Guide to E-Sponder Training

Intro to E-Sponder – Basic E-Sponder understanding and hands on practice
- *Who should take this class?*
    - Anyone who will be using E-Sponder in the State EOC or in their daily work (such as Special Project Team sites)
    - Duty Officers
    - County Directors & assistants, Tribal and State Agency representatives that will be choosing to use E-Sponder.
    - Regional Directors and assistants
- *What will be taught in the Intro Class*
    - Registration procedures
    - A detailed description of the E-Sponder tree organization
        - Top-Level
        - County/Tribal & State Interface sites
        - Regional sites
        - County/Tribal and State Agency sites and subsites/templates (EOC, Exercise, Resources)
        - State EOC sites
        - Event sites/templates
    - A demonstration of how to
        - Create event sites
        - Create event workgroup sites
        - Create lists
        - How to add announcements, links, events to a site
        - Modify existing lists
        - Add documents
        - User management

E-Sponder GIS Viewer – To learn the tools and uses of the GIS Viewer
- *Who should take this class?*
    - Anyone who is interested in using the GIS Viewer for event management or planning purposes.
    - E-Sponder Administrators
- What will be taught in the GIS Viewer class?
    - What is GIS?
    - The different tools that are available in the viewer
    - How to bring in other data
    - How to create points and buffers
    - How the viewer works with E-Sponder information
    - What layers are available

E-Sponder Exercise Training - To practice the use of the E-Sponder Event sites
- *Who should take this class?*
    - Anyone who will be managing/administering their own E-Sponder Event site
    - E-Sponder Administrators
    - Those who will be using E-Sponder in the State EOC
        - WEM Staff
        - Core agency liaisons (DHFS, DNR, DATCP, etc) - *Not required but could be helpful*

- o County Directors & assistants, Tribal and State Agency representatives that will be choosing to use E-Sponder for events.
- o E-Sponder help desk support staff
- o Regional Directors and assistants - *suggested*
- *What will be taught in the E-Sponder Exercise Class?*
  - o Exercise EOC/Event scenario
    - Event Log
    - EOC Briefing Form
    - Current Situation
    - Unplanned/PrePlanned Events
    - Incident Action Plan
    - EOC Activation Roster
  - o Help desk information/procedures
  - o E-Sponder Backup Plan & Procedures

Intermediate E-Sponder – For additional E-Sponder comfort and capability
- *Who should take this class?*
  - o Anyone who will be managing/administering their own E-Sponder site or event site
  - o Those who will be using E-Sponder in the State EOC
    - Officer in Charge
    - Operations
    - Public Information
    - Net Ops
    - Message Control
    - Core agency liaisons (DHFS, DNR, DATCP, etc) - *Not required but could be helpful*
  - o County Directors & assistants, Tribal and State Agency representatives that will be choosing to use E-Sponder and administering sites.
  - o E-Sponder help desk support staff
  - o Regional Directors and assistants - *suggested*
- *What will be taught in the Intermediate Class?*
  - o Help desk information/procedures
  - o E-Sponder Backup Plan & Procedures
  - o Additional E-Sponder site modification (webparts, views, pictures)
  - o Create lists or documents needed (bring material with you)
  - o GIS Viewer
  - o E-Sponder Administrator functions
  - o Event management