



Tennessee All-Hazards IMT Training Course Selection Process

Purpose

Tennessee's All-Hazards Incident Management Team (AHIMT) Governance Committee is developing three regional AHIMT Type-3 teams as well as in the planning stage for the development of State and Regional Emergency Management Support Teams (EMST) that can be activated during large scale incidents and disasters to support state and local government throughout Tennessee and eventually nationally. It is imperative that the current and future members of the teams are highly qualified through training and incident/event experience. The selection process will assist with the fulfillment of this mission.

Course Announcements

- The Training, Education, and Membership (TEM) committee will develop an annual training plan that, once approved by the Governance Committee, will be communicated throughout the emergency services community
- All courses should be advertised at least 60 days (90 days is optimal) prior to class start
 - Course advertisement and communication will be distributed through the AHIMT List-serv and posted on the online TEMA training calendar

Course Application Approval

- All course applications must be approved by the requestor's home agency
- AHIMT and EMST members must also be approved by the appropriate regional coordinating committee. State EMST members must be approved by the TEMA Team Development Manager.
- Final approval of the course roster will be completed by the TEMA Training Division after confirmation from the TEM Chairperson and the TEMA Team Development Manager.

Course Capacity and Allotments for Courses

- Each All-Hazards Position Specific course, USFA O-305 class, and All-Hazards Train-the-Trainer courses are designed for 30 students each. The course allotments will be filled based on the following guidelines:
 - Equal slots are allotted for the West, Middle, East, and State. The additional slots remaining will be prioritized to the regions, as needed.
 - Each region will set aside half of their allotment for the AHIMT and half for EMST teams
 - If a region is unable to fill their allotment, they should contact the other regions in a timely manner to attempt to fill their remaining open seats



Priority Criteria for Courses – **Standard Delivery Courses**

- 1st Priority are active members of the Regional AHIMT, State, and Regional EMST's.
- 2nd Priority are personnel identified by the regional team Coordination Committee (R-AHIMT-CC) or EMST's to develop future team membership
- 3rd Priority are personnel from the general emergency response community who have been approved by their home agency

Priority Criteria for Courses – **Train the Trainer Courses**

All train-the-trainer applicants must have completed the position specific course, have the requisite experience, skillset, and knowledge of the position, be qualified or historically recognized in position, and be recommended by the TEM Committee.

- 1st Priority are active members of the Regional AHIMT and EMST's who have been identified and recommended as potential instructors by the TEM Committee.
- 2nd Priority are personnel identified by the regional team Coordination Committee or EMST's to develop future team membership who have been identified as potential instructors.
- 3rd Priority are personnel from the general emergency response community who have been approved by their home agency and have been identified as potential instructors.

Application Process for **Standard Delivery Courses**

1. All students must:
 - a. Complete a course application and obtain supervisor/employer approval prior to submittal.
 - b. Email the application to the TEMA.Training@tn.gov with a copy to their appropriate regional coordinating committee **at least 45 days** prior to class start date.
 - c. Receive approval from the appropriate Regional Coordinating Committee.
2. Applicants will receive confirmation from TEMA Training that their application was received
3. TEMA Training will maintain a running list of course applicants. 45 days prior to class start date, TEMA Training will send the list to each Regional Coordinating Committee.
4. The appropriate Regional Coordinating Committee will prioritize their portion of the list and send their final recommendation to the TEM, 40 days prior to class start date.
5. The TEM will compare the recommendations with the team rosters to ensure the appropriate people and priority are assigned. The Regional Coordinating Committee and TEM must communicate to ensure a collaborative effort.
6. The TEM will forward the approved and prioritized list to TEMA Training for rostering purposes.



AHIMT



EMST

7. TEMA Training will notify approved students directly at least 30 days prior to course start.
8. The appropriate Regional Coordinating Committee, Regional Team IC, EMST team leader, and TEMA Regional director will receive the list of students approved for the class.

Application Process for Train-the-Trainer Courses

1. All prospective instructors must:
 - a. Meet the current EMI requirements for acceptance into a Train the Trainer course, including prerequisites and formal instructor training.
 - b. Be qualified or historically recognized in the position you are seeking Train-the-Trainer.
 - c. Be recommended by the TEM Committee.
 - d. Complete a course application and obtain TEMA Training and TEM approval prior to submittal.
 - e. Email the application to the TEM with a copy to their appropriate regional coordinating committee at least 45 days prior to class start date. Use email addresses listed on the application.
2. Applicants will receive confirmation from TEMA Training that their application was received
3. TEMA Training will maintain a running list of course applicants. 45 days prior to class start date, TEMA Training will send the list to each Regional Coordinating Committee.
4. The appropriate Regional Coordinating Committee will prioritize their portion of the list and send their final recommendation to the TEM, 40 days prior to class start date.
5. The TEM will compare the recommendations with the team rosters to ensure the appropriate people and priority are assigned. The Regional Coordinating Committee and TEM must communicate to ensure a collaborative effort.
6. The TEM will forward the approved and prioritized list to TEMA Training for rostering purposes.
7. TEMA Training will notify approved students directly at least 30 days prior to course start.
8. The appropriate Regional Coordinating Committee, Regional Team IC, EMST team leader, and TEMA Regional director will receive the list of students approved for the class.
9. TEMA Training will maintain a list of qualified instructors for all statewide course delivery.

To submit an approved and completed application to the TEMA Training Division, address the email to: TEMA.Training@tn.gov with the subject of: "Course Application Request – [the name of the course].

Tennessee AHIMT/EMST Training Course Application and Rostering Process



12 month Training Calendar
Developed and communicated
(updated quarterly)
TEMC and Governance Committee

Application
Prospective attendees follow the *Training Application Submittal Instructions* on the Training Course Application. Application must be submitted at least 45 days prior to course start date



Course Posting
Classes opened for registration and communicated at least **60** days prior to course date (90 is preferred)
TEMA Training



TEMA acknowledges receipt of application from prospective attendee

TEMA Coordinates with the Regional Coordinating Committees (RCCs) on priorities for selection



TEMA develops roster reflecting the selection priorities

TEMA notifies attendees at least 30 days prior to course start

Not accepted

Accepted

TEMA sends copy of roster to TEMC, the RCCs, and local EM directors 30 days prior to course starting