# ADEM TRAINING & EXERCISE PLAN

ADEM Training & Exercise Branch
training@adem.arkansas.gov
exercise@adem.arkansas.gov

## Record of Changes

| Line | Date | Change | Changed By |
|---|---|---|---|
| 1 | 2019 | Complete plan revision and update. | RJM |
| 2 | 2019-09-27 | Corrected Table of Contents | RJM |
| 3 | 2019-12-12 | Updated Instructor Travel Procedures on pp.12-13 | RJM |
| 4 | 2019-12-12 | Updated Adjunct Instructor Travel Procedures on p. 13 | RJM |
| 5 | 2019-12-12 | Updated “Expenses” on pp. 20-21 | RJM |
| 6 | 2020-01-30 | Removed G0775 Course, which has been replaced by G2300 | RJM |
| 7 | 2020-02-20 | Added “Course Evaluation” section pp. 20-21 | RJM |
| 8 | 2020-02-20 | Added retention of cancelled offerings statement on p. 22 | RJM |
| 9 | 2020-03-31 | Change of numbering and format to Parts/Sections | RJM |
| 10 | 2020-03-31 | Added “Concept of Operations” on pp. 11-12 | RJM |
| 11 | 2020-03-31 | Updated “Introduction” section on p. 11 | RJM |
| 12 | 2020-03-31 | Added “General Functions” on p. 123 | RJM |
| 13 | 2020-03-31 | Added “After-Action Reviews” on p. 123 | RJM |
| 14 | 2020-03-31 | Updated “Scheduling Training” on p. 19 | RJM |
| 15 | 2020-03-31 | Updated “Applying for Training Courses” on p. 21 | RJM |
| 16 | 2020-03-31 | Updated requirements for “Local Jurisdictions” on p. 14 | RJM |
| 17 | 2020-03-31 | Added “Appendix D: TEPW Results” on p. 144 | RJM |
| 18 | 2020-03-31 | Added “Appendix E: Ex Core Cap Matrix” on p.145 | RJM |
| 19 | 2020-03-31 | Added “Appendix F: SEOC Ex Schedule” on p. 146 | RJM |
| 20 | 2020-0406 | Updated ADEM/FEMA course listings in Part C and others | RJM |
| 21 | 2020-0407 | Revision to “Training & Exercise Planning Workshop” on p. 18 | RJM |
| 22 | 2020-0407 | Added “IT-300” and “IT-400” to “Instructor Qualifications” on pp. 24-25 | RJM |
| 23 | 2020-0420 | Moved “Part D: Exercise Plan” to “Part C: ADEM Exercise Plan” | RJM |
| 24 | 2020-0420 | Moved “Part C: Course Catalog” to “Part D: …” | RJM |
| 25 | 2020-0708 | Updated Part C: Exercise Plan to incorporate COVID-19 changes p.33 | RJM |

## Record of Changes

| Line | Date | Change | Changed By |
|---|---|---|---|
| 26 | 2020-0708 | Introduction on p. 10 to include Exercise Section updates | RJM |
| 27 | 2020-0708 | Updated Part C/Section II/Appendix E | RJM |
| 28 | 2020-0803 | Removed IS-634 from the training Part B: Section II | RJM |
| 29 | 2022-0415 | Changed appropriate references of TEPW to IPPW | RJM |
| 30 | 2022-0415 | Update web links to DPS sites | RJM |
| 31 | 2022-0415 | Updated Training Policy | RJM |
| 32 | 2022-0415 | Updated Instructor Qualifications to include HazMat requirements | RJM |
| 33 | 2022-0415 | Updated ADEM Staff training requirements | RJM |
| 34 | 2022-0415 | Updated Part C to current exercise program | RJM |
| 35 | 2022-0419 | Updated AWR-160 to current TEEX online format only | RJM |
| 36 | 2022-0419 | Removed references added to address COVID-19 | RJM |
| 37 | 2022-0419 | Updated EMPG Program Paper link on to current document | RJM |
| 38 | 2022-0419 | Removed duplicate copy of APS form | RJM |
| 39 | 2022-0419 | Added section to Part D for FEMA Basic Academy | RJM |
| 40 | 2022-0419 | Added Student TR-1 Checklist to Part E: Annex I | RJM |
| 41 | 2022-0419 | General format, grammar, and spelling corrections | RJM |
| 42 | 2022-0419 | Updated links and wording in the “Out-of-State Training” section | RJM |
| 43 | 2022-0425 | Changed HazMat Chemistry Provider to Murphy Bevelacqua Consultants and Associates | RJM |
| 44 | 2022-0425 | Removed Meth Lab Awareness Class | RJM |
| 45 | 2022-0426 | Updated CAMEO course description | CBF |
| 46 | 2022-0426 | Updated CAMEO course description | CBF |
| 47 | 2022-0427 | Corrected titles in “Purpose” on p. 10 | RJM |
| 48 | 2022-0427 | Removed Part C: Section II: Appendix A. Appendices B and C changed | RJM |
| 49 | 2022-0429 | Updated processes in Part C: Section II related to Training Needs Assessment | RJM |
| 50 | 2022-0429 | 2022 Plan update complete – released for publication. | SA |

## Record of Changes

| Line | Date | Change | Changed By |
|---|---|---|---|
| 51 | | | |
| 52 | | | |
| 53 | | | |
| 54 | | | |
| 55 | | | |
| 56 | | | |
| 57 | | | |
| 58 | | | |
| 59 | | | |
| 60 | | | |
| 61 | | | |
| 62 | | | |
| 63 | | | |
| 64 | | | |
| 65 | | | |
| 66 | | | |
| 67 | | | |
| 68 | | | |
| 69 | | | |
| 70 | | | |
| 71 | | | |
| 72 | | | |
| 73 | | | |
| 74 | | | |
| 75 | | | |

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

**Table of Contents**

Part A: General Information ..... 10
Introduction ..... 11
Purpose ..... 11
Regulatory Reference ..... 11
Scope ..... 12
Concept of Operations ..... 12
Responsibilities ..... 13
Grant Management ..... 16
Plan Maintenance ..... 16
Part B: ADEM Training Plan ..... 17
Section I: Course Management, Training Policy & Instructor Qualifications ..... 18
Course Management ..... 19
Training Policy ..... 20
Instructor Qualifications ..... 25
Section II: ADEM Staff Training Requirements ..... 27
ADEM Personnel ..... 28
Division & Branch Leadership ..... 29
Directorate & Team Chief Positions ..... 30
Local Emergency Coordinators ..... 30
Part C: ADEM Exercise Plan ..... 33
Section I: Exercise Program Functions, Priorities & Target Capabilities ..... 34
General Functions ..... 35
After-Action Reports (AAR) ..... 35
Exercise Planning ..... 36
Target Capabilities ..... 37
Section II: Exercise Program Appendices ..... 40
Appendix A: Core Capabilities List ..... 41
Appendix B: Exercise Types ..... 49
Part D: ADEM Course Catalog ..... 54

Section I: Emergency Management Courses ..... 55
G0108: Community Mass Care and Emergency Assistance ..... 56
G0141: Instructional Presentation and Evaluation Skills ..... 57
G0191: Incident Command System/Emergency Operations Center Interface ..... 58
G0194: Advanced Floodplain Management Concepts ..... 60
G0202: Debris Management Planning for State, Tribal, Territorial, and Local Officials ..... 62
G0205: Recovery from Disaster: The Local Community Role ..... 63
G0235: Emergency Planning ..... 64
G0251: Workshop in Emergency Management: Amateur Radio Resources ..... 65
G0270.3: Expedient Flood Training ..... 66
G0271: Hazardous Weather and Flooding Preparedness ..... 67
G0272: Warning Coordination ..... 68
G0279: Retrofitting Flood-Prone Residential Buildings ..... 69
G0282: Advanced Floodplain Management Concepts II ..... 71
G0284: Advanced Floodplain Management Concepts III ..... 73
G0288: Local Volunteer and Donations Management ..... 75
G0290: Basic Public Information Officers Course ..... 77
G0291: Joint Information System/Center Planning for Tribal, State, and Local PIOs ..... 79
G0300: Intermediate Incident Command System for Expanding Incidents ..... 81
G0358: Evacuation and Re-Entry Planning Course ..... 82
G0361: Flood Fight Operations ..... 83
G0367: Emergency Planning for Campus Executives ..... 85
G0386: Mass Fatalities Incident Response Course ..... 86
G0393: Mitigation for Emergency Managers ..... 88
G0400: Advanced Incident Command System for Command and General Staff ..... 89
G0402: Incident Command System Overview for Executive/Senior Officials ..... 90
G0418: Mass Care/Emergency Assistance Planning and Operations ..... 91
G0489: Management of Spontaneous Volunteers in Disasters ..... 92
G0556: Local Damage Assessment ..... 93
G0557: Rapid Needs Assessment ..... 94

G2300: Intermediate Emergency Operations Center Functions ..... 95
Section II: All-Hazards Incident Management Team Courses ..... 96
NIMS/ICS All-Hazards Incident Management Team Courses ..... 97
E0950: NIMS ICS All-Hazards Incident Commander Course ..... 98
E0952: NIMS ICS All-Hazards Public Information Officer Course ..... 99
E0954: NIMS ICS All-Hazards Safety Officer Course ..... 101
E0956: NIMS ICS All-Hazards Liaison Officer Course ..... 102
E0958: NIMS ICS All-Hazards Operations Section Chief Course ..... 103
E0960: NIMS ICS All-Hazards Division/Group Supervisor Course ..... 104
E0962: NIMS ICS All-Hazards Planning Section Chief Course ..... 106
E0964: NIMS ICS All-Hazards Situation Unit Leader Course ..... 107
E0965: NIMS ICS All-Hazards Resource Unit Leader Course ..... 108
E0967: NIMS ICS All-Hazards Logistics Section Chief Course ..... 109
E0969: NIMS ICS All-Hazards Communications Unit Leader Course ..... 110
E0971: NIMS ICS All-Hazards Facilities Unit Leader Course ..... 112
E0973: NIMS ICS All-Hazards Finance/Administration Section Chief Course ..... 114
Section III: FEMA Basic Academy Courses ..... 115
The National Emergency Management Basic Academy ..... 116
L0102: Science of Disaster Course ..... 119
L0103: Planning: Emergency Operations Course ..... 120
L0105: Public Information and Warning Course ..... 121
L0146: Homeland Security Exercise and Evaluation Program Training Course ..... 122
Section IV: Hazardous Materials Courses ..... 123
Hazardous Materials Certifications ..... 124
Hazardous Materials Awareness – Level 1 ..... 125
Hazardous Materials Operations – Level 2 ..... 126
Hazardous Materials Technician – Level 3 ..... 127
Hazardous Materials Level 3: Technician Refresher ..... 128
Hazardous Materials Chemistry for Emergency Response ..... 129
Hazardous Materials Basic Air Monitoring ..... 130

Hazardous Materials Advanced Air Monitoring ..... 131
CAMEO: Computer-Aided Management of Emergency Operations Course ..... 132
Advanced CAMEO: Computer-Aided Management of Emergency Operations ..... 133
Hazardous Materials Tank Truck Emergency Response Workshop ..... 134
Emergency Response Guidebook (ERG) Awareness ..... 135
Bio-Diesel Awareness ..... 136
Ethanol Awareness ..... 137
Incident Response to Terrorist Bombing – Awareness ..... 138
Prevention of and Response to Suicide Bombing Incidents ..... 139
AWR-160: WMD Awareness-Level Training Course ..... 140
Section IV: Advanced Professional Series ..... 141
Description ..... 142
Courses ..... 142
Certification Process ..... 143
Section V: Other Training Opportunities ..... 144
Center for Domestic Preparedness ..... 145
National Center for Biomedical Research and Training at Louisiana State University ..... 145
National Disaster Preparedness Training Center at University of Hawaii ..... 145
National Nuclear Security Administration/CTOS-Center for Radiological/Nuclear Training at the Nevada National Security Site ..... 145
The Energetic Materials Research and Testing Center at New Mexico Tech ..... 145
TEEX, National Emergency Response and Rescue Training Center ..... 145
Security and Emergency Response Training Center ..... 145
Homeland Security Counter-IED Training Courses ..... 145
Part E: Annexes ..... 146
Annex I: ADEM Forms ..... 147

# 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 ADEM Exercise Section manages the State Homeland Security Exercise and Evaluation Program (SHSEEP) so that the skills, abilities, and experience of emergency management personnel may be regularly tested. Additionally, these exercises allow ADEM and the emergency management jurisdictions in the state to evaluate plans, policies, procedures, and equipment utilized in the emergency management programs they oversee. The ADEM Exercise Section is responsible for the evaluation and assessment of state and local preparedness and response exercises, improvement plans, and the development and maintenance of the ADEM Integrated Preparedness Plan (IPP).

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.
- Homeland Security Presidential Directive (HSPD) 5.
- Homeland Security Presidential Directive (HSPD) 7.
- Homeland Security Presidential Directive (HSPD) 8.
- Act 511 of 1973, as Amended, "The Emergency Services Act".
- Act 634 of 1995, "The Arkansas HAZMAT Emergency Management Act".

- Act 646 of 1999.
- Arkansas Code Title 12, Subtitle 5, et al.
- 29 CFR 1910.120, 1910.132, 1910.133, and 1910.134.
- 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).

## Concept of Operations

The Concept of Operations of the ADEM Training & Exercise Plan is that ADEM Training & Exercise Branch will utilize various means to discover areas where additional training would be beneficial to the given jurisdiction. There are many ways in which these may be discovered:

- Needs identified in a formal Needs Assessment
- Discussions with stakeholders
- Results of a Training & Exercise Planning Workshop
- Shortfalls observed during scheduled exercise play
- Issues discovered during real-world incidents
- Items identified by an Exercise or Real-World Incident After-Action Report

The basic flow of the Training & Exercise program is thus: a) Training needs are assessed as outlined above; 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.

Once a training need has been identified, the ADEM Training Section will work with the Local Emergency Management Coordinator, the ADEM Exercise Section, and the ADEM Area Coordinator will determine which courses should be presented to best address the issue(s). The ADEM Training Section will work with these stakeholders to present courses which will introduce concepts or reinforce the elements which have been identified.

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.

The ADEM Exercise Section utilizes a progressive approach to building and conducting workshops, drills, and tabletop and full-scale exercises. These are designed to reinforce training lessons learned in training sessions; address capability gaps which have been identified through training, exercises, real-world events, and associated After-Action Reports; and to create and maintain the Improvement Plan (IP) Matrix. By integrating these building blocks into the ADEM Training & Exercise Plan, future exercises will verify the completion of corrective actions and identify where improvements may still be necessary.

## 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.
- Assist 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
    - 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.
- 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 Preparedness Certification.
- 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.
- Submit properly formatted and completed After-Action Reviews to the ADEM Exercise Section within ninety (90) days of the completion of an exercise.
- 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 Preparedness Certification.

## 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 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.
- Update of the Exercise Plan to ensure coordination with current THIRA.
- Review of Exercise Plan to ensure alignment with current national priorities.

# 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 & Exercise Branch Manager shall ensure all courses are current, relevant, and appropriate along with ensuring all presentations are conducted in accordance with this plan. When courses are presented, the Course Manager is responsible for the quality presentation of course materials.

### *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.

### *Integrated Preparedness Planning Workshop (IPPW)*

The Integrated Preparedness Planning Workshop provides a collaborative workshop environment for Whole Community stakeholders to engage in the maintenance and update of the Training & Exercise Plan. The IPPW 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. Participants in the IPPW include ADEM personnel, Area Coordinators, Local Emergency Management Coordinators, ESF representatives, and selected others.

The IPPW covers topics such as state, area, and local accomplishments – both for the current year and since the last IPPW. Participants also discuss their training needs and how to best translate these into realistic training and exercise goals. The ADEM Improvement Plan (IP) Matrix and current training and exercise offerings are reviewed against the training and exercise schedules to ensure issues and gaps are adequately addressed. Participants also have the opportunity to discuss specific needs for their jurisdictions, scheduling issues, and ways to overcome funding shortfalls in regards to training and exercise needs.

### *Training Needs Assessment*

A Training Needs Assessment will be conducted in conjunction with the annual Integrated Preparedness Planning Workshop (IPPW) and the Preparedness Certification. In order to ensure the training they desire for their agency or jurisdiction is offered, each of the Local Coordinators, ADEM Area Coordinators, and agencies tasked with Emergency Support Functions (ESFs), should complete this annual assessment, which will be provided in the form of an electronic survey. The survey link will be provided to the appropriate agencies and jurisdictions each year as part of this overall IPPW and Preparedness Certification process.

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 generally 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 ADEM Training Page 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 cancelled 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 he 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 cancelled 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 that Arkansas is vulnerable

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 relevant 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 ADEM website here. Both Emergency Management and Hazardous Materials schedules may be accessed from this site. 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 Evaluation*

Course Evaluations are a requirement for courses in Emergency Management, and may be required in certain Hazardous Materials courses as well. After course instruction is complete, and before student post-tests are distributed, each student will receive an ADEM Course Evaluation form.

Students are not required to place their names or any other identifying marks upon the evaluation forms. The minimum information to be filled out is a numerical rating evaluating the course material, training facility, and the instructors. Students are asked to complete these in a timely

manner, however no testing materials will be distributed until an evaluation has been received from each student.

The Course Manager has the option to review the evaluations after collection. Evaluations will then be secured for transport back to the ADEM Training & Exercise Branch. The physical copies of the evaluations will then be scanned into a PDF file and retained in the appropriate course folder. These will be retained in accordance with the Training Records section outlined later in this document.

The physical copies may then be reviewed by the Training & Exercise Branch Manager, the Course Manager, and any instructors to identify items from the evaluations – both positive and negative – which require attention. These evaluations will then be shredded.

### *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. The Course Manager is responsible for the integrity of the testing process, including the collection of Pre- and Post-Test answer sheets, securing these for transport, and ensuring these have been scanned to the appropriate course folder. Physical copies of the answer sheets will then be shredded.

### *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 (GSA) 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 as listed on the GSA site. 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 actual

expenses up to per diem meals. The other student(s) in this room will only be allowed actual expenses up to the GSA per diem for 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 personnel, 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.

Records of cancelled offerings shall be saved electronically in accordance with the *Training Records* section.

### *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 register with the FEMA/NETC online admissions system is located here. Alternatively, students may 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. The online admissions system is the preferred method.

### *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. The ADEM Training Section utilizes a restricted-access drive to retain electronic copies of training records. As of 2020, no physical copies of training records are retained.

## 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 of instructor training in Adult Training Methodology, such as the Instructor Training Course from the Center for Domestic Preparedness in Anniston, Alabama.
- 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.
- Hazardous Materials Instructors must be certified in the course one level above the course they are to teach.
- 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.
  - **IS0100** – All Training Instructors shall have successfully completed IS0100, IS0200, and IS0700 courses.
  - **IS0200** – Course Manager shall have successfully completed G0300. Unit instructors shall have successfully completed IS0200.
  - **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. Instructors shall pass the FEMA IT-300 examination for updated materials, if present.
  - **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. Instructors shall pass the FEMA IT-400 examination for updated materials, if present.
- 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 most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

- 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 most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

- IS2200: Basic Emergency Operations Center Functions
- 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

### *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.

- IS0906: Workplace Security Awareness
- IS0907: Active Shooter: What You Can Do
- IS0029: Public Information Officer Awareness (formerly 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 the most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

- IS0008: Building for the Earthquakes of Tomorrow
- IS0011: Animals in Disaster: Community Planning
- IS0020: Diversity Awareness
- IS0026: Guide to Points of Distribution
- IS0279: Introduction to Retrofitting Flood-Prone Residential Buildings
- IS0288: The Role of Voluntary Organizations in Emergency Management
- IS0393: Introduction to Hazard Mitigation
- IS0632: Introduction to Debris Operations
- IS1000: Public Assistance Program and Eligibility
- G2300: Intermediate Emergency Operations Center Functions (formerly G0775: Emergency Operations Center Management and Operations)
  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 most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

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. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available

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

- IS0251: Integrated Public Alert and Warning System (IPAWS) for Alerting Administrators (formerly 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 most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

- 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 most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

- 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 most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

- Hazardous Materials: Operations - Level 2
- G0290: Basic Public Information Officers Course (or FEMA L0105 Public Information and Warning)
- 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 most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

- IS0029: Public Information Officer Awareness (formerly IS0702: NIMS Public Information System)
- IS0703: NIMS Resource Management System

### *Within 36 Months of Appointment*

Local Emergency Coordinators, within thirty-six months of appointment, shall complete the most current version of the following courses and provide copies of all certificates to the Training & Exercise Branch. Those who have completed previous versions do not need to retake the courses, so long as FEMA has no such requirement and a valid certificate of completion is available.

- IS0008: Building for the Earthquakes of Tomorrow
- IS0011: Animals in Disaster: Community Planning
- IS0279: Introduction to Retrofitting Flood-Prone Residential Buildings
- IS0288: The Role of Voluntary Organizations in Emergency Management

- IS0393: Introduction to Hazard Mitigation
- IS0632: Introduction to Debris Operations
- IS1000: Public Assistance Program and Eligibility (replaces IS0634: Introduction to FEMA's Public Assistance Program)
- IS2200: Basic Emergency Operations Center Functions (formerly IS0775: EOC Management and Operations)

# Part C: ADEM Exercise Plan

# Section I: Exercise Program Functions, Priorities & Target Capabilities

## General Functions

The ADEM Exercise section evaluates plans, procedures, and capabilities through periodic review, functional testing, post-incident reporting, performance evaluation, various types of exercise, and real-world events. This process utilizes an all-hazards and capabilities-based approach to the assessment and validation of exercise activities within the State of Arkansas, and is synchronized with the goals and priorities outlined in the State Homeland Security Strategy (SHSS).

The ADEM Exercise Section will ensure that these exercises are coordinated and placed on the ADEM Exercise Schedule, located at the ADEM Exercise site. The ADEM Exercise Schedule will also be shared with FEMA Region VI and presented at the regional Integrated Planning and Preparedness Workshop.

In conjunction with the ADEM Response and Recovery Branch, a State Emergency Operations Center (SEOC) drill or exercise will be held as desired throughout the EMPG year, the subject of which is aligned with the current State of Arkansas Threat and Hazard Risk Assessment (THIRA). ADEM personnel attend various types of exercises to meet requirements of the EMPG program.

The ADEM Exercise Section is responsible for updating the state Improvement Plan Matrix (IP Matrix). The IP Matrix is a spreadsheet that contains information from After-Action Reports (AAR) produced following ADEM-sponsored exercises. The IP Matrix lists the core capabilities tested, identifies areas for improvement, analysis of the area for improvement, corrective actions, and projected completion dates for recommended corrective actions.

In order to meet future areas of focus and other needs, the ADEM Exercise Section will utilize a progressive approach for the design, development, and conduct of exercises. This will utilize all manner of exercise types, and will be based upon Whole Community hazards, risks, and threats.

## After-Action Reports (AAR)

After-Action Reports or AARs are useful tools in identifying both areas needing improvement and concepts or plans that worked well during an exercise or real-world event. In order to ensure exercises within the state are created and evaluated in a standardized manner, the State of Arkansas has adopted the principles for these as outlined in the FEMA Homeland Security Exercise and Evaluation Program (HSEEP). The ADEM Exercise Section requires AARs to be completed in accordance with State Homeland Security Exercise and Evaluation Program (SHSEEP) guidelines, and has provided a template which can be obtained from the ADEM Exercise Section, or at the ADEM Exercise site.

Once an exercise has been completed, all finalized AARs must be submitted to the ADEM Exercise Section within ninety (90) days of the exercise completion date. Failure to do so will result in the exercise being considered null and void. After these have been reviewed for compliance with relevant HSEEP guidelines, the final copy is distributed to local, state, and/or federal recipients as required.

## Exercise Planning

The ADEM Exercise Section will team with Subject Matter Experts (SMEs) and others to craft comprehensive, realistic scenario-based exercises, workshops, and drills for ADEM and our partner organizations. The purpose of including SMEs is to provide specific knowledge needed to enhance the exercise with realistic scenarios, injects, and background materials.

Local Emergency Management Coordinators work with the ADEM Exercise Section to complete EMPG exercise planning and AAR requirements. The Exercise Section will also review local jurisdictions' exercise documentation submissions and will offer feedback based on State Homeland Security Exercise and Evaluation Program (SHSEEP) requirements. This exercise cycle ensures that local jurisdictions have the capability to plan, conduct, and evaluate exercises which are structured according to the SHSEEP program.

## 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 identified desired Target Capabilities based upon the current ADEM Threat and Hazard Identification and Risk Assessment (THIRA), in conjunction with the state Homeland Security Strategy. 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
- L0105: Public Information and Warning
- 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
- 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
- IS0892: Physical Security Criteria for Federal Facilities
- 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: 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 capabilities fall into only one area, while others apply to several. 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*

Recovery 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

***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 decisions 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 the clearly understand the needs of the community or entity.

# Appendix B: 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

- 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 evaluate 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: ADEM Course Catalog

# Section I: 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

## 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

    - 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: Introduction to 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 Version: 2016

### *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
- IS0029: Public Information Officer Awareness (formerly IS0702: NIMS Public Information System)
- 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 Version: 2016

### *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
- IS0029: Public Information Officer Awareness (formerly IS0702: NIMS Public Information System)
- 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
- 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

## 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 Version: 2016

### *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

## 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

## 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 II: 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
- 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 III: FEMA Basic Academy Courses

## The National Emergency Management Basic Academy

The National Emergency Management Basic Academy is a gateway for individuals pursuing a career in emergency management. Similar to basic academies operated by the fire service and law enforcement communities, the National Emergency Management Basic Academy will provide a foundational education in emergency management.

The goal of the Basic Academy is to support the early careers of emergency managers through a training experience combining knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management. The Academy provides shared classrooms of adult learners and skillful instructors resulting in a solid foundation upon which to build further studies and sound decisions.

### *Target Audience*

The National Emergency Management Basic Academy is designed for newly appointed emergency managers with less than three years of experience, including members of State, local, tribal, and territorial homeland security or emergency services programs; Nongovernmental organizations, voluntary agencies, or professional organizations; Private sector emergency management offices; College or university emergency management staff; and FEMA, federal partners, military and emergency managers at other departments or agencies.

L0101: Foundations of Emergency Management Course

### *Course Overview*

- Training Provider: FEMA
- Duration in Hours: 40.0
- Duration in Days: 5.0
- Course Version: 2020

### *Course Description*

The Federal Emergency Management Agency (FEMA) recognizes the need to tie training programs to an established set of emergency management competencies and to a career development program through a progressive training and education system that includes the entry-level Academy, called the National Emergency Management Basic Academy. Training objectives for this course, Foundations of Emergency Management, are based on the newly established Emergency Manager competencies that the National Emergency Management Association (NEMA); the International Association of Emergency Managers (IAEM); and local, State, territorial, and tribal emergency management professionals have established in coordination with the Emergency Management Institute (EMI).

The following topics in emergency management are covered in this course: legal issues; intergovernmental and interagency context; influencing, organizing, social vulnerability issues; managing stress; collaboration, preparedness; team building; mitigation; response; prevention and protection; ethical decision-making; recovery; technology; administration; and the future.

***Selection Criteria:*** This course is intended for newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

### *Course Objectives*

- Emergency Management Legal Issues
- Intergovernmental and Interagency Interaction
- Influence, Organization, and Social Vulnerabilities
- Stress Management
- Response, Prevention, Protection, and Decision-Making

### *Mission Areas*

Recovery Mitigation Response

### *Prerequisites*

- IS0100: Incident Command System (ICS), An Introduction
- IS0120: Introduction to Exercise
- IS0200: ICS for Single Resource and Initial Action Incidents

- IS0230: Fundamentals of Emergency Management
- IS0235: Emergency Planning
- IS0240: Leadership and Influencing
- IS0241: Decision Making
- IS0242: Effective Communication
- IS0244: Developing and Managing Volunteers
- IS0700: National Incident Response System: An Introduction
- IS0800: National Response Framework: An Introduction

### *Disciplines*

- Emergency Management

### *Primary Core Capability*

- N/A – Exercises

## L0102: Science of Disaster Course

### *Course Overview*

- Training Provider: FEMA
- Duration in Hours: 24.0
- Duration in Days: 3.0
- Course Version: 2020

### *Course Description*

This course in the National Emergency Management Basic Academy is designed to provide the participants with an overview of scientific principles and concepts that shape our increasingly dangerous world.

***Selection Criteria:*** This course is intended for newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management

### *Course Objectives*

- Introduction to Science of Disaster provides a definition and benefits of science.
- Earth Science and Natural Hazards describes how the Earth's design sets the stage for the world's natural hazards.
- Science of Natural Hazards describes the scientific basis of common natural hazards.
- Prediction gives us the capability to expect the unexpected.
- Physical Science and Implications for Emergency Management identifies how emergency management can benefit from knowledge of the physical science of hazards.
- Biological and Chemical Threats identifies the basis of biological and chemical threats.
- Explosive Threats identifies the scientific basis of those threats.
- Radiological and Nuclear Threats identifies the scientific basis of those threats.

### *Mission Areas*

Common

### *Prerequisites*

- None Listed

### *Disciplines*

- Emergency Management

### *Primary Core Capability*

- None Listed

## L0103: Planning: Emergency Operations Course

### *Course Overview*

- Training Provider: FEMA
- Duration in Hours: 16.0
- Duration in Days: 2.0
- Course Version: 2016

### *Course Description*

This course in the National Emergency Management Basic Academy is designed to give basic concepts and planning steps to those new to the field of emergency management so that they may apply planning discipline and skills to challenges in their jobs. The course content includes emergency management planning doctrine and steps to take to accomplish writing plans and using them to deal with special events, which are common challenges for all jurisdictions.

The content also derives from Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans and its six-step planning process and inclusive Whole Community philosophy. Likewise, doctrine from Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Analysis, is included in the course. Special event planning is then explained in the course and table group activities to analyze plans for special events are conducted.

***Selection Criteria:*** This course is intended for newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

### *Course Objectives*

- Not Listed

### *Mission Areas*

Common

### *Prerequisites*

- None Listed

### *Disciplines*

- Emergency Management

### *Primary Core Capability*

- None Listed

## L0105: Public Information and Warning Course

### *Course Overview*

- Training Provider: FEMA
- Duration in Hours: 24.0
- Duration in Days: 2.0
- Course Version: 2020

### *Course Description*

To equip participants with the skills needed to be full or part-time PIOs, including oral and written communications; understanding and working with the media; and basic tools and techniques to perform effectively as a PIO, both in the proactive/ advocacy times and crisis/ emergency response.

***Selection Criteria:*** This course is intended for newly appointed emergency managers from State, local, tribal, territorial, and Federal emergency management agencies, and prospective professionals transferring from another discipline to emergency management.

### *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*

- IS0029: Public Information Officer Awareness

### *Disciplines*

- Emergency Management

### *Primary Core Capability*

- Not Listed

## L0146: Homeland Security Exercise and Evaluation Program Training Course

### *Course Overview*

- Training Provider: FEMA
- Duration in Hours: 16.0
- Duration in Days: 2.0
- Course Version: 2020

### *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

# Section IV: 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: Murphy Bevelacqua Consultants and Associates
- 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: 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: 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*

CAMEO Data Manager is part of the CAMEO® software suite, which is used widely to plan for and respond to chemical emergencies. From the main CAMEO Data Manager screen, you can access all eight CAMEO Data Manager 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 CAMEO Data Manager software.

### *Course Objectives*

- Describe the basic functions of the CAMEO Data Manager software suite.
- Operate the eight database modules of the software.
- Given a scenario, utilize the CAMEO Data Manager 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 CAMEO Data Manager 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 Overview*

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

### *Course Description*

CAMEO Data Manager is part of the CAMEO® software suite, which is used widely to plan for and respond to chemical emergencies. From the main CAMEO Data Manager screen, you can access all eight CAMEO Data Manager 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 CAMEO Data Manager software.

### *Course Objectives*

- Describe the basic functions of the CAMEO Data Manager software suite.
- Operate the eight database modules of the software.
- Given a scenario, utilize the CAMEO Data Manager 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 CAMEO Data Manager 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

# 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/Online Only
- Duration in Hours: Self-Paced
- 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.

### *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*

- (Recommended) IS0100: Introduction to the Incident Command System
- (Recommended) IS0700: National Incident Management System, An Introduction

### *Disciplines*

- Emergency Management

### *Primary Core Capability*

- Threats and Hazards Identification

# Section IV: 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 Training and Exercise Plan. 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.

- G0775: EOC Management and Operations **OR** G2300: Intermediate Emergency Operations Functions **OR** IS0775: EOC Management and Operations **OR** IS2200: Basic EOC Functions
- 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
- G0364: Multi-Hazard Emergency Planning for Schools **OR** L0363: Multi-Hazard Planning for Higher Education

- IS0703: NIMS Resource Management
- 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 **OR** L0105: Public Information and Warning
- 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.

# Section V: Other Training Opportunities

### Center for Domestic Preparedness

https://cdp.dhs.gov/

### National Center for Biomedical Research and Training at Louisiana State University

http://www.ncbrt.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/

### TEEX, National Emergency Response and Rescue Training Center

https://teex.org/Pages/homeland-security.aspx

### 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 E: Annexes

# Annex 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)

_____

_____

_____

_____

_____

List instructor experience:

_____

_____

_____

For Training and Exercise Branch Manager:

Does this Instructor meet ADEM requirements? ☐ Yes ☐ No

_____

Signature, Training and Exercise Branch Manager

ADEM Form 304 8/06

**Advanced Professional Series**
**Certification Request Form**

**Name:** _____ **Request Date:** _____

**Organization:** _____ **Received Date:** _____

| Course | Date | Location | Instructor | Verified |
|---|---|---|---|---|
| REQUIRED COURSES | | | | |
| G0775 OR G2300 | | | | |
| G0191 OR E/L0449 | | | | |
| G0557 | | | | |
| G0205 OR E0210 | | | | |
| G0393 OR G0318 | | | | |
| ELECTIVE COURSES (ANY 5 COURSES) | | | | |
| G0288 | | | | |
| G0364 OR L0363 | | | | |
| IS0703 | | | | |
| G0386 | | | | |
| G0361 | | | | |
| E0900 Series (Any 1 Course) | | | | |
| G0108 | | | | |
| G0358 | | | | |
| G0290 OR E0388 OR E/L0952 | | | | |
| G0271 OR IS0271 | | | | |
| E/K/G/L0146 | | | | |
| G0235 | | | | |
| G0141 | | | | |

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

# ADEM STUDENT TR-1 CHECKLIST

***Social Security Number on W-9 is REQUIRED for payment***

___ Agency, Department, or Organization represented has been entered on the TR-1

___ Home Address or Official Station Address listed on the TR-1, Including ZIP code

___ Enter the class dates (Month/Day/Year), one for each line, including the first travel day

___ List the name of the city next to each of the days

___ Enter the hotel charge (rate + tax) for each date

___ Enter your total meals request (amount actually spent) for each date

___ No entries are allowed for any other column on the TR-1

___ Total *Hotel Room* and *Meals* columns vertically down to the *Subtotal* line

___ Total each day's line horizontally in the *Subtotal of Travel Expenses* column

___ Enter the *Total Reimbursement Due* at the bottom right of the grid

___ The *Purpose of Travel* line is the class you are attending

___ Sign the form on the *Signature of Travel Line* and enter your job title on the line below it

___ Provide the instructors with a copy of your hotel receipt showing your name, the room rate and taxes/fees, and a $0.00 balance

___ Complete an IRS form W-9, which includes your name, home address, Social Security Number, signature, and date.

**Hotel Stays:** Student must provide a hotel receipt *in their name* with a GSA rate of $96.00 per night (plus taxes and fees), unless the hotel stay is in Hot Springs, which is $103.00 per night (plus taxes and fees).
**Meals for Travel Days:** Travel days are the first day a student will spend the night in a hotel for the class and the last day of the class when a student will travel home. Meals for travel days are calculated at the GSA rate of up to $44.25 ($48.00 for Hot Springs) for each day.
**Meals for Non-Travel Days:** Non-Travel days are calculated at the GSA rate of up to $59.00 ($64.00 for Hot Springs).