

WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES,  
EMA DIVISION  
POLICY / PROCEDURE

## WARREN COUNTY EMERGENCY SERVICES TRAINING POLICY

*The Warren County Department of Emergency Services (WCDES), EMA Division will administer an emergency management training program that offers a variety of courses for students. The Agency facilitates trainings provided by FEMA's Emergency Management Institute, FEMA's National Domestic Preparedness Consortium, and Rural Domestic Preparedness Consortium, the Ohio Emergency Management Agency, and other agencies (where appropriate).*

---

### **PURPOSE:**

This policy establishes guidelines for the emergency management training program administered by the Warren County Department of Emergency Services (WCDES). The intended purpose behind administrating an emergency management training program is to offer a variety of courses to interested parties that are focused on mitigating against, preparing for, responding to, and recovering from all hazards, natural or man-made.

### **PROCEDURE:**

#### **I. COURSE REGISTRATION**

- A. For all courses that WCDES hosts or facilitates on behalf of state or federal agencies, students must have their FEMA SID prior to registration for the course. Students may obtain their FEMA SID by visiting: <https://cdp.dhs.gov/FEMASID>. Students must also have completed all pre-requisites as requested. All prospective applicants may be subject to agency / organizational verification of employment. **Any person who knowingly submits false registration information will be denied from attending the registered course and any future courses offered.**
  
- B. Course registration process:
  1. For locally developed and provided courses, all registrants will apply for course registration on the Warren County EMA website.
  
  2. For all State-developed or facilitated courses hosted by Warren County EMA, applicants will register through the Ohio EMA training website. Ohio EMA will forward a participant list and sign-in sheets to their respective Warren County EMA contact.

WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES,  
EMA DIVISION  
POLICY / PROCEDURE

3. For all other courses hosted by Warren County EMA, the course facilitator will host registration through their traditional means and will forward a participant list to their respective Warren County EMA contact.
- C. **To allow a first come, first serve basis, agencies will not be able to make “blanket registrations.”** For example, an agency will not be permitted to request a certain amount of slots without knowing who the attendees are, prior to registration for a course. However, as long as there are seats available, there is no capacity limit for an agency to submit for registration. If the requesting agency has all the attendees’ registering information, they then will be allowed to submit as many registrations as they request.

## II. COURSE CANCELLATION

- A. It is the WCDES’s intent to bring all courses that are promoted to the County. However, when the registration numbers are lower than the minimal threshold, the Instructing Agency may cancel the class. Attendance numbers are presented to the Instructing Agency fourteen (14) business days prior to start date of the course (or within another timeframe as specified by the Instructing Agency). If the Instructing Agency cancels a course, the agency who registered those students will contact each student via the applicant’s registered contact information.

## III. ELIGIBILITY

- A. Most courses are available to anyone involved in emergency management, or response at the local, state, or federal levels. Other eligible attendees include policy makers, response partners, communications, hazardous materials, healthcare, and public works. Some courses may have a specific primary audience. In this case, secondary audiences will be considered, upon the availability of open seats.
- B. Due to the sensitive topics of courses offered by the Agency, students will be deemed ineligible for courses if they are a part of an active criminal investigation, in a probation period, or on parole.

## IV. ATTENDANCE POLICY

- A. WCDES expects students to arrive on time and attend all sessions or blocks of instruction for the course. Selective attendance and late arrival is a deterrent to individual learning and a disruption to other students. **WCDES may dismiss students from the course for late arrival or any absence from the class. WCDES will not provide credit to students who do not attend a course in its entirety.**

WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES,  
EMA DIVISION  
POLICY / PROCEDURE

B. WCDES will monitor student and organizational attendance. If an organization is found to have a history of registering students and has an organizational attendance record below seventy percent (70%), a formal letter will be sent to the student's organization. The organization collectively, may be limited on the number of applicants allowed to register per course at the WCDES's or WCDES Director's discretion.

**C. Student No Shows:**

1. Most courses are offered at no cost to the student. These courses are funded through federal grants, and it takes considerable resources to plan and arrange logistics to bring courses to the County. When class attendance is less than the registration roster, it reflects poorly on the student, the student's organization, and the County. This puts WCDES at risk of not being able to retain Instructing Agencies for future courses.
2. **If a student misses two classes without notifying the Agency's training contact prior to the course start date, they may not be permitted to register for future courses without a written letter of support from the student's supervisor explaining the absences of the student.**

**D. Registration Cancellation:**

1. Applicants who cannot attend the course need to notify the WCDES's training contact no later than two (2) weeks prior to the start of class. If two (2) weeks' notice is not possible, contact the WCDES training contact before twenty-four (24) hours of the course start. Applicants who cancel within twenty-four (24) hours of the start of class will be given the opportunity to submit documentation to the training contact for an acceptable excuse. If no documentation is submitted within seventy-two (72) hours of the last day of class, the student will be classified as a "No Show," thus Student No Show policies will be applied.

**V. STUDENT CONDUCT**

- A. WCDES expects students to conduct themselves in a professional manner and appear professional (wearing business casual or uniformed attire) at all times while in class. WCDES may dismiss students from the course that engage in disruptive behavior or display nonprofessional appearance. WCDES may ban those in violation of this policy from attendance at any future trainings WCDES facilitates. The WCDES Director will have final discretion on such situations.
- B. Conduct that is documented by regional training partners, Ohio EMA, or consortium agencies as inappropriate or disruptive, may be considered by the WCDES Director as grounds to ban a student from enrollment in courses that are facilitated by WCDES. Such disruptive conduct could include (but is not limited to):

**WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES,  
EMA DIVISION  
POLICY / PROCEDURE**

**1. Weapons in Class:**

- a. Weapons of any type are not permitted in classrooms, unless the student is a sworn peace officer. Sworn peace officers will need to show a badge and proper identification to the WCDES's training contact when signing in.

**2. Tobacco Use:**

- a. Smoking and chewing tobacco in classrooms, regardless of location, is strictly prohibited.

**3. Cell Phones and Electronic Devices:**

- a. Students are expected to be respectful of other students as well as the instructors. The use of cell phones and other electronic devices should be limited during class time. If a student must check emails or make phone calls, they should excuse themselves from the class or use electronic devices during breaks.

**4. Inappropriate Language or Behavior:**

- a. Weapons Students are expected to maintain professionalism and provide a safe environment while attending courses hosted or facilitated by WCDES. Persons exhibiting inappropriate language and / or threatening behavior toward the facility and / or any participants will be excused from the course and may be prohibited from attending future courses hosted by the Warren County Department of Emergency Services.

**VI. STUDENT CLASSROOM AND ACCOMMODATIONS**

- A. It is the goal of WCDES to ensure that all students have the tools necessary to successfully complete the courses offered. If students require additional accommodations when attending trainings, they should let the WCDES training contact know, and WCDES will work with training agencies to confidentially meet reasonable requests.
- B. If a course is offered by the Ohio EMA, Ohio EMA can arrange to provide interpretation services. Students may elect to have tests read to them or arrange for extra time. All facilities that host trainings funded by Ohio EMA are accessible by wheelchair.
- C. If a student requires the use of a service animal, accommodations can be made for the student and their service animal. However, if the animal is not a service animal, or otherwise related to a documented medical need, the animal will not be permitted to enter. Students who require the use of a service animal should notify the WCDES's training contact no less than fourteen (14) days prior to the start of the course.

**WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES,  
EMA DIVISION  
POLICY / PROCEDURE**

**D. Lodging and Meals:**

1. Meals, Per Diem, and all other travel expenses are the responsibility of the student or the parent organization. Refreshments are not a requirement by WCDES in order to facilitate training. Students should bring refreshments in accordance with the hosting location's refreshments policies.

**VII. TRAINING RECORDS ANF TRANSCRIPTS**

- A. WCDES will maintain registrations, sign-in sheets, and other documentation documentation by trainings that are taught by Warren County EMA staff and partners per County and department Records Retention Policies.
- B. Attendance at all Ohio EMA courses is recorded in the training database and records of all training, including course attendance rosters, are maintained on file for seven (7) years. Students can access their transcript by logging on to the Department of Public Safety Training Campus website and accessing the transcript link. Students may also request a copy of their transcript by sending a written request to the Ohio EMA training section.
- C. Other state and / or federal training agencies will issue certificates to students via the student's registered contact information. Students who wish to receive transcripts or certificates will need to contact the Instructing Agency.