



County Administrative Manual

1900

Emergency Operations Training (1911.1 – 1911.5)

PURPOSE STATEMENT

This policy outlines county emergency management training requirements. It is intended to ensure County personnel are trained according to National Incident Management System (NIMS) guidance issued by the Federal government, Standardized Emergency Management System (SEMS) guidance issued by the State of California, and the needs of the San Joaquin County Operational Area (OA).

All County emergency management and response personnel are required to complete training in preparation for disaster or emergency response. Required trainings have been compiled from:

- The NIMS Training Program
- Federal Emergency Management Agency (FEMA)
- Governor's Office of Emergency Services (Cal OES)
- Past participation in real-world response events
- Lessons learned from past trainings and exercises

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RESPONSIBILITIES & PROCEDURES

1911.1 Local Operations Centers

- a. Emergency Operations Centers (EOC) are the physical locations where multiagency coordination occurs. The core functions of an EOC include coordination, communications, resource dispatch and tracking, information collection, analysis and dissemination. In order to prepare staff for the role they are expected to fill in an emergency, all staff are required to read the Emergency Operations Plan (EOP) and Annex's in which their department is identified.
- b. Department Operations Centers (DOC) are the physical location used by a Department as a coordination point for agency resources and facilities during major incidents or planned events. DOC are used by a specific discipline or unit such as Public Works, Human Services, Public Health, or Facilities.

1911.2 Legal Authority

- a. In accordance with Chapter 8 of the California Government Code and Ordinance Code of San Joaquin County, Title 4, Division 3, Chapter 1, Section 4-3005 (A)(6)(c), all County officers and employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.
- b. In accordance with Section 9 of the San Joaquin County Emergency Operations Plan, each department is responsible for ensuring that all staff are trained as Disaster Service Workers, and critical staff are identified and trained to a level that enables effective execution of disaster or emergency response plans, procedures, and policies.

1911.3 Core Curriculum

- a. The operational needs of the County require core competencies that encompass broad leadership and/or management skills.
- b. The following courses are designed to foster these core competencies by introducing basic NIMS, SEMS and Incident Command System (ICS) concepts, and providing the



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foundation for higher-level Emergency Operations Center, Multi-Area Coordination System (MACS), and ICS-related training:

- i. IS-700.a NIMS and Introduction
 - ii. ICS-100.b Introduction to the Incident Command System
 - iii. ICS-200.b ICS for Single Resources and Initial Action Incidents
 - iv. Introduction to SEMS
 - v. Disaster Service Worker (DSW) Introduction
- c. All County personnel who are either involved in emergency management and/or response, or are classified as registered Disaster Service Workers, are required to take these courses. Office of Emergency Services will coordinate with Human Resources, who will maintain the training records.

Course Number	Course Name	Course Format
	Disaster Service Worker Orientation Training	New Employee Orientation or Virtual
G-606	Standardized Emergency Management System Introduction	Online
IS-100	Introduction to Incident Command System	Online - FEMA
IS-700	National Incident Management System (NIMS)	Online - FEMA

- d. All County personnel who are assigned EOC or DOC positions are required to take the following courses. Completion of the below coursework will facilitate response to all types of incidents, which can include major incidents that affect the San Joaquin County Operational Area.

Course Number	Course Name	Course Format
IS-200	Basic Incident Command System for Initial Response	Online



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IS-800	National Response Framework, An Introduction	Online
PSC	Position specific courses directed by EOC credentialing or All-Hazard training	Online or In-Person

- e. Personnel designated as “mid-management” or having a pre-designated role as a unit leader, division/group supervisor, or branch directors in the EOC or DOC, are required to complete the previously identified course work and the following additional courses:

Course Number	Course Name	Course Format
IS-300	Intermediate ICS for Expanding Incidents	In-Person

- f. Personnel responsible for Command, Management, or General Staff positions in the DOC/EOC are required to complete the previously identified course work in addition to the following courses:

Course Number	Course Name	Course Format
IS-400	Advanced ICS Command and General Staff-Complex Incidents	In-Person

1911.4 Exercises

- County departments are expected to participate in emergency exercises in which they are a primary or support agency to maintain and/or improve the capabilities of the department.
- Emergency exercise activity will be scheduled according to State and Federal guidance and program requirements. Exercise activity will follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidance and may be designed as one or more of the following exercise types:
 - Drills



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- Seminars (Workshops)
- Table Top Exercises (TTX)
- Functional Exercises (FE)
- Full Scale Exercises (FSE)

c. Furthermore, County staff should:

All Personnel	<ol style="list-style-type: none">1. Stay Informed of events both locally and nationwide2. Create a plan for you and your family3. Create an emergency go kit to have on hand for when you are called to duty as a DSW4. Register for SJReady Emergency Alerts
EOC Personnel	<ol style="list-style-type: none">1. Participate in at least one training event annually held at any EOC within the OA2. Attend at least one emergency management exercise held within the OA annually3. Review plans, position binder, and checklists annually4. Complete position-specific training(s) as they are offered

1911.5 Multi-Year Integrated Preparedness Plan

- a. The San Joaquin County Multi-Year Integrated Preparedness Plan (IPP) is the roadmap to accomplish organizational priorities, including the development and maintenance of the overall preparedness required to facilitate effective response to all hazards faced by San Joaquin County.
- b. The IPP will lay out progressively building exercises, along with the associated training requirements, to address program priorities and core capabilities.
- c. All County departments are encouraged to participate in the IPP development process each year to ensure the training and exercise program integrates the overall priorities of the County.