



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Introduction and Overview

The National Collegiate Emergency Medical Services Foundation's EMS Ready Campus program is designed to recognize excellence in emergency management and disaster preparedness by collegiate EMS organizations. Additionally, the program provides a framework for the enhancement of emergency management education, overall campus preparedness, and response capabilities for the applicant organization. Organizations will have the opportunity to receive recognition through a combination of self-evaluation, dynamic interaction with NCEMSF staff, and by completing prescribed tasks. This program is not a certification or an endorsement of any specific policy or procedure, but rather recognition for organizations that have embraced the challenges of EMS operations outside of traditional patient-care activities.

EMS Ready Campus consists of three tiers of achievement: Bronze, Silver, and Gold. Each tier is more intensive than the one preceding it and expands upon the activities completed in the previous level. This is meant to enable organizations to develop a strong framework for their everyday activities and promote best-practices throughout their operations.

Recognition is valid for three years and is only granted during the annual NCEMSF Conference Awards Ceremony.

Application and Recognition Information

Recognition is given in the form of a certificate recognizing the accomplishments of the applicant EMS organization and its members. Recognition is awarded on an annual basis at the NCEMSF Conference. Additionally, organizations recognized will be specially designated as an "EMS Ready Campus" along with their recognition level on the NCEMSF website.

Applications are due to NCEMSF by the date and in the manner specified on the [NCEMSF website](#), typically three weeks prior to the beginning of the Conference.

Each tier has a specific requirements checklist as detailed in this document, and all requirements must be completed satisfactorily for the recognition to be awarded. Should an organization provide evidence of a good-faith effort to complete tasks and, for reasons outside of an organization's control, they cannot be completed, NCEMSF program Administrators may waive the requirement. Waivers are only accepted on a case-by-case basis and must be requested formally in writing to the [NCEMSF Emergency Management program administrator](#).



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

Renewals and Upgrades

To renew a current tier, please reference the specific renewal requirements checklist for that tier within this document. Certain requirements from the original checklist may be waived or modified for renewals, while other items will require updated information.

To upgrade to a higher tier, applicants will need to complete the requirements checklist for the new tier. In addition, certain requirements from the lower tier(s) will also require updated documentation as specified on the upgrade requirements checklists in this document. Please note that while schools may work forwards towards higher tier requirements at any time, **NCEMSF will only award a single tier per Conference awards cycle.**

Requirements for All Submissions

For all submissions, please ensure that each checklist item has a separate response in the application submission, that the response is specific to the checklist item, and that the response is clearly marked with the requirement number. For example, submitting a single copy of your SOPs and then referencing those SOPs for multiple questions is not allowed. For multi-page responses to a question, or when submitting external documentation in response to a question, a single cover sheet for the question indicating the question number is sufficient (the question number need not appear on each included page).

Applicants should reference the [NCEMSF website](#) for guidance on application questions. This guidance answers common questions, provides additional directions for certain steps, and includes links to external resources that can be used to complete certain steps (including FEMA and hazardous materials training).

To show evidence of completion for training classes utilize the Training Documentation Spreadsheet (available on the [NCEMSF website](#)) for most classes as noted in the Tier specific requirements (classes not captured on the spreadsheet should be documented as noted in the specific requirement or by providing copies of the training certificates). Though not needed for the application submission, organizations should maintain copies of **all** training certificates for each member (including for courses captured on the Training Documentation Spreadsheet) and be able to provide certificates upon request. Please note that FEMA courses need only be completed once, not annually or each time a higher-tier or renewal application is submitted.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

However, if applying for the Silver or Gold Tiers, you must also document that the training requirements for any lower tiers have been completed for members that have joined the organization since the lower tier was awarded. In addition, some checklist steps require supporting material on course content, which is submitted as part of the main packet.

To document exercise involvement, please include copies of exercise scenarios, situational manuals, participant guides, and participant feedback forms.

Once all checklist items are prepared, applicants should submit the following files:

- The Excel Training Document Spreadsheet (found on the [NCEMSF website](#)).
- The Excel HVA Worksheet (found on the [NCEMSF website](#)).
- An additional **single PDF file** containing all responses to Part I, Part II, and the remaining requirements from the applicable checklists found in either Part III, IV, or V (including lower tier items if upgrading).
 - Copies of Part I and II of this application are available in Microsoft Word format on the [NCEMSF website](#) for ease of completion.
 - The PDF document should be in the order of the requirements checklist with supporting materials.
 - For checklist items related to training that require additional documentation, such as certificates or outlines, submit those in the combined PDF document.
 - Items in the Continuity of Operations section should be submitted in the combined PDF document, even if using the NCEMSF template.

While training is usually documented on the Training Spreadsheet, copies of training certificates for all members should still be maintained by the organization as NCEMSF may perform audits on the information on the Training Documentation Spreadsheet.

Gold Tier Site Visit

For the Gold-level of recognition, a NCEMSF Staff Site Visit will be completed by a NCEMSF representative. For this checklist item, please list the name of the NCEMSF staff member who performed the site visit and the date(s) of the visit; all other documentation related to the visit will be completed by that NCEMSF staff member and does not need to be included in your submission. While a staff site visit is preferred, it is not necessarily required to receive a Gold Tier recognition. If no staff member is able to visit the applicant after making a request, the Program Administrator may grant the applicant a waiver for this cycle. No waivers will be granted for leaving inadequate time to request a staff site visit prior to the application deadline. Requests for site visits or waiver requests should be emailed to



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

emergency.management@ncemsf.org at least 60 days prior to the application deadline. Please note that it may take several weeks or longer to schedule a site visit due to travel restrictions.

If your organization encounters any difficulties or requires any guidance in completing the requirements, you may contact the Program Administrator by email at:

emergency.management@ncemsf.org.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Table of Contents

Introduction and Overview	1
Application and Recognition Information	1
Renewals and Upgrades	2
Requirements for All Submissions.....	2
Gold Tier Site Visit	3
Table of Contents	5
Part I: Introductory Information	6
Organization Information	6
EMS Ready Campus Point-of-Contact	6
EMS Ready Campus Application Information.....	6
Organization Demographics	7
Part II. Application Signatures.....	8
Part III. Bronze Recognition.....	9
Bronze Tier Initial Application Requirements Checklist	10
Bronze Tier Renewal Application Requirements Checklist.....	15
Part IV. Silver Recognition	16
Silver Tier Initial Application Requirements Checklist.....	17
Silver Tier Renewal Application Requirements Checklist.....	24
Part V. Gold Recognition	25
Gold Tier Initial Application Requirements Checklist.....	26
Gold Tier Renewal Application Requirements Checklist	33



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Part I: Introductory Information

A fillable/editable version of this section can be accessed on the [NCEMSF website](#).

Organization Information

Organization Name	Institution Name
Organization Mailing Address	Organization Email Address
Organization Chief Officer	Organization Advisor

EMS Ready Campus Point-of-Contact

Point-of-Contact Name	Point-of-Contact Rank/Title
Point-of-Contact Email Address	Point-of-Contact Telephone Number

EMS Ready Campus Application Information

Tier Sought	Date of Previous Tier (Silver/Gold Only)
☐ Bronze ☐ Silver ☐ Gold	



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Organization Demographics

Campus Population	Annual EMS Call Volume	Level of Service
		☐ BLS ☐ ALS ☐ Other

EMS Organization Structure

Use this space to explain the structure of your EMS organization at your institution (i.e. EMS is a division of campus Police, a stand-alone club, part of health services, etc.). If you listed **Other** as your level of service above, please describe below.

Unique Events, Incidents, Threats, and Hazards

Use this space to explain any special events, major incidents, or unique threats and hazards that have an impact on emergency management and preparedness in your campus community.

A fillable/editable version of this section can be accessed on the [NCEMSF website](#).



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Part II. Application Signatures

A fillable/editable version of this section can be accessed on the [NCEMSF website](#).

Organization Chief Officer Signature:

By signing below, I agree that the information provided to NCEMSF on this form and all attached documents is original work of my organization and true to the best of my knowledge.

Furthermore, I agree that I am authorized to submit this completed application package on behalf of my organization.

Signature:

Name:

Title:

Date:

Organization Medical Director Signature:

By signing below, I agree that I have reviewed the documents attached to this submission and recommend that the recognition being sought be granted by the National Collegiate EMS Foundation.

Signature:

Name:

Title:

Date:

Institutional Emergency Preparedness Manager (or similar designee) Signature:

By signing below, I agree that I have reviewed the documents attached to this submission and recommend that the recognition being sought be granted by the National Collegiate EMS Foundation.

Signature:

Name:

Title:

Date:

Municipal Emergency Management Coordinator or Municipality EMS Chief (or similar designee) Signature (required for Gold Tier only):

By signing below, I agree that I have reviewed the documents attached to this submission and recommend that the recognition being sought be granted by the National Collegiate EMS Foundation.

Signature:

Name:

Title:

Date:

Keep a copy of this application and signature page for your records. The persons above may be contacted if there are any questions.



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

Part III. Bronze Recognition

The Bronze Tier is designed to set the foundations for EMS integration with emergency management. Requirements in this tier will form the basis for subsequent tiers. As you complete the steps in this tier, it is important to maintain notes and supplemental materials within your organization on the completion of these requirements, as those notes and materials will be useful for future renewals or upgrades to higher tiers.



EMS Ready Campus

Program Application Packet: 2025 Edition

Bronze Tier Initial Application Requirements Checklist

Please be sure to reference each requirement number in your application submission.

- **A. Communications and Public Warning**
 - **B.A.1** Demonstrate the ability to communicate and recall all members in the event of an emergency and implement this system with at least one test.
 - Provide written documentation outlining what system is in use.
 - Provide written documentation attesting to the date of the system test.
 - **B.A.2** Demonstrate the ability to communicate with campus stakeholders, officials, and public safety/law enforcement in real time during incident operations.
 - Provide a written narrative explaining how these communications take place.
 - You can use multiple methods for different groups if applicable.
 - **B.A.3** Identify and examine the method your institution uses to make emergency alerts and notifications to all students, faculty, staff, and visitors.
 - Provide written documentation of the system(s) in use for mass notification.
 - If no system is used, provide a brief narrative as to why your institution should examine the need for a mass notification system.
- **B. Interoperability and Interagency Operations**
 - **B.B.1** Meet with key emergency management staff on campus regarding the role of your EMS organization in the campus's overall emergency preparedness programs.
 - Document the date of the meeting and the parties present.
 - Meeting should cover how EMS can contribute to campus emergency/disaster preparedness or emergency management. Meetings specific only to medical operations (such as QACQI meetings) **do not** satisfy this requirement.
 - **B.B.2** Identify or appoint an Agency Liaison to interface with off-campus emergency response or emergency management partners.
 - Provide the name and title of the liaison.
 - It is OK if this person also holds another leadership role with your agency.
- **C. Training**
 - **B.C.1** All members, regardless of certification level (including non-medical volunteers), must complete FEMA IS-100, FEMA IS-200, and FEMA IS-700.
 - Document course completion dates on the Training Documentation Spreadsheet.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

- Include each member's name, certification level, rank, and organizational role(s). This will double as your group's roster.
 - Courses can be accessed from the FEMA Independent Study Program website.
 - Individuals who have taken courses in the past on an earlier course version **do not** need to retake the current version of said course.
- **D. Exercises**
 - **B.D.1** Annually hold one drill, tabletop exercise, functional exercise, or full-scale exercise.
 - Provide a Situation Manual or Exercise Plan which includes the date(s) of the exercise, agencies participating, and exercise objectives.
 - This activity should be primarily planned and executed by your organization. Simple participation in an activity hosted by another organization or campus group does not satisfy this requirement.
 - While a full-scale exercise will meet this requirement, a drill or smaller-scale exercise is also acceptable at the Bronze Tier.
 - **B.D.2** Hold a post-exercise debriefing (hotwash) to discuss the effectiveness of the exercise. Highlight lessons learned and areas for improvement.
 - Provide a formal AAR or other document that covers the points raised.
 - In the case of areas for improvement, list the steps identified to address the areas for improvement.
- **E. Planning**
 - **B.E.1** Establish an agency organizational chart.
 - Provide a copy of the organizational chart.
 - **B.E.2** Identify staff in your agency who would assume a command role during an incident.
 - These are not necessarily the same individuals who hold everyday administrative leadership positions.
 - **B.E.3** Develop a Mass Casualty Incident Plan.
 - Provide a copy of this plan.
 - Additional guidance on this requirement can be found on the [NCEMSF website](#).
 - **B.E.4** Identify regional resources available to respond to your campus and briefly describe how they are requested.
 - Provide a listing of resources and the method(s) used to request those resources in an incident.



EMS Ready Campus

Program Application Packet: 2025 Edition

- **F. Special Threat Preparedness**

- **B.F.1** Identify key hazards on campus. Document how you selected the hazard, as well as the relative likelihood and impact of each hazard.
 - Hazards should include natural incidents (e.g. weather), technological incidents (e.g. hazardous materials releases or other “accidental” incidents), and human-caused incidents (e.g. terrorism).
 - Utilize the HVA Worksheet found on the [NCEMSF website](#) for this requirement. That worksheet contains multiple suggested hazards which will apply to many if not all campuses in at least some degree (though some will probably be low or very low likelihood).
 - The [NCEMSF website](#) has additional details on the specific sections of this worksheet and recommendations for completion.
- **B.F.2** Demonstrate access to information on hazardous materials stored or used on campus.
 - You may use Community Right-to-Know (Tier 2) filings, catalogs of Safety Data Sheets (SDSes), or other appropriate sources. In your response, document which of these options you have access to, as well as attest that your leadership reviewed them to determine if there are any specific hazards that your EMS agency should be prepared to respond to.
 - “Cleary Act” reports (which are also titled Right-to-Know) do not cover hazardous materials, and as such, are not applicable to this requirement.
- **B.F.3** Discuss vulnerability to active threat incidents with campus officials, the role of your EMS agency in response to these incidents, and areas for future improvement in the part of your EMS agency.
 - Summarize this information in a two- to three-page paper.
 - Be sure to include information on steps you have already taken to prepare for this hazard, gaps identified, and steps you plan to take to address those gaps.

- **G. Continuity of Operations**

All requirements in this section should be completed either using the COOP Worksheet template on the [NCEMSF website](#) or your institution’s internal COOP forms/templates. When submitting, please include a summary listing of all the tasks identified in B.G.1 as well as worksheets/forms for three specific tasks, each containing the information in all three requirements. The three specific points below can be combined into a single section of your submission (it is not necessary to repeat the information separately for each item below).



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

- **B.G.1** Catalog key organizational tasks (specific duties that are required to ensure ongoing EMS operations).
 - This should cover any essential duties or functions that are needed for your EMS agency to remain in service.
 - Additional information on this requirement can be found on the [NCEMSF website](https://www.ncemsf.org).
- **B.G.2** Document the staff member(s) that have primary and supporting responsibility (by name and position) for each task identified above.
 - Additional information on this requirement can be found on the [NCEMSF website](https://www.ncemsf.org).
- **B.G.3** Identify successor or alternate staff who can perform each identified key task if the primary and supporting staff are unavailable.
 - Additional information on this requirement can be found on the [NCEMSF website](https://www.ncemsf.org).
- **H. Community Outreach**
 - **B.H.1** Sponsor a “Stop the Bleed” course no earlier than six months prior to the Conference for which the application is being submitted.
 - Provide documentation of the date and location of the course.
 - Provide a copy of the course roster.
 - **B.H.2** Do **one** of the following: participate in HEARTSafe Campus, participate in Collegiate EMS Week, submit for the Collegiate EMS Community Engagement Program of the Year Award, or host an event that educates the campus community on a disaster or emergency preparedness topic.
 - For HEARTSafe Campus or EMS Week, provide a statement attesting to your participation.
 - For the educational event, the topic and/or content must be specific to disaster or emergency preparedness. **You must submit the topic to emergency.management@ncemsf.org for approval prior to conducting the event.** Health fairs, recruiting events, or medical-only content is generally not acceptable for this requirement.
 - If you are submitting for the Collegiate EMS Community Engagement Program of the Year Award, please only include a statement to this effect in your EMS Ready Campus application. Please do not resubmit your awards packet with this submission. It is not necessary to win this award for the submission to count for this requirement.



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

- **I. Administration and Other**

- **B.I.1** Identify your suppliers for medical supplies and maintenance services for durable medical equipment (e.g. AED maintenance).
 - Identify the primary supplier(s) and alternate supplier(s), if applicable.
 - If you order supplies through an intermediary (for example, campus health services), identify their vendors for the items listed in this requirement.
- **B.I.2** Using the information in the previous requirement, identify any potential weaknesses in your supply chain.
 - Examples include single-source suppliers or suppliers who may be unable to rapidly meet needs in a disaster.
 - There is additional information on this requirement on the [NCEMSF website](#).



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Bronze Tier Renewal Application Requirements Checklist

Unless listed below, if information for a Bronze Tier requirement remains unchanged, then include an attestation from a group administrator to this effect. This attestation can be a blanket attestation to all unchanged requirements. If information related to a specific requirement not listed below has changed (for example, if there is a new campus mass notification system), then provide updated information similar to the information included in your original Bronze Tier application.

The following items **must** have current documentation as described below. Refer to the initial Bronze Application Checklist above for additional guidance on the listed requirements.

- **B.A.1** Provide documentation that annual tests of the existing system have been conducted. Furthermore, if the system has changed, provide updated information on this system (similar to the information provided in the initial Bronze Tier application).
- **B.B.1** Provide documentation of a meeting with campus staff satisfying the requirements of this item that has taken place within the last year.
- **B.B.2** Provide specific confirmation of the Liaison's name, even if this person remains the same as the person on your previous Bronze Tier application.
- **B.C.1** Provide an updated Training Documentation Spreadsheet that shows that all members over the renewal period have complied with the training requirements.
- **B.D.1** Provide confirmation that exercises meeting this requirement have been conducted annually. Full exercise documentation is not required, but please do provide exercise dates and scopes for each exercise.
- **B.D.2** For each annual exercise conducted during the renewal period, provide a one-paragraph summary of the hotwash.
- **B.F.3** Within one year prior to submission of the renewal application, have an updated conversation with campus staff regarding Active Threat Incidents as required in B.F.3. Write a two- to three-page paper covering the same topics and noting how your group's approach to these incidents has evolved since your last Bronze Tier application.
- **B.G.1, B.G.2, and B.G.3** should be updated and submitted on a current COOP worksheet.
- **B.H.1** Provide confirmation of a "Stop the Bleed" course conducted no earlier than six months prior to the submission of the renewal application with the same required documentation needed for an initial submission.
- **B.I.2** Document if you have taken any steps to address supply chain issues noted in your original Bronze Tier application.



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

Part IV. Silver Recognition

The Silver Tier builds upon the Bronze Tier to allow your EMS organization to be a more active participant in emergency management related activities. The requirements in this tier are more likely to require the involvement of your campus's office of emergency management, as well as coordination with outside groups. If your institution requires administrative approval for these types of interaction, you are encouraged to seek such approval early in the process to avoid delays in meeting program requirements. As with the Bronze Tier, maintaining good internal records on the Silver Tier application process will benefit your future renewals and/or an upgrade to the Gold Tier.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Silver Tier Initial Application Requirements Checklist

Please be sure to reference each requirement number in your application submission.

- **A. Communications and Public Warning**
 - **S.A.1** Establish a contingency communications plan for your agency to cover situations in which primary communications methods fail.
 - Document what contingencies are in place.
 - Document how those contingencies would be implemented.
 - **S.A.2** Document what contingencies are in place for the campus-wide mass notification system.
 - Provide written documentation listing what mass notification contingencies are in place.
 - **S.A.3** Identify how EMS can request that a notification be issued using the primary mass notification system identified in B.A.3 and/or secondary systems identified in S.A.2.
 - Provide a copy of a policy, MOU, or other documentation showing how alert content requests are submitted and approved.
 - It is OK if your request for an alert would need to go through an intermediary like campus police, campus health, or other administrator, so long as this is documented in your response to this requirement.
- **B. Interoperability and Interagency Operations**
 - **S.B.1** Invite campus staff to make a presentation to your group about campus preparedness.
 - The presentation must cover **at least one** of the following topics:
 - The campus EOP and the role of EMS in that document
 - Steps EMS members can take to be prepared for emergencies as essential campus staff
 - The process by which campus staff conduct the official risk or hazard vulnerability analyses
 - How IAPs are developed for major campus events that involve coordination with outside agencies
 - The structure and operations of the campus Incident Management Team
 - In your response, provide the date of the presentation, the name(s) of the presenter(s), and an outline of the topics covered. A full slide deck is **not** required.



EMS Ready Campus

Program Application Packet: 2025 Edition

- **S.B.2** Establish the ability to communicate with local EMS units from outside agencies which would normally respond to incidents on your campus.
 - Provide documentation of how this communication would take place.
- **C. Training**
 - **S.C.1** All members, regardless of certification level (including non-medical volunteers), must complete FEMA IS-800, a hazardous materials awareness course that meets NFPA 470 (formerly 1072 or 472) standards, a course on the triage system specified in your agency's MCI plan, and a course on active threat/active shooter response awareness or the rescue task force concept.
 - Document course completion dates on the Training Documentation Spreadsheet.
 - IS-800 can be accessed from the FEMA Independent Study Program website. Individuals who have taken this course in the past on an earlier course version **do not** need to retake the current version of said course.
 - For the other three courses (hazmat awareness, triage, and active threat awareness), please document the source of the training, including information that would demonstrate that it meets the listed specifications.
 - Please see the [NCEMSF website](#) for suggested online options for hazardous materials awareness and active threat awareness courses.
 - **S.C.2** Any member who will hold an on-scene command role or who is part of your organization's formal leadership structure must also complete all of the following courses: FEMA IS-362, FEMA IS-15, and FEMA IS-29.
 - Document course completion dates on the Training Documentation Spreadsheet.
 - Courses can be accessed from the FEMA Independent Study Program website.
 - Individuals who have taken these courses in the past on an earlier course version **do not** need to retake the current version of said courses.
 - **S.C.3** Each member should participate in a real-world utilization of ICS on an actual incident or established exercise.
 - Provide written documentation attesting to the completion of this requirement.
 - **S.C.4** Any member responsible for development of Incident Action Plans or similar documents for events or exercises should attend a training on utilization of ICS forms (FEMA standard forms or a regionally-approved equivalent).



EMS Ready Campus

Program Application Packet: 2025 Edition

- If this requirement is satisfied via a FEMA course (IS-201 or TEEX MGT-347), provide the course name, date, and names of participants to complete this requirement.
 - If an alternative course is used, such as a locally-developed training on ICS forms, provide a lesson plan or course outline, date, and names of participants to satisfy this requirement.
- **D. Exercises**
 - **S.D.1** Conduct an exercise that incorporates all additional relevant campus departments (such as law enforcement or health and safety) that your agency routinely works with.
 - This can be an expansion of a previous exercise or a new exercise.
 - Provide a Situation Manual or Exercise Plan which includes the date(s) of the exercise, agencies participating, and exercise objectives.
 - This activity should be primarily planned and executed by your organization. Simple participation in an activity hosted by another organization or campus group does not satisfy this requirement.
 - **S.D.2** Hold a post-exercise debriefing (hotwash) to discuss the effectiveness of the exercise. Highlight lessons learned and areas for improvement.
 - Provide a formal AAR or other document that covers the points raised.
 - In the case of areas for improvement, list the steps identified to address the areas for improvement and document how those items were resolved or integrated into your organization.
- **E. Planning**
 - **S.E.1** Create an All-Hazards EMS Plan or EMS-Specific Emergency Operations Plan (EOP).
 - Provide a copy of the plan.
 - **S.E.2** Present this plan to key stakeholders.
 - Document the date of the presentation and the names and titles of the stakeholders in attendance.
 - **S.E.3** Seek feedback on this plan from an off-campus emergency management expert.
 - This person should have specific duties and expertise related to emergency management and planning. This can be from an emergency management staff member from local government, the healthcare coalition, a local hospital, etc.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

- Provide documentation attesting to the completion of this requirement that includes a summary of the feedback you received.
- **F. Special Threat Preparedness**
 - **S.F.1** For each of the hazards identified in B.F.1, perform the additional Silver Tier assessment steps on the HVA worksheet, to include anticipated numbers of patients for each hazard, whether appropriate plans exist, and whether your staff receive applicable training.
 - The [NCEMSF website](#) has additional details on the specific sections of this worksheet and recommendations for completion.
- **G. Continuity of Operations**

All requirements in this section should be completed either using the COOP Worksheet template on the [NCEMSF website](#) or your institution's internal COOP forms/templates.

 - **S.G.1** Ensure your list of successors from B.G.3 is updated annually.
 - Attest that these documents have been updated on an annual basis.
 - **S.G.2** Create written job aids or other documentation describing how key tasks identified in B.G.1 should be performed.
 - Please see the [NCEMSF website](#) for suggestions on how to most efficiently accomplish this requirement.
 - Provide a listing/catalog of all documents you have created to meet this requirement, along with **one single** actual job aid as an example.
 - **S.G.3** Meet with campus staff responsible for COOP planning to solicit feedback on your COOP worksheets.
 - As part of this review, ensure that the campus staff responsible for COOP assess whether you have identified all appropriate key tasks, whether your documentation of primary, supporting, and successor staff is sufficient, and whether the job aids or other documentation is sufficient to minimize disruptions to your operations should an incident occur that impacts your staff or their duties.
 - Summarize the feedback you receive and the steps you plan to take or have already taken to address any identified areas for improvement.
- **H. Community Outreach**
 - **S.H.1** Sponsor "Stop the Bleed" courses at least twice per calendar year, including one no earlier than four months prior to the Conference for which the application is being submitted.
 - Provide documentation of the date and location of the courses.
 - Provide a copy of the course rosters.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

- **S.H.2** Conduct an event that educates the campus community on a disaster or emergency preparedness topic.
 - The topic and/or content must be specific to disaster or emergency preparedness. **You must submit the topic to emergency.management@ncemsf.org for approval prior to conducting the event.** Health fairs, recruiting events, or medical-only content is generally not acceptable for this requirement.
- **S.H.3** Do **two** of the following: participate in HEARTSafe Campus, participate in Collegiate EMS Week, submit for the Collegiate EMS Community Engagement Program of the Year Award, or host an additional event that educates the campus community on a disaster or emergency preparedness topic.
 - For HEARTSafe Campus or EMS Week, provide a statement attesting to your participation.
 - For the educational event, the topic and/or content must be specific to disaster or emergency preparedness and be approved by NCEMSF prior to the event as noted in S.H.2.
 - You may submit two additional educational events to meet this requirement, but both must meet the standards above and receive prior approval, and the covered topics must be distinct from each other and the topic used in S.H.2.
 - If you are submitting for the Collegiate EMS Community Engagement Program of the Year Award, please only include a statement to this effect in your EMS Ready Campus application. Please do not resubmit your awards packet with this submission. It is not necessary to win this award for the submission to count for this requirement.
- **I. Administration and Other**
 - **S.I.1** Complete the five self-critique prompts below. Provide at least one paragraph per prompt.
 - **S.I.1.a** Describe how this program has changed how your organization prepares for and responds to disasters or emergencies.
 - **S.I.1.b** Describe any organizational weaknesses you identified while completing the requirements for this program. Note which are the largest or most severe, or most important to correct quickly. Also describe how you plan to address them.
 - **S.I.1.c** Describe your organization's greatest strengths relative to emergency management and/or disaster preparedness.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

- **S.I.1.d** Identify which requirement(s) of this program were the most difficult to complete and why.
 - **S.I.1.e** Provide suggestions on how this program can be improved.
 - **S.I.2** Meet with or call your Regional Coordinator (RC) at least once per quarter. Utilize your RC as a resource to complete the Silver Tier.
 - Provide dates and methods of communication for the quarterly contacts.
 - Write a paragraph describing how your Regional Coordinator assisted with your completion of this tier.
 - **S.I.3** Using the analysis of your supply chain performed in the Bronze Tier, identify any mutual aid options or other mechanisms for addressing supply chain disruptions.
 - Describe these mechanisms and/or cite MOUs/MOAs that support these mechanisms.
 - If you have had to implement any of these contingencies in the past three years, please also provide a brief description of those circumstances, an assessment of the effectiveness of those contingencies, and any changes that were made to the contingency systems as a result of their real-world use.
- **J. Ongoing Satisfaction of Bronze Tier Requirements**

In addition to the Silver Tier requirements checklist, please also provide current documentation for the following Bronze Tier requirements for the time period since your last submission. Unless noted differently below, use the documentation requirements from the Bronze Tier checklist to satisfy each area below. When submitting, use the Bronze Tier numbering.

 - Proof of annual tests of squad notification system from **B.A.1**.
 - Agency Liaison name from **B.B.2**.
 - Current version of the Training Documentation Spreadsheet. This must show both the Silver Tier requirements and courses required in **B.C.1** for all current members. This will also serve as an updated organization roster.
 - Confirmation that the exercises required in **B.D.1** have been conducted annually. This confirmation should list the following items (full exercise documentation is **not** necessary):
 - Date(s)
 - Scope of the Exercise(s)
 - One-paragraph summary of the hotwash conducted as per **B.D.2**.



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

- Attestation that your organization can still access chemical information from the SDS sheets or other sources as required under **B.F.2**.
- All items under **B.G.1**, **B.G.2**, and **B.G.3** should be updated **prior** to completing the requirements for Silver, as the Silver Tier builds upon the Bronze Tier work in these areas.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Silver Tier Renewal Application Requirements Checklist

Unless listed below, if information for a Bronze or Silver Tier requirement remains unchanged, then include an attestation from a group administrator to this effect. This attestation can be a blanket attestation to all unchanged requirements. If information related to a specific requirement not listed below has changed (for example, if there is a new campus mass notification system), then provide updated information similar to the information included in your original Bronze and Silver Tier applications.

The following items **must** have current documentation as described below. Refer to the initial Bronze and Silver Application Checklists for additional guidance on the listed requirements.

- **S.B.1** Provide documentation of an updated preparedness presentation satisfying the requirements for this item that has taken place within the last year.
- **S.C.1** and **S.C.2** Provide an updated Training Documentation Spreadsheet that shows that all members over the renewal period have remained compliant with the training requirements.
- **S.C.4** Ensure that members meeting the criteria in this requirement have attended training on IAP creation and ICS forms within the one-year period preceding renewal.
- **S.D.1** Provide documentation of an exercise meeting these requirements completed within one year of submission.
- **S.D.2** For each annual exercise conducted during the renewal period, provide a one-paragraph summary of the hotwash.
- **S.F.1** Provide an updated HVA worksheet.
- **S.H.1** Provide documentation that you have continued to conduct two “Stop the Bleed” courses per year since your last Silver Tier application.
- **S.H.2** Conduct an outreach event meeting these requirements within six months prior to submission.
- **S.I.1** Provide a revised response to the self-critique questions.
- **S.I.2** Provide documentation that you have continued to meet or call your RC at least quarterly since your last Silver Tier submission.
- **S.I.3** If your agency has implemented its supply chain contingencies in the last three years, provide a short summary of those activations and any applicable lessons learned. If not, provide a statement that the contingencies have not been used in the last three years.
- **Provide proof of all ongoing Bronze Tier requirements required for an initial Silver Tier submission (section J above).**



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

Part V. Gold Recognition

The Gold Tier represents the highest level of achievement in the EMS Ready Campus program, and involves significant interactions with outside partners, as well as a robust training and exercise program. Prospective applicants are encouraged to start on the Gold Tier requirements as early as possible, because many of them require a substantial time investment. A close working relationship with your campus emergency management staff and emergency management representatives from other groups (local healthcare facilities, for example) will also be necessary for this tier.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

Gold Tier Initial Application Requirements Checklist

Please be sure to reference each requirement number in your application submission.

- **A. Communications and Public Warning**
 - **G.A.1** In conjunction with applicable campus departments, produce guidance on when campus-wide mass notification systems will be used for public health or medical incidents.
 - Provide a copy of this policy or guidance document.
 - Ensure that the document contains triggers for when this procedure would be activated and that it either incorporates or references the procedure(s) allowing the campus EMS agency to request or contribute to authoring an alert.
 - If such a document already exists (i.e. a new document is not being created to meet this requirement), schedule a time to review the existing document with representatives of applicable campus departments. Provide the date of this meeting and the names and titles of those in attendance.
- **B. Interoperability and Interagency Operations**
 - **G.B.1** Invite an NCEMSF staff member to visit your campus and tour your operation.
 - This should ideally be during a special event, exercise, or other time that can highlight the appropriate application of the emergency management principles emphasized by this program.
 - Provide the date of the visit and the name of the NCEMSF staff member who visited. That person will submit additional documentation separately.
 - If you require assistance requesting an NCEMSF staff member, please contact emergency.management@ncemsf.org at least sixty days prior to the requested visit date.
 - Failure to request an NCEMSF staff member in a timely manner will **not** be accepted as a reason to waive this requirement.
 - If a good-faith effort was made to schedule the site visit but it cannot be completed due to a lack of NCEMSF staff availability, then the requirement may be waived with the written approval of the EMS Ready Campus program staff.
 - **G.B.2** Send a delegation to visit the local or regional Emergency Operations Center (EOC).



EMS Ready Campus

Program Application Packet: 2025 Edition

- Provide written documentation from the local EOC manager or other staff member listing the date of the visit and members of your squad who attended.
 - **G.B.3** Schedule regular emergency management coordination meetings between the designated Agency Liaison from B.B.2 and campus stakeholders.
 - Hold at least two per semester for schools who operate on a semester basis or once per trimester/quarter for schools who operate on a quarter basis.
 - Provide dates and attendance lists for all meetings.
 - Meetings should cover how your EMS group integrates into campus-wide programs related to emergency management, planning, and preparedness.
 - **G.B.4** Establish a communications plan for Mass Casualty Incidents (MCIs) that has been reviewed and approved by the campus **and** applicable outside agencies.
 - Provide a copy of this plan. This requirement can most easily be accomplished by developing a **pre-filled ICS 205 Communications Plan** form that identifies standard radio channels or talkgroups used during an MCI.
 - It is acceptable to use a pre-designated ICS 205 that was developed by an outside body, such as a regional EMS coordinating agency, so long as your campus EMS group has access to all applicable channels/talkgroups in the document.
 - If the ICS 205 form is not used, the submitted document should be consistent with NIMS/ICS requirements.
 - There is more information about this requirement on the [NCEMSF website](#).
 - **G.B.5** Acquire the communications equipment necessary to establish incident command on a multi-agency response to your campus.
 - Provide documentation of this equipment.
 - Describe how you identified what equipment would be necessary for this task.
- **C. Training**
 - **G.C.1** All members, regardless of certification level (including non-medical volunteers), should receive a minimum of eight hours of in-person training each year on topics identified in the EMS-specific HVA completed in S.F.1.
 - Provide course outlines/lesson plans.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

- Document attendance for all classes necessary to meet this requirement.
- The eight hours can be broken up across multiple topics. Not all members need to attend all sessions, so long as all members receive eight hours of training per year on those topics.
- **G.C.2** Any member who will hold an on-scene command role or who is part of your organization's formal leadership structure must also complete both of the following courses: ICS-300 **and** obtain the FEMA Professional Development Series certificate.
 - Document course completion dates on the Training Documentation Spreadsheet.
 - ICS 300, also sometimes called G-300, E-300, L-300, NFA-064, O-0645, or Intermediate ICS for Expanding Incidents, is a 2.5 or 3 day in-person course. Begin by reaching out to your campus emergency management office to see if this course is available internally. If it is not, your local or state emergency management agency can direct you to available courses in your area. If you need assistance with this, please contact emergency.management@ncemsf.org.
 - Professional Development Series courses can all be accessed from the FEMA Independent Study Program website. For the PDS requirement, list the date the PDS certificate was issued for each person, not the dates of the individual IS courses.
 - Individuals who have taken these courses in the past on an earlier course version **do not** need to retake the current version of said courses.
- **G.C.3** At least two members of your group who are involved in developing drills or exercises must take both IS-120 and IS-130.
 - Document course completion dates on the Training Documentation Spreadsheet.
 - These courses can be accessed from the FEMA Independent Study Program website.
 - Individuals who have taken these courses in the past on an earlier course version **do not** need to retake the current version of said courses.
- **G.C.4** Conduct an internal training on responder self-preparedness at least once per year.
 - You can reference the FEMA Ready Responder program for topics and course materials. It is also acceptable to utilize a staff self-preparedness program developed by your campus emergency management office.



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

- Document the date(s) training was provided as well as an outline or lesson plan for each delivery (if the content was different between deliveries).
- **D. Exercises**
 - **G.D.1** Conduct two drills and one tabletop exercise (TTX) per year.
 - The following topics must be covered, either individually or in combination: active threat, hazardous materials release, or severe weather.
 - You are encouraged to focus on specific hazards identified during your HVA process in the previous tiers.
 - Provide dates for each drill and TTX, the specific topic(s) covered at each, and a summary of any hotwash/after-action report contents and improvement plan items for each.
 - **G.D.2** Each year (after each set of drills and TTX has been completed), conduct a functional exercise or full-scale exercise that includes community partners, campus departments, and members of the campus community unaffiliated with the EMS organization (i.e. students, staff, or faculty).
 - This functional exercise or full-scale exercise should build on one of the drills/TTXes conducted previously and use the same topic. Generic Mass Casualty Incident (MCI) exercises are discouraged.
 - Note that a functional or full-scale exercise refers to the scope of play (taking an incident from the initial response through conclusion of the incident) rather than the number of players. As such, the exercise need not involve the entire squad unless you opt to do that in your exercise.
 - Provide a document specifying outlining the exercise objectives that is reviewed by members of the exercise planning team and dated prior to any actual exercise play.
 - Provide a copy of exercise documentation (Situation Manual or Exercise Plan).
 - Provide a copy of the formal AAR conducted after the exercise and any related Improvement Plan.
 - The DHS Homeland Security Exercise and Evaluation Program (HSEEP) provides templates for exercise documentation. Your campus emergency management office should be utilized as a resource in completing this requirement, as they will likely have staff with experience in HSEEP.



EMS Ready Campus

Program Application Packet: 2025 Edition

- **G.D.3** For either the tabletop exercise in G.D.1 or the functional or full-scale exercise in G.D.2, ensure that one of the exercise objectives involves completion and implementation an Incident Action Plan created using the FEMA standard forms or regionally-approved alternative templates.
 - Provide a copy of the completed IAP from the exercise.
- **E. Planning**
 - **G.E.1** Review the local or regional Emergency Operations Plan (EOP) and compare it to any campus EMS emergency plans or EOPs. Determine if conflicts are present or if gaps exist between the two plans.
 - Document your findings.
 - Summarize steps your group can take to address the findings identified during this process.
 - **G.E.2** Meet with off-campus stakeholders **other than** the local governing body's emergency management office to get feedback on your EMS-specific EOP or all-hazards EMS plan that you developed in B.E.3 and S.E.1.
 - This feedback can be from a group such as a hospital emergency manager, a regional healthcare coalition, or a representative of regional or state emergency management.
 - Provide the date of the meeting, a listing of the participants, and a summary of the feedback received during the meeting.
- **F. Special Threat Preparedness**
 - **G.F.1** For each of the hazards identified in B.F.1 and resource gaps identified in S.F.1, document which gaps were addressed and which are still present.
 - For gaps that have been addressed, document how this was completed. For gaps that still exist, document why the gap remains.
 - Responses should be provided in **narrative format**, not on the HVA Worksheet. However, the worksheet does include a space for you to track notes about the gaps as you close them to facilitate your completion of this requirement.
- **G. Continuity of Operations**
 - **G.G.1** Meet with the staff at your campus responsible for overall COOP planning. Speak with them about what would be needed to either add an annex for your squad to the overall campus plan or to create your own plan.
 - Provide the date of the meeting and a list of names and titles of meeting participants.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

- Summarize the meeting in a two- to three-page paper, which should also cover what you learned, steps your group can take in the future to improve continuity operations, and other successes and recommendations related to the work you have done thus far.
 - Creation of an annex for your squad or a stand-alone COOP plan is **not** required for this item.
 - The worksheets completed for this section in the Bronze and Silver Tiers may assist in the completion of this process.
- **H. Community Outreach**
 - **G.H.1** Provide mentorship to a different collegiate EMS agency seeking to obtain the Bronze Tier recognition.
 - Mentorship should include guidance on how to meet application requirements and how your organization responded to feedback on your past Bronze and Silver Tier submissions.
 - Submit a letter from the organization you mentored documenting your assistance.
 - **G.H.2** Have at least one of your personnel act as an exercise evaluator for an exercise **not** hosted by your own agency.
 - This should ideally be an exercise conducted by another campus EMS group, but if this is not feasible, then other suggested options are an exercise hosted by a local school district, your local office of emergency management, or a local hospital or healthcare facility.
 - Provide a verification letter from the hosting agency as to your agency's assistance with their exercise.
- **I. Administration and Other**
 - **G.I.1** For the self-critique completed in S.I.1, document how you made improvements in any areas identified as gaps.
 - Provide a written summary of how you addressed the areas for improvement that were found.
 - If any areas remain open, provide a summary of why and the steps you plan to take to address those areas.
 - **G.I.2** Obtain **two** letters of recommendation supporting your receipt of the Gold Tier recognition.
 - One letter should be from a representative of an off-campus emergency preparedness organization, such as the local office of emergency management.



National Collegiate Emergency Medical Services Foundation

EMS Ready Campus

Program Application Packet: 2025 Edition

- One letter should be from a member of your campus administration.
 - Provide copies of both letters to satisfy this requirement.
- **J. Ongoing Satisfaction of Bronze and Silver Tier Requirements**

In addition to the Gold Tier requirements checklist, please also provide current documentation for the following Bronze and Silver Tier requirements for the time period since your last submission. Unless noted differently below, use the documentation requirements from the Bronze Tier checklist to satisfy each area below. When submitting, use the Bronze and Silver Tier numbering.

 - Proof of annual tests of squad notification system from **B.A.1**.
 - Attestation that the contingency communications system(s) or method(s) from **S.A.2** are still in place.
 - Current version of the Training Documentation Spreadsheet. This must show the Gold Tier requirements and courses required in **B.C.1**, **S.C.1**, and **S.C.2** for all current members. This will also serve as an updated organization roster.
 - Confirmation that all members have participated in the use of ICS during a real-world incident or planned event as required by **S.C.3**.
 - Confirmation that the EMS-specific EOP or annex to the campus EOP from **S.E.1** remains in effect. If substantive changes have been made, include a description of those changes and the reasons they were made.
 - Attestation that your organization can still access chemical information from the SDS sheets or other sources as required under **B.F.2**.
 - Documentation that your group has continued to conduct two “Stop the Bleed” courses per year as required in **S.H.1**, to include specific dates.
 - Documentation that your group has continued to conduct at least one emergency preparedness event per year as required in **S.H.2**, to include specific dates.
 - Documentation that your group has maintained contact with your Regional Coordinator is required in **S.I.2**.



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

[Gold Tier Renewal Application Requirements Checklist](#)

Unless listed below, if information for a Bronze, Silver, or Gold Tier requirement remains unchanged, then include an attestation from a group administrator to this effect. This attestation can be a blanket attestation to all unchanged requirements. If information related to a specific requirement not listed below has changed (for example, if there is a new campus mass notification system), then provide updated information similar to the information included in your original Bronze, Silver, and Gold Tier applications.

The following items **must** have current documentation as described below. Refer to the initial Bronze, Silver, and Gold Application Checklists for additional guidance on the listed requirements.

- **G.B.1** Organize an additional site visit from an NCEMSF staff member within one year preceding the submission of the renewal application.
- **G.B.3** Provide documentation that you have continued to hold meetings multiple times per year as required under this item.
- **G.C.1, G.C.2, G.C.3 and G.C.4** Provide an updated Training Documentation Spreadsheet and/or other documentation that shows that all members over the renewal period have remained compliant with the training requirements.
- **G.D.1** Provide documentation of annual drills and exercises meeting these requirements.
- **G.D.2** Provide documentation of an exercise meeting these requirements completed within one year of submission.
- **G.D.3** Provide a copy of the written IAP from either the Tabletop or Functional/Full-Scale Exercise as required by this item.
- **G.E.1** Perform an updated review for conflicts or gaps between your group's EOP and local/regional EOPs. Provide an updated summary of your findings.
- **G.F.1** Perform an updated review of HVA findings. Include documentation on how your organization has used this data to continue to improve its ability to respond to known/anticipated hazards.
- **G.H.1** Provide documentation of additional mentorship during the renewal period. This can be for a new group or for the same group as before **if**:
 - They are working towards a higher tier than before (not a renewal of the same tier mentorship was provided for originally) **and**
 - Your mentorship activities are new for the Gold renewal time period (you **cannot** solely use the original mentorship activities to meet this renewal requirement).
- **G.H.2** Provide documentation of your staff serving as exercise evaluators within the year preceding the submission of the renewal application.



**National Collegiate
Emergency Medical Services
Foundation**

EMS Ready Campus

Program Application Packet: 2025 Edition

- **G.I.1** Provide any necessary updates to your organization's improvements in response to previously-identified gaps.
- **G.I.2** Additional letters of recommendation are **not** required for renewal applications at the Gold Tier. This section can be omitted from your renewal application.
- **Provide proof of all ongoing Bronze and Silver Tier requirements required for an initial Gold Tier submission (section J above).**