



West Virginia Citizen Corps Program Member Training Guidelines

Per the National Citizen Corps Guidelines, the primary objectives of local Councils are to:

1. Match the needs of first responders/emergency response officials with the skills and abilities of volunteers to make their families, their homes, and their communities safer from the threats of terrorism, crime, and disasters.
2. Educate the public on safety, help citizens take an active role in protecting themselves from harm, and teach citizens what to do in the event of a crisis.
3. Spearhead efforts to offer citizens new and existing volunteer opportunities, educational information, and training courses to address crime, terrorism, and natural disaster risks.
4. Promote all Citizen Corps programs and activities across the community.
5. Capture innovative practices and report accomplishments that can be replicated in other communities nationwide.
6. Survey the community to assess increased awareness and Citizen Corps participation.

To meet these objectives, the West Virginia Citizen Corps Council recommends that members are trained in a variety of areas allowing members to accomplish the above objectives. The information below is provided as a guide to the local Council to determine what training will be required and recommended within the program. All Program Coordinators should be familiar with NIMS requirements and understand whether their program falls under the NIMS compliance requirements.

Each jurisdiction should provide for proper record keeping of training information in order to certify at grant application and when completing progress reports to the West Virginia Citizen Corps Program.

Required Training

West Virginia State or Local Citizen Corps staff and volunteers:

- ✓ IS-700 – National Incident Management System (classroom or online)
- ✓ IS-100 – Incident Command System (classroom or online)

Recommended Training (by position)

Volunteers

- ✓ IS-7 – A Citizens Guide to Disaster Assistance
- ✓ IS-317 – Community Emergency Response Training (classroom setting preferred)
- ✓ Community Mass Care Management
- ✓ Emergency Planning for People with Disabilities and Other Special Populations

Staff/Volunteer Leadership

- ✓ Leadership Plenty (alternate: IS-240 – Leadership and Influence)
- ✓ IS-241 – Decision Making and Problem Solving
- ✓ IS-242 – Effective Communication
- ✓ WVU Extension Volunteer Management Training (alt: IS-244 – Developing and Managing Volunteers)

CERT Trainers/Program Coordinators

- ✓ E428 Community Emergency Response Team Train the Trainer
- ✓ E427 Community Emergency Response Team Program Manager



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Healthcare Workers/Medical Reserve Corps membership

- ✓ IS-100.HC – Incident Command for Health Care/Hospitals
- ✓ IS-200.HC – Applying ICS to Healthcare Organizations
- ✓ IS-700
- ✓ Follow MRC Recommendations for Core Competencies
 - Suggested Trainings and Tools (PFA, Mental Health Preparedness, Roles and Responsibilities of Volunteers, IS 100, Etc.)
 - Public Health Activities and Incident Management
 - Public Health 101, Intro to Disaster
- ✓ IS-346 – Orientation to Hazardous Materials for Medical Personnel
- ✓ IS-197.SP – Special Needs Planning Considerations for Service and Support Providers
- ✓ Refer to the MRC Core Competency Matrix for further guidance.

VIPS program members

- ✓ IS-100.LE – Incident Command for Law Enforcement
- ✓ Local Police Department Policies, Procedures, Chain of Command (classroom)
- ✓ Applicable Officer Safety Training
- ✓ Applicable Field Training or Practicum

Search and Rescue

- ✓ FUNSAR (Fundamentals of Search and Rescue)
- ✓ See State Search and Rescue Council Training Guidelines

EOC Volunteers

- ✓ G -191 EOC/ICS Interface

Additional Training Opportunities

- ✓ Preparedness 101 (West Virginia Citizen Corps)
- ✓ IS-22 – Are You Ready? An in-depth guide to citizen preparedness
- ✓ IS-200 – ICS for Single Resources and Initial Action Incidents (classroom or online)
- ✓ IS-800B – National Response Framework (classroom or online)
- ✓ IS-288 – The Role of Voluntary Agencies in Emergency Management
- ✓ G249 Managing People in Disasters: A Local Perspective
- ✓ Leadership Plenty (alternate: IS-240 – Leadership and Influence)
- ✓ IS-241 – Decision Making and Problem Solving
- ✓ IS-242 – Effective Communication
- ✓ IS-230 Principles of Emergency Management
- ✓ IS-235 Emergency Planning
- ✓ IS-139 Exercise Design
- ✓ G249 Managing People in Disasters: A Local Perspective
- ✓ G775 Emergency Operations Center Management and Operations
- ✓ IS-55 Household Hazardous Materials

FEMA Course listing (open enrollment to all citizens):

<http://training.fema.gov/IS/crslist.asp>



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Program Type	Duties	Required Training	Suggested Training
Council Member	Planning, Coordinating, Sharing Information	<ul style="list-style-type: none"> ▪ IS-700 – National Incident Management System (classroom or online) ▪ IS-100 – Incident Command System (classroom or online) 	
General Volunteer	Public Education, Administrative Assistance, Other As Assigned	<ul style="list-style-type: none"> ▪ IS-700 – National Incident Management System (classroom or online) ▪ IS-100 – Incident Command System (classroom or online) 	<ul style="list-style-type: none"> ▪ Preparedness 101 (West Virginia Citizen Corps) ▪ IS-22 – Are You Ready? An in-depth guide to citizen preparedness
Council or Program Staff and Volunteer Leadership	Convene meetings, recruit and manage volunteers, conduct and compile meeting information, direct projects, other	<ul style="list-style-type: none"> ▪ IS-700 – National Incident Management System (classroom or online) ▪ IS-100 – Incident Command System (classroom or online) 	<ul style="list-style-type: none"> ▪ Leadership Plenty (West Virginia Citizen Corps (or) ▪ IS-240 – Leadership and Influence ▪ IS-241 – Decision Making and Problem Solving ▪ IS-242 – Effective Communication ▪ Volunteer Management Training (West Virginia Citizen Corps via WVU Extension)
CERT Volunteer (mobilized for response)	Assist First Responders during Emergencies, Assist Neighbors during Emergencies	<ul style="list-style-type: none"> ▪ IS-700 – National Incident Management System (classroom or online) ▪ IS-100 – Incident Command System (classroom or online) ▪ IS-317 – Community Emergency Response Training (classroom setting) 	<ul style="list-style-type: none"> ▪ Community Mass Care Management ▪ Emergency Planning for People with Disabilities and Other Special Populations (West Virginia Citizen Corps/Arc of West Virginia) ▪ Preparedness 101 (West Virginia Citizen Corps) ▪ IS-22 – Are You Ready? An in-depth guide to citizen preparedness ▪ IS-7 – A Citizens Guide to Disaster Assistance



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<p>CERT Instructor, Class Coordinator or Team Leader</p>	<p>Conduct training in Community Emergency Response</p>	<ul style="list-style-type: none"> ▪ IS-700 – National Incident Management System (classroom or online) ▪ IS-100 – Incident Command System (classroom or online) ▪ IS-317 – Community Emergency Response Training (classroom setting) ▪ E428 Community Emergency Response Team Train the Trainer 	<ul style="list-style-type: none"> ▪ E427 Community Emergency Response Team Program Manager (or) ▪ A Trainer may substitute relevant subject matter expertise for the CERT TTT if he or she has completed another instructor training course (trainers using this substitution should strive to take the CERT TTT when available)
<p>Healthcare/Medical Reserve Corps Volunteers</p>	<p>Assist during health related emergency response, assist with flu shot distribution clinics and other public health events when volunteers are needed</p>	<ul style="list-style-type: none"> ▪ IS-100.HC – Incident Command for Health Care/Hospitals ▪ IS-700- National Incident Management System (classroom or online) ▪ IS-200.HC – Applying ICS to Healthcare Organizations ▪ Follow MRC Recommendations for Core Competencies 	<ul style="list-style-type: none"> ▪ Psychological First Aid ▪ Mental Health Preparedness ▪ Public Health Activities and Incident Management ▪ Public Health 101, Intro to Disaster ▪ IS-346 – Orientation to Hazardous Materials for Medical Personnel ▪ IS-197.SP – Special Needs Planning Considerations for Service and Support Providers



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<p>Volunteers in Police Service/Neighborhood Assistance Volunteers</p>	<p>Assist Police Department as needed according to training, provide crowd control, issue handicapped parking citations, act as additional eyes and ears for police patrolmen</p>	<ul style="list-style-type: none"> ▪ IS-100.LE – Incident Command for Law Enforcement ▪ IS-700- National Incident Management System (classroom or online) ▪ Local Police Department Policies, Procedures, Chain of Command (classroom) ▪ Applicable Officer Safety Training ▪ Applicable Field Training or Practicum 	<ul style="list-style-type: none"> ▪ Refer to local program management for more information
<p>Search and Rescue Volunteers</p>	<p>Assist responders on lost person searches in rural and urban areas</p>	<ul style="list-style-type: none"> ▪ IS-100.LE – Incident Command for Law Enforcement ▪ IS-700- National Incident Management System (classroom or online) ▪ FUNSAR (Fundamentals of Search and Rescue) 	<ul style="list-style-type: none"> ▪ See State Search and Rescue Council Training Guidelines



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<p>Emergency Operation Center Volunteers</p>	<p>Runners, Enter Items and Updates into E-Team, Administrative Duties, Answer Phones and Refer Calls to appropriate Parties</p>	<ul style="list-style-type: none"> ▪ IS-700 – National Incident Management System (classroom or online) ▪ IS-100 – Incident Command System (classroom or online) ▪ G -191 EOC/ICS Interface 	<ul style="list-style-type: none"> ▪ Additional Training to be determined by local Emergency Manager
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<p>Added Value Trainings Not Listed Above:</p> <ul style="list-style-type: none"> ▪ IS-200 – ICS for Single Resources and Initial Action Incidents ▪ IS-800B – National Response Framework ▪ IS-288 – The Role of Voluntary Agencies in Emergency Management ▪ G249 Managing People in Disasters: A Local Perspective ▪ IS-230 Principles of Emergency Management ▪ IS-235 Emergency Planning ▪ IS-139 Exercise Design ▪ G249 Managing People in Disasters: A Local Perspective ▪ IS-55 Household Hazardous Materials ▪ G775 Emergency Operations Center Management and Operations 	<p>Where to Find the Above Trainings:</p> <ul style="list-style-type: none"> ▪ Courses with IS or G numbers are available through FEMA Course listing (open enrollment to all citizens) at http://training.fema.gov/IS/crslist.asp ▪ West Virginia Citizen Corps Courses are available through Volunteer West Virginia, contact 304-558-0111 ▪ For MRC and VIPS courses contact your local program manager for more information
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