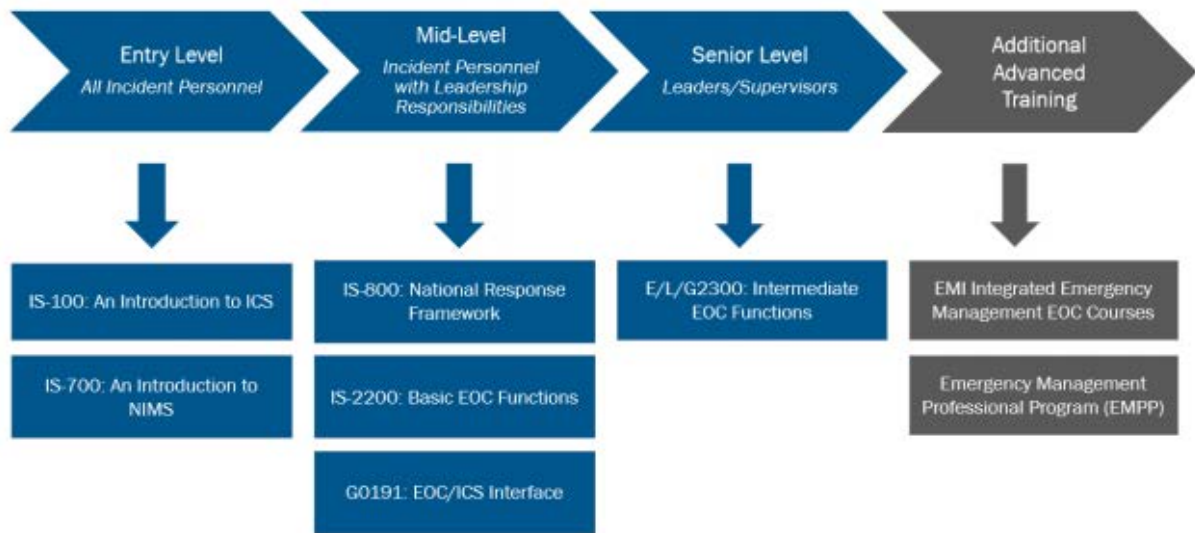


## Appendix D: Training Matrix-Template for County, Municipal, NGO, Private-Sector Partners

### TRAINING METRICS TEMPLATE

#### Minimum Training Requirements for **EOC Personnel** OF (Name of Agency, County, Municipality, Organization)<sup>22</sup>

This represents a minimum standard for all Emergency Operations Center personnel. At the recommendation of the Incident Commander or EOC Manager, personnel may receive training at a higher level and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. Please note: preparedness grants may require additional coursework for recipients and sub-recipients. Please consult the Notice of Funding Opportunity for the specific grant for more information.

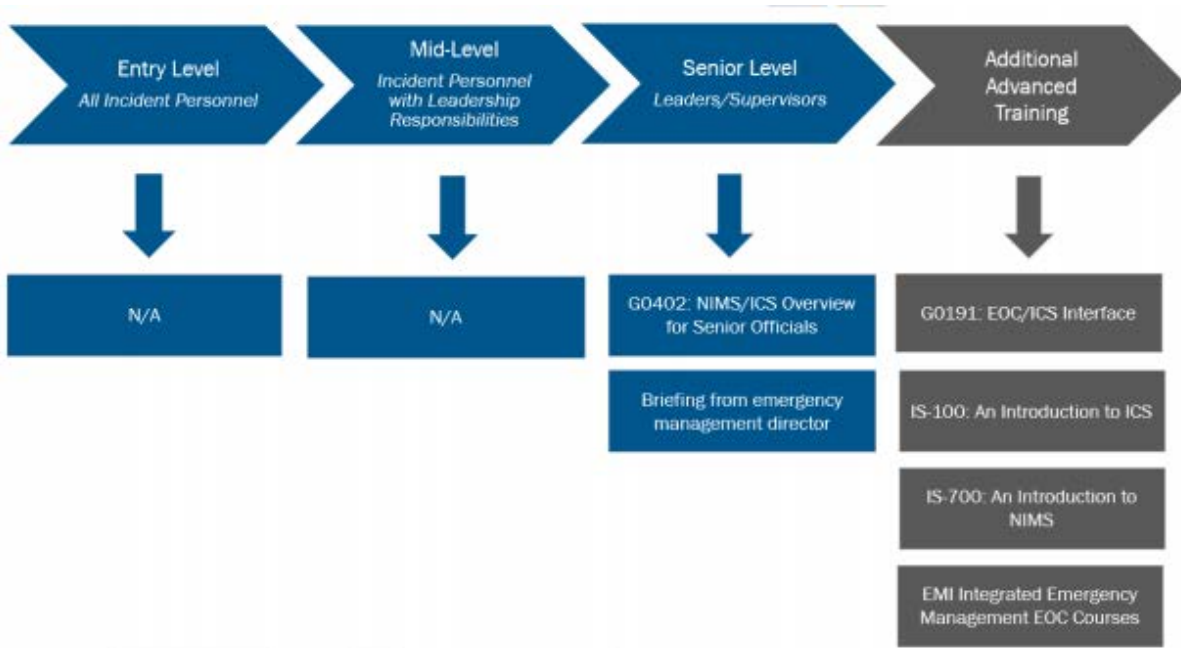


<sup>22</sup> As outlined in the U.S. Department of Homeland Security's *National Incident Management Training Program* (May 2019 Draft), page 14.

## TRAINING METRICS TEMPLATE

### Minimum Training Requirements for **Elected Officials** OF (Name of Agency, County, Municipality, Organization)<sup>23</sup>

This represents a minimum standard for **elected officials** who have oversight over emergency management. Additional training can be taken at their discretion and based on their involvement in an incident.

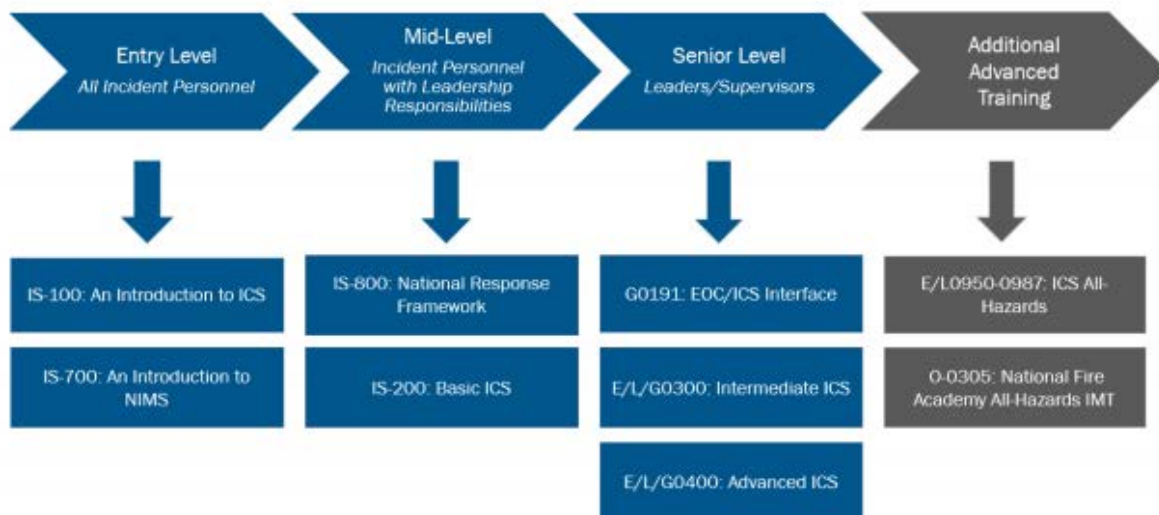


<sup>23</sup> As outlined in the U.S. Department of Homeland Security's *National Incident Management Training Program* (May 2019 Draft), page 20.

## TRAINING METRICS TEMPLATE

### Minimum Training Requirements for **ICS Field Operations** OF (Name of Agency, County, Municipality, Organization)<sup>24, 25</sup>

The courses in bold below represent the minimum standard for ICS field responders. At the recommendation of the senior agency official or Incident Commander, personnel may receive training at a higher level, the recommended courses, and/or position specific training. Members of specialized response teams may also receive training at a higher level and/or position specific training. New employees will have one year to complete the required training based upon their position.



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<sup>25</sup> Refer to *NIMS Training Program* (May 2019 Draft) page 12.

## **CATEGORY SPECIFIC PERSONNEL BREAKDOWN**

### **All Emergency Responders**

Emergency Management Personnel  
Emergency Medical Services Personnel  
Firefighters  
First Responders and Disaster Workers  
Governmental Administrative Personnel  
Hazardous Materials Personnel  
Health Care and Hospital Staff  
Law Enforcement Personnel  
Public Health Personnel  
Public Safety Communications Personnel  
Public Works/Utility Personnel  
Skilled Support Personnel  
Volunteers  
Other emergency management, response, and support personnel

### **First Line Supervisors**

First Line Supervisors  
Single Resource Leaders  
Field Supervisors  
Other emergency management/response personnel that require a higher level of ICS/NIMS training

### **Mid-Level Response Supervisors**

Middle Management  
Strike Team Leaders  
Task Force Leaders  
Unit Leaders  
Division/Group Supervisors  
Branch Directors

### **Command and General Staff**

Command and General Staff  
Department Heads with MACS responsibilities  
Area/Incident/Unified Commanders  
Emergency Managers  
EOC Managers

### Minimum Training Requirements for Schools Personnel: K-12 and Institutes of Higher Education

School safety is a whole community effort. Schools should use the guidance below, as outlined by the U.S. Department of Education Readiness in Emergency Management for Schools Technical Assistance (REMS TA) Center:

Executive Leaders	Command Staff	Incident Managers	General Personnel
Executive Leaders must be familiar with the comprehensive systems supporting emergency management, even though they may not have a designated role in ICS. They are responsible for making financial, administrative, and managerial decisions supporting the school or IHE emergency management program and will likely have high-level responsibilities before and after an incident, as opposed to command responsibilities in the field during an actual event.	Command Staff are personnel assigned to lead any key campus emergency management effort; they have a specific role within the ICS.	Personnel with a leadership role in command (ie: the Incident Commander or IC) during an incident	General Personnel are those with any non-command or incident management role in emergency preparedness, incident management, or response.
	IS-100: Intro to ICS for Schools	IS-100: Intro to ICS for Schools IS-700: NIMS, an Introduction	IS-100: Intro to ICS for Schools
G-402: Incident Command System Overview for Executives and Senior Officials	IS-700: NIMS, an Introduction	IS-200: ICS for Single Resources and Initial Action Incidents	IS-700: NIMS, an Introduction
<b>Recommended:</b> IS-700	IS-200: ICS for Single Resources and Initial Action Incidents	IS-800: National Response Framework: an Introduction	<b>Recommended:</b> IS-200: ICS for Single Resources and Initial Action Incidents
	IS-800: National Response Framework: an Introduction	ICS-300: Intermediate ICS	
	ICS-300: Intermediate ICS	ICS-400: Advanced Incident Command	
	G-364: Multi-Hazard Planning for Schools	G-364: Multi-Hazard Planning for Schools	

**Executive Leaders may include (but are not limited to):**

- Superintendent
- Institution President
- Provost
- Principals
- School Boards

**Command Staff may include (but are not limited to):**

- Emergency Management (ICS) Team Members
- School Resource Officers (SROs)
- Facilities Managers
- PIOs
- Safety/Liaison Officers
- Personnel in Operations, Logistics, Planning, or Finance/Admin Sections

**Incident Managers may include (but are not limited to):**

- Director of School/Campus Safety
- School/Campus Chief of Police
- School Security Chief
- Other personnel designated as Incident Commanders/Managers

**General Personnel may include (but are not limited to):**

- Nurses and Health Officials
- Counselors/ School Psychologists or Behavioral Assessment Team members
- Information Technology
- Bus Drivers
- Educators/Faculty
- Coaches/their staff
- Housing/Food prep staff
- Campus CERT members
- Resource staff and support personnel
- Administrators not involved in emergency management
- Facilities personnel (other than the head of Facilities)