



Huntingdon County Emergency Management Agency

Always Vigilant

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Basic Training Requirements of ALL Staff (may be completed in 6 month probation):

NIMS Track	Emergency Operations Center Track	Hazardous Materials Track
IS 700	Agency Orientation	Hazmat Awareness
IS 100		
IS 200		
IS 800		

Operational Qualification Training Requirements of ALL Staff by Service Track:

Emergency Operations Center Track	Hazardous Materials Track	Logistics Track	Technical Specialist Support Track	Ready Reserve Search Unit Track	CERT Track
<i>Basic Trainings</i>	<i>Basic Trainings</i>	<i>Basic Trainings</i>	<i>Basic Trainings</i>	<i>Basic Trainings</i>	<i>Basic Trainings</i>
Basic EOC Course and/or IS 775	Hazardous Materials Operations	Vehicle Familiarization and ORT Driving Time (For each vehicle used in NON-EMERGENCY operations only, discounting Squad 31) EVOC for emergency response operations and Squad 31	N/A	Ready Reserve Basic Search Course	CERT Basic

Second Year Qualification Training Requirements of ALL Staff by Service Track:

Emergency Operations Center Track	Hazardous Materials Track	Logistics Track	Technical Specialist Support Track	Ready Reserve Search Unit Track	CERT Track
<i>Basic Trainings</i>					
<i>Operational Qualification Trainings</i>					
ICS 300	Hazmat Technician	IS-27	N/A	Any advanced search course	Damage Assessment
ESF Specific Training (at least 2)	Decon Operations	IS-807		Refresher Exercise	Basic Shelter Operations



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Classes of Participation	Definition of Class
Associate	A member who wishes to be available to support an agency response, but who cannot fulfill the requirements of being an active member.
Probationary (6 months)	A new member who has recently been accepted into the agency.
Active	A member who meets all of the requirements of their primary track on an ongoing basis.
Inactive Probationary (6 months)	A member who fails to meet the requirements of the Active classification, and has not requested associate status.

If a member wishes to be in good standing with the organization, they will need to meet the participation requirements identified below. The available classes in good standing by track are:

Emergency Operations Center Track	Hazardous Materials Track	Logistics Track	Technical Specialist Support Track	Ready Reserve Search Unit Track	CERT Track
<i>Probationary</i>	<i>Probationary</i>	<i>Probationary</i>			
<i>Associate</i>		<i>Associate</i>	<i>Associate</i>	<i>Associate</i>	<i>Associate</i>
<i>Active</i>	<i>Active</i>	<i>Active</i>	<i>Active</i>	<i>Active</i>	<i>Active</i>

The green shaded boxes are required periods for certain tracks. The red shaded boxes are the lowest class level available in each track. If you cannot maintain the requirements of the Active class, you may request associate membership if it is available in your primary track. If it is not, you must maintain your active status or you will not be able to continue as a member of the organization.

The primary difference between Associate and Active is the investment that the organization can afford to make in you. In short, we can no longer afford to provide the same resources for individuals who are barely active as we can for those who are very active. Associate members who meet the minimum training requirements will be able to participate in a response for the agency, but will not be required to meet the same percentage threshold for responses listed below for Active members, nor will they be required to meet the combined service time requirements noted below for planning/administration, maintenance and labor.

Associate membership is designed for those individuals who want to be available to help, but their life circumstances limit their ability to actively participate in the organization. As such, we recognize that not everyone can commit fully to the organization's operation, but the need for well trained personnel to support in their given track is an area that cannot be compromised on. Our agency is built on a foundation of excellent volunteers who have (in many cases) a life time of accumulated experience in the emergency services, and their experience serves as the foundation for the additional training we will offer here to enhance one's capability in their selected track(s). As we attract new members, it is essential that those who have been members of this organization for so long pass on their skills and knowledge to the new personnel, all the while maintaining their proficiency in their area of expertise. This new department structure seeks to ensure that happens, giving each member the tools they need to succeed when a major incident occurs.



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Benefits Comparison Between Active and Associate Classes:

Active	Associate
Basic Identification (Credential, Uniform Polo, Vehicle Plate)	Basic Identification (Credential, Uniform Polo, Vehicle Plate)
Issued Communications Equipment (Radio, Pager, etc.)	Pager issued if available, otherwise text alert system used
Endorsement for no-cost trainings (NFA/EMA/CDP/NNSA/NMT)	Endorsement for no-cost trainings (NFA/EMA/CDP/NNSA/NMT)
Issued Personal Protective Equipment (Varies by track)	Share common PPE from vehicles (Except CERT, who is issued equipment from their program)
No-Cost Departmental Training	No-Cost Departmental Training
Access to electronic training records	Access to electronic training records
Use of office and classroom facilities (during business hours, unless arrangements made otherwise)	
Mileage Reimbursement	
Level 2 (Upgraded) Uniform Materials	
Endorsement and funding for related trainings (Evaluated on a case-by-case basis, very dependent on funds available and eligible use of funds)	
Use of loaner portable computers for agency related projects and responder-oriented independent study training	
Priority seating for special agency events where seating is limited	

The above chart helps to show where we will alter the investment in personnel by class. Essentially, if you do more, you get more. If you can do some, but not be active, we are grateful and will continue to use your expertise with the mutual understanding that we can only afford to support the basic essentials for your membership. You will notice that the blue shaded boxes indicate items that are exactly the same between classes.

This overall structure should help each member ‘find their place’ in the organization more easily and also help administrators more easily ensure that everyone in the organization is properly cared and accounted for.



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ANNUAL Participation Requirements of ALL ACTIVE Staff by Service Track:

Emergency Operations Center Track	Hazardous Materials Track	Logistics Track	Technical Specialist Support Track	Ready Reserve Search Unit Track	CERT Track
Training (Training required to maintain active or any classification status counts towards these time requirements)					
8 Hours Emergency Management Specific	8 Hours of Hazmat Oriented Training	4 Hours of Any Emergency Service Oriented Training	4 Hours of Any Emergency Service Oriented Training	4 Hours of Any Emergency Service Oriented Training	4 Hours of Any Emergency Service Oriented Training
8 Hours of Any Emergency Service Oriented Training	4 Hours of Any Emergency Service Oriented Training				
Response					
25% of all activations in one year. (Calling in for scheduled duty which is cancelled, but scheduled, counts)	10% of all activations in one year (Calling in-route counts as a response)	25% of requests for service			
Planning / Administration Support, Apparatus and Equipment Maintenance, General Labor (Time can be combined from any of these 3 areas)					
8 hours combined	8 hours combined	8 hours combined	8 hours combined	8 hours combined	8 hours combined

NOTE: Hazmat Ops and Tech refreshers are required annually now for HM Track, and count towards hours.

ANNUAL Participation Requirements of ALL ASSOCIATE Staff by Service Track:

Emergency Operations Center Track	Hazardous Materials Track	Logistics Track	Technical Specialist Support Track	Ready Reserve Search Unit Track	CERT Track
Training (Training required to maintain active or any classification status counts towards these time requirements)					
8 Hours Emergency Management Specific	8 Hours of Hazmat Oriented Training	4 Hours of Any Emergency Service Oriented Training	4 Hours of Any Emergency Service Oriented Training	4 Hours of Any Emergency Service Oriented Training	4 Hours of Any Emergency Service Oriented Training
8 Hours of Any Emergency Service Oriented Training	4 Hours of Any Emergency Service Oriented Training				
Response					
At least one response or event per year		At least one response or event per year			At least one response or event per year
Planning / Administration Support, Apparatus and Equipment Maintenance, General Labor (Time can be combined from any of these 3 areas)					
N/A	N/A	N/A	N/A	N/A	N/A

NOTE: The Creation Festival (any 8 hour shift) counts as an event for Response time requirements.