

Training Plan



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Introduction

The mission of the NOMRC is to be a diverse group of committed volunteers with skills and expertise to supplement public health emergency preparedness and response efforts in New Orleans.

A primary goal of the NOMRC is to develop and maintain a group of well-trained and credentialed volunteers who can effectively and efficiently respond in an emergency. In 2015, the NOMRC Steering Committee developed a structured training program to provide NOMRC members with:

- Comprehensive knowledge of public health emergencies
- Hands-on skills in emergency preparedness, response, and recovery
- Recognition for dedicated skill growth through training

A four-tier program will be implemented to develop and track members' knowledge and skills, and foster committed involvement to skill development. Members will move from Tier 1 to Tier 4 as they complete NOMRC trainings. The ultimate goal for each member is to move into leadership positions within the NOMRC.

Training with the NOMRC

Training Needs

Members will receive an overview and a copy of the Training Plan during Orientation.

To assess member's training interests and capabilities, a training questionnaire will be distributed to active members once a year and new members during Orientation. This will be used to track the training needs of members over time.

Similarly, the needs of the New Orleans community may change over time. The NOMRC Training Plan will be reviewed by the Steering Committee once a year and revised as necessary.

To ensure the effectiveness and quality of trainings, a survey will be distributed at the end of all in-person trainings.

Curriculum

NOMRC trainings consist of in-person classes, seminars, exercises, online courses, and planned events. Trainings will typically be held on Saturday mornings, but may be held during weekdays and evenings.

NOMRC members are regularly invited to drills, exercises, and events that are hosted by partner organizations. These are not required for NOMRC members, however members are encouraged to participate to enhance their knowledge and skill set.

Tracking

Each member's completed trainings will be tracked using sign-in sheets, certificates, and an activity log managed by the NOMRC Director and Coordinator.

Tier Program

The NOMRC tier program acknowledges all members of their volunteer efforts. Members will be recognized for their achievements during the annual Kick Off Party celebration and receive a certificate stating their tier level.

The table below describes the requirements and incentives for each tier. Members must fully complete the requirements of each tier to move to a higher tier.

Tier	Requirements	Description	Incentives
Tier 1	Orientation Family Disaster Planning HIPAA ICS 100 ICS 700	Tier 1 is typically achieved during and after orientation, which is held once a month. Members will complete the FEMA ICS courses online. Once completed, NOMRC members must send their certificates to the NOMRC Coordinator.	<ul style="list-style-type: none"> • Active Member Status • MRC ID Badge • MRC Shirt • Monthly Newsletter
Tier 2	CPR First Aid Psychological First Aid	NOMRC members who complete Tier 2 are eligible to be First Aid Station managers. CPR/First Aid courses will be offered two times a year. Information on in-person Psychological First Aid courses will be distributed by the NOMRC. Members can also take online courses in Psychological First Aid and submit their certificates to the NOMRC Coordinator.	<ul style="list-style-type: none"> • CPR/First Aid certification • Eligibility to be First Aid Station Manager
Tier 3	1 Shelter Training 1 Disease Training 1 CBRNE Training 1 Hurricane Training 1 Training of Your Choice	To complete Tier 3, NOMRC members must take at least one training in each field described on the left. Members are encouraged to take trainings based upon their interests.	<ul style="list-style-type: none"> • Eligibility to join a NOMRC committee
Tier 4 (Leadership)	Courses can include: Volunteer Management Shelter Management Call Center Management Safety Officer	The purpose of Tier 4 is to enhance the skill set and response capabilities of a member based upon his or her specific interest. These	<ul style="list-style-type: none"> • Eligibility for leadership positions • Eligibility to attend state and

	ICS 300/400	members will be enrolled in advanced courses and may be considered for leadership positions within the NOMRC. Members who are interested in completing Tier 4 must meet with the MRC Coordinator one-on-one.	national trainings, workshops and conferences
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NOMRC members are credited with existing training and encouraged to take trainings out of their tier group. The listed trainings do not have to be completed in chronological order.

*As this is a new system, flexibility is allowed. For example, 2014-2015 Steering Committee members are not expected to complete Tier 3 to maintain their committee position.

Two Year Training Cycle

The NOMRC follows a two year training cycle with seasonal themes. These themes are detailed below. The training cycle is designed so all members can complete the four tiers within two years.

Seasonal Themes

Months	Course Themes
December – February	CPR First Aid First Aid Station
March – May	Hurricane Season
June – August	CPR First Aid Psychological First Aid Hurricane Refreshers
September – November	Disease CBRNE

2015-2016 Two Year Training Cycle

2015	
December – February	CPR course First Aid course First Aid Station training
March – May	Shelter Fundamentals course (Red Cross) Medical Special Needs Shelter training (DHH) Medical Institution Evacuation Plan exercise (DHH) Call Center exercise UPT triage exercise (DHH/EMS) General Evacuation/Sheltering training

	Body Mechanics training Hurricane Season Outreach training Special Needs Registry Enrollment training Call Center training Working with Special Needs Populations training
June – August	CPR course First Aid course Psychological First Aid course
September – November	Radiological Decontamination training Radiological Population Monitoring training Measles training POD training
2016	
December – February	CPR First Aid First Aid Station
March – May	Children’s Spaces in Shelters course CASPER training Call Center training Medical Special Needs Shelter exercise
June – August	CPR course First Aid course Psychological First Aid course
September – November	Chemical Incidents

Several courses are hosted by partner organizations of the NOMRC:

- American Red Cross
- Evacuteer
- LA Department of Health and Hospitals Office of Public Health (DHH-OPH)
- New Orleans Emergency Medical Services (EMS)
- New Orleans Office of Homeland Security and Emergency Preparedness (NOHSEP)