OHIO DEPARTMENT OF PUBLIC SAFETY
SAFETY · SERVICE · PROTECTION

- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio State Highway Patrol

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Sima S. Merick
Executive Director

Emergency Management Agency
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www.ema.ohio.gov

Ohio Emergency Management Agency
Policy for Requesting Training

July 1, 2019

The Ohio Emergency Management Agency (Ohio EMA) is implementing a policy for all State Homeland Security Program (SHSP) and Emergency Management Performance Grant (EMPG) 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 Team 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 preparedness and response.

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.

David Nunley
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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

Please use the contact information below for training inquiries or questions about this policy:

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

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

Matthew Jaksetic, Training Coordinator
(FEMA G and Ohio OH Courses POC)
Phone: 614.799.3666
mtjaksetic@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.

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 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 requesting agency or the hosting county.

REGISTRATION

All approved course sessions are placed on the Ohio Department of Public Safety Training Campus (PSTC) and opened for registration at: 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 generally close about a week prior to the training. Ohio EMA training staff will review applications and ensure that the appropriate students that meet 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 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 PSTC account and transcript.

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 fifteen **15** course enrollees is required. 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 projector, screen and have the room set up accordingly prior to the start of the training. They will coordinate with the instructor 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 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 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 a courtesy, the State Administrative Agency (SAA) Training Point of Contact (TPOC) 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.

G-108 Community Mass Care and Emergency Assistance
(Two Instructors per 30 students if supported by OHIO EMA)
(14 hour course)

G-141 Basic Instructional Skills
(Two Instructors per 24 students if supported by OHIO EMA)
(18 hour course)

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

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

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

G-194.4 Preparing for Post-Disaster Responsibilities
(One Instructor per 30 students if supported by OHIO EMA)
(8 hour course)

G-235 Emergency Planning Course
(One Instructor per 30 students if supported by OHIO EMA)
(16 hour course)

G-251 Workshop in Emergency Management Amateur Radio Resources
(One Instructor per 30 students if supported by OHIO EMA)
(4 hour course)

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)

G-271 Hazardous Weather and Flooding Preparedness
(Two Instructors per 30 students if supported by OHIO EMA)
(18 hour course)

G-272 Warning Coordination
(One Instructor per 30 students if supported by OHIO EMA)
(12 hour course)

G-288 Local Volunteer and Donations Management
(One Instructor per 30 students if supported by OHIO EMA)
(10 hour course)

G-289 Public Information Officer (PIO) Awareness Course
(One Instructor per 24 students if supported by OHIO EMA)
(8 hour course)

G-290 & G-291 Public Information Officer (PIO)/ Joint Information Center (JIC)
(Two – Three Instructors per 30 students if supported by OHIO EMA)
(24 Hour course)

G-300 (ICS) Intermediate Incident Command System
(Two Instructor(s) per course if supported by OHIO EMA)
(21 hour course)

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

G-358 Evacuation and Re-Entry Planning course
(Two Instructors per 30 students if supported by OHIO EMA)
(12 hour course)

G-361 Flood Fight Operations
(Two Instructors per 30 students if supported by OHIO EMA)
(16 hour course)

G-364 Multi-Hazard Planning for Schools
(Two Instructors per 30 students if supported by OHIO EMA)
(12 hour course)

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

G-367 Emergency Planning for Campus Executives
(One Instructor per 25 students if supported by OHIO EMA)
(2 hour course)

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)

G-393 Mitigation for Emergency Managers
(One - Two Instructors per 30 students if supported by OHIO EMA, lead Instructor must be Ohio EMA staff)
(21 hour course)

G-400 (ICS) Advanced Incident Command System
(Two Instructors per course if supported by OHIO EMA)
(15 hour Course)

G-402 Incident Command System (ICS) Overview for Executives and Senior Officials
(One Instructor per 30 students if supported by OHIO EMA)
(3 hour course)

G-418 Incident Command System (ICS) Overview for Executives and Senior Officials
(One Instructor per 30 students if supported by OHIO EMA)
(16 hour course)

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

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

G-548 Continuity Program Manager
(One Instructor per 30 students if supported by OHIO EMA)
(13 hour course)

G-557 Rapid Assessment Planning
(One Instructor per 30 students if supported by OHIO EMA)
(8 hour course)

G-2300 Intermediate Emergency Operations Center Functions
(One – Two Instructors per 30 students if supported by OHIO EMA)
(24 hour course)

OH-101 Developing and Maintaining Emergency Operations Plans
(One – Two Ohio EMA Instructors per course)
(8 hour course)

OH-139 Exercise Design and Evaluation Course
(Two - Three Instructors per 30 students)
(24 hour course)

OH/L-146 HSEEP Training Course
(Two Instructors per 40 students)
(24 hour course)

OH-197 Planning for Access and Functional Needs in Emergencies
(Two Instructors per 30 students)
(16 hour course)

OH-202 Debris Management
(One Instructors per 30 students)
(8 hour course)

OH-361 Fundamentals of Safe Room Design and Construction
(One Instructor per 30 students)
(8 hour course)

OH-605 Individual Assistance (IA) Damage Assessment Workshop
(One Instructor per 30 students)
(2 hour course)

OH-606 Recovery from Disaster Workshop
(One Instructor per 30 students)
(3 hour course)

OH-607 PA Cost Documentation/Damage Assessment Course
(One Instructor per 30 students)
(3.5 hour course)

ICS Position Specific Courses:
The All-Hazards Position Specific Training Program is currently comprised of 18 separate courses of instruction as listed below. These courses are geared mostly towards Incident Management Team (IMT) Members. The standard prerequisite are as follows: IS100, 200, 700 and 703, G-300 and G-400. To learn more about these courses please review the Administrative Guidelines located at http://training.fema.gov/AllHazards/. Instructors are certified to instruct through FEMA and the number of certified instructors is limited.

- NIMS ICS All-Hazard Incident Commander Course (E/L-0950) (40 Hour Course)
- NIMS ICS All-Hazards Public Information Officer Course (E/L-0952) (40 Hour Course)
- NIMS ICS All-Hazards Safety Officer Course (E/L-0954) (32 Hour Course)

- NIMS ICS All-Hazards Liaison Officer Course (E/L-0956) (16 Hour Course)
- NIMS ICS All-Hazards Operations Section Chief Course (E/L-0958) (32 Hour Course)
- NIMS ICS All-Hazards Division/Group Supervisor Course (E/L-0960) (24 Hour Course)
- NIMS ICS All-Hazards Planning Section Chief Course (E/L-0962) (32 Hour Course)
- NIMS ICS All Hazards Situation Unit Leader Course (E/L-0964) (40 Hour Course)
- NIMS ICS All Hazards Resource Unit Leader Course (E/L-0965) (28 Hour Course)
- NIMS ICS All-Hazards Logistics Section Chief Course (E/L-0967) (40 Hour Course)
- NIMS ICS All-Hazards Communications Unit Leader Course (E/L-0969) (24 Hour Course)
- NIMS ICS All-Hazards Supply Unit Leader Course (E/L-0970) (32 Hour Course)
- NIMS ICS All-Hazards Facilities Unit Leader Course (E/L-0971) (40 Hour Course)
- NIMS ICS All-Hazards Finance/Administration Section Chief Course (E/L-0973) (24 Hour Course)
- NIMS ICS All-Hazards Finance/Administration Unit Leader Course (E/L-0975) (24 Hour Course)
- NIMS ICS All-Hazards Task Force/Strike Team Leader Course (E/L-0984) (24 Hour Course)
- NIMS ICS All-Hazards Introduction to Air Operations Course (/L-0986) (24 Hour Course)
- NIMS ICS All-Hazards Air Operations Group Supervisor Course (E/L-0987) (16 Hour Course)

OHIO EMA TRAINING REQUEST APPLICATION FORM

(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____

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

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

Certified Instructor Name(s)	Seeking Payment from Ohio EMA (circle)
	YES / NO
	YES / NO
	YES / NO

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 Emergency Management Agency 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____

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

CONFIRMED COURSE LOCATION INFORMATION:

Course Location Name: _____

Course Address: _____

City: _____ **Zip:** _____ **County:** _____

TRAINING APPLICATION PAGE 1 of 2

SEND STUDENT MANUALS TO:

If same as course location please check this box: ☐

Location Name: _____

Attention (Name Printed): _____

Course Address: _____

City: _____ **Zip:** _____ **County:** _____

REQUIRED: JUSTIFICATION FOR TRAINING (i.e. how does the training apply to gaps identified in exercises, training analyses finding, 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____ **Approved:** ☐ **Not Approved:** ☐

Funding Source: _____

Ohio EMA Training Supervisor Signature: _____

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