

The background features the official seal of the State of South Dakota, rendered in a light gray, semi-transparent style. The seal is circular with a serrated outer edge. It contains a central illustration of a landscape with a river, a bridge, and a building. Above the illustration is the motto "UNDER GOD THE PEOPLE RULE". The words "STATE OF SOUTH DAKOTA" are written in an arc across the top, and "GREAT SEAL" is written in an arc across the bottom. The year "1889" is at the very bottom. Three vertical blue stripes are on the left side of the page.

# **South Dakota Training Program**

**2013-2014**

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## **Background**

Starting with Fiscal Year 2013, the South Dakota Office of Emergency Management adopted a comprehensive training program for Emergency Management stakeholders. These requirements were adopted in response to changes in grant guidance from the United States Department of Homeland Security. The guidance calls for an increased number of trainings and exercises with a strong all-hazards focus.

In the Spring and Summer of 2011 the State of South Dakota experienced an unprecedented flood along the Missouri River. In the After Action Review of the event many shortfalls were noted in preparedness for such an event; specifically the need for additional training courses. The courses outlined in this document are the result of continued cooperation between the South Dakota Office of Emergency Management, South Dakota Office of Homeland Security, South Dakota Incident Management Assistance Team, and numerous local jurisdictions.

The following document will outline the training courses and training objectives for the next two years. The effective dates for this training plan will be from October 1, 2012 to September 30, 2014. Any course names, dates, or descriptions contained within this document are subject to change without notice per the discretion of the South Dakota Department of Public Safety.

## Program Details

As with any subject, mastery of emergency management requires a firm foundational knowledge base. This is accomplished, in part, by completion of the Federal Emergency Management Agency's Professional Development Series of courses. This series of courses consists of the following courses:

- a. IS-120.a: An Introduction to Exercises
- b. IS-230.b: Fundamentals of Emergency Management
- c. IS-235.b: Emergency Planning
- d. IS-240.a: Leadership and Influence
- e. IS-241.a: Decision Making and Problem Solving
- f. IS-242.a: Effective Communication
- g. IS-244.a: Developing and Managing Volunteers

Completion of these courses is a requirement of all SLA participating emergency managers, and state OEM staff within the State of South Dakota.

Individuals may also be required to take additional FEMA Independent Study Courses.

Additional Courses Include:

- a. IS-130: Exercise Evaluation and Improvement Planning
- b. IS-139: Exercise Design
- c. IS-630: Introduction to the Public Assistance Process
- d. IS-701: Multi-Agency Coordination System
- e. IS-775: Emergency Operations Center Management and Operations (G-775 can be substituted for IS-775)

It is also required that all emergency management personnel complete the following courses to comply with National Incident Management System standards:

- a. IS-100.b: (ICS 100) Introduction to Incident Command System
- b. IS-200.b: (ICS 200) Incident Command System for Single Resources and Initial Action Incidents
- c. ICS 300: Intermediate Incident Command for Expanding Incidents
- d. ICS 400: Advanced Incident Command for Complex Incidents
- e. IS-700.a: National Incident Management System (NIMS), An Introduction
- f. IS-800.b: National Response Framework, An Introduction

The following Independent Study courses are recommended by FEMA:

- a. IS-702.a: National Incident Management System (NIMS) Public Information Systems\*
- b. IS-703.a: National Incident Management System (NIMS) Resource Management Course
- c. IS-704: National Incident Management System (NIMS) Communications and Information Management
- d. IS-706: National Incident Management System (NIMS) Intrastate Mutual Aid

With the formation of a statewide Incident Management Assistance Team (IMAT); it becomes a top priority to ensure the State of South Dakota's deployable resources are trained and able to function where ever they are needed. The following courses<sup>†‡</sup> will be offered to the IMAT personnel at least once over the next three years:

- a. E-950: NIMS All-Hazards Position-Specific: Incident Commander Course
- b. E-952: NIMS All-Hazards Position-Specific: Public Information Officer Course
- c. E-954: NIMS All-Hazards Position-Specific: Safety Officer Course
- d. E-956: NIMS All-Hazards Position-Specific: Liaison Officer Course
- e. E-958: NIMS All-Hazards Position-Specific: Operations Section Chief Course
- f. E-960: NIMS All-Hazards Position-Specific: Division/Group Supervisor Course
- g. E-962: NIMS All-Hazards Position-Specific: Planning Section Chief Course
- h. E-964: NIMS All-Hazards Position-Specific: Situation Unit Leader Course
- i. E-965: NIMS All-Hazards Position-Specific: Resources Unit Leader Course
- j. E-967: NIMS All-Hazards Position-Specific: Logistics Section Chief Course
- k. E-969: NIMS All-Hazards Position-Specific: Communications Unit Leader Course
- l. E-970: NIMS All-Hazards Position-Specific: Supply Unit Leader
- m. E-971: NIMS All-Hazards Position-Specific: Facilities Unit Leader
- n. E-973: NIMS All-Hazards Position-Specific: Finance/Administration Section Chief Course
- o. E-975: NIMS All-Hazards Position-Specific: Finance/Administration Unit Leaders Course

The G Series courses are also an important part of any Emergency Management Training Program. These courses are recognized by FEMA, but are administered by state and local jurisdictions. The following G Series courses will be offered, at least twice, through September 30, 2014:

- a. G-775: Emergency Operations Center Management and Operations
- b. G-197: Emergency Planning for Access and Functional Needs Populations
- c. G-250.7: Rapid Needs Assessment Workshop
- d. G-393: Mitigation for Emergency Managers
- e. G-191: ICS/EOC Interface
- f. G-270.4: Recovery from Disaster, the Local Government Role

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\* Course recommended for State and Local level PIO's only.

† These courses are also open for all County Emergency Managers

‡ All of the above courses are offered as a "Train the Trainer" at the Emergency Management Institute in Emmitsburg, MD. Anyone interested in attending a Train the Trainer should contact the State Training Officer with the South Dakota Office of Emergency Management.

## Recommended Courses

Completion of the Advanced Professional Series (APS) of courses is recommended for any emergency management personnel within the State of South Dakota. Along with numerous mandatory trainings that will greatly strengthen the ability of the State of South Dakota to respond to any event; these recommended courses will be offered for individuals to take as they desire to further enhance their knowledge and abilities within the field of Emergency Management. The complete series of courses consist of five required courses and a total of five electives. The required courses for the APS are:

- a. G-775 or IS-775: EOC Management and Operations
- b. G-191: Incident Command System/Emergency Operations Center Interface
- c. G-250.7: Rapid Assessment Workshop
- d. G-270.4: Recovery from Disaster, the Local Government Role
- e. G-393: Mitigation for Emergency Managers

The elective courses are:<sup>§</sup>

- a. G-288: Donations Management Workshop
- b. G-362: Multi-Hazard Emergency Planning for Schools
- c. G-202: Debris Management
- d. G-386: Mass Fatalities
- e. G-361: Flood Fight Operations
- f. G-110: Emergency Operations Course for Local Governments
- g. G-408: Homeland Security Planning for Local Governments
- h. G-108: Community Mass Care Management
- i. G-358: Evacuation and Re-Entry Planning
- j. G-290: Basic Public Information Officer Training
- k. G-271: Hazardous Weather and Flood Preparedness \*\*
- l. G-272: Warning Coordination
- m. E/L/G-146: Homeland Security Exercise and Evaluation Program<sup>††</sup>
- n. G-366: Planning for the Needs of Children in Disasters

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<sup>§</sup> These courses are electives for the Advanced Professional Series Certificate program.

<sup>\*\*</sup> IS-271 Anticipating Hazardous Weather and Community Risk can be substituted for G-271.

<sup>††</sup> E/L/G-147: HSEEP Train the Trainer can be substituted for E/L/G-146

## **Scheduling of Courses**

The State Training Officer will place all courses sponsored by the South Dakota Office of Emergency Management on the OEM Training Website at least 45 days before the date of the course. Training announcements will be sent, to the appropriate audience, via email. The recipients could include, but are not limited to: all OEM staff, County Emergency Managers, the Sheriff's Association, Police Chiefs Association, Fire Marshall's Office, Emergency Medical Services, Municipal League, and Voluntary Organizations Active in Disasters (VOAD), and the County Commission Association (EM101 course offerings only) no less than two weeks prior to the start of the course. To register for available courses, applicants must fill out the online training registration form located at: [Eventbrite.com](http://Eventbrite.com).

Course materials will be provided for all courses that are funded by the South Dakota Office of Emergency Management. Students will be expected to return all books unless stated otherwise. All students will be required to complete a course evaluation form and return the form to the course manager on the last day of the class unless other arrangements were made in advance. If a student is unable to make the course for any reason, they must notify the course manager immediately so another student can be placed in the class. All courses will be scheduled Monday through Friday between the hours of 8:00AM and 5:00PM, excluding state holidays, unless stated otherwise. All information contained on the State Training Website and/or calendar is subject to change without notice. For additional course offerings; check <http://training.fema.gov>.

Every effort is made to ensure that the information contained on the website, flyers, and/or emails is correct, but it is the responsibility of the student to verify the course information. The South Dakota Office of Emergency Management will not be responsible for hotel arrangements for classes that require an overnight stay. The South Dakota Office of Emergency Management will attempt to secure state rates for students, but this is not guaranteed.

## **Instructor Qualifications**

The South Dakota Office of Emergency Management will utilize the FEMA NIMS Training Program, June 2011 manual as a guide for instructor qualifications. Instructors will ultimately be approved by SDOEM for classes funded under SDOEM programs. Approved instructors will be paid \$50 per classroom hour for each approved instructor. The instructor will be required to maintain class rosters for a period of one year from the final date of the course offering. If a county emergency manager sponsors the course, this individual will also maintain a copy of the roster for a period of one year.

## Training Calendar

SOUTH DAKOTA MULTI-YEAR Training SCHEDULE: FFY 2013-2014												
	Qtr 1 (2012)			Qtr 2 (2013)			Qtr 3 (2013)			Qtr 4 (2013)		
	O	N	D	J	F	M	A	M	J	J	A	S
2012	ACAMS EM 101 Staging Area Course		G-250.7: Rapid Needs Assessment  ICS 300 & 400									
2013					EM-101	ICS 300 & 400  G-775: EOC Mgt and Ops	NIMS Position Specific	G-250.7: Rapid Needs Assessment  EM-101	ICS 300 & 400  G-775: EOC Mgt and Ops	NIMS Position Specific	ICS 300 & 400  EM-101  G-197: Emergency Planning for Access and Functional Needs Populations	G-290: Basic Public Information Officer

### Training Calendar (Cont'd)

SOUTH DAKOTA MULTI-YEAR Training SCHEDULE: FFY 2013-2014												
	Qtr 1 (2013)			Qtr 2 (2014)			Qtr 3 (2014)			Qtr 4 (2014)		
	O	N	D	J	F	M	A	M	J	J	A	S
2013	ACAMS	ICS 300 & 400  EM-101  NIMS Position Specific	G-393: Mitigation for Emergency Managers									
2014				NIMS Position Specific	ICS 300 & 400  EM-101  G-197: Emergency Planning for Access and Functional Needs Populations	G-393: Mitigation for Emergency Managers	ICS 300 & 400  NIMS Position Specific	EM-101  G-290: Basic Public Information Officer	NIMS Position Specific  G-197: Emergency Planning for Access and Functional Needs Populations	ICS 300 & 400	EM-101	ICS 300 & 400

## Completion of Courses

All students completing courses sponsored by the South Dakota Office of Emergency Management will be issued certificates from the South Dakota Office of Emergency Management.<sup>‡‡</sup> These certificates will be finalized after an initialed roster is collected on the last day of class. The students must ensure they provide a working email address is on each course roster. Course certificates will be sent to their email address in .pdf format. For students who request copies of the course materials, a disc containing the appropriate materials can also be mailed. All records will be kept in the State's training database and full transcripts can be produced by request.

Every course that is not held at a state facility will have a contract for use of a meeting room in place no less than 60 days prior to the event. This contract will specify room configuration, materials required, and refreshments provided. OEM will attempt to reserve a block of rooms at state rates. Either way, it is the responsibility of the course participant to make their own reservations. If a state facility is being used, rosters will be provided to employees at the entrance to each facility.

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<sup>‡‡</sup> The NIMS Position Specific Courses are sponsored by the Emergency Management Institute and FEMA. Certificates for these courses will come to the student directly from FEMA within 30-90 days.