



ORANGE COUNTY SHERIFF'S DEPARTMENT EMERGENCY OPERATIONS CENTER TRAINING REGISTRATION FORM

To All County Employees:

When a disaster strikes, the impact upon the community can be devastating. It takes a team of dedicated, *trained Disaster Service Workers* working together to mitigate the effects of the disaster and to help rebuild the community. Your County identification designates you as a *Disaster Service Worker*. The California Government Code, Section 3100 describes all public employees including state, county, and city, as "disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." As a *Disaster Service Worker* you may be called upon to participate in exercises for preparedness or activation of the County's Emergency Operations Center (EOC) in the event of a disaster.

Training opportunities are available to acquaint you with the EOC, the CA State mandated Standardized Emergency Management System (SEMS), as well as your role during emergencies and exercises.

A description of the courses and the training schedule are attached. The Emergency Management Division looks forward to seeing you in the near future. Your support is appreciated.

TO REGISTER:

Please contact the Emergency Management Division to register for training classes by emailing Michelle Baldwin at mbaldwin@ocsd.org.

Confirmation for training and a map to the EOC will be sent to you by e-mail upon receipt of your approved registration. If you have not received confirmation within one week of the training date, please e-mail maldana@ocsd.org.



ORANGE COUNTY EMERGENCY OPERATIONS CENTER (EOC) TRAINING PROGRAM

EOC INTRODUCTION AND EOC SECTION TRAINING

Introduction to ICS, SEMS, NIMS & EOC Orientation

This course is mandatory for all County EOC response personnel

This introductory course is intended to give participants a basic overview of the Incident Command System, Standardized Emergency Management System, National Incident Management System, and an orientation to the basic functions of the County Emergency Operations Center.

EOC Management Training

Course Overview: This course provides an overview of the Management Section including the specific roles and responsibilities of the Policy/Command Group and the Public Information Manager. Instruction will include decision making responsibilities such as how we proclaim a local emergency, how resources are requested and mobilized to support emergency response activities, and how to communicate public information during an emergency. Enrollment is open to all County employees and Operational Area Partners.

EOC Response: Evacuations, Sheltering, Law Enforcement, and Critical Infrastructure

Course Overview: This course is designed for agencies and jurisdictions who may fill an Operations Section position within the EOC supporting field operations. Training will include an overview of the Operations Section, consequence management, conflict resolution, and training on specific emergency plans and annexes maintained by the Emergency Management Division. Training will include hands-on practice and training on position specific roles and responsibilities.

Care and Shelter Branch Training

Course Overview: This course is designed for individuals who may staff a position within the Care and Shelter Branch during an exercise or activation of the Emergency Operations Center. Training will include an overview of the positions within the Care and Shelter Branch and their responsibilities. The training will include hands-on practice on position specific roles and responsibilities.

EOC Response: Action Planning, Information Analysis, Situational Awareness

Course Overview: This course is designed for agencies and jurisdictions who may fill a Planning and Intelligence Section position within the EOC to maintain information management and situational analysis. Training will include an overview of the Planning and Intelligence Section, consequence management, EOC Action Planning process, and training on specific emergency plans and annexes maintained by the Emergency Management Division. Training will include hands-on practice and training on position specific roles and responsibilities.

EOC Response: Logistics & Finance Section Training

Course Overview: This course is designed for those who may fill a Logistics & Finance Section position within the EOC. Training will include an overview of the Logistics & Finance Section process, protocols, position checklists and hands-on practice. Enrollment is open to all County employees and Operational Area Partners.

Public Information Manager and PIO Support Staff Training

Course Overview: This course is designed for those who may fill a Public Information Manager or Public Information Officer Support Staff position within the EOC. Training will include an overview,

processes, protocols, the Joint Information System Annex, and a hands-on drill. Enrollment is open to all County employees and Operational Area partners.

WebEOC Orientation

Course Overview: WebEOC Orientation is a 2 hour class on the WebEOC Incident Management System used in Emergency Operations Centers. The WebEOC system has been completely redesigned and this course will demonstrate how to use the new WebEOC and JIMS 8.0 version. The class is a hands-on tutorial including login procedures, Activity Logs, and the Jurisdictional Information Management System. Enrollment is open to all County employees and Operational Area Partners.

San Onofre Nuclear Generating Station (SONGS) Emergency Planning Overview

Course Overview: In June of 2013, Southern California Edison announced the closure of the San Onofre Nuclear Generating Station (SONGS). SONGS has been in a decommissioning status. This course will provide details about current plant conditions, emergency planning, and public information messaging. Enrollment is open to all County employees and Operational Area Partners.

EOC SUPPORT POOL TRAINING

EOC Support Pool (Messengers, Hotline, Documentation)

Course Overview: This course will focus on the use of WebEOC and the Smart Board projection system used to plot information in the EOC and personnel who may be assigned as Messengers, Hotline, or Documentation staff in the EOC. Training will include the proper use of message forms, gathering of information from your assigned Section or Branch, and information flow in the EOC. There will be hands-on training in the form of an exercise and participants will practice on the hotline using WebEOC. Participants will learn how to appropriately answer calls, identify and manage trends and rumors and will use information from callers to report information to the Public Information Manager. Training will be interactive and hands-on. Enrollment is open to all County employees and Operational Area Partners.

Situation Analysis Support Staff (SASS)

Prerequisite: Attendees must complete the WebEOC Orientation training

Course Overview: This course will focus on the Situation Analysis within the EOC. Staff members assigned to this role are responsible for gathering, analyzing and vetting important information impacting County agencies, special districts, school districts, cities and all other affected organizations. The course will include hands-on training on WebEOC Incident Management System. Enrollment is open to all County employees and Operational Area Partners.



ORANGE COUNTY EMERGENCY OPERATIONS CENTER TRAINING SCHEDULE

January	DATE	TIME
Intro to SEMS, NIMS, ICS and EOC Orientation – Support Center	Wednesday, January 11	1:30 p.m. to 3:30 p.m.
WebEOC 8.0/JIMS 8.0 – Support Center	Thursday, January 19	9:00 a.m. to 11:00 a.m.
EOC Management Training – Command Center	Tuesday, January 24	1:00 p.m. to 3:00 p.m.
February	DATE	TIME
Public Information Officer & PIO Support Staff – Command Center	Wednesday, February 8	9:00 a.m. to 11:00 a.m.
WebEOC 8.0/JIMS 8.0 – Support Center	Tuesday, February 14	1:00 p.m. to 3:00 p.m.
Situation Analysis Support Staff Training – Support Center	Wednesday, February 22	9:00 a.m. to 11:00 a.m.
March	DATE	TIME
WebEOC 8.0/JIMS 8.0 – Support Center	Wednesday, March 8	9:00 a.m. to 11:00 a.m.
EOC Response: Evacuations, Sheltering, Law Enforcement, and Critical Infrastructure – Operations Center	Thursday, March 16	1:00 p.m. to 3:00 p.m.
One Day EOC Responder Training – Operations Center	Tuesday, March 28	All Day 8:00 a.m. to 4:00 p.m.
April	DATE	TIME
EOC Support Pool Training – Support Center	Wednesday, April 12	9:00 a.m. to 11:00 a.m.
WebEOC 8.0/JIMS 8.0 – Support Center	Tuesday, April 18	1:00 pm. to 3:00 p.m.
Care and Shelter Branch Training – Operations Center	Wednesday, April 26	9:00 a.m. to 10:30 a.m.
May	DATE	TIME
EOC Response: Action Planning, Information Analysis, Situation Awareness – Operations Center	Thursday, May 11	8:00 a.m. to 12:00 p.m.
WebEOC 8.0/JIMS 8.0 – Support Center	Wednesday, May 17	9:00 a.m. to 11:00 a.m.
June	DATE	TIME
EOC Response: Logistics & Finance Section- Operations Center – Support Center	Thursday, June 8	9:00 a.m. to 11:00 a.m.
WebEOC 8.0/JIMS 8.0 -Support Center	Wednesday, June 14	9:00 a.m. to 11:00 a.m.
Intro to SEMS, NIMS, ICS and EOC Orientation -Support Center	Tuesday, June 20	1:00 p.m. to 3:00 p.m.



ORANGE COUNTY EMERGENCY OPERATIONS CENTER TRAINING SCHEDULE

***TO REGISTER: Please Print Clearly and include all Information as requested:
E-mail to mbaldwin@ocsd.org or FAX to (714) 628-7154***

NAME OF COURSE:	DATE OF COURSE:	
NAME OF COURSE:	DATE OF COURSE:	
NAME OF COURSE:	DATE OF COURSE:	
NAME OF COURSE:	DATE OF COURSE:	
NAME OF COURSE:	DATE OF COURSE:	
NAME OF COURSE:	DATE OF COURSE:	
Name (First, MI, Last)	Email Address	
Agency/Department	Work Phone	
Cell Phone	Work Fax	
Supervisor Approval		
<p><i>Confirmation for training and a map to the EOC will be sent to you by email upon receipt of approved registration. If you have not received confirmation within one week of training date, please email maldana@ocsd.org</i></p>		