



SECTION 3: TRAIN AND EDUCATE

Training provides emergency management personnel, first responders, senior and elected officials, non-governmental and private partners with the knowledge, skills, and abilities needed to meet capabilities. The foundation for the philosophy and methodology that Boone County utilizes to implement its training program is based on the principles of the National Preparedness Goal, NIMS and the NIMS Training Program. The BCOEM training program goals and objectives are based on need assessments, community priorities and internal and external mandates and requirements.

BCOEM provides training on disaster preparedness to citizens through their public outreach program. BCOEM believes that a resilient community begins with a well-prepared individual. The education of the public concerning local hazards and preparedness activities is a priority to building a disaster-resilient community. The public outreach program supports the tenets of the National Preparedness Goal and informs the citizens of Boone County through various delivery methods and programming is developed to support the identified preparedness priorities.

TRAINING PROGRAM MANAGEMENT

Training is secured and conducted through both internal and external providers. Internal providers are personnel within the BCOEM office or other county departments. External providers encompass all providers outside the county government system.

External providers include but are not limited to:

- Federal Emergency Management Agency (FEMA)
- The National Domestic Preparedness Consortium (NDPC)¹
- Missouri State of Missouri Emergency Management Agency (MoSEMA)
- Local and National Subject-Matter Experts or Certified Training Contractors.

Agency specific training, on-the-job training, and training not directly affiliated with the Emergency Management Program occurs throughout Boone County on a regular basis and is not considered a part of the training program. Responders will continue to receive agency and job specific training in accordance with their organization's Standard Operating Procedures (SOP). This is training that will not formally be discussed in this plan, nor scheduled through the BCOEM.

Needs Assessment

The training needs of the community are identified during the annual IPPW conducted in the fourth quarter of the year in support of the preparedness priorities set utilizing the considerations discussed previously in this plan, such as the THIRA, regulations and mandates, corrective actions and improvements plans, and accreditation standards. The training needs assessment considers and applies to all personnel with responsibilities in the emergency management program, including but not limited to:

- Emergency management/response personnel
- Emergency Support Function (ESF) agencies and partners
- Senior and elected officials

¹ "The [NDPC](#) is a partnership of several nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of all hazards. . ."



- State and Federal partner agencies
- Local private and non-governmental agencies and organizations

BCOEM participates in a regional IPPW with Region F partners annually. The priorities and associated preparedness activities discussed during the local IPPW inform BCOEM's participation in the regional workshop.

The following internal and external requirements and mandates specific to training are given special consideration in setting goals and objectives and curriculum design of the training program.

Federal Requirements

Boone County has adopted NIMS as the standard and practice by which incidents will be managed. NIMS requires personnel to meet a minimum level of training as referenced in the NIMS Implementation Objectives for Local, State, Tribal and Territorial Jurisdictions² which present the criteria for FEMA preparedness grants. Stakeholders who require this level of training in accordance with the NIMS implementation plan will be provided with the opportunity to complete these courses through regularly scheduled course offerings.

State Requirements

To meet the federal funding eligibility training requirement, the State of Missouri requires local emergency management and response personnel to complete the following emergency management courses. The NIMS Training Requirements Matrix can be found in Appendix X of this document. Requirements may be met through the FEMA Emergency Management Institute (EMI)³ Independent Study Program or direct-delivery offering.

Direct-delivery courses in Boone County may be offered in one or more of the following ways:

- Boone County ICS trainers who have completed the FEMA ICS Train-the-Trainer curriculum and have a certificate on file with MoSEMA.
- MoSEMA sponsored course offerings with State approved instructors.
- Contracted course offerings with training organizations who provide State approved instructors.

The following courses must be completed by all emergency responders within twelve months of hire:

- IS-100 – Introduction to the Incident Command System
- IS-120 – An Introduction to Exercises
- IS-200 – ICS for Single Resources and Initial Action Incidents
- IS-230 – Fundamentals of Emergency Management

² See all [NIMS Implementation Objectives for Local, State, Tribal and Territorial Jurisdictions](#)

³ "EMI is part of the Department of Homeland Security's Federal Emergency Management Agency (FEMA). The EMI provides national leadership in developing and delivering training to ensure that individuals and groups having key emergency management responsibilities, including FEMA employees, possess the requisite skills to effectively perform their jobs."

EMI Course Codes:

IS – Independent Study (online)

G – EMI developed course delivered by state, local, tribal, and territorial instructors

E – EMI resident course delivered at EMI campus

L – EMI resident course delivered offsite

K – EMI resident course delivered virtually via Adobe Connect

V – EMI resident course delivered virtually via video teleconference



- IS-235 – Emergency Planning
- IS-240 – Leadership and Influence
- IS-241 – Decision Making and Problem Solving
- IS-242 – Effective Communication
- IS-244 – Developing and Managing Volunteers
- IS-700 – National Incident Management System, An Introduction
- IS-800 – National Response Framework, An Introduction

Mid-level and Senior-level response managers must complete the additional ICS courses within 12 months of hire:

- G/E/L ICS300 – Intermediate ICS for expanding Incidents
- G/E/L ICS400 – Advanced ICS for Command and General Staff – Complex Incidents

Additionally, the State of Missouri requires exercise officers and management personnel involved in the design and evaluation of exercises to complete the following emergency management course within 24 months of hire.

- G/E/L/K -146 – Homeland Security and Evaluation Program (HSEEP)

And personnel who work in the EOC shall take the following emergency management courses to be completed within 24 months hire.⁴

- G/E/L/K 191 EOC/ICS Interface
- IS 2200 Basic EOC Functions
- G/E/K 2300 Intermediate EOC Functions

The Missouri Emergency Response Commission (MERC), the primary agency responsible for enforcement and compliance with both State and Federal EPCRA laws, require LEPCs to provide emergency personnel with training to enhance the community's ability to respond to hazardous materials incidents.

These trainings are requested by the LEPC directly to the MERC but are incorporated in this plan and associated multi-year training schedules. The LEPC funds hazardous materials awareness and response training offerings in Boone County through the CEPF.

Local Requirements

In addition to federal and state requirements, the BCOEM requires their staff to complete additional training specific to the equipment utilized and functions performed to support the emergency management program during disasters and non-disaster times. Internal training includes, but is not limited to the following:

- County and BCOEM policy orientation
- Equipment training to include, but not limited to:
 - Radios
 - Vehicles, including trailer towing and backing
 - Generators
 - Electronic sign board

⁴ For personnel hired before 2021, equivalent courses shall be grandfathered in, and the additional IS 2200 and G/E 2300 will not be required. ([2021 Missouri EMPG Program Manual](#))



- Trailer contents and components
- Forklift Certification
- Supplemental IS and direct-delivery courses, including the FEMA EMI Advanced Professional Series (APS)⁵
- Position-specific training consistent with personnel's current and potential responsibilities
- American Heart Association (AHA) Basic Life Support (BLS) Provider training or equivalent
- EOC operations, equipment and SOG
- Software applications to include, but not limited to:
 - WebEOC Incident Management software
 - Rave Emergency Alerts notification software
 - Geographical Information System (GIS) Emergency Management Solutions software and associated applications

Training Curriculum

Boone County supports and participates in established State and Federal curricula for strengthening capabilities within the Emergency Management Program. Established training curriculum may include, but are not limited to:

- Emergency Management Professional Development Series (PDS)⁶
- NIMS Curriculum including All-Hazards Position Specific (AHPS) Training Program⁷
- Emergency Management APS

Training courses within these established curricula include many of the previously outlined required courses for federal funding and are regularly offered through state and federal channels. Each agency or department within Boone County is responsible for ensuring that personnel are registered for courses that apply to their current responsibilities and maintaining their personnel records for courses completed within these curricula.

To register for a federal course offering delivered by FEMA EMI, participants must apply directly with the National Emergency Training Center (NETC) through their online admission process.⁸

To register for a course offering delivered by MoSEMA or through the MERC, participants are to register through the SEMA Training & Exercise Management System (STEMS) portal.⁹

Both systems require participants to have a FEMA Student Identification (SID) number¹⁰ and individual account prior to registration.

Supplemental training not included in the curricula outlined above, but available through the FEMA, NDPC or MoSEMA course catalogs must be requested through the MoSEMA State Training Officer by participation within the annual Region F IPPW. Training requests may be made to the State Training Officer directly; however, courses identified through the IPPW process are given priority.

⁵ The [APS](#) was developed to motivate and challenge students to continue emergency management training. The series consist of five core courses and five electives from a list of ten courses.

⁶ The [PDS](#) includes seven Emergency Management Institute independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession.

⁷ [NIMS Core Curriculum Courses](#) are comprised of ICS, NIMS, and AHPS courses.

⁸ To learn more about the FEMA EMI application process visit https://training.fema.gov/netc_online_admissions/

⁹ To access STEMS and register for a course offering, visit <https://sematraining.com/>

¹⁰ FEMA SID number is a unique number generated and assigned to uniquely identify you instead of your Social Security Number (SSN). Visit <https://cdp.dhs.gov/femasid> to request a FEMA SID number.



Emergency management training secured through contractors outside MoSEMA, FEMA and NDPC must also be approved by the State Training Officer for completion to be recognized by the federal and state training programs. Registration for these courses is also completed through the STEMS portal. Non-emergency management training secured through outside contractors does not require State Training Officer approval.

Local Course Offerings

BCOEM provides training on various topics to county and municipal employees, first responders, senior and elected officials, non-governmental and private partners on the following topics:

- Smart 911 and Rave Alerts
- Severe weather awareness
- Disaster preparedness for individuals and organizations
- Emergency planning for all-hazards
- Mitigation and recovery strategies
- Implementing effective training & exercise programs

BCOEM provides AHA BLS training to all Boone County employees by request of the department director.

Training Evaluations, Records and Retention Schedule

Following the completion of all training courses, participants must complete course evaluations. Course evaluations collect information on the content of the course, course materials, facilities and equipment used for course delivery and instructors. Course evaluations for federal and state course offerings are supplied and retained by their respective agencies. Local course evaluations are supplied and retained by the BCOEM using the BCOEM Training Evaluation Form.

Departments, authorities, agencies, and all private response organizations bear the responsibility of ensuring their personnel are sufficiently trained and for the tracking of NIMS training of their employees.

Training records and transcripts for courses taken through FEMA EMI may be requested by contacting the NETC directly.

State training records and transcripts can be viewed and exported by the individual through their STEMS portal account, or by contacting the MoSEMA Training & Exercise Section.

Local course offering records are retained and managed by BCOEM and housed on-site at the OEM in both electronic and hard-copy formats. Individuals may request copies of training records for trainings in which they participated by contacting the Training & Exercise Specialist. BCOEM retains the following applicable documentation for all local course offerings for a period of three years¹¹:

- Course roster/sign-in sheets
- Course materials
- Exams and certificates
- Evaluations
- Training reports

¹¹ This period adheres to the minimum retention period specified by the [Chapter 109, Section 109.255 RSMo](#) for administrative, fiscal and legal records created by local governments. See [General Records Retention Schedule](#) for reference.

Excerpt taken from the Boone County Integrated Preparedness Plan, 2021 Version



After the three-year retention period, electronic files are archived following County archiving procedures and hard-copy files are destroyed.