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| EM Logo2**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 with in 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 Officer and PIO Support Staff Training**

*Course Overview:* This course is designed for those who may fill a Public Information Officer 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.

**AlertOC Training**

*Course Overview*: AlertOC Training is a 2 hour session designed to go over the processes and procedures to send a notification using the Everbridge system. This course addresses the main features of Mass Notification which can also apply to other types of notifications using the Everbridge suite. 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**

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| **January** | **DATE** | **TIME** |
| **WebEOC 8.0/JIMS 8.0 –** Support Center | Thu., January 16 | 1:30 p.m. to 3:30 p.m. |
| **AlertOC Training –** Support Center | Thu., January 23 | 1:30 p.m. to 3:30 p.m. |
| **February** | **DATE** | **TIME** |
| **WebEOC 8.0/JIMS 8.0 –** Support Center | Tue., February 11 | 10:00 a.m. to 12:00 p.m.  |
| **Care and Shelter Branch Training-**Operations Center | Thu., February 13 | 9:00 a.m. to 11:00 a.m.  |
| **Situation Analysis Support Staff Training –** Operations Center | Wed., February 19 | 9:00 a.m. to 11:00 a.m.  |
| **Recovery –** Operations Center | Thu., February 20 | 1:30 p.m. to 3:30 p.m. |
| **Intro to SEMS, NIMS, ICS and EOC Orientation-**Operations Center | Tue., February 25 | 1:30 p.m. to 3:30 p.m.  |
| **AlertOC Training –** Support Center | Wed., February 26 | 9:00 a.m. to 11:00 a.m. |
| **March** | **DATE** | **TIME** |
| **AlertOC Training –** Support Center | Tue., March 10 | 1:30 p.m. to 3:30 p.m. |
| **WebEOC 8.0/JIMS 8.0 –** Support Center | Wed., March 11 | 1:30 p.m. to 3:30 p.m. |
| **San Onofre Nuclear Generating Station Emergency Planning Overview–** Support Center | Thu., March 19 | 1:30 p.m. to 3:30 p.m.  |
| **EOC Response: Action Planning, Information Analysis, Situation Awareness –** Operations Center | Tue., March 24 | 9:00 a.m. to 12:00 p.m.  |
| **April** | **DATE** | **TIME** |
| **EOC Support Pool Training –** Support Center | Wed., April 8 | 9:00 a.m. to 11:00 a.m. |
| **AlertOC Training –** Support Center | Thu., April 16 | 9:00 a.m. to 11:00 a.m. |
| **WebEOC 8.0/JIMS 8.0 –** Support Center | Tue., April 21 | 10:00 a.m. to 12:00 p.m. |
| **EOC Management Training –** Command Center | Wed., April 22 | 9:00 a.m. to 11:00 a.m.  |
| **Public Information Officer & PIO Support Staff –** Support Center | Thu., April 30 | 1:30 p.m. to 3:30 p.m. |
| **May** | **DATE** | **TIME** |
| **Intro to SEMS, NIMS, ICS and EOC Orientation –** Support Center | Wed., May 7 | 9:30 a.m. to 11:30 a.m. |
| **Logistics & Finance Section** – Operations Center | Wed., May 13 | 9:30 a.m. to 11:30 a.m. |
| **WebEOC 8.0/JIMS 8.0 –** Support Center | Thurs., May 14 | 1:30 p.m. to 3:30 p.m. |
| **AlertOC Training –** Support Center | Tue., May 19 | 1:30 p.m. to 3:30 p.m. |
| **Medical & Healthcare Branch –** Operations Center | Thu., May 21 | 9:00 a.m. to 11:00 a.m. |
| **June**  | **DATE** | **TIME** |
| **EOC Operations Section Overview –** Operations Center | Thu., June 4 | 9:00 a.m. to 11:00 a.m. |
| **WebEOC 8.0/JIMS 8.0-**Support Center | Thu., June 18 | 10:00 a.m. to 12:00 p.m. |
| **AlertOC Training –** Support Center | Wed., June 24 | 9:00 a.m. to 11:00 a.m. |
| **Intro to SEMS, NIMS, ICS and EOC Orientation-**Support Center | Tue., Jun 30 | 1:30 p.m. to 3:30 p.m. |

**ORANGE COUNTY EMERGENCY OPERATIONS CENTER**

**TRAINING SCHEDULE**

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| ***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:  |
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| NAME OF COURSE: | DATE OF COURSE: |
|  |  |
|  |  |
| **Name (First, MI, Last)** | **Email Address** |
|  |  |
| **Agency/Department** | **Work Phone** |
|  |  |  |
| **Cell Phone** | **Work Fax** |  |
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| **Supervisor Approval**  |
| ***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  |