



## VERMONT DIVISION OF EMERGENCY MANAGEMENT HOMELAND SECURITY TRAINING PROGRAM PROCEDURES

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The purpose of the Vermont Division of Emergency Management and Homeland Security (DEMHS) Training Program Procedures is to provide to all potential schedulers, instructors or attendees of training provided by the DEMHS a consistent process to access the training resources available through the DEMHS. These procedures also ensure that the DEMHS Training Program is effectively and efficiently implemented in order to enhance local, regional and state capabilities to prevent, protect, respond to and recover from an all hazards incident or preplanned event.

The State of Vermont designated the Vermont Department of Public Safety as the State Administrative Agency (SAA) pertaining to the Homeland Security Grants Directorate. The DEMHS assumes primary responsibility to ensure emergency responders are adequately prepared to prevent, protect, mitigate, respond to, and recover from all-hazards incidents, including those involving Weapons of Mass Destruction. One way in which this is carried out is through training and exercise activities.

The DEMHS applies resources available from various federal, state and local preparedness programs to address training needs. Grant programs such as Homeland Security Grant Program and Emergency Management Grant Program require DEMHS to conduct a Training & Exercise Planning Workshop on an annual basis. This Workshop produces a multi-year training and exercise plan and schedule, which lays the foundation for training and exercises coordinated through DEMHS and other partners throughout Vermont. The Training and Exercise Plan can be accessed through the DEMHS' website. That plan provides direction to the DEMHS' Training Coordinator as to which trainings will be scheduled throughout the year.

The SAA is required to demonstrate enhanced capabilities and progress made in all areas of the whole community. It is the responsibility of each entity to maintain training records of all attended courses. The records, at a minimum, need to include student names, agency, course title and date(s) attended. These records will be provided to the SAA TPOC upon request, at the time of a grant submission to the DEMHS or during a programmatic monitoring visit conducted by the DEMHS. This records management is a critical piece of funding requirements, to demonstrate the current capabilities and progress made within our state to respond to all-hazards incidents

# DEMHS Training Program Procedures

## Procedures for Scheduling Training (see attached flow chart).

- Instructor Initiated Course:
  - Instructor emails request to HSTC with Date, time, location, and Course intended.
  - DEMHS HSTC schedules and supports course.
- HSTC Initiated Course:
  - HSTC reviews TEP and determined when an what course is needed.
  - HSTC reaches out to Jurisdictions/Regional Planning Commission to schedule course.
  - HSTC confirms course for selected date, time, and location.
- Jurisdiction/Regional Planning Commission Initiated Course:
  - Jurisdiction/Regional Planning Commission contacts HSTC directly with Date, time, location, and Course intended.
  - Upon receipt of a training request, the DEMHS Training Coordinator will determine whether the request is relevant to the priorities outlined in the State Training and Exercise Plan. If the request is NOT relevant, the training coordinator will redirect the requesting individual or agency to the appropriate location.
  - If the request is relevant, the SAA TPOC will work with the individual or agency to schedule and conduct the training course.
  - HSTC checks availability and schedules instructor based on proximity to site.

### Once the Course is Scheduled:

- Course Announcement is developed and released via email distribution, DEMHS Training and Exercise web calendar by HSTC.
- Instructor is confirmed per the area, and or region.
- Materials for the Course are ordered by HSTC from Building & General Services Print Shop.
- Attendance Roster is created, Course Completion Certificates are created by HSTC.
  - Certificates are handed out at the end of the course upon student achieving a passing grade. Walk in's will still receive a certificate with a handwritten name.

## Responsibilities

### **Homeland Security Training Coordinator Responsibilities**

- Effective implementation of this Homeland Security Training Policy in order to improve the state's capabilities to prevent, protect, mitigate, respond and recover from all hazards incident(s) or planned event(s).
- Maintain awareness of various DHS program guidance related to training and ensure that the Vermont Training Program and Policy are consistent with this guidance, and the State Training and Exercise Plan.
- Serve as State Training Officer (STO).
- Keeping DHS/FEMA informed of any training changes.
- Promote & schedule the Federal-Sponsored Course Catalog and State Sponsored Course catalog and utilize the resources that are available through them.
- Assisting in identifying audiences that require training.
- Participate in the development of the State Training and Exercise Plan and the associated core capability priorities.
- Participating, as appropriate, in preparation of the annual budget, proposal amendment for funding training activities.
- Provide all training reports required by DHS/FEMA in accordance with grant requirements.
- Develop new courses, and provide course additions into the State-Sponsored Course Catalog as appropriate.

- Developing Plan of Instruction and provide training materials/supporting documentation as necessary in support of training activities, as appropriate to instructors.
- Ensure all training operations conform to applicable guidance.
- To initiate coordination and delivery of Incident Command System training in accordance with the Vermont NIMS Implementation Plan and the annual Homeland Security Training and Exercise Plan.
- To initiate collaboration with bordering states when practical, in order to most efficiently and effectively deliver training.
- Ensure monthly training schedules are posted to the State Training and Exercise website and other media outlets as necessary.
- Coordinate all course changes with all instructors.
- Ensure certificates of trainings are issued to all participants that successfully complete training courses.
- Ensure all required course documentation is collected by appropriate party (Site Liaison Officer or Instructor) and delivered to HSTC.
- Serve as the State Administrative Agency (SAA) Training Point of Contact (TPOC). The Governor of each State and Territory is required to designate a State Administrative Agency to apply for and administer the funds awarded under the Homeland Security Grant Program. The SAA is the only entity eligible to apply to FEMA for HSGP funds. The VT Department of Public Safety is the SAA and the commissioner of Public Safety is the authority for all administration of the State's Homeland Security Program. The SAA has designated a Director of Vermont Division of Emergency Management and Homeland Security and the State Homeland Security Advisor. The Director of Division of Emergency Management and Homeland Security designates the SAA TPOC.
- Ensure that all training requests (in state or outside entity) are handled appropriately.
- Ensure that outside entity training requests, not applicable to DEMHS are addressed in an appropriate manner by one or more of the following:
  - Direct the entity to another more appropriate resource.
  - Work with the entity and establish a Site Training Liaison to assist with the coordination and delivery of the course.
  - Provide the appropriate level of approval for the Site Training Liaison to coordinate directly with the Training Provider.
- In the absence of the HSTC, the Homeland Security Section Chief will assume all of the above responsibilities.

### **Training Instructors Responsibilities**

- Meeting and maintaining all instructor requirements as outlined in Appendix A of this document.
- Maintain an Instructor in Good Standing Status
  - See policy outline.
  - Any new trainers must complete the Instructor in Good Standing status in order to teach for DEMHS.
- Renewal Instructor in Good Standing Status
  - Each Instructor must complete and submit to DEMHS an Instructor in Good Standing Renewal Packet.
  - Back-up documentation provided will be kept on file with the initial application. It will be the responsibility of the instructor to provide this documentation as requested.
  - Each Instructor must file the Renewal Instructor in Good Standing paperwork every two years after obtaining the initial status. If paperwork is not completed, the Instructor will no longer be allowed to teach for DEMHS.
  - Course evaluations must meet the 75% rating or higher standard.
  - DEMHS reserves the right to deny any renewal packet based on an instructor's failure to meet the requirements and policies for Instructors.
- Coordinating with HSTC to secure all required training equipment and materials.

- Ensuring all required course documentation and materials are returned to the HSTC within five (5) business days following the final day of the course.
- Coordination, setup, cleanup of training facility.

### **Local Jurisdictions Responsibilities**

- Identifying local personnel requiring training.
- Assist in implementing training at local level, as appropriate.
- Coordinating local participation in training as appropriate.
- Maintaining records of training of local personnel.
- Managing facilities for training when appropriate.
- Providing a single POC for training matters.

### **Registration Procedures**

#### General Registration Procedure:

- **DEMHS General Registration Form:** Persons interested in a course should send the completed registration form to the HSTC.
- **Save and Email:** Once the DEMHS Course Registration form is completed save and email to the HSTC. Email listed at the bottom of the form.
- **Email Additional Documentation:** Attach any certificates of completion per any course prerequisite, as required.
- Students applying for National Training Center Courses are required to have a FEMA SID prior to registering for any National Training Center Courses.

#### ICS Position Specific Registration Procedure:

- **DEMHS All Hazards Position Specific Course Registration Form:** Persons interested in a course should send the attached form to the Homeland Security Training Coordinator. Please answer the four questions as noted, make sure to get the appropriate signature.
- **FEMA Registration 119 Form:** Complete with the appropriate signatures, save and email to the Homeland Security Training Coordinator.
- **Save and Email:** Once the DEMHS All Hazards Position Specific Course Registration and FEMA 119 Forms are completed, save and email to the Homeland Security Training Coordinator. Email listed at the bottom of the form.
- **Email Additional Documentation:** Email the following Certificates of Completion ICS 100, ICS 200, ICS 300, ICS 400, IS 700 and IS 800 to meet the prerequisites.

**Please Note:** Providing all registration materials does not guarantee you a seat in the course. All applicants will be screened for justification and experience pertaining to course material. Final participation in the class will be determined by the HSTC and HSSC.

#### Out of State Training Request:

- Applicants **MUST MEET** prerequisites at the time of REGISTRATION.
- Complete request form with a justification for attending training course must be submitted to the HSTC.
- Applicant's supervisor must sign the application prior to it being submitted to the HSTC.
- If any training course is related to Public Health or HAZMAT, then appropriate signatures must also be obtained prior to submitting the application.
- The application must be scanned and emailed to the HSTC.
- If the form is not complete, it will be returned to the applicant.
- Once the DEMHS Out of State Training Request is accepted by the HSTC the application for the Training provider may be approved.

## **Final Course Evaluations**

1. After each DEMHS course, an evaluation will be completed by each participant, rating the course, facility and instructor. These are collected and kept on file with DEMHS.
2. Instructor In Good Standing Renewal requests are dependent on formal evaluations in which participant feedback scores must meet the 75% rating or higher standard.

## **Maintaining Course Documentation**

DEMHS will maintain documentation of all course deliveries. Documentation is to include:

- Course Title
- Training Provider (entity and individual names)
- Course number if applicable
- Date(s) of the course delivery
- Physical location of course delivery
- Attendance roster that includes the students' information:
  - a. Name
  - b. Agency or organization
  - c. Discipline (example, Police, Fire, EMS, Private, Utility, Public Works, Hospital, Military, Education, etc.)
  - d. Job Function (example, supervisor, chief, firefighter, patrol officer, Nurse, EMT, paramedic etc.)
  - e. Town/city of residence
  - f. Contact info (email and telephone number)

DEMHS will maintain documentation of all training requests that are denied or cancelled prior to delivery. This documentation will include:

- Requesting Entity
- Course Title
- Training Provider (entity and individual names if course is cancelled)
- Course number if applicable
- Date(s) of the scheduled course delivery if cancelled
- Physical location of course delivery if canceled
- Reason for course denial or cancellation.

DEMHS will enter all information listed above into a searchable spreadsheet.

## Training Resource

There are many federally sponsored training courses available, provided at no charge to the first responder community. Many of these courses include reimbursement for expenses related to training attendance. Interested entities or individuals are encouraged to visit the following sites in order to find training that meets your needs.

### In State Training Resources

- Vermont Division of Emergency Management and Homeland Security: <http://vem.vermont.gov>
- Vermont Training and Exercise calendar: [http://vem.vermont.gov/exercise\\_and\\_training](http://vem.vermont.gov/exercise_and_training)
- Division of Fire Safety-VT Fire Academy: <http://firesafety.vermont.gov/>
- Department of Health:
  - Vermont Emergency Response Volunteers (VERV): <http://healthvermont.gov/emerg/verv/training.html>
  - E-Ready Preparedness Program: [http://healthvermont.gov/emerg/E-Ready\\_training.aspx](http://healthvermont.gov/emerg/E-Ready_training.aspx)
  - Emergency Medical Services (EMS) Training: [http://healthvermont.gov/hc/ems/class\\_schedule.aspx](http://healthvermont.gov/hc/ems/class_schedule.aspx)
- VT Criminal Justice Training Council: <http://vcjtc.vermont.gov/training>
- VTrans Training Center: [http://vtransoperations.vermont.gov/training\\_center](http://vtransoperations.vermont.gov/training_center)
- VT Agency of Transportation Local Roads Branch: <http://vermontlocalroads.org>
- American Red Cross of Vermont and the New Hampshire Upper Valley and the Salvation Army:
  - <http://www.redcross.org/vt/burlington>
  - <http://www.salvationarmy.org/>

### Out of State Training Resources

- Community Hazards Emergency Response-Capability Assurance Process (CHER-CAP): [http://coop.fema.gov/plan/prepare/cher\\_capfs.shtm](http://coop.fema.gov/plan/prepare/cher_capfs.shtm)
- National Preparedness Network (PREPnet): <http://www.usfa.fema.gov/nfa/>
- The National Incident Management System: <http://www.fema.gov/national-incident-management-system>
- The National Incident Management System: <https://training.fema.gov/IS/Nims.asp>
- Center for Agriculture and Food Security and Preparedness: <http://www.vet.utk.edu/cafsp/index.php>
- Center for Agriculture and Food Security and Preparedness: <http://www.vet.utk.edu/cafsp/index.php>
- Center for Rad/Nuc Training (CTOS): <http://www.ctosnnsa.org/>
- Energetic Materials Research and Training Center (EMRTC): <http://www.emrtc.nmt.edu>
- FEMA Emergency Management Institute: <http://training.fema.gov/>
- Homeland Security FEMA includes state and federal approved training catalogs: <http://www.fema.gov/training>

- National Center for Biomedical Research and Training: <http://www.ncbrt.lsu.edu>
- National Disaster Preparedness Training Center (NDPTC): <http://ndptc.hawaii.edu/>
- National Domestic Preparedness Consortium (NDPC): [www.ndpc.us](http://www.ndpc.us)
- National Emergency Response and Rescue Training Center (TEEX):  
<http://teex.org/Pages/homeland-security.aspx>
- National Exercise Program - Training, exercising, and collaboration among partners at all levels:  
<http://www.dhs.gov/national-exercise-program>
- Rural Domestic Preparedness Consortium: <http://www.ruraltraining.org>
- The Center for Domestic Preparedness: <http://cdp.dhs.gov>
- The Federal Law Enforcement Training Centers: <http://www.fletc.gov/>
- The National Domestic Preparedness Consortium: [http://www.ndpc.us/consortium\\_members.html](http://www.ndpc.us/consortium_members.html)
- The Emergency Management Institute Training Catalog:  
<http://training.fema.gov/EMICourses/docs/FY13%20Catalog.pdf>
- The Security and Emergency Response Training Center: <http://sertc.org/>
- United States Fire Administration: [www.usfa.fema.gov/training](http://www.usfa.fema.gov/training)

## Definitions

**Training** - All Department of Homeland Security and FEMA supported training related to the Homeland Security Grants Directorate.

**Training Academies** - The Vermont Police Academy (VPA) and Vermont Fire Academy (VFA).

**State Training Officer (STO)** - The Vermont Department of Public Safety – Division of Emergency Management and Homeland Security Training Coordinator is the FEMA-recognized State Training Officer and has the authority to administer the Division of Emergency Management and Homeland Security Training Program.

**State Training Point of Contact (TPOC)** - The individual designated by the State Administrative Agency who is responsible for the oversight of the Vermont Division of Emergency Management and Homeland Security Training Program.

**Training Coordinator** - The designated Homeland Security Training Coordinator(s) (HSTC) employed by Division of Emergency Management and Homeland Security is the Training Point of Contact (TPOC), also the State Training Officer (STO) & the State Administrative Agency Contact (SAA). This also includes designees of VT State Government entities with federal training coordination responsibilities.

**State Administrative Agency (SAA)** - The Vermont Department of Public Safety – Division of Emergency Management and Homeland Security Training Coordinator is the State Administrative Agency and the commissioner of Public Safety is the authority for all administration of the State's Homeland Security Program.

**Outside Entity** - Any agency, department, individual, or organization that is not a Training Academy, Training Coordinator or TPOC as defined above.

**Site Training Liaison** - An outside entity representative who will assist with specifically identified training coordination needs under the direction of the Training Coordinator or TPOC.

**Training Provider** - The entity or individual that physically delivers the training course.

**State Homeland Security Advisor (SHSA)** - Individual who serves as counsel to the Governor on homeland security issues and may serve as a liaison between the Governor's office, the State homeland security structure, the Department of Homeland Security, and other organizations both inside and outside of the State.

## Acronym List

**BGS** – Buildings and General Services  
**CBRNE** - Chemical Biological Radiological Nuclear Explosive  
**DEMHS** - Division of Emergency Management and Homeland Security  
**DHS** - Department of Homeland Security  
**EMI** - Emergency Management Institute  
**FEMA** - Federal Emergency Management Agency  
**ICS** - Incident Command System  
**IED** - Improvised Explosive Device  
**NIMS** - National Incident Management System  
**NGO** - Non-Governmental Organization  
**SAA** - State Administrative Agency  
**STO** – State Training Officer  
**SHSA** - State Homeland Security Advisor  
**TEI** - Training and Exercise Integration Secretariat  
**TEPW** – Training & Exercise Planning Workshop  
**TPOC** - Training Point of Contact  
**USAR** - Urban Search and Rescue  
**VFA** - Vermont Fire Academy VPA - Vermont Police Academy  
**WMD** - Weapon of Mass Destruction  
**STO** – State Training Officer  
**SAA** – State Administrative Agency  
**HSTC** – Homeland Security Training Coordinator  
**TPOC** - Training Point of Contact