Carroll Composite Squadron
Emergency Services Training & Qualifications

FEMA Online Courses for National Incident Management System (NIMS)
Go to http://training.fema.gov/IS/NIMS.asp Emergency Management Institute (EMI) Independent Study Program (ISP) NIMS website and Complete the Online class independently. *It is recommended that you click on the course and on the right side click take Final Exam and Print it for your reference. Then come back and review the material by Take this course by clicking on the Interactive Web Based Course. Once your take the online exam save a copy of the .PDF Certificate on your computer and bring the copies to the Squadron or Upload in Operations Qualifications in E-services. Under* ***Emergency Services*** *click on* ***Single Person*** *and your Emergency Service Status will appear. Under your name will be a link for* ***View/Upload Document****. Click* ***View/Upload Documents*** *Select IS-___ the Click browse and located your PDF Certificate and then click Upload ES Files. Repeat for other IS Documents.*

- IS-700.a National Incident Management System (NIMS), An Introduction
- IS-100.a (ICS 100) Introduction to Incident Command System
- IS-200.a (ICS 200) ICS for Single Resources and Initial Action Incidents
- IS-800.b National Response Framework, An Introduction

Operations Section under Exams:

Complete General Emergency Services Training:

- CAPT (Civil Air Patrol Training) ***CAPT 116 pt 1 (General ES)*** ES- Emergency Services Regarding CAPR (Civil Air Patrol Regulations) CAPR 60-3

- CAPT 117 Pt 1, 2 & 3 (Continuing Education)
  - ***CAPT 117 Part 1 – is on Critical Incident Stress Management (CISM)***
  - ***CAPT 117 Part 2 – is on Crew Resources Management (CRM)***
  - ***CAPT 117 Part 3 – is on Common Incident Staff Responsibilities***

Complete Basic ORM. In e-services on the left hand side of the screen under My Favorites click on Safety, under this click ORM (Operational Risk Management) and review the Power Points and then click on Basic, Intermediate, Advanced ORM On-line Tests. Click on the Drop Down Click Basic ORM Test, Enter CAPID, and Last Name. *Remember save a copy of your certificate.*

Basic Communication Unit Training (BCUT). When offered you want to complete a Basic Communication Unit Training (BCUT) which is a four hour class taught by the Maryland CAP Wing Communications Officers. Later this year the online version Interactive Communication Unit Training (ICUT) will be done online.

Basic First Aid, CPR. It is recommended that you obtain a Basic First Aid, CPR, AED and Blood Borne Pathogens training and present copies of the certifications to the Squadron. *Upload in Operations Qualifications in E-services. Under Emergency Services click on Single Person and your Emergency Service Status will appear. Under your name will be a link for View/Upload Document. Click View/Upload Documents Select First-aid/CPR then Click browse and located your PDF Certificate and then click Upload ES Files. Repeat for CPR.*

Members CAPF-101 card and Photo for Emergency Services. Obtain a photo of a head shot with a white back ground and add it to your CAPF-101 – (Civil Air Patrol Form) This can be found in e-services, Login, under favorites, click ***My Operations Qualifications/National Reports*** and this will take you into ***Operations Qualifications***, At the top bar across the top of the screen click ***Emergency Services.*** This is where you will find your CAPF101 Card. In the center you can click **Upload CAP Picture.** Your picture will be submitted for approval by the Squadron Commander and once approve it will appear. It is recommended that you print out your CAPF 101 Card and you update your qualifications.

In e-Services Look at the block called ***"My Info"*** It is recommend that you review your information and update it to ensure it is correct by clicking **Review/Edit My Info**

The Familiarization and Preparatory Training can be completed for Ground Team Member Level 3 (GTM-3) by reading and studying the 11 task below and be tested by an approved trainer for Ground SAR:

Ground Team Member Level 3 - Familiarization and Preparatory Training
No. of Required Tasks: 11

Complete Task O-0001 (Prepare ground team individual equipment)
Complete Task O-0002 (Conduct individual refit)
Complete Task O-0003 (Prevent and treat hot weather injuries)
Complete Task O-0004 (Prevent and treat cold weather injuries)
Complete Task O-0101 (Identify natural hazards)
Complete Task O-0102 (Prevent and treat fatigue)
Complete Task O-0103 (Conduct field sanitation and hygiene)
Complete Task O-0201 (Use a compass)
Complete Task O-0601 (Conduct actions if lost)
Complete Task O-0902 (Exercise universal precautions)
Complete Task P-0102 (Conduct a phone alert)

The Full copy of the Task Guides and the associated PowerPoint slides are located below:

The Training Slides and Curriculum link is http://www.nesa.cap.gov/gsarcurr.htm

The UDF Ground SAR Task Guides
http://www.nesa.cap.gov/curriculum_material/gsar/g&udftg.pdf

The National Emergency Services Training and Education Website:
http://www.capmembers.com/emergency_services/operations_support/education_and_training/

The CAPR 60-3 – CAP Emergency Services Training and Operational Missions
http://www.capmembers.com/media/cms/R060_003_075A4369FBA8E.pdf

The above material needs to be completed to meet the Following Regulations:
CAPR 60-3 States...

2-3. Specialty Rating Requirements and Performance Standards.
For each specialty rating, Specialty Qualifications Training Record (SQTR)s have been developed to train and qualify members in stages. The most current versions of the task guides for all specialties are found on the NHQ CAP/DOS website.

a. First, prerequisites must be completed prior to initiating training requirements.

b. Once trainees have met the prerequisites, they will be required to complete familiarization and preparatory training for the specialty before serving in that position on actual or training missions under supervision. Familiarization and preparatory training is the minimum set of tasks that the member must master prior to acting as a supervised trainee on practice or actual missions. These tasks represent those skills that will keep the member safe and allow the member to function under supervision without jeopardizing the mission. This requirement avoids placing personnel not ready to perform certain jobs or those who work for them at risk.

Members wanting to access and request to train in an Emergency Services Rating should go to Operations Qualifications in E-services. Under Emergency Services click **SQTRs Entry/View Worksheet** this will open a new window under achievement select GTM3 - Ground Team Member Level 3 – If GES – General Emergency Services indicates Active then under GTM3 – Commander Approval for Prerequisites put a date and hit submit at the bottom of the screen. Once completed Click **Print SQRT Worksheet**.