

Deliverable	Location	Time	Date
SEMS/NIMS/ICS New Employee Training			
SEMS/NIMS/ICS Orientation (1.5 hrs) Learn vocabulary, organization of personnel & forms supporting SRJC emergency response activities and operations. Attendees: Designed for, and delivered to, all new SRJC Employees	SR	0900-1030	Monthly as scheduled with New Employee Safety Training (NESO)
SEMS/NIMS/ICS Orientation Training			
SEMS/NIMS/ICS Orientation (1.5 hrs) Learn vocabulary, organization of personnel & forms supporting SRJC emergency response activities and operations. Attendees: Designed and recommended for All District Employees including faculty, classified and management. Required training for all EOC, DOC and ICP staff, Policy Group, Building Safety Coordinators (BSC), and Area Safety Coordinators (ASC). *Confirm if local site training is needed and confirm date/time.	Pet	0900-1030	11/2/2018
	SR	1400-1530	
	PSTC	0900-1030*	2/8/2019*
	Shone	1300-1430*	
	SW	1530-1700*	
	SR	PDA, 2 sessions	2/14/2019
	SR	0900-1030	4/5/2019
BSC/ASC Training			
BSC/ASC Workshop (1.5hrs) Learn processes and go over possible scenarios, focus on practical exercises Attendees: All District Building Safety Coordinators (BSC), and Area Safety Coordinators (ASC)	Pet	0900-1030	11/16/2018
	SR	1330-1500	
	Pet	0900-1030	2/22/2019
	SR	1330-1500	
	Pet	0900-1030	4/19/2019
	SR	1330-1500	
ICP Training			
ICP Training Course (2.5 hrs) Learn Incident Command Post set-up, processes and possible scenarios through practical exercises. Attendees: ICP staff Recommended: Select EOC/DOC and BSC/ASC staff as needed or available	PSTC	0900-1130*	2/20/2019*
	Shone	0900-1130*	2/21/2019*
	SW	1300-1530*	2/21/2019*
DOC Training			
DOC Training Course (3 hrs) Learn Dept. Operations Center set up, processes and possible scenarios through practical exercises Attendees: DOC and ICP staff Recommended: Select EOC/DOC and BSC/ASC staff as needed or available	Pet	0900-1200*	1/30/2019*
EOC All Section Orientation			
EOC All Section Orientation (7.5 hrs) 1.5-2 hr overview of each EOC Section Attendees: New EOC staff, or those needing a "refresher" should attend their section training Recommended: New persons that may move to different positions and all EOC Section Coordinators/Chiefs should attend all sections not previously attended.	Dist EOC	0830-1700 (1/2 hr lunch)	11/13/18* 4/11/2019*

Deliverable	Location	Time	Date
EOC Individual Section Workshops			
<p>Management & Planning/Intel Action Planning Workshop (3 hrs) Learn what and how to plan during an EOC activation</p> <p>Attendees: All Management and Planning/Intel Section Coordinators and Unit Staff.</p>	SR	0900-1200	11/14/2018* 4/12/2019*
<p>Operations, Communications Process (1.5 hrs) Learn with whom, and how, to communicate during an EOC activation</p> <p>Attendees: All Operations section Coordinators and Unit Staff.</p>		1230-1400	
<p>Logistics & Finance/Admin Resource Request Process Workshop (3 hrs) Learn who will ask for a resource request and how to process them during an EOC activation</p> <p>Attendees: All Logistics and Finance/Admin Section Coordinators and Unit Staff.</p>		1400-1700	
EOC/DOC/ICP Functional Exercises			
EOC/DOC/ICP Functional Exercise (4 hrs each shift)	ALL	A shift 0900-1300 B shift 1300-1700	5/10/2019*
Board of Trustees ICS 402 Training			
<p>BOT Training for ICS 402 & Policy Section Training</p> <p>State Mandated informational overview for all Board members. Recommended for all Policy Section Staff.</p>	SR	1330-1500*	1/29/2019*

Note- Emergency Management training programs and exercises may involve all employee groups and should be Flex approved.

*Date/time in blue requires confirmation by Site Management team where appropriate and Cabinet for potential schedule conflicts/concerns.