Tulare Operational Area Emergency Operations Training Standards

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Tulare County Office of Emergency Services
5957 S. Mooney Blvd.
Visalia, CA 93277
oes.tularecounty.ca.gov

I. Purpose

The purpose of this document is to establish local training standards for personnel involved with emergency and disaster response within the Tulare Operational Area. An Operational Area is defined as "an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.[1] This document serves to implement requirements of the National Incident Management System (NIMS)[2], the Standardized Emergency Management System (SEMS)[3], and the requirements therein to utilize the Incident Command System (ICS)[4]. The County of Tulare adopted NIMS in 2006[5].

II. Applicability

These training standards are applicable to all emergency and disaster response organizations within the Tulare Operational Area.

III. Training Tracks

Two distinct sets of training standards, referred to as **Training Tracks**, are presented within this document.

- **Field** standards apply to all personnel operating in a field response capacity, to include both traditional and non-traditional responders
- **Operations Center** standards apply only to those individuals who fill a position within an Emergency Operations Center (EOC) or Department Operations Center (DOC)

In many cases, Field personnel are used to fill roles within Operations Centers; where this occurs, the assigned personnel are expected to meet the training requirements of **both tracks** at the levels appropriate to the assigned roles.

Each Training Track is divided into multiple **Training Levels**, which identify generally the type(s) of position(s) that are included in that Training Level. It is the organization's / department's responsibility to determine which of its positions / personnel fit into each Training Level.

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[1] See CA Gov't Code §8559(b)
[2] See Homeland Security Presidential Directive 5
[3] See CA Gov't Code §8607 and California Code of Regulations Title 19, Division 2 (19 CCR 2400 et seq.)
[4] See CA Gov't Code §8607(a)(1)
[5] See Tulare County Board of Supervisors Resolution 2006-0716 dated September 19, 2006

IV. Certification & Credentialing

In accordance with NIMS[6], the Tulare Operational Area has adopted the National Qualification System (NQS) through the California Office of Emergency Services (CalOES) Emergency Operations Center (EOC) Position Credentialing Program. This adoption supplements, but does not alter or replace, the use of discipline-specific systems such as the California Incident Command Certification System (CICCS).

It is the goal of the Tulare Operational Area that all personnel filling Local Government or Operational Area level EOC or DOC positions covered by the EOC Position Credentialing Program ("named positions")[7], irrespective of minor variations in the naming or organizational structure, be credentialed in their assigned position(s) at the Type III level. It is understood that this will require a phased implementation over multiple years from the time of adoption of this standard, as well as ongoing training support to address turnover.

Ideally, each EOC and DOC will have <u>three</u> or more credentialed personnel to fill each of the named positions utilized in its organizational structure. Jurisdictions may set an alternative target for the number of credentialed staff per position at either the organization or positions level, as the size of the organization and/or staffing constraints may make the Operational Area target unreasonable. It is understood that smaller jurisdictions will rely more heavily on Emergency Management Mutual Aid, and where possible, larger jurisdictions are encouraged to maintain sufficient credentialed staff in order to render mutual aid when requested.

It is the responsibility of each jurisdiction to track the certification of its personnel. Credentialing systems such as CICCS and CalOES EOC Position Credentialing should be utilized to assist jurisdictions with fulfilling this requirement.

V. Training Requirements

As required by NIMS[8], each Training Level within a Training Track contain the following elements:

- **Required Training**

  The courses to be completed by individuals falling within a given Training Level. The Required Trainings are additive, and each Training Level builds on the level(s) below. For example, an individual at Level 3 must satisfy the Required Training of Levels 1, 2, and 3 to satisfy the Level 3 requirements.

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[6] See NIMS Implementation Objectives for Local, State, Tribal and Territorial Jurisdictions, 2018 Update, Objective #6

[7] Refer to CalOES Type III EOC Credentialing Standards for all State identified / "named" positions

[8] See NIMS Implementation Objectives for Local, State, Tribal and Territorial Jurisdictions, 2018 Update, Objective #4

- **Initial Training Timeline**

  The amount of time allotted to complete the Required Training after appointment to a position within a Training Level.

- **Refresher Requirements & Frequency**

  The periodic and ongoing requirements (training, exercise, and/or experience) for an individual to remain qualified at a given Training Level.

VI. **Training Level Definitions**

The following table provides an overview of the training levels within each training track, and a general definition / examples of the positions that fall within each level.

	Field Track	**Operations Center Track**
Level 1	Disaster Service Worker • ALL PUBLIC EMPLOYEES	Support Personnel • Clerical, Scribes, IT, etc.
Level 2	Field Responder • Fire: Firefighters, Engineers / Lieutenants • Law: Officers/Deputies, CSOs, Corporals/Agents • Road Crews, Environmental Health Specialists, Public Health Nurses, Building Inspectors, Designated Shelter Staff, etc.	Unit Staff • Individuals assigned to function within a Unit/Group/Branch under a Named EOC Position
Level 3	Field Supervisor • Fire: Captains • Law: Sergeants • EMS Supervisors • Managers overseeing other field responses (Roads, Care/Shelter, Medical/Health, etc.)	Named EOC Positions (CalOES EOC Credentialing **Type III**) • All Management Staff, Unit Leaders, Branch Coordinators, Section Chiefs / Coordinators
Level 4	Field Commander • Fire: Battalion Chiefs & above • Law: Lieutenants & above	Key & Deployable Personnel (CalOES EOC Credentialing **Type II**) • **Recommended** for EOC/DOC Section Chiefs / Coordinators and Management Staff • EOC/DOC personnel identified to be deployable for Emergency Management Mutual Aid (EMMA)

VII. Field Training Requirements

	Required Trainings	Initial Training Timeline	Refresher Requirement
Level 1 (DSW)	Disaster Service Worker video **- AND/OR -** Review / acknowledge (at agency discretion) jurisdiction's Disaster Service Worker policy	At new employee orientation	Review DSW policy every 3 years
Level 2 (Responder)	• Basic ICS (IS/ICS-100) • ICS for Single Resources and Initial Action Incidents (IS/ICS-200) • National Incident Management System Introduction (IS-700)	Within 6 months of appointment	Repeat IS/ICS 100 & 200 every 5 years **- OR -** Participation in a response utilizing ICS within the 5-year period
Level 3 (Supervisor)	• Intermediate ICS (ICS-300) • CA Standardized Emergency Management System (G-606)	Within 6 months of appointment	Repeat every 5 years **- OR -** Participation in a response utilizing Incident Action Planning
Level 4 (Commander)	• Advanced ICS (ICS-400) • National Response Framework (IS-800) • ICS/EOC Interface (G-191)	Within 6 months of appointment	Repeat G-191 every 5 years **- OR -** Participation in a complex, multi-agency response utilizing Incident Action Planning AND interfacing with an Emergency Operations Center

VIII.Operations Center Training Requirements

	Required Trainings	Initial Training Timeline	Refresher Requirement
Level 1 (Support Personnel)	• Meet Disaster Service Worker (Field Level 1) requirements • Basic ICS (IS/ICS-100)	Within 3 months of assignment	Repeat every 3 years **- OR -** Participation in an EOC activation / exercise for 1 Op Period
Level 2 (Unit Staff)	• ICS for Single Resources and Initial Action Incidents (IS/ICS-200) • CA Standardized Emergency Management System (G-606) • National Incident Management System Introduction (IS-700) • Fundamentals of Emergency Management (IS-230) • EOC Management & Operations (G-775)	Within 6 months of assignment	Repeat every 5 years **- OR -** Participation in an EOC activation / exercise for 1 Op Period within the 5-year period
Level 3 (Named EOC Position)	• ICS/EOC Interface (G-191) • EOC Action Planning (G-626E) • EOC Section/Position Specific Training for assigned section (G-611 M/F/L/O/P) • NIMS Multi-Agency Coordination System (MACS) (IS-701) • NIMS Interstate Mutual Aid (IS-706) • National Response Framework (IS-800) **- AND -** • Position-Specific Training / Experience requirements (refer to CalOES EOC Credentialing Type III Requirements)	Within 12 months of appointment /assignment to an EOC/DOC position	Repeat G-191 & G-626E every 5 years **- OR -** Fill assigned EOC role for at least 1 Op Period during the 5-year period
Level 4 (Key & Deployable Personnel)	Refer to CalOES EOC Credentialing Type II Requirements		