

Memorandum

Date: August 28, 2006

To: NIMS/SEMS Train the Trainer Participants

From: Department of Parks and Recreation
William Penn Mott Jr. Training Center

Subject: Housing and Meals

This training is different than most held at Mott Training Center, in that participants who are traveling a distance greater than 50 miles from their work location to the Training Center, are required to make their own hotel reservations at the state rate of \$84.00. Housing will not be provided on site at the Asilomar Conference Center.

I have reserved rooms at the Deer Haven Inn and Suites located very close to the Training Center. If you need housing, make reservations by phoning them at: 831-373-1114. Tell them you are with the State Parks NIMS/SEMS class at the Mott Training Center. You will fill out paperwork in the class for your reimbursement of training expenses, including your meals and incidentals. You are not required to stay at Deer Haven, but you will only be reimbursed for the state rate of \$84.00 for the nights of September 18th, 19th and 20th, 2006.

Additional lodging may be available at Lighthouse Lodge; they may have rooms available at the state rate. Lighthouse lodge is about a mile away from the Mott Training Center and can be reached at 831-372-0503.

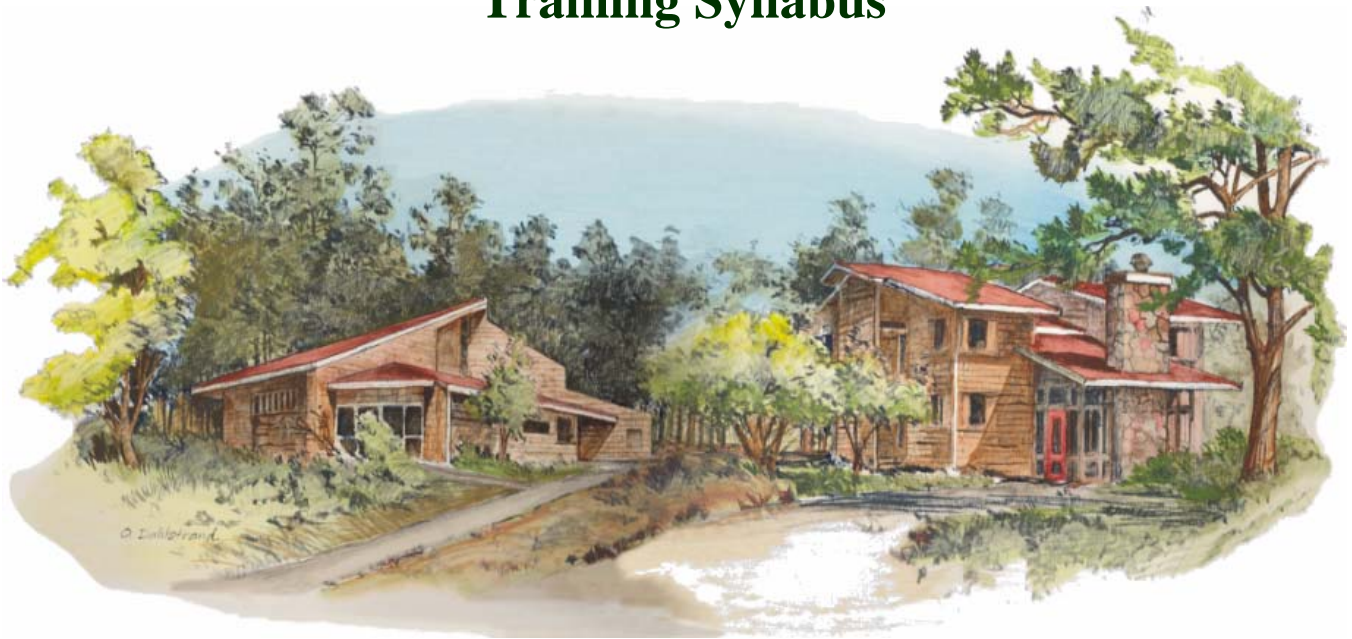
Original signed by

Joanne Danielson
Training Specialist

NIMS/SEMS Train the Trainer

September 19-21, 2006

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: August 28, 2006
To: Supervisor
From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
NIM/SIMS Train the Trainer

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

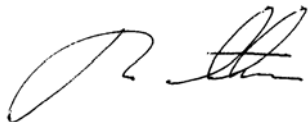
Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Broc E. Stenman
Department Training Officer

Attachment

cc: Participant

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***Mission Statement
Training Office***

***The mission of the Training Office is to improve
organizational and individual performance through
consulting, collaboration, training and
development.***

TRAINING CENTER STAFF

Broc Stenman.....Department Training Officer
Michael Green Assistant Department Training Officer
Joanne Danielson Academy Coordinator
Charles Combs..... Training Specialist
Dave Galanti..... Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pat Bost..... Assistant Program Coordinator
Pamela Yaeger..... Assistant Program Coordinator
Bill Spencer..... Assistant Program Coordinator
Summer Kincaid Assistant Program Coordinator
Brian PetersenProgram Assistant

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Program Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses

incurred as outlined in DAM 0410.6. The Training Center does not have the capability to provide transportation to/from Monterey Airport.

4. **HOUSING:** Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment, therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10 p.m.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. **MEALS:** Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12 noon for lunch, and 6 p.m. for dinner. Hot or box lunches may be provided on some days. **If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.**
6. **OFF-GROUNDS ACCOMMODATIONS:** When authorized to stay off-grounds by the Department Training Officer, the Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Asilomar for lodging.
7. **CLOTHING:** Field uniforms of "Required Uniform Items" (not including optional items) will be worn daily by all uniformed employees during formal training sessions unless specified in the Program Attendance Checklist (See "Required Uniforms Items" in the appropriate Uniform Handbook). Non-uniformed employees should wear professional apparel normally worn on the job. Appropriate attire includes apparel suitable for office dress. It does not include such items as shorts, T-shirts or tank tops (special clothing requirements for your program may be described in "Attendance Checklist" section).

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. **ROOM SAFES:** Recently two safes have been installed in each of the lodge rooms used by the Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
9. **WEAPONS:** Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Training Center's safes in the Whitehead Room or secured in your vehicle.
10. **ALCOHOLIC BEVERAGES:** Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire Delaware North.
11. **SMOKING:** Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. **TRAINING CENTER:** The Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
13. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
14. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.

15. **TRAINING CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
16. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
17. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. **An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course.** The Training Center Manager may modify this requirement based upon participant knowledge level and/or the portion of the course missed. (There is a separate attendance policy for Basic Visitor Services training contained in the Participant Handbook).
18. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.
20. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. **MAIL:** Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
P. O. Box 699, Pacific Grove, CA 93950

22. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
23. FAX: The Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a Department of Parks and Recreations training group.
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.
26. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training, the following checklist is provided:

- _____ 1. Be sure you have read and understand the NIMS/SIMS Train the Trainer Program Syllabus prior to the first scheduled session.

- _____ 2. Make your own reservations for your housing (see attached participant memo). Housing is not on the Asilomar Conference Grounds. Be prepared to provide your own meals.

- _____ 3. Arrange your travel through your District Office.

- _____ 4. Uniforms will be required for uniformed personnel. Field uniforms of "Required Uniform Items" (not including optional items) will be worn daily by all uniformed employees during formal training sessions. Non-uniform clothing should reflect a **professional and positive image**.
 - ◆ Such casual clothing as undershirts, crop or midriff tops, tank tops, shorts/miniskirts, hats/caps, clothing with inappropriate designs or wording, and ragged and/or badly faded jeans do not reflect a positive image.

 - ◆ Closed toe shoes must be worn, no sandals.

- _____ 4. Complete the POST-TRAINING EVALUATION 90 days after completion program.

PRE-TRAINING ASSIGNMENT

By presenting this course our Department is preparing to meet this very critical training mandate. You, as a Department trainer, will be responsible for facilitating your District's NIMS training.

All classifications of personnel are likely to require some training; peace officers and first responders to multi-agency incidents will most likely need a full day's training.

List the person you will contact to schedule and coordinate training within your District (list all sector contacts) for the classifications. Contact those individuals and set up tentative training dates. (You can hand write this – be sure it's legible)

Fax (831-649-2824) or email to Joanne Danielson at Mott Training Center before Sept 19, 2006.

Permanent and Seasonal Administrative Staff

Sector:	Person:	Contact: Information:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Suggested training dates: _____

Permanent and Seasonal Maintenance Staff

Sector:	Person:	Contact: Information:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Suggested training dates: _____

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

LETTER OF AGREEMENT REIMBURSEMENT RATES AND PROCEDURES FOR PARTICIPANTS

PROCEDURES

1. You are being provided with a *Letter of Agreement Invoice* and a *Travel Expense Claim Worksheet*. The **Invoice must be signed. Do not** complete the **Invoice!!! Fill out the Worksheet completely and sign in ink.** This must be done only by you. POST staff will use the information provided on the worksheet to complete the invoice.
2. Receipts or copies of **receipts must be furnished to POST** for airline travel, parking costs that exceed \$10.00 and ground transportation (taxi or shuttle bus). Use of a government vehicle is not reimbursed.
3. No reimbursement for vehicle rental expenses will be permitted unless there is advanced approval from the POST coordinator.
4. Return forms and original receipts in the enclosed self-addressed envelope. **If you have any questions, please contact Daria Rowert at (916) 227-2802.**

REIMBURSEMENT RATES

MILEAGE

LODGING

Breakfast	\$ 6.00	44.5 cents per mile	Must Have Lodging Receipt for reimbursement. ☒ <i>Actual cost up to a maximum of \$84.00, plus tax, except in the counties of Alameda, San Francisco, San Mateo and Santa Clara, where reimbursement will be for actual receipted lodging up to a maximum of \$140.00 plus tax. Reimbursement is also up to \$110.00 in San Diego and central and western Los Angeles. Central and western Los Angeles is a designated geographical area; contact POST if you have any questions.</i>
Lunch	10.00		
Dinner	18.00		
Incidentals	<u>6.00</u> ξ		
Total	\$40.00 Maximum ☒		

ξ Every 24 Hr. Period

☒ Every full 24 hour period plus tax

Costs for Parking over \$10.00 must have a receipt

AIRLINE TRAVEL

1. POST requires all persons traveling by airline to book their reservations with POST's travel agent, Davisville Travel by calling toll free (877) 456-2557, Monday thru Friday, 8:00 a.m. to 5:00 p.m.
2. Travel arrangements must be made no later than 5 working days prior to the date of travel in order for the ticket to be issued and mailed directly to the traveler. When calling Davisville Travel, you will be required to reference the identifying number provided by the POST staff coordinator. You will also be required to furnish an address to which the ticket can be mailed.
3. Unused airline travel tickets shall be mailed to *Commission on POST, 1601 Alhambra Boulevard, Sacramento, CA 95816-7083, Attention: Accounting Section.*

NOTE: *If you wish to drive rather than fly, you may do so. If driving, your reimbursable travel time will be limited to the time necessary to fly, and your reimbursable mileage expense may not exceed the State of California cost for air travel.*

NIMS/SIMS TRAIN THE TRAINER GROUP 1 - A G E N D A
September 19-21, 2006

Tuesday
September 19

0800-0845	Participant and Course Introduction	Danielson
0845-0930	Overview of NIMS/SIMS	American Homeland Solutions
0930-1030	NIMS Preparedness Component	
1030-1130	Introduction to the Incident Command System	
1130-1230	Lunch	
1230-1500	The Incident Command System	
1500-1615	Case Study: (to be announced)	
1615-1700	Table-Top Exercise: ICS	

Wednesday
September 20

0800-0900	Multi-Agency Coordination Entities	American Homeland Solutions
0900-1000	Incident Action Planning	
1000-1115	Resource Management	
1115-1200	NIMS Communication/Information Management/ Supporting Technologies Components	
1200-1300	Lunch	
1300-1330	NIMS Public Information Component	
1330-1430	Mutual Aid	
1430-1500	Transfer of Command/Demobilization	
1500-1600	Case Study: (to be announced)	
1600-1700	Table-Top Exercise: IAP	

Thursday
September 21

0800-1000	National Response Plan	American Homeland Solutions
1000-1200	The Trainer	
1200-1300	Lunch	
1300-1500	Table Top Exercises	
1500-1630	Exam	
1630-1645	Course Review	
1645-1700	Certificates	

NIMS/SIMS TRAIN THE TRAINER

<u>PROGRAM OUTLINE</u>	<u>Hours</u>
<u>PROGRAM ADMINISTRATION</u>	2.0
Orientation.....	
Exam/Evaluation/Review.....	
 <u>NIMS UPDATE</u>	8.0
Lecture	
Table Top Exercise	
 <u>INCIDENT PLANNING AND COORDINATION</u>	2.0
Lecture	
 <u>NIMS COMMUNICATION MANAGEMENT</u>	6.0
Lecture	
Table Top Exercise	
 <u>NATIONAL RESPONSE PLAN</u>	2.0
Lecture	
 <u>TRAINING SKILLS AND EXERCISES</u>	4.0
Presentations and Exercises.....	
 TOTAL HOURS	24

NIMS/SIMS TRAIN THE TRAINER

OVERALL PURPOSE OF THE COURSE

Purpose: This course is designed to give individuals the necessary skills to perform general command functions as they relate to NIMS. Participants will learn and practice skills necessary to conduct a learning event.

Program Objectives: By the close of the training program participants will

1. Review the concept of the National Incident Management System and demonstrate how to implement the procedures in an emergency situation.
2. Demonstrate the necessary skills to perform general command functions as they relate to NIMS.
3. Examine the elements of training design and prepare to practice skills necessary to conduct a learning event.

PROGRAM INTRODUCTION AND ORIENTATION

Purpose: Participants will meet one another and the program facilitator.

Performance Objectives: By the close of the training program participants will

1. Complete the POST letter of agreement paperwork on the first day of class as instructed.
2. Complete the pre-training assignment, (your training implementation plan). Email, send or fax it to Joanne Danielson at Mott Training Center.
3. Review program content, procedures, and evaluation processes.
4. Adhere to all Training Center Guidelines.

NIMS (NATIONAL INCIDENT MANAGEMENT SYSTEM)

Purpose: Participants, in their role as Law Enforcement personnel, will understand the concept of the National Incident Management System and know how to implement the procedures in an emergency situation. This session is designed to give individuals the necessary skills to perform general command functions as they relate to NIMS. Participants will examine the elements of training design and prepare to practice skills necessary to conduct a learning event.

Performance Objectives: By the close of the training program participants will

1. Describe their roles and responsibilities as Department staff and (if applicable) as law enforcement personnel.
2. Review the principles of NIMS and its application.
3. Develop and implement a NIMS protocol when they return to their District.
4. Design a plan to train other staff members in their District.

location map for
WILLIAM PENN MOTT JR. TRAINING CENTER
837 ASILOMAR BLVD.
PACIFIC GROVE, CALIFORNIA 93950

