British Columbia Emergency Response Management System

Standards for BCERMS Training Providers and BCERMS Training Materials

Provincial Emergency Program
Ministry of Public Safety and Solicitor General

Introduction

The British Columbia government's Inter-agency Emergency Preparedness Council (IEPC) has established a British Columbia Emergency Response Management System (BCERMS) Advisory Committee (BAC). The committee is mandated to develop the standards and requirements for all aspects of BCERMS training in the province.

Emergency preparedness is critical, and training emergency responders in a system that supports an integrated response is essential. To provide opportunities for more British Columbians to be better prepared to respond in an emergency it is necessary to enhance B.C.'s existing BCERMS training delivery capabilities.

The purpose of this standards publication is to provide training service providers with a set of standards to be used when designing and developing BCERMS training for IEPC approval. This publication also establishes the required qualifications necessary to become an IEPC-approved BCERMS training provider.

Some institutions (particularly larger institutions with a broader set of educational objectives) may have higher standards than those outlined in this document. This document establishes minimum standards to maximize exposure to BCERMS training for B.C.'s emergency response agency staff and volunteers while still preserving the integrity of B.C's established emergency management system.

Inter-agency Emergency Preparedness Council

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Common Acronyms

BAC – BCERMS Advisory Committee

A sub-committee of the IEPC, the committee is mandated to develop the standards and certification requirements for all aspects of BCERMS training and to act as the delegated authority for the IEPC on training. A small contingent of this committee will review BCERMS training provider applications and BCERMS course materials on behalf of the IEPC.

BCERMS – British Columbia Emergency Response Management System

The British Columbia Emergency Response Management System is a comprehensive management framework that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of components of BCERMS includes operations and control management, qualifications, technology, training and publications.

EOC – Emergency Operations Centre

A pre-designated facility established by a local authority, jurisdiction, ministry or agency to coordinate site support and recovery. Training for this level is BCERMS – Site Support Level – 1002.

ICP – Incident Command Post

The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities. Training for this level is BCERMS – Site Level - 1001 (or ICS).

ICS – Incident Command System

A standardized site emergency management framework specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

IEPC – Inter-agency Emergency Preparedness Council

A forum of senior staff representatives from provincial ministries, Crown corporations and major utility groups that work together to improve provincial emergency preparedness, response, and recovery capabilities on behalf of the province.

JIBC – Justice Institute of British Columbia

The JIBC was established in 1978 as a public post-secondary education institution under the College and Institute Act and designated as a provincial institute with the mandate to offer education and training in justice and public safety throughout B.C. The PEP Academy, situated within the JIBC's Emergency Management Division develops and delivers emergency management training.

NWCG - National Wildfire Coordinating Group

A group of U.S. agencies working together using the Incident Command System to coordinate effective wildfire management programs. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions.

PEP – Provincial Emergency Program

The program area of the Ministry of Public Safety and Solicitor General with responsibility for coordinating provincial government agencies and resources to support communities in an emergency or disaster.

Goal:
> *To establish the framework that sets provincial standards for*
> *IEPC-approved BCERMS training providers and*
> *BCERMS course material.*

1.0   Introduction to Standards for BCERMS Training

The Province of British Columbia emergency management structure has developed and adopted British Columbia Emergency Response Management System (BCERMS) and is encouraging all B.C. emergency response agencies to become familiar with this system and use it in emergency events.

BCERMS is a comprehensive management framework that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of components of BCERMS includes operations and control management, qualifications, technology, training and publications.

BCERMS is based on the Incident Command System (ICS) originally developed as a fire response management system by various jurisdictions in the United States.

The B.C. Emergency Response Management System Overview (September, 2000) document adjusts the American ICS to meet the needs of British Columbia and describes the standards for emergency management at the four operational levels of BCERMS:

1001 – Site level
1002 – Site Support level
1003 – Regional Coordination level
1004 – Central Coordination level.

The BC government's Inter-agency Emergency Preparedness Council (IEPC), established to make emergency management decisions on the province's behalf, has representatives from all provincial government ministries, Crown corporations and major utilities. The IEPC has several sub-committees.

One of the functions of the BCERMS Advisory Committee (BAC), a sub-committee of IEPC, is to develop the standards and requirements for all aspects of provincially-approved

BCERMS training (training providers and training course content) in British Columbia and to act as the delegated authority for the IEPC on these matters.

The BAC determines training requirements for all four levels of BCERMS, including setting standards of performance for the four levels and establishing the required qualifications necessary to be an IEPC-approved BCERMS training agency/provider.

This document, prepared by the BAC, is intended to provide guidance to training providers who are considering designing and/or delivering BCERMS training in B.C.

NOTE: For the purposes of this manual, the term **training provider** means: *Any or all instructors, training agencies or training institutions, who wish to apply for approval to deliver provincially-approved BCERMS training (whether using pre-approved course materials or designing and developing new materials.)*

This manual establishes and outlines:

- the standards for design and development of courses for each level of BCERMS;
- the essential requirements for individual BCERMS instructors and/or training providers;
- evaluation criteria for BCERMS course content and training providers;
- the process to become an IEPC-approved BCERMS training provider; and
- the criteria for maintaining training records.

1.1   Purpose of Standards for BCERMS Training

To ensure consistent provincially-approved high quality BCERMS training is readily available for all BC emergency responders such as local and provincial governments, Crown corporations, private business, industry, First Nations people, and volunteers.

Goal:

*To provide the criteria and competencies for
all levels of BCERMS training and BCERMS training providers.*

2.0   Inter-agency Emergency Preparedness Council (IEPC) BCERMS Training Standards and Requirements

While approved BCERMS course material is available in B.C., it is not mandatory that BCERMS training providers use the approved existing materials.

BCERMS training providers may design or develop their own BCERMS course material, but, **to be an IEPC-approved and provincially-recognized BCERMS trainer, all BCERMS training providers must have their trainers and their BCERMS course materials approved by the IEPC**.

In order to be IEPC-approved, all BCERMS course materials must follow the standards set in the B.C. Emergency Response Management System Overview document and further detailed in support manuals such as the BCERMS EOC Operational Guidelines and BCERMS PREOC Operational Guidelines.

Performance standards are identified and detailed in Annex A of this document.

Student evaluations upon delivery of each BCERMS course are mandatory. Evaluation information should include ratings and information on the individual training provider, their ability to deliver the course, course content, and quality of training.

Annex B of this document is a sample evaluation form.

2.1   Standards for Design and Development of BCERMS Courses

BCERMS course material may be developed for either a particular position or a group of related positions and/or functions. For example, this could mean courses for:

- a Situation Unit Leader;
- all Planning personnel in an EOC, including a Situation Unit Leader;
- all Planning Personnel in all levels (i.e. BCERMS 1001 - Site level through to BCERMS 1004 - Central Coordination level); and

- a complete level (i.e. all positions at BCERMS 1003 – Regional Coordination level.

Newly-designed materials for any level of BCERMS training must have design methodology that:

- provides a detailed analysis of the specific BCERMS job function(s) in the proposed course material and details what level of knowledge and responsibility is expected from course participants to be able to perform that function;
- develops course materials based on IEPC-approved BCERMS standards; and
- ensures that course materials for each BCERMS job position meet the standards of performance for BCERMS courses (Annex A) and meet all requirements identified in the relevant BCERMS document (eg: EOC guidelines, PREOC guidelines).

(Annex A may also be useful to training providers when developing lesson plans and course deliverables.)

2.2   Class Size, Timelines, and Methodology

It is vital to ensure that the class size is appropriate to allow all participants to gain the maximum benefit of the materials and to participate fully in exercises. Therefore class size should be a minimum of 12 and a maximum of 28.

It is also important to keep class length appropriate to the level/intensity of information the student is being provided. For example, a regional coordination level has more details/complexity than an introductory level course such as site, so it would be expected that the length of the regional coordination level course would be longer.

While some courses, such as BCERMS 1001- Site level lend themselves to self-study, part of the advantage of classroom work is the interchange between students, the ability to ask questions and clarify procedures, and the opportunity to participate in exercises to apply newly-acquired knowledge and skills. It is recommended that the remainder of BCERMS courses should be conducted in a workshop setting and include exercises to maximize learning opportunities.

2.3   Standards/Requirements for BCERMS Training Providers

The following are essential requirements:

- qualified by a combination of education and/or demonstrated ability as an adult instructor;
- recent experience in an emergency management discipline (preferably within the last five years); and
- use of IEPC-approved BCERMS course materials (see Section 3 - Training Curriculum).

Part of the IEPC approval process is to designate the approved BCERMS training level(s). BCERMS training providers should identify what BCERMS level(s) they are applying to teach. Once a BCERMS training provider is IEPC-approved, the training provider may only teach the designated level(s) of BCERMS and must use IEPC-approved materials.

BCERMS training providers are IEPC-approved on their own merit. Approval of one training provider within an agency/organization does not mean all training providers within the group are approved.

2.4   Evaluation of BCERMS Training Course(s)

All BCERMS training courses must be evaluated at the end of every training session:

- **Pilot course (for newly-developed materials) –** will use a combination of course examination, student evaluations and training provider comments to evaluate, modify and validate the training.
- **Established courses –** will use student evaluations and operational debriefings to evaluate the effectiveness of the training.

Training evaluations should be used as a quality control cycle for training providers to improve course content, and/or materials as identified.

The training provider must retain copies of all course evaluation materials for a minimum of two years and provide them to the IEPC/BAC upon request.

(Annex B is an example of an evaluation form.)

2.5   Evaluation of BCERMS Training Providers

The performance of all BCERMS training providers must be evaluated through student evaluations during course delivery. (A training provider evaluation may be integrated with a BCERMS training course material evaluation as applicable.)

Training evaluations should be used as a quality control cycle for training providers to improve course delivery and/or instructional techniques.

The training provider must retain copies of all training provider evaluation materials for a minimum of two years, and provide the evaluation material to the IEPC/BAC upon request.

2.6   Quality Assurance of BCERMS Training and Delivery

Effective training delivery and continued use of practical, up-to-date course materials are vital to maintain a high quality of BCERMS training throughout B.C.

As an additional evaluation method, the BAC, on behalf of the IEPC, may, at any time, send a representative to audit BCERMS training courses to monitor the quality of training delivery or course materials.

At any time, the BAC may also review previously-approved BCERMS course materials to ensure they continue to meet approved standards.

In cases where service delivery or course materials are deemed, by the BAC, to be below approved standards, training providers will be contacted by the BAC with specific concerns.

IEPC-approved training providers are expected to address areas of concern. If specified changes are not made, the IEPC has the authority to revoke approval designation and remove the training provider's name from the IEPC-approved training provider database.

> **Goal:**
> *To ensure a consistent and high level of training
> for all BCERMS levels.*

3.0   BCERMS Training Curriculum

To be recognized as a provincially-approved course, all course curricula and materials for all levels of BCERMS training must be approved by the IEPC prior to course delivery.

BCERMS training consists of courses that provide participants with the knowledge, skills and abilities (KSAs) to operate in the various functional roles and elements of the BCERMS levels they may be assigned to in an emergency or disaster.

This training does not necessarily provide all the KSAs to effectively and safely deploy resources in response to agency-specific incidents. Agencies may need to supplement the generic BCERMS courses with specialized training for their own specific operational roles during a response to an emergency or disaster.

3.1   BCERMS Training Materials

- BCERMS training providers may use IEPC-approved previously developed BCERMS course materials available through the National Wildfire Coordinating Group (must customize to Canadian terminology), Canadian Interagency Forest Fire Centre (CIFFC) or from the Provincial Emergency Program (see Annex C); or
- BCERMS training providers may design and develop their own lesson plans and materials for any BCERMS level courses as long as the content and materials meet the requirements contained in this standard (refer to section 2.1 for more detail).

3.2   BCERMS Course Transfer Capability

Students who successfully complete a level of approved BCERMS training with one IEPC-approved BCERMS training provider <u>may</u> be able to enroll in other applicable BCERMS

courses offered by other IEPC-approved BCERMS training providers.

While the IEPC, through development of these standards, supports and encourages training equivalency recognition between training providers without additional assessments, equivalency status is not mandatory and therefore not guaranteed. Some training providers may require an equivalency assessment that could include a review of the course outline or an equivalency exam.

In cases where a student has been inactive in any emergency response role or where lengthy periods (several years) have elapsed between BCERMS training, it is reasonable to expect to complete an equivalency exam.

Goal:

*To provide opportunities for training providers to build momentum
that improves access to approved BCERMS training
throughout the province without compromising training standards.*

4.0   Process to Become an IEPC-approved BCERMS Training Provider

To be provincially recognized, a training provider wanting to deliver an existing BCERMS course(s), or a training provider wanting to design, develop and deliver new BCERMS course material must apply to the IEPC/BAC and be approved prior to delivery of any course(s).

Training provider applications should include proof of:

- teaching credentials and/or experience as an adult educator;
- proof of ability to perform effectively as an adult instructor through (at least 2) letters of reference and/or other documents such as student evaluations or instructor appraisals; and
- recent experience in an emergency management discipline and function (preferably in the last five years).

NOTE: Annex D is a letter used by the IEPC/BAC to invite providers to submit information for review and evaluation.

4.1   Process for IEPC Approval of BCERMS Course Materials

To submit BCERMS training materials for approval, lesson outlines and agency contact information should be submitted.

An agency may design and develop course materials for any BCERMS level, but student and instructional materials for each BCERMS level must be submitted for approval independent of other BCERMS level materials.

4.2   Submission of Applications

All applications, and supporting documentation for training providers or training materials should be submitted to the BCERMS Review Committee c/o the PEP Emergency Training Specialist, PO Box 9201 Stn Prov Govt, Victoria, B.C., V8W 9J1, or at 455 Boleskine Road, Victoria, B.C.

4.3 BAC Review Committee

The BAC Review Committee, comprised of a minimum of three members, shall review all BCERMS training provider applications and/or materials and content for a proposed BCERMS training course.

The BAC Review Committee may, as needed, call on the expertise of others, such as an education officer of the Ministry of Advanced Education to provide assistance in the review process.

The BAC Review Committee will use standard checklists (see Annexes E & F) for reviewing training provider applications or BCERMS course material(s).

Once the review is complete, the IEPC/BAC will either register the training provider as provincially-approved to deliver BCERMS training and/or register the BCERMS course content as approved (see Annex G) or reject the applications.

4.4 Application Approval Process

This registration, approved by the IEPC/BAC will give a government endorsement that the approved BCERMS training provider(s) and BCERMS course materials meet established and required provincial standards.

If the application as a BCERMS training provider or for BCERMS course materials is approved, the IEPC/BAC will issue a letter to the training provider authorizing the use of the IEPC logo on any promotional material and on any certificate the training provider may be awarding to students who complete an approved BCERMS course.

The IEPC logo will be provided electronically by PEP.

The IEPC-approved BCERMS training provider and BCERMS course list will be updated as required by PEP. It will be posted to the PEP Web site and available from the IEPC/BAC on request.

NOTE: Annex G is the current (as of publication date) list of courses and training providers approved by the IEPC/BAC.

If the submission is not approved, the IEPC/BAC will give the reason(s) to the applicant and specify what requirements are necessary for the training provider to become an IEPC-approved BCERMS training provider or for the course content to become approved.

Should a submission not be approved, the applicant may appeal to a co-chair of the IEPC. The appeal must be forwarded within 30 days of non-approval notification being given. The applicant must state why the decision should be reversed, or what changes have been made to lead to a decision reversal.

The co-chairs of the IEPC will review the appeal and give their decision within 30 days of receipt of the appeal. The findings of the co-chairs of the IEPC shall be final and binding.

> **Goal:**
> *To maintain statistical information on the level of B.C. Emergency responders trained in BCERMS.*

5.0   BCERMS Training Records

All BCERMS training providers must provide the province with annual statistical information about all BCERMS training they provide.

The statistical information must include:

- course title/level of training provided;
- number of students successfully completing course work; and
- location (city/community) of training.

The statistical information for each calendar year should be submitted by January 31 of the following year (e.g. 2004 calendar year information must be submitted by January 31, 2005).

Statistical information should be submitted to the PEP Emergency Training Specialist at PO Box 9201, Stn Prov Govt, Victoria, B.C., V8W 9J1.

Annex A

Standards of Performance for BCERMS Course(s)

All BCERMS support level training must be based on the standards identified in the BCERMS Overview manual, a document that provides the foundation for BCERMS emergency response and recovery in B.C. The BCERMS Overview manual establishes the instructional and learning standards and guiding principles for all four levels of BCERMS.

In support of the BCERMS Overview standards, below are some of the basic performance requirements for participants in levels of IEPC-approved BCERMS training:

	Performance Required	**Site - Basic**	**Site Support - Intermediate 1**	**Regional - Intermediate 2**	**Central- Advanced**
1	Describe B.C.'s emergency legislation and its applicability to your level of response	*	*	*	*
2	Explain the roles and responsibilities of the various levels of government in emergency response and recovery	*	*	*	*
3	Briefly describe what BCERMS is , and why it is used in BC emergency response and recovery	*	*	*	*
4	Describe the four levels of response and recovery in BCERMS	*	*	*	*
5	Describe six of the hazards and risks in British Columbia	*	*	*	*
6	Explain how to set up and organize a supporting emergency operations centre		*	*	*
7	Identify the functions in an emergency operation (eg: operations, logistics, etc.)	*	*	*	*
8	Identify the key responsibilities of each function (eg: planning, management, etc.)	*	*	*	*
9	If being trained for a specific function (eg: logistics, planning, etc.), identify the main areas of responsibility for that function	*	*	*	*
10	Explain how to perform in a specific function/position within an emergency operation	*	*	*	*

11	Describe how the different functions/positions interface and support each other in an emergency operation	*	*	*	*
12	Describe the reporting structure of each BCERMS level	*	*	*	*
13	Describe the role and responsibilities of an incident command post (site level)	*	*	*	*
14	Describe how a site interfaces with other levels of emergency operations	*	*	*	*
15	Describe any interface between same functions/positions in different emergency operations levels	*	*	*	*
16	Describe the role and responsibilities of a site support EOC	*	*	*	*
17	Describe how a site support EOC interfaces with other levels of emergency operations	*	*	*	*
18	Describe the role and responsibilities of a regional EOC		*	*	*
19	Describe how the regional EOC interfaces with other levels of emergency operations		*	*	*
20	Describe the role and responsibilities of a central emergency coordination centre		*	*	*
21	Describe how a central emergency coordination centre interfaces with other levels of emergency operations		*	*	*
22	Describe a central coordination group of senior staff and their role in emergency response		*	*	*
23	Identify why and when a declaration of a state of local emergency would be used and who can activate and rescind it	*	*	*	*
24	Identify why and when a declaration of a state of provincial emergency would be used and who can activate and rescind it	*	*	*	*
25	Explain when and how the military are activated to assist in emergency response and recovery		*	*	*

Annex B

Example Evaluation Form

<u>Please circle answer</u>
Strongly   Strongly
Agree   Disagree

<u>Training Provider:</u>

Presented material in a clear organized manner ....5 4 3 2 1 n/a
Maintained the interest of the class...5 4 3 2 1 n/a
Was knowledgeable about the subject...5 4 3 2 1 n/a
Shared examples and/or personal experiences to support the
presentation that were both current and relevant.....................................5 4 3 2 1 n/a
What did you like best about the instructor's presentation skills?
_____
_____
How could the presentation be improved?
_____
_____

<u>Course:</u>

Objectives were clearly defined ....5 4 3 2 1 n/a
Objectives were met...5 4 3 2 1 n/a
Contained adequate amount of information ....5 4 3 2 1 n/a
Contained information and/or skills useful to your emergency role............5 4 3 2 1 n/a
What did you like best about the course?
_____
_____

<u>Materials:</u>

Audio and visual materials (e.g.: overheads, power point, videos, etc.)
were easy to read/hear/understand ....5 4 3 2 1 n/a
Printed materials were clear..5 4 3 2 1 n/a
How would you improve the materials?
_____
_____

<u>Facility:</u>

Was the facility suitable (large enough, warm enough, comfortable, etc.).5 4 3 2 1 n/a
How would you improve the facility?
_____
_____

<u>Other comments:</u>
_____
_____

Overall rating of this course: ....5 4 3 2 1 n/a

Contact Name (Optional): _____   Contact #: _____

Annex C

Ordering IEPC-approved BCERMS Course Materials

National Wildfire Coordinating Group (NWCG) materials

Order ICS materials that are relevant for the 1001 BCERMS Basic – Site (Command Post) Level, from the Web site at:
http://www.nwcg.gov/pms/pubs/pubs.htm
                    or
- National Interagency Fire Centre
  Great Basin Cache Supply Office
  3833 S. Development Avenue
  Boise, Idaho   83705
  USA

Prices vary depending on what materials are ordered, price listings are on the NWCG Web site. Material will need to be customized to Canadian terminology before using.

Canadian Interagency Forest Fire Centre (CIFFC)

The National Training Working Group iIdentifies, develops and assesses national standards for personnel exchange and supports the fire management curriculum in Canadian educational institutes.
http://www.ciffc.ca/cif.shtml

PEP Academy, Justice Institute of British Columbia materials:

Download and print materials at no charge. The Site Support level manual (EOC manual) for the BCERMS 1002 – Site Support level training is available for downloading on the Provincial Emergency Program Web site at:
http://www.pep.bc.ca/training/training.html

A free copy of the accompanying lesson plan is available from:

- Provincial Emergency Program
  Box 9201 Stn Prov Govt
  Victoria, B.C.
  V8W 9J1

Annex D

Letter to Potential BCERMS Training Providers

File:

Date:

(Potential BCERMS Training Provider's Address)

Dear _____:

The Inter-agency Emergency Preparedness Council (IEPC) recognizes a need for additional quality BCERMS (B.C. Emergency Response Management System) training providers and training courses in B.C.

This letter is to invite individuals or agencies who are in the private or public sector training community to apply for IEPC approval designation before providing BCERMS training to local and municipal authorities, provincial ministries, or others.

IEPC approval means that you or your agency will be listed as a provincially-approved BCERMS training provider (see Annex G) on the PEP Web site, the IEPC Web site, and in any promotional materials that may be developed. Approved BCERMS training providers may also use the IEPC logo on such things as course materials, participant certificates, etc.

Potential BCERMS training providers are required to meet certain criteria. IEPC endorsement of BCERMS training providers will be based on the following:

- teaching credentials and/or experience as an adult educator;
- proof of ability to perform effectively as an adult instructor; and
- experience in an emergency management discipline.

If you, or someone who works for you, is interested in being recognized as a BCERMS training provider by the IEPC, please submit the required information (see Annex E) to the IEPC through the BCERMS Advisory Review Committee. One or more instructors from an agency may apply to become an IEPC-approved BCERMS training provider, but each instructor must submit an individual application for approval on its own merit—IEPC approval of a training provider does not include all of an agency's instructors.

The committee will review all credentials for BCERMS training providers, and if they meet established IEPC requirements, will endorse the trainer as an IEPC-approved BCERMS training provider.

Once approved, BCERMS training providers may teach the specific BCERMS level course(s) they are approved for:

- 1001 – Site level
- 1002 – Site Support level
- 1003 – Regional Coordination level
- 1004 – Central Coordination level.

BCERMS training providers may:

- use IEPC-approved BCERMS instructional materials available at a small cost from the National Wildfire Coordinating Group or free from the Provincial Emergency Program; (see Annex C of the attached standards document)*;* and/or
- use BCERMS instructional materials that have been designed and developed by your organization and approved by the IEPC.

As well as reviewing credentials for BCERMS training providers, the IEPC must approve all BCERMS student and instructional materials if your organization is designing and developing materials. This is to ensure consistent high-quality BCERMS training throughout B.C. that meets IEPC established standards for all levels of BCERMS training.

An agency may design and develop course materials for more than one BCERMS level, but course content for each BCERMS level must be submitted for approval on its own merit.

IEPC endorsement is not guaranteed permanently; to ensure that high standards of BCERMS training are maintained in B.C., the IEPC may audit classes or review approved course materials as they feel appropriate.

Yours truly,

BCERMS Advisory Committee,
IEPC

Enclosure: Standards for BCERMS Training Providers and
                     BCERMS Training Materials

Annex E

Assessment Criteria for Review and Approval of a BCERMS Training Provider Application

The following are essential requirements for BCERMS training providers:

- teaching credentials;
- experience as an adult educator; and
- experience in an emergency management discipline, and
- use of IEPC-approved BCERMS course materials

		Yes	No
1.	Applicant has provided proof of teaching credentials as an adult educator and/or proof of experience as an adult educator		
2.	Applicant has provided proof of ability to perform as an adult instructor through (at least 2) letters of reference and/or other documents, such as student evaluations or instructor appraisals		
3.	Applicant has provided proof of recent experience in an emergency management discipline and their function (preferably within the last five years)		
4.	Applicant has detailed the level(s) of BCERMS they wish to teach		
5.	Applicant has indicated which IEPC-approved training materials they will be using (existing or newly-developed)		

Annex F

Assessment Criteria for Review and Approval of
BCERMS Course Materials
(adapted from the National Training Strategy draft standards)

(BCERMS training providers may wish to use this as a point of reference or guide while developing lesson plans, instructional materials and course deliverables.)

	Good	Satisfactory	Poor
1. Structure and Format			
An instructors' guide is attached that includes all the materials to be used in the training.			
All lesson outlines are attached.			
Each outline clearly identifies the BCERMS level it is addressing and presents the objective(s), the evaluation of the objective(s), the content, and the method.			
All student resource material is attached and is clear and will add value to the training.			
2. Lesson Objective			
The performance objective(s) describes what learners will be able to do at the end of each lesson.			
The conditions of the performance objective are given.			
The standard for the evaluation of the achievement of each performance objective is described.			
3. Learning Activities			
The learning activities for each lesson objective(s) are described.			
The performance in the learning activities matches the stated lesson objective.			
4. Simulation Exercises			
The simulation exercise(s) for each lesson objective are described.			
The performance in the simulation exercise(s) matches the stated lesson objective.			
5. Teaching Points			
Teaching points are meaningful.			
Teaching points necessary to attain lesson objective are included.			

Teaching points sequence is organized in accordance with the level of complexity.			
6. Methods/Visual Support			
Methods and visual support are identified for each teaching point.			
Methods and visual support are appropriate to content (e.g., Knowledge, Skills, Abilities) and the training situation.			
There is variety in the instructional methods and visual support.			
Reference materials are listed.			
7. Time			
Times reflect importance and complexity of teaching points.			
Total time required for learning activities is realistic.			
Time allotted for the training meets the recommended standard.			
8. Evaluation			
Course materials include an evaluation component that assesses the training provider, the materials used, and the course content.			

Annex G

IEPC-Approved BCERMS Courses and Training Providers

Approved BCERMS Courses as of November 2002:

BCERMS Standard	Type	Course Title	Method	Prerequisites	Source
1001	BCERMS – Site Level	ICS - 100	- Self-study - Workshop		- Justice Institute of B.C. (JIBC)
		I - 100	- Self-study - Workshop		- National Wildfire Coordinating Group (NWCG)
		I - 100	-Self study -Workshop		-Canadian Interagency Forest Fire Centre (CIFFC)
1002	BCERMS - Site Support Level	Emergency Operations Centre (EOC)	- Workshop	- ICS – 100 or I – 100 (recommended)	- Provincial Emergency Program (PEP)
1003	BCERMS – Regional Coordination Level	To be determined (T.B.D.)	- Workshop	- ICS – 100 or I – 100 (recommended) - EOC (recommended)	
1004	BCERMS – Central Coordination Level	To be determined (T.B.D.)	- Workshop	- ICS – 100 or I - 100 (recommended) - EOC (recommended) - BCERMS 1003 T.B.D. (recommended)	

NOTE: Training with one IEPC-approved BCERMS training provider does not necessarily guarantee that the training will be recognized and honored by another BCERMS training provider. As part of an equivalency assessment, training providers may request that students provide previous BCERMS course outlines, take an equivalency exam, etc.

Approved BCERMS Training Providers as of May 2006 (in alphabetical order):

Provider's Name	Agency	Phone	Fax	E-mail	BCERMS Level
Amy, Geoff	Amy Associates EMD, Justice Institute of BC	250-478-5033 604-528-5790	250-478-9916 604-528-5798	amyassoc@pacificcoast.net emd@jibc.bc.ca	1001 – Site 1002 – Site Support
Bertram, Murray	EMD, Justice Institute of BC	604-528-5790 250-417-2023	604-528-5798	emd@jibc.bc.ca mjbsafe@shaw.ca	1001 – Site 1002 – Site Support
Braithwaite, Glenn	BC Ambulance Service	250-488-1493	250-492-1446	Glenn.braithwaite@gov.bc.ca	1001 – Site 1002 – Site Support
Clevette, Rick	FireSmart Solutions	250-715-1635		RClevette@shaw.ca	1001 – Site 1002 – Site Support
Dunleavey, Mel	Wildfire Services	250-992-8117	250-992-8117	mstgfire@telus.net	1001 – Site
Elsner, William	EMD, Justice Institute of BC	604-528-5790	604-528-5798	emd@jibc.bc.ca	1002 – Site Support
Emery, Chuck		250-674-3665	250-674-3665	emery@mercuryspeed.com	1001 – Site 1002 – Site Support
Farris, Irene	EMD, Justice Institute of BC	604-528-5790	604-528-5798	emd@jibc.bc.ca	1002 – Site Support
Fournier, Mike		250-339-3949		lmfournier@shaw.ca	1001 – Site 1002 – Site Support
Harris, Gerry	TRACS - Training and Consulting Group Inc.	604-215-4183	604-764-1011	tracsgroup@telus.net	1001 – Site 1002 – Site Support
Jolley, Donald	EMD, Justice Institute of BC	604-528-5790	604-528-5798	emd@jibc.bc.ca	1001 – Site 1002 – Site Support
Kerr, Guy		403-851-5556		guykerr@shaw.ca	1001 – Site 1002 – Site Support
Learoyd, Pete	EMD, Justice Institute of BC	604-528-5523	604-528-5798	plearoyd@jibc.bc.ca	1001 – Site 1002 – Site Support
Lyle, Heather	EMD, Justice Institute of BC	604-528-5790	604-528-5798	emd@jibc.bc.ca	1001 – Site 1002 – Site Support

Provider's Name	Agency	Phone	Fax	E-mail	BCERMS Level
Marcotte, Dave	EMD, Justice Institute of BC	604-528-5790	604-528-5798	emd@jibc.bc.ca	1001 – Site 1002 – Site Support
Mortimer, Don	Fireline Consulting/ Instruction	250-362-9680	250-362-9680	dmortimer@telus.net	1001 – Site 1002 – Site Support
Nickel, Maria		604-264-3111	604-948-9345	Maria.nickel@rcmp-grc.gc.ca	1001 – Site
Nohels, Fred		250-395-4282			1001 – Site
Oakley, John	Provincial Emergency Program	604-586-4341	604-586-4334	John.oakley@gov.bc.ca	1001 – Site 1002 – Site Support
Orstad, Lynn	Fraser Valley Regional District	604-702-5000	604-702-5452	lorstad@fvrd.bc.ca	1001 – Site 1002 – Site Support
Schmidt, Steve	FireFly Consulting	250-693-5501		fireflyconsulting@shaw.ca	1001 – Site 1002 – Site Support
Snider, Darlene	Emergency Planning and Training (EPT)	250-388-7005		dsnider@shaw.ca	1001 – Site 1002 – Site Support
Thomson, J.A. (Jim)	EMD, Justice Institute of BC	604-528-5790	604-528-5798	emd@jibc.bc.ca	1001 – Site
Trueman, Brent	EMD, Justice Institute of BC	604-528-5606	604-528-5798	btrueman@jibc.bc.ca	1001 – Site 1002 – Site Support
Urton, Kevin	EMD, Justice Institute of BC	604-528-5790	604-528-5798	emd@jibc.bc.ca	1001 – Site
Von Sacken, Rosanna	Advanced Consulting EM Ltd. EMD, Justice Institute of BC	604-552-3407 604-528-5790	604-552-3409 604-528-5798	advanacedconsulting@shaw.ca emd@jibc.bc.ca	1002 – Site Support
Waisman, Tully	EmergeX Planning Inc.	604-303-8803	604-303-7743	twaisman@emergexplanning.com	1001 – Site 1002 – Site Support
West, Mark	EmergWest Consulting	604-785-5256	604-855-0134	mark@emergwest.com	1001 – Site 1002 – Site Support