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)\textsuperscript{22}

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.

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.

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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.

25 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:

<table>
<thead>
<tr>
<th>Executive Leaders</th>
<th>Command Staff</th>
<th>Incident Managers</th>
<th>General Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Command Staff are personnel assigned to lead any key campus emergency management effort; they have a specific role within the ICS.</td>
<td>Personnel with a leadership role in command (ie: the Incident Commander or IC) during an incident</td>
<td>General Personnel are those with any non-command or incident management role in emergency preparedness, incident management, or response.</td>
</tr>
<tr>
<td>IS-100: Intro to ICS for Schools</td>
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<td><strong>Recommended:</strong> IS-700</td>
<td>IS-200: ICS for Single Resources and Initial Action Incidents</td>
<td>IS-800: National Response Framework: an Introduction</td>
<td><strong>Recommended:</strong> IS-200: ICS for Single Resources and Initial Action Incidents</td>
</tr>
</tbody>
</table>
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)