Training Program Guidelines

Purpose
Oregon Office of Emergency Management (OEM) coordinates national programs and provides training services throughout the State to enhance capabilities of the response communities for all hazards. This is accomplished through:

1. OEM direct training delivery
2. National provider residential training program coordination
3. National provider direct local delivery coordination

These training services are facilitated by OEM through the Training Coordinator, and supported by program representatives in one of three sections: Plans and Training, Mitigation and Recovery Services, and Technology and Response.

Assumptions
1. Oregon community emergency managers and first responders need specialized training outside of their basic skills to be able to prepare for, mitigate, prevent, respond to and recover from emergencies, catastrophic events, and terrorism.
2. Multiple providers and structures to obtain services and training require a single training point of contact to coordinate communications and delivery.
3. Limited training resources and significant statewide community needs require strategic coordination to maximize benefits and reduce administrative impact.

Goals
1. Provide a consistent process to request training activity and services be delivered at the requesting jurisdiction or agency.
2. Provide a consistent process to apply for residential training conducted at federally recognized institutions.
3. Increase awareness of training programs and services from and through Oregon Office of Emergency Management to provide quality training for statewide first responders.
Scope
This document is intended for county, tribal, and city emergency managers, and jurisdiction or agency personnel with a vested interest in the delivery of training for first responders in Oregon.

Laws and Authorities
OEM uses the following laws, regulations, and guidance to administer the state training program:

- ORS 401
- OAR 104 Division 10
- Department of Homeland Security (DHS) grant guidance for the Emergency Management Performance Grant (EMPG) and the Homeland Security Grant Program (HSGP)
- Federal Emergency Management Agency (FEMA) Region X Guidance
- National Training and Education Division (NTED) of FEMA

Attached:
Training Frequently Asked Questions
## Training
### Frequently Asked Questions
#### July 2014

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Q: What is Public (Infrastructure) Assistance?
A: When a disaster or emergency occurs, it is the responsibility first of the local community, State, or Tribe to respond. However, at times their combined efforts are not sufficient to effectively address the direct results of the most serious events. These situations call for Federal assistance. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. §§5121 – 5207, authorizes the President to provide Federal assistance to supplement State, Tribal, local efforts. If federal assistance is justified, the President issues an emergency or major disaster declaration and various emergency or disaster programs are made available. The Public Assistance program is supplementary Federal financial assistance for local, state and certain private nonprofits response and recovery costs incurred. Federal assistance is a cost share with the federal cost share no less than 75 percent.

Q: How is Public Assistance designated?
A: As part of this process to determine if federal assistance through the Public Assistance program is warranted, an Initial Damage Assessment (IDA) and Preliminary Damage Assessment (PDA) must occur to determine if the event is beyond the local and State capabilities. If federal assistance is justified, the President issues an emergency or major disaster declaration and which may include various emergency or disaster programs that are made available. In order to prepare and evaluate for possible Federal supplementary assistance an understanding of the evaluation criteria for the Public Assistance (PA) program (44 CFR 206.48), is fundamental.

Q: How Do I receive Training on Public Assistance?
A: For: National Emergency Training Center (NETC) – Emergency Management Institute
Provided training please refer to page 12 “National Emergency Training Center (NETC)—Emergency Management Institute

For: Office of Emergency Management Public Assistance Training there are four options for obtaining training:
1. OEM offers Quarterly Public Assistance Training via online live and recorded webinars. Information on topics and dates are available from OEM’s website.
2. OEM offers live onsite training for seminars, conferences and medium to large size groups upon request and as staff scheduling demand allows.
3. OEM Public Assistance staff offers topically targeted online live training for interested groups.
4. In the event of a declared disaster OEM Public Assistance will provide live training during the applicant briefings and refresher training as requested by applicants.
The complete IDA/PDA training course PowerPoint and training modules are also available online on OEM’s website at: http://www.oregon.gov/OMD/OEM/Pages/fin_rec/IDA.aspx

OEM Public Assistance Program’s available training topic list is under development and can be requested by contacting OEM’s Training Coordinator at james.adams@state.or.us
**Frequently Asked Questions**

*Domestic Preparedness Training Provided Through FEMA and The Department for Homeland Security*

**Q: Who provides Homeland Security/Domestic Preparedness training?**

A: All training in this area falls under the National Training and Education Division’s (NTED) oversight.

NTED provides tailored training to enhance the capacity of state and local jurisdictions to prepare for, prevent, deter, respond to, and recover safely and effectively from potential manmade and natural catastrophic events, including terrorism.

Training is provided in multiple formats to meet the needs of the first responder community.
- Resident Courses: Training delivered at the providers campus/school/site
- Mobile Training Delivery: Training brought to the requesting jurisdiction
- WEB Training: Courses conducted via the internet

**Q: What training programs are available from which institutions approved by NTED?**

A: NTED draws upon a diverse group of training providers, also referred to as training partners, to develop and deliver NTED approved training courses. These training providers include the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC), and the Naval Postgraduate School (NPS), among others.

The National Domestic Preparedness Consortium (NDPC) is a partnership of several nationally recognized organizations whose membership is based on the urgent need to address counter-terrorism preparedness needs of the nation's emergency first responders within the context of chemical, biological, radiological, and explosive WMD hazards. At present, the NDPC forms the core of the NTED training program. Its members are responsible for training the majority of the responders who go through the NTED program. NDPC members include:

- **Center for Domestic Preparedness (CDP)** FEMA's Center for Domestic Preparedness (CDP), located in Anniston, Alabama, is the only federally chartered Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) civilian training center through the Department of Homeland Security (DHS). The CDP is the only training center in the nation where civilian responders can train in a controlled toxic chemical agent, biological, and radiological environments. CDP provides resident and mobile training. [cdp.dhs.gov/](http://cdp.dhs.gov/)

- **The Energetic Materials Research and Testing Center (EMRTC) at New Mexico Institute of Mining and Technology (NMIMT)** EMRTC provides specialized training that focuses on explosives and incendiary devices. This training includes controlled detonations of improvised explosives providing responders first-hand understanding of and experience with a range of improvised explosive devices from letter bombs to vehicle bombs. EMRTC provides resident and mobile training. [www.emrtc.nmt.edu/training/](http://www.emrtc.nmt.edu/training/)

- **National Center for Biomedical Research and Training (NCBRT)** at Louisiana State University (LSU): NCBRT specializes in curriculum on biological terrorism agents and topics in the law enforcement discipline, including prevention and deterrence. The biological curriculum is based on completed and ongoing studies on agents, such as anthrax, through a bio-safety level 3 laboratory. NCBRT provides mobile training. [www.ncbtr.lsu.edu/](http://www.ncbtr.lsu.edu/)
National Emergency Response and Rescue Training Center (NERRTC) at Texas Engineering Extension Service (TEEX) NERRTC prepares state and local officials for the management challenge posed by WMD through hands-on, scenario-driven training and computer-based simulations. The Emergency Operations Training Center uses state-of-the-art simulation and computer-based technologies to train first responders and city officials to manage a crisis through a unified command approach with realistic, real-time simulation and training analysis at a command-post level not provided by any other organization. NERTC provides one resident program and several mobile programs. www.teex.org/nerrtc/

U.S. Department of Energy (DOE), Counter Terrorism Operations Support Program (CTOS) at Nevada Test Site (NTS): CTOS delivers specialized training related to the detection, response, and mitigation of radiological/nuclear incidents, providing responders with hands-on experience in a controlled radiologically contaminated environment. CTOS provides resident and mobile training. www.ctosnnsa.org/

University of Hawaii (UH), National Disaster Preparedness Training Center (NDPTC): NDPTC works collaboratively to develop and deliver training and education in the areas of disaster preparedness, response, and recovery to governmental, private, tribal, and non-profit entities and under-represented/under-served communities. It incorporates urban planning and environmental management, emphasizing community preparedness and addressing the needs of vulnerable at-risk populations. NDPTC provides mobile training. ndptc.hawaii.edu/

Transportation Technology Center, Inc. (TTCI), National Center for Emergency Response in Surface Transportation (NCERST): TTCI provides unique training programs focusing on ground transportation. First responders experience hands-on exposure in responding to terrorist events, disasters, accidents and other critical incidents involving ground transportation including train tracks, locomotives, rail tanker cars, tank trucks, and hazardous chemical containers. TTCI also conducts training in mitigation, inspection, prevention, and emergency planning related to ground transportation. TTCI provides resident training. www.aar.com/

Rural Domestic Preparedness Consortium (RDPC) The RDPC is comprised of academic partners that possess extensive experience and unique capabilities in serving the rural emergency response community. These partners include: East Tennessee State University, University of California, Davis, NorthWest Arkansas Community College, The University of Findlay, and North Carolina Central University. The RDPC provides mobile training programs. https://www.ruraltraining.org/

Q: How can I find out what training is available?
A: Visit the FEMA site for the National Training and Education Division (NTED) training catalog at www.firstrespondertraining.gov/home.do. On the right side of the page select ‘NTED’ under ‘View Training Catalogs.’ This catalog lists every course that is available, with most at no charge to the requesting jurisdiction for mobile training, or individual for resident programs.

The National Domestic Preparedness Consortium also provides training. Their courses are included in the NTED catalog, and are largely provided at no charge. Visit www.ndpc.us/Training.aspx for more information; select ‘NDPC Course Catalog’ to access a searchable data base that can be filtered by Training Provider, Delivery Method, Course Level, Target Audience, and Core Capabilities.
Resident Training: training conducted at the training provider’s facility. Mobile Training: Training presented by a provider at the requesting jurisdiction’s chosen location. You could also visit each provider’s website identified above.

Q: How do I apply for a resident course?
A: Visit the web site for the course you want to attend and go through the training calendar.
   1. OEM recommends selecting dates at least 90-days out to get into the class you want. Many courses fill quickly, so working out 90 days will improve the odds you'll get the course you want.
   2. Next, fill out the application on the provider’s web site. Once completed you can fax it to James Adams at 503-373-7833, or send it as an attachment to an email to james.adams@state.or.us
   3. The training provider will contact you about the course you want to attend and inform you about the travel and lodging process. This notification is usually within two weeks, if not sooner.

Q: How long does it take to find out if I’ve been accepted for residential training?
A: OEM strives to send applications to the course providers within three (3) business days from receipt. The course providers are normally in touch with the student by email within a week, if not sooner. If you have not heard back from the provider, check your junk mail folder. If there is no mail from the provider, contact James Adams at james.adams@state.or.us

Q: How much does it cost to attend resident training?
A: There is no cost to attend resident training, and resident programs within NPDC schools pay for travel, lodging and meals. Once you are accepted for training, you will receive an email that details how to set up travel, and any other specific information concerning the course for which you applied. The only expense is travel to and from the airport. Your agency is responsible for your pay and benefits, and any backfill or overtime needed to fill in for you while away attending course.

Q: How do I schedule training to be delivered in my jurisdiction?
A: Courses for direct delivery require close coordination with the State Training POC. Planning as far out as possible increases the possibility that you’ll get the course you want, when you want it. The mobile training providers have an allotment based upon federal funding for their courses. Once that allotment quota is reached the course will not be scheduled until additional federal funding is awarded to the provider.

Once you have identified the course and selected an approximate date, send an email to james.adams@state.or.us identifying the course by number and name, the requested date(s) for delivery, the location for the training, and local point-of-contact (POC) information for the individual that will be responsible for the coordination and administration associated with course delivery. The OEM Training POC then works with the provider on the initial phase of the request, eventually putting the provider in contact with the local POC. OEM remains “in the loop” on all communication between the provider and the local POC to ensure successful delivery, and is ready to assist if an issue arises.

Q: What’s involved with hosting direct delivery training?
A: Hosting requirements vary by course, but for most you will need to:
   1. Provide a suitable training location
   2. May need to provide a projector and PC
   3. Receive training materials and get them to the training location,
   4. Recommend a local hotel for the instructors, as well as the best airport to fly into
   5. Depending on the course, the trainers may need access and set up time on the day before the training.
Q: Who manages course announcements and registration?
A: Course registration processes vary between providers. Some allow local jurisdictions to handle registration, while others prefer to have registration take place through their web site. Once the course delivery has been confirmed by the provider, OEM adds the course to the State Training Calendar that is available at the OEM Web site www.oregon.gov/OMD/OEM/plans_train/docs/training_calendar.pdf. OEM also emails the updated calendar to an extensive training email list. The course provider announces the course on their Web site calendar and provides the requesting jurisdiction with announcement materials that can be used to promote the course.

Q: What if I am having difficulty meeting the course student minimum?
A: Every course has a minimum number of seats that must be filled. The minimum varies between courses, but 30 personnel at a minimum is a good planning number. Most providers will want a roster of registered attendees at least two weeks before the course. If the minimum isn’t met, the provider may cancel the course. Ultimately, the requesting jurisdictions is responsible for meeting minimum numbers, but if you are coming up short, contact OEM who can do another email announcement of the course.

Q: What is required once the course is delivered and completed?
A: Once the course is completed, send an email to james.adams@state.or.us to inform OEM how many completed the training, and any comments about the training that you might want to share.

Q: How much does Mobile Training for my jurisdiction cost?
A: Unless the NTED or NDPC catalog says differently, all courses are free. The institution with responsibility for the course provides for trainers, the trainers’ travel, lodging and meals, and all training materials. The requesting jurisdiction only needs to supply a suitable location for training, and a local Point of Contact to handle administrative and logistic support for the training i.e. travel recommendations, receipt and storage of training materials. Trainers may need access to venue and set up time on the day before the training.

Q: How long does it take to schedule a course in my jurisdiction?
A: Some courses need as much as eight months of lead time for scheduling. It all comes down to Federal funding and the number of allotments for each course. When OEM receives a mobile training request we contact the provider usually on the same day the request is received. The course provider is usually in touch with the requesting jurisdiction within a week. Providers work with all states and territories, and the person with authority to schedule is often on the road. OEM keeps an eye on every request from the time it comes in through course delivery and remains in contact with the provider as needed.
   - Course requests in June for an August delivery have a low possibility for success.
   - A course request in June for a February delivery the next year ensures all possibilities can be managed.

Q: How is Mobile Training announced?
A: Once a course request and date has been secured, OEM updates the State Training Calendar on the OEM Web site at: http://www.oregon.gov/OMD/OEM/plans_train/docs/training_calendar.pdf OEM also announces statewide through email with the updated calendar as an attachment. The training provider will also provide the requesting jurisdiction/agency with course announcement flyers to be used by the requesting agency.

Q: What is the purpose of the State POC and why can I not schedule the training myself?
A: To ensure coordination and effective use of resources NTED requires that you work through the State SAA/TPOC and not schedule the training with the provider directly. Oregon’s Training Point of Contact is James Adams at james.adams@state.or.us
Most importantly, OEM works with requesting jurisdictions to de-conflict scheduling issues, and coordinate between the national provider and local recipient. If there is a potential for a previously scheduled training activity to compete for the same audience at the same time in the same area, it’s possible both courses would fail to reach the minimum number of students and would face cancellation. OEM works with requestors to give all training activities the best chance of success.

**Q: How can I find out what training is scheduled for Oregon?**

A: Visit OEM’s web site and select Training Calendar in the left margin, or click this link: [http://www.oregon.gov/OMD/OEM/plans_train/docs/training_calendar.pdf](http://www.oregon.gov/OMD/OEM/plans_train/docs/training_calendar.pdf)
Frequently Asked Questions
National Emergency Training Center (NETC) – Emergency Management Institute

Q: What is NETC/EMI, and what training areas do they cover?
A: NETC is located in Emmitsburg, MD. It houses the Emergency Management Institute (EMI) and the National Fire Academy (NFA). The academies provide training to Federal, State, local, tribal, volunteer, public, and private sector officials to strengthen emergency management and fire services core competencies for professional, career-long training. Courses at EMI cover a broad scope of emergency management topics ranging from the Incident Command System, Hazard Mitigation, Disaster Response and Recovery, to Multi-Hazard Emergency Planning for Schools. Courses are generally 2-4 days, although certain classes are up to two weeks.

Q: Where can I find out what courses are scheduled at NETC/EMI?
A: Visit the website at http://training.fema.gov/EMI/. You will also be able to look through the Independent Study Courses that you can do on-line for free.

Q: How much does it cost to attend training at NETC/EMI?
A: EMI reimburses for the cost of roundtrip airfare, luggage charges, provides transportation to/from a Washington, DC area airport, and provides dorm style lodging at the campus. Attending individuals are responsible for their meals ticket, home base travel to/from the airport, and their salary.

Q: What timeframe should I plan for to schedule or attend NETC/EMI courses?
A: EMI begins accepting residential training applications 90 days out from the course start date. For a local delivery utilizing a contractor the contractor and the hosting jurisdiction work together to reach an agreement that is beneficial to both parties. Occasionally, EMI will contact the state about coordinating a delivery of a specific course in Oregon. OEM works directly with EMI to schedule a date and location for the training.

Q: How do I apply for training at NETC/EMI?
A: To apply, please complete a FEMA application form, #119-25-1, which may be found at: training.fema.gov/Apply/. All students of NETC/EMI must have a Student ID number (SID). Directions for applying for a SID may also be found at this page. Completed Oregon applications may be sent to james.adamns@state.or.us or kelly.jo.craigmiles@state.or.us or faxed to 503-373-7833.

Q: Can NETC/EMI courses be brought to my jurisdiction?
A: On rare occasions a Program Area at EMI will have funds to conduct Regional offerings of an EMI based course. In some cases EMI will cover all costs for participant travel and lodging, just as if they were taking the course at EMI. In most cases participant costs are not covered. Since 2011 Oregon has been selected to host ICS Position Specific classes, Continuity of Operations courses, and Floodplain Management classes.

A local jurisdiction may contract with EMI course instructors to conduct an EMI based training course. This type of request must be coordinated with the EMI Course Manager and the OEM State Training Officer. All instructor and training material costs are borne by the hosting agency. For additional details on these opportunities please contact James Adams at james.adams@state.or.us or Kelly Jo Craigmiles at Kelly.jo.craigmiles@state.or.us
Q: How can I find out what training is scheduled for Oregon?
A: Visit OEM’s web site at www.oregon.gov/omd/oem and select Training Calendar in the left margin, or visit: www.oregon.gov/OMD/OEM/plans_train/docs/training_calendar.pdf
Q: Is there any mandatory statewide training available for 9-1-1?

A: Minimum standards are set by the Department of Public Safety Standards & Training for all public safety professionals. 9-1-1 telecommunicators must attend two weeks of curriculum referred to as the Basic Academy including but not limited to law enforcement overview, workplace communications, ethics and professionalism, civil liability, weapons of mass destruction, criminal law, and fitness and nutrition. In addition to the Basic Academy a field training manual must be completed. Both the Basic Academy and the field training manual must be completed within 18 months from date of hire. Additional training requirements are determined locally and set by each public safety agency. Based on Oregon law, anyone attending the academy for training must first be employed by an Oregon public safety agency. All public safety employees undergo an extensive background investigation, psychological and physical exams. Further details are described in Oregon Revised Statute 259-008-0025. For questions please contact Gillien Duvall at gillien.duvall@state.or.us.
Q: How do I get training on the State’s Emergency Management Software ‘OpsCenter’? 
A: Training on OpsCenter can be delivered at the requesting jurisdiction’s location, or at OEM. Participants should be personnel that will work in OpsCenter during an exercise or actual event. If delivered at the requesting jurisdiction’s location, each participant will need a computer with Internet Explorer and access to the internet, as OpsCenter is a web-based application. To schedule training contact OEM’s Training Coordinator at james.adams@state.or.us

Q: How do I get training on RAPTOR, the Real Time Assessment and Planning Tool for Oregon? 
A: Raptor can also be delivered at the requesting jurisdiction’s location, and at OEM. If delivered at the requestor’s location, you will need a computer with access to the internet for each participant. To schedule training contact OEM’s Training Coordinator at james.adams@state.or.us

Q: Does OEM offer training on tsunamis, earthquakes or volcanoes? 
A: OEM’s Geologic Program Coordinator can deliver training on tsunamis, earthquakes and volcanoes at the requesting jurisdiction’s location or at OEM. To schedule training contact OEM’s Training Coordinator at james.adams@state.or.us

Q: What other training programs are available from OEM? 
Staff from OEM can deliver training in Emergency Management 101, Homeland Security Exercise Evaluation Program (HSEEP), the Disaster Declaration process, the Emergency Management Assistance Compact (EMAC), and Emergency Coordination Center (ECC) for State Partners 101. All can be taught at the requestor’s jurisdiction or OEM, but ECC for State Partners 101 should be conducted in the ECC.

OEM can also provide Technical Assistance (TA) on grant management, property tracking, developing a successful grant application, or any aspect of grants where TA would be helpful.

If a jurisdiction has a training gap that hasn’t been addressed in this FAQ, please contact OEM’s Training Coordinator for assistance: James Adams, 503-378-2911 ext. 22232, james.adams@state.or.us

Other state agencies also provide training, to include Department of Public Safety Standards and Training, Oregon State Fire Marshall, Department of Environmental Quality, the Public Health Division and others. For more information visit http://bluebook.state.or.us/state/executive/executive3.htm to find the web site of the state agency whose training might be able to meet your needs.