

Tulare Operational Area – NIMS / SEMS / ICS Training Program
Training Matrix “Level 1” Training Guidance

Prerequisite Training

None

Required Training

Basic Tulare County Emergency Worker Orientation

Target Audience for Level 1 Training

1. All public employees - All employees employed by the State or any county, city, city and county, state agency or public district, excluding aliens legally employed, are considered to be public employees.
2. Employees who might be asked to return to, or remain at their NORMAL work location in a disaster.
3. Level 1 includes employees who, during a disaster, would be expected to conduct business from their normal work location, such as an office, even though that work might be in support of disaster operations, and requires working unusual or extended hours including nights, weekends and holidays.
4. Current employees who have not previously attended level 1 training.
5. This training should be delivered to all new employees during orientation.

Refresher Training

None

Additional Recommended Training for Level 1 Employees

Disaster Service Worker Video

<http://www.reedleycollege.edu/index.aspx?page=609>

Home Preparedness

City and County of San Francisco

<http://www.72hours.org/>

Tulare County

<http://www.co.tulare.ca.us/emergencies/default.asp>

Click on Emergencies tab

Training Matrix “Level 2” Training Guidance

Prerequisite Training

Level 1 training

Required Training

I-100.A – Basic Incident Command System (online, self-paced)

I-200.A – Incident Command System for Single Resource/Initial Action
(online, self-paced)

IS-700.A – NIMS Introductory Course (online, self-paced)

IS 800.B – National Response Framework Course (online, self-paced)

Listed courses are available online in a self-paced format at the FEMA website
<http://training.fema.gov/IS/crslist.asp>

I-100.A, I-200.A and IS-700.A are also available in a two-day NIMS/SEMS/ICS “Combined” course through the Tulare County Office of Emergency Services. Persons who have completed the older one-day version of the Tulare County “Combined” course DO NOT need to attend the newer two-day version.

Upon completion of the Tulare County “Combined” course participants will receive a course completion certificate from Tulare County OES. However, it is highly recommended that following completion of the local course, participants also go to the FEMA website and take the online final examinations for I-100.A, I-200.A and IS-700.A. Persons who score at least 75% on these short examinations may then receive course completion certificates from FEMA.

The IS-800.B course is NOT presently available for delivery through Tulare County OES. All Level 2 employees need to take the class online.

Target Audience for Level 2 Training

1. All employees who are identified as needing Level, 3, 4, or 5 training must complete Level 2 training as a prerequisite.
2. All employees who might be expected to respond and assist in the field during a major emergency or disaster need Level 2 training. This level includes not only traditional emergency responders such as firefighters or police officers, but also any other employee who might be expected to respond and assist, as an individual, or as part of a team, with FIELD operations during a disaster.

Level 2 does not include employees who, during a disaster, would be expected to conduct business from their normal work location, such as an office, even though that work might be in support of disaster operations, and require working unusual or extended hours including nights, weekends and holidays.

To assist jurisdictions, agencies and departments in determining training needs, these are examples of employees who should attend Level 2 training:

- Any employee who is required to attend Level 3, 4, or 5 training.
- Public Works employees called to assist in sandbagging, debris removal, damage assessment or any other emergency field operation during a disaster.
- Public Health Nurses called upon to assist in drive-through or walk-in pandemic flu mass vaccination clinics, field hospitals or field mass casualty triage centers during a disaster.
- Assessor's Office and Building or Planning Department employees deployed to the field during, or immediately following, a disaster to conduct property damage assessments.
- Mental or Medical or Environmental Health staff, Child or Adult Services workers or others deployed to the field individually, or in teams, to assess or deal with issues directly related to the disaster.
- Transit or school bus drivers or others deployed during a disaster to provide transportation services such as moving evacuees or field responders, supplies, or equipment.
- Human Resources, Personnel, or Finance Department staff deployed to the field in support of field operations. Typical assignments might include jobs such as time-keeping, procurement, and handling employee comp/claims.
- Any staff, including clerical support staff, from any agency, that have been designated to respond, or could be expected to respond, to assist at any level in the field during a disaster.

It is important to remember that Level 2 training alone does NOT qualify individuals to supervise others in the field, nor does it qualify individuals to function in a Command Staff role. Those who will supervise others in the field must have Level 2 and Level 3 training, and Command Staff are required to have Levels, 2, 3 and 4.

Refresher Training

None

Additional Recommended Training For Level 2 Employees

The FEMA website <http://training.fema.gov/IS/crslst.asp> offers numerous discipline-specific online courses that would benefit certain Level 2 employees. These are just a few:

IS-100.HC - Introduction to the Incident Command System for Healthcare/Hospitals

IS-100.HE - Introduction to the Incident Command System, ICS-100, for Higher Education

IS-100.LEa - Introduction to the Incident Command System, I-100, for Law Enforcement

IS-100.PWa - Introduction to the Incident Command System, I-100, for Public Work
Personnel

IS-100.SCa - Introduction to the Incident Command System, I-100, for Schools

Training Matrix “Level 3” Training Guidance

Prerequisite Training

Level 2 training

Required Training

I-300 – Intermediate ICS.

Target Audience for Level 3 Training

All employees who might be expected to respond and supervise in the field during a major emergency or disaster need Level 3 training. This level includes not only traditional emergency responders, such as fire fighters or police officers, but also any other employee who might be expected to respond and supervise a Field ICS branch, division, group or unit during a disaster.

To assist jurisdictions, agencies and departments in determining training needs, these are examples of employees who should attend Level 3 training:

- **Any employee who is required to attend Level 4 training.**
- **Fire Department** – Personnel that would be expected to respond to and supervise during field operations.
- **Law Enforcement** – Personnel that would be expected to respond to and supervise during field operations.
- **Public Works Employees** – Personnel that would be expected to respond to and supervise sandbagging, debris removal, damage assessment, or any other emergency field operation during a disaster.
- **Public Health Nurses** – Personnel that would be expected to respond to and supervise those called upon to assist in drive-through or walk-in pandemic flu mass vaccination clinics, field hospitals or field mass casualty triage centers during a disaster.
- **Assessor’s Office and Building or Planning Department** – Personnel that would be expected to respond to and supervise employees deployed to the field during, or immediately following a disaster to conduct property damage assessments.
- **Mental or Medical or Environmental Health Staff, Child or Adult Services** – Personnel that would be expected to respond to and supervise workers or others deployed to the field individually, or in teams, to assess or deal with issues directly related to the disaster.
- **Transit or School Bus Drivers** – Personnel that would be expected to respond to and supervise others deployed during a disaster to provide transportation services such as moving evacuees or field responders, supplies, or equipment.
- **Human Resources, Personnel, or Finance Department** – Personnel that would be expected to respond to and supervise staff deployed to the field in support of field operations. Typical assignments might include such jobs as time-keeping, procurement, and handling employee comp/claims.

Refresher Training

None.

Additional Recommended Training for Level 3 Employees

Specific training is available for various SEMS, NIMS and ICS positions.

Training Matrix “Level 4” Training Guidance

Prerequisite Training

Level 3 training

Required Training

I-400 – Advanced ICS.

Target Audience for Level 4 Training

All employees who might be expected to respond and fill a field command or general staff position during an emergency or disaster need level 4 training.

Depending on the type of incident, the command and general staff positions may be filled by the following: Fire department, Law Enforcement, Public Works employees, Public Health nurses, Assessor’s Office and Building or Planning Department, Mental or Medical or Environmental Health staff, Child or Adult Services, Transit or School Bus drivers, Human Resources personnel or Finance Department.

Refresher Training

None.

Additional Recommended Training for Level 4 Employees

Specific training is available for various SEMS, NIMS and ICS positions.

Training Matrix “Level 5” Training Guidance

Prerequisite Training

Level 2 training

Required Training

SEMS – Emergency Operations Center Course.

Target Audience for Level 5 Training

1. All personnel who might be expected to respond and assist in the Emergency Operation Center or a Department Emergency Operations Center during a major emergency or disaster.
2. This level includes support, supervisory, management and executive personnel in departmental level or agency EOC's or DOC's who would perform an EOC function at any level - General or Command Staff during a disaster.

Refresher Training

None.

Additional Recommended Training for Level 5 Employees

Specific training is available for various SEMS, NIMS and ICS positions.
Level 3 (I-300 Intermediate ICS).
Level 4 (I-400 Advanced ICS).

Training Matrix “Level 6” Training Guidance

Prerequisite Training

None

Required Training

SEMS Executive Course (G612) or Incident Command Systems for Executives (I-402). Either course provides background of the law, common terms, basic elements of SEMS, organizational roles and titles, and the need for executive support.

Target Audience for Level 6 Training

1. Executives who are responsible for the success or failure of their organization in emergencies.
2. General target audience might include:
 - Elected Officials
 - City Councils
 - Tribal Councils
 - Boards of Supervisors
 - Utility / Special District Boards
 - School Boards
 - Hospital Boards
3. Level 6 Training is appropriate for elected or executive level persons who need an overview and understanding of the National Incident Management System. These individuals are responsible for policy-making, implementation and monitoring but not hands-on emergency management.
4. Persons at this level are not expected to fulfill a roll in the EOC. Anyone who would participate in EOC needs to attend Level 5 training.

Refresher Training

None

Additional Recommended Training for Level 6 Employees

A variety of training is available through government organizations such as CSTI (CAL EMA), private vendors, trade/government associations, etc.

California Specialized Training Institute (CSTI) Training Website and catalog of courses:

<http://rimsinland.oes.ca.gov/WebPage/oeswebsite.nsf/Content/A07A08A632302B7A8825742C00753452?OpenDocument>

Contact Tulare County Office of Emergency Services or your jurisdiction's Emergency Manager for guidance or assistance.