Office of Emergency Management Training and Exercise Course Catalog

2025 - 2026

OEM Training & Exercise Course Catalog

STARS TRAINING COURSES

OEM-1000, OEM-1000-WEB | Stanford Community Emergency Preparedness
Audience: Stanford affiliates, Stanford international students
Duration: 1-2 hours
Delivery Method: In person, Online - On demand, Virtual Live - Zoom, Webinar
This course conveys essential preparedness information to the Stanford community, covering topics such as campus and home preparedness, emergency supplies, earthquake and wildfire readiness, resources, and homeowner/renter hazard mitigation.

OEM-1200, OEM-1200-WEB | Stanford Emergency Management Orientation
Audience: DOC Coordinator, EOC Management Team, EOC Policy Group, EOC Staff, Facility Directors, STAT Team Members, University leadership
Duration: 1-2 hours
Delivery Method: In person, Virtual live - Zoom, Webinar
This course provides an overview of Stanford's emergency management program as outlined in the Emergency Operations Plan. It covers the emergency management organization, protocols for preparedness, response, recovery, hazard mitigation, alert systems, incident management, and crisis decision-making.

OEM-1300 | EOC Staff Operations and CardinalShield/IM Orientation
Audience: EOC Staff
Duration: 1-2 hours
Delivery Method: In person
This course equips EOC staff with a clear understanding of EOC activation and operations, covering responsibilities of EOC positions, briefings, incident action plans (IAP), operational periods, EOC/DOC/STAT communications, tools like CardinalShield IM, and technical operations such as video displays and microphones.

OEM-1400, OEM-1400-WEB | Building Damage Assessment (BAT)
Audience: Building Managers, DOC Coordinator, Facility Directors, LBRE, Stanford affiliates
Duration: 30 min - 1 hour
Delivery Method: In person, Online - On demand, Virtual live - Zoom

This course provides initial and refresher training for Building Assessment Team (BAT) members on activation and operational procedures, scope of work, safety, and building assessment protocols.

OEM-1500, OEM-1500-WEB | Campus Building Evacuation Plan and Training
Audience: Building Managers, DOC Coordinator, EOC Operations Section, Facility Directors
Duration: 1-2 hours
Delivery Method: In person, Online - On demand, Virtual live - Zoom

This course provides instructions to guide local units as they prepare Building Emergency Plans (BEP).

EHS-OEM-105 | DOC Operations and CardinalShield/IM Orientation
Audience: DOC Coordinator
Duration: 1-2 hours
Delivery Method: In person, Virtual live - Zoom, Webinar

This course offers DOC staff a clear understanding of University STAT/EOC/DOC activation, response operations, and communications. Topics include configuring a DOC for local needs, preparing or reviewing response plans, and identifying first response actions for DOCs and individual staff.

OEM PROGRAM COURSES │ EOC OPERATIONS

EOC Section Leader Operations
Audience: EOC Finance Section, EOC Logistics Section, EOC Operations Section, EOC Plans Section
Duration: 1-2 hours
Delivery Method: In person
This course focuses on the EOC Section Leader roles and responsibilities for EOC operations, communications and management. Discussion topics include: key roles and responsibilities, EOC briefings, Incident Action Plans (IAP), EOC operational tools, and use of CardinalShield Incident Management to manage resource requests and assign tasks.

EOC Management Team Operations
Audience: EOC Management Team, EOC Policy Group
Duration: 1-2 hours
Delivery Method: In person
This course provides the EOC management team and policy group with a clear understanding of EOC activation and operations. Discussion topics include: strategic policy and fiscal issues, EOC briefings, incident action plans (IAP), operational periods, EOC/DOC/STAT communications, operational tools, including CardinalShield IM and communications from the EOC and technical operations (video displays, microphones, security).

EOC University Leadership Overview and Crisis Management
Audience: EOC Policy Group
Duration: 1-2 hours, 15-30 minutes
Delivery Method: In person
This course is a high-level introduction to the Stanford emergency management organization and an overview of leadership decision-making in an emergency. Discussion topics include: best practice and subject matter expert viewpoints on crisis management and communications.

STAT Team Operations & CardinalShield/IM Orientation
Audience: STAT Team Members
Duration: 1-2 hours, 15-30 minutes
Delivery Method: In person, Virtual live - Zoom

This course provides a high level overview of STAT activation and procedures, potential issues and decision points, and the CardinalShield Incident Management (IM) capabilities in the STAT/EOC room.

OEM PROGRAM COURSES │ RESPONSE EXERCISES

Concept of Operations Workshops/TTX
Audience: DOC Coordinator, DOC Staff, Department of Public Safety, EHS Environmental Safety, EHS Industrial Hygiene, EHS Research Safety, EOC Finance Section, EOC Logistics Section, EOC Operations Section, EOC Plans Section, EOC Policy Group, EOC Staff, Facility Directors, LBRE, Occupational Health Center (OHC), STAT Team Members, Stanford Health Center, Student Affairs Staff (RAs, RDs), Vaden Health Center
Duration: 1-2 hours
Delivery Method: In person, Virtual live - zoom
This course consists of the design and conduct of EOC and DOC tabletop exercises/workshops to review existing plans and procedures or to identify planning gaps and operational solutions. Tabletop scenarios are developed to address possible threats including pandemic, active threat, power outage, hazardous materials release, earthquake, high heat/air quality. In each tabletop exercise (or workshop) EOC groups/units and DOCs consider and evaluate response and roles and responsibilities, including, but not limited to:
campus medical response, Student care (Student Affairs,R&DE and Child Care), academic response and mission continuity, research and laboratory response and mission continuity, UIT - internet, communications, Ucomm - university communications, Environmental Health and Safety (EHS) hazardous materials response, infrastructure (LBRE), and Public Safety (DPS).

DOC & EOC Functional Exercises
Audience: DOC Coordinator, EOC Finance Section, EOC Logistics Section, EOC Management Team, EOC Operations Section, EOC Plans Section, EOC Policy Group, EOC Staff, Facility Directors, LBRE, STAT Team Members
Duration: 2-4 hours, 4-8 hours, OEM determination
Delivery Method: OEM determination
This course consists of the design and conduct of functional exercises involving multiple units or university-wide participation. Functional exercises are designed to mobilize response staff and resources and use CardinalShield to manage response.

DOC & EOC CardinalShield Validation Functional Exercise (4th Quarter 2025)
Audience: DOC Coordinator, DOC Staff, EOC Logistics Section, EOC Operations Section, EOC Plans Section, EOC Staff, LBRE
Duration: 1-2 hours
Delivery Method: In person
This course designation is for the design and conduct of the 2025 Autumn Quarter activation of DOCs and the EOC to validate use of the CardinalShield/IM tool. Note: exercise participation for some EOC roles (EOC policy group and STAT) may be simulated for the exercise).

EHS-OEM-113 | DOC Multi-Unit Exercise

Audience: DOC Coordinator, DOC Staff
Duration: 1-2 hours, 2-4 hours
Delivery Method: In person, Virtual live - Zoom
This course designation is for the design and conduct of DOC internal tabletop exercises, field or drills. Two or more DOCs may combine effort to conduct a tabletop exercise with OEM participation.

Stanford Internal Partner Response Exercises
Audience: DOC Coordinator, DOC Staff, Department of Public Safety, EHS Environmental Safety, EHS Hazmat Team, EHS Industrial Hygiene, EHS Research Safety, LBRE, Occupational Health Center (OHC), Stanford Health Center
Duration: 1-2 hours
Delivery Method: In person, Virtual live - Zoom
This course is designated to enable OEM to partner with DOCs, Stanford Healthcare, EHS Hazardous Materials and Biohazard programs to help plan, participate in for tabletop exercises and on-site practice drills. May include preparation of After-Action Reports.

Participation in Local, State and Federal Response Exercises
Audience: DOC Staff, EOC Management Team, EOC Policy Group, EOC Staff, STAT Team Members
Duration: 2-4 hours, 4-8 hours
Delivery Method: In person
This course designation is used to enable OEM participation in local, state or federal government exercises and drills.

STAT Tabletop Exercise/Workshop
Audience: STAT Team Members
Duration: 15-30 minutes
Delivery Method: In person
This course is designated to facilitate STAT member participation in a 30-minute scenario-based tabletop exercise focused on leadership, problem-solving, communications, coordination and decision-making.

OEM PROGRAM COURSES │ ACTIVATION DRILLS

STAT Activation Drill
Audience: STAT Team Members
Duration: 15-30 min, Just in Time
Delivery Method: Virtual live - Zoom
On a quarterly basis, STAT members receive an AlertSU notification to call into the STAT team for a brief check in using CardinalShield.

EHS-OEM-116 | EOC Activation Drill
Audience: EOC Management Team, EOC Staff
Duration: 1-2 hours
Delivery Method: In person
This course designation is used when the EOC is activated to practice EOC protocols including set-up, reporting, briefing, check-in/check out, initiation of EOC operations, use of AV and other technology and radios.

BEP Building Evacuation Drills
Audience: Building Managers, Building occupants, Facility Directors
Duration: 15-30 minutes
Delivery Method: In person
This course designation is used for local units drilling their Building Evacuation Plans. Instructions and a summary report template are provided so building managers and/or others can conduct a local building evacuation drill.

EHS-OEM-117 | EHS Response Team Drills
Audience: Building Managers, DOC Staff, EHS Environmental Safety, EHS Hazmat Team, EHS Industrial Hygiene, EHS Research Safety, Facility Directors, Stanford affiliates
Duration: 1-2 hours, 2-4 hours, 4-8 hours
Delivery Method: In person
This course designation is used when EHS conducts hazardous materials field exercises, activation drills and other team response drills.

NON-OEM ACTIVATION DRILLS

DOC Net Radio Drill
Audience: DOC Coordinator, DOC Staff

Duration: 15-30 minutes

Delivery Method: In person

Monthly activation and test of the DOC Net Radio - conducted by DPS.

BAT Building Assessment Team Drills
Audience: DOC Coordinator, DOC Staff, EOC Finance Section, EOC Logistics Section, EOC Management Team, EOC Operations Section, EOC Plans Section, EOC Staff, MC Coordinator, STAT Team Members

Duration: 15-30 minutes

Delivery Method: Virtual live - zoom

This course designation is used when LBRE or OEM conducts an annual drill to test deployment and reporting by Building Assessment Teams (BAT). The drill is also a validation of the BAT functionality in CardinalShield IM.

OEM PROGRAM SUPPORT

CardinalShield Office Hours
Audience: DOC Coordinator, DOC Staff, EOC Finance Section, EOC Logistics Section, EOC Management Team, EOC Operations Section, EOC Plans Section, EOC Staff, MC Coordinator, STAT Team Members

Duration: 15-30 minutes

Delivery Method: Virtual live - Zoom

Dedicated time online to ask questions about CardinalShield Incident Management (IM) and Mission Continuity (MC) implementation. Office hours also provide a means to suggest improvements to the program. (Note: does not replace the CardinalShield help ticket process for implementation questions).

User On-boarding for CardinalShield Mission Continuity (MC)
Audience: DOC Coordinator, MC Coordinator

Duration: 1-2 hours, 15-30 minutes

Delivery Method: In person, Online - On demand, Virtual live - Zoom   STARS Course

This course designation is used to conduct distributed training to introduce the CardinalShield Mission Continuity (MC) planning approach, resources, requirements, timeframes and licensing. The course provides the unit Mission Continuity Coordinator with tools to introduce CardinalShield MC, provide training, facilitate continuity discussions and coordinate with OEM.

CardinalShield IM and MC End-User Workshops
Audience: MC Coordinator

Duration: 1-2 hours, 15-30 minutes STARS

Delivery Method: In person, Online - On demand, Virtual live - Zoom

This course designation is used to provide OEM and UIT tutoring and end-user workshops.

STAT Quarterly Meetings

Audience: STAT Team Members
Duration: 30 min - 1 hour
Delivery Method: Virtual live - Zoom
Ongoing training and informational quarterly meetings for STAT members. Topics include activation, communications, CardinalShield/IM, decision-making, and EOC activation.

DOC Coordinator Quarterly Meeting
Audience: DOC Coordinator
Duration: 1-2 hours
Delivery Method: In person, Virtual live - Zoom
Ongoing training and informational quarterly meetings for DOC coordinators. Topics include communications, CardinalShield IM, planning and training/exercise support, best practices, DOC and EOC activation, resource management, decision-making and coordination during emergencies.

Classroom Emergency Instructions for Instructors and Faculty
Audience: University faculty, University instructors
Duration: 15-30 minutes
Delivery Method: Canvas Notification Folder TBD
Written notification folder in Canvas with information: Classroom and building evacuation, Provost class cancellation, Faculty or instructor class re-schedule, online instruction in emergencies, Laboratory shut-down, evacuation, Concern about a student (Red Folder), High heat/air quality and building HVAC systems, Communications with department or unit, Active threat, Earthquake.

EMED-101 Stanford Student Enrollment with the Registrar
Audience: Stanford undergrad and graduate students
Duration: 3 hrs (10 weeks)
Delivery Method: Canvas, In person
EMED-101 is a 1 unit academic course for undergraduate and graduate students. It is offered through the School of Medicine EMED series and is taught in Autumn and Spring quarters. The course curriculum is adapted from the FEMA Community Emergency Response Team (CERT) curriculum, which is enhanced for Stanford students.
Course grading is Satisfactory (S) or No Credit (NC) and students must be present for 80% of classes taught in the evening each week for 10 weeks. Student requirements include completion of two written assignments, participation in in-class skills demonstrations and participation in the CERT field exercise to demonstrate disaster medical first aid, search and rescue and extrication skills. Completion of the course results in a Satisfactory (S) grade and a CERT team certificate provided by the Palo Alto Office of Emergency Services. Students are certified to serve on a CERT team in any local jurisdiction in the United States.