Adapt or repurpose written media products for other purposes.
Describe what types of impressions specific body language might convey during an interview.
Identify elements of an interview the PIO should consider ahead of time.
Identify steps a PIO needs to take to prepare for and conduct a news interview.
Demonstrate effective techniques for on-camera interviews.
Given an emergency scenario, apply public information skills.
Recall course key points.

Mission Areas

Common

Prerequisites

- G0289: Public Information Officer Awareness Training
  OR
- IS0029: Public Information Officer Awareness
- IS0100: Introduction to the Incident Command System
- IS0702: National Incident Management System Public Information Systems
- IS0909: Community Preparedness: Implementing Simple Activities for Everyone

Disciplines

- Emergency Management

Primary Core Capability

- Public Information and Warning
G0291: Joint Information System/Center Planning for Tribal, State, and Local PIOs

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 7.0
- Duration in Days: 1.0

Course Description
Public information consists of the processes, procedures, and systems to communicate timely, accurate, and accessible information to affected audiences. Armed with good information, people are better able to make good decisions and, by doing so; contribute to the overall response goal of saving lives and protecting property. Personnel tasked with gathering, verifying, coordinating, and disseminating public information at the federal, state, tribal, local, and territorial levels bear this considerable responsibility concurrently with other job assignments. These Public Information Officers (PIOs) must be provided with the opportunity to learn and practice the skills they will use on the job.

This course is designed for PIOs with experience in the field who will be working in a JIS/JIC. This is the third course in the Public Information Training Series. This course is delivered at the state, local, tribal, and territorial governments. Other courses are conducted as resident courses at the Emergency Management Institute (EMI). The courses build on each other enhancing students’ skills further at each level. This course uses Blooms Taxonomy as a guide to focus the course material to augment the knowledge and comprehension for new PIOs.

(This course is equivalent to E/L0387)

This course will outline the communications needed for different incidents and define the roles of the PIO within ICS.

Selection Criteria: The primary audience for this training is individuals who have public information responsibilities as their main job or as an auxiliary function at the federal, state, local, tribal, or territorial level of government, and in the private and nongovernmental sectors.

Course Objectives
- State the course purpose and objectives.
- Describe why public information officers train at this level.
- Define NIMS, and explain where public information fits in.
- Define ICS and the role of the PIO within ICS.
- Analyze the communications needs of a single-PIO incident.
- Given a 5% scenario, analyze the actions and barriers to communications in an expanding incident.
- Describe the advantages and challenges of working with multiple PIOs.
• Differentiate between the JIS and the JIC.
• Describe triggers for JIC activation.
• Describe the preparedness activities for establishing and maintaining a JIC.
• Describe flexible and scalable structures for organizing a JIC based on incident needs.
• Describe circumstances when state and Federal partners might be integrated into the JIS/JIC.
• Describe the State JIC organizational structures and resources.
• Describe the Federal ESF #15 organizational structures and resources.
• Identify strategies for building partnerships at all levels.
• Given a 5% scenario, demonstrate organizing a JIC.
• Recall course key points.

Mission Areas

Common

Prerequisites

• (Recommended) G0289: Public Information Officer Awareness Training
  OR
• (Recommended) IS0029: Public Information Officer Awareness
• G0290: Basic Public Information Officers Course
• IS0100: Introduction to the Incident Command System
• IS0702: National Incident Management System Public Information Systems
• IS0909: Community Preparedness: Implementing Simple Activities for Everyone

Disciplines

• Emergency Management

Primary Core Capability

• Public Information and Warning
G0300: Intermediate Incident Command System for Expanding Incidents

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 21.0
- Duration in Days: 3.0
- Course Version: 2019

Course Description

This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in the ICS 100 and ICS 200 courses.

Selection Criteria: Individuals who may assume a supervisory role in incidents.

Course Objectives

- Describe how the National Incident Management System Command and Management component supports the management of expanding incidents.
- Describe the Incident/Event Management process for supervisors and expanding incidents.
- Implement the Incident Management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

Mission Areas

Response     Recovery

Prerequisites

- IS0100: Introduction to the Incident Command System
- IS0200: Basic Incident Command System for Initial Response
- IS0700: National Incident Management System, An Introduction
- IS0800: National Response Framework, An Introduction
- (Recommended) Experience using concepts and principles from IS0100, IS0200.

Disciplines

- Emergency Management

Primary Core Capability

- Planning

Secondary Core Capability

- Operational Coordination
G0318: Mitigation Planning for Local Governments

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 16.0
- Duration in Days: 2.0
- Course Version: 2013

Course Description

This course provides plan developers with the information necessary to prepare and implement a local hazard mitigation plan.

Selection Criteria: Local government officials, state officials, and others who are involved in the development of a local mitigation plan.

Course Objectives

- Define hazard mitigation and identify the benefits of mitigation planning.
- Develop or update a local mitigation plan.
- Identify resources and guidance available for mitigation planning and plan implementation.

Mission Areas

- Mitigation

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Emergency Management

Primary Core Capability

- Planning
G0358: Evacuation and Re-Entry Planning Course

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 16.0
- Duration in Days: 2.0
- Course Version: 2013

Course Description
This course provides participants with the knowledge and skills needed to design and implement an evacuation and re-entry plan for their jurisdictions. It uses a community’s vulnerability analysis and evacuation plan. It also addresses evacuation behavior and recommends methods to make evacuation and re-entry more efficient. This course does not address the decision to evacuate or re-enter

Selection Criteria: The persons responsible for planning, implementing, and carrying out evacuations within a jurisdiction. This includes, but is not limited to, state and local government emergency program managers, emergency planners, and response personnel.

Course Objectives
- Describe types of situations that necessitate evacuation.
- Describe the types of modeling tools for evacuation planning.

Mission Areas
Response    Recovery    Mitigation

Prerequisites
- There are no prerequisites for this course.

Disciplines
- Emergency Management

Primary Core Capability
- Public Information and Warning

Secondary Core Capability
- Situational Assessment
G0361: Flood Fight Operations

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 16.0
- Duration in Days: 2.5
- Course Version: 2013

Course Description
This course is for emergency managers, public works officials, levee district representatives, and others responsible for planning, preparing, and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises the course will take participants through the complete process from well before the flood to clean-up after floodwaters recede. Officials from every community at risk of flooding should take this training.

While this training emphasizes how to conduct a flood fight, it provides information to help communities decide if a flood fight is possible and worth the effort and cost. Diagrams with materials lists and equipment and labor requirements to construct various types of temporary flood protection can be used to help determine if there is enough time and resources to protect the community. If the whole community cannot be protected, then officials must decide where to concentrate their efforts to protect some areas and/or evacuate and relocate what they can. If a flood fight is undertaken, it should be done the right way or the effort will be wasted. Instructors should be experienced in flood fighting.

Selection Criteria: Federal, state, local, and tribal officials responsible for planning, preparing, and managing response to floods.

Course Objectives
- Summarize the basic concepts related to riverine flooding.
- Analyze flood threats for a given scenario.
- Determine how to coordinate with multiple entities to plan for riverine flooding.
- Explain the advantages and disadvantages of expedient flood works.
- Develop a flood emergency plan for a given scenario.
- Summarize the considerations involved in managing a volunteer workforce.
- Describe the processes, equipment, and considerations for monitoring flood works.
- Explain the challenges and resources associated with the recovery process.
- Evaluate the actions taken during a riverine flood event, for a given scenario.
- List sources of recovery information.
- List the challenges faced by a community after a flood.
- Describe the role of community and social agencies during the recovery process.

Mission Areas
- Response
Prerequisites

- (Recommended) G0270.3: Expedient Flood Training

Disciplines

- Emergency Management

Primary Core Capability

- N/A – None
G0364: Multi-Hazard Emergency Planning for Schools

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 12.0
- Duration in Days: 1.5
- Course Version: 2013

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

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.

Selection Criteria: Principals, assistant principals, risk managers, school board members, school safety coordinators, transportation and food service coordinators, facility managers/building engineers, nurses, counselors, public information officers, teachers, and local first responders

Course Objectives
- Refine or update a school Emergency Operations Plan (EOP) or procedural document.
- Identify how to train and exercise the school EOP.

Mission Areas
- Mitigation
- Response
- Protection
- Recovery

Prerequisites
- School Emergency Operations Plan (EOP)

Disciplines
- Emergency Management
- Education

Primary Core Capability
- Planning
G0367: Emergency Planning for Campus Executives

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 2.0
- Duration in Days: 0.25

Course Description

This 2-hour overview of emergency planning serves as a briefing for executives of institutions of higher education (IHEs). It provides them with insights into multi-hazard emergency planning and their role in protecting lives, property, and operations. The course consists of seven modules which can be delivered independently so that executives can tailor it to fit their schedules and needs. The seven modules are:

- Emergency Management: What Is It? Why Do It?
- Executive-Level Support
- Developing Your Emergency Operations Plan
- Evaluating Your EOP
- Responding Using Incident Command System
- Emergency Operations Center
- Engaging Your Campus

Course Objectives

- Provide executives of IHEs with insights into multi-hazard emergency planning and their role in protecting lives, property, and operations.

Mission Areas

- Mitigation

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Emergency Management
- Education
- Private Sector

Primary Core Capability

- Planning
G0386: Mass Fatalities Incident Response Course

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 14.0
- Duration in Days: 2.0
- Course Version: 2012

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

This 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. The course concludes with a tabletop exercise. Participants will learn to identify the characteristics of a mass fatality incident and identify the roles and responsibilities of key personnel in the incident. In addition, the instructor will describe the steps required to respond to a mass fatalities incident, including catastrophic numbers of fatalities and contaminated remains, and help participants determine their jurisdiction’s preparedness for a mass fatalities event.

Selection Criteria: The target audience for this course is local responders who may have responsibility for the recovery, handling, identification, and return of remains following a mass fatalities incident.

Course Objectives
- Describe the critical operational activities: notification, staging, search and recovery, morgue operations, media relations, and family assistance
- Explain how the Family Assistance Center is used to support families and aid identification of the deceased.
- Identify the requirements to ensure that the psychological needs of morgue personnel are addressed.
- Recognize the importance of Critical Incident Stress Debriefings for responders at a mass fatalities incident.
- Identify the resources that are available during a mass fatalities incident and describe their roles and responsibilities.
- Apply the principles of ICS to a simulated incident.

Mission Areas
Response
Prerequisites

- There are no prerequisites for this course.

Disciplines

- Emergency Management

Primary Core Capability

- Fatality Management Services

Secondary Core Capabilities

- Forensics and Attribution
- Operational Communications
- Operational Coordination
- Planning
G0393: Mitigation for Emergency Managers

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 19.0
- Duration in Days: 3.0
- Course Version: 2013

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

Selection Criteria: State, local, and tribal government emergency program managers, other emergency management staff, and other local government employees responsible for mitigation.

Course Objectives
- Analyze differences between optimal and actual mitigation roles.
- Determine strategies to build support for mitigation planning in your community.
- Propose a mitigation strategy for a particular hazard.
- Analyze and develop a mitigation plan implementation strategy for a given scenario.
- Evaluate the effectiveness of a community’s mitigation planning efforts.
- Recommend actions to optimize the mitigation role of the emergency program manager.

Mission Areas
- [Recovery]
- [Response]
- [Mitigation]

Prerequisites
- (Recommended) IS0393: Introduction to Hazard Mitigation

Disciplines
- Emergency Management

Primary Core Capability
- [Long-term Vulnerability Reduction]

Secondary Core Capabilities
- [Community Resilience]
- [Planning]
- [Risk and Disaster Resilience Assessment]
G0400: Advanced Incident Command System for Command and General Staff

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 16.0
- Duration in Days: 2.0
- Course Version: 2019

Course Description

This course provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS 100 through ICS 300 courses, which are prerequisites for the ICS 400 course.

Selection Criteria: The target audience for this course is senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity.

Course Objectives

- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which Multi-Agency Coordination Systems are established.

Mission Areas

Response  Recovery

Prerequisites

- IS0100: Introduction to the Incident Command System
- IS0200: Basic Incident Command System for Initial Response
- G0300: Intermediate Incident Command for Expanding Incidents
- IS0700: National Incident Management System, An Introduction
- IS0800: National Response Framework, An Introduction
- (Recommended) Experience using concepts and principles from IS0100, IS0200, and the use of skills in a response and/or exercise.

Disciplines

- Emergency Management

Primary Core Capability

- Operational Coordination
G0402: Incident Command System Overview for Executive/Senior Officials

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 3.0
- Duration in Days: 0.25
- Course Version: 2019

Course Description
This course provides executives and senior officials (including elected officials, city/county managers, agency administrators, etc.) an orientation to the Incident Command System (ICS).

Selection Criteria: Executives and senior officials, including elected officials, city/county managers, agency administrators, etc.

Course Objectives
- Describe the Incident Command System (ICS).
- Describe the various ways ICS can be applied.
- Define the role of an executive/senior official relative to the ICS.
- Describe the major responsibilities of an executive/senior official as related to an incident.
- Demonstrate basic familiarity with ICS terminology.
- Describe the functional responsibilities of the Command and General Staffs.
- Describe issues that influence incident complexity.
- Describe the differences between on-incident ICS organizations and activities and the activities accomplished by Emergency Operations Centers (EOCs), Area Commands, and Multi-Agency Coordination Systems (MACS).
- Explain the incident administrative, logistical, financial, and reporting implications.
- Describe the sources of information regarding the incident and how to access them.
- Describe types of agency policies and guidelines that influence management of activities.

Mission Areas
- Response
- Recovery

Prerequisites
- There are no prerequisites for this course.

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination
G0418: Mass Care/Emergency Assistance Planning and Operations

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 13.0
- Duration in Days: 2.0
- Course Version: 2018

Course Description

The purpose of this course is to prepare Mass Care/Emergency Assistance (MC/EA) Coordinators and their teams to develop MC/EA plans to support and/or coordinate MC/EA disaster responses.

Course Objectives

- Describe MC/EA activities.
- Identify key MC/EA planning steps.
- Describe the roles and responsibilities of the Mass Care Coordinator and team.
- Define the scale of the disaster and estimate needed resources to support a MC/EA disaster operation.
- Discuss the primary elements of MC/EA Information Management.

Mission Areas

- Response
- Recovery

Prerequisites

- (Recommended) IS0405: Mass Care/Emergency Assistance Overview

Disciplines

- Emergency Management

Primary Core Capability

- Planning

Secondary Core Capabilities

- Mass Care Services
- Operational Coordination
- Logistics and Supply Chain Management
G0489: Management of Spontaneous Volunteers in Disasters

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 7.0
- Duration in Days: 1.0
- Course Version: 2014

Course Description
This course introduces the skills and planning considerations required to manage large numbers of people who are not affiliated with an experienced relief organization, but who want to help in disasters. These “spontaneous volunteers” sincerely want to help, but if their efforts and resources are not coordinated effectively, they could be counterproductive.

Selection Criteria: Emergency managers and voluntary organizations responsible for the management of spontaneous volunteers.

Course Objectives
- Identify issues and challenges in the management of spontaneous volunteers.
- Identify the elements of a spontaneous Volunteer Management Plan.
- Identify best practices for the management of spontaneous volunteers in disasters.
- Develop and implement a spontaneous Volunteer Management Plan.
- Explain the role of the Volunteer Reception Center (VRC) and virtual VRC.

Mission Areas
Response    Recovery

Prerequisites
- IS0100: Introduction to the Incident Command System
- IS0200: Basic Incident Command System for Initial Response
- IS0700: National Incident Management System, An Introduction
- IS0800: National Response Framework, An Introduction
- Be familiar with state and local government Emergency Operations Plan Annexes.

Disciplines
- Emergency Management

Primary Core Capability
- Planning

Secondary Core Capabilities
- Operational Coordination
G0548: Continuity of Operations Planning Program Manager Course

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 13.0
- Duration in Days: 2.0
- Course Version: 2009

Course Description
The purpose of this course is to provide continuity training for Program Managers at the Federal, state, territorial, tribal, and local levels of government. It is critical that Continuity Managers understand their role, responsibilities, and resources available to help them develop a viable continuity capability for their organization.

Selection Criteria: Participation is open to Federal, state, local, territorial, and tribal government employees responsible for Continuity of Operations.

Course Objectives
- Define Continuity of Operations.
- Explain the benefits of a viable continuity program.
- Identify the roles and responsibilities of key personnel.
- Identify essential elements of a viable continuity program.
- Identify continuity processes, resources, and tasks necessary to implement and manage a successful COOP program.

Mission Areas
- Recovery
- Protection
- Response

Prerequisites
- Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2.
- IS0547: Introduction to Continuity of Operations

Disciplines
- Emergency Management

Primary Core Capability
- Planning
G0556: Local Damage Assessment

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 12.0
- Duration in Days: 1.5
- Course Version: 2012

Course Description
This course will equip local officials with the knowledge, understanding, and skills they need to be able to conduct rapid and effective needs and damage assessments in order to save lives and protect property.

Selection Criteria: State and local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of property.

Course Objectives
- Define the purpose of damage assessment.
- Define the basic terms related to damage assessment.
- List critical infrastructure and key resources in a community.

Mission Areas
- Recovery
- Response
- Mitigation

Prerequisites
- IS0100: Introduction to the Incident Command System
- IS0120: An Introduction to Exercises
- IS0130: Exercise Evaluation and Improvement Planning
- IS0200: Basic Incident Command System for Initial Response
- IS0700: National Incident Management System, An Introduction
- IS0800: National Response Framework, An Introduction

Disciplines
- Emergency Management

Primary Core Capability
- Economic Recovery

Secondary Core Capabilities
- Operational Coordination
G0557: Rapid Needs Assessment

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 8.0
- Duration in Days: 1.0
- Course Version: 2013

Course Description

This course provides information and resources that will enable participants to plan an effective Damage Assessment Program and conduct rapid and effective damage assessments in order to save lives, protect property and the environment, and begin the process of recovery and mitigation.

Selection Criteria: Local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.

Course Objectives

- Describe the need, purpose, and needs of a Rapid Needs Assessment.
- Describe the process for staffing a Rapid Needs Assessment team.
- Describe the basic tools required to support the Rapid Needs Assessment process.
- Describe the importance of planning data collection, analysis, and review.
- Describe the training requirements for the Rapid Needs Assessment Program.
- Describe how Rapid Needs Assessment plans and actions can be exercised.

Mission Areas

- Recovery
- Mitigation
- Response

Prerequisites

- IS0100: Introduction to the Incident Command System
- IS0120: An Introduction to Exercises
- IS0130: Exercise Evaluation and Improvement Planning
- IS0200: Basic Incident Command System for Initial Response
- IS0700: National Incident Management System, An Introduction
- IS0800: National Response Framework, An Introduction

Disciplines

- Emergency Management

Primary Core Capability

- Operational Coordination
G0775: Emergency Operations Center Management and Operations

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 16.0
- Duration in Days: 2.0
- Course Version: 2013 (Replaced by G2300)

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

Selection Criteria: This course is open to all Federal, state, local, and tribal 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 Organizations Active in Disaster personnel.

Course Objectives
- Identify the multiple roles and responsibilities of a modern-day EOC.
- Differentiate between tactical and strategic emergency management.
- Build and manage effective organizational structures within an EOC.
- Discuss Continuity of Operations (COOP) planning at the local level.
- Promote effective operations through plans, procedures, coordination, and documentation.
- Relate Situational Awareness and Common Operating Pictures to EOC operations.
- Integrate call centers and public information concepts into an EOC environment.
- Describe the role and challenges of an EOC during the transition to recovery.

Mission Areas
- Recovery
- Response
- Mitigation

Prerequisites
- IS0701: National Incident Management System Multi-Agency Coordination System

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination
G2300: Intermediate Emergency Operations Center Functions

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 22.0
- Duration in Days: 3.0
- Course Version: 2019 (Replaces G0775)

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

Selection Criteria: This course is open to all Federal, state, local, and tribal 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 Organizations Active in Disaster personnel.

Course Objectives
- Identify the multiple roles and responsibilities of a modern-day EOC.
- Differentiate between tactical and strategic emergency management.
- Build and manage effective organizational structures within an EOC.
- Discuss Continuity of Operations (COOP) planning at the local level.
- Promote effective EOC operations.
- Relate Situational Awareness and Common Operating Pictures to EOC operations.
- Integrate call centers and public information concepts into an EOC environment.
- Describe the role and challenges of an EOC during the transition to recovery.

Mission Areas
- Recovery
- Response
- Mitigation

Prerequisites
- IS0701: National Incident Management System Multi-Agency Coordination System

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination
Section IV: All-Hazards Incident Management Team Courses
NIMS/ICS All-Hazards Incident Management Team Courses

“The primary goal of the NIMS ICS All-Hazards Position Specific Training Program is to provide advanced level training needed by personnel responsible for managing incidents of greater complexity than those typically encountered during routine operations. This training is designed to provide all-hazards competencies and behaviors for Command and General Staff and selected Unit Leader positions within a Type III and/or Type IV Incident Management Team (IMT) environment. Competencies in the training are focused around the ability of the student to assume specific position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks in order to meet identified objectives for the position.”

-FEMA/EMI Website

The courses listed in this section are provided for reference purposes only. The time and level of instruction required to present these courses limit their availability, and those interested in taking them should do so through the FEMA/EMI website. Of course, if any or all of these courses are offered within the state, those who meet the prerequisite criteria and have an interest in them may apply.
E0950: NIMS ICS All-Hazards Incident Commander Course

Course Overview

- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 35.0
- Duration in Days: 5.0
- Course Version: 2014

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Incident Commander (IC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and command needs of the incident, and 2) effectively fulfilling the position responsibilities of an IC on an All-Hazards ICS IMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives

- Demonstrate, through exercises and a final exam, an understanding of the duties, responsibilities, and capabilities of an effective Incident Commander.

Mission Areas

- Response
- Recovery

Prerequisites

- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- G0400: Advanced Incident Command for Command and General Staff
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team

Disciplines

- Emergency Management

Primary Core Capability

- Fire Management and Suppression
E0952: NIMS ICS All-Hazards Public Information Officer Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 35.0
- Duration in Days: 5.0
- Course Version: 2014

Course Description
This course is designed for a Public Information Officer (PIO) assigned to an incident as a member of an All-Hazards Incident Management Team (AHIMT) and local IMTs, as well as for the PIO assigned to an incident as an Assistant PIO in a variety of capacities. This course will help participants develop a strong set of core PIO skills and the ability to apply them within the context of an AHIMT. This course is also distinct from other information function courses in that it combines elements from both the basic and advanced functions to concentrate training on the fundamental duties and responsibilities of the PIO in an all-hazards environment. The course material does not assume or require experience as a PIO, but also is not a basic PIO course. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives
- Develop a strong set of core PIO skills and apply them within the context of an All-Hazards Incident Management Team.

Mission Areas
- Response
- Recovery

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- G0400: Advanced Incident Command for Command and General Staff
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team

Disciplines
- Emergency Management
Primary Core Capability

- Public Information and Warning

Secondary Core Capabilities

- Intelligence and Information Sharing
- Operational Communications
- Operational Coordination
- Fire Management and Suppression
E0954: NIMS ICS All-Hazards Safety Officer Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 28.0
- Duration in Days: 4.0
- Course Version: 2014

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Safety Officer (SOFR) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the safety needs of the incident, and 2) effectively fulfilling the position responsibilities of an SOFR on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives
- Describe the duties, responsibilities, and capabilities of an effective Safety Officer on an All-Hazards Incident Management Team.

Mission Areas
- Response
- Recovery

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- G0400: Advanced Incident Command for Command and General Staff
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination
E0956: NIMS ICS All-Hazards Liaison Officer Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 14.0
- Duration in Days: 2.0
- Course Version: 2014

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team (AHIMT). Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives
- Prepare for the duties, responsibilities, and capabilities of an effective Liaison Officer on an All-Hazards Incident Management Team.

Mission Areas
- Response
- Recovery
- Mitigation

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- G0400: Advanced Incident Command for Command and General Staff
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination
E0958: NIMS ICS All-Hazards Operations Section Chief Course

Course Overview

- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 28.0
- Duration in Days: 4.0
- Course Version: 2014

Course Description

This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Operations Section Chief (OSC) on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) responding to the incident and the command needs of the incident, and 2) effectively fulfilling the position responsibilities of an OSC on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives

- Describe the duties, responsibilities, and capabilities of an effective Operations Section Chief on an All-Hazards Incident Management Team.

Mission Areas

- Response
- Recovery

Prerequisites

- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- G0400: Advanced Incident Command for Command and General Staff
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team

Disciplines

- Emergency Management

Primary Core Capability

- Operational Coordination
E0960: NIMS ICS All-Hazards Division/Group Supervisor Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 21.0
- Duration in Days: 3.0
- Course Version: 2014

Course Description
The course will provide local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an All-Hazards Incident Management Team (AHIMT). The course walks participants through general information, including an overview of the Operations Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction on responding to the incident and the command needs of the incident, and emphasizes the importance of risk management and safety considerations.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives
- Demonstrate the duties, responsibilities, and capabilities of an effective Division/Group Supervisor on an AHIMT while providing an overview of the Operations Section and information on incident mobilization, initial situation awareness, and unit management.
- Detailed instruction is provided on responding to the incident and the command needs of the incident, as well as emphasizing the importance of risk management and safety considerations.

Mission Areas
- Mitigation
- Recovery
- Response

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team
- (Recommended) G0400: Advanced Incident Command for Command and General Staff
Disciplines

- Emergency Management

Primary Core Capability

- Operational Coordination
E0962: NIMS ICS All-Hazards Planning Section Chief Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 28.0
- Duration in Days: 4.0
- Course Version: 2014

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: 1) managing the planning cycle, and 2) tracking resources and incident status. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives
- Describe the duties, responsibilities, and capabilities of an effective Planning Section Chief on an All-Hazards Incident Management Team.

Mission Areas
- Response
- Recovery

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- G0400: Advanced Incident Command for Command and General Staff
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination
E0964: NIMS ICS All-Hazards Situation Unit Leader Course

Course Overview

- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 35.0
- Duration in Days: 5.0
- Course Version: 2014

Course Description

This course helps participants establish the essential core competencies required for performing the duties of the Situation Unit Leader in an all-hazards incident. This course addresses all responsibilities appropriate to operating in a local- or state-level All-Hazards Incident Management Team. These responsibilities include processing information and intelligence and developing displays. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises. By requiring participants to bring a SITL Kit to the instruction, the course provides a realistic approach to mastering skills.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs.

Course Objectives

- Establish the essential core competencies required for performing these duties.
- This course addresses all responsibilities appropriate to a Situation Unit Leader.
- This includes processing information and intelligence and developing displays.

Mission Areas

Response

Prerequisites

- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: G0300: Intermediate Incident Command for Expanding Incidents
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team
- (Recommended) G0400: Advanced Incident Command for Command and General Staff

Disciplines

- Emergency Management

Primary Core Capability

- Operational Coordination
E0965: NIMS ICS All-Hazards Resource Unit Leader Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 35.0
- Duration in Days: 5.0
- Course Version: 2014

Course Description
This course provides an overview of Unit Leader responsibilities, the Planning Section, and the planning process to contextualize the Resources Unit for participants unfamiliar with the planning process or the Incident Command System. It then explores specific Resources Unit Leader functions and responsibilities including resource tracking systems, operational planning, resource products/outputs, check-in, and demobilization. Exercises/simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 All-Hazards Incident Management Teams.

Course Objectives
- Describe the duties, responsibilities, and capabilities of the All-Hazards Resources Unit Leader.

Mission Areas
- Recovery
- Response

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: G0300: Intermediate Incident Command for Expanding Incidents
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team
- (Recommended) G0400: Advanced Incident Command for Command and General Staff

Disciplines
- Emergency Management

Primary Core Capability
- Planning
E0967: NIMS ICS All-Hazards Logistics Section Chief Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 35.0
- Duration in Days: 5.0
- Course Version: 2014

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Logistics Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities fall into two categories: responding to the incident and effectively fulfilling the position responsibilities of a Logistics Section Chief on an AHIMT. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives
- Demonstrate an understanding of the duties, responsibilities, and capabilities of a Logistics Section Chief on an All-Hazards Incident Management Team.

Mission Areas
- Recovery
- Response

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- G0400: Advanced Incident Command for Command and General Staff
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination
E0969: NIMS ICS All-Hazards Communications Unit Leader Course

Course Overview

- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 35.0
- Duration in Days: 5.0
- Course Version: 2014

Course Description

This course helps participants establish the essential core competencies required for performing the duties of the Communications Unit Leader (COML) in an all-hazards incident. This course addresses all responsibilities appropriate to a COML operating in a local- or state-level All-Hazards Incident Management Team (AHIMT). These responsibilities include the collection, processing, and dissemination as needed to facilitate Operations of Command, General Staff, and Unit Leaders within the confines of a Type 3 AHIMT. The course is an instructor-led training that supports learning through discussion, lecture, and active participation in multiple exercises.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives

- Identify the functions of the Communications Unit and the duties and responsibilities of the COML.
- Arrive at an all-hazards incident properly equipped, gather information to assess the assignment, and begin initial planning activities of a COML.
- Plan, staff, manage, and demobilize the Communications Unit in a safe and effective manner to meet the needs of the incident.

Mission Areas

Recovery Mitigation Response

Prerequisites

- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team
- (Recommended) G0400: Advanced Incident Command for Command and General Staff
Disciplines
  • Emergency Management

Primary Core Capability
  • Operational Coordination

Secondary Core Capabilities
  • Operational Communications
E0971: NIMS ICS All-Hazards Facilities Unit Leader Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 35.0
- Duration in Days: 5.0
- Course Version: 2014

Course Description
The course will help participants establish the essential core competencies required for performing the duties of the Facilities Unit Leader (FACL) in an all-hazards incident. The course walks participants through general information, including an overview of the Logistics Section and information on incident mobilization, initial situational awareness, and unit management. It also provides detailed instruction in setting up and maintaining incident facilities, including facilities infrastructure, services, layout, and security. Each unit contains a discussion-based exercise and there is a capstone tabletop exercise at the end of the course to give participants hands-on practice functioning as an FACL.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs, or by those persons who desire to seek credentials/certification in those positions.

Course Objectives
- Describe the function and components of the Logistics Section and the Facilities Unit.
- Describe the information gathered and preparation needed during the pre-incident, dispatch/mobilization, and arrival phases.
- Provide and maintain required facilities-related incident services.
- Establish the incident facilities infrastructure.
- Design and establish the layout of incident facilities.
- Describe the implementation and maintenance responsibilities of the FACL throughout the incident.
- Describe the role and responsibilities of the FACL in ensuring safety on the incident.
- Establish and manage the Facilities Unit.
- Manage and document the demobilization of resources responsible to the FACL.

Mission Areas
- Response
- Recovery
- Mitigation

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
ADEM TRAINING & EXERCISE PLAN

- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team
- (Recommended) G0400: Advanced Incident Command for Command and General Staff

Disciplines
- Emergency Management

Primary Core Capability
- Operational Coordination

Secondary Core Capabilities
- Planning
E0973: NIMS ICS All-Hazards Finance/Administration Section Chief Course

Course Overview
- Training Provider: EMI/Arkansas Division of Emergency Management
- Duration in Hours: 21.0
- Duration in Days: 3.0
- Course Version: 2014

Course Description
This course provides local- and state-level emergency responders with a robust understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team (AHIMT). These responsibilities include managing the Finance/Administration Section personnel and managing the finances and administrative responsibilities during an incident. Exercises, simulations, discussions, and a final exam enable participants to process and apply their new knowledge.

Selection Criteria: NIMS ICS All-Hazards training should be completed by personnel who are regularly assigned to Functional, Support, or Unit Leader positions on Type 3 or 4 AHIMTs.

Course Objectives
Demonstrate an understanding of the duties, responsibilities, and capabilities of an effective Finance/Administration Section Chief on an All-Hazards Incident Management Team.

Mission Areas
- Recovery
- Mitigation
- Response

Prerequisites
- IS0100: Incident Command System (ICS), An Introduction
- IS0200: ICS for Single Resource and Initial Action Incidents
- G0300: Intermediate Incident Command for Expanding Incidents
- G0400: Advanced Incident Command for Command and General Staff
- IS0700: National Incident Management System (NIMS), An Introduction
- IS0800: National Response Framework (NRF)
- (Recommended) O0305: Type 3 All-Hazards Incident Management Team

Disciplines
- Emergency Management

Primary Core Capability
- Intelligence and Information Sharing

Secondary Core Capabilities
- Planning
Section V: Hazardous Materials Courses
Hazardous Materials Certifications

Personnel having a role in the response to hazardous material incidents must have training and certification appropriate to the level of their response function. To facilitate this requirement, ADEM, in conjunction with the Arkansas State Emergency Response Committee and the Arkansas Fire Training Academy offers classes, testing, and certification to the following levels:

- **Level 1 - Hazardous Materials Awareness**
- **Level 2 - Hazardous Materials Operations**
- **Level 3 - Hazardous Material Technician**

Certification is granted for these levels for a five-year period. To qualify for recertification, an individual must complete 4 hours per year of hazardous materials related continuing education for Awareness level, 8 hours per year for Operations level, and 24 hours per year for Technician level certification.

In addition, there are other courses offered in the Hazardous Materials category, which will enhance a responder’s knowledge and ability in relation to certain materials and types of Hazardous Materials incidents. These include classes regarding specific hazards such as Highway Cargo Tank Cars and how to utilize the National Oceanographic and Atmospheric Administration’s (NOAA’s) Computer-Aided Management of Emergency Operations (CAMEO) software suite.
Hazardous Materials Awareness – Level 1

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 8.0
- Duration in Days: 1.0
- Course Version: 2019

Course Description
At the HazMat Awareness Level, participants learn to recognize the presence of hazardous materials and take appropriate action as a first responder. Responders are provided with awareness level training to take initial protective actions when hazardous materials are encountered.

*The HazMat Awareness course meets OSHA, EPA an NFPA training objectives.*

Selection Criteria: First responders who are mandated by law or necessity to prepare for and respond emergency incidents involving hazardous materials.

Course Objectives
- Identify potential hazardous materials incidents.

Mission Areas
- Protection
- Response

Prerequisites
- There are no prerequisites for this course.

Disciplines
- Emergency Management

Primary Core Capability
- Situational Assessment
Hazardous Materials Operations – Level 2

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 24.0
- Duration in Days: 3.0
- Course Version: 2019

Course Description
Learn to recognize the presence of hazardous materials and take appropriate action as a first responder at the operation level. They are trained to respond in a defensive fashion without actually attempting to stop the release. Their function is to contain the release at a safe distance, keeping it from spreading and preventing exposures.

*The HazMat Awareness course meets OSHA, EPA an NFPA training objectives.*

Selection Criteria: First responders who at the Operations level respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release.

Course Objectives
- Identify potential hazardous materials incidents.
- Demonstrate the ability to respond to releases or potential releases of hazardous substances.
- Determine initial actions and isolation distances for known or suspected materials.

Mission Areas
- Protection
- Response
- Mitigation

Prerequisites
- Hazardous Materials Awareness – Level 1

Disciplines
- Emergency Management

Primary Core Capability
- Situational Assessment

Secondary Core Capabilities
- Public Health, Healthcare, and Emergency Services
Hazardous Materials Technician – Level 3

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 80.0
- Duration in Days: 10.0
- Course Version: 2019

Course Description
Learn to control the release of hazardous materials and take appropriate actions as a first responder at the technician level. This course is designed for first responders who at the Technician level respond to releases at hazardous substance to control the release. They are more aggressive in that they take action to plug, patch or otherwise stop the release. They are required to use specialized chemical protective clothing and specialized control equipment.

The HazMat Awareness course meets OSHA, EPA an NFPA training objectives.

Selection Criteria: First responders who at the Technician level respond to releases of hazardous substances to control the release.

Course Objectives
- Determine appropriate chemical protective clothing for hazardous materials incidents.
- Demonstrate the ability to operate single- and multi-gas meters for the purposes of air quality monitoring.
- Research and identify hazardous materials using various sources.
- In field, stop or contain hazardous materials releases using appropriate methods

Mission Areas
Protection    Response

Prerequisites
- Hazardous Materials Operations – Level 2

Disciplines
- Emergency Management

Primary Core Capability
- Situational Assessment

Secondary Core Capabilities
- Public Health, Healthcare, and Emergency Services
Hazardous Materials Level 3: Technician Refresher

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 24.0
- Duration in Days: 3.0
- Course Version: 2019

Course Description

This course is designed as a refresher for first responders who at the Technician level respond to releases or potential releases of hazardous substances for controlling the release. They are more aggressive in that they will take action to plug, patch or otherwise stop the release. They are required to use specialized chemical protective clothing and specialized control equipment.

*The HazMat Awareness course meets OSHA, EPA an NFPA training objectives.*

Selection Criteria: First responders who at the Technician level respond to releases of hazardous substances for the purposes of controlling the release and are in need of refresher training for recertification purposes.

Course Objectives

- Determine appropriate chemical protective clothing for hazardous materials incidents.
- Demonstrate the ability to operate single- and multi-gas meters for the purposes of air quality monitoring.
- Research and identify hazardous materials using various sources.
- In field, stop or contain hazardous materials releases using appropriate methods

Mission Areas

Protection  Response

Prerequisites

- Hazardous Materials Technician – Level 3

Disciplines

- Emergency Management

Primary Core Capability

- Situational Assessment

Secondary Core Capabilities

- Public Health, Healthcare, and Emergency Services
Hazardous Materials Chemistry for Emergency Response

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 40.0
- Duration in Days: 5.0
- Course Version: 2019

Course Description
This course gives Emergency Responders the knowledge to ensure a hazard-based response and risk-based decisions when confronted with incident involving hazardous materials and weapons of mass destruction.

Selection Criteria: First responders who, as Hazardous Materials Technicians, desire additional training involving hazardous materials and weapons of mass destruction.

Course Objectives
- Apply the known properties of various hazardous materials and weapons of mass destruction to considerations including volatility, thermodynamics, combustion, and others using real-world examples.

Mission Areas
- Protection
- Response
- Mitigation

Prerequisites
- Hazardous Materials Technician – Level 3

Disciplines
- Emergency Management

Primary Core Capability
- Situational Assessment

Secondary Core Capabilities
- Public Health, Healthcare, and Emergency Services
Hazardous Materials Basic Air Monitoring

Course Overview

- Training Provider: Arkansas Division of Emergency Management / Murphy Bevelacqua Consultants and Associates
- Duration in Hours: 24.0
- Duration in Days: 3
- Course Version: 2019

Course Description

Participants are instructed in a method of “differential diagnosis” for the hazardous materials detection field. Through lecture and hands-on instruction, the student is guided through using what information is known about a specific situation to determine what hazardous materials may actually be involved. Instruction includes three days of lecture along with hands-on and tabletop activities designed to teach students to use instruments and data at hand to perform the required tasks in a simulated environment.

Selection Criteria: ...

Course Objectives

- Use charts and text materials in conjunction with detection equipment to aid in the detection and determination of simulated hazardous materials

Mission Areas

Protection    Response    Mitigation

Prerequisites

- Hazardous Materials Operations – Level 2
- (Preferred) Hazardous Materials Technician – Level 3

Disciplines

- Emergency Management

Primary Core Capability

- Situational Assessment

Secondary Core Capabilities

- Public Health, Healthcare, and Emergency Services
Hazardous Materials Advanced Air Monitoring

Course Overview

- Training Provider: Arkansas Division of Emergency Management / Murphy Bevelacqua Consultants and Associates
- Duration in Hours: 8.0
- Duration in Days: 1
- Course Version: 2019

Course Description

Participants are instructed in a method of “differential diagnosis” for the hazardous materials detection field. Through lecture and hands-on instruction, the student is guided through using what information is known about a specific situation to determine what hazardous materials may actually be involved. Instruction includes three days of lecture along with hands-on and tabletop activities designed to teach students to use instruments and data at hand to perform the required tasks in a simulated environment.

Selection Criteria: ...

Course Objectives

- Use charts and text materials in conjunction with detection equipment to aid in the detection and determination of simulated hazardous materials

Mission Areas

Protection Response Mitigation

Prerequisites

- Hazardous Materials Operations – Level 2
- (Preferred) Hazardous Materials Technician – Level 3
- Hazardous Materials Basic Air Monitoring

Disciplines

- Emergency Management

Primary Core Capability

- Situational Assessment

Secondary Core Capabilities

- Public Health, Healthcare, and Emergency Services
CAMEO: Computer-Aided Management of Emergency Operations Course

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 24.0
- Duration in Days: 3.0
- Course Version: 2018

Course Description

CAMEOfm is part of the CAMEO® software suite, which is used widely to plan for and respond to chemical emergencies. From the main CAMEOfm screen, you can access all eight CAMEOfm data management modules—as well as opening the other programs in the suite (the CAMEO Chemicals hazardous chemical database, the ALOHA® hazard modeling tool, and the MARPLOT® mapping program).

Selection Criteria: Responders and hazardous materials professionals with a desire to learn the basic operating procedures for the EPA’s CAMEOfm software.

Course Objectives

- Describe the basic functions of the CAMEOfm software suite.
- Operate the eight database modules of the software.
- Given a scenario, utilize the CAMEOfm software to create useful products for response, operations, and mitigation of a hazardous materials incident.
- Demonstrate an understanding of how to utilize other software with the CAMEOfm suite.

Mission Areas

Protection  Response  Mitigation

Prerequisites

- Hazardous Materials Operations – Level 2
- (Preferred) Hazardous Materials Technician – Level 3

Disciplines

- Emergency Management

Primary Core Capability

- Situational Assessment

Secondary Core Capabilities

- Public Health, Healthcare, and Emergency Services
Advanced CAMEO: Computer-Aided Management of Emergency Operations Course

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 16.0
- Duration in Days: 2.0
- Course Version: 2018

Course Description

CAMEOfm is part of the CAMEO® software suite, which is used widely to plan for and respond to chemical emergencies. From the main CAMEOfm screen, you can access all eight CAMEOfm data management modules—as well as opening the other programs in the suite (the CAMEO Chemicals hazardous chemical database, the ALOHA® hazard modeling tool, and the MARPLOT® mapping program).

Selection Criteria: Responders and hazardous materials professionals with a desire to learn the basic operating procedures for the EPA’s CAMEOfm software.

Course Objectives

- Describe the basic functions of the CAMEOfm software suite.
- Operate the eight database modules of the software.
- Given a scenario, utilize the CAMEOfm software to create useful products for response, operations, and mitigation of a hazardous materials incident.
- Demonstrate an understanding of how to utilize other software with the CAMEOfm suite.

Mission Areas

- Protection
- Response

Prerequisites

- Hazardous Materials Operations – Level 2
- (Preferred) Hazardous Materials Technician – Level 3

Disciplines

- Emergency Management

Primary Core Capability

- Situational Assessment

Secondary Core Capabilities

- Public Health, Healthcare, and Emergency Services
Hazardous Materials Tank Truck Emergency Response Workshop

Course Overview
- Training Provider: Safe Transportation Training Specialists
- Duration in Hours: 16.0
- Duration in Days: 2
- Course Version: 2019

Course Description
Using models, props, and simulators in conjunction with multimedia presentations, Safe Transportation Training Specialists provide participants with quality, hands-on training. Participants are provided unique hands-on experiences with aspects of cargo tanks with which they may have had little-to-no prior experience.

Selection Criteria: First responders and others whose duties include responding to incidents which may involve highway cargo tank trucks.

Course Objectives
- Gain an understanding of the following:
  - Cargo tank specifications
  - Construction features of cargo tanks
  - Integrated safety features of cargo tanks
  - How to operate cargo tanks
  - Emergency unloading principles
  - Appropriate containment techniques
  - Cargo tank emergency management

Mission Areas
  Protection       Response

Prerequisites
- Hazardous Materials Operations – Level 2
- (Preferred) Hazardous Materials Technician – Level 3

Disciplines
- Emergency Management

Primary Core Capability
- Fire Management and Suppression
Meth Lab Awareness

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 4.0
- Duration in Days: 0.5
- Course Version: 2018

Course Description
The Meth Lab Awareness course trains first responders to recognize a clandestine methamphetamine laboratory or drug laboratory; including paraphernalia, supplies, and what actions should be implemented to protect themselves and the public. It also describes the general hazards of clandestine methamphetamine laboratories, the risk and potential negative outcomes they represent to first responders, and describe the role of the first responder at the scene.

Selection Criteria: First responders, who may, in the course of their duties, encounter clandestine meth labs or the remnants of one.

Course Objectives
- Recognize a potential clandestine meth lab, paraphernalia, and supplies.
- Identify initial actions to be taken upon discovery of such a location.
- Describe the hazards to response personnel and the public of a meth lab.

Mission Areas
- Protection
- Response
- Mitigation

Prerequisites
- There are no prerequisites for this course.

Disciplines
- Common

Primary Core Capability
- Situational Assessment

Secondary Core Capabilities
- Public Health, Healthcare, and Emergency Services
Emergency Response Guidebook (ERG) Awareness

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 4.0
- Duration in Days: 0.5
- Course Version: 2018

Course Description
This course has been developed to provide emergency responders with training in the use of the Emergency Response Guidebook before they are called upon to use the book in an emergency.

Selection Criteria: First responders from all disciplines and others who require the ability to utilize an ERG during an emergency or other situation.

Course Objectives
- State the purpose of an ERG.
- Discuss the various sections of an ERG.
- Identify a material using various means with an ERG.
- Determine an appropriate guide to use given a material and an ERG.
- Discuss other safety information contained within an ERG.

Mission Areas
Protection    Mitigation

Prerequisites
- There are no prerequisites for this course.

Disciplines
- Common

Primary Core Capability
- Situational Assessment
Bio-Diesel Awareness

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 4.0
- Duration in Days: 0.5
- Course Version: 2018

Course Description

Instruction in the knowledge of biodiesel fuels, including their use, chemical and physical characteristics, transportation and transfer. This course provides responders with awareness level training to take initial protective actions when biodiesel is encountered.

Selection Criteria: First responders and others from all disciplines and others who may encounter bio-diesel products.

Course Objectives

- Identify bio-diesel fuels.
- Discuss the physical and chemical properties of bio-diesel products.
- Discuss the transportation and storage of bio-diesel products.
- Determine protective actions to use when encountering bio-diesel products.

Mission Areas

Protection

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Common

Primary Core Capability

- Threats and Hazards Identification
Ethanol Awareness

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 4.0
- Duration in Days: 0.5
- Course Version: 2018

Course Description

Instruction in the knowledge of ethanol and ethanol-blended fuels, including their use, chemical and physical characteristics, transportation and transfer. This course provides responders with awareness level training to take initial protective actions when ethanol and ethanol-blended fuels are encountered.

Selection Criteria: First responders and others from all disciplines and others who may encounter ethanol and/or ethanol-blended fuels.

Course Objectives

- Identify ethanol and ethanol-blended fuels.
- Discuss the physical and chemical properties of ethanol and ethanol-blended products.
- Discuss the transportation and storage of ethanol and ethanol-blended products.
- Determine protective actions to use when encountering ethanol and ethanol-blended products.

Mission Areas

Protection

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Common

Primary Core Capability

- Threats and Hazards Identification
Incident Response to Terrorist Bombing – Awareness

Course Overview
- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 4.0
- Duration in Days: 0.5
- Course Version: 2019

Course Description
This course provides basic instruction on response procedures for terrorist incidents involving energetic materials (explosives and incendiaries). The course includes classroom presentations that address potential terrorist bombing targets in U.S. communities, common military and commercial explosives available to terrorist, improvised explosive devices (IEDs), and response procedures that support safe and effective, operations during bombing incidents.

Selection Criteria: Firefighters, law enforcement officers, emergency medical response personnel; and those assigned to a position in another agency that provides initial response to bombing incidents. Employees of state or local government crisis-planning organizations or civil defense organizations; public works departments; publicly owned utilities; mutual-aid partners in crisis management; public or private health community; Red Cross and shelter operations; public school system; allied professionals; and other responding personnel with a need to know.

Course Objectives
- Recognize the history and current threat of terrorist bombings to the United States and its communities by domestic and international terrorist groups.
- Identify tactics and techniques used by terrorists to conduct attacks using explosives.

Mission Areas
- Protection
- Response
- Mitigation

Prerequisites
- Must be certified in one of the types of agencies listed in the Selection Criteria.

Disciplines
- Emergency Management

Primary Core Capability
- Threats and Hazards Identification
Prevention of and Response to Suicide Bombing Incidents

Course Overview

- Training Provider: Arkansas Division of Emergency Management
- Duration in Hours: 4.0
- Duration in Days: 0.5
- Course Version: 2019

Course Description

This course provides training on a suicide bombing threat. The course includes familiarization with improvised explosive devices (IEDs) and explosive materials typically used in suicide bombings. It also addresses actions that individual emergency responders can take to assist in preventing or deterring suicide bombings, as well as techniques, tactics, and procedures that support an effective and safe response to a suicide bombing.

Selection Criteria: Firefighters, law enforcement officers, or emergency medical response personnel, or those assigned to a position in another agency that provides initial response to suicide bombing incidents.

Course Objectives

- Recognize the history and threat of suicide bombing to the United States.
- Identify Suicide Bomber Improvised Explosive Devices, components, and delivery methods.
- Recognize the Nine Phases of a Bombing Attack as they relate to suicide bombers and the interdiction opportunities associated with each phase.
- Identify prevention strategies for suicide bomber prevention.
- Recognize the role intelligence and community outreach programs play in threat mitigation.
- Identify suicide bomber countermeasures to prevent or mitigate a suicide bombing attack.

Mission Areas

Protection  Response

Prerequisites

- Must be certified in one of the types of agencies listed in the Selection Criteria.

Disciplines

- Emergency Management

Primary Core Capability

- Threats and Hazards Identification
AWR-160: WMD Awareness-Level Training Course

Course Overview

- Training Provider: TEEX/Arkansas Division of Emergency Management
- Duration in Hours: 6.0
- Duration in Days: 0.75
- Course Version: 2018

Course Description

Developed by the National Domestic Preparedness Consortium (NDPC), the WMD Awareness-Level Training Course is a six-hour training program that provides emergency responders with awareness-level instruction on recognition, avoidance, isolation, and notification techniques in a Weapons of Mass Destruction (WMD) environment. The course covers prevention and deterrence and chemical, biological, radiological, nuclear, explosive (CBRNE) hazards.

Selection Criteria: Personnel who require knowledge of Weapons of Mass Destruction and CBRNE.

Course Objectives

- Be aware of the indicators of potential acts of terrorism and presence of hazardous materials and/or weapons of mass destruction.
- Discuss the potential use of hazardous materials and WMDs in either fixed or transportation facilities.
- Identify the signs and symptoms of exposure to WMDs, hazardous materials, and CBRNE hazards.
- Describe biological agents, their characteristics, and recognize the signs and symptoms of exposure.
- Describe radiation and radiological materials, their characteristics, and recognize the signs and symptoms of exposure.
- Describe explosives, their characteristics, and the effects of a detonated explosive device.

Mission Areas

Protection

Prerequisites

- There are no prerequisites for this course.

Disciplines

- Emergency Management

Primary Core Capability

- Threats and Hazards Identification
Section VI: Advanced Professional Series
Description

Originally established by the Federal Emergency Management Agency, the Advanced Professional Series was designed to motivate and challenge emergency management students and professionals to continue their training.

Beginning in 2019, FEMA has transferred responsibility for the APS series certification to the individual states, for both administration of course materials and certification of students who have completed the series. ADEM has taken on this role for the state of Arkansas, and will strive to conduct all of the required courses and as many of the electives as possible every two (2) years, beginning in even-numbered years.

Following the completion of relevant prerequisites for the courses listed below, students are encouraged to complete the five (5) required courses and any five (5) or more of the electives. Upon successful completion of these requirements, and submission of the appropriate application form and proof of course completion, the ADEM Training & Exercise Branch Manager will issue a certificate to the student via email.

Courses

Courses are described in detail in the appropriate sections of the ADEM Course Catalog. Please reference these descriptions for the course details and any prerequisites, which must be met before applying for a particular course.

Required Courses

Each of the following courses and any prerequisites must be completed prior to submitting an application for APS certification.

- G0191: ICS/EOC Interface OR E/L0449: ICS Train the Trainer
- G0557: Rapid Needs Assessment
- G0205: Recovery from Disaster: the Local Community Role OR E210: Recovery from Disaster, the Local Government Role
- G0393: Mitigation for Emergency Managers OR G0318: Mitigation Planning for Local Governments

Elective Courses

Students wishing to obtain APS certification must meet the prerequisites for and successfully complete any five (5) of these elective courses.

- G0288: Local Volunteer and Donations Management
- IS0703: NIMS Resource Management
ADEM TRAINING & EXERCISE PLAN

- **G0202: Debris Management Planning for State, Tribal, Territorial, and Local Officials**  
  OR  **E0202: Debris Management Planning for State, Local, and Tribal Officials**
- **G0386: Mass Fatalities Incident Response Course**
- **G0361: Flood Fight Operations**
- **IEMC: One of the IEMC courses E0900**
- **G0108: Community Mass Care and Emergency Assistance**
- **G0358: Evacuation and Re-Entry Planning Course**
- **G0290: Basic Public Information Officers Course**  
  OR  **E0388: Advanced Public Information Officer**  
  OR  **E/L0952 All-Hazards Public Information Officer**
- **G0271: Hazardous Weather and Flood Preparedness**  
  OR  **IS0271: Anticipating Hazardous Weather and Community Risk**
- **G0272: Warning Coordination**
- **E/K/G/L0146: Homeland Security Exercise and Evaluation Program Training Course**
- **G0235: Emergency Planning**
- **G0141: Instructional Presentation and Evaluation Skills**  
  OR  **E/L0141: Instructional Presentation and Evaluation Skills**

### Certification Process

Once the student has completed the courses as outlined above, an ADEM APS submission form will be completed. This form, along with copies of all certificates of course completion, should then be submitted electronically to the ADEM Training section at training@adem.arkansas.gov.

The submitted files must show completion of all required courses and the electives the student has chosen to take, prior to the submission date. Comparable certificates from FEMA-presented courses, and those from other states, will be accepted at the discretion of the Training & Exercise Branch Manager, so long as the courses match the above list.

When the submission has been received, the course certificates will be reviewed by the Training & Exercise Branch and researched where necessary.

Once all courses have been verified, the Training & Exercise Branch Manager, as the State Training Officer, shall issue a certificate, in electronic format, with his or her signature along with that of the Director of ADEM.
**ADEM TRAINING & EXERCISE PLAN**

Name: ___________________________ Request Date: ___________________________

Organization: ___________________________ Received Date: ___________________________

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**Instructions:**
- Enter your name, current date, and organization information at the top of this form.
- In the REQUIRED COURSES section, enter the course date, location, and instructor (or certifying officer, if not listed) in each of the appropriate fields. In the ELECTIVE COURSES section, enter the course date, location, and instructor (or certifying officer, if not listed) in the appropriate fields on each of 5 or more rows. For Independent Study courses, enter the Location as "On-Line" and Instructor as "IS". Grayed-out boxes are for ADEM use only.

After completing this form, save it and email it to: training@adem.arkansas.gov

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Section VII: Other Training Opportunities
Center for Domestic Preparedness
https://cdp.dhs.gov/

National Center for Biomedical Research and Training at Louisiana State University
http://www.ncbirt.lsu.edu/

National Disaster Preparedness Training Center at University of Hawaii
https://ndptc.hawaii.edu/

National Nuclear Security Administration/CTOS-Center for Radiological/Nuclear Training at the Nevada National Security Site
http://www.ctosnnsa.org/

The Energetic Materials Research and Testing Center at New Mexico Tech
http://www.emrtc.nmt.edu/training/

Texas A&M Engineering Extension Service, National Emergency Response and Rescue Training Center
https://teex.org/Pages/homeland-security.aspx

Transportation Technology Center, Inc., Security and Emergency Response Training Center
http://sertc.org/

Homeland Security Counter-IED Training Courses
https://www.dhs.gov/bombing-prevention-training-courses
https://cdp.dhs.gov/obp (Virtual Only)
Part C: ADEM Exercise Plan
Section I: Exercise Program Priorities & Target Capabilities
Program Priorities

The following list of priorities were identified by the Arkansas Homeland Security Advisory Group in accordance with previous grant-year priorities. The State of Arkansas strives to improve the preparedness and response posture of local jurisdictions in an all-hazards, capabilities-based manner. This is done with a focus on statewide and jurisdictional planning, training, and exercising with emphasis placed on known catastrophic threats such as the New Madrid Seismic Zone along with potential human and agricultural impacts of man-caused and naturally occurring pandemic and outbreak diseases.

The following list outlines these identified program priorities:

**Strengthen Information Sharing and Collaboration Capabilities**

The State of Arkansas will work to ensure the establishment of a State Fusion Center in order to enhance the information and intelligence sharing among all necessary entities. The establishment and implementation of a State Fusion Center will enable the State of Arkansas to utilize resources available through local, state and federal entities which will provide information from across the state that can be shared through law enforcement channels for determination of credible intelligence.

**Strengthen Interoperable Communications Capabilities (AWIN System Expansion & Enhancement)**

The State of Arkansas will continue to support the enhancement of interoperable communications, at both the state and local levels. This will utilize the expertise of the State Chief Information Officer to assist in determining needs in the area of cyber security and geographic information technology as support elements of Arkansas’ communication efforts.

**Strengthen CBRNE Detection, Response, & Decontamination Capabilities**

The State of Arkansas will ensure that responders have basic, self-sustaining and operational/safety equipment and that those with increased capability have advanced equipment for response to a WMD or CBRNE event. The State of Arkansas will also work to strengthen the integration of local and regional HazMat and Decon Teams and State Agricultural Inspection Teams in order to support a galvanized response to and recovery from potential acts of agricultural terrorism involving a chemical or biological agent. Ongoing establishment, sustainment, and evaluation of Emergency Ordinance Disposal teams will continue to be a priority to ensure adequate response to incidents involving explosive devices.

**Enhance PPE/Operational and Logistical Equipment to Support Response to and Prevention of a Terrorist Event**

The State of Arkansas will continue to support its jurisdictions and agencies terrorism response and prevention capabilities through leveraging funds available to purchase items such as site surveillance systems, shelter systems, SAR ensembles, terrorism prevention
hardware and software, tactical entry equipment for law enforcement, and command vehicles. Agencies and personnel that will utilize equipment purchased with leveraged funds will be trained prior to SAA purchase approval. This equipment will be integrated into state and jurisdiction specific exercises in order to benchmark and evaluate the efficacy of funds leveraged.

**Implement National Incident Management System and the National Response Framework**

The State of Arkansas will continue the phased implementation of the National Incident Management System and National Response Framework in accordance with Homeland Security Presidential Directives 5 and 8 and the respective NIMS Compliance Matrices for States and Territories and Local Jurisdictions as provided by the NIMS Integration Center. The Command and Management component of the NIMS will continue to be integrated into all emergency response exercises utilizing the State Homeland Security Exercise and Evaluation Program and shall focus on the Onsite Incident Management and/or Emergency Operations Center Management Core Capabilities.

**Strengthen Medical Surge and Mass Prophylaxis Capabilities**

Through interagency coordination between ADEM and the Arkansas Department of Health, ensure that all funding for medical surge and mass prophylaxis is utilized to its fullest extent. Multi-agency coordination, between the Arkansas Homeland Security Advisory Group (ARHSAG) and the Arkansas Department of Health Preparedness & Emergency Response Branch, will also be implemented to coordinate implementation of CDC Public Health Emergency Preparedness Cooperative Agreement, DHHS-ASPR Hospital Preparedness Program, and Metropolitan Medical Response System (MMRS) funds. To this end the State of Arkansas shall provide for necessary equipment required to enhance the ability of medical response personnel, in the metropolitan area and throughout the state, to respond to a mass casualty event. The State Homeland Security Exercise and Evaluation Program (SHSEEP) and the Arkansas Training and Exercise Task Force (ART&ETF) shall be utilized as the primary tool to assess and evaluate medical surge, mass care, and mass prophylaxis capabilities.
Target Capabilities

Target Capabilities, as defined by FEMA, are capabilities which are directly related to FEMA’s Homeland Security Mission Areas – Prevention, Protection, Mitigation, Response, and Recovery. Currently, there are a total of 37 capabilities defined by FEMA; however, this is subject to revision. Target Capabilities are used to assess the overall readiness and preparedness of a state or local jurisdiction. These capabilities were identified using a “Consensus of Community” program and take into account concerns of stakeholders from federal, state, and local governments, the private sector, and non-governmental organizations.

The State of Arkansas has determined desired Target Capabilities based upon events such as 9/11 and the Oklahoma City Bombing of 1995, as well as potential and existing threats to the State and its jurisdictions. This is especially relevant given the close physical and economic ties the State of Oklahoma shares with the State of Arkansas. Also recognized are the following Core Capabilities, as promulgated by the National Preparedness Goal and HSPD’s 5 and 8, as crucial to providing a coordinated and successful approach to emergency preparedness and response.

**Intelligence/Information Sharing - [Prevention & Protection]**

*Reference:* Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning threats to the United States, its people, property, or interest; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by Federal, state, local, and other stakeholders. Information sharing is the ability exchange intelligence, information, data, or knowledge among Federal, state, local, private sector entities, as appropriate.

Training and Exercises that Support this Capability:

- IS0029: Public Information Officer Awareness
- IS0042: Social Media in Emergency Management
- IS0242: Effective Communication
- IS0247: Integrated Public Alert and Warning System for the American Public
- IS0251: Integrated Public Alert and Warning System for Alerting Authorities
- G0290: Basic Public Information Officers Course
- G0291: Joint Information System/Center Planning for Tribal, State, and Local PIOs
- Managing Public Information for All Hazards Incidents, Anniston, AL
- All Statewide and Regional FE and FSE exercises 2012-2015

**Interdiction and Disruption - [Prevention & Protection]**

*Reference:* To delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

Training and Exercises that Support this Capability:

- IS0906: Workplace Security Awareness
- IS0907: Active Shooter: What You Can Do
ADEM TRAINING & EXERCISE PLAN

- Active Shooter Threat Training Program, Anniston, AL
- Bombing Prevention Awareness Course, Anniston, AL
- Protective Measures Course CDP
- All Statewide and Regional FE and FSE exercises 2012-2015

Environmental Response/Health and Safety - [Response]

Reference: Ensure the availability of guidance and resources to address all hazards including hazardous materials, acts of terrorism, and natural disasters in support of the responder operations and the affected communities.

Training Courses and Exercises that support this Capability:
- Hazardous Materials Awareness – Level 1
- Hazardous Materials Operations – Level 2
- Hazardous Materials Technician – Level 3
- Chemistry for Emergency Response
- F/E Food and Safety Exercise

Mass Search & Rescue – [Response]

Reference: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

- Urban Search and Rescue Training
- Wide Area Search
- Basic Law Enforcement Training
- Basic Fire Fighting Training
- F/E Food and Safety Exercise

On Scene Security and Protection - [Response]

Reference: Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for all traditional atypical response personnel engaged in lifesaving and life-saving operations.

- Training and Exercises to Support this Capability:
- Law Enforcement Protective Measures for CBRNE Incidents, Anniston, AL
- Active Shooter Threat Training Program, Anniston, AL
- Crime Scene Management for CBRNE Incidents, Anniston, AL
- Basic Law Enforcement Training
Public Health and Medical Services - [Response]

**Reference:** Provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health and medical support and products to all people in need within the affected area.

Training Courses and Exercises that support this Capability:

- Public Health Preparedness & Response Courses
- State and Regional WMD and Public Health TTX, FE and FSEs
- Center for Domestic Preparedness / Noble Training Center Courses
- IS0100: Introduction to the Incident Command System
- IS0808: Emergency Support Function (ESF) #8 Public Health & Medical Services
- IS0930: Emergency Responder Health Monitoring and Surveillance System: Leadership Training
- Framework for Healthcare Emergency Management, Anniston, AL
- Hospital Emergency Response Training for Mass Casualty Incidents, Anniston, AL
- Emergency Medical Operations for CBRNE Incidents, Anniston, AL
Section II: Exercise Program Appendices
Appendix A: National Priorities

The following eight preparedness goals are established as National Priorities by the Department of Homeland Security’s Interim National Preparedness Goal:

• Implement National Incident Management System (NIMS) and National Response Framework (NRF)
• Expand Regional Collaboration
• Implement the National Infrastructure Protection Plan (NIPP)
• Strengthen Information Sharing and Collaboration Capabilities
• Strengthen Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives (CBRNE) Detection, Response, and Decontamination Capabilities
• Strengthen Interoperable Communications Capabilities
• Strengthen Medical Surge and Mass Prophylaxis Capabilities
• Strengthen Emergency Operations Planning and Citizen Protection Capabilities
Appendix B: Core Capabilities List

Within with the National Preparedness Goal, FEMA has defined thirty-two core capabilities which have been designed to address the greatest risks to the nation. While each of these core capabilities is tied to a capability target, jurisdictions must be flexible on how to utilize their often scarce resources as related to the most relevant threats to their communities. For example, areas of eastern Arkansas may be more concerned with the threat of earthquake or flood, while other areas of the state may consider severe weather to be a greater threat.

The National Preparedness Goal organizes these Core Capabilities into five specific Mission Areas. The National Preparedness Goal groups the capabilities based on where they most logically fit. Some fall into only one Mission Area, while some others apply to several mission areas. These are:

Prevention

Prevent, avoid or stop an imminent, threatened or actual act of terrorism or other hazard.

Associated Core Capabilities:
- Planning
- Public Information and Warning
- Operational Coordination
- Forensics and Attribution
- Intelligence and Information Sharing
- Interdiction and Disruption
- Screening, Search, and Detection

Protection

Protect our citizens, residents, visitors, and assets of the State of Arkansas against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive.

Associated Core Capabilities:
- Planning
- Public Information and Warning
- Operational Coordination
- Access Control and Identity Verification
- Cybersecurity
- Intelligence and Information Sharing
- Interdiction and Disruption
- Physical Protective Measures
- Risk Management for Protection Programs and Activities
- Screening, Search, and Detection
Supply Chain Integrity and Security

Mitigation
Reduce the loss of life and property by lessening the impact of future disasters which affect the state.

Associated Core Capabilities:
- Planning
- Public Information and Warning
- Operational Coordination
- Community Resilience
- Long-Term Vulnerability Reduction
- Risk and Disaster Resilience Assessment
- Threats and Hazards Identification

Response
Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident affecting the state.

Associated Core Capabilities:
- Planning
- Public Information and Warning
- Operational Coordination
- Critical Transportation
- Environmental Response/Health and Safety
- Fatality Management Services
- Fire Management and Suppression
- Logistics and Supply Chain Management
- Infrastructure Systems
- Mass Care Services
- Mass Search and Rescue Operations
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Public Health, Healthcare, and Medical Services
- Situational Assessment

Recovery
Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.
• Associated Core Capabilities:
• Planning
• Public Information and Warning
• Operational Coordination
• Economic Recovery
• Health and Social Services
• Housing
• Infrastructure Systems
• Natural and Cultural Resources

The following are the Core Capabilities considered by the Exercise Section when developing and conducting exercises.

**Access Control and Identify Verification**

**Mission Areas:** Protection

**Description:** Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

**Community Resilience**

**Mission Areas:** Mitigation

**Description:** Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

**Long-Term Vulnerability Reduction**

**Mission Areas:** Mitigation

**Description:** Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

**Critical Transportation**

**Mission Areas:** Response

**Description:** Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

**Cybersecurity**

**Mission Areas:** Protection
**Description:** Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

**Economic Recovery**

**Mission Areas:** Recover

**Description:** Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

**Environmental Response/Health and Safety**

**Mission Areas:** Response

**Description:** Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

**Fatality Management Services**

**Mission Areas:** Response

**Description:** Provide fatality management services, including decent remains recovery and victim identification, working with the local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent interment solutions, sharing information with the mass care services for the purpose of reunifying family members and caregivers with the missing persons/remains, and providing counseling to the bereaved.

**Fire Management and Suppression**

**Mission Areas:** Response

**Description:** Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.

**Forensics and Attribution**

**Mission Area:** Prevention

**Description:** Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.

**Health and Social Services**

**Mission Areas:** Recovery
Description: Restore and improve health and social services capabilities and networks to promote the resilience, independence, and health) including behavioral health), and well-being of the whole community.

Housing

Mission Areas: Recovery

Description: Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

Infrastructure Systems

Mission Areas: Response, Recovery

Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

Intelligence and Information Sharing

Mission Areas: Prevention, Protection

Description: Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge about government or private sector entities, as appropriate.

Interdiction and Disruption

Mission Areas: Prevention, Protection

Description: Delay, diver, intercept, halt, apprehend, or secure threats and/or hazards.

Logistics and Supply Chain Management

Mission Areas: Response

Description: Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

Long-Term Vulnerability Reduction

Mission Areas: Mitigation
Description: Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

Mass Care Services

Mission Areas: Response

Description: Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

Mass Search and Rescue Operations

Mission Areas: response

Description: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

Natural and Cultural Resources

Mission Areas: Recovery

Description: Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with the applicable environmental and historic preservation laws and executive orders.

On-Scene Security, Protection, and Law Enforcement

Mission Areas: Response

Description: Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

Operational Communications

Mission Areas: Response

Description: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between communities in the impact area and all response forces.

Operational Coordination

Mission Areas: All
ADEM TRAINING & EXERCISE PLAN

**Description:** Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

**Physical Protective Measures**

**Mission Areas:** Protection

**Description:** Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operation activities and critical infrastructure sectors.

**Planning**

**Mission Areas:** All

**Description:** Conduct a systemic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

**Public Health, Healthcare, and Emergency Medical Services**

**Mission Areas:** Response

**Description:** Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.

**Public Information and Warning**

**Mission Areas:** All

**Description:** Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

**Risk and Disaster Resilience Assessment**

**Mission Areas:** Mitigation

**Description:** Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity’s risk and increase their resilience.

**Risk Management for Protection Programs and Activities**

**Mission Areas:** Protection

**Description:** Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.
Screening, Search, and Detection

**Mission Areas:** Prevention, Protection

**Description:** Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.

Situational Assessment

**Mission Areas:** Response

**Description:** Provide all decision makers with the decisions-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Supply Chain Integrity and Security

**Mission Areas:** Protection

**Description:** Strengthen the security and resilience of the supply chain

Threats and Hazards Identification

**Mission Areas:** Mitigation

**Description:** Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of the community or entity.
Appendix C: Exercise Types

Discussion-Based Exercises
Discussion-based exercises are normally used as starting points in the building-block approach to the cycle, mix, and range of exercises. Discussion-based exercises include Seminars, Workshops, Tabletop Exercises, and Games. These types of exercises typically highlight existing plans, policies, procedures, and mutual aid agreements. Thus, they are exceptional tools for familiarizing agencies and personnel with current and/or expected jurisdictional capabilities. Discussion-based exercises typically focus on strategic, policy-oriented issues; operations-based exercises focus more on tactical response-related issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track while meeting the objectives of the exercise.

Seminars
Seminars are generally used to orient participants to and/or provide an overview of authorities, strategies, plans, policies, procedures, protocols, response resources, concepts and ideas associated with a given agency. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures. They offer the following attributes:

- Informal discussions led by a seminar leader
- Lack of time constraints caused by real-time portrayal of events
- Low-stress environment employing a number of instruction techniques such as lectures, multi-media presentations, panel discussions, case study discussions, expert testimony, and decision support tools
- Proven effectiveness with both small and large groups

Workshops
Workshops represent the second tier of exercises in the HSEEP building block approach. Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is on achieving or building a product (such as a plan or a policy). Workshops provide an ideal forum for the following:

- Building teams
- Collecting or sharing information
- Obtaining consensus
- Obtaining new or different perspectives
- Problem-solving complex issues
- Testing new ideas, processes, or procedures
- Training groups in coordinated activities

In conjunction with exercise development, workshops are most useful in achieving specific aspects of exercise design such as the following:

- Determining evaluation elements and standards of performance
ADEM TRAINING & EXERCISE PLAN

- Determining program or exercise objectives
- Developing exercise scenario and key events listings

A workshop may be used to produce new Standard Operating Procedures (SOPs), Emergency Operations Plans (EOPs), mutual aid agreements, multi-year exercise plans, and improvement plans. To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined.

Potential relevant topics and goals are numerous, but all workshops share the following common attributes:

- Effective with both small and large groups
- Facilitated, working breakout sessions
- Goals oriented toward an identifiable product
- Information conveyed employing different instructional techniques
- Lack of time constraint from real-time portrayal of events
- Low-stress environment
- No-fault forum
- Plenary discussions led by a workshop leader

**Tabletop Exercises**

Tabletop Exercises (TTXs) involve senior staff, elected or appointed officials, or other key personnel in an informal setting where they discuss a simulated situation. This type of exercise is intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined incident.

Tabletop exercises are typically aimed at facilitating the understanding of concepts, identifying the strengths and shortfalls of policies or procedures, and perhaps achieving a change in attitude when necessary. Each of the participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving rather than the rapid, spontaneous decision-making that occurs under actual or simulated emergency conditions. In contrast to the scale and cost of operations-based exercises and games, tabletop exercises can be a cost-effective tool when used in conjunction with more complex exercises. The effectiveness of this is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

Tabletop Exercise methods are divided into two categories: basic and advanced. In a basic tabletop exercise, the scene set by the scenario materials remains constant. It describes an event or incident and brings participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented the facilitator, problems are discussed as a group, and resolution is generally agreed on and summarized by the leader.

In an advanced tabletop exercises, play focuses on delivery of pre-scripted messages to players that alter the original scenario. The exercise facilitator usually introduces problems one at a time...
in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by the problem, using appropriate plans and procedures. Tabletop exercise attributes may include the following:

- Achieving limited or specific objectives
- Assessing interagency coordination
- Conducting a specific case study
- Examining personnel contingencies
- Familiarizing senior officials with a situation
- Participating in information sharing
- Practicing group problem-solving
- Testing group message interpretation

**Operations-Based Exercises**

Operations-based exercises represent the next iteration of the exercise cycle and help validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include Drills, Functional Exercises, and Full Scale Exercises. They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises include actual response, mobilization of apparatus and resources, and commitment of personnel, usually over an extended period.

**Drills**

A drill is a coordinated and supervised activity utilized to test a single specific operation or function of an agency. Drills provide training on new equipment, allow participants to develop or test new policies or procedures, or to practice and maintain current skills. Typical attributes include the following:

- Narrow focus, measured against established standards
- Instant feedback
- Performance in isolation
- Realistic environment

**Functional Exercise**

The Functional Exercise (FE), also known as a Command Post Exercise (CPX), tests and evaluates individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. Functional exercises focus on exercising the plans, policies, procedures, and staffs of the direction and control nodes of the National Incident Management System/Incident Command System (NIMS/ICS). Generally, incidents are projected through an exercise scenario with event updates that drive activity at the management level. Movement of personnel and equipment is simulated.

The objective of a functional exercise is to execute specific plans and procedures and apply established policies, plans, and procedures under crisis conditions, within or by particular
function teams. A functional exercise simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment. Attributes of an FE include the following:

- Evaluating Emergency Operations Centers (EOC), headquarters, and staff
- Evaluating functions
- Examining inter-jurisdictional relationships
- Measuring resource adequacy
- Reinforcing established policies and procedures

**Full-Scale Exercise**

The Full-Scale Exercise (FSE) is the most complex step in the exercise cycle. Full-scale exercises are multi-agency, multi-jurisdictional exercises that test many facets of emergency response and recovery. They include many first responders operating under the NIMS/ICS to effectively and efficiently respond to, and recover from, an incident. A full-scale exercise focuses on implementing and analyzing the plans, policies, and procedures developed in discussion-based exercises and honed in previous smaller, operations-based exercises.

The events project through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. Conducted in real-time, the exercise conditions create a stressful environment that closely mirrors one that would occur in real life. First responders and resources then mobilize, and deploy to the exercise scene where they undertake actions as if a real incident had occurred.

The full-scale exercise simulates the reality of operations in multiple functional areas by presenting complex and realistic problems requiring critical thinking, rapid problem solving, and effective responses by trained personnel in a highly stressful environment. Other entities that are not involved in the exercise but that would be involved in an actual incident do not respond.

A full-scale exercise provides an opportunity to execute plans, procedures, and mutual aid agreements in response to a simulated live incident in a highly stressful environment. Typical full-scale exercise attributes include the following:

- Activating personnel and equipment
- Allocating resources and personnel
- Analyzing Memorandums Of Understanding (MOUs), SOPs, plans, policies, and procedures
- Assessing equipment capabilities
- Assessing inter-jurisdictional cooperation
- Assessing organizational and individual performance
- Demonstrating interagency cooperation
- Exercising public information systems
- Testing communications systems and procedures
The level of support needed to conduct a full-scale exercise is greater than that needed during other types of exercises. The exercise site is usually extensive with complex site logistics. Food and water may need to be supplied for all involved. Monitoring of safety issues including the use of props and special effects must be done at all participant levels.

Exercise controllers ensure that the behavior of participants remains within predefined boundaries. Simulation Cell (SIMCELL) controllers continuously inject scenario elements to simulate real events. Evaluators observe behaviors and compare them against established plans, policies, procedures, and standard practices where applicable. Safety controllers ensure all activity is executed within a safe environment.
Part D: Annexes
Section I: ADEM Forms
Statement of Qualifications for ADEM Instructor

Name: _____________________________   Social Security #: _______________________

Address: ___________________________   Phone (work): _________________________

Phone (home): ________________________   Phone (cell): ________________________

List your emergency management training including Train-the-Trainer courses: (attach all supporting Certificates)

______________________________________________________________________________

______________________________________________________________________________

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______________________________________________________________________________

List instructor experience:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

For Training and Exercise Branch Manager:

Does this Instructor meet ADEM requirements?  □ Yes   □ No

________________________________________   ADEM Form 304 8/06

Signature, Training and Exercise Branch Manager
## Advanced Professional Series Certification Request Form

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Verified By: ___________________________ Date: ___________________________

Approved By: ___________________________ Date: ___________________________

Instructions: Enter your name, current date, and organization information at the top of this form. In the REQUIRED COURSES section, enter the course date, location, and instructor (or certifying officer, if not listed) in each of the appropriate fields. In the ELECTIVE COURSES section, enter the course date, location, and instructor (or certifying officer, if not listed) in the appropriate fields on each of 5 or more rows. For Independent Study courses, enter the Location as “On-Line” and Instructor as “IS”. Grayed-out boxes are for ADEM use only.

After completing this form, save it and email it to: training@adem.arkansas.gov