

**NYC CERT  
Post-training Course Catalogue  
2011**

Page 2	Mandatory Training
Page 3	Post-training Expectations General Information Post-training Registration Post-training Attendance
Page 4	Post-training Courses
	Appendices
Page 9	A Recommended Training for New Members
Page 10	B NYC CERT Leadership Track
Page 13	C Approved Online courses
Page 17	D NYC CERT Post-training Courses Grouped According to Purpose

Courses are listed in alphabetical order, beginning on page 4. Please see the appendices for recommended training for new members, the NYC CERT Leadership track, and a full list of approved online training.

Courses may be added or deleted from the catalogue throughout the year.

## MANDATORY TRAINING

### **NYC CERT 10-week Basic Training**

**30 hours**

This course provides the foundation in emergency preparedness, response, and recovery for the NYC CERT program. The 10-week course includes CERT-specific and personal awareness in fire safety, disaster medical operations, utilities, transportation, and human services in the urban environment; basic search and rescue techniques; and a full-scale disaster simulation where teams will use the incident command structure to approach disasters. A team-building approach is used, and participants will be required to participate in table top exercises, build an emergency phone tree, and complete weekly homework assignments.

Instructor(s): OEM, FDNY, NYPD

Prerequisite(s): 18 years of age or older, NYC resident, or for corporate teams must work in NYC, NYC OEM background check, approval of NYC CERT team chief; and successful completion of the FEMA Independent Study on-line course listed below:

### **IS-100.b Introduction to the Incident Command System, ICS-100**

ICS 100, Introduction to the Incident Command System, introduces 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).

<http://training.fema.gov/EMIWeb/IS/IS100b.asp>

### **Introduction to Ready NY for CERT**

**1.5 hours**

This course is mandatory for all active, credentialed NYC CERT members. This course provides the basic Ready NY message that all members must know to competently provide emergency preparedness information to their community through general CERT presentations, tabling events, or while talking to their neighbors.

Upon graduation from the 10-week Basic Training, new members must complete this course prior to their temporary credential from expiring, or six months from graduation.

Instructor(s): CERT Ready NY Peer Trainers, OEM Staff

Prerequisite(s): 10-week Basic Training

## POST-TRAINING EXPECTATIONS

### **General Information**

All active, credentialed NYC CERT members are eligible to attend post-training courses offered by NYC OEM CERT. Some courses may be geared towards team leadership (denoted by an L) or have a prerequisite to attend. Please see course list for this information.

Courses are offered throughout the year, based on the availability of trainers and training locations.

Courses include: classroom instruction, on-line instruction, and practical (hands on) instruction.

### **Post-training Registration**

All post-training announcements are sent by NYC OEM through e-mail. Team chiefs, or their designee, are responsible for making sure members are aware of available training. Team chiefs are responsible for making sure members who do not have e-mail receive training announcements and information.

General courses announcements will be sent to all members. Other trainings will go through team leadership for registration.

Registration for all post-training courses is through [certtraining@oem.nyc.gov](mailto:certtraining@oem.nyc.gov). If a member does not have e-mail, his or her team chief is responsible for signing the member up for the course. Individual members who sign up for a post-training course must notify their team chief. Team chiefs may also send in a team list for trainings.

Some training courses may have a class limit, which, once met, will close at registration. Classes that are full will have waiting lists for members who are still interested in attending. Members will be contacted if space becomes available.

### **Post-training Attendance**

It is expected that members show up for courses for which they register. **Members who are considered “no-shows” may be penalized by not being allowed to register or attend a NYC CERT post-training course for three months.** A “no-show” is a member who signs up for a course and does not attend and does not cancel in advance. If a member signs up for a course and then cannot attend, he or she should alert CERT staff via [certtraining@oem.nyc.gov](mailto:certtraining@oem.nyc.gov) or call 718-422-8951.

## **POST-TRAINING COURSES**

This is a cumulative list of courses for NYC CERT members that are approved for credentialing. Courses are offered throughout the year, based on the availability of trainers and training locations. Courses noted with an (L) are given registration preference to NYC CERT leadership.

### **NYC Citizen Corps Volunteer Development Program Courses**

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These courses are offered through NYC Citizen Corps, of which NYC CERT is a member. Courses vary by topic and are sent out primarily through CERT leadership. Members may sign up through their team chief or through the NYC Citizen Corps contact information.

NYC Citizen Corps offers an annual Disaster Volunteer conference, usually scheduled in April or May. Topics

#### **Coastal Storm Flooding/On-line Training 3 hours**

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A majority of the New York City coastline is located within different levels of flood zones. The on-line Coastal Storm Flooding training outlines what roles CERT members may play in the event of a large coastal storm and the City opens up its shelter system. This training is on-line and members can register by contacting [certtraining@oem.nyc.gov](mailto:certtraining@oem.nyc.gov).

Instructor(s): OEM Human Services and Coastal Storm Planning Partners  
Prerequisite(s): 10-week Basic Training

#### **Communicating with the Disabled (L) 2 hours**

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This is the Seventh Sense training offered by The Center for Independence of the Disabled New York (CIDNY). CERT members who are interested in further training after Cultural Awareness will learn definitions of disability, how to dispel common myths about people with disabilities, as well as communication, interpersonal, and other skills when working with or assisting people with disabilities. Training incorporates real life vignettes, group exercises, and questions and answers about people with disabilities in a safe, supportive environment.

Instructor(s): CIDNY  
Prerequisite(s): 10-week Basic Training and Cultural Awareness, IS-197.SP

#### **ConEdison Awareness and Response 3 hours**

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ConEdison supplies much of New York City's utility services. This training provides CERT members with a follow-up to the Urban Environment I Unit and will raise greater personal awareness and possible team response as it relates to utility incidents.

Instructor(s): ConEdison Emergency Response Group  
Prerequisite (s): 10-week Basic Training

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**CPR Awareness****3 hours**

If someone you loved experienced a cardiac arrest, would you know how to perform life-saving CPR? The FDNY EMS Community CPR Training Program teaches groups of individuals to learn the necessary skills to confidently perform CPR to a friend or family member if needed.

The program is run by the Department's Mobile CPR Training Unit. Classes are taught by American Heart Association-Certified CPR instructors. The class provides a good working knowledge of CPR for the non-professional and is not designed for certification. You'll get hands-on instruction and a CPR kit to use for practice at home. This training is instructed to groups, so neighboring teams may want to hold the training together. For more information, call (718) 281-3888.

Instructor(s): FDNY Foundation EMS Community CPR Training Program/American Heart Association Certified CPR Instructors

Prerequisite(s): 10-week Basic Training

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**Creating Vigilant, Prepared, and Resilient Communities for Homeland Security (L)****16 hours**

This training is offered by the Western Community Policing Institute/Western Oregon University. This US Dept. of Homeland Security-funded two-day training is designed to train and equip public safety and community leaders with the skills necessary to create vigilant, prepared, and resilient communities for homeland security.

Instructor(s): Western Community Policing Institute

Prerequisite: 10-week Basic Training and approval of team chief, IS-240, IS-241

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**Cultural Awareness****3 hours**

NYC is a culturally rich environment. More than 500 languages are spoken by its residents, and over 500 different cultures are represented throughout the five boroughs. This course is designed to provide the NYC CERT member with a basic approach to developing awareness and sensitivity in working with and providing services to the City's diverse residents as a NYC CERT member.

Instructor(s): OEM External Affairs Unit

Prerequisite(s): 10-week Basic Training

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**Emergency Operations Center/E-Team****2 hours**

This training session includes an Emergency Operations Center (EOC) 101 which will provide the participant with an understanding of the importance of the NYC OEM EOC and how it functions. The E-Team segment of the training provides a detailed overview of the E-Team software and allows users to practice required tasks in the system. NYC CERT members who successfully complete this training will have the opportunity to fill the NYC CERT seat in EOC activations under the direct supervision of the External Affairs CERT Emergency Support Function (ESF) coordinator, as well as work in OEM Watch Command to support CERT operations.

Instructor(s): OEM Training and Exercise Unit  
Prerequisite(s): 10-week Basic Training and IS100b, IS-775

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**Enhanced Coping Skills (L)** **16 hours**

This course is for CERT leadership interested in learning basic and advanced communication skills. As a leader of the team, it is the chief's responsibility to make sure he/she is keenly aware of the stresses team members may be under during an exercise or deployment. This class will help team leadership develop a heightened awareness and provide them with tools to keep communication open during stressful times.

Instructor(s): NYC Department of Health and Mental Hygiene  
Prerequisite(s): 10-week Basic Training, IS-242

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**How to Start Building Your Community Disaster Network** **2.5 hours**

NYC CERTs have been asked to build relationships within their communities with vital stakeholders, including at-risk populations and other who may need more assistance than others during emergencies. These relationships may assist with quicker recoveries or greater resources for residents. Learn how to outreach, build, and maintain these important relationships before they are needed!

Instructor(s): NYC OEM CERT Program Staff  
Prerequisite(s): 10-week Basic Training

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**Mental Health Effects of Disaster Work** **3 hours**

This course provides an understanding of the factors that affect both NYC CERT Team members and the community members which they serve. CERT volunteers need to understand what they may see or hear during an incident and how it may affect their and other's mental health. The do's and don't of working with people affected by disasters will also be stressed. This is a follow-up course to the Urban III unit from the 10-week Basic Training.

Instructor(s): NYC Department of Health and Mental Hygiene  
Prerequisite(s): 10-week Basic Training

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**OEM Response Training (L)** **2 hours**

This training will raise awareness on how the City and OEM respond to different types of emergencies throughout New York City. It also discusses CERT's role in these responses.

Instructor(s): OEM Training and Exercises Unit  
Prerequisite(s): 10-week Basic Training

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**Ready NY Presenter** **3 hours**

The Ready NY program is the City of New York's emergency preparedness program. CERT members who are interested in public speaking will be trained in raising

awareness about potential emergencies and disasters in New York City and how residents can prepare for them. This training will also train bilingual members who will be able to go into communities where languages other than English are prominent and provide emergency preparedness information.

The class provides hands-on presenter training, with evaluation by the OEM Ready NY and Training and Exercises staff. Upon successful completion of the training session, members will be asked to provide a minimum of five Ready NY presentations in their communities.

Instructor(s): OEM Ready NY and Training and Exercise Units

Prerequisite(s): 10-week Basic Training

### **Ready NY for Kids Presenter**

**4 hours**

The Ready NY for Kids program is a preparedness program for kindergarten students through high school and their parents. CERT members will be trained to address school groups, after-school groups, youth organizations and parent groups.

The class provides hands-on presenter training, with evaluation by the OEM Ready NY and Training & Exercises staff. Upon successful completion of this training session, members will be asked to provide Ready NY for Kids presentations in their community. Day hours are preferred as trained presenters will also go into schools and present in assemblies and classrooms.

Instructor(s): OEM Ready NY Unit

Prerequisite(s): 10-week Basic Training, DOE fingerprinting.

### **Running Planned Events**

**3 hours**

One of the major responsibilities of a CERT is providing emergency preparedness information to its community. Teams can participate in community events that are sponsored by other agencies or organizations or can set up their own events. This training will go through the steps of holding a successful community event, which can include Ready NY presentations, recruiting for new members, and participating in National Preparedness Month.

Instructor(s): OEM External Affairs Unit

Prerequisite(s): 10-week Basic Training

### **Table Top Exercise Design 101 (L)**

**3 hours**

This course is designed to give participants the basic tools to create a table top exercise for their team. The course teaches the eight steps of exercise design, table top facilitation, and exercise characteristics. This is an excellent response training and network opportunity. Participants will also be expected to hold a table top exercise with their team, possibly including surrounding teams, within three months of completing the course.

Instructor(s): OEM Training and Exercise Unit  
Prerequisite(s): 10-week Basic Training and ICS 120a

**Traffic Safety**

**3 hours**

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One of the most common responses CERT may be called upon to do is traffic control. Members may be asked to provide support during a large-scale planned event, such as the Annual Five Boro Bike Tour, or to assist during an incident. As you may recall from Unit 9- Police Science and Terrorism, traffic control is one the most dangerous roles for CERT. Proper instruction on on-going training is a must for members interested in helping with any type of traffic control.

Instructor(s): NYPD  
Prerequisite(s): 10-week Basic Training

**Wilderness Search and Rescue**

**8 hours**

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Parts of the five boroughs contain large areas of park space. Emergencies involving lost persons happen quite regularly, especially concerning children, and adults with dementia or Alzheimer's disease. NYC CERTs with large parks in their community boards would benefit from this awareness course that adds specifics about park environments in regards to light search and rescue. Participants should be in good health for hiking and be dressed appropriately for the outdoors. The majority of this training will be held outdoors.

Instructor(s): NYS Department of Environmental Conservation  
Prerequisite(s): 10-week Basic Training, Affiliation with team containing or bordering a large city, state, or Federal park or recreational area.

**Appendix A**  
**Recommended post-training for new members**

## Mandatory Training

### **Introduction to Ready NY for CERT**

**1.5 hours**

This course is mandatory for all active, credentialed NYC CERT members. This course provides the basic Ready NY message that all members must know to competently provide emergency preparedness information to their community through general CERT presentations, tabling events, or while talking to their neighbors.

Upon graduation from the 10-week Basic Training, new members must complete this course prior to their temporary credential from expiring, or six months from graduation.

Instructor(s): CERT Ready NY Peer Trainers, OEM Staff

Prerequisite(s): 10-week Basic Training

## Recommended Training

For newly graduated members the following courses are recommended:

- Coastal Storm Flooding
- ConEdison Awareness
- Emergency Operations Center/E-Team

FEMA Independent Study (IS) Program (see Appendix C for detailed course information)

<http://training.fema.gov/IS/>

IS-7	A Citizen's Guide to Disaster Assistance
IS-22	Are You Ready? An In-depth Guide to Citizen Preparedness
IS-100.b	Introduction to the Incident Command System
IS-317	Introduction to Community Emergency Response Teams
IS-324	Community Hurricane Preparedness

The above courses will add to the solid foundation members have following graduation from the 10-week Basic Training. These trainings should be taken within the first two years following a member's basic training.

## **Appendix B**

### **NYC CERT Leadership Track (L)**

These courses are offered to NYC CERT leadership and may include: Team Chiefs, Deputy Team Chiefs, and other designated team leadership. The majority of these classes will be held on Monday evenings throughout the year.

#### **Team Leadership**

This course is designed to teach basic leadership skills. It provides an introduction to the key concepts of communication, team work, team building, and leadership style. It covers both the essential theory and practical skills for successful leadership of NYC CERTs.

#### **Advanced Team Leadership**

This course delves deeper into team motivation, performance, and delegation. It also provides practical networking skills with other community disaster volunteers.

#### **Team Building and Assessment**

This course will assist CERT leadership in understanding the basic goals of team building and how to incorporate team building exercises into monthly meetings. Resource tools will be provided to leadership to assist with determining how well the team is functioning and how to set team goals.

#### **Conflict Management**

This course facilitates the understanding of conflict, detecting signs of conflict escalation, responding to such signs with appropriate action and using effective techniques to resolve the conflict.

#### **Time Management and the Art of Delegation**

This course will assist team leadership in making the most of the valuable time they have to successfully run their teams. Delegating, or assigning other members specific responsibilities is a vital tool in using time efficiently and is a great way to team build at the same time.

#### **Recruiting and Evaluation of Members**

This course will assist team leadership in getting the most out of recruitment for new members by using best practices of other teams and volunteer disaster organizations. Resources will be given to assist teams in evaluating both new and existing members to get the most out of each person's experience with the team.

We also strongly recommend NYC CERT leadership complete the following FEMA Independent Study Courses:

**IS-139 Exercise Design**

Emergencies happen. Emergencies can be limited in scope or they can reach disaster proportions, sweeping through an entire community or multiple communities. Being prepared to respond to and recover from emergencies is everyone's challenge. Whether your organization is a government agency tasked with a particular response role, a volunteer agency that responds to the community's needs, or a private sector entity that may be faced with an emergency situation, you have an important role in that preparation. As an outcome of your community's or organization's emergency planning process, plans should be in place that specify how you prepare for emergencies, how you will respond if an emergency occurs, how you will mitigate the potential effects of emergencies, and how you will recover. Practice is an important aspect of the preparation process. Experience and data show that exercises are a practical, efficient, and cost-effective way for organizations in the government, nonprofit, and private sectors to prepare for emergency response and recovery.

This course is based on one important premise: Emergency exercises are worth the effort. Exercises identify areas that are proficient and those that need improvement. Lessons learned from exercises can be used to revise operational plans and provide a basis for training to improve proficiency in executing those plans. This course is designed to introduce you to the fundamentals of exercise design and to prepare you to design and conduct a small functional exercise for your organization. It addresses: The value of conducting exercises; The components of a comprehensive exercise program; The exercise development process ¾ development tasks, organization of the design team, exercise documentation, and the steps in designing an exercise.

This course will cover the purpose, characteristics, and requirements of three main types of exercises: Tabletop exercise, Functional exercise, and Full-scale exercise. In addition this course will cover: Exercise evaluation; Exercise enhancements; and Designing a functional exercise.

<http://training.fema.gov/EMIWeb/IS/is139.asp>

**IS-240 Leadership & Influence**

Being able to lead others - to motivate them to commit their energies and expertise to achieving the shared mission and goals of the emergency management system - is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your leadership and influence skills. It addresses: Leadership from within; How to facilitate change; How to build trust; Using personal influence and political savvy; and Fostering an environment for leadership development.

<http://training.fema.gov/EMIWeb/IS/is240.asp>

**IS-241 Decision Making and Problem Solving**

Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills. It addresses: The decision-making process; Decision-making styles; Attributes of an effective decision maker; and Ethical decision making and problem solving.

<http://training.fema.gov/EMIWeb/IS/is241.asp>

**IS-242 Effective Communication**

Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your communication skills. It addresses: Basic communication skills; How to communicate in an emergency; How to identify community-specific issues; Using technology as a communication tool; Effective oral communication; and How to prepare oral presentation.

<http://training.fema.gov/EMIWeb/IS/is242.asp>

**IS-244 Developing and Managing Volunteers**

This course is for emergency managers and related professionals working with all types of volunteers and coordinating with voluntary agencies. The course provides procedures and tools for building and working with voluntary organizations. Topics include: Benefits and challenges of using volunteers; Building a

volunteer program; Writing job descriptions; Developing volunteers through recruitment, placement, training, supervision and evaluation; Coordinating with voluntary agencies and community-based organizations; Special issues including spontaneous volunteers, liability, and stress.

<http://training.fema.gov/EMIWeb/IS/is244.asp>

**IS-288 The Role of Voluntary Agencies in Emergency Management**

This independent study course provides a basic understanding of the history, roles, and services of disaster relief voluntary agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations.

<http://training.fema.gov/EMIWeb/IS/is288.asp>

## **Appendix C**

### **Approved Online Training**

Information on prerequisite independent study (IS) classes can be found in Appendix C. Please print out the certificate you receive at the end of each training session and send to [certtraining@oem.nyc.gov](mailto:certtraining@oem.nyc.gov) or bring to training.

The following online courses have been approved by NYC CERT program staff for re-credentialing purposes. They are all part of the FEMA Independent Study program, found at: <http://training.fema.gov/IS/>. The links for each course can be found at the end of the course description.

#### **IS-7 A Citizens' Guide to Disaster Assistance**

This independent study course provides a basic understanding of the roles and responsibilities of the local community, State, and the federal government in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management who need a general introduction to disaster assistance.

<http://training.fema.gov/EMIWeb/IS/is7.asp>

#### **IS-10.a Animals in Disasters: Awareness and Preparedness**

This course is intended to help animal owners, care providers, and industries to understand incident management. The objectives of this course are to increase awareness and preparedness among animal owners and care providers, and to describe how typical hazards affect animals and what can be done by responsible owners to reduce the impact of disasters.

<http://training.fema.gov/EMIWeb/IS/is10a.asp>

#### **IS-11.a Animals in Disasters: Community Planning**

This course provides information for groups to meet and develop meaningful and effective plans that improve the care of animals, their owners, and the animal-care industries in disasters. The objectives of this course are to learn how to develop a community plan for managing animals in an emergency, identify hazards and threats most likely to affect your community and ways to minimize their impact on animals, indicate how communities use the Incident Command System (ICS) to respond effectively to an incident involving animals, describe resources available to help communities recover from a disaster, and develop community support for a disaster preparedness plan involving animals.

<http://training.fema.gov/EMIWeb/IS/IS11a.asp>

#### **IS-22 Are you Ready? An In-depth Guide to Citizen Preparedness**

The "Are You Ready? An In-Depth Guide to Citizen Preparedness" has been designed to help the citizens of this nation learn how to protect themselves and their families against all types of hazards. It can be used as a reference source or as a step-by-step manual. The focus of the content is on how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble a disaster supplies kit that contains the food, water, and other supplies in sufficient quantity for individuals and their families to survive.

<http://training.fema.gov/EMIWeb/IS/is22.asp>

#### **IS-26 Guide to Points of Distribution**

This guide was developed to support the Points of Distribution (POD) overview video and provide an in depth look into the planning, operations, and demobilization stages of a POD mission. The lessons detail the staffing and procedures any state will need to plan for, execute, and shut down POD operations. The guide also includes key lessons such as safety, equipment, and resource accountability and informs the reader about the Adopt a POD program being used by the state of Washington. By the end of reading this

Guide you will be able to: describe Points of Distribution, explain how Points of Distribution are set up and operated, and understand how to supervise a Point of Distribution Staff.

<http://training.fema.gov/EMIWeb/IS/is26.asp>

### **IS-55 Household Hazardous Materials – A Guide for Citizens**

This course was designed for the general public. The course will introduce you to household hazardous materials and things you can do to protect yourself and your family from injury or death.

In the 1st unit, you will learn about basic chemical and physical properties, the ways chemicals enter your body, and the effects chemicals have on your body.

In the 2nd and 3rd units, you will learn about cleaning products, lead, mercury, gasoline, compressed gases, carbon monoxide, medical supplies, chlorine, pesticides, and much more.

In the last two units, you will cover labels, personal protective equipment, proper disposal methods, preventive measures to take before natural disasters, and less toxic alternatives.

Dangers from chemical products depend greatly on the individuals using them. Chemicals are safe to use when people read the directions and use them correctly.

This course is available on-line as an interactive web-based course. It will take 1 to 3 hours to complete all the units and take the final exam. There are several interactive activities throughout the course. These activities are optional and not content-based, however, you are encouraged to view them, as they will reinforce content learned.

<http://training.fema.gov/EMIWeb/IS/is55.asp>

### **IS-100.b Introduction to the Incident Command System**

ICS 100, Introduction to the Incident Command System, introduces 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).

<http://training.fema.gov/EMIWeb/IS/IS100b.asp>

### **IS-120.a An Introduction to Exercises**

IS 120.a introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC). This course will introduce you to the following concepts: Managing an exercise program; Designing and developing an exercise; Conducting an exercise; Evaluating an exercise; and Developing and implementing an improvement plan.

<http://training.fema.gov/EMIWeb/IS/IS120A.asp>

### **IS-197.SP Special Needs Planning Considerations for Service and Support Providers**

All individuals, advocacy groups, organizations, and institutions within the special needs service and support system are encouraged to be proactive and develop emergency plans. The purpose of this course is to provide representatives of the special needs service and support system with the basic information and tools to develop their own emergency plans. This course is designed for people who work with the elderly and people with disabilities, and will teach how to partner with local Emergency Management and better prepare for all phases of an emergency.

<http://training.fema.gov/EMIWeb/IS/is197SP.asp>

### **IS-200a ICS for Single Resources and Initial Action Incidents**

ICS 200 is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

<http://training.fema.gov/EMIWeb/IS/IS200A.asp>

### **IS-230.a Fundamentals of Emergency Management**

The revised and renamed Fundamentals of Emergency Management course introduces the fundamentals of emergency management as an integrated system, surveying how the resources and capabilities of all

functions at all levels can be networked together in all phases for all hazards. It is one in the Federal Emergency Management Agency (FEMA) Professional Development Series.

This course was previously titled "Principles of Emergency Management." The title was changed to reflect the content and intent of the course. Persons who previously took Principles of Emergency Management (IS 230) are not be required to take Fundamentals of Emergency Management and will be given credit toward completion of the series for either.

<http://training.fema.gov/EMIWeb/IS/is230a.asp>

### **IS-271 Anticipating Hazardous Weather & Community Risk**

Note: This course is on a non-federal government website operated by the Cooperative Program for Operational Meteorology, Education, and Training (COMET).

As an emergency manager, you play a special role in anticipating and preparing for hazardous weather. This course will help you meet this challenge more effectively by: Enhancing your ability to recognize potentially hazardous weather and flooding situations and how they may affect your community; Familiarizing you with National Weather Service (NWS) products so that you understand how to use and interpret forecasts; and Encouraging you to develop a partnership with the NWS well in advance of a threat.

<http://training.fema.gov/EMIWeb/IS/is271.asp>

### **IS-317 Introduction to Community Emergency Response Teams**

"Introduction to Community Emergency Response Teams", IS- 317, is an independent study course that serves as an introduction to CERT for those wanting to complete training or as a refresher for current team members. It has six modules with topics that include an Introduction to CERT, Fire Safety, Hazardous Material and Terrorist Incidents, Disaster Medical Operations, and Search and Rescue. It takes between six and eight hours to complete the course. Those successfully finishing it will receive a certification of completion from Citizen Corps."

<http://training.fema.gov/EMIWeb/IS/is317.asp>

### **IS-324 Community Hurricane Preparedness**

Note: This course is on a non-federal government website operated by the Cooperative Program for Operational Meteorology, Education, and Training (COMET).

This computer-based course, Community Hurricane Preparedness, is to provide those involved in the decision making process for hurricanes with basic information about:

How hurricanes form; The hazards they pose; How the National Weather Service (NWS) forecasts future hurricane behavior; and What tools and guiding principles can help emergency managers prepare their communities.

<http://training.fema.gov/EMIWeb/IS/is324.asp>

### **IS-394.a Protecting Your Home or Small Business From Disaster**

The Emergency Management Institute is pleased to announce the newly revised independent study course, IS-394.a Protecting your Home or Small Business from Disaster. The course replaces IS-394 Mitigation for Homeowners.

The purpose of this course is to provide a foundation of knowledge that will enable participants to: Describe different types of natural disasters; Describe hazards that pose a risk to their home or small business; Explain how protective measures can reduce or eliminate long-term risks to their home and personal property from hazards and their effects; Explain how protective measures for small businesses secure people, business property, and building structures and prevent business loss from a natural disaster.

<http://training.fema.gov/EMIWeb/IS/IS394A.asp>

### **IS-630 Introduction to the Public Assistance Process**

This course is an introductory level course designed for federal, state, tribal and local emergency management staff with responsibilities in FEMA's Public Assistance program. It is highly recommended for non-public assistance personnel who need a basic understanding of the process.

Four units of instructions cover such topics as an overview, eligibility, kickoff meeting, project formulation, and small project validation. The materials include a section on "How to take this course," an

interactive summary activity, and a resource center which includes public assistance policy publications, forms, glossary, link to FEMA's web site, and an end of course examination.

<http://training.fema.gov/EMIWeb/IS/is630.asp>

**IS-700.a National Incident Management System (NIMS) An Introduction**

IS-700: National Incident Management System (NIMS), and Introduction:

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5 (HSPD-5). This directive instructed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to in concert during domestic incidents. This course explains the purpose, principles, key components, and benefits of NIMS. It also contains "Planning Activity" screens giving you an opportunity to practice some planning tasks.

<http://training.fema.gov/EMIWeb/IS/is700a.asp>

**IS-775 EOC Management and Operations**

This course describes the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities and case studies that relate to EOC's and multi-agency coordination systems at the local, state and federal levels of government.

<http://training.fema.gov/EMIWeb/IS/IS775.asp>

**IS 800.B National Response Framework, An Introduction**

The course introduces participants to the concepts and principles of the National Response Framework.

<http://training.fema.gov/EMIWeb/IS/IS800b.asp>

## **Appendix D**

### **NYC CERT Post-training courses grouped according to purpose**

To assist teams and members in planning for training to fill certain team goals and objectives.

#### **Preparedness:**

ConEdison Awareness and Response  
CPR Awareness  
Creating Vigilant, Prepared, and Resilient Communities for Homeland Security  
Introduction to Ready NY for CERT  
OEM Response Training  
Ready NY Presenter  
Ready NY for Kids Presenter  
Table Top Exercise Design 101

#### **Community Disaster Network Building:**

Communicating with the Disabled  
Creating Vigilant, Prepared, and Resilient Communities for Homeland Security  
Cultural Awareness  
How to Start Building Your Community Disaster Network  
Enhanced Coping Skills  
Running Planned Events

#### **Response:**

Coastal Storm Flooding  
Communicating with the Disabled  
ConEdison Awareness and Response  
Emergency Operations Center/E-Team  
Mental Health Effects of Disaster Work  
OEM Response Training  
Table Top Exercise Design 101  
Traffic Safety  
Wilderness Search and Rescue

#### **Leadership Development:**

Team Leadership  
Advanced Team Leadership  
Team Building and Assessment  
Conflict Management  
Time Management and the Art of Delegation  
Recruiting and Evaluation of Members

#### **Volunteer Development:**

NYC Citizen Corps Council Annual Disaster Volunteer Conference