

Maine Emergency Management Agency

COMPREHENSIVE TRAINING PROGRAM

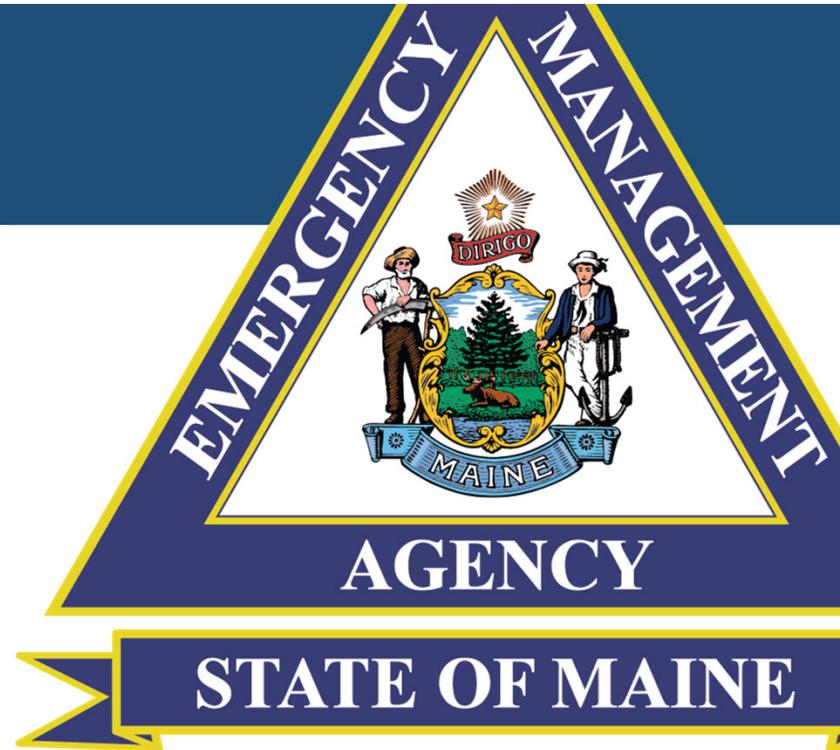
2026

[Email or Weblink](#)



AGENDA

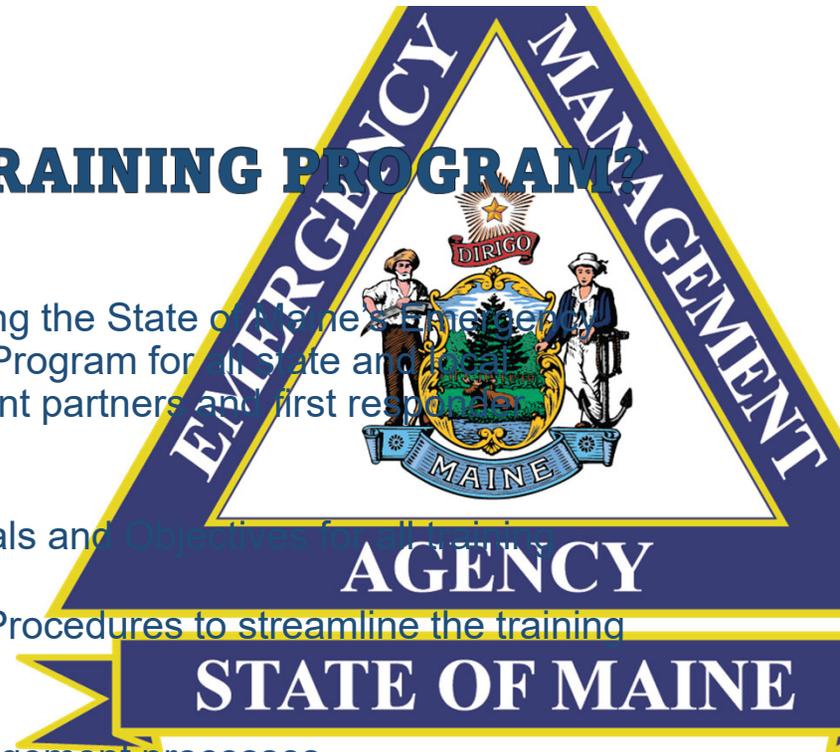
- Introduction
- What is the [Comprehensive Training Program](#)?
 - Benefits of the Program
 - Limitations of the Program
- Goals and Objectives
- Policies and Procedures
- Course Management
- Instructor Qualification System
- MEMA Staff Training and Development
- MEMA Course Structure



WHAT IS THE COMPREHENSIVE TRAINING PROGRAM?

The
Comprehensive
Training Program
outlines the
state's process
and procedures
for:

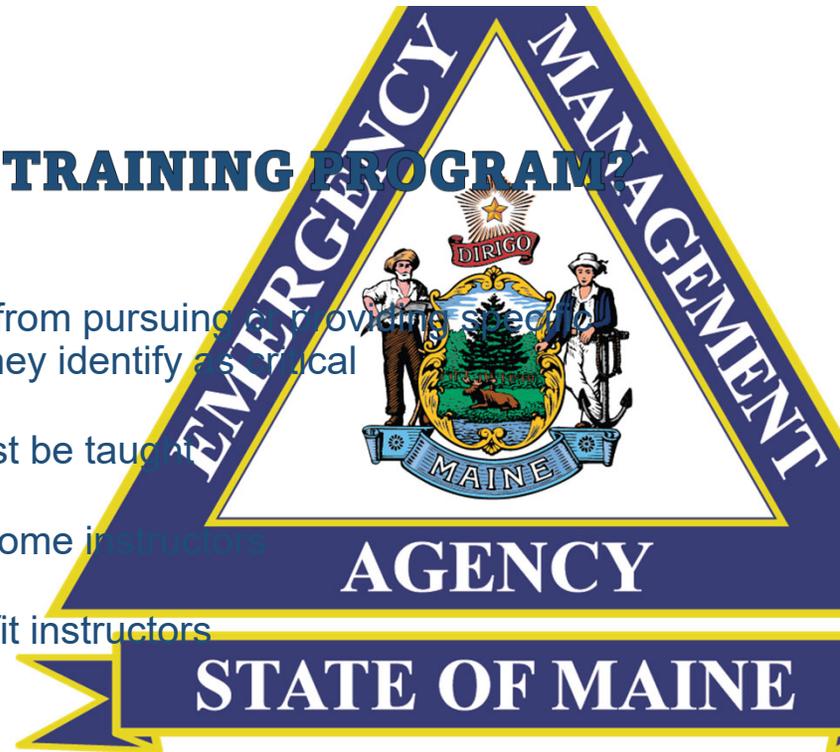
- Managing and Delivering the State of Maine's Emergency Management Training Program for state and emergency management partners and first responder organizations
- Establishes unified Goals and Objectives for all training
- Provides Policies and Procedures to streamline the training management process
- Identifies Course Management processes
- Defines qualifications for MEMA Instructors
- Standardizes Training and Professional Development for MEMA Staff Members



WHAT ARE THE LIMITATIONS OF THE TRAINING PROGRAM?

The
Comprehensive
Training Program
does NOT:

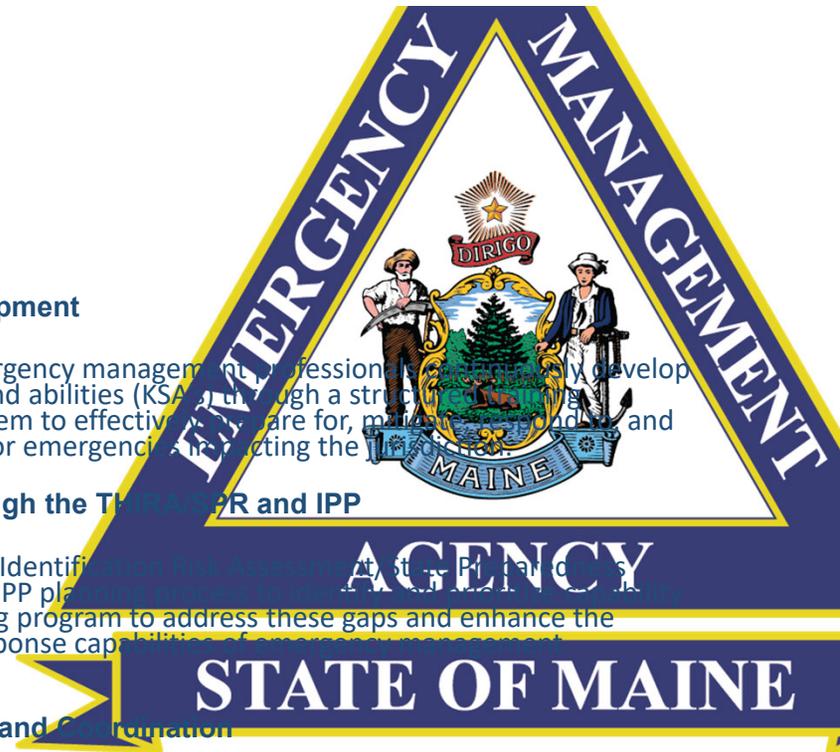
- Restrict Organizations from pursuing or providing special training offerings that they identify as critical
- Dictate course that must be taught
- Force personnel to become instructors
- Limit outside or for-profit instructors



GOALS AND OBJECTIVES

The Comprehensive Training Program establishes the following Goals and Objectives:

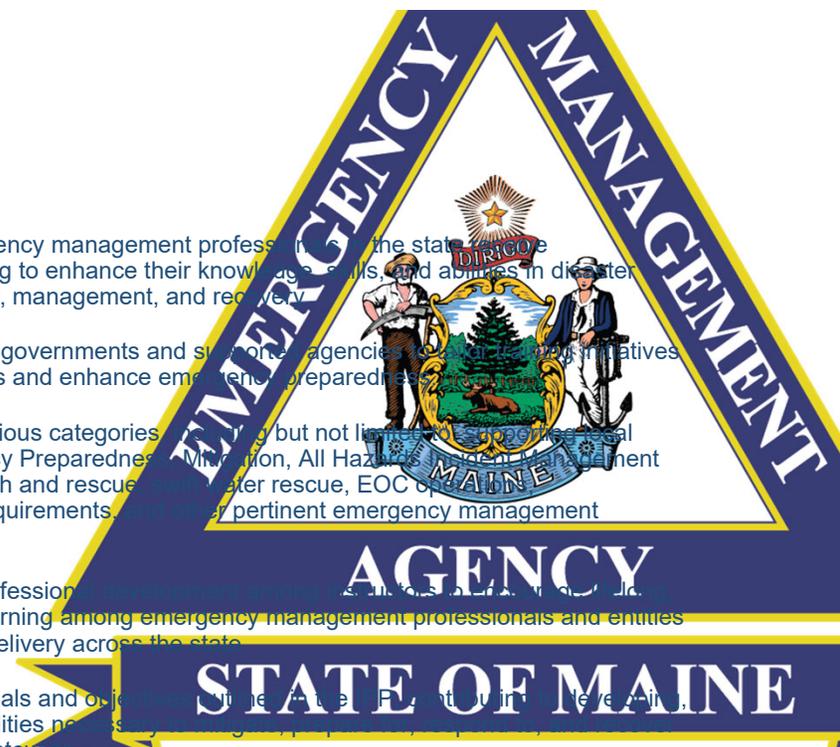
- **Enhance Professional Development**
 - Ensure that all state emergency management professionals develop their knowledge, skills, and abilities (KSAs) through a structured program, empowering them to effectively prepare for, mitigate, and recover from all hazards or emergencies affecting the State of Maine.
- **Address Training Needs through the THIRA/SPR and IPP**
 - Utilize the Threat Hazard Identification Risk Assessment, State Preparedness Review (THIRA/SPR) and IPP planning process to identify training needs and gaps, tailoring the training program to address these gaps and enhance the overall readiness and response capabilities of emergency management professionals.
- **Foster Collaborative Training and Coordination**
 - Develop and implement a comprehensive training plan through collaboration with local governments and supporting agencies, focusing on key emergency management categories such as National Incident Management System (NIMS), Incident Command System (ICS), and Emergency Operations Center (EOC) operations to ensure a cohesive and effective approach to emergency preparedness and response across the state.



GOALS AND OBJECTIVES

The Comprehensive Training Program establishes the following Goals and Objectives:

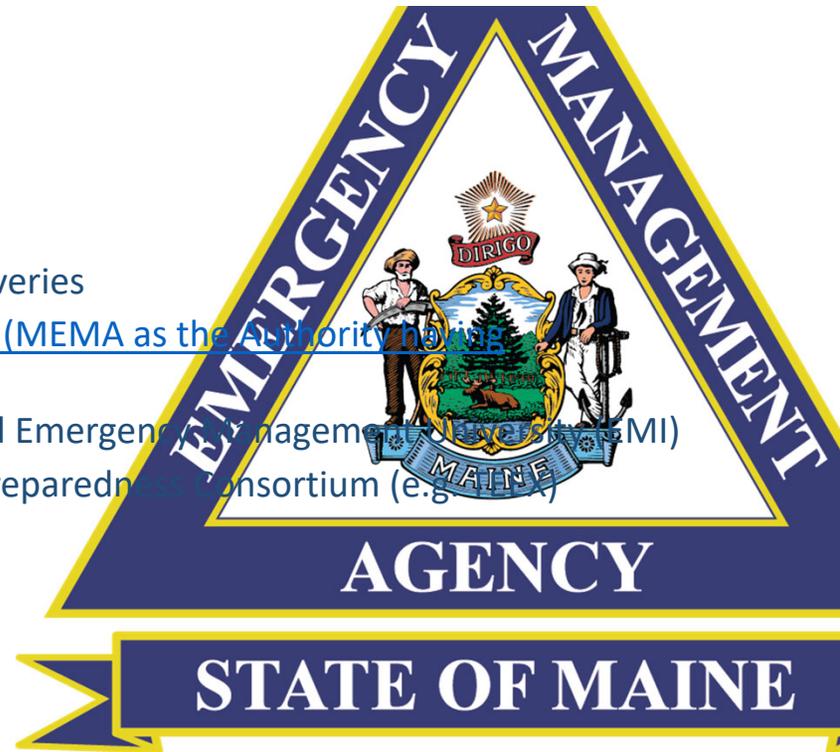
- **Objective 1:** Ensure that all emergency management professionals in the state receive comprehensive and ongoing training to enhance their knowledge, skills, and abilities in disaster preparedness, mitigation, response, management, and recovery.
- **Objective 2:** Collaborate with local governments and support agencies to create initiatives that meet specific community needs and enhance emergency preparedness.
- **Objective 3:** Provide training in various categories including but not limited to local government, NIMS, ICS, Emergency Preparedness, Mitigation, All Hazards, Search and Rescue Teams, hazardous materials, search and rescue, water rescue, EOC operations, communications, first responder requirements, and other pertinent emergency management subjects.
- **Objective 4:** Foster a culture of professional development, continuous learning, and team-based, and organizational learning among emergency management professionals and entities and continuously improve course delivery across the state.
- **Objective 5:** Support the overall goals and objectives of the Department in disaster preparedness, maintaining, and enhancing capabilities necessary to respond to and recover from emergencies and disasters statewide.
- **Objective 6:** Utilize the THIRA/SPR process to identify and prioritize training needs based on capabilities and threats within the jurisdiction.
- **Objective 7:** Address identified training gaps by allocating resources strategically and efficiently to provide a high-quality training program.
- **Objective 8:** Provide clear guidance and procedures for Maine Emergency Management Agency (MEMA) employees, state agencies, and other stakeholders utilizing the training program, emphasizing accountability and compliance with established standards.



POLICIES AND PROCEDURES

The
Comprehensive
Training Program
establishes the
following Policies
and Procedures:

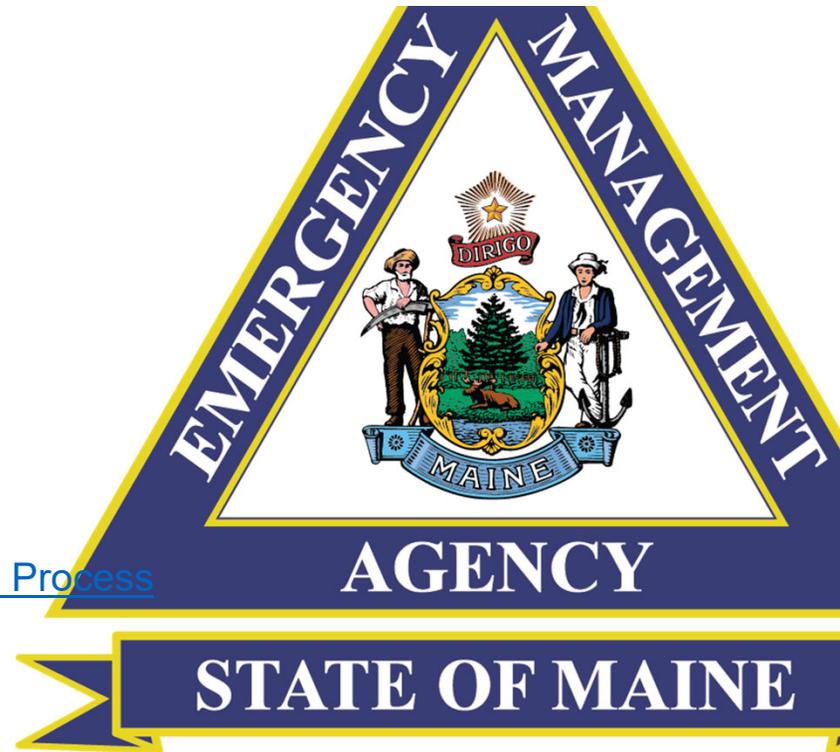
- Course Requests and Deliveries
 - [FEMA G/L/K Courses \(MEMA as the Authority having Jurisdiction\)](#)
 - National Disaster and Emergency Management (NDEM) (MI)
 - National Domestic Preparedness Consortium (e.g. [NDPC](#))



COURSE MANAGEMENT

The
Comprehensive
Training Program
establishes
standard Course
Management
Procedures:

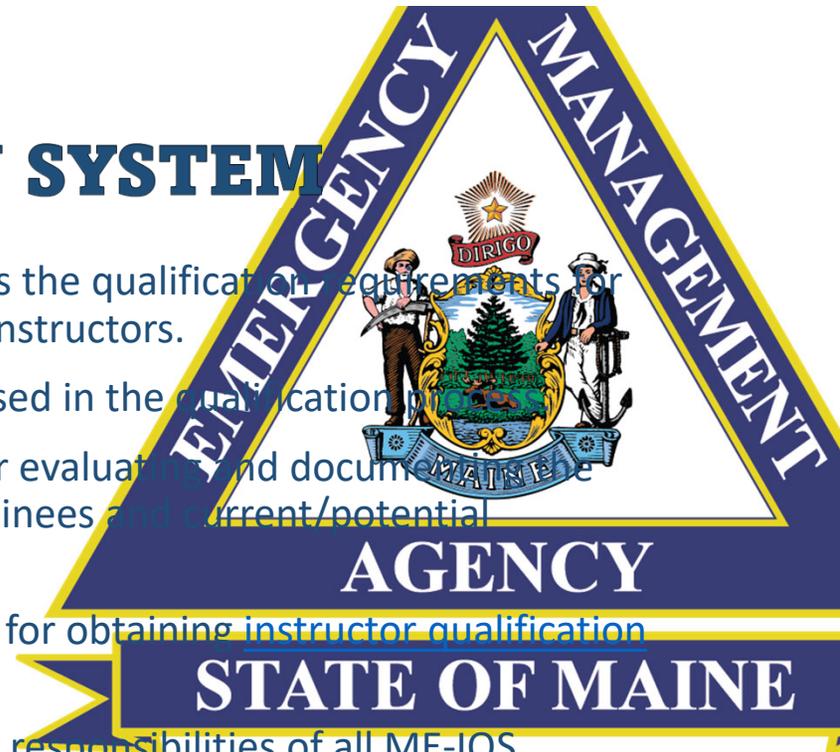
- [Course Reports](#)
 - [Roster](#)
 - [AAR](#)
 - Instructor Information
- [MEMA \(AHJ\) Certificate Process](#)



INSTRUCTOR QUALIFICATION SYSTEM

The
Comprehensive
Training Program
establishes a
Maine Instructor
Qualification
System.

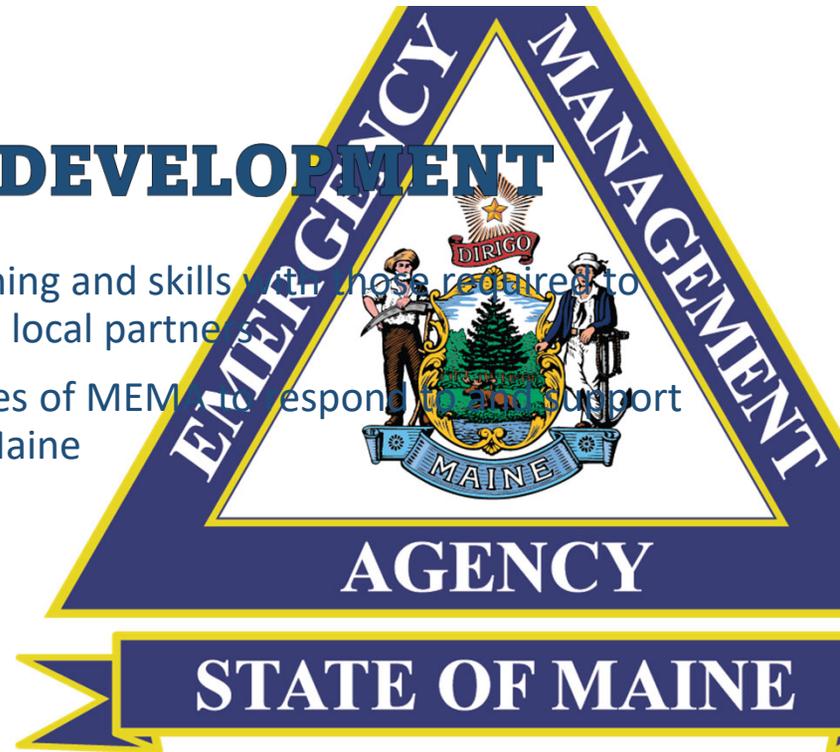
- Establishes and explains the qualification requirements for public service training instructors.
- Defines the concepts used in the qualification process.
- Outlines the process for evaluation and documentation of accomplishments of trainees and current/potential instructors.
- Establishes the process for obtaining instructor qualification and re-qualification.
- Describes the roles and responsibilities of all ME-IQS participants.
- Create a standardized professional environment for instructors to grow and develop their abilities to train public service professionals.



MEMA STAFF TRAINING AND DEVELOPMENT

The
Comprehensive
Training Program
standardizes
training for MEMA
Staff

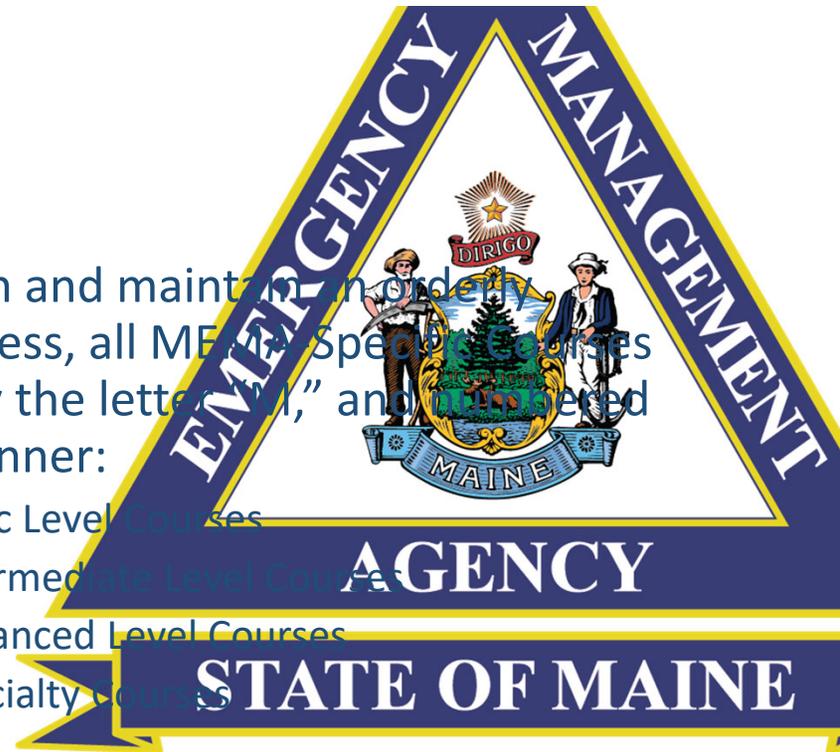
- Aligns MEMA Staff training and skills with those required to support the county and local partners
- Improves the capabilities of MEMA to respond to support incidents throughout Maine



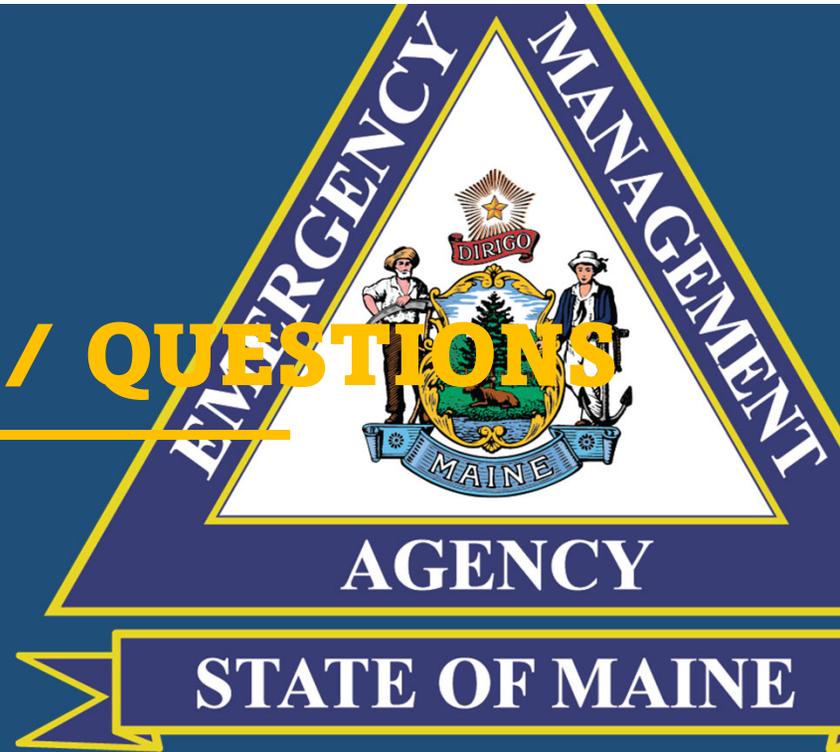
MEMA COURSE STRUCTURE

The Comprehensive Training Program establishes internal training opportunities.

- To reduce confusion and maintain consistency in the administrative process, all MEMA Specialty Courses will be identified by the letter "M," and numbered in the following manner:
 - M-100-M-199 Basic Level Courses
 - M-200-M-299 Intermediate Level Courses
 - M-300-M-399 Advanced Level Courses
 - M-400-M-499 Specialty Courses



CLOSING COMMENTS / QUESTIONS



Planning Section Chief