

ALLEGHENY COUNTY

DIVISION OF EMERGENCY MANAGEMENT



2020

TRAINING SCHEDULE

Version: June 30, 2020

County of Allegheny
County Executive Rich Fitzgerald
Department of Emergency Services
Chief Matthew J. Brown
Emergency Management Division
Manager Steve Wilharm

ACES EMA 2020 Training Schedule

COVID-19 In-Person Policy

Currently, the Allegheny County Emergency Service's Division of Emergency Management (ACES-EMA) has a goal of resuming the training program as of September 1, 2020. Due to the fluidity of the situation, in-person instruction is under constant review and subject to cancellation. Efforts are underway to move as much training as possible to an online "virtual" format to promote the safety and general welfare of all of our partners!

When in-person training resumes, the policy will require all participants to maintain social distancing, face covers, and undergo prescreening. Refusal to follow this policy could result in dismissal from the session.

The responsibilities of all students include the following:

- All students will remain at home when feeling sick or ill, if a household member is feeling sick or ill, if a household member is quarantined, or if staff, instructor, student or a household member tested positive for COVID-19.
- If a student does become sick or ill, they shall contact their health provider for guidance and assistance, as well as, their direct supervisor.
- All students will self-report sickness, illness, quarantine, or exposure to their direct supervisor.
- All acquired correspondence and information will be reported to the Allegheny County Department of Health. Exposed persons will be notified in accordance with applicable laws and directives.
- All students will be prescreened prior to entering the ACES facility.
- All students are required to wear face covers that cover mouth and nose when social distancing is not possible and not seating in the ACES Training Room.
 - When moving about the room and hallways, a face
- All students will sit one person per table in the ACES Training Room.
- All students will be provided time for frequent hand washing/sanitizing.
- All towels/wipes will be properly disposed before leaving any ACES Training Room.
- All students will practice current CDC social distancing recommendations. This includes issued equipment, PPE, personal belongings, seating space, and when eating or drinking.
- All students will be provided restroom accessibility. Restroom usage will be limited to not more than two persons per visit. Current social distancing recommendations apply.

After online registration for a course, each participant of in-person training will receive additional guidance and materials to best prepare for their arrival at ACES. A copy of the complete COVID-19 Training policies and procedures are available upon request.

* Due to COVID-19, all scheduled in-person training at ACES is subject to cancellation.

ACES EMA 2020 Training Schedule

Registration Policy/Procedures

All students must **pre-register** for classes coordinated by the Division of Emergency Management (ACES-EMA). In order to plan for facilities and equipment ACES-EMA needs to know how many students are attending each program. Therefore, the ACES-EMA reserves the right not to accept walk-in students for any program.

ACES-EMA uses web-based systems for course enrollments. Each class will have a registration link. Some classes require authorization and you may not receive a confirmation up to one week prior to the class start date. If you are declined, you will receive notice via the online registration system.

Approval to ACES-EMA Courses will be based on the following priority:

1. County/local emergency management personnel, first responders (law enforcement, fire, EMS and others), and VOAD/NGO's from within Allegheny County.
2. Other emergency management, allied emergency services, and VOAD/NGO personnel with related responsibilities from the Region 13 Task Force area.
3. Private sector preparedness professionals.
4. Any other emergency management and allied emergency services personnel with related responsibilities on a case-by-case basis.

For courses with a prerequisite requirement(s), students must have documentation of the prerequisites being met with them on the first day of class. A copy of the certificate issued for the prerequisite course will satisfy this requirement. Any student without documentation will not be permitted to participate in the program.

No Show Policy

As program space is limited, the ACES-EMA reserves the right to suspend any student from attending future ACES-EMA classes who registers for a program and then does not show up for the class. If such "No-Shows" occur as a group from a single organization, ACES-EMA reserves the right to suspend the entire organization from attending courses sponsored by ACES-EMA.

Students needing to cancel out of any ACES-EMA program for any reason must do so via the online registration system, prior to the start of the course, to avoid the "No Show" policy sanctions. Cancellations may be done by e-mailing:

Robert Gerlach, Training and Exercise Coordinator
Robert.Gerlach@AlleghenyCounty.US

Cost Requirement:

Unless indicated otherwise in the Course Description, there is no charge for ACES-EMA classes. The student is responsible for all travel, meals, and other associated costs.

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Student Materials

ACES-EMA, PEMA, and FEMA no longer provide printed materials. Prior to the course start date students will receive an e-mail with a link to the course materials in which they can download to either follow along in class or to print on their own. Participants should bring note taking materials and a laptop if desired.

If a student requires reasonable accommodation due to a disability, please contact the Training and Certification Coordinator.

Dress Code Policy

ACES-EMA is a formidable educational institution that provides a high quality of service to the emergency management professionals in the county, surrounding counties, and throughout the Commonwealth. To keep the highest quality of education at ACES-EMA, there must be a dress code that is commensurate of the education that is being delivered at this facility. The clothing a student wears to ACES-EMA can greatly affect the academic focus of that student and the surrounding students. Extreme discretion is advised on the part of the students. ACES-EMA staff will become involved in the matter of dress when an individual student exercises poor judgment in his/her mode of dress; that is, any attire that interferes with the learning process, constitutes a hazard to the student or others, or is deemed inappropriate for the training setting by the staff and administration.

Course Location Codes:

- **ACES:** Allegheny County Department of Emergency Services
150 Hookstown Grade Road, Coraopolis, PA 1510
**Due to COVID-19, all live, in-person sessions are subject to cancellation.*
- **TEAM:** Online delivery via Microsoft Teams

Internet/Wi-Fi:

ACES facilities utilize a secure network system and may not have public access Wi-Fi enabled. Students who need access to Wi-Fi should be prepared to provide their own access.

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ACES EMA 2020 Training Schedule

Municipal Emergency Management Coordinator Quarterly Training

These sessions are closed and only available to municipal emergency management coordinators, deputies, and staff; municipal administrators and elected officials, AC-VOAD members; and County Department emergency preparedness officials. Any individual not meeting these requirements must receive prior permission from the EMA Training and Exercise Coordinator or EMA Division Manager.

Please note: There will now only be one session per quarter on each day.
Sessions alternate between daylight and evening each quarter.

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
September 8	10:00 AM	TEAM	https://www.train.org/pa/course/1073931
December 8	7:00 PM	TEAM	

Within a few days after each Quarterly Training, the recording of the session will be added to the ACES Training Moodle Learning Platform (<http://acestraining.alleghenycounty.us/moodle/>) where Municipal EMA Staff may view the Quarterly Training Session and still receive credit. It must be viewed within 30 days for credit for training to be applied.

*****As per PEMA Directive 2017-02, Municipal EMA Coordinators and those seeking PEMA Certification must attend at least TWO Quarterly Trainings per year. ACES-EMA will accept Teams and Moodle as attendance at a Quarterly Training as long as the individual has attended ONE Quarterly Training in person at ACES. You cannot fulfil the PEMA Directive by attending Quarterly Training only using Teams or Moodle.*****

*****Due to restriction from COVID-19, ACES-EMA will not require any sessions to be attended LIVE to qualify for PEMA Certification.***

* Due to COVID-19, all scheduled in-person training at ACES is subject to cancellation.

ACES EMA 2020 Training Schedule

NIMS Training for Elected Officials

G-402: Overview of the Incident Command System for Senior Officials and Executives

3 hours Prerequisites: None

The purpose of this course is to familiarize Senior Officials (executives, elected and appointed officials, city/county managers, agency administrators, etc.) with their role in supporting incident management within the National Incident Management System (NIMS). This course has been customized to be Pennsylvania and Allegheny specific. The course will provide an overview of the municipal requirements, as per PA Title 35, in regard to emergency management and the role and responsibilities of the municipal emergency management coordinator.

Intended audience:

- Municipal Elected Officials
- Municipal Appointed Officials
- Elected School (K-12) Board Members
- School (K-12) Superintendents
- School (K-12) Appointed Officials

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
September 2	7:00 PM to 10:00 PM	TEAM	https://bit.ly/ACES_G402
December 2	7:00 PM to 10:00 PM	TEAM	
Instructor(s):	Gerlach		

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ACES EMA 2020 Training Schedule

ACES-EMA Courses

Duties and Responsibilities of the Emergency Manager and County Orientation

3 hours Prerequisites: None

This program is designed to enhance the student's understanding of the Emergency Management System. This resource covers the duties and responsibilities of the Emergency Management Coordinator, the legal obligations of local government and municipal officials, as they relate to emergency management law, procedures, and operations.

This course is closed and only for Allegheny County Municipal Emergency Management Staff

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
August 26	7:00 PM to 10:00 PM	TEAM	https://www.train.org/pa/course/1073855
Instructor(s):	Gerlach		

Knowledge Center Incident Management Orientation

3 hours Prerequisites: None

This program is designed to orientate the user to the Knowledge Center Incident Management platform. Prior to registration, you must have been verified to having Knowledge Center Access, available through the County EMA. At the completion of the training the user should be able to create an incident, make entries, upload documents, and edit information.

Instructor(s): Gerlach

This course is closed for only for Allegheny County users of the Knowledge Center Incident Management system.

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
November 18	7:00 PM to 10:00 PM	ACES*	https://www.train.org/pa/course/1075464
Instructor(s):	Gerlach		

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ACES EMA 2020 Training Schedule

Locally Delivered FEMA/PEMA Courses

G-191: ICS/EOC Interface Workshop

8 hours Prerequisites: IS-100, IS-200, IS-700, IS-775

The ICS/EOC Interface Workshop (G191) is designed to provide participants the ability to develop ICS/EOC interface implementation strategies or action plans for their communities. By proposing and discussing options in a neutral environment, and to help them understand that there are no rigid solutions to the ICS/EOC interface issues.

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
October 7	8:30 AM to 5:00 PM	TEAM	https://www.train.org/pa/course/1066898
Instructor(s):	Imbarlina & Gerlach		

G-364: Multi-Hazard Emergency Planning for Schools

16 hours Prerequisites: None Recommended: IS-100, IS-700

This field course provides schools with the knowledge, skills, and tools needed to refine or develop an all-hazards school emergency plan (EOP) and to identify who to train and exercise to the school EOP. This course follows the guidance set forth in the FEMA Comprehensive Preparedness Guide, CPG-101, for developing an emergency operations plan and explains how to utilize the National Incident Management System (NIMS) as the foundation for planning and building partnerships with outside agencies such as Law Enforcement, Fire, and Emergency Management.

Student must have a copy of their School/District EOP (Hard copy or electronic) during class.

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
November 10, 13, 17, & 20	8:30 AM to 12:00 PM	TEAM	https://www.train.org/pa/course/1067033
Instructor(s):	Komondor & Gerlach		

ICS-100: Introduction to the Incident Command System

8 hours Prerequisites: None

This course presents the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course also prepares personnel to coordinate with response partners from all levels of government and the private sector.

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
September 15 & 22	8:30 AM to 12:00 PM	TEAM	https://www.train.org/pa/course/1088527
Instructor(s):	Komondor & Gerlach		

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ACES EMA 2020 Training Schedule

ICS-200: ICS for Single Resources and Initial Action Incidents

12 hours Prerequisites: IS-100 or ICS-100

This course is designed to enable personnel to operate efficiently during an incident or event within the ICS, focusing on the management of single resources. ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. Rather than tactical skills, ICS-200 provides overall incident management skills, covering the topics of Leadership and Management, Delegation of Authority and Management by Objectives, Functional Areas and Positions, Briefings, Organizational Flexibility, and Transfer of Command.

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
October 6, 13, & 20	8:30 AM to 12:00 PM	TEAM	https://www.train.org/pa/course/1067777
Instructor(s):	Komondor & Gerlach		

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ACES EMA 2020 Training Schedule

DHS/FEMA-Accredited Consortium Courses

MGT-341: Disaster Preparedness for Hospitals and Healthcare Organizations within the Community Infrastructure

16 hours Prerequisites: None

The Disaster Preparedness for Hospitals and Healthcare Organizations Within the Community Infrastructure course provides information specific to hospitals and organizations vulnerability to a disaster. During this FEMA sponsored course, participants will be introduced to the various natural, technological, and civil hazards to which hospitals and healthcare organizations may be vulnerable and the potential impacts of those hazards. Federal guidelines and legislation that serve to aid in the preparedness for, and response to, incidents involving these hazards are discussed, as are current emergency management standards for the hospital community. Participants review response and recovery issues that should be addressed by medical facilities and organizations in preparation for a large-scale incident, including identification of critical resources necessary for response and recovery.

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
November 3 & 4	8:30 AM to 5:00 PM	ACES	https://www.train.org/pa/course/1074603

AWR-356: Community Planning for Disaster Recovery

8 hours Prerequisites: None

Disaster Recovery is a complex, costly, and potentially lengthy process. Depending on the scope of a disaster, recovery efforts can last years and cost millions of dollars. Planning has a direct positive impact on a community's ability to recover from disasters. Planning for disaster recovery before disasters occur can significantly speed up and facilitate the post-disaster recovery process. Community Planning for Disaster Recovery is an eight-hour awareness-level course that provides facilitated discussions on key concepts for disaster recovery planning, including the benefits of pre-disaster planning, key elements, and the plan development process. This course will prepare participants to initiate disaster recovery plans and participate in the long-term recovery planning process in their own communities through the review of case studies and existing disaster recovery plans.

DATES:	TIMES:	LOCATION:	REGISTRATION LINK:
November 12	8:30 AM to 5:00 PM	ACES	https://www.train.org/pa/course/1088625

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ACES EMA 2020 Training Schedule

2020 EMA Course Offerings Listed by Date

Dates	Location	Title
August 26	TEAM	Duties and Responsibilities of the Emergency Manager and County Orientation
September 2	TEAM	G-402: Overview of ICS for Senior Officials and Executives
September 8	TEAM	Municipal EMC Quarterly Training
September 15 & 22	TEAM	ICS-100: Introduction to the Incident Command System
October 6, 13, & 20	TEAM	ICS-200: ICS for Single Resources and Initial Action Incidents
October 7	TEAM	G-191: ICS/EOC Interface Workshop
November 3 & 4	ACES*	MGT-341: Disaster Preparedness for Hospitals and Healthcare Organizations within the Community Infrastructure
November 10, 13, 17, & 20	TEAM	G364: Multi-Hazard Planning for Schools
November 12	ACES*	AWR-356: Community Planning for Disaster Recovery
November 18	ACES*	Knowledge Center Incident Management Orientation
December 2	TEAM	G-402: Overview of ICS for Senior Officials and Executives
December 8	TEAM	Municipal EMC Quarterly Training

** Courses are subject to cancellation or change without notice. All updates will be promptly posted and distributed via the Registration Link provided and attempts to contact registrants will be made.*

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ACES EMA 2020 Training Schedule

Abbreviations

ACES	Allegheny County Department of Emergency Services
ACES- EMA	Allegheny County Department of Emergency Services, Division of Emergency Management
ACFA	Allegheny County Fire Academy
AC-VOAD	Allegheny County Voluntary Organizations Active in Disaster
CI	Critical Infrastructure
CPG	Comprehensive Preparedness Guide
DHS	Department of Homeland Security
EMA	Emergency Management Agency
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise & Evaluation Program
ICS	Incident Command System
IS	Independent Study
NIMS	National Incident Management System
NGO	Non-Government Organization
PEMA	Pennsylvania Emergency Management Agency
PIO	Public Information Officer
QAES	Quality Enhanced Management System
VOAD	Voluntary Organization Active in Disaster

Training Program Coordinator

If you have any questions regarding the ACES-EMA Training Program, please contact:

- Robert Gerlach, Training and Exercise Coordinator
 - E-mail: Robert.Gerlach@AlleghenyCounty.US
 - Phone: 412-473-7071

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