



Emergency Management Training Guidelines

The City of Tampa complies with the [National Incident Management System \(NIMS\)](#) processes and principles as a common, nationwide approach to respond and recover from emergencies. As part of this compliance, personnel are required to take FEMA training courses depending on what position you are assigned during an emergency. Please see below FEMA training requirements based on assigned position.

Once you have completed a course and received a certificate, please email a copy to Emergency Management, at TampaOEM@tampagov.net, to be added to your personnel file. If you have any questions, please email them to tampoem@tampagov.net or contact the Emergency Management On-Duty Officer at (813) 274-7700.

Personnel	Training Requirements
<ul style="list-style-type: none"> ❖ All City Employees 	<ul style="list-style-type: none"> ❖ IS-100: Introduction to ICS or equivalent ❖ IS-200: Basic ICS or equivalent ❖ IS-700: NIMS, An Introduction
<ul style="list-style-type: none"> ❖ EOC non-supervisory staff, Unit Leaders, PD and FD personnel non-supervisory 	<ul style="list-style-type: none"> ❖ IS-100: Introduction to ICS or equivalent ❖ IS-200: Basic ICS or equivalent ❖ IS-700: NIMS, An Introduction ❖ IS-703: Resource Management (All Logistics Section personnel as well as personnel with a significant resource management role) ❖ IS-800: National Response Framework
<ul style="list-style-type: none"> ❖ EOC Branch Directors and ESF Supervisors, PD Lieutenants and Fire Lieutenants and Captains (<i>Fire Officer II Requirement</i>) 	<p>Tier I</p> <ul style="list-style-type: none"> ❖ IS-100: Introduction to ICS or equivalent ❖ IS-200: Basic ICS or equivalent ❖ IS-700: NIMS, An Introduction ❖ IS-800: National Response Framework <p>Tier II</p> <ul style="list-style-type: none"> ❖ ICS-300: Intermediate ICS or equivalent (In Class)
<ul style="list-style-type: none"> ❖ EOC Section Chiefs and Command Staff, ERC Commanders, PD Captains and above, TFR Chiefs and above (<i>Fire Officer III Requirement</i>). 	<p>Tier I</p> <ul style="list-style-type: none"> ❖ IS-100: Introduction to ICS or equivalent ❖ IS-200: Basic ICS or equivalent ❖ IS-700: NIMS, An Introduction ❖ IS-800: National Response Framework <p>Tier II</p> <ul style="list-style-type: none"> ❖ ICS-300: Intermediate ICS or equivalent (In Class) ❖ ICS-400: Advanced ICS or equivalent (In Class)



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Position Specific ICS Courses

NOTE: Position specific trainings are required for the EOC for Command and General Staff positions. Other positions in the City are recommended to take the associated trainings. All in class trainings will require you to sign up through the State of Florida Division of Emergency Management Training Website at [SERT Trac homepage](#). Instructions on registering on next page.

Public Information Officer (PIO)

- ❖ [IS-702: NIMS Publication Information Systems](#) (Required)
- ❖ [G290: Public Information Officer- Basic](#) (Required)
- ❖ [G289/IS-29: Public Information Officer Awareness](#) (Recommended)
- ❖ [E0388: Advanced Public Information Officer](#) (Recommended)

Operations Section Chief

- ❖ [E/L 958: All-Hazards Position Specific Operations Section Chief](#) (Required / In-Class)

Finance Section Chief

- ❖ [E/L 973: All-Hazards Position Specific Finance/Admin. Section Chief](#) (Required / In-Class)

Logistics Section Chief

- ❖ [E/L 967: All-Hazards Position Specific Logistics Section Chief](#) (Required / In-Class)

Volunteer and Donations Management Unit

- ❖ [ISS-288: The Role of Voluntary Organizations in Emergency Management](#) (Required)
- ❖ [G-288 Local Volunteer and Donations Management](#) (Required / In-Class)

Planning Section Chief

- ❖ [E/L 962: All-Hazards Position Specific Planning Section Chief](#) (Required / In-Class)

Situation Unit

- ❖ [E/L 964: All-Hazards Position Specific Situation Unit Leader](#) (Required / In-Class)

Recommended Courses

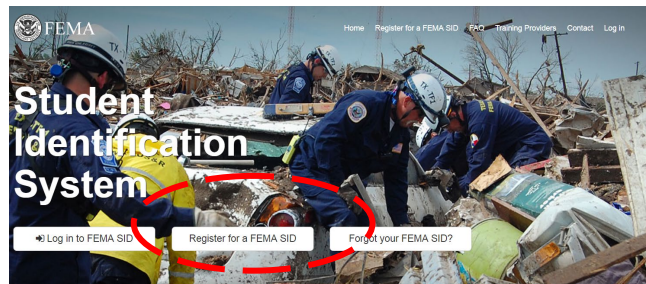
- ❖ [IS-702](#): Public Information
- ❖ [IS-703](#): Resource Management
- ❖ [IS-706](#): Intrastate Mutual Aid –An Introduction

How to Register for In Class Trainings

To register for in class trainings and keep track of your online courses you will need a FEMA SID Number and a SERT TRAC Account.

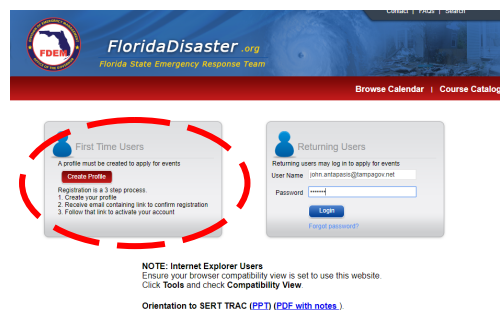
FEMA SID Number Registration

To register for a FEMA SID number you will need to go to <https://cdp.dhs.gov/femasid> and go through the registration prompts. Keep track of your FEMA SID for all trainings, they are associated with your account and will allow you to take more advanced trainings. IF you have a problem with your FEMA SID please reach out to the following femasidhelp@cdpemail.dhs.gov or call 866-291-0696.



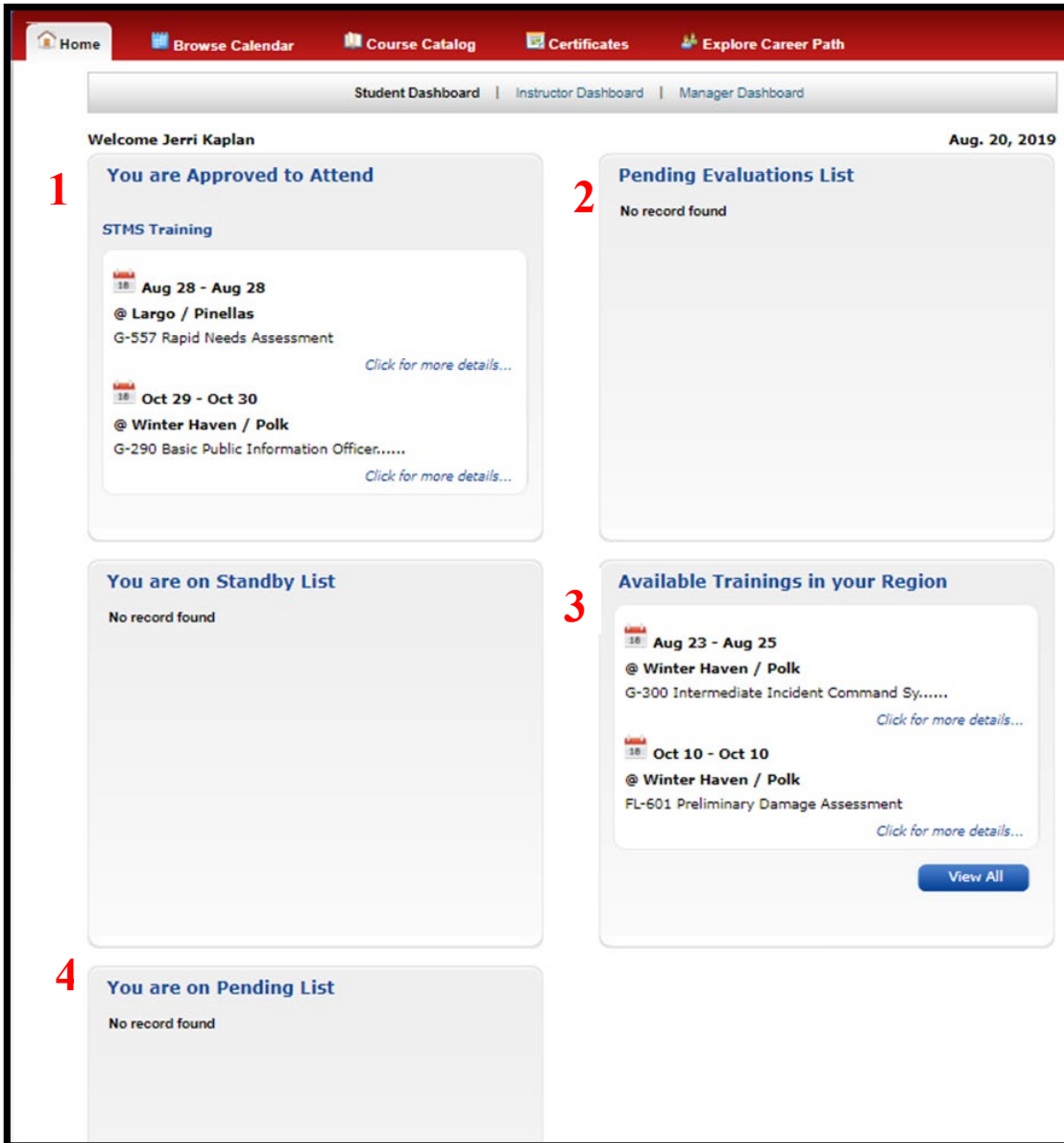
Florida SERT TRAC Registration

1. Click on the following link (<http://trac.floridadisaster.org/TRAC/loginform.aspx>) and click the red tab **Create Profile**.
2. Fill out the single page of information and press submit. **Note: Select Employment Type as Other** and add your supervisor's email to confirm your attendance.
3. Then you can go back to the link above ([SERT Trac homepage](#)), login, and go to the Browse Calendar, find the ICS class you want to attend and go to the bottom and click register. Your Supervisor will get an email to approve your attendance. The City of Tampa is in **Region 4** if you are looking for training opportunity in our area.
4. Upload all online ICS Certificates into your profile in order to register for Tier II ICS Courses (i.e. ICS 300, 400, or position specific trainings)
5. **NOTE: If you are already signed up, just log in to SERT Trac with your credentials and Browse Calendar to find the ICS training you want to take.**



Florida SERT TRAC Instructions

The Student Dashboard will appear after successfully logging into SERT Trac.



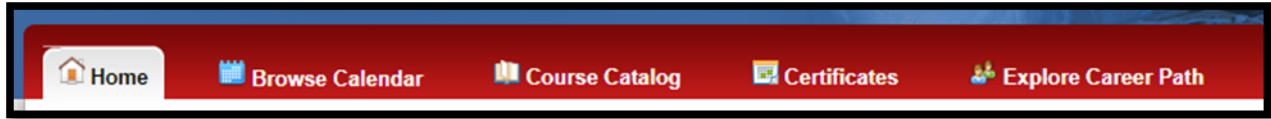
The screenshot shows the SERT Trac Student Dashboard for user Jerri Kaplan on August 20, 2019. The dashboard is divided into four numbered sections:

- 1. You are Approved to Attend:** This section lists STMS Training courses. The first course is for August 28 - August 28 at Largo / Pinellas (G-557 Rapid Needs Assessment). The second course is for October 29 - October 30 at Winter Haven / Polk (G-290 Basic Public Information Officer.....). Both courses include a "Click for more details..." link.
- 2. Pending Evaluations List:** This section displays "No record found".
- 3. Available Trainings in your Region:** This section lists available trainings. The first is for August 23 - August 25 at Winter Haven / Polk (G-300 Intermediate Incident Command Sy.....). The second is for October 10 - October 10 at Winter Haven / Polk (FL-601 Preliminary Damage Assessment). Both include "Click for more details..." links. A "View All" button is located at the bottom right of this section.
- 4. You are on Pending List:** This section displays "No record found".

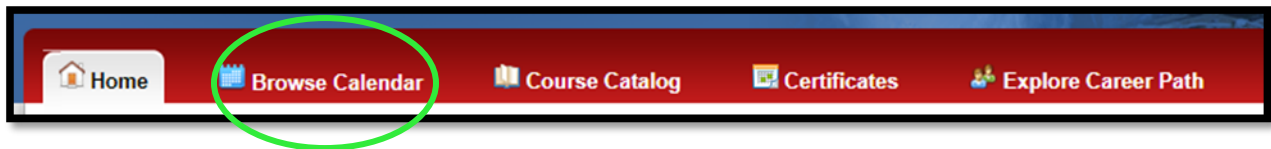
1. Courses you have applied for and been approved at both the local and state level.
2. Any courses requiring an evaluation (usually a state supported course). Sometimes you will have to complete an evaluation in order to receive your certificate.
3. A list of available trainings in your region. Hillsborough County is in Region 4. You can click *Click for more details* and it will take you to the course information page.
4. Any courses you have applied for but are pending approval are listed in this section.

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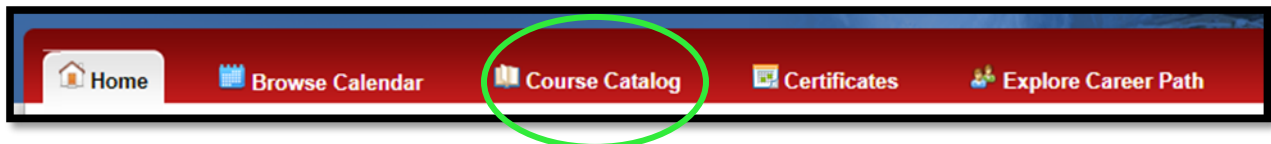
From this screen you are able to *Browse Calendar*, access the *Course Catalog*, or access *Certificates*.



BROWSE CALENDAR

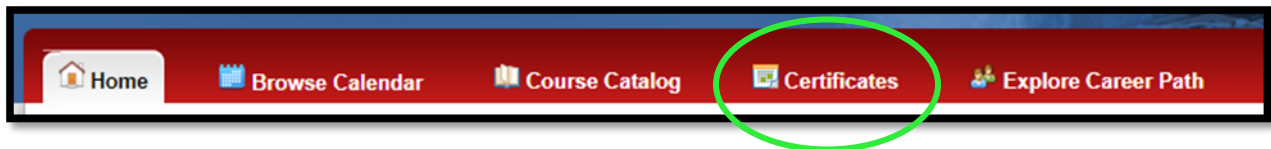


COURSE CATALOG



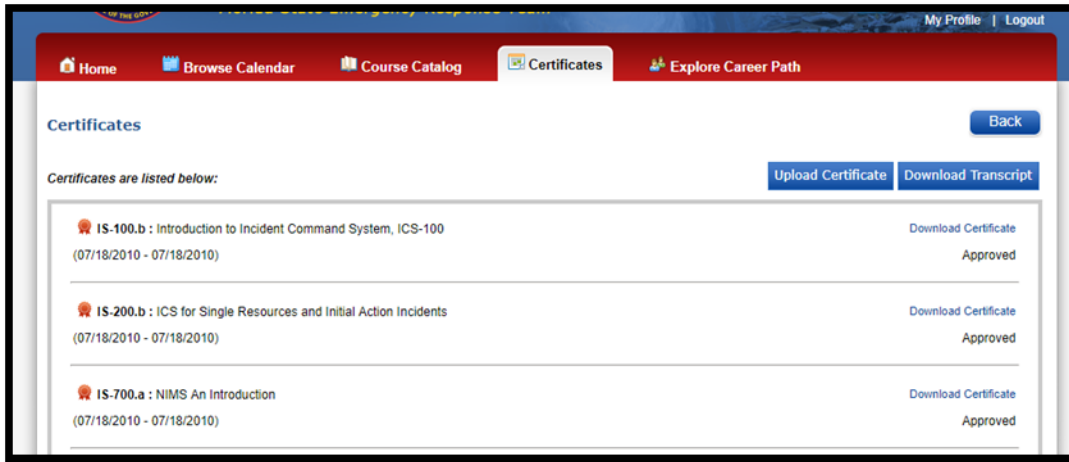
CERTIFICATES

To upload certificates, especially those considered prerequisites for the course you are planning to apply for, click the *Certificates* button.

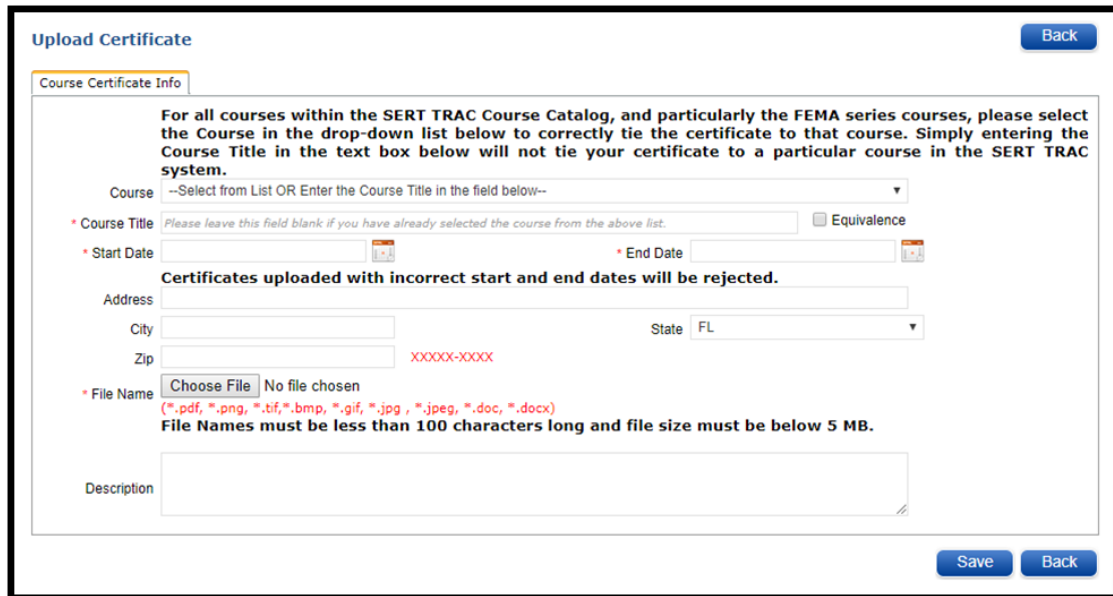


On this screen you can view the certificates you have uploaded. To print out a transcript, click the *Download Transcript* button.

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Click the *Upload Certificate* button to upload your certificates. Certificates **MUST** be uploaded one at a time. If the course isn't listed in the dropdown, you will have to input *Course Title*. Otherwise, if it is in the dropdown, it will auto populate the course title.



Upload Certificate

Course Certificate Info

For all courses within the SERT TRAC Course Catalog, and particularly the FEMA series courses, please select the Course in the drop-down list below to correctly tie the certificate to that course. Simply entering the Course Title in the text box below will not tie your certificate to a particular course in the SERT TRAC system.

Course: --Select from List OR Enter the Course Title in the field below--

* Course Title: Equivalence

* Start Date: * End Date:

Certificates uploaded with incorrect start and end dates will be rejected.

Address:

City: State: FL

Zip: XXXXX-XXXX

* File Name: No file chosen
(*.pdf, *.png, *.tif, *.bmp, *.gif, *.jpg, *.jpeg, *.doc, *.docx)
File Names must be less than 100 characters long and file size must be below 5 MB.

Description:

Florida Division of Emergency Management (FDEM) verifies certificates on the back end. Even if it shows up as *Approved*. Please give them a day or two before applying for a course. If it's been more than three days, please contact on-call Duty Officer at