TITLE: Vermont SEOC Training Requirements

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It is the policy of the Vermont Division of Emergency Management that all individuals working within the State Emergency Operations Center (SEOC) will be qualified to fill the position for which they are assigned. "Qualification" is the result of completing the required training courses, gaining the required prior experience, and meeting any other identified requirements.

Individuals can serve within the SEOC in many different capacities. SEOC Partners work within the Mission and Resources Support (MARS) Section and represent various departments and agencies of State Government, while SEOC Section Staff work within the Planning, Situational Awareness, Center Support, and Mission and Resources Support Sections of the SEOC. Section Chiefs manage the SEOC Sections.

Qualification Levels

Any individual that would like to serve in the State Emergency Operations Center must first receive approval from their supervisor. Once that approval is received, the individual must complete and submit the State of Vermont WebEOC Account Request Form available here: https://eoc.vermont.gov When filling out this form, individuals must select whether they are filling the role of SEOC Partner, SEOC Section Staff, or SEOC Section Chief.

SEOC Partner

Before participating in the SEOC, any individual filling an SEOC Partner role is required to complete:

- Incident Command System 100
- Incident Command System 200
- State Emergency Operations Center Orientation
- WebEOC State User training
- SEOC Partner training

Upon successful completion of those courses, individuals will be authorized to staff the SEOC, will be registered for VT-Alert (to receive notification about SEOC activations), and WebEOC (the state's incident management software).

SEOC Section Staff

Before participating in the SEOC, any individual filling an SEOC Section Staff role is required to complete:

- Incident Command System 100
- Incident Command System 200
- State Emergency Operations Center Orientation
- WebEOC State User training
- Vermont SEOC Section Training (for the section they will be staffing)

Upon successful completion of those courses, individuals will be authorized to staff the SEOC, will be registered for VT-Alert (to receive notification about SEOC activations), and WebEOC (the state's incident management software).

The following section positions are awarded based on completing trainings alone:
- Situational Awareness: Information Analysis Unit Leader, Information Collection Unit Leader
- Planning Section Chief: Documentation Unit Leader, Planning Unit Leader

SEOC Section Chief

In addition to the SEOC Section Staff training, any individual filling an SEOC Section Chief role must be a Department of Public Safety Employee, and must complete the following trainings and experiential requirements:

- IS 700 National Incident Management System Introduction
- IS 800 National Response Framework Introduction
- G0191: Incident Command System/Emergency Operations Center Interface
- Incident Command System 300
- Served as Deputy Section Chief or shadowed a Section Chief during 1 exercise or real event

When an individual becomes qualified as a Mission and Resource Support Section Chief, they are additionally qualified for Resources and Capabilities Unit Leader and Branch Director.

SEOC Manager

Any individual filling the SEOC Manager role is required to:

- Qualify as a Situational Awareness Section Chief, Planning Section Chief, Mission and Resource Support Section Chief, or Center Support Section Chief
- Complete all four SEOC Section Trainings
- Serve as SEOC Deputy Manager during 1 exercise or real event

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Positions Requiring Additional Training

The following positions require special or unique qualifications, in addition to normal SEOC Section Staff training, as listed. The position proponent will notify the VEM Director when an individual has met those additional requirements. If the VEM Director agrees, they will send confirmation to the VEM Planning Section Chief to update the SEOC Staffing Roster.

    a. **SEOC Public Information Officer** (IS-29 Public Information Officer Awareness, Demonstrated knowledge of Public Information best practices) Proponent: VEM Public Information Officer

    b. **Information Collection Specialist/Call Taker** (Call Taker training, De-Escalation Training, DPS Laptop, SecureAccess, Avaya Software) Proponent: SEOC SAS Working Group Leader

    c. **Information Analysis Unit Leader** (Demonstrates ability to take data and create easy to understand products, which may include maps) Proponent: SEOC SAS Working Group Leader

    d. **Information Analyst** (ESRI ArcGIS license and training) Proponent: SEOC SAS Working Group Leader

    e. **External Resources Unit** (Current State A-Team member) Proponent: SEOC MARS Working Group Leader

    f. **Finance and Admin Unit** (State position in finance and/or HR) Proponent: DPS Finance Director

    g. **Center Support Section Chief** (DPS Employee, state Purchase Card holder, WebEOC partial administrator permissions/training, VTAlert administrator permissions/training) Proponent: SEOC Center Support Working Group Leader

    h. **Recovery Unit** (Demonstrated knowledge of recovery practices and programs, Demonstrated familiarity with FEMA Public Assistance Program) Proponent: SEOC Recovery Working Group Leader

    i. **SEOC Liaison** (VEM Regional Coordinator or permission from SEOC Manager) Proponent: Engagement Section Chief

Local Liaisons

Local Liaisons have no requirements outside of being appointed by the Regional Planning Commission or Vermont Emergency Management. The Regional Planning Commission members will be maintained in the SEOC Staffing Roster by the VEM Engagement Section Chief. VEM staff may be appointed to the Local Liaison role, at the discretion of the VEM Director.

Continued education

Once qualified to serve in the SEOC, individuals are required to retake the partner/SEOC Section training or participate in an SEOC exercise or real-world event, every 2 years to stay current.

Monitoring of SEOC Training Curriculum

The VEM Planning Section will maintain the SEOC Staffing Roster, which is a list of individuals who are appointed by their leadership to staff the State Emergency Operations Center. This roster will include the positions individuals are working toward and positions they are qualified to fill.

On a quarterly basis, the State Training Officer will notify individuals on the SEOC Staffing Roster of their progress towards completing the curriculum.

Every six months, the VEM Planning Section will notify SEOC Partner Leads of the progress their staff are making in completing the SEOC Training Curriculum.

Annually, the VEM Director will notify agency heads of the progress of their staff in completing the SEOC Training Curriculum annually.

Updating this SEOC Training Policy

This SEOC Training Policy will be reviewed and updated annually by the VEM Engagement Section Chief. Any changes to the SEOC Training Policy should be reflected in the SEOC Onboarding Procedure and Position Job Aids.