



# OREGON OFFICE OF EMERGENCY MANAGEMENT

## G-Course Instructor Criteria

G-Course Instructor Criteria is outlined by the Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI).

G-Courses and G-Course Instructors are managed by the state in accordance with the criteria and guidance from FEMA EMI. For information about, becoming an instructor for a G-Course or delivering a G-Course contact the Oregon Office of Emergency Management State Training Officer or visit the State Training Program webpage, <https://www.oregon.gov/oem/emresources/Pages/Training.aspx>.

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## General Instructor Requirements

In addition to the specific requirements of each course, the below requirements apply to those instructors delivering all G-courses.

### **Demonstrated effectiveness instructing at the fully professional level in an active training environment.**

- *Preferred:* Applicants must demonstrate successful completion of a recognized educational methodology course and have experience determining or managing training needs for an organization.
- *Minimum:* Applicants must demonstrate successful instructional delivery to adult learners for local, regional, state, Federal, private sector, and/or non-governmental emergency management/homeland security training programs, or at colleges/universities. Applicant must demonstrate excellent communication and interpersonal skills. Applicants must demonstrate proficiency in the facilitation of small work groups.

Must have completed the following courses:

- Must have attended the course that they will be instructing
- IS-700 An Introduction to NIMS
- IS-800B An Introduction to the National Response Framework;
- ICS-100 Introduction to ICS
- ICS-200 ICS for Single Resources and Initial Action Incident.

### **Education**

- *Preferred:* A bachelor's degree in emergency management, homeland security, public administration, political science, or related field.
- *Minimum:* Consideration will be given to those candidates who do not meet the academic requirement, but who have broad progressive Emergency Management training, administrative and leadership experience.

### **Demonstrated Subject Experience**

- *Preferred:* Three years of experience as an Instructor. Extensive experience and success as an instructor, and managing instructor teams.
- *Minimum:* One year of experience as an Instructor. Experience and success as an instructor working with instructor teams.

## Specific “G” Course Instructor Criteria

The Instructor Criteria for various “G” courses are listed below. Please NOTE if a course number is not listed below than no instructor criteria was listed in the Instructor Guide. State Training Officers will have to assign instructors based on the prospective instructor’s experience. Generic Instructor Criteria for all “G” courses is included at the beginning of this document to provide additional qualifications.

### G0108 Community Mass Care and Emergency Assistance

The instructors for this course must be Program Specialists, or other staff, experienced in preparing for and in managing the provision of Mass Care and Emergency Assistance services following a disaster. Instructors must also have experience in training methodologies and working with adult learners. Two instructors are recommended for the course, one of whom should be an experienced instructor from the American Red Cross, National Voluntary Organizations Active in Disaster (VOAD), or other NGO providers of Mass Care and Emergency Assistance services.

### G0141 Instructional Presentation and Evaluation Skills

Three instructors are needed to deliver this course. An additional evaluator for presentations will be needed for every group of 8 participants above 24.

The course should be taught by experienced, positive, supportive instructors who are subject matter experts in presentation and facilitation skills.

### G0191 ICS/EOC Interface Workshop

Instructors should have formal instructor training (NWCG M–410 Facilitative Instructor course, EMI Master Trainer Program, Office for Domestic Preparedness Instructor Course, or equivalent). Instructors must have sufficient experience in presenting all units of the course. It is recommended that instructors have:

- Successfully completed ICS–100 through ICS–400.
- Successfully completed IS–775–EOC Management and Operations; IS–701–NIMS Multiagency Coordination Systems; IS–702–NIMS Public Information Systems; and IS–703–NIMS Resource Management.
- Successfully completed ICS–449–ICS Train–the–Trainer.
- Served in the ICS Command Staff or in a General Staff (supervisory position).
- Served in a leadership position at an EOC.

Adjunct instructors may provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. Adjunct instructors must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

### G205 Recovery from Disaster: The Local Government Role

At least two, and preferably three, instructors are required to support the lectures, activities, and exercises of this course.

## EMERGENCY MANAGEMENT COURSE DELIVERY PROCEDURES

The Lead Instructor is responsible for coordinating the course delivery with the course manager or host organization and instructor(s), including the following tasks:

- Obtain information about course attendees from the course manager or host organization and share this information with other instructors.
- Confirm that all course materials and handouts have been reproduced.
- Provide input to the course agenda and confirm the final agenda with the course manager or host organization and other instructors.
- Attend a pre-course meeting with the course manager or host organization and other instructors.
- Attend a post-course meeting or debriefing with the course manager or host organization and other instructors.
- Deliver assigned units of instruction and lead or assist with activities and the Capstone Activity.

Assistant Instructor(s) are responsible for preparing for and delivering their assigned units of instruction, activities, and exercises, including the following tasks:

- Review information about course attendees and participating in discussions with the course manager or host organization and lead instructor.
- Provide input to the course agenda.
- Attend a pre-course meeting with the course manager or host organization, lead instructor, and other instructors.
- Attend a post-course meeting or debriefing with the course manager or host organization, lead instructor, and other instructors.
- Deliver assigned units of instruction and lead or assist with activities and the Capstone Exercise.

### **Additional Speakers**

Additional speakers may be invited to deliver presentations on special topics, as arranged by the course manager or host organization.

### **G271 Hazardous Weather and Flooding Preparedness**

The course should be taught by emergency management staff with extensive experience in all aspects of emergency management for hazardous weather events. If available, an instructor from the National Weather Service (NWS), such as a warning coordination meteorologist (WCM), is recommended as part of the instructional team. Other personnel experienced in hazardous weather and flooding preparedness topics may help teach this course as appropriate. Instructors for this program require good adult instructional skills and must be able to effectively facilitate workgroup activities. If it is not possible for a single instructor to conduct the entire course from start to finish, a cadre teaching concept may be used whereby the teaching duties are divided up between two or more qualified instructors. A cadre may be needed when training larger groups (over 25) to provide sufficient monitoring and guidance of workgroup activities.

## G272 Warning Coordination

The course must be conducted by an instructional staff with extensive experience in all aspects of warning coordination, including emergency management for hazardous weather events. If available, an instructor from the National Weather Service (NWS) is recommended as part of the instructional team. The Instructor Guide is not intended to provide the same knowledge base as can be gained by years of experience dealing with hazardous weather events. Instructors for this program require good adult instructional skills and must be able to effectively facilitate workgroup activities. If it is not possible for a single instructor to conduct the entire course from start to finish, a cadre teaching concept may be used whereby the teaching duties are divided up between two or more qualified instructors. A cadre may be needed when training larger groups (over 25) to provide sufficient monitoring and guidance of workgroup activities

## G277 Residential Coastal Construction

This course is designed to be taught by two instructors. All instructors must demonstrate effective instructional skills, be able to communicate effectively with the target audience, and be able to adhere to time schedules. A single instructor teaching the course may be very challenging given the depth of knowledge expected on a wide range of material.

The instructors should be recognized subject matter experts in the field of residential flood retrofit. These instructors should be prepared to cover the technical and non-technical portions of the course. The instructors should:

- Provide the class with prompt feedback on subject matter issue resolutions
- Serve as a tabletop leader during group activities
- Facilitate discussion of subject issues arising among the instructor group
- Facilitate discussion of the participants' evaluation and resolves any items relating to the accuracy of the course content
- Establish a contact at FEMA Headquarters to discuss parking lot and other potential issues

## G0290 Basic Public Information Officer Course

This course may be presented by one or more instructors. In addition to presenting the material in the Instructor Guide, the instructors should be prepared to share examples from their own experience and situations that are relevant to the participants. In particular, instructors are encouraged to prepare for this course by researching and collecting:

- Sample news releases, talking points, media advisories, public service announcements, etc. (for Unit 2).
- Examples of how social media are being used locally, particularly by emergency management and public safety organizations (for Unit 2).
- Sample forms used by the State for approval and tracking processes, as well as information on dissemination methods used by the State for news releases, etc. (for Unit 2).
- Examples of good news releases and on-camera interviews (for Unit 4).
- Examples of the use of staging areas, media pools, and news briefings/conferences to illustrate what works and what doesn't work at the scene (for Unit 5).

## G0291 JIS/JIC Planning for Tribal, State, and Local PIOs

This course may be presented by one or more instructors. In addition to presenting the material in the Instructor Guide, the instructors should be prepared to share examples from their own experience and situations that are relevant to the participants. In particular, instructors are encouraged to prepare for this course by researching and collecting relevant videos and photographs illustrating JIC operations and incidents that prompted activation of the JIS. The instructor should also share sample forms (e.g., approval form), reports (e.g., media monitoring reports), or other documentation used by the State.

## G0300 ICS–300 – Intermediate ICS for Expanding Incidents

The National Integration Center (NIC) is responsible for "facilitating the development of national guidelines for incident management training and exercises at all jurisdictional levels, while individual agencies and organizations are responsible for establishing and certifying instructors." The NIC provides guidelines for ICS instructors. While individual agencies and organizations are responsible for establishing and certifying instructors, the NIC urges those agencies and organizations to follow these guidelines.

The NIC recommends the following ICS general instructor guidelines:

### Instructor Levels

- **Lead instructors** must be capable of last-minute substitution for unit instructors.
- **Unit instructors** must be experienced in the lesson content they are presenting.
- **Adjunct instructors** may provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

### Adult Education recommendations for ICS–300 and ICS–400 Lead and Unit Instructors

Instructors should complete formal instructor training such as college courses, the National Wildfire Coordinating Group (NWCG)'s Facilitative Instructor M–410 course, the Emergency Management Institute (EMI)'s Master Trainer Program, the National Fire Academy (NFA)'s Instructional Methodology class, or the Office of Grants & Training's (formerly known as Domestic Preparedness) Instructor Training Certification Course, or equivalent.

- At least two instructors are recommended to conduct ICS–300 classes;
- Lead instructor should have successfully completed ICS–400;
- Unit instructors should have successfully completed ICS–300;
- Lead instructor should have served as Incident Commander or in a Command Staff or General Staff position in an incident that went beyond one operational period or required a written Incident Action Plan (IAP); and
- Unit instructors should have served as Incident Commander or in a Command Staff or General Staff position; or, have specialized knowledge and experience appropriate for the audience, such as public health or public works

### G0311 Hazardous Materials Contingency Planning

The instructors for this course should be program specialists or other staff who have experience in preparing for and managing hazardous materials following a disaster. Instructors should also have experience in training methodologies and working with adult learners.

### G0318 Local Mitigation Planning Workshop

This workshop is designed to be taught by instructors who have extensive and current experience as local mitigation plan developers as well as familiarity with the plan review and approval process.

Instructors must demonstrate effective instructional skills, be able to communicate effectively with the target audience, and be able to adhere to time schedules.

### G0358/L0367 Evacuation and Re-Entry Planning

This course is designed to be delivered by instructors who are familiar with the jurisdiction's Evacuation and Re-Entry Planning process. All instructors must demonstrate effective instructional skills, be able to communicate effectively with the target audience. It is recommended that a Lead Instructor be selected from the pool of instructors. The Lead Instructor should be able to:

- Provide the class with prompt feedback on subject matter issue resolutions (parking lot issues);
- Serve as team leader during group activities;
- Facilitate discussion of subject issues arising among the instructors; and
- Facilitate discussion of the examination and resolve any issues about the accuracy of the answers.

All instructors will ensure that they:

- Have successfully taken and completed this course.
- Are well versed enough with the Instructor Guide and Student Manual to present the course as designed.
- Are well versed with Federal, State and municipal level Evacuation and Re-Entry Planning in order to effectively deliver this course.
- Know current policies and impending program changes;
- Demonstrate effective, instructional, presentation skills.

### G0361 – Flood Fight Operations

The course must be conducted by an instructional staff with extensive experience in all aspects of flood response operations. The Instructor Guide is not intended to provide the same knowledge base as can be gained by years of experience in the emergency management field dealing with high water events. At a minimum, the instructor should be familiar with the basic elements of emergency planning, the proper employment and construction of expedient flood works, and a variety of heavy equipment types and resource management methods.

Instructors for this program require good adult instructional skills and must be able to effectively facilitate workgroup activities. It may not be possible for a single instructor to conduct the entire course from start to finish. A cadre teaching concept may be used whereby the teaching duties are divided up between two or more qualified instructors. A cadre may be needed when training larger groups (over 25) to provide sufficient monitoring and guidance of workgroup activities.

### G0400 ICS–400 – Advanced ICS

The National Integration Center (NIC) is responsible for facilitating the development of national guidelines for incident management training and exercises at all jurisdictional levels. As such, this document provides guidelines for ICS instructors.

While individual agencies and organizations are responsible for establishing and certifying instructors, the NIC urges those agencies and organizations to follow these guidelines.

The NIC recommends the following ICS general instructor guidelines:

#### **Instructor Levels**

- **Lead instructors** must be capable of last-minute substitution for unit instructors.
- **Unit instructors** must be experienced in the lesson content they are presenting.
- **Adjunct instructors** may provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

#### **Specific ICS-400 Course Recommendations (Note: These recommendations are cumulative.)**

##### **ICS–400 Instructor Qualifications**

- Successful completion of accredited ICS–100, ICS–200, ICS–300, ICS–400, IS–0700, and IS–0800.
- Service in a mid-level emergency management and incident response position within 5 years in real-world incidents, planned events, or accredited exercises.
- Recognized qualifications in techniques of instruction and adult education methodologies.
- For additional information, refer to the NIMS Training Plan. An instructor's qualifications must be verified by the agency sponsoring the training

### G0434.A Earthquake Safety for Schools

Instructors are recruited and selected to teach this course for their ability to understand the overall picture of emergency planning and response for schools. Although specific knowledge about earthquake preparedness is desirable, it is not necessary for all of the instructors. A person well-grounded in preparing a school for other types of emergencies would be suitable. The most important requirement is an understanding of how schools and the school system work.



A minimum of two instructors are needed to teach this course; three would be preferable. At least one of the instructors should understand the nature of earthquakes and be able to discuss the local earthquake threat. Another instructor should have a good background in planning, as much of this course is based on the need for a school earthquake plan.

### **Additional Speakers**

Other guest instructors may include subject-matter experts (SMEs) with extensive knowledge and experience in their field, such as:

- The local or county Emergency Manager.
- Local fire, police, or other emergency responders.
- Engineers or other structural experts.
- Geologists or other earthquake experts.

Encourage these speakers to tailor their presentations to the subject and the audience. It is important to understand where the participants are coming from and their needs. The key to success for these speakers is their "relationship" with the audience. It will be helpful for the guest speakers to review the purpose and objectives of the course, as well as the instructor materials for the specified topic.

Ask the speaker to address any questions or issues that have already been identified during the course.

### **G0556/L0043 Damage Assessment**

This course is designed to be delivered by instructors who are familiar with current Damage Assessment planning processes. All instructors must demonstrate effective instructional skills, be able to communicate effectively with the target audience. It is recommended that a Lead Instructor be selected from the pool of instructors. The Lead Instructor should be able to:

- Provide the class with prompt feedback on subject matter issue resolutions (parking lot issues);
- Serve as team leader during group activities;
- Facilitate discussion of subject issues arising among the instructors; and
- Facilitate discussion of the examination and resolve any issues about the accuracy of the answers.

All instructors will ensure that they:

- Have successfully taken and completed this course.
- Are well versed enough with the Instructor Guide and Student Manual to present the course as designed.
- Are well versed with Federal, State and municipal level Damage Assessment planning in order to effectively deliver this course.
- Know current policies and impending program changes;
- Demonstrate effective, instructional, presentation skills.

## G0775 EOC Management and Operations

Instructors should have formal instructor training or at least 3 years of experience in delivering training using adult education techniques and methodologies. In addition, instructors should:

- Have successfully completed ICS–100, 200, 300, 400, 700, 800, G–191 and G–775.
- Be familiar with EOC activation and deactivation procedures, activation levels, multiagency coordination, the relationship between the EOC and the on–scene Incident Command System (ICS) structure as well as identifying staffing, information, systems and equipment needs at the EOC.

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