Environmental Protection and Growth Management Department
EMERGENCY MANAGEMENT DIVISION
201 N.W. 84th Avenue • Plantation, Florida 33324-1895 • 954-831-3900 • FAX 954-382-5805

DATE: February 12, 2018

TO: Department and Division Directors; Designated ESF/Unit Lead Agency Supervisors; and Broward Emergency Response Team (BERT) Members

FROM: Miguel Ascarrunz, Director, Emergency Management Division (EMD)
Environmental Protection and Growth Management Department

Miguel Ascarrunz
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SUBJECT: 2018 All-Hazards Emergency Management Training and Credentialing Requirements

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The following outline represents the mandatory 2018 All-Hazards emergency management training and credentialing requirements for all authorized County and non-County personnel with responsibilities at the Emergency Operations Center (EOC) for declared activations or events. Emergency Support Function (ESF) Leads and Unit Supervisors (see ***ATTACHMENT 1-BERT Leads&Supervisors & EMD POCs List***) maintain the primary responsibility to ensure the required documentation is submitted to EMD on or before the designated due dates.

Authorized List of EOC Personnel:

ESF Leads/Unit Supervisors need to complete the attached *Authorized List of EOC Personnel* form (***ATTACHMENT 2***) listing their key personnel pre-identified for assignment to the EOC during activations. This form can also be found at: http://www.broward.org/Emergency/Responder/Pages/Certification.aspx. Please only use EOC Positions that are listed in your ESF/Unit SOP. You can check the **WebEOC© Training Tracker** for a listing of the names that were on the 2017 Authorized List.

Upon completion, the form should be emailed or faxed to the ESF Leads/Unit Supervisor's EMD Point of Contact (POC) as listed on *ATTACHMENT 1-BERT Leads&Supervisors & EMD POCs List*, **on or before Friday, May 18, 2018,** for the Broward Emergency Management Division POC's signature.

WebEOC & ICS Training:

ESF Leads/Unit Supervisors need to ensure that all their staff assigned to the EOC during an activation have successfully completed the annual **WebEOC©** and specific **ICS** training classes.

- EOC Personnel must complete their assigned training to receive credentials prior to an event occurring or an EOC activation being declared. It is strongly recommended that they complete the process before Hurricane Season.
- The schedule containing the **WebEOC©** and required **ICS** Training classes will be available on EMD's website's Training Calendar at: http://www.broward.org/Emergency/Responder/Pages/Default.aspx beginning in March 2018.
- New personnel assigned to the EOC during activations are required to complete the Basic **WebEOC©** classroom training (County Employees sign-up through the County's Learning Center website via BC-NET). Non-County EOC staff will complete the *Class Registration Form* (***ATTACHMENT 3***). Training dates will be sent out and posted on the EMD's Training and Exercise Calendar at http://www.broward.org/Emergency/Responder/Pages/Default.aspx beginning March 2018.

- Everyone who has completed the Basic WebEOC© classroom training is required to complete the **WebEOC©** Online Refresher Tutorial training class annually. The **WebEOC©** Online Refresher Tutorial training is currently being updated and an additional notification will be sent out once it is available, targeted for April 6, 2018.

- Municipal, constitutional, and all other non-Broward County personnel assigned to staff the Broward County EOC must also complete the annual **WebEOC©** training requirements specified above. For these entities, the *Class Registration form* (***ATTACHMENT 3***) is located on the EMD Website at: (http://www.broward.org/Emergency/Responder/Pages/Certification.aspx). This form must be forwarded to EMD through email (EOCtraining@broward.org) or faxed at 954-382-5805 as soon as possible to ensure **class availability**.

EOC Credential Application:

All EOC Personnel on the *Authorized List of EOC Personnel* form need to complete the individual *EOC Credential Application* (***ATTACHMENT 4***) located on the EMD website at: http://www.broward.org/Emergency/Responder/Pages/Certification.aspx, and submit to EMD (see contact information below*).

- Assigned personnel for 2018 will receive EOC credentials when:
  - The required and appropriate **WebEOC©** training is completed;
  - The **ICS** Training requirements have been met; and,
  - All EOC Credential Application Forms have been submitted;
- To renew existing EOC credentials, authorized EOC personnel will not need to resubmit **ICS** course certifications but must:
  - Complete the annual **WebEOC©** training, either in the classroom or on-line;
  - Complete additional **ICS** training, if required (consult the *Broward EOC NIMS Training Guidelines* in (***ATTACHMENT 5***); and,
  - Submit the individual *EOC Credential Application* designated as a "Renewal" (check box at top).

NOTE: **Newly assigned or renewed EOC credentials will be valid until May 31, 2019**.

* Questions regarding the procedures, training, or other information outlined in this memorandum should be directed to your Emergency Management Division POC (see *ATTACHMENT 1-BERT Leads & Supervisors & EMD POCs List*); Richard Allen at 954-831-3909 / rallen@broward.org.

cc: Bertha Henry, County Administrator
Monica Cepero, Deputy County Administrator
Alphonso Jefferson, Assistant County Administrator
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Alan Cohen, Assistant County Administrator
Henry Sniezek, Director, Environmental Protection and Growth Management Department
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ATTACHMENTS:
1- *BERT Leads&Supervisors & EMD POCs List*
2- *Authorized List of EOC Personnel Form*
3- *Class Registration Form*
4- *EOC Credential Application*
5- *Broward EOC NIMS Training Guidelines*