
2012-2013 EMBC Emergency Management Training Options

EM139 Developing Emergency Management Plans

Length: 14 hours

Learn a step-by-step approach to developing emergency management plans for an organization, community, government, or any entity with a responsibility for emergency planning. This interactive course focuses on the planning process and includes valuable strategies and tools to aid in creating and maintaining emergency management plans.

As a result of completing Developing Emergency Management Plans, the participant will be able to apply a recommended process for developing emergency management plans. Course topics include: benefits of emergency plans, the planning steps, engaging stakeholders, key elements and format for effective plan, and review and maintenance of emergency plans. (Replaces EM723 – Planning Process)

EMBC Prerequisites: EMBC EM Training: The Core or Introduction to EM

EM132 Planning for Community Disaster Recovery

Length: 14 hours

“NEW – Available Sept 2012”

Learn about the potential community impact of disasters and the primary components involved in disaster recovery. The purpose and role of a community recovery organization are explored and learners are introduced to a process for the development of an effective Disaster Recovery Plan.

As a result of completing the Community Disaster Recovery course, participants will be able to actively participate in the recovery planning process in a multi-agency context. Course topics include: components of community recovery, steps for recovery planning, structure and function of a recovery organization, roles and responsibilities, interconnectivity of impacts and the rationale and benefits of recovery planning.

Course Prerequisites: EMBC EM Training: The Core or Introduction to EM

NEW

EM150 Introduction to Emergency Management Exercise Design

Length: 14 hours

Explore the basics of emergency management exercise design and learn how the field of exercise design has changed in recent years to become a key component of emergency preparedness. Review the concepts of a formal multi-year exercise program, the exercise program management team, the five-phase exercise design model and the exercise design team.

The goal of this course is to provide a comprehensive introduction to emergency management exercise design. Course topics include: basic concepts, exercise program, exercise management team, exercise cycle, and exercise design team. This course is also available through ONLINE delivery.

Course Prerequisites: None

EM151 Designing and Conducting Discussion-Based Exercises

Length: 14 hours

Learn to apply the five-phase exercise cycle to design a discussion-based exercise. Work in small groups to create all the materials needed to conduct a table-top exercise. Participate in role-play activities and gain first-hand experience in dealing with common exercise problems. This course will benefit anyone needing to develop discussion-based exercises such as seminars, workshops, table-tops and immersive simulations.

The goal of this course is to provide participants with practical experience in using the 5-phase exercise cycle methodology and tools to design and conduct discussion-based exercises. Course topics include: planning, designing, developing, conducting, evaluating, and improvement planning.

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Course Prerequisites: EM150 – Introduction to Emergency Management Exercise Design

EOC120 Emergency Operations Centre Essentials

Length: 14 hours

Learn the fundamentals of how Emergency Operations Centres (EOC) operate in supporting the needs of response departments and agencies during emergencies and disasters. Explore key aspects of site support operations within an Incident Command System (ICS) management structure. While EOC Essentials is offered to a variety of learners, it is particularly beneficial to individuals who need to be familiar with EOC site support operations to prepare for a role in a public or private organization's EOC.

The purpose of this course is to provide participants with an understanding of the primary EOC functions and essential activities. Course topics include: EOC primary functions and organizational structure; communication links; activation and demobilization guidelines; staffing considerations; workspace; managing operational information; and worker care. (Replaces EM711 – EOC Level 2)

Course Prerequisites: None

EM180 EOC Applied Training Session

Length: 7 hours

Practice the fundamentals of how a Local Authority's Emergency Operation Centre (EOC) functions during a major emergency or disaster. Through this one-day session, students will be placed into an immersive learning environment that utilizes multi-media inputs, real-life scenarios and functional activities. In addition to a brief review of key EOC activities and processes, participants will be able to put into action the skills they have learned through EOC training courses.

This functional EOC training is ideally suited to experienced personnel wanting to refresh their EOC skills and for new staff who have recently completed their EOC training. Participants should arrive ready to fully involve themselves in one or more functions of an operational EOC.

Course Prerequisites: EOC Essentials or EOC Level 2

EM185 Information Officer *"NEW, Available Sept 2012"*

Length: 14 hours

Acquire the skills and knowledge required of an Information Officer working at an emergency site or at a site support facility. Learn how to write key messages and media releases; communicate effectively with the public, media, and internal stakeholders; and utilize a variety of communication media.

The purpose of this course is to provide participants with an overview of the scope, roles, and responsibilities of an Information Officer (IO) and the IO team in preparation for, response to, and recovery from, an emergency or disaster. Course topics include: Roles and responsibilities of an Information Officer; reporting structures and lines of authority; key stakeholders and audiences; public relations; media relations; communication tools; and communications planning and documentation.

Course Prerequisites: EOC Essentials, EOC Level 2 or ICS Level 200

EM712 EOC Level 3 – Operations Function

Length: 7 hours

Learn the specific Operations Section function with an Emergency Operations Centre (EOC) at the site support level. Information around roles, responsibilities, staffing, branch duties, site interface, resource management, and incident/status reporting are covered.

The purpose of this course is to familiarize participants with the roles, responsibilities and activities of the Operations Section of a site-support level Emergency Operations Centre. Course topics include: organizational structure; lines of communication and reporting structure; roles and responsibilities of

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the operations section; the interface between operations and planning sections; staffing considerations; operations section activities; incident and status reporting; and resource management.

Course Prerequisites: EOC Essentials or EOC Level 2

EM713 EOC Level 3 – Planning Function

Length: 7 hours

Learn the specific Planning Section function with an Emergency Operations Centre (EOC) at the site support level. Information around roles, responsibilities, staffing, branch duties, site interface, resource management, and incident/status reporting are covered.

The purpose of this course is to familiarize participants with the roles, responsibilities and activities of the Planning Section of a site-support level Emergency Operations Centre. Course topics include: organizational structure; lines of communication and reporting structure; roles and responsibilities of the planning section; the interface between planning and operations sections; staffing considerations; planning section activities; situation and event reporting; information management, tracking and displays; advanced planning and recovery planning; and forms and documentation.

Course Prerequisites: EOC Essentials or EOC Level 2

EM714 EOC Level 3 – Logistics Function

Length: 7 hours

Learn the specific Logistics Section function with an Emergency Operations Centre (EOC) at the site support level. Information around roles, responsibilities, staffing, branch duties, site interface, resource management, and incident/status reporting are covered.

The purpose of this course is to familiarize participants with the roles, responsibilities and activities of the Logistics Section of a site-support level Emergency Operations Centre. Course topics include: roles and responsibilities of Logistics functions; logistics activities; section staffing; section set-up; pre-event planning; resource request management; forms and documentation; and demobilization issues.

Course Prerequisites: EOC Essentials or EOC Level 2

EOC133 EOC – Finance Function

Length: 7 hours

Learn the specific Finance Section function with an Emergency Operations Centre (EOC) at the Local Authority Level. Information around roles/responsibilities, staffing, section set-up, equipment needs and avenues for BC provincial financial assistance are covered.

The purpose of this course is to familiarize participants with the roles, responsibilities and activities of the Finance Section of a local authority site-support level Emergency Operations Centre within British Columbia. Course topics include: section overview; roles and responsibilities of the Finance Section; lines of communication; staffing considerations; section set-up and supplies; section activities; and financial assistance, response costs, and recovery costs.

Course Prerequisites: EOC Essentials or EOC Level 2

EM730 Emergency Evacuations

Length: 7 hours

Explore how fires, floods or other emergencies may require evacuating areas of your community. Learn how to organize and evacuation, map and sector your community, prepare public information messages, consider transportation issues and determine re-entry procedures.

The purpose of this course is to familiarize participants with planning and implementation

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considerations for community-based emergency evacuations. Course topics include: evacuation considerations; legislation; stages of evacuation; shelter-in-place and tsunami considerations; vulnerable populations; perimeter and re-entry controls; domestic animals and livestock evacuations; transportation and planning; evacuation mapping; public information; and evacuation plan development.

EMBC Prerequisites: EMBC EM Training: The Core or Introduction to EM and Introduction to EOC/EOC 1 Level 1 or EOC Essentials/EOC Level 2

EM100 Radio Communications Station Management

Length: 7 hours

This course guides the organization and operation of an emergency radio communications station at an EOC, ESS Reception Centre or PREOC. It reviews the key responsibilities of the Radio Communications Station Manager within the Logistics Section, including working with served agencies, resource management, documentation and the consideration of safety and legal issues.

EMBC Prerequisites: EMBC EM Training: The Core or Introduction to EM and ICS Level 100 and Introduction to EOC/EOC Level 1 or EOC Essentials/EOC Level 2.