




US&R California Task Force 4
9812 Bigge Street
Oakland, CA 94603
(510) 615-5872

New CA-TF4 Members,

GETTING STARTED

- Register for a FEMA SID # at <https://cdp.dhs.gov/FEMASID> as soon as possible.
- Fill out form
- Log into website
- Click on **profile button** 
- Click on **FEMA Student ID**
- Click on **Download FEMA SID Card**
- Download to PDF
- Then upload the PFD of the **SID Number** to EMOS portal
- Email the Training Manager: ggray@alamedaca.gov

Once your number has been emailed, a profile in the LMS (Learning Management System), also known as ESF9 Training Portal, where you'll complete the required online courses listed below, known as Computer Based Training (CBT). All courses must be completed to become deployable. Please get started immediately, as some of the courses are time-consuming. Once you have the courses completed, download and save it as a PDF file. Upload the certificates to the EMOS portal, right side up (orientation is such that the reader doesn't have to turn their head to the side to read it).

ESF9 LMS FOR COMPUTER BASED TRAINING (CBT)

- You will have to wait for an email from the Training Manager. The task force needs your FEMA SID number to create your ESF9 account.
- Login to <https://www.esf9training.org/> to register for the courses listed below (use all proceeding zeros in the number)
- Register for the courses
 - Click on the **Online Course Catalog** - located on the left tool bar
 - Find the course by either entering the course number or course name, then click **Search Catalog**
 - Click on the **spyglass** under the heading **View** on the left side of the course number
 - On the bottom right of the window, click the **Enroll In Course** icon
 - Your course will populate in **My Courses**
- Follow these instructions to register for all your courses



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TO COMPLETE YOUR CBT COURSES

- To take a course
 - Click on **My Courses** - located on the left tool bar
 - Click **Go To** on the right-hand side of the window to start the class
 - After completing your course, return to **My Courses** and find your class in **Completed Online Courses** – at the bottom of the page
 - Click **View** – certificate will download to your computer
 - Upload to EMOS

ESF9 COMPUTER BASED TRAINING – (All members) <https://www.esf9training.org/>

1. Blood Borne Pathogens – COTF1-101-BBP*
2. Critical Incident Stress Awareness – NJTF900L*
3. Enhanced Operations in the Contaminated Environment – 9G5410
4. FEMA National US&R Response System Orientation – 9G6100
5. GPS Operational – CATF1GPSOPS
6. Hazardous Material Operations Refresher – URO60Z
7. NFPA 1670 Confined Space Rescue Awareness – URO22A
8. NFPA 1670 Structural Collapse Awareness – URO23A
9. NFPA 1670 Water Rescue Awareness – URO80A
10. US&R Common Operating Platform – Introduction – 9G6101
11. US&R Common Operating Platform for Field Observers – 9G6102

An awareness level requirement will be satisfied by an Operational or Technician level certificate. For example Rope Rescue Technician will satisfy Rope Rescue Awareness

ESF9 COMPUTER BASED TRAINING – APPENDIX A <https://www.esf9training.org/> (Canine, Haz Mat Spec, HERS, Med Spec, Med Manager, Search Team Manager, Structures Specialist, Tech Search)

1. NFPA 1670 Confined Space Rescue Awareness – URO22A
2. NFPA 1670 Rope Rescue Awareness – URO21A
3. NFPA 1670 Trench Rescue Awareness – COTF1-101-TRA

PHYSICIAN CLEARANCE FOR DEPLOYMENT

- All task force members need to submit a [**Physician Clearance for Deployment**](#) every three years
 - Have it signed by the physician
 - This can be done at your department's annual physical exam
 - This needs to be submitted every 3 years
 - We recommend it being submitted every 2 years to prevent a gap and to keep you deployable



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- If you are class A or B driver remember to get your [Medical Examination Report](#)
- Upload it to EMOS

INOCULATIONS

- In EMOS
 - Click on **Files**
 - Click on **Forms**
 - Click on [Vaccination Documentation Form](#)
 - Fill out and sign
 - Upload it to EMOS with a copy of your inoculations

CODE OF CONDUCT

- In EMOS
 - Click on **Files**
 - Click on **Forms**
 - Click on [Code of Conduct](#)
 - Read and sign it
 - Upload it to EMOS

DRIVERS LICENSE

- Required
- Upload it to EMOS

PASSPORT

- Recommended
- If you have one, upload it to EMOS

CONVERT PICTURE FILES INTO PDFS

On a computer (PC or MAC)

- Save picture to Desktop
- Open the picture file
- Click **File**
- Click **Print**
- Click **PDF**
- Click **Save**

HOW TO ROTATE PDF FILE TO BE RIGHT SIDE UP

On a computer (PC or MAC)



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- Open PDF
- Click **Edit**
- Click **Rotate Right** or **Left**
- Click **File**
- Click **Save** (enter a new file name) recommend saving to Desktop

UPLOAD ALL DOCUMENTS

- Please ensure you upload all your certificates to the database right side up (orientation is such that the reader doesn't have to turn their head to the side to read it)
- Log into EMOS at <https://catf4.myemos.com/>
- Click **Requirements**
- Click **All Requirements**
- Click on the **cloud with up arrow** that corresponds to your certificates
- Enter **date** the certificates was issued
- Drag and drop file to the **Choose file** box or use Browse feature
- Click **Submit**