

SUPPORT ANNEX H

TRAINING, DRILLS, AND EXERCISES

I. INTRODUCTION

A. Purpose

To provide training, drills, and exercises to improve the skills of emergency management and emergency response personnel and to ensure maximum readiness for state, county, and local jurisdiction officials, employees, and volunteers assigned emergency responsibilities.

B. Scope

County department and non-county emergency response personnel, and county volunteers will take part in training, drills, and exercise programs in support of this plan.

II. POLICIES

Training activities should be coordinated to consolidate like training into joint training opportunities. Whenever exercise activities have the potential to satisfy the exercise requirements of a regulated program, DEM will notify the Washington State EMD to obtain a training mission number and gain program credit for such activities.

III. CONCEPT OF OPERATIONS

A. General

Emergency management and incident command training, drills, and exercises are vital to the effectiveness emergency response and recovery in the Island County. These activities validate the operational concepts and resource preparations needed to carry out emergency functions. Exercises are divided into discussion-based exercises and operations-based exercises. Discussion-based exercises include: seminars, workshops, tabletop exercises, and games. Operations-based exercises include drills, functional exercises, and full-scale exercises.

B. Training

The emergency management and incident command system (ICS) training program is designed to enhance personnel proficiency and procedures among emergency management personnel, first responders, and volunteers. The training subjects and procedures take place at every level of government, as well as in volunteer organizations and private businesses. Specific technical training is

conducted in small groups by the lead agency for that activity.

1. Hazardous materials monitoring teams and radiological analysis personnel receive initial and annual training from a formal school and or the Department of Public Health.
2. Law enforcement, security, and firefighting personnel receive annual training from training facilities and or local jurisdictions.
3. First aid and rescue personnel receive annual training from training facilities and or local jurisdictions.
4. Local support services personnel, including emergency services personnel, receive annual training from their local jurisdiction.
5. Medical support personnel receive annual training from training facilities and/or local medical jurisdictions.
6. Personnel who transmit emergency information and instructions receive annual training from the local jurisdiction, state EMD, and other training facilities.
7. Personnel with reentry and/or recovery responsibilities receive initial and annual training from their respective organizations.
8. Exercises will include reentry and recovery activities, as determined in the needs assessment step of the exercise design process.

Recovery training provides instruction for state, county, and municipal personnel responsible for implementing recovery plans, including initial damage assessment, and the public assistance program. Recovery training should include the following:

1. Directors or coordinators of recovery agencies receive comprehensive initial and annual training through orientations and drills on the overall program, and the decision-making process.
2. Personnel responsible for damage assessment receive initial and annual training on the equipment forms, and procedures necessary to accurately assess damage.

C. Drills

Drills are supervised instruction sessions designed to maintain and develop skills in specified areas. A drill can be included as part of a larger exercise. Fixed

facility recovery drills are conducted to familiarize and train personnel with their emergency responsibilities and duties for a particular facility. These drills also provide a means of recovery performance evaluation.

D. Exercises

Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators identify strengths and weaknesses encountered during the exercise. Changes to plans and procedures are incorporated immediately or in the next plan review cycle. If an exercise reveals a proficiency problem, training programs or schedules should be changed to address that problem.

IV. RESPONSIBILITIES

A. General

1. County and local jurisdiction emergency management personnel are responsible for developing and implementing exercise, training, and public education programs to ensure emergency response personnel and volunteers are adequately prepared to meet emergency needs.
2. County and local jurisdiction emergency management organizations should conduct annual exercises to validate the effectiveness of their emergency plans and procedures. Exercises mandated by contract or other requirements may be used to satisfy this requirement.
3. County and local jurisdiction agencies may request and receive assistance from Washington State Military Department, Emergency Management Division (EMD), in the development and implementation of training exercises for state and local emergency management plans. Financial assistance may be available through the state or federal grants.
4. Management controls in each emergency response organization will be used to document problems encountered during training or exercises and to ensure corrective actions for those problems are implemented during follow-on training and exercises.

B. Primary Agency: DEM

1. Training sessions are to be conducted, as necessary, to meet program and other requirements:
 - a. Ensure appropriate people receive initial and recurring training

- b. Coordinate Training requirements with EMD.
 - c. Conduct periodic training sessions, drills, and exercises to validate the plan and procedures.
 - d. Participate in joint integrated drills and exercises with county first response agencies.
2. In-house critiques will be conducted after each drill or exercise and incorporate resulting appropriate changes into the next revision of this plan. In the event significant planning issues are identified, an immediate change to this plan shall be issued. Routine editorial-type changes to this plan can be held for the next annual review.
 3. Develop a summary of resolved corrective actions arising out of each drill or exercise in conjunction with agencies participating in the drill or exercise. Ensure appropriate corrective actions are taken to correct any noted problems.
 4. Ensure appropriate staff and volunteers receive initial and recurring training.
- C. Support Agencies:**
1. Ensure appropriate people receive initial and recurring training.
 2. Conduct periodic training sessions and drills to validate internal plans and procedures.
 3. Participate in joint integrated drills and exercises with facilities, other counties, and state agencies.
- D. Local Jurisdictions**
1. Determine local training and public education requirements in coordination with county and EMD.
 2. Ensure participation of emergency management staff and associated integrated emergency management personnel in professional development training.
 3. Coordinate emergency management exercise and training activities with other local agencies.

E. Public Education

Public education programs are a vital aspect of emergency or disaster mitigation, preparedness, response, and recovery. Public education provides all-hazard awareness and preparedness programs for all facets of the county community. These programs will ultimately decrease the number of dead and injured, reduce the demand on emergency and other services, and empower people to maintain control over the quality of their lives in times of disaster. This is accomplished through presentations, local and neighborhood preparedness programs, annual preparedness campaigns, and other education opportunities.

V. RESOURCE REQUIREMENTS

Personnel resources required to support training, drills, and exercises will be identified by the agency sponsoring the training in sufficient time to allow the participants to be notified and prepared. Financial resources will be determined and obtained as far in advance as possible.

VII. REFERENCES

See Island County CEMP, References.

VIII. TERMS AND DEFINITIONS

See Island County CEMP, References, Definitions and Acronyms.