PAPERLESS CLASSROOM TRANSITION PLAN

In an effort to transition classroom training deliveries to "paperless" the DHSEM Training and Exercise Unit has utilized differing strategies over the last couple years to transition our classroom deliveries to a paperless environment.

OBJECTIVE: Emergency management training deliveries coordinated by DHSEM in New Mexico, will utilize technology in a way that minimizes the use of paper to include Student manuals and handout materials in the classroom.

CURRENT STATEGIES:
- Provide link in preparingnewmexico.org, prior to the training delivery for participants to download and print student manuals and handouts either to print themselves or download to own device.
- Provide course materials either CD's or a memory stick to upload on devices at training site.
- Provide classroom copies of Student manuals and reference materials and utilize multiple deliveries.
- Handouts & Exercise are provided in individual course folders for each training.
- Consortium partners provided mobile deliveries provide materials ship to the site.
- Lead Instructor provides printed materials.

BACKGROUND:

Based on experience over the last two years of course deliveries for emergency management throughout the state and the starting the implementation of the paperless classroom different strategies are being used to meet the needs of trainees and for different levels of training. Our National Domestic Preparedness Consortium training partners providing mobile deliveries in New Mexico, have been providing printed training materials. Mobile deliveries of FEMA " L" courses, in the past, Emergency Management Institutes (EMI) has shipped all printed materials to a course point of contact (POC). Courses included in this category are the Basic Academy curriculum and NIMS ICS AH Position Specific courses. EMI is now going to paperless deliveries and will offer training materials links for trainees to download materials. Course managers & Lead Instructors hosting these courses can provide students capability to download course materials on our training website prior to training.

LESSONS LEARNED:

- Not all training site classrooms have reliable public WIFI, or enough outlets or to configure set up to power multiple student laptops.
- Increasingly laptops do not have CD capability and computer security prevents use of thumb drives to download materials.
- Other considerations when deciding the level of course materials provided include type of training, student population as well as training facility used.

- The majority of courses coordinated by DHSEM are the Incident Command System curriculum (ICS 300/400) and "G" courses. All student materials are offered on preparingnewmexico.org website prior to training delivery.
- Students may not have the capability to download and print student manuals and may not have work laptops.
- Characteristic of these courses and student population are the need for printed materials in the classroom, for exercise activities, having hands on reference materials, and need to view multiple pages simultaneous.
- Currently a course relying on students laptops for training materials requires extra instructor time to set up to deal with multiple operating systems.
- Students distracted during courses working on job demands during the course. Smart phones are already a distraction in the classroom.
- The ICS curriculum can be enhanced with the introduction of technology available for group activities and eventually the course materials. Currently DHSEM does not have classroom technology for mobile deliveries in the state.

STRATEGIES:

Purchase and provide mobile delivery classroom and integrate use in to G and L course deliveries. Appropriate classroom technology purchased can be phased over a year or fiscal years a tiered approach. The optimal need would be three mobile delivery caches up to twenty units each (tablets) managed by the training and exercise unit. Initial cost of each mobile caches estimated $15,000 - $25,000 depending on the level of integration. Students and instructor have utilized technology in training and job experience and can be integrated quickly.

- Transition period for each course will require lead instructor to integrate parts of the curriculum.
- The integration of G course can be accomplished as courses are offered in the State lead instructors can preload presentation slides and reference material.
- Tier one for the ICS courses to paperless delivery utilizing technology would be to integrate the group activities and printed reference materials.
- Tier two for the ICS courses would be a full integration of course materials with a means to provide take home reference materials to students.
- Prior to obtaining any technology, continue to utilize existing classroom delivery options, classroom copies and providing printed student manual.
- Technology could be integrated in to for exercise planning and delivery.

.