

# **BASIC WORKSHOP IN EMERGENCY MANAGEMENT**

## **UNIT 6 EMERGENCY MANAGEMENT TRAINING**



(REV - 10/01)

## UNIT 6 TRAINING

**OBJECTIVES** - At the conclusion of this unit the participant will be able to:

1. List the elements of the New Jersey Office of Emergency Management Training Program,
  2. Describe how to apply for a course,
  3. Identify the 7 courses in the Professional Development Series,
  4. Apply for a FEMA Independent Study Course,
  5. State how the Elective Courses/workshops can be used to supplement training in their jurisdiction
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### **SCOPE**

- C Goals of the New Jersey Office of Emergency Management Training Program
  - C Enrollment Requirements
  - C Professional Development Series
  - C FEMA Independent Study Programs
  - C Goals of the New Jersey Office of Emergency Management Hazardous Materials Program
  - C Hazardous Materials Training Courses
  - C Program Electives available to Emergency Management Coordinators
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**TEACHING METHODS** - The New Jersey Office of Emergency Management Training Program Brochure and/or calendar can be handed out as a supplement to the lecture. The instructor shall contact the Field Training Unit at (609) 882-2000, ext.6457 sixty (60) days prior to conducting the class in order to obtain the following materials. The instructor will begin the lesson by giving a brief overview / introduction on the NJSP-OEM training programs available to all emergency management and responder personnel. Then he will touch on the training philosophy and general procedures for

application for attending our courses. The instructor will discuss the FEMA Professional Development Series courses and the requirements for completion and issuance of a FEMA certificate. The International Association of Emergency Managers' Certified Emergency Manager program and the NJOEM training curriculum will then be examined. The instructor will emphasize that many of our courses are now college accredited. Course descriptions should be examined and explained briefly. Program electives are also available for county and local EMC's to administer during an LEPC meeting.

## INTRODUCTION

The State Office of Emergency Management is mandated by federal and state laws (and directives), to assist counties and municipalities in the development of emergency operation plans. State emergency planning guidelines provide direction for these jurisdictions by establishing criteria for acceptance and approval of the plans.

As a means of assisting its jurisdictions to plan and prepare for emergencies and test these submitted plans, the State OEM, using federal funds, provides instruction in various areas and disciplines of emergency management. Classroom instruction continues to be the primary means by which emergency managers and their staff, as well as volunteers and professional response personnel are provided the information and guidance needed to effectively perform in their roles as emergency responders. However, increasing emphasis is being placed on the "hands on" method of learning. Emergency Management courses are becoming more field oriented, requiring participants to actually execute their assignments, as a way of demonstrating the appropriateness of plans and procedures and the competency of personnel. A logical extension of this philosophy are the exercise programs that the federal and state governments encourage all jurisdictions to develop and conduct.

The State of New Jersey in its commitment to protect the welfare of its citizens and their property, offers a continually expanding series of instructional courses in emergency management.

The New Jersey Office of Emergency Management offers a varied selection of emergency training programs designed to enhance a community's mitigation, preparedness, or response/recovery capabilities. Presented by a staff of qualified State O.E.M. instructors these programs will increase individual skills and provide professional development training opportunities to emergency management personnel at all levels of government.

## **GENERAL INFORMATION**

### **TRAINING PHILOSOPHY**

The New Jersey State Police Office of Emergency Management, through the expertise of the Emergency Management Bureau, offers a variety of interrelated courses designed specifically to improve the professional, managerial and technical skills of those persons involved in the field of Emergency Management.

The structuring of the curricula provides for a state of the art program designed to achieve a comprehensive and integrated emergency management system which addresses all hazards at the local, county and state levels.

Specific courses are grouped, relating to a predetermined training need, to create a training series. The courses are presented in the adult learning format by teams of capable instructors. The contributions of the instructors, combined with the interaction of the student body, will develop each student's individual emergency management program and help them excel in service to their communities.

## **GENERAL PROCEDURES**

### **ENROLLMENT ELIGIBILITY**

Applications will be accepted from all persons who have responsibilities in some aspect of emergency management. Personnel from Police, Fire, EMS, Health, Environmental Protection, Public Works and Educational Agencies are encouraged to participate in the appropriate courses. The courses will increase management skills during the performance of day to day responsibilities, as well as in emergency response. Members of volunteer organizations, and business and industry who have emergency planning or response functions are also eligible for enrollment.

### **APPLICATION PROCEDURES**

Applications will be made by filling out the NJOEM application form. Additional forms can be photocopied or are obtainable from the State Training Officer, New Jersey Office of Emergency Management, P.O. Box 7068, West Trenton, New Jersey 08628-0068. The phone number at the office is (609) 882-2000 extension 6457.

All completed applications will be reviewed by the respective County Emergency Management coordinator *before* being forwarded to the Regional Office, New Jersey Office of Emergency Management. Early application is recommended. Applicants

selected for training will be notified of their acceptance approximately three to four weeks prior to the commencement of the course.

Application for unique or specialized training, Business or Industry or Public Officials Conferences should be made through the State Training Officer, New Jersey Office of Emergency Management.

## **WITHDRAW/CANCELLATIONS**

All accepted students are expected to attend their scheduled program. If for some reason attendance is not possible, notify the State Training Officer, New Jersey State Police Office of Emergency Management at (609) 882-2000 extension 6457 as soon as possible, as a waiting list is maintained for all courses. Failure to make timely notification could jeopardize future enrollment.

## **LOCATION OF TRAINING**

Courses will be held at the Rutgers' University Inn and Conference Center, New Brunswick, New Jersey and at various locations throughout the state.

The Rutgers' University Inn and Conference Center is located on a former residential estate on the Douglass Campus, offers comfortable air-conditioned overnight accommodations, in addition to functional seminar and conference rooms, instructional services and library resources.

The Center is less than two miles from Exit 9 of the New Jersey Turnpike.

Courses are also presented at county training facilities throughout the state. Students will be mailed directions to the training site with their acceptance letter. Field courses are open to participants from all twenty-one counties. Rules of the host county regarding parking, smoking, food in classrooms, etc. should be respected. Lunch is "on your own" and overnight accommodations are not provided.

# PROFESSIONAL DEVELOPMENT SERIES

## EMERGENCY MANAGEMENT PROFESSIONAL DEVELOPMENT CERTIFICATES FEMA PROFESSIONAL DEVELOPMENT SERIES (PDS) CERTIFICATE

Those who complete all Professional Development Series (PDS) courses are eligible to receive a FEMA PDS Certificate of Completion.

Requests for the FEMA PDS Certificate must be sent first to the NJ Deputy State Director of Emergency Management for verification. The requests will then be forwarded through the FEMA regional offices to the Superintendent of EMI for consideration. Requests should include the date and place of each PDS course attended, together with the name of the course manager. Copies of course certificates should be attached to the request. Courses are conducted through the NJ Office of Emergency Management at various locations.

### **FEMA'S PROFESSIONAL DEVELOPMENT SERIES COURSES ARE LISTED BELOW:**

- Principles of Emergency Management (formerly Introduction to Emergency Management)
- Emergency Planning
- Leadership and Influence
- Decision making and Problem-Solving
- Effective Communication
- Developing Volunteer Resources
- Exercise Design

### **FEMA APPLIED PRACTICE SERIES (APS)**

This is a new FEMA series which emphasizes applied skills in disaster operations, and builds on FEMA's Professional Development Series management and coordination skills. Offerings of these courses completed prior to the new series may be credited toward the APS Certificate of Completion.



Requests for the FEMA APS Certificate must be sent first to the NJ Deputy State Director of Emergency Management for verification. The requests will then be forwarded through the FEMA regional offices to the Superintendent of EMI for consideration. Requests should include the date and place of each PDS course attended, together with the name of the course manager. Copies of course certificates should be attached to the request.

Those who complete the six APS required courses plus any four of the elective courses are eligible to receive a FEMA APS Certificate of Completion. Courses are conducted through the NJ Office of Emergency Management at various locations.

**REQUIRED APS COURSES:**

- Incident Command System/Emergency Operations Center (ICS/EOC)
- Workshop: Local Situation (RAPID) Assessment + Asking for Help Module
- Donations Management Workshop
- Disaster Response and Recovery Operations
- Mitigation for Emergency Managers (under development by FEMA)

**AT LEAST ONE OF THE FOLLOWING:**

- Retrofitting Flood prone Residential Buildings
- Multi hazard Safety Program for Schools
- Earthquake Safety Programs for Schools

**ELECTIVE COURSES (CHOOSE 4):**

- Disaster-Related Needs of Seniors and Persons with Disabilities
- EOC Management and Operations
- Resource Management
- Debris Management
- Mass Fatalities Incident Response
- Exercise Program Manager (under development by FEMA)

- Flood Fight Operations

## **INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS CERTIFIED EMERGENCY MANAGER PROGRAM**

The International Association of Emergency Managers (IAEM) is a national organization dedicated to promoting the goals of saving lives and protecting property prior to and during emergencies and disasters. IAEM is a non-profit, educational organization. IAEM created the **Certified Emergency Manager (CEM)** program to raise and maintain professional standards, and certify basic competencies within the profession. The IAEM CEM program is governed by a Certification Commission made up of emergency management professionals and representatives from allied fields.

The initial CEM credential is granted upon successful completion of three areas: Application, Credentials, and a Management Essay. CEM credentials are based on emergency management experience, references, education (a four-year degree is required), emergency management and general management training, and contributions to the profession. The management essay is completed by the applicant and consists of written response to real-life scenarios which are provided by IAEM.

IAEM recently created an **Associate Emergency Management (AEM)** program to recognize basic competencies within the profession. The CEM requirements (Application, Credentials, and Management Essay) are applied, except there is no minimum education requirement for an AEM certification.

CEM or AEM applicants do not have to be IAEM members to participate in the program. For further information, contact IAEM at 111 Park Place, Falls Church, VA 22046-4513, (703) 538-1795; fax (703) 241-5603 or E-mail [IAOEM@aol.com](mailto:IAOEM@aol.com).

### **NJOEM TRAINING CURRICULUM**

We are often asked about course prerequisites and course sequence. Prerequisites are listed in the course descriptions. Some programs may require a pre-course assignment, which will be forwarded with the acceptance letter. The following list has been developed in order to offer potential students, and emergency program managers who are sending students to NJOEM programs, informal guidance about a progressive structure for selecting NJOEM training courses.

## **BASIC / ENTRY LEVEL COURSES**

### ***Core Group I***

- Basic Workshop in Emergency Management
- Emergency Program Manager (Independent Study)
- Incident Command System 100 Series (Independent Study)
- Principles of Emergency Management (formerly Introduction to Emergency Management)

### ***Core Group II***

- An Orientation to Community Disaster Exercises (Independent Study)
- Developing Volunteer Resources
- Emergency Planning Course
- Disaster Recovery Operations
- Haz-Mat Awareness
- Incident Command System 200 Series
- EOC Management/ ICS-EOC Interface/Resource Management
- Leadership & Influence
- Liability Issues in Emergency Management
- Shelter Management (available through the American Red Cross)

## **INTERMEDIATE LEVEL COURSES**

- Community Emergency Response Teams (C.E.R.T.) Course
- Decision Making & Problem Solving
- Effective Communications

- Exercise Design & Evaluation
- Haz-Mat Operational
- Hurricane Preparedness and Coastal Storms
- Liability Issues in Emergency Management
- Public Information Officer
- Hazardous Weather & Flood Preparedness

### **ADVANCED LEVEL COURSES**

- All Hazards Safety Program for Schools
  - Disaster Response Planning for Organizations Serving Seniors and Persons with Disabilities
  - Instructional Presentational Skills
  - Hazard Mitigation Workshop
  - Mass Fatalities Response
  - Debris Management
  - NJ Enhanced Radiological Response Course
  - Consequence Management of Terrorism
  - Flood Fight Operations
  - Risk Communication
- C Community Disaster Education Specialist

## THOMAS EDISON STATE COLLEGE EMERGENCY DISASTER MANAGEMENT DEGREE

Thomas Edison State College, New Jersey's College for adults, offers its programs through distance learning. The College offers 12 degrees in 120 specializations/options, including bachelor's (120 credits) and associate (60 credits) in Emergency Disaster Management, and a Master of Science in Management.

There are many ways to earn credit at Thomas Edison, including portfolio assessment, EMI/FEMA courses and other PONSİ-evaluated training, testing, military training, transfer credit from other colleges, and Thomas Edison distance learning courses; guided independent study, the On-Line Computer Classroom® and contract learning.

**Many of the NJOEM's training courses can be used to achieve college credits through degrees programs at Thomas Edison.**

Students who enroll have academic advisors to help them analyze their needs and develop a plan which leads to the achievement of a degree. All advising can be done over the phone or through e-mail or fax.

Costs for this type of education are very reasonable, and often employers will reimburse for some or all of it. Students may enroll and begin their studies at any time throughout the year.

*For information about the college its programs and how to enroll, call 609-292-6565 or e-mail [admissions@call.tesc.edu](mailto:admissions@call.tesc.edu). The College's Web page address is <http://www.tesc.edu>.*

### NEW JERSEY DEPARTMENT OF HEALTH AND SENIOR SERVICES CONTINUING EDUCATION UNITS

The New Jersey Department of Health and Senior Services, Office of Emergency Medical Services, has designated many of the NJOEM's training courses as eligible for continuing education units (CEU's) for emergency medical services personnel. Courses, dates and times may vary. Please call the NJOEM Field Training Unit at 609-882-2000, ext. 6457 if you wish to confirm whether or not your course has been approved for CEU's.

## **COURSE OFFERINGS**

### **ALL-HAZARDS EMERGENCY PLANNING FOR SCHOOLS**

This two-day course has been developed to better prepare school systems to face the threat of a variety of hazards. Topics will include planning, safety, non-structural mitigation techniques, post disaster operations, the psychological effects of disasters, and recovery. Enrollment will be limited to school superintendents, administrators, OEM personnel, principals, facility managers, risk managers, and others concerned with physical plant and operations of a school system.

### **BASIC PUBLIC INFORMATION OFFICER**

This three day course is a highly interactive course that includes workshops on writing, public speaking, media interviews, and awareness campaign development. Students will also discuss media relations and public information planning. State and Local Public Information Officers or any emergency management professional whose job involves Public Information responsibilities, are invited.

### **COMMUNITY DISASTER EDUCATION SPECIALIST**

This one-day American Red Cross course prepares the student to deliver quality Community Disaster Education presentations by providing sufficient background information and support. The workshop provides information on ways to overcome disaster denial issues, and how to motivate individual and family disaster preparedness actions. **It does not teach platform presentation skills**; rather, it focuses on how to choose appropriate messages for target audiences and selecting materials that convey those messages.

### **COMMUNITY EMERGENCY RESPONSE TEAM (C.E.R.T.)**

Developed and Implemented by the Los Angeles City Fire Department, the concept is based on the recognition that catastrophic disasters will leave large numbers of citizens on their own, for the period of time it takes the professionally trained rescuers to organize and respond. Training “people to help people” will be the philosophy of the curricula. Basic life saving and life sustaining skills and information will be delivered in several sessions and will include the following topical areas: Disaster Preparedness, Disaster Fire Suppression, Disaster Medical Operations, Light Search and Rescue, Disaster Psychology and Team Organization.

## **DEBRIS MANAGEMENT**

This two-day course is aimed at providing OEM personnel at all levels with an overview of issues and recommended actions necessary to plan for, respond to, and recover from a major debris-generating event with emphasis on local and State-level responsibilities. Topics include debris staff development, disaster planning activities, local level response actions, contracting procedures, temporary storage site selection/operation, volume reduction methods, environmental impacts, special debris situations, and Direct Federal Assistance. Suitable for public works officials, OEM coordinators, or anyone involved with debris management planning or disaster clean-up.

## **DECISION MAKING & PROBLEM SOLVING**

This one-day course is designed to provide emergency personnel with information and techniques which enable them to properly react to the complex problems which can arise in emergency situations.

## **DEVELOPING VOLUNTEER RESOURCES**

A two-day course designed to improve participant's abilities to deal with the broad range of issues in the management of volunteer service individuals. Issues include identification of tasks provided by organized groups which require volunteer services, skill definition and specification of qualifications, publicity and recruitment, skill development and maintenance, and motivation strategies that promote continued involvement and quality performance.

## **DISASTER RECOVERY OPERATIONS**

This three-day course is designed for state, county, and local officials; and other agencies which are part of the disaster recovery process. Participants will review disaster recovery concepts, operational procedures, and intergovernmental roles and responsibilities in major disaster recovery operations. Emphasis is on coordination and the problems which frequently arise in recovery operations. Topics include damage assessment, the emergency declaration process, disaster intelligence, emergency human needs, disaster assistance programs, hazard mitigation, "FAST" teams, and long-term recovery.

## **DISASTER RESPONSE PLANNING FOR ORGANIZATIONS SERVING SENIORS & PERSONS WITH DISABILITIES**

A two-day course aimed at enabling jurisdictions to better understand the needs of seniors and persons with disabilities so that they can accurately project resource requirements and develop appropriate strategies for each stage of the emergency

management process. Appropriate for OEM personnel, in conjunction with social services agency representatives from their respective jurisdictions, especially those which serve seniors and persons with disabilities.

## **DONATIONS MANAGEMENT**

This one-day workshop addresses planning and implementation of an effective donations management system which will ensure the productive use of unsolicited donations and/or spontaneous volunteers which appear following a disaster. Course is presented in conjunction with representatives from Voluntary Agencies Active in Disaster (VOAD) and state and local government.

## **EFFECTIVE COMMUNICATIONS**

This is a three-day hands-on training course designed to improve communication techniques in a variety of situations. Emphasis will be placed on interpersonal communications, effective listening, public speaking, and participation in a television interview. This course will benefit emergency workers who are responsible for the supervision and direction of personnel or who are expected to conduct meetings, training sessions or media conferences as part of their job description.

## **EMERGENCY MANAGEMENT WORKSHOP (Basic)**

An eight hour introductory course for personnel who are new to the field of emergency management. Subject material will include Emergency Management Laws and Directives, the Integrated Emergency Management System, the Role of the Emergency Management Coordinator, and Training and Funding Programs. This course should be attended by all personnel in the emergency management field.

*Note: Delivered by NJOEM regional and county OEM personnel. Contact your regional office for a course nearby.*

## **EMERGENCY PLANNING COURSE**

A two-day course which increases the skills and understanding of the procedures and processes involved in emergency operations plans (EOP) development. Topics include sectoring, fact gathering, hazard analysis, job aids, situation assessment, operational, basic, and long-range planning, annex and appendix development, exercises and evaluation for emergency management. Participation by OEM coordinators and members of their emergency management councils is recommended.

## **EOC-RESOURCE MANAGEMENT-ICS/EOC INTERFACE**

A three-day course which enables the participants to manage an emergency operations



center (EOC), acquire and control resources, and interface with on-scene responders within the Incident Command System (ICS) structure. Topics include EOC design, preparing, operating, exercising and evaluating the EOC, job aids, personnel management, the ICS/EOC interface mode of emergency management operations, development of a resource management system, and methods of requesting assistance. The topics vary in time and instructional methods and cover all phases and types of disasters. This course will benefit state and local EOC managers, operations officers and other EOC staff, OEM coordinators, and Incident Commanders and staff.

## **EXERCISE CONTROLLER/SIMULATOR**

The purpose of this course is to assist OEM personnel in fulfilling their roles and responsibilities as exercise controller/simulators. Participants will be provided with related information, job aids, and the means to adapt these materials to their specific assignments. Topics include role of the Exercise Controller/Simulator, exercise control plans, exercise simulation techniques, and exercise problem-solving strategies. *The course should be held in conjunction with a specific exercise, and can be delivered by county or local OEM personnel.*

## **EXERCISE DESIGN AND EVALUATION**

A three-day course which focuses on the design, structure, and implementation of the four phases, or types, of exercises—Orientation, Tabletop, Functional, Full-Scale. It also provides the knowledge and skills which will enable participants to manage exercise evaluation activities before, during and after an emergency management exercise. This course is invaluable for hospital safety directors, emergency services personnel, police and fire departments, airport security, or anyone with exercise-related responsibilities. The prerequisite is IS-120, An Orientation to Community Disaster Exercises.

## **FLOOD FIGHT OPERATIONS**

A three-day course designed for OEM personnel, public works officials, levee district representatives and others responsible for planning, preparing and managing the response to a flood. Using a combination of lectures, discussions, activities, and exercises, the course will take participants through the complete process from well before the flood to clean-up afterwards. The course emphasis is on riverine flooding.

## **HAZARD MITIGATION PLANNING WORKSHOP**

This one-day course provides knowledge and resources which will enable participants to improve their hazard mitigation efforts and reduce their jurisdiction's vulnerability to natural hazards. Topics include hazard vulnerability and mitigation, New Jersey's hazard mitigation program, post-disaster mitigation opportunities, and a case study

exercise. Appropriate participants are state and local personnel with mitigation responsibilities (planning, zoning, or engineering officials), or officials who have roles in determining the socioeconomic, land use, and development patterns of local governments.

## **HAZARDOUS WEATHER/HURRICANE & COASTAL STORM PREPAREDNESS**

A three-day courses intended to promote proactive responses to weather and flood hazards through close coordination between OEM personnel and the National Weather Service. Topics include how the basic elements of weather can combine to create potential hazards, what weather information is available and how it can be used, how to analyze information on developing threats and projecting potential impacts, and how to determine when actions need to be initiated to meet developing threats, and concepts to use in developing and refining hurricane related aspects of their Emergency Operations Plan. Students will learn how to incorporate the technical data from the New Jersey Hurricane Evacuation Study Technical Data Report into their Emergency Operations Plans, and will also be able to provide assistance to other officials responsible for developing specific hurricane related SOPs for annexes.

## **INCIDENT COMMAND SYSTEM TRAIN-THE-TRAINER**

This two day course will provide the student with the knowledge necessary to become an incident command system (ICS) instructor. This ICS can be used for any type of emergency, from minor incidents to major multi-jurisdictional events. Procedures for controlling personnel, facilities, equipment and communications are covered.

## **INCIDENT COMMAND COUNTY COORDINATOR LIST \***

<b>County</b>	<b>Name</b>	<b>Phone Number</b>
Atlantic	Mr. Edward Conover	609-407-6742
Bergen	Mr. Thomas Bishoff	201-599-6210
Burlington	Mr. Kevin Tuno	609-265-7124
Camden	Chief John Stollsteimer	856-228-4500
Cape May	Mr. Francis McCall	609-463-6570
Cumberland	Mr. David Yates	856-455-8526
Essex	Mr. Julius Coltre	973-857-3925
Gloucester	Mr.Lloyd Dumont	856-415-2272
Hudson	Chief Frederick Eggers	201-547-4247
Hunterdon	Ms. Alan Layton	908-638-5622
Mercer	Mr. Ted Cashel	609-921-8020
Middlesex	Mr. Pat Larocca	732-727-9009
Monmouth	Mr. Harry Conover	732-431-7408
Morris	Mr. Richard Look	973-829-8602

Ocean	Mr. William Hopson	609-242-8450
Passaic	Ofc. Steve Pellington	973-881-7500
Salem	Mr. John Lake III	856-769-2900
Somerset	Mr. Leroy Gunzelman	908-725-5070
Sussex	Mr. Eskil S. Danielson	973-579-0380
Union	Mr. Ben Laganga	908-654-9881
Warren	Mr. Patrick J. Rivoli	908-835-2040

\* May be subject to change

## **INSTRUCTIONAL PRESENTATION SKILLS**

The four-day workshop covers the four phase instructional model (preparation, presentation, application, and testing). Each phase of the instructional model is addressed with examples and exercises of practical value. This course also serves as a review for experienced instructors.

## **PRINCIPLES & PRACTICES OF EMERGENCY MANAGEMENT**

A three-day course examining the need for the emergency management system and the importance of an integrated approach to managing emergencies. Through the use of team exercises, students will formulate the elements of the integrated emergency management system. This process will help them to improve their own local emergency management team. Topics addressed are; hazard analysis, nature of disasters, and emergencies, comprehensive emergency management, integrated emergency management, and team development.

## **LEADERSHIP & INFLUENCE**

A three-day course is designed to increase skills in the areas of leadership, conflict management and the use of influence and power. Self assessment and job application are stressed. Course content includes such topics as: the impact of individual values and personal styles on leadership; influence styles in emergency management setting; work motivation; interpersonal relations and group dynamics in emergency management

## **LIABILITY ISSUES IN EMERGENCY MANAGEMENT**

DEM personnel and other public officials with a **basic** understanding of liability issues and emergency response, and offer steps which can be taken to discourage lawsuits from being filed. Topics include definitions of liability, how

it can be incurred, basic concepts of tort immunity, basic principles behind the standard of care, and the importance of working with the local government staff attorney during all phases of the emergency management process.

## **MASS FATALITIES INCIDENT WORKSHOP**

Three-day course provides the local and state emergency response community with information on how to plan for and respond to any emergency or disaster that results in a large number of fatalities. Participants should have a key role in responding to a mass fatality incident

## **RECOVERY FROM DISASTERS — THE LOCAL GOVERNMENT ROLE**

This one-day workshop is intended to provide teams of local government officials with the knowledge and skills necessary to aid in their community's recovery from disaster. Focus is placed on increasing awareness of the issues involved in disaster recovery, and specific instruction to team members (e.g., elected officials, OEM Coordinators, public works directors, building inspectors, etc.) on their roles and responsibilities in a post-disaster environment. Emphasis is also placed on local responsibilities which must be carried out **whether or not** a Presidential Disaster Declaration occurs, and how everyday governmental tasks differ in a post-disaster setting. This workshop may be presented in conjunction with the Disaster Recovery Operations Course.

## **RISK COMMUNICATION**

The 1990 Clean Air Act Amendments (*Title 40 CFR Part 68 Section 112(r)*) require chemical facilities to submit their risk management plans and "worst case scenarios" to the US EPA and to LEPCs by June of 1999. The information will also be available to the general public through LEPCs and possibly through the Internet. This two-day program will upgrade the communication skills of OEM personnel so that they can deal with public apprehension or with individual's concerns about the capability of government to prepare for and respond to these scenarios. Topics include an overview of the new regulations, definitions of risk, risk management plans, risk communications skills and hands-on group activities.

## **HAZARDOUS MATERIALS EMERGENCY RESPONSE SERIES**

A primary goal of the New Jersey State Police Office of Emergency Management (NJSP OEM) is to keep the hazardous material training courses as educational and informative as possible. Realizing the importance of sound training to a first responder, the NJSP OEM focuses on the safety of the responder and the public, as well as the protection of the environment. Part of maintaining a successful training program is to keep the information updated and on the same level needed by the responder

The training programs provided by the NJSP OEM address the requirements for employees who will be responding to hazardous materials incidents. The NJSP OEM has provided a tiered training curriculum that coincides with those established under Occupational Safety and Health Administration (OSHA) 29 CFR Part 1910.120 (including non-mandatory Appendix E), National Fire Protection Association (NFPA) 471 standard, the revised NFPA 472 standard, NFPA 473 standard, and the U.S. Department of Transportation National Curriculum. The NJSP OEM has also incorporated other related training within its existing programs. Fire fighter standards under the National Fire Protection Association and New Jersey Right To Know training have been added in order to reduce training repetition. At this time, all hazmat courses have been updated to include modules on terrorism response.

Under OSHA 29 CFR Part 1910.120, certain levels of training have been designed to meet the needs of the emergency responder; different levels of response require different levels of training. The NJSP OEM Hazardous Materials Training Programs are a comprehensive set of training modules designed to allow the individual to achieve the level of training that would be appropriate for his or her response function. Those who participate or expect to participate, in emergency response to a hazardous material incident will be given training in accordance with the following courses. Contact NJSP-OEM DP/HMERP. Unit (609) 538-6067, 60, 6467, or (609) 882-2000, ext. 6463.

### **LEVEL 1 FIRST RESPONDER AWARENESS**

The basic eight hour course will explain what hazardous materials incidents are, as well as giving the students skills to detect the presence of hazardous materials. The instruction includes an overview of how incidents are classified into levels and on introductions to the Incident Command System. Also covered are the roles and notification requirements of municipal, county and state organizations. This level will serve as a prerequisite to all other levels offered in the series.

### **LEVEL I FIRST RESPONDER AWARENESS REFRESHER**

A four-hour annual refresher course that meets the needs of public employees who respond to hazardous materials incidents at the awareness level.

### **LEVEL 2 FIRST RESPONDER OPERATIONS**

The eight-hour course provides training for those personnel who have some protective equipment and other resources that would enable them to take further defensive actions at a Hazardous Materials scene. This course is a prerequisite for the Haz-Mat Technician Course.

## **LEVEL 2 FIRST RESPONDER OPERATIONS REFRESHER**

A four-hour course that can meet the mandated annual refresher requirements for Level 2 Operations.

## **LEVEL 2 EMERGENCY MEDICAL OPERATIONS**

The eight-hour course provides EMS personnel with information on how to respond to a medical emergency at a hazardous materials incident. The course provides information on identification of hazardous materials, types of hazmat incidents, minimizing exposure, decontamination and consequences of exposure, and case studies dealing with EMS response personnel at the operations level. Course participants must have completed the First Responder Awareness.

## **LEVEL 2 EMERGENCY DEPARTMENT OPERATIONS**

An eight-hour course to train Emergency Medical Department staff on the safe and proper way of handling a contaminated patient. Training would be site specific for each emergency department. No prerequisites courses required. Contact NJSP-OEM DP/HMERP Unit (609) 882-2000, EXT. 6463.

## **LEVEL 3 HAZ-MAT TECHNICIAN**

An 80 hour course that provides Haz-Mat Team members with the basic knowledge and skills to take appropriate offensive or defensive action that would require level A & B protection at an incident. Instruction will include classroom and hands on exercises. **NOTE: Applicant must be a member of an established Haz-Mat Team or of a team that is forming.** Familiarity with SCBA is necessary. Students must also not have any medical problems which would preclude them from participating in hands on exercises.

## **LEVEL 4 CARGO TANK TRUCK SPECIALITY**

A forty-hour course for those Haz-Mat Team members who respond to releases or potential releases of hazardous materials from cargo tank trucks for the purpose of controlling the release. The goal of this program is to provide the responder with the knowledge and skills necessary to analyze an incident involving a cargo tank truck, to plan a response within the capabilities and competencies of available personnel and equipment, and to implement the planned response to mitigate the hazardous materials

incident. *Prerequisite:* Haz-Mat Technician.

## **HAZARDOUS MATERIALS RAIL TANK CAR SPECIALITY (40 hrs.)**

Conrail and the NJSP OEM are now offering a Tank Car Safety Course. This program will include tank car damage assessment, transferring products, flaring and hot tapping, tank car problem session, and other topics dealing with rail response.

## **LEVEL 5 ON SCENE INCIDENT COMMANDER**

A sixteen-hour course designed to train personnel who may assume control of a Haz-Mat Incident beyond the First Responder Awareness Level. The program will include controlling site operations, identifying hazards, ensuring personal protective clothing and personal protective equipment be made available to or worn by responders, knowledge of hazards and risks associated with chemical protective clothing, and understanding the importance of decontamination

## **CONFINED SPACE AWARENESS**

The target audience for this four-hour introductory course includes personnel who work in proximity to but do not enter confined space. Participants will be able to identify a confined space and recognize its potential hazards.

## **CONFINED SPACE OPERATIONS**

A sixteen-hour course to make Haz-Mat Team members and Emergency Responders aware of the special hazards of confined space entry and rescue. Participants will become familiar with PEOSHA and OSHA regulations, air monitoring techniques, case histories of confined space accidents and gain hands-on experience through confined space entries and simulated rescues with specialized rescue equipment. *Prerequisite* is SCBA training and experience. A rope rescue course is helpful, but not required. Contact your County Haz-Mat Training Coordinator.

## **TRAIN-THE-TRAINER PROGRAMS**

The NJSP OEM mandates stricter requirements to be a trainer than those requirements found in OSHA 29 CFR 1910.120 (q) (7). All the instructors used in presenting the hazardous materials programs must be certified through the NJSP OEM. By using only NJSP OEM certified instructors, it is assured that the program will be presented in a professional and informative manner. Individuals interested in becoming a trainer for these programs may fax their request to DP/ HMERP. Unit at (609) 538-0345.



## COUNTY HAZARDOUS MATERIALS TRAINING COORDINATORS \*

<b>County</b>	<b>Name</b>	<b>Phone Number</b>
Atlantic	Mr. Vince J. Jones	609-407-6742
Bergen	Mr. Thomas Bishoff	201-599-6210
Burlington	Mr. Kenneth Hofbauer	856-338-4745
Camden	Mr. Chuck Van Camp	856-783-4808
Cape May	Mr. Al Beers	609-465-2570
Cumberland	Mr. Dave Yates	609-455-8526
Essex	Mr. Tom Nicolette	973-284-4937
Gloucester	Mr. Bill Rieger	609-423-4127
Hudson	Mr. Francis Pizzuta	201-319-3871
Hunterdon	Mr. Harry Shepherd	908-788-1196
Mercer	Mr. Theodore E. Cashel	609-921-8020
Middlesex	Mr. Pat LaRocca	732-727-9009
Monmouth	Mr. Fred Searby	609-655-6390
Morris	Mr. William Egbert	973-285-2984
Ocean	Mr. William Hobson	732-341-3451
Passaic	Ms. Maryann Trommelen	973-881-4376
Salem	Mr. John M. Lake, III	856-769-2900
Somerset	Mr. Leroy Gunzelman	908-725-5070
Sussex	Mr. Philip Morlock	973-579-0375
Union	Mr. Ben Laganga	908-654-9881
Warren	Mr. Gary Wassel	908-835-2051

\*May be subject to change

### DOMESTIC PREPAREDNESS/WEAPONS OF MASS DESTRUCTION SERIES

For years, we have viewed terrorism as something that happens in other countries. If citizens of the United States were victims of terrorist attacks, they must have been overseas or on international flights or cruises in dangerous areas. The events at the World Trade Center in New York and Oklahoma City have shattered this view forever. The citizens and facilities that we are charged to protect can become the targets of international and domestic terrorists at any time.

Terrorist attacks with conventional weapons such as firearms, explosives or incendiary devices seems the most likely scenario but we must also plan for the possibility of nuclear, chemical and biological.

As an emergency responder in your community, you need to be aware of protocols to identify that a problem exists, isolate the problem, gather basic information, and report what you have found. Remember that if you are the "first on the scene" at an attack,



your actions are critical in initiating a proper response.

Every county and municipality in New Jersey should have a viable plan for countering terrorism as part of the response roles outlined in its EOP. Hopefully, there will never be a need for that to go into effect but the realization that there is a working plan that will aid in saving the lives of those you serve.

### **LEVEL 1 FIRST RESPONDER DOMESTIC PREPAREDNESS WEAPONS OF MASS DESTRUCTION AWARENESS**

This is a four hour course that will be presented as a classroom lecture. It is designed for first responders who operate at the awareness level. The lecture will familiarize students with the recognition of weapons of mass destruction, terrorism and the defensive actions they may use in a response to a terrorist incident. The course will review basic awareness level response principles and may serve as a refresher program for Level 1 trained individuals. Prerequisite is Haz-Mat Awareness

### **LEVEL 2 FIRST RESPONDER DOMESTIC PREPAREDNESS WEAPONS OF MASS DESTRUCTION OPERATIONAL**

This is a four hour course that will be presented as a classroom lecture. It is designed for first responders who operate at the operational level. The lecture will familiarize students with the recognition of weapons of mass destruction, terrorism and the defensive actions they may use in a response to a terrorist incident. The course will review basic operational level response principles and may serve as a refresher program for Level 2 trained individuals. Prerequisite is Haz-Mat Operational.

### **DOMESTIC PREPAREDNESS WEAPONS OF MASS DESTRUCTION TECHNICIAN TRAINING**

This two day course will be presented as a classroom lecture, tabletop and practical exercise. It is designed for hazardous materials technicians. The lecture will familiarize students with terrorism, weapons of mass destruction and actions that may be used in a response to a terrorist incident, at advanced/technician level. The course will review basic technician level response principles and may serve as a refresher program for Level 3 trained individuals. Prerequisite is Level 3 Haz-Mat Technician.

### **TRAIN THE-TRAINER PROGRAMS DOMESTIC PREPAREDNESS WEAPONS OF MASS DESTRUCTION**

All instructors who present NJSP WMD programs are certified through the NJSP OEM to assure that the program will be presented in a professional and informative manner. Interested candidates should be active with the NJSP OEM Haz-Mat program series.

## **SENIOR OFFICIALS WORKSHOP-DOMESTIC PREPAREDNESS**

This one-day workshop consists of lecture and tabletop exercise designed to advise and inform those senior officials and decision makers on Terrorism's Crisis Management and Consequence Management issues which impact a jurisdictions.

## **CONSEQUENCE MANAGEMENT OF TERRORISM**

This one-day awareness course will increase local emergency responders' ability to preserve evidence while performing rescue and fire suppression activities, foster a working relationship when working together in responding to criminal incidents, and prepare for incidents when Federal responders are involved. Topics include overviews of criminal and terrorist events and conducting joint/concurrent operations.

## **RADIOLOGICAL PREPAREDNESS AND RESPONSE SERIES**

### **NJ ENHANCED RADIOLOGICAL RESPONSE COURSE**

A comprehensive four-day, performance-based, radiological course that combines technical knowledge with hands-on ability. Curricula includes: New Jersey's radiological profile, basic radiation physics, instrumentation, monitoring procedures, protective actions, incident management, and response techniques. This course is strongly recommended for state, county, and local emergency responders, health department personnel and hazmat responders.

### **RADIOLOGICAL RESPONSE TEAMS ANNUAL REFRESHER**

A one-day offering for individuals who have successfully completed the Radiological Response Team course, and wish to maintain competencies. Topics include regulatory updates, overview of equipment, response techniques, and regulatory compliance.

### **RADIOLOGICAL EMERGENCY RESPONSE PLAN WORKSHOP**

The NJOEM Radiological Emergency Response Planning (RERP) Unit offers a series of half-day workshops designed to improve knowledge and understanding of the state's Radiological Emergency Response Plan. These workshops include an RERP plan overview (Alert and Notification, Accident Assessment, Protective Actions, and Parallel Actions) and concentrations on specific planning areas (e.g., Traffic Control, Special Facilities). **The intended audience is personnel who have roles in and responsibilities for offsite response to an incident at one of the state's nuclear**

**generating stations.** *For further information, please contact the RERP Unit at 609-882-2000, ext. 6471*

### **MUNICIPAL COORDINATORS WORKSHOP**

The roles and responsibilities of the municipal emergency management organizations in an RERP&T event are viewed. The operation of the emergency operations center and its relationship to field activities is given special attention. This class is interactive and the students are encouraged to relate their own activities with basic missions common to all emergency response.

## **WORKSHOP FORMAT COURSES**

The following elective workshops are available to the local coordinator and can be delivered at an LEPC meeting or any other function.

The instructor shall contact the Field Training Unit at (609) 882-2000 extension 6457 sixty (60) days prior to conducting a meeting in order to obtain the materials.

### **RESPONSE AND RECOVERY CURRICULUM**

These Response and Recovery workshops treat current topics in response and recovery that can be included in state workshops. Plans include development of a series of modules that will be ready for field delivery during the current and future years.

#### **G270.1      WORKSHOP: ASKING FOR HELP**

This one hour course consists of 16-minute videotape and facilitator guide. It is designed to promote local official awareness of effective approaches for requesting government assistance during and immediately after disasters. Recent disasters have shown that many local officials are unsure of the size, amount, location, and type of resources needed.

#### **G270.3      WORKSHOP: EXPEDIENT FLOODLIGHT TRAINING**

This forty-five minute orientation module is designed to train volunteers on flood-fighting techniques using sand bags and other materials.

#### **G270.2      WORKSHOP: THE FEDERAL RESPONSE PLAN (FRP)**

This videotape and accompanying facilitator guide are designed to promote awareness of the FRP. The overview explains what the FRP is, when it is used, and who is involved.

### **PREPAREDNESS CURRICULUM**

This series of special-topic modules (student manual and instructor guide) is for the participants receiving instruction in the Basic Workshop in Emergency Management. Each module is intended for one to three and one half hours of instruction as determined by the instructor.

#### **G305.1      HAZARDOUS MATERIALS RISK COMMUNICATION**

#### **G305.2      HAZARDOUS MATERIALS INFORMATION MANAGEMENT**

- G305.3** RISK ANALYSIS
- G305.4** EXERCISING EMERGENCY PLANS UNDER TITLE III
- G305.5** ALERT AND NOTIFICATION
- G305.6** COMMUNITY AWARENESS AND RIGHT-TO-KNOW
- G305.7** OVERVIEW OF THE INCIDENT COMMAND SYSTEM
- G305.8** HAZARDOUS MATERIALS WORKSHOP FOR EMS PROVIDERS
- G305.9** HAZARDOUS MATERIALS WORKSHOP FOR LAW ENFORCEMENT
- G305.10** FACILITY COORDINATOR'S ROLE AND THE LEPC
- G305.11** LIABILITY ISSUES IN EMERGENCY MANAGEMENT
- G305.14** HAZARDOUS MATERIALS RESPONSE TEAM: SHOULD YOU HAVE ONE?
- G305.16** HAZARDOUS MATERIALS WORKSHOP FOR HOSPITAL STAFF

# **FEDERAL EMERGENCY MANAGEMENT AGENCY**

Emergency Management Institute  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727  
Phone: 301-447-1000  
[www.fema.gov/emi](http://www.fema.gov/emi)

## **INDEPENDENT STUDY PROGRAM**

The Federal Emergency Management Agency's Independent Study Program is delivered through the Emergency Management Institute (EMI) and consists of 13 self-paced courses. IS-1 through IS-5 and IS-7 were designed for both the general public and people who have responsibilities for emergency management. There are no prerequisites for these courses.

Audience specific courses include IS-8, IS-120, IS-275, IS-279, IS-301, IS-330, and IS-346 and are available for select audiences in emergency management. Some of these courses are prerequisites for other EMI courses.

Average course completion time is 10-12 hours. Each set of course materials includes practice sessions and a final examination. Those who score 75 percent or better are issued a certificate of completion by EMI.

Individual and group enrollments are available for all courses. There is no charge for enrollment. Individuals should submit an application form (FEMA Form L173) to:

**FEMA Independent Study Program  
Emergency Management Institute  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727**

You may also enroll in the general public courses via the Internet:

**<http://www.fema.gov/home/emi/ishome.htm>**

One semester hour of college credit may be obtained for each successfully completed course. For information regarding applications for academic credit and fees, contact the Independent Study Office.

# **INDEPENDENT STUDY COURSES**

## **Emergency Management Institute**

### **(IS-1) EMERGENCY PROGRAM MANAGER**

- Tasks and responsibilities of the Emergency Program Manager
- Emergency Management Functions
- Mitigation, Preparedness, Response and Recovery

### **(IS-2) EMERGENCY PREPAREDNESS, USA**

- Natural and Technological Hazard Risk Analysis
- Four Phases of Emergency Management
- Development of Personal and Community Emergency Plans

### **(IS-3) RADIOLOGICAL EMERGENCY MANAGEMENT**

- Principles of Radiation
- Radiological Transportation Accidents
- Nuclear Power Plants

### **(IS-5) HAZARDOUS MATERIALS: A CITIZEN\*S ORIENTATION**

- Identifying and Preparing for Hazardous Materials
- Hazardous Materials and Human Health
- Hazardous Materials in the Home

### **(IS-7) A CITIZEN\*S GUIDE TO DISASTER ASSISTANCE**

- Overview of Disaster Assistance
- Federal Disaster Assistance
- Citizen\*s Role in Preparedness
- Local & State Response & Recovery Activities

### **(IS-8) BUILDING FOR EARTHQUAKES OF TOMORROW**

- Knowledge about Earthquakes
- How buildings can be built to be safe during an earthquake

**(IS-9) MANAGING FLOODPLAIN DEVELOPMENT (NFIP)**

- Administering and Enforcing local floodplain management regulations
- Flood plain management strategies

**(IS-10) ANIMALS IN DISASTER (MODULE A)**

- Knowledge about Emergency Management
- Awareness and Preparedness for animal owners
- How hazards effect animals

**(IS-11) ANIMALS IN DISASTER (MODULE B)**

- Preparing community disaster plans
- Effective plans that improve care for animals
- Knowledge needed to develop a response to a disaster

**(IS-120) AN ORIENTATION TO COMMUNITY DISASTER EXERCISES**

- Community Disaster Exercises
- Developing a Comprehensive Exercise Program
- Exercise Design Steps

**(IS-195) BASIC INCIDENT COMMAND SYSTEM**

- Introduction to ICS
- Managing emergencies with ICS

**(IS-275) ROLE OF THE EOC IN COMMUNITY PREPAREDNESS, RESPONSE, & RECOVERY ACTIVITIES**



- Roles & Responsibilities of the EOC
- Roles & Responsibilities of the EOC Operations Officer/Manager
- EOC Activities During Preparedness, Response, and Recovery

**(IS-279) ENGINEERING PRINCIPLES AND PRACTICES FLOOD-PRONE RESIDENTIAL STRUCTURES**

- Knowledge about retrofitting
- Flood plain Management

**(IS-288) ROLE OF VOLUNTARY AGENCIES IN EMERGENCY MANAGEMENT**

- Role of disaster relief voluntary agencies
- Providing disaster assistance

**(IS-301) RADIOLOGICAL EMERGENCY RESPONSE**

- Provides understanding of basic radiological principles, guidelines, and regulations
- Prerequisite to RERO course

**(IS-324) COMMUNITY HURRICANE PREPAREDNESS**

- How hurricanes form
- The hazards they pose
- How NWS forecasts hurricanes
- Community preparedness

**(IS-330) RADIOLOGICAL COURSE FOR RADIOLOGICAL MONITORS**

- Prerequisite for Fundamentals Course for Radiological Monitor
- Review of monitoring techniques, protective actions, and radiation information

**(IS-336) REFRESHER COURSE FOR RADIOLOGICAL RESPONSE TEAMS**

- Prerequisite for Fundamentals Course for Radiological Response Teams
- Review monitoring techniques, protective actions, response procedures

**(IS-346) ORIENTATION TO HAZARDOUS MATERIALS FOR MEDICAL PERSONNEL**

- Analyze hazardous material situations
- Medical provider safety
- Decontamination

### **(IS-393) INTRODUCTION TO MITIGATION**

- Introduction to mitigation
- Reduce hazard risks to community

### **(IS-394) MITIGATION FOR HOMEOWNERS**

- Identify the natural hazards which affect communities
- Determining the hazards to which they are most vulnerable

### **(IS-513) THE PROFESSIONAL IN EMERGENCY MANAGEMENT**

- Identify hazards which your community is at risk
- Identify types of assistance that FEMA can provide

### **(IS-600) SPECIAL CONSIDERATIONS FOR FEMA PUBLIC ASSISTANCE PROJECTS**

- Identifying special consideration issues
- Guidelines for documenting the issue and steps for resolving

### **(SS-534) EMERGENCY RESPONSE TO TERRORISM**

- Define terrorism and WMD
- Awareness and Preparedness for First Responder

NEW JERSEY STATE POLICE  
OFFICE OF EMERGENCY MANAGEMENT  
BOX 7068, RIVER ROAD  
WEST TRENTON, NJ 08628-0068

TRAINING APPLICATION  
PLEASE TYPE OR PRINT:

First Name

Middle Initial

Last Name

Social Security Number

Sex

   M    F

Job Title

(HOME INFORMATION)

( \_\_\_\_\_ )

Phone Number

Street/P.O. Box

City

County

Zip

(WORK INFORMATION)

Phone Number

( \_\_\_\_\_ )

Employer/Agency you Represent

Street/P.O. Box

City

County

Zip

Do you have any disabilities which would require special consideration during your attendance at this course ?  
No \_\_\_\_\_ Yes \_\_\_\_\_ Please describe and indicate any special considerations required on a separate sheet.

(COURSE INFORMATION)

Enter Course Requested

Date

Enter Course Requested

Date

Prerequisite Course (if applicable)

Date

APPLICATION DOES NOT GUARANTEE ACCEPTANCE. THOSE ACCEPTED WILL BE NOTIFIED BY MAIL.

Does your community have an Approved Emergency Management Plan?

Yes ( ) No ( )

Signature of Applicant

Date

Signature of County Coordinator

Date

Signature of Regional Coordinator

Date

ALL APPLICATIONS MUST BE CO-SIGNED BY THE APPLICANT'S COUNTY COORDINATOR AND REGIONAL COORDINATOR. FOR INFO., CONTACT THE TRAINING UNIT @ 609-882-2000 X-6457. Revised 6/97