

TITLE 29: EMERGENCY SERVICES, DISASTERS, AND CIVIL DEFENSE
CHAPTER I: EMERGENCY MANAGEMENT AGENCY
SUBCHAPTER a: GENERAL ADMINISTRATION

PART 110
TRAINING AND EDUCATION PROGRAM

Section	
110.10	Purpose
110.20	Definitions
110.30	General Provisions
110.40	Enrollment Procedures for Training Courses
110.50	Training Materials and Equipment
110.60	Continuing Education for Emergency Services and Disaster Agency Coordinators

AUTHORITY: Implementing Section 7(c)(3) and authorized by Section 7(c)(1) of the Illinois Emergency Services and Disaster Agency Act of 1975 (Ill. Rev. Stat. 1983, ch. 127, pars. 1107(c)(3) and 1107(c)(1)).

SOURCE: "Emergency Services and Disaster Agency Films"; Administrative Letter No. 10 dated September 16, 1975; Rule repealed at 7 Ill. Reg. 2149, effective February 3, 1983; new Part adopted and codified at 8 Ill. Reg. 12891, effective July 11, 1984.

Section 110.10 Purpose

The purpose of this Part is to establish policy by which an Emergency Services and Disaster Agency training and education program may be implemented.

Section 110.20 Definitions

"Accredited Emergency Services and Disaster Agency" means the Emergency Services and Disaster Agency of a political subdivision which has been certified by the Illinois Emergency Services and Disaster Agency as having met the requirements to be recognized as an established Emergency Services and Disaster Agency in the State of Illinois as provided at 29 Ill. Adm. Code 300.

"Coordinator" means the staff assistant to the principal executive officer of the political subdivision who has responsibility for the organization, administration, training, and operation of the Emergency Services and Disaster Agency.

"Emergency Management Institute (EMI)" means a division of the National Emergency Training Center operated by the Federal Emergency Management Agency which offers advanced courses and seminars in comprehensive

emergency management.

"ESDA" means the Emergency Services and Disaster Agency of a political subdivision, or an interjurisdictional Emergency Services and Disaster Agency.

"FEMA" means the Federal Emergency Management Agency.

"IESDA" means the Illinois Emergency Services and Disaster Agency.

"IESDA Regional Coordinator (RC)" means the employee of IESDA with the responsibility for coordinating emergency services and disaster activities in a specific substate region.

"Interjurisdictional ESDA" means the Emergency Services and Disaster Agency of two or more adjoining counties delineated by executive order or regulation of the Governor as provided at Ill. Rev. Stat. 1981, ch. 127, par. 1112 (a).

"Political Subdivision" means any county, city, village, or incorporated town.
(Ill. Rev. Stat. 1981, ch. 127, par. 1104 (f))

Section 110.30 General Provisions

- a) IESDA offers a training program which is available to ESDA personnel and other individuals involved in emergency management. The training program includes the following course classifications:
 - 1) Self-directed home study courses provide emergency management background information.
 - 2) Instructed classroom courses consist of the following:
 - A) Emergency Management Series;
 - B) Emergency Planning Series;
 - C) Radiological Defense Series;
 - D) Transportation Emergency Series;
 - E) Instructor Training Series.
 - 3) EMI offers advanced courses and seminars in emergency management.

- b) Schedules for instructed classroom courses and EMI courses may be obtained from the RC.
- c) IESDA reserves the right to reschedule or cancel any scheduled course offered by IESDA. In making the determination to reschedule or cancel a course, the Agency shall consider, but is not limited to, availability of funds, instructors or students.
- d) A training record form will be completed by each person successfully completing any classroom course listed in the current training and education catalog. The form will be completed and returned to the instructor at the conclusion of the course, to be filed in the central office register pursuant to the requirement of Ill. Rev. Stat. 1983, ch. 127, par. 1107 (f)(4).
- e) A certificate of completion will be issued to those successfully completing courses offered by IESDA.
- f) Instructors for courses offered by IESDA will be selected by IESDA.
- g) A training and education catalog may be obtained from the RC.

Section 110.40 Enrollment Procedures for Training Courses

- a) For enrollment in the self-directed home study courses, contact the ESDA coordinator or the RC.
- b) An application for enrollment in instructed classroom courses may be obtained from the ESDA coordinator or the RC. The completed application and a letter of recommendation must be signed by the applicant's ESDA coordinator and forwarded to the RC. A copy of the application will be returned to the applicant.
- c) An application for enrollment in EMI courses may be obtained from the ESDA coordinator or the RC. The completed application must be submitted to the RC at least 90 days prior to the date of the course. A letter of recommendation from the applicant's ESDA coordinator must accompany the application. IESDA will approve and forward to FEMA or disapprove the application within 30 days of receipt. In determining whether to approve the application, the Agency shall consider but is not limited to the ESDA responsibilities of the applicant, FEMA prerequisites, and application deadlines.
- d) Persons taking certain advanced courses, or persons wishing to instruct a course must, respectively, take one or more of the earlier courses in the sequence or have taken the course they will be instructing.

Section 110.50 Training Materials and Equipment

- a) IESDA provides an audio-visual library containing films, video tapes, and slide-tape presentations which are available to groups requesting materials. Groups may obtain audio-visual materials through an accredited ESDA who will request the materials from the RC. These materials may be used independently in meetings or in conjunction with the curriculum in classroom courses.
 - 1) No fees may be charged for viewing the audio-visual materials.
 - 2) No portion of the audio-visual materials may be reproduced, edited, or altered in any manner without permission from IESDA.
 - 3) All motion pictures, unless specifically indicated to the contrary, are sound films and must be projected on sound equipment.
- b) IESDA provides Cobalt 60 source sets for use in radiological defense training courses. Eligibility for and use of radiological defense training equipment is provided at 29 Ill. Adm. Code 320.

Section 110.60 Continuing Education for Emergency Services and Disaster Agency Coordinators

- a) Continuing education is required only when accreditation is sought under 29 Ill. Adm. Code 300.
- b) Within six months of appointment, complete the Emergency Program Manager home study course.
- c) Within one year of appointment, complete the Emergency Management U.S.A. home study course.
- d) Within 12 months of appointment, attend the Initial Emergency Management Seminar, provided the Initial Emergency Management Seminar is offered at least two times during that 12-month period.
- e) Within two years of appointment, attend the Advanced Emergency Management Seminar.