Ohio Emergency Management Agency
Policy for Requesting Training

July 1, 2020

The Ohio Emergency Management Agency (Ohio EMA) is implementing a policy for all State Homeland Security Program (SHSP), Emergency Management Performance Grant (EMPG) and Hazardous Materials Emergency Preparedness (HMEP) Grant funded training. This policy incorporates the all-hazards approach to training. Applicants will request each training event using the **"Application for Training Funds"** form within this policy. The Ohio Emergency Management Training and Exercise Section will review each request for completeness, approval and determination of the appropriate funding source.

This policy is implemented to consolidate, clarify and simplify the training request process. The goal of this policy is to aid counties and partner agencies across the state of Ohio in providing free and valuable training to their partners in mitigation, preparedness, response and recovery.

It is expected that local partners will submit training applications in an effort to fill training gaps identified by their local training needs assessments. Counties are encouraged to work within their regions and neighboring counties to assess needs and request trainings that can be open across county lines. The multi-year training and exercise plan is also a valuable tool that should be used when planning for future trainings.

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Mission Statement
"To coordinate activities to mitigate, prepare for, respond to, and recover from disasters."

GENERAL GUIDELINES

County emergency management agencies, technical colleges, universities, state agencies, and local agencies (i.e. fire, police, public health, etc.) may request training. Private sector entities are not eligible to host courses but can send staff to participate as students. Send all training requests, regardless of the requesting agency, to the County Emergency Management Director (for county where the training will occur) for review, approval (signature) and submission to the Ohio Emergency Management Training Supervisor. The Ohio Emergency Management Agency Training Supervisor will review the request, apply the appropriate funding source and provide it to the appropriate training point of contact for coordination of the course. The agency will return, without action, any requests that do not follow the protocols of this policy.

OHIO EMA TRAINING POINTS OF CONTACT

David Nunley, Training & Exercise Supervisor
Phone: 614.799.3677 or dbnunley@dps.ohio.gov

Lisa Jones, Training Coordinator *(EMI and Consortium POC)*
Phone: 614.799.3824 or ljones@dps.ohio.gov

Matt Jaksetic, Training Coordinator
Phone: 614.799.3666 or mtjaksetic@dps.ohio.gov

Gary Lehman, Exercise/Training Coordinator
Phone: 614.799.3663 or gdlehman@dps.ohio.gov

TRAINING APPLICATION PROCESS

Use the included two-page "Ohio Emergency Management Agency Training Request Application Form" to request training. Offerings of the courses listed within this document are contingent upon instructor and funding availability.

There will be two open application periods annually in January and July. Local EMA directors will be notified prior to each application period of how many applications Ohio EMA can accept, per Ohio EMA region. Special considerations can be made based on funding availability and justification if a county needs to request additional trainings outside of the application period.

If a training application is received that is missing information Ohio EMA staff will notify the applicant so corrections can be made before the close of the submittal period.

Ohio EMA staff reserves the right to deny/disapprove a request if the training application does not provide specific dates or location.

APPLICATION SUBMITTAL TIMELINE

There are two annual training application submittal periods:

- o January 1-21: Trainings cannot start prior to April 1 (current year) and cannot start after January 31 (following year)
- o July 1-21: Trainings cannot start prior to October 1 (current year) and cannot start after July 31 (following year)

Ohio EMA training staff will review training applications the fourth week of January and July. Ohio EMA training staff will provide as many trainings as possible based on funding and workload of Ohio EMA training staff.

Due to purchasing constraints, Ohio EMA cannot accept training requests for the month of July, which require the funding of instructors.

APPLICATION AWARDS

Ohio EMA training staff will review all training applications and award trainings taking the following into consideration:

- o Frequency of course offerings
- o Availability of certified instructors
- o Course cost and availability of funds
- o Justification for training listed on application

Once a training has been approved or disapproved, the person listed as the point of contact for the application will be notified. Notification of training awards will be distributed the fourth week of January and July.

COURSE FUNDING

Ohio EMA utilizes various grant funding to provide trainings. Currently courses are funded with one of three available grants; Emergency Management Performance Grant (EMPG), State Homeland Security Grant Program (SHSGP) and Hazardous Materials Emergency Preparedness (HMEP) Grant.

Each of these grants has certain restrictions on what courses may be funded with that particular grant. If any of these grants are low on funds this may directly affect which courses Ohio EMA is able to support. The list of courses provided as eligible for application in this policy are categorized by how they can be funded and also if the Ohio EMA is currently able to provide funding support or if the county requesting would need to fund the course.

COURSE AUDITS

Ohio EMA training staff will periodically attend parts of trainings to ensure that courses are being conducted in an appropriate manner. These periodic audits may be unannounced or the training staff may notify instructors and course hosts of their attendance prior to arrival. Audits may be random or the result of following up on previous comments made through the course evaluation tool.

CERTIFICATION STATEMENT / ASSURANCES

For County Emergency Management Only: The grant assurances submitted by the county as part of the EMPG/SHSP grant program will be applied to all training awards. These assurances state that none of the expenditures identified are being funded in part, or in whole, by any other state or federal grant or agreement, nor do they constitute the required match for any such grant or agreement. Expenditures related to approved training(s) will be maintained separately for audit purposes.

The recipient of all training will also be in conformance with the provisions of the Civil Rights Compliance document submitted as a part of the County EMPG grant process; other specific assurances may be required.

COURSE LOCATIONS

The requestor must pick an Americans with Disabilities (ADA) compliant training location that is suitable for the needs of the class and students. Ohio EMA is prohibited from reimbursing fees and rental costs for training facilities. If there is a charge to use the facility, all cost must be absorbed by the course requestor.

VIRTUAL TRAINING

Applicants requesting to host a course may elect to have the course hosted virtually through Ohio EMA using the Microsoft Teams Platform. If applicants choose this method we will let the applicant know before their class registration opens so that they may encourage their students to enroll early. Seats cannot be held, and once class registration has met capacity, enrollment will be turned off and students can join the wait list.

Please review the virtual learning policy located at: https://ema.ohio.gov/Documents/Training/OhioEMA-VirtualLearningPolicy.pdf

REGISTRATION

All approved course sessions are placed on the Ohio Department of Public Safety Training Campus (PSTC) website and opened for registration at least 60 days prior to the start of the course: https://trainingcampus.dps.ohio.gov/cm/cm710/pstc/pstc.html. If Ohio EMA is providing any support for the training it is required that registration be open to all who may be interested including those who may be outside the requesting agency, until the class is full. Registration for training will close 10 working days prior to the course start date. Ohio EMA training staff will review applications and ensure that the appropriate students, meeting the required prerequisites, enroll in the course. Additionally, Ohio EMA training staff will provide student rosters and course evaluations to the course requestor and the instructor(s).

Those persons who wish to register for a class must create an account in and register through the PSTC system website. Instructions for creating a PSTC accounts is available by going to the PSTC home page at https://trainingcampus.dps.ohio.gov/cm/cm710/pstc/request_to_create_new_user.html or by contacting the Department of Public Safety help desk at (614) 752-6487.

Individuals that successfully complete a course will receive a digital course completion certificate from the PSTC normally within 2 to 4 weeks after the course end date. Students may then print their own certificates from their email or from their PSTC account and transcript.

CLASS CANCELLATION POLICY

Ohio EMA training will only cancel courses under extreme circumstances or for low registration. If the minimum number of students is not at a minimum of 15 within 10 working days of the course start date, the course may be cancelled. However, in the event that Ohio EMA cancels a course, the agency will contact all students to advise them of the cancellation within one working day of course cancellation. Students are not required to cancel Ohio EMA provided lodging reservations for courses cancelled by the agency. If Ohio EMA cancels a course, there will not be a charge of any hotel cancellation fees or fines to the student.

INSTRUCTORS

Only Ohio EMA certified instructors and FEMA personnel certified by FEMA are permitted to instruct FEMA and Homeland Security courses in the State of Ohio (i.e. ICS, OH and G-series courses).

A complete list of Ohio EMA certified instructors is available on the Ohio EMA Training Website at http://ema.ohio.gov/Training_CertifiedInstructors.aspx. To obtain instructor contact information please contact an Ohio EMA Training Coordinator. The Ohio EMA training section will work with course requestors to obtain a certified instructor(s).

RECRUITMENT

Requesting agencies are responsible for course attendee recruitment and marketing of the courses. It is recommended to include emergency management personnel, elected officials, law enforcement, fire, emergency medical services, hospitals, school systems, public works, highway departments, volunteer agencies, public

health departments, public information agencies, and private sector entities in training advertisements and attendee recruitment.

In order for Ohio EMA to support a course session a minimum of 15 course enrollees is required for delivery of a course. Special prior approval from the Ohio EMA Training Section is required for any course that expects to register fewer than 15 or greater than 30 attendees. **All courses must be provided free of charge to students**.

COURSE LOGISTICS
The course host **MUST** provide a computer, projector, and screen and have the room set up accordingly prior to the start of the training. The host will coordinate with the instructors to ensure that all audio and technical needs are in place prior to the start of the course. A computer is needed for the uploading and display of training materials via a connected projector. It is the responsibility of the course host to contact the instructor and ensure that a computer is either provided by the host or brought by the instructor.

COURSE MATERIALS
Ohio EMA will provide all necessary student materials and will send it directly to the address listed on the training application; this includes, all course materials including student manuals, exams and answer keys, course evaluations, student rosters, sign-in sheets and applicable handouts. Contact an Ohio EMA Training Coordinator to request an electronic copy of the course materials. Contact the appropriate Ohio EMA course point of contact to return any excess materials for use by future course host.

COURSE CLOSE-OUT
Upon course completion the course host/requestor must provide the Ohio EMA training point of contact the following documents; the original sign in sheets for each day of the course, the evaluations, course Pretest and Final examinations (when applicable) and return the extra student manuals. Upon receipt of the Instructor's invoice the course host may receive an email to verify the hours of instruction conducted. It is highly recommended that course host maintains copies of the sign-in-sheets and evaluations for their records and/or in the event, that original copies are not properly returned to Ohio EMA.

Standardized sign-in-sheets, course evaluations, table tents and a description of all the training offered by Ohio EMA are available for download and printing at:
http://ema.ohio.gov/Training_TrainingDocuments.aspx

CONSORTIUM & EMI COURSES
If a county or agency wishes to host a FEMA Emergency Management Institute (EMI), National Domestic Preparedness Consortium (NDPC) or a Rural Domestic Preparedness Consortium (RDPC) class they should first contact Lisa Jones the State Administrative Agency (SAA) Training Point of Contact (TPOC) and she will assist them with setting up a course. However, per the training application process of the NDPC and RDPC they do not require approval from the county director prior to scheduling classes for local requestors. As the SAA TPOC, Lisa, will notify the county EMA of any NDPC or RDPC course that a local requestor ask to schedule in their county.

Access the following link to view National Preparedness Course Catalog for a list of NDPC, RDPC and EMI courses. https://www.firstrespondertraining.gov/frt/npccatalog

TRAININGS AVAILABLE FOR APPLICATION
For a complete list of courses with descriptions please review the Ohio EMA training policy and catalog:
http://ema.ohio.gov/Training.aspx.

Please note for this application period – due to funding limitations Ohio EMA cannot financially support courses that are only eligible using EMPG funds. If a county wishes to host a course that can only be funded with the EMPG grant, they will need to provide that funding. These courses are marked with a *** . Many of these courses especially the OH courses have a very minimal cost. If you have questions prior to applying for a course please contact David Nunley to discuss 614-799-3677 or dbnunley@dps.ohio.gov.

G-108 Community Mass Care and Emergency Assistance
(Two Instructors per 30 students if supported by OHIO EMA)
(14 hour course) (Eligible grant funding: SHSGP, EMPG)

G-141 Basic Instructional Skills ***
(Two Instructors per 24 students if supported by OHIO EMA)
(18 hour course) (Eligible grant funding: EMPG)

G-191 Incident Command System (ICS)/Emergency Operations Center (EOC) Interface
(One Instructor per 30 students if supported by OHIO EMA)
(8 hour course) (Eligible grant funding: SHSGP, EMPG)

G-194.1 Local Floodplain Manager Roles and Responsibilities ***
(One Instructor per 30 students if supported by OHIO EMA)
(8 hour course) (Eligible grant funding: EMPG)

G-194.2 NFIP Rules and Regulations in Depth ***
(One Instructor per 30 students if supported by OHIO EMA)
(8 hour course) (Eligible grant funding: EMPG)

G-194.4 Preparing for Post-Disaster Responsibilities
(One Instructor per 30 students if supported by OHIO EMA)
(8 hour course) (Eligible grant funding: SHSGP, EMPG)

G-235 Emergency Planning Course
(One Instructor per 30 students if supported by OHIO EMA)
(16 hour course) (Eligible grant funding: SHSGP, EMPG)

G-251 Workshop in Emergency Management Amateur Radio Resources
(One Instructor per 30 students if supported by OHIO EMA)
(4 hour course) (Eligible grant funding: SHSGP, EMPG)

G-270.3 Expedient Flood Training ***
(One Instructors per 30 students if supported by OHIO EMA, lead Instructor must be Ohio EMA staff)
(1 hour course) (Eligible grant funding: EMPG)

G-271 Hazardous Weather and Flooding Preparedness ***
(Two Instructors per 30 students if supported by OHIO EMA)
(18 hour course) (Eligible grant funding: EMPG)

G-272 Warning Coordination ***
(One Instructor per 30 students if supported by OHIO EMA)
(12 hour course) (Eligible grant funding: EMPG)

G-288 Local Volunteer and Donations Management
(One Instructor per 30 students if supported by OHIO EMA)
(10 hour course) (Eligible grant funding: SHSGP, EMPG)

G-289 Public Information Officer (PIO) Awareness Course
(One Instructor per 24 students if supported by OHIO EMA)
(8 hour course) (Eligible grant funding: SHSGP, EMPG)

G-290 & G-291 Public Information Officer (PIO)/ Joint Information Center (JIC)
(Two – Three Instructors per 30 students if supported by OHIO EMA)
(21 Hour course) (Eligible grant funding: SHSGP, EMPG)

G-300 (ICS) Intermediate Incident Command System
(Two Instructors) per course if supported by OHIO EMA)
(21 hour course) (Eligible grant funding: SHSGP, EMPG & HMEP)

G-318 Mitigation Planning Workshop for Local Governments *****
(One Instructor per 30 students if supported by OHIO EMA)
(16 hour course) (Eligible grant funding: EMPG)

G-358 Evacuation and Re-Entry Planning course
(Two Instructors per 30 students if supported by OHIO EMA)
(12 hour course) (Eligible grant funding: SHSGP, EMPG)

G-361 Flood Fight Operations *****
(Two Instructors per 30 students if supported by OHIO EMA)
(16 hour course) (Eligible grant funding: EMPG)

G-365 WEM Partnerships for Creating and Maintaining Spotter Groups *****
(Two Instructors per 30 students if supported by OHIO EMA)
(7 hour course) (Eligible grant funding: EMPG)

G-367 Emergency Planning for Campus Executives
(One Instructor per 25 students if supported by OHIO EMA)
(2 hour course) (Eligible grant funding: SHSGP, EMPG)

G-386 Mass Fatalities Incident course – *Currently under review and not accepting instructor applications*
(Two-Three Instructors per 30 students if supported by OHIO EMA)
(14 hour course) (Eligible grant funding: SHSGP, EMPG)

G-393 Mitigation for Emergency Managers *****
(One - Two Instructors per 30 students if supported by OHIO EMA, lead Instructor must be Ohio EMA staff)
(19 hour course) (Eligible grant funding: EMPG)

G-400 (ICS) Advanced Incident Command System
(Two Instructors per course if supported by OHIO EMA)
(15 hour Course) (Eligible grant funding: SHSGP, EMPG & HMEP)

G-402 Incident Command System (ICS) Overview for Executives and Senior Officials
(One Instructor per 30 students if supported by OHIO EMA)
(4 hour course) (Eligible grant funding: SHSGP, EMPG)

G-418 Incident Command System (ICS) Overview for Executives and Senior Officials
(One Instructor per 30 students if supported by OHIO EMA)
(14 hour course) (Eligible grant funding: SHSGP, EMPG)

G-434A Earthquake Safety for Schools Continuity Program Manager ***
(One Instructor per 30 students if supported by OHIO EMA)
(10 hour course) (Eligible grant funding: EMPG)

G-489 Management of Spontaneous Volunteers in Disasters ***
(One Instructor per 30 students if supported by OHIO EMA)
(7 hour course) (Eligible grant funding: EMPG)

G-548 Continuity Program Manager
(One Instructor per 30 students if supported by OHIO EMA)
(15 hour course) (Eligible grant funding: SHSGP, EMPG)

G-557 Rapid Assessment Planning
(One Instructor per 30 students if supported by OHIO EMA)
(8 hour course) (Eligible grant funding: SHSGP, EMPG)

G-2300 Intermediate Emergency Operations Center Functions
(One – Two Instructors per 30 students if supported by OHIO EMA)
(24 hour course) (Eligible grant funding: SHSGP, EMPG)

OH-101 Developing and Maintaining Emergency Operations Plans ***
(One – Two Ohio EMA Instructors per course)
(8 hour course) (Eligible grant funding: EMPG)

OH-139 Exercise Design and Evaluation Course ***
(Two - Three Instructors per 30 students)
(24 hour course) (Eligible grant funding: EMPG)

OH/L-146 HSEEP Training Course ***
(Two Instructors per 40 students)
(16 hour course) (Eligible grant funding: EMPG)

OH-197 Planning for Access and Functional Needs in Emergencies ***
(Two Instructors per 30 students)
(16 hour course) (Eligible grant funding: EMPG)

OH-202 Debris Management ***
(One Instructor per 30 students)
(8 hour course) (Eligible grant funding: EMPG)

OH-605 Individual Assistance (IA) Damage Assessment Workshop ***
(One Instructor per 30 students)
(2 hour course) (Eligible grant funding: EMPG)

OH-606 Recovery from Disaster Workshop ***
(One Instructor per 30 students)
(3 hour course) (Eligible grant funding: EMPG)

OH-607 PA Cost Documentation/Damage Assessment Course ***
(One Instructor per 30 students)
(3.5 hour course) (Eligible grant funding: EMPG)

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OHIO EMA TRAINING REQUEST APPLICATION

(Please complete 1 application for __each__ training being requested)

Course Title: _____

Course Date(s): _____ **Time Each Day(s):** _____until_____

Requesting Agency Name: _____

Date of Request: ____/____/20____

If submitting multiple applications during the submittal period, rank your trainings in order of importance to be provided, based on your counties needs assessment. Rank#_____ of Total submittals#_____

Check this box if you would like this course to be held as a virtual offering? ☐

Do you have an Ohio EMA certified instructor(s) confirmed? YES ☐   NO ☐

- If you checked **YES** please list their name(s):
- If you checked **NO**, the OHIO EMA training office will work to find certified instructors for you.

Ohio EMA Certified Instructor Name(s)	
1)	3)
2)	4)

Course Requestor will Fund/Provide:

Student Manuals	YES ☐	NO, OHIO EMA SHOULD PROVIDE ☐	NOT NEEDED, VIRTUAL DELIVERY ☐
Instructors	YES ☐	NO, OHIO EMA SHOULD FUND ☐	NOT SEEKING PAYMENT ☐

THE COURSE REQUESTOR/HOST AGREE TO THE FOLLOWING:

Trainings will meet the required minimum number of students (**15**). The course will be scheduled and held for the required hourly course length. Failure to meet either of these requirements will result in course cancellation.

In the event that a pre-approved training course is cancelled locally, the requesting agency is required to notify the Ohio EMA Training Section in writing, as soon as possible, making these funds available for other training opportunities.

COURSE REQUESTOR/HOST POINT OF CONTACT:

Name (Print): _____

Phone: _ (_____) _____   **Fax:** _ (_____) _____

E-mail: _____@_____

Name (signed): _____ **Date:** ____/____/20____

TRAINING APPLICATION PAGE 1 of 2

CONFIRMED COURSE LOCATION INFORMATION: *(SKIP THIS SECTION IF VIRTUAL TRAINING)*

Course Location Name: _____

Course Address: _____

City: _____ Zip: _____ County: _____

    * Initial in the box, verifying that the training facility is ADA compliant: [   ]

SEND STUDENT MANUALS TO: (If same as course location please check this box: [ ])

Location Name: _____

Attention (Name Printed): _____

Course Address: _____

City: _____ Zip: _____ County: _____

If requesting an ICS 300 course please circle the scenario you would like to use for the training:

HazMat - Basketball Game - School Fire - Wildfire - Extreme Weather - Dam Failure - City Flood

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REQUIRED: JUSTIFICATION FOR TRAINING (i.e. how does the training apply to gaps identified in exercises, training analyses findings, NIMS compliance, exercises, real world events, etc.)**:**

ADDITIONAL REQUESTOR COMMENTS:

COUNTY EMERGENCY MANAGEMENT DIRECTOR:

County EMA's must participate in the annual Training and Exercise Workshop to be eligible for training support by Ohio EMA within the calendar year.

Name (printed): _____ Date: ____/____/20____

Name (signed): _____

FOR STATE USE ONLY

Application Period: January [ ]   July [ ]   Outside of Application Periods [ ]

Date Request Received: ____/____/20____   Funding Source: _____   Approved: [ ]   Not Approved: [ ]

Ohio EMA Training Supervisor Signature: _____

(A copy of this two page application will be retained in the OHIO EMA Training Section in accordance with the Ohio Department of Public Safety records retention schedule)