EM Training[™]

SOFTWARE USER GUIDE

Simplistic Emergency Management Records Software

Version 2.0



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INTRODUCTION

What is *EM Training*[™]?

EM Training[™] is a Windows[™] based tool designed for managing EM records within your organization?

- Training conducted and, importantly, that which needs to be conducted by individuals and/or those with current or future ICS positions (Incident Commander, Planning Section Chief, etc.). Training types and EM positions are also fully customizable to meet the specific needs and titles of your organization. In addition, Critical Incident Management (CIM) and Major Emergency Management (MEM) positions can be easily added.
- In larger organizations, there are frequently multiple teams (A, B, C, etc.), which once defined can be easily assigned to individuals for easy management of team events and exercises.
- EM Exercises (drills, simulations, etc.) that have been, or are to be conducted, inclusive of maintaining scenario records for future use can be easily setup.
- Exercise reports can then be prepared and printed to include the dates, times, places, coordinators, participants, objectives, scenario, assessment, observations, areas for improvement, and an image of record (photograph).
- As exercises are conducted, EM Training[™] also maintains the participation history (who has attended and who needs to attend future exercises), so you can quickly see who must to be included in the future.
- Action items (what needs to be addressed post exercise) are then entered into EM Training[™], so they can be tracked over time to determine progress. Again, multiple reports can be produced for printing or exporting to Excel.
- A statistical overview of progress within your organization can also be produced to show what percentage of training has been completed v. that not completed.
- With *EM Training*[™] you can do all that and much more. Whether you manage a small team with 2 or 3 members or multiple-complex teams of 1,000s, *EM Training*[™] is for you.

Ease of use

EMTraining[™] is:

- Easy to set up (comes complete with Dark and Light modes).
- Requires no formal training (online or in class).
- Provides EM Managers with the ability to use their time more effectively.
- Runs as standalone (1 PC) or through shared usage over an internal server, subject to licensing.
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System Requirements

- Windows[™] 7, 8, 10, or 11 (32 or 64 bit)
- Processor (CPU) 1 GHz or faster CPU
- Memory (RAM) 1 GB RAM
- Hard drive space < 6 MB



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Member Records	🛃 Courses		Exerc	ises 🐧	Historic Records		C Reset Window	About		U Exi	t	
Assigned Teams	nstructors		🎓 Action	n Items 🔽	🔁 Quick Stats.		🚊 Print Setup) Dark Mo	de			
EM Training		_						_		_		– 🗆 X
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Last Name First N	ame Comp\C	rg Mer	nbers Posi	tion Team		ſ	Complete Incomplete C	Complete	Incomplete	All	Historica	Date Search
Search:							Search:					
Last Name First Name Active Team Position Company						Member	Active	Completed	Tr	Training		
Andrews-Keats	Dale	No	Yellow	Documentati	ExxonMobil		Andrews-Keats, Dale	No	OCT 4,2022	IM	T Orientatior	1
Babb	Jon	No		IMT Orientati	ExxonMobil		Andrews-Keats, Dale	No	SEP 5,2023	Do	cumentation	Unit Leader
Baker	Helen	Yes	Yellow	Incident Com	ExxonMobil							
Barr	Paul	Yes	Blue	Logistics Se	ExxonMobil							
Bezanson	Trevor	No		Incident Corr	ExxonMobil							
Bishop	Laura	No	ESG		ExxonMobil							
Brophey	Lesley	Yes	Purple	Human Reso	ExxonMobil							
Browne	William	Yes	Yellow	Deputy Incid	ExxonMobil							
Bruce-O'Connel	Margot	Yes	All	Public Inform	ExxonMobil							
Bugden	Michelle	Yes	Blue	Planning See	ExxonMobil							
Button	Allison	Yes	Blue	Air/Water Op	ExxonMobil							
Button	Brandon	Yes	Blue	Human Reso	ExxonMobil							
+ / / 🗍 105 Record/s							+/0	1	1	1		2 Record/s
📇 Member List			Excel				📇 Selected Member H	istory	📇 Person	al Cert	ificate	XII Excel
📇 Active Member	r List				U		📇 All Training Not Com	plete	📇 All Trai	ning C	ompleted	Stats.
									Thursday, Dece	mber	1. 2023	9:20:14

CHAPTER 1 - QUICK INSTALLATION GUIDE

Run Setup.exe and install the software. The default location for installation is C:\EM Training, but that is customizable during install.



After installation, you will see two new icons on your desktop:



PDF

EM Training

EM Training Manual

Alternatively, if installing on a server, you can create a desktop shortcut directly from the executable file. Then, click on *EM Training*[™] to open the software or the *EM Training*[™] Manual. To switch to Dark or Light mode, click the "Dark" or "Light" Mode button (open windows will close during the change).

It is important to note that with *EM Training*[™] you are able to customize the layout of each individual screen. Once a window is open, simply drag it to the desired position and the next time *EM Training*[™] opens the window will pop-up right where you left it. If you move the window out of view, simply press the "Reset Window" button on the main screen. C

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Assigned Teams	Res Courses	a.	Actic	cises on items	Quick Stats.	Print Setup	1 About	de	y bu	
EM Training							55.5			- 🗆 🗙
Member Informatio	n	Activ	e Team Mer	nbers		Current Member (Left)	Active Men	nber	All Training H	listory
LastName First	Name Comp\	Org Mer	nbers Pos	ition Team		Complete Incomplete	Complete	Incomplete	All Historica	Date Search
Search:						Search:				
Last Name	First Name	Active	Team	Position	Company	Member	Active	Completed	Training	
Andrews-Keats	Dale	No	Yellow	Documentati	ExxonMobil	Andrews-Keats, Dale	No	OCT 4,2022	IMT Orientatio	'n
Babb	Jon	No		IMT Orientati	ExxonMobil	Andrews-Keats, Dale	No	SEP 5,2023	Documentatio	n Unit Leader
Baker	Helen	Yes	Yellow	Incident Com	ExxonMobil					
Barr	Paul	Yes	Blue	Logistics Se	ExxonMobil					
Bezanson	Trevor	No		Incident Com	ExxonMobil					
Bishop	Laura	No	ESG		ExxonMobil					
Brophey	Lesley	Yes	Purple	Human Reso	ExxonMobil					
Browne	William	Yes	Yellow	Deputy Incid	ExxonMobil					
Bruce-O'Connel	Margot	Yes	All	Public Inform	ExxonMobil					
Bugden	Michelle	Yes	Blue	Planning Ser	ExxonMobil					
Button	Allison	Yes	Blue	Air/Water Op	ExxonMobil					
Button	Brandon	Yes	Blue	Human Reso	ExxonMobil					
+ 10					105 Record/s	+/1				2 Record/s
A Member List		×	Excel			Selected Member I	History	📥 Persona	al Certificate	Excel
Active Memb	er List	All and a			0	📥 All Training Not Cor	mplete	📥 All Train	ing Completed	Stats.
Manuseu (2002) - Se										
							1	Thursday, Decer	mber 21, 2023	9:19:47

CHAPTER 2 - ADDING TEAM MEMBERS

Entering Member Records

💄 EM Training													\times
Member Information	n	Activ	e Team Memb	ers		Current Mer	mber	Active Me	mber	All	Training His	story	
Last Name First N	lame Comp\C	org Mer	nbers Positi	on Team		Complete	Incomplete	Complete	e Incomplete	All	Historical	Date Sear	ch
Search:						Search:							
LastName	First Name	Active	Team	Position	Company	Member		Active	Completed	Traini	ng		
Andrews-Keats	Dale	No	Yellow	Documentati	ExxonMobil	Andrews	-Keats, Dale	No	OCT 4,2022	IMT O	rientation		
Babb	Jon	No		IMT Orientati	ExxonMobil	Andrews	-Keats, Dale	No	SEP 5,2023	Docu	mentation U	Init Leader	
Baker	Helen	Yes	Yellow	Incident Com	ExxonMobil								
Barr	Paul	Yes	Blue	Logistics Se	ExxonMobil								
Bezanson	Trevor	No		Incident Com	ExxonMobil								
Bishop	Laura	No	ESG		ExxonMobil								
Brophey	Lesley	Yes	Purple	Human Reso	ExxonMobil								
Browne	William	Yes	Yellow	Deputy Incid	ExxonMobil								
Bruce-O'Connel	Margot	Yes	All	Public Inform	ExxonMobil								
Bugden	Michelle	Yes	Blue	Planning Sec	ExxonMobil								
Button	Allison	Yes	Blue	Air/Water Op	ExxonMobil								
Button	Brandon	Yes	Blue	Human Reso	ExxonMobil								
+ 🖍 🖯					105 Record/s	+ /	Ū					2 Record/	s
📥 Member List		×	Excel			📥 Sele	cted Member	History	📥 Person	al Certifi	cate	XII Exce	
📥 Active Membe	er List				<u>U</u>	📥 All Tr	raining Not Co	mplete	📥 All Trai	ning Cor	mpleted	🔀 Stats	

On the main screen select "Members" and you will see the above screen, from which there are two ways to enter a new record:

Ensure the left window is selected (bar is blue with outline) and press the insert key; or press the plus sign, doing either will bring up a new screen to allow you enter a new record. You can then add as much or as little information as you want. At a minimum, records should include:

- Company
- First Name
- Last Name
- EM Position (use the drop down list)
- If the member is an active team member (yes or no)

If the you are adding an active team member, select the drop down button next to team and insert the required team. Teams can be previously setup from the main window by selecting "Teams" and adding those relevant to your organization (i.e.: 1, 2, 3, or Yellow, Purple, Green, A, B, C, etc.).

As more records are added you can select the tabs under "Member Information" to quickly sort records by name or company. You can also select the tabs under "Active Team Members" to see a list of team members by name, position, or the team they are assigned to.

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💄 Changing a Me	ember Record			-	- 🗆	×
Comp\Org:	ABC			Active Member: 💿 Y	es 🔘 I	No
Name:	Neal E	Ackerman		Team: A		T
Position:	Cost Unit Leader		•			
Address 1:	348 Tidd Dr					
Address 2:						
City:	Lighthouse Point					
Prov/State:	FL Postal/Zip Code:	33243				
Country:						Ŧ
Phone 1:	305-555-9156	Extension:	Phone Type:	•		
Phone 2:		Extension:	Phone Type:	-		
Email:	abc@gorg.com					
Internet:						
						<mark>Ф</mark>

Complete all other entry fields, as required, and then press the save button.

You will now see a message that says "This record has now been added to the file". It will also ask if you want to add another record. Select "Yes" or "No".

Entering Member Training Record

Ensure the right window is selected (bar is blue with outline) and press the insert key, press the plus sign, or right click in the window and select insert, doing either will bring up a new screen to allow you enter a new record.

The member's name will appear in the window automatically, as will the date entered. If training has not yet been completed, do not select the calendar icon to enter the completion date or the instructor's name. These are added, once training is completed.

You can then add as much or as little information as you want. At a minimum, records should include:

• The course completed or required (use the drop down menu).

Courses can be entered to match those of your organization, which can be customized from the main window by selecting "Courses". Instructor's names can also be added from the main window by selecting "Instructors".

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💄 Changing a M	ember Record				—		×			
Date Entered:	DEC 17,2023	Active:	Yes		Member:					
Member#:	0000037	Date Completed:	Dec 12, 2022		Ackerman, Neal E					
Course:										
Cost Unit Lead	er						-			
Instructor (Add when training is complete):										
Clay, Paul										
Notes:										
							-			
							-			
						-	ل			

Now:

Press the "Save" button and you will be returned to the main screen where you will now see the training history of the currently selected member (both incomplete and completed training).

As more records are added you can select the tabs under "All Members" to quickly see the records of completed and incomplete training for all members. You can also select the tabs under "Training" to see a historical list of training by date, or training conducted on a specific date (use the calendar button).

All records are then printable throughout *EM Training*[™] and can also be exported to Excel. Individualized training certificates can also be printed.

с	Generated From EM Training - Copyright (C) 2014 Paul R. Clay & Emergency Management Advisors, Inc.	EMA www.emadvisors.ca
Course Instructo Clay, Paul		
	Presented to:	
	Ackerman, Neal E	
Training Completed		Qualification Date
Cost Unit Leader		DEC 12,2022
Date: 2023-12-21 Time: 09:2	8	Page 1

CHAPTER 3 - ADDING COURSE RECORDS

From the main window select the "Courses" button. This will allow you to see all the courses currently in *EM Training*^{\mathbb{M}}. As in previous windows use the + button to add records, edit to change a record, or delete to remove the record. You can also print or export the list to Excel.

💄 EM Training Courses - 🛛 🗙 🗍
Search:
Course
Air/Water Operations Group
Asset Technical Specialist
Communications Unit Leader
Cost Unit Leader
Decontamination Group
Deputy Incident Commander
Deputy Source Control Branch Director
Display Processor
Documentation Specialist
Documentation Unit Leader
🚔 💴 Excel 🛛 🕂 🧪 🗍 🙆



The same process can be followed for the instructor's window.

CHAPTER 4 - ADDING EXERCISE RECORDS

From the main window select the "Exercise" button. This will allow you to see all exercises previously completed. You will also see the exercise scenario for quick review purposes.

💄 EM Exercises	;			– 🗆 X							
Exercise Na	Exercise Name Exercise Date										
Search:											
Name	Asset	Team	Date	Туре							
Lighthouse	Dam Breah -	A	OCT 5,2021	TableTop							
XII Excel				+ 🖍 🛈 ⊍							

Press the insert key; or press the plus sign, doing either will bring up a new screen to allow you enter a new exercise record or use edit to view an existing exercise record.

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💄 Record Will Be Changed	– 🗆 X								
Date: Oct 5, 2021 Name: Lighthouse	Objectives Scenario Assessment - Observations - Improvement Photo								
Team: A	Enhance Ukon Mining Corporation's (Ukon) preparedness and response with respect to								
Asset: Dam Breah - Oldham City Ref. ERP Scenario 1A	an emergency occurring within the tailings treatment system. Preparedness is achieved through a process of training and exercising in order to provide FOC personnel with								
Type: TableTop Start 0900 Stop: 1200	maximum exposure to established and/or emerging emergency response methods and								
Coord: Paul Clay	procedures. Exercise is consistent with Ukon's Tailings Operation, Maintenance and Surveillance (OMS) manual								
Role Players: John Williams (State Police), Michael Jones (Ukon									
Participants	* Understand and respond effectively to a tailings dam failure								
	* Gather, organize and document incident situation and resource information to maintain								
Search.	* Coordinate and deploy site resources (on-paper)								
Last Name First Name Mem. Team Ex Team Date Positi	* Communicate effectively with internal and external organizations								
Boadway Ernest A A SEP 6,2022 Deco	* Set key objectives and priorities for response operations								
Bucasas Lynn A A SEP 6.2022 Depu	* Maintain EOC focus * Establish procedures to access resources (on-paper) from coordinating agencies								
Cilva Emily A A SEP 6,2022 Logis	(Police, etc.)								
Noble Ben A A SEP 6 2022 Opera	* Develop and implement recovery procedures (environmental, etc.)								
Reministen Harold D. A. A. SER 6 2022 Plann	Related Documents								
	* Ukon Tailing Operation Maintenance and Surveillance Manual								
	* Ulon Crisis Management Plan								
	* Fire Response Plan * Spill Prevention and Contingency Program								
	Essiblies and Equipment Deguinements								
	Facilities and Equipment Requirements								
🗷 Excel (Participants) + 🧨 🗍									

On the left of the screen you must enter, at a minimum, the exercise date, type of exercise (who it was for – the team), and the exercise name. You can then add the exercise scenario and later the assessment, observations, and an image, etc.

Below you can now add the exercise participants:

💄 Record Will Be Ch	nanged					—		×		
Exercise Date:	Nov 6, 2023	Browr	ne		William			٩		
Exercise Name:	Eagle		Deputy Incident							
Member'sTeam:	Yellow		Exercise Team:	Green						
Comp\Org:	ExxonMobil									
Email:	william.j.browne@	william.j.browne@exxonmobil.com								
					Ċ					

On the right you can add exercise objectives, a scenario; and the assessment, observations, and an image of record.

CHAPTER 5 - VIEWING HISTORIC RECORDS

If you then select "Historic" from the main screen, you will be able to see who has "completed" exercises, while the list on the right shows those that need to participate. Please note that this is a read only list. Both can be printed or exported to Excel.

	Historic Exercise Participation (View Only) - 🗆 🗙												
					Comple	ted (All Members)				Red	quired (A	ctive Members (Only)
ſ	ast Name D	ate Date Se	earch Ex. N	ame M. Team	Ex. Team >	> 6m > 1yr		Last Name	[eam				
	Search:							Search:					
	Last Name First Name Ex. Name Date Mem. Tear			Mem.Team	Ex.Team		Last Name	First Name	Mem.Team	Active	Position		
	Boadway	Ernest	Lighthouse	SEP 6,2022	Α	Α		Ackerman	Neal E	А	Yes	Cost Unit Lea	der
	Bucasas	Lynn	Lighthouse	SEP 6,2022	А	А							
	Cilva	Emily	Lighthouse	SEP 6,2022	A	A							
	Noble	Ben	Lighthouse	SEP 6,2022	A	A							
	Remington	Harold D	Lighthouse	SEP 6,2022	A	A							
	XII Excel	۵				5 Records		XII Excel	۵			1 Records	υ

CHAPTER 6 - VIEWING QUICK STATISTICS RECORDS

Quick statistics allows you to see your overall progress as a percentage of training sessions completed v. those not completed. This measures you overall progress.



Simply press the "Quick Stats," button.

CHAPTER 7 - RESET POSITION

On occasion you may find that you move a windows outside the application, thus not having the ability to access or close it. This can happen when another user changes the layout to suit their monitor resolution. If that is the case, simply press the "Reset Position" button to reestablish the window position defaults for all windows.

CHAPTER 8 - DELETING OLD RECORDS

To remove an old file, you must first, delete the individual's training history.

From here press the exit button and return to the "Member" screen, select the member and press the delete key or icon to remove the member from *EM Training*[™]. You will be asked if you are sure you want to delete the highlighted record.



Pease note that if you attempt to remove a record without deleting the training history, you will receive an error message.

As records are easily sorted by "Active and "Non-Active", it is recommended that older records not be deleted. This will ensure a complete historical record in maintained, in addition you can reinstate members, as required.