

## APPENDIX 4 – TRAINING, EXERCISES AND DRILLS

### I. INTRODUCTION

This appendix defines training and exercises to ensure readiness for all jurisdictions, agencies, organizations and the public within Okanogan County.

### II. CONCEPT OF OPERATIONS

#### A. General

Emergency management training and exercises will focus on needed training and events as determined by evaluation during exercises, drills and actual events. A build-up of events and preparation each year will consist of tabletop exercises, drills, workshops and training leading to a major functional or full-scale exercise.

#### B. Training

Training may be conducted locally, regionally, statewide and at national institutions. Sources for training include: Local training, regional training, statewide training, federal training or commercially conducted training. Okanogan County Department of Emergency Management (DEM) will assist by coordinating and conducting training for agencies or organizations where practical.

1. Required individual training. Certain Incident Command System (ICS) training courses are required to remain compliant with the National Incident Management System (NIMS).

a. Entry Level

IS-100a: ICS, Introduction

IS-700a: NIMS, An Introduction

b. First Line, Single Resource, Field Supervisors

IS-100a

IS-200a: ICS for Single Resources and Initial Action Incidents

IS-700A

c. Mid-level Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.

IS-100a

IS-200a

ICS-300: Intermediate ICS

IS-700A

IS-800B: National Response Framework (NRF), An Introduction

d. Command and General Staff; Area, Emergency and EOC Managers

IS-100a

IS-200a

ICS-300

ICS-400: Advanced ICS

IS-700A

IS-800B

Note: ICS 100 and 200 are available for specific organization. For example: IS-100HC = Healthcare; IC-100LE = Law Enforcement; IS-100PW = Public Works Personnel; IC-100SC = System for Schools.

2. Training is offered at no cost through the Federal Emergency Management

Agency (FEMA) web site at <http://training.fema.gov/IS/crslist.asp> . ICS-300 and ICS-400 is offered only via classroom training and may be coordinated through county DEM.

3. Efforts will be made to coordinate training events so that they are conducted locally and tailored to meet the needs of local jurisdictions.
4. The Washington Emergency Management Division schedules and conducts a variety of emergency management courses each year. County DEM will ensure that appropriate agencies and organization within the county are aware of this training and the application process. Meals, lodging and travel are paid by the local jurisdiction.
5. Federal Emergency Management Agency conducts resident training, exercise and workshops at the Emergency Management Institute at Emmitsburg, Maryland and Mount Weather, Virginia. They also provide non-resident self-study courses. Information on all courses is available to persons working in various fields of emergency management. Most courses have prerequisites. Information on these courses is available at the FEMA web site at <http://training.fema.gov/EMICourses/>. Travel and lodging are paid by FEMA for qualified students.

C. Exercises

Exercises are conducted to determine if plans and procedures are operationally sound, adhere to NIMS/ICS, meet Homeland Security Exercise and Evaluation Program performance criteria, and fulfill mandated requirements. Through critiques by participants, controllers, and evaluators, strengths and weaknesses are identified that were encountered during the exercise. Changes to plans and procedures for critical tasks are incorporated immediately, if necessary, or in the next review cycle. If an exercise reveals a proficiency problem, training is enhanced to address that need.

D. Public Education

Effective public information is a vital element of emergency management. Mitigation, preparedness, response and recovery must be equally emphasized to increase the public awareness of emergency management and better protect themselves during disasters. When possible, the public should be involved in training and exercises.

### III. Responsibilities.

A. General

1. Each organization and agency is individually responsible for planning and conducting training, exercises and drills to ensure his or her readiness. They must ensure that individuals and teams receive training to accomplish the emergency operations tasks to which they are assigned.
2. Each agency and organization should review the training being planned and conducted by his or her agency to ensure it is adequate and appropriate. Coordination with other agencies is necessary to avoid scheduling conflicts.

B. Department of Emergency Management

1. May request and receive assistance from Washington State Military Department, Emergency management Division (EMD), in the development and implementation of training exercises for local emergency management plans, these plans will follow the HSEEP guidance in order to create an exercise that will test critical tasks. Financial assistance may be available through the state EMD from the federal government.
2. Coordinate public education, exercise and training requirements with state EMD for documentation of exercises for funding.

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