



REMTEC EOC Training Subcommittee
Standard Operating Procedure (SOP)
Revision: 4/23/19

I. Background

The Regional Disaster Preparedness Organization (RDPO) is a partnership of government agencies and private and non-profit organizations in the Portland Metropolitan Region (PMR) working together to build and maintain regional all-hazards disaster preparedness capabilities through coordinated planning, training and exercising, and investment in technology and specialized equipment. The PMR encompasses the five counties of Clackamas, Columbia, Multnomah, and Washington in Oregon and Clark in Washington, along with the City of Portland. Membership in the RDPO is open to all government jurisdictions in this region, as well as private and non-profit sector organizations working on disaster preparedness.

The work of the RDPO is conducted and coordinated through a well-defined structure of committees and work groups, including the Policy, Steering and Program Committees, discipline-specific work groups, and cross-discipline task forces. The EOC Training Subcommittee is a component of the Regional Emergency Management Technical Committee (REMTEC), the Emergency Management Work Group of the RDPO.

II. Purpose

The EOC Training Subcommittee helps develop and deliver training to the Emergency Management and/or Emergency Operations Center personnel of the Portland Metropolitan Region (PMR).

The aim is to develop and maintain a system of training that enhances the knowledge and skills of the Emergency Management professionals. It includes:

- Proposed Regional Training
- Standardized Curriculum
- Access to Training
- Delivery of Training

Much of the training being conducted in the region is already offered to neighboring jurisdictions, as seats are available, and posted on the Regional Training Calendar. The Subcommittee works to better coordinate that training; align training to exercises, existing plans, and identified gaps; spread the workload of delivering the training across the region; eliminate redundancies; and standardize the training being delivered.

PROPOSED REGIONAL TRAINING

The EOC Training Subcommittee has developed an extensive list of classes it considers essential for jurisdictions to carry out their emergency management functions in the region. (See Annex A for the complete list.)

III. Roles and Responsibilities

- A. The Subcommittee members are responsible for: Reviewing EOC regional training curriculum and gaining approval of its use by their respective agencies;
- B. Assisting in the development of an annual regional training calendar. (See Section VI for the meeting schedule.)
- C. Identifying open seats in their trainings and informing partners. (see Annex B for the training protocols)
- D. Developing new training curriculum, as identified.
- E. Manage regionally grant funded courses.
- F. Perform an annual training gap analysis and planning workshop, using inputs such as exercise After Action Reports (AARs).
- G. Liaison with the regional EOC Networking group and other RDPO workgroups as identified.
- H. Capture course analytics including:
 - a. Course date, name, number of attends and contact hours. Additionally, capturing if the course was offered regionally and how many external students attended will help determine gaps and needs in training for the region.
 - b. Course analytics will be included in the RDPO annual report and can be used by jurisdictions for EMPG reporting.

IV. Membership

- I. Membership in the Subcommittee is voluntary and open to all individuals professionally engaged in emergency management training from RDPO signatory agencies. There is no limit to the number of representatives allowed per agency. All representatives should be approved by their agency director.

V. Officers

- A. Positions and Duties: The officers of the Subcommittee shall be a Chair and Vice Chair elected by a simple majority of the Subcommittee. The Chair shall preside over all Subcommittee meetings; guide and support the work of standing committees and task forces, as needed; and represent the Subcommittee and its standing committees and task forces at the Program Committee. The Vice Chair serves in the Chair's absence.
- B. Eligibility: Any member of the Subcommittee is eligible to serve as the Chair or Vice Chair.
- C. Nominations and Elections: Subcommittee members shall nominate candidates for either officer position at least one month prior to the meeting at which an election is scheduled. Positions

shall be filled by the candidates for office receiving a simple majority vote of the active Subcommittee members attending the meeting in which an election is held or voting by e-mail or other electronic means.

- D. Term Limits: The term of Chair and Vice Chair shall be one year, renewable with the approval of the Subcommittee's active members through a simple majority vote. The Vice Chair shall automatically fill the Chair position upon the completion of the Chair's term, or in the event s/he vacates office. An election process must be held in the event the Vice Chair is no longer able to complete his/her term of office. Terms for both offices commence at the beginning of the month following elections.

VI. Meetings

- A. The Subcommittee meets at least twice per year, preferably once in the spring and once in the fall: 1) in the fall (September) to develop a proposed annual regional training calendar and propose projects for the UASI grant pipeline and 2) in the spring (April) to finalize the annual regional training calendar (i.e., prior to the State MYTEP June 1 deadline). Additional meetings or work sessions could be convened to address additional projects, such as development of curriculum, or developing additional training courses. Optionally, representatives may also attend the March TEPW at Oregon Prepared.
- B. Subcommittee meetings are open to emergency management, emergency preparedness and business continuity professionals both from within and outside the PMR.
- C. Special meetings may be held as necessary to conduct Subcommittee or other RDPO business, and may be called by the Chair or another member by submitting a request to the Chair. Meeting notice will be sent out at least a month prior.
- D. Meetings will be conducted in accordance with Robert's Rules of Order. However, decision-making will be based on the consensus model spelled out in Section VII below.
- E. An attendance list and notes, including meeting outcomes, will be prepared following each meeting and retained by the Subcommittee chair.
- F. The Subcommittee Chair will document key decisions and, as appropriate, transmit them to REMTEC, all Subcommittee members, and other RDPO stakeholders.
- G. If there is not a quorum, the Chair may conduct a vote by email.

VII. Decision-Making

- A. Except as noted in Paragraph B below, the Subcommittee makes decisions using a consensus model. The consensus process allows all group members equal weight in the decision-making process. During discussion on an issue requiring a decision by the meeting attendees, all participating are entitled to voice an opinion. The aim of consensus decision-making is to arrive at a decision that *best satisfies the group*. The Chair is responsible for facilitating the consensus process, which can include multiple steps of reviewing and amending a proposal to the point where all are satisfied with the final decision.

- B. A vote of active members is required on decisions relating to the allocation of funds (e.g., grant-funded project proposals), revision of the Subcommittee's SOP, and the election of officers. Voting is also required when a decision cannot be reached by consensus. A simple majority of votes cast (50%, plus one), either in person or through email or other electronic means, shall constitute the decision.
- C. Ordinarily, any resolution or recommendation coming up for a Subcommittee vote shall be presented by email one month prior to when the vote will be taken. The Chair shall send a finalized agenda by email one week in advance the meeting.
- D. In some situations, holding a vote at a meeting may not be possible. For example, a grant application issue may require a quick decision to meet a deadline. In these cases, active Subcommittee members may be asked to vote by email or other appropriate electronic means. Electronic vote deadlines should be no shorter than a week. The chair will share the results of votes by email with the entire membership.
- E. Whenever a consensus decision or vote takes place, the results of the decision will be included in the notes from the meeting and circulated to all members.

VIII. Conflict and Decision-Making Impasse Resolution Process

If an irresolvable issue or decision-making impasse arises, the following steps lay out a resolution process:

1. Step One: The Subcommittee Chair works with the membership to broker an agreement using the consensus model.
2. Step Two: The Subcommittee Chair conducts a simple majority vote among the active members.
3. Step Three: If a simple majority vote does not yield a decision, the Subcommittee Chair shall repeat the process as often as needed to help the Subcommittee come to an agreement.
4. Step Four: In a gridlock situation, the Chair will defer the vote to REMTEC, and ask the REMTEC Chair for a REMTEC vote on the decision.

IX. Amendments to the Standard Operating Procedure

- A. Any active member may recommend a change to the SOP.
- B. Amendments to the SOP may be made following the consensus of active members of the committee.

Approved (date) by REMTEC: April 23, 2019

REMTEC Chair: Katy Wolf

REMTEC EOC Training Subcommittee
Annex A: Proposed Regional Training
Revision: 6/19/2019

PROPOSED REGIONAL TRAINING

The EOC Training Subcommittee has developed an extensive list of classes it considers essential for PMR Emergency Management Agencies (EMA) to carry out their functions in the region. Due to the varying jurisdictional needs and training requirements, the following courses may or may not all be required by each EMA.

1. Online Introductory and Basic ICS courses
2. ICS-300 ICS for Expanding Incidents and ICS-400 Advanced ICS for Complex Incidents
3. Initial Damage Assessment/Preliminary Damage Assessment
4. ATC 20 Post Earthquake Safety Evaluation
5. ATC 45 Building Evaluation After Floods and Windstorms
6. CalOES Safety Assessment Program
7. ICS Planning (Planning-P) and IAP (Incident Action Plan) Development
8. EOC/ICS Interface
9. Section and Chief Specific - Operations, Planning, Logistics
10. M-480 Multi Agency Coordination Group (MAC)
11. RMACS Orientation Workshop
12. Introduction to Exercise Design and Evaluation
13. ICS for Elected and Appointed Officials
14. Homeland Security Exercise Evaluation Program (HSEEP)

COURSE SPECIFIC INFORMATION AND COMMENTS

1. **Online ICS Courses:** The Subcommittee recognizes that there are many online options for introductory and basic ICS courses. EOC requirements vary in the region and there are other priorities for in person courses, therefore the subcommittee does not specifically plan on conducting these courses in person.
2. **ICS-300 ICS for Expanding Incident/ICS-400 Advanced ICS for Complex Incidents:** These classes are currently offered frequently in the PMR, and should continue to be offered due to ongoing demand.
Proposed Recurrence: ICS-300 every two years
ICS-400 every two years
3. **Initial Damage Assessment/Preliminary Damage Assessment:** The Subcommittee recommends that the State Office of Emergency Management should conduct this training on a recurring basis. As the upstream user of the data collected of the IDA/PDA process, the State is best suited for this training.
Proposed Recurrence: Every 6 months or seasonally in the fall

4. **ATC 20 Post Earthquake Safety Evaluation:** With earthquakes being one of the primary hazards facing the PMR, the Subcommittee felt the ATC 20 class should be part of this training program. This training may require agency or grant funds to conduct. This could be accomplished by making request for grant funds as part of our annual grant applications. Materials must be ordered as booklets from ATC's website.

Proposed Recurrence: Every two years
5. **ATC 45 Building Evaluation After Floods and Windstorms:** Weather related incidents are among the most frequent of occurrences in the Portland Urban Area. For this reason the Subcommittee identified ATC 45 as another class that should be coordinated regionally. This could be accomplished by making request for grant funds as part of our annual grant applications. Materials must be ordered as booklets from ATC's website.

Proposed Recurrence: Every two years
6. **CalOES Safety Assessment Program (SAP):** This training is nearly identical to ATC-20, but is the version that California requires. People that take the class can get credentialed to deploy to California. The training can be combined with ATC-20 as a modified offering. This course also has a unit for people who coordinate inspectors, and another on emergency management basics. Materials must be printed from the CalOES website.

Proposed Recurrence: Every two years
7. **ICS Planning (Planning-P) and IAP (Incident Action Plan) Development:** Incident Planning is a complex and often unfamiliar process to Emergency Management/EOC personnel. Several Planning-P classes have been developed in the region. It was suggested that the EMWG (REMTEC) review this existing curriculum and revise it to better suit the planning processes in an EOC/ECC.

Proposed Recurrence: Annual or every two years
8. **EOC/ICS Interface:** The Regional Training Subcommittee noted that the interaction between field operations and an EOC/ECC is an area that is unfamiliar to most Emergency Management/First Responder personnel. For that reason the Subcommittee has included this training as part of the proposed regional effort. This training could be delivered through the existing G-191 ICS/EOC Interface Workshop, or other curriculum developed within the region.

Proposed Recurrence: Annual or every two years
9. **Section and Chief Specific:** The Subcommittee felt that section and chief-specific training is needed within the region. Six total classes have been developed with a consultant, which can now be taught by local instructors to a regional audience. These courses should be reviewed by a Training Committee, revised if necessary, and (informally) adopted by the jurisdictions in the PMR. Jurisdictions may offer the classes to their own staff if they provide all of their own instructors.

Proposed Recurrence: Operations, Planning, and Logistics Section and Chief – Annually

10. **M-480 Multiagency Coordination Group:** The purpose, functions, responsibilities, procedures, and membership of the Multi-Agency Coordination Group is the focus of this class. The class enhances the performance of those who participate as a MAC Group member or who fill support function(s) in the MAC Group.
Proposed Recurrence: As needed
11. **RMACS Orientation Workshop:** This workshop explores the roles, relationships, and responsibilities of the Region's County EOCs, Emergency Coordination Centers, MAC Groups, MAC Group Support Organizations, the Regional Logistics Support Team, and the Regional Joint Information System (JIC). A modified, Just in Time Training, may also be offered prior to exercises or incidents.
Proposed Recurrence: As needed
12. **Introduction to Exercise Design and Evaluation:** This 4 hour class covers the basics of exercise design, conduct and corrective action. This course is directed to entry level staff who are assigned emergency management functions as a part of their role. The course is consistent with NIMS and HSEEP principles.
Proposed Recurrence: Annually
13. **ICS for Elected and Appointed Officials:** This course may be the G-402 course or a locally developed course. The purpose of this course is to provide an orientation to the Incident Command System (ICS) for Executives and Senior Officials. The intent is to increase Administrators and management's support of the use of ICS and their organizations' participation in a MAC Group.
Proposed Recurrence: As needed

REMTEC EOC Training Subcommittee
Annex B: Protocols for Regional Training
Revision: 5/15/2019

Regional EOC training coordination should be shared as equally as possible amongst Subcommittee members/jurisdictions to distribute effort fairly, and to provide regional participants with location options in their area. The Subcommittee will decide at each meeting how frequently each future training is needed. EOC training can also be adopted for internal offerings only (i.e. an offering of Portland instructors to only Portland attendees) as desired. Each training being offered by the Subcommittee must have a Training Coordinator identified. With the input of the instructor team, the Training Coordinator shall determine the number of people allowed per jurisdiction, which may be influenced by whether the course is being hosted by another jurisdiction, and which jurisdictions are offering instructors. They will also decide whether there should be a minimum number of registrants to hold the class, and what that number should be.

The course content is intended to be mostly static, though small tweaks can be agreed upon by the instructor team, and an element of personal style can be infused by each instructor into their units without modifying content. If the team feels that more than small tweaks are needed, they should engage a slightly larger group of stakeholders from the original course development team and any newly identified stakeholders, to ensure it is in line with the original project scope. If agreed to by the larger group, a task force could be formed to address, for example, newly desired content, update out of date references, or restructuring activities, based on previous evaluation feedback. In general, course updates should be driven by class participant evaluation form feedback.

The following are general expectations for a Training Coordinator of a Subcommittee training offering:

1. 5-10 months prior: Recruit instructors
2. 5-10 months prior: Determine if the course needs any updates, and if other subject matter experts are required to assist in updates, using previous course evaluations.
3. 4-5 months prior: Reserve a room with adequate space and AV capabilities (enough seats for maximum desired number of students, projector, microphone system and speakers).
4. 4-5 months prior: Use an online scheduling platform to solicit best possible course dates, from instructors
 - o Avoid Mondays and Fridays
 - o Ask instructors if they prefer to do two consecutive course days or space them out
 - o Suggested scheduling tool: Doodle Poll
5. 4-6 months prior: Set a course date and add to internal Subcommittee calendar:
<https://docs.google.com/spreadsheets/d/1SGrK1aEvl8B02n6gFhIvw3ZNWrMQFQarGhQFyUevlLg/edit#gid=221126322>
6. 4-6 months prior: With instructor team, decide on number of allowed people per jurisdiction in the class, depending on the room size
7. 3-6 months prior: Create an online registration form (Suggested tool: Eventbrite)
8. 3-6 months prior: Create an advertising flier with link to course registration information

9. 3-6 months prior: Ask Subcommittee members to help recruit attendees
10. 3-6 months prior: Post the course on calendars as appropriate (see below)
11. 2-4 months prior: Provide preparatory instruction support
12. 2 months prior: Start to plan for coffee, snacks and lunch (optional, depending on venue proximity to restaurants: for training (and adjust the week before training)
13. 1 month prior: Arrange for any printed materials (handbooks, slides, sign in sheet, evaluations, etc.)
14. 1 week prior: Send attendees preparatory email with venue logistics, printing instructions, what to expect for food, etc.
15. At training: Set up and take down room, ensure attendees complete sign in sheets and evaluations, support instructors logistically as needed
16. 1-2 days after training: Email attendees with any follow up materials or digital copies of presentation materials as necessary
17. 1-2 weeks after training: Share evaluation and sign in sheets back with Subcommittee

ADVERTISING TRAINING

Regional training opportunities may be advertised by the following methods, as appropriate:

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- RDPO Calendar: <https://rdpo.net/eoc-training>.
- Weekly REMTEC email: rdpo@portlandoregon.gov
- OEMA Secretary: oema.secretary@gmail.com
- Oregon State Training Officer: karen.layng@mil.state.or.us
- Washington State WA-Train: emd.training@mil.wa.gov
- SW WA Region IV Training Committee

REMTEC EOC Training Subcommittee

Annex C: Roster

Revision: 6/19/2019

JURISDICTION	NAME	POSITION	EMAIL	PHONE
Port of Portland	Nora Yotsov	Emergency Manager	Nora.yotsov@portofportland.com	503-415-6116
Port of Portland	Jennifer Stacey	Interim Emergency Management Coordinator	Jennifer.stacey@portofportland.com	503-415-6120
County-Clackamas	Sarah Stegmuller Eckman	Administrative Services Manager	Sarahste@clackamas.us	503-650-3381
County-Clark	Brian Landreth	EM Coordinator	Brian.landreth@clark.wa.gov	360-992-6288
County-Columbia	Steve Pegram	Director	Steve.pegram@co.columbia.or.us	503-366-3934
County-Columbia	Shaun Brown	Deputy Director	Shaun.brown@co.columbia.or.us	
County-Multnomah	Robert Quinn	Training and Exercise, EM	robert.quinn@multco.us	503-988-6803
County-Multnomah	Robin Holm	Emergency Preparedness & Response Associate, Health	robin.m.holm@multco.us	503.988.8735
County-Washington	John Wheeler	EMC Supervisor	John_Wheeler@co.washington.or.us	503-846-7582
City-Portland Chair	Katy Wolf	Training/Exercise Coordinator, EM	katy.wolf@portlandoregon.gov	503-823-3926
City-Portland Vice Chair	Angela Carkner	Training/Exercise Specialist, EM	Angela.Carkner@portlandoregon.gov	503-823-3926
City-Beaverton	Renate Garrison	EM Officer	rgarrison@beavertonoregon.gov	503-350-4085
City-Gresham	Kelle Landavazo	Emergency Manager	Kelle.landavazo@greshamoregon.gov	503-618-2567
Trimet	Alex Ubiadas	Emergency Manager	Ubiadasa@trimet.org	
cc:				
REMTEC	Alice Busch	REMTEC Chair	Alice.busch@multco.us	
RDPO	Denise Barrett	RDPO Manager	Denise.barrett@portlandoregon.gov	503-823-5386
RDPO	Beth Crane	RDPO Grants Coordinator	Elizabeth.crane@portlandoregon.gov	(503) 823-2027