

APPENDIX FOUR TRAINING AND EXERCISE

INTRODUCTION

- A. This appendix defines training and exercises to improve emergency management plans and skills to ensure readiness for all jurisdictions, agencies, organizations and the public within Chelan County.

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, regional, statewide, federal, as well as on-line or commercially conducted training. Emergency Management will assist by coordinating and conducting training for agencies or organizations where practical.
1. Efforts will be made to coordinate training events so that they are conducted locally and tailored to meet the needs of local jurisdictions.
 2. The Washington Emergency Management Division schedules and conducts a variety of emergency management courses each year. Chelan County EM will ensure that appropriate agencies and organizations within the county are aware of this training and the application process. Meals, lodging and travel are paid by the local jurisdiction.
 3. Federal Emergency Management Agency (FEMA) conducts resident training, exercise and workshops at the Emergency Management Institute at Emmitsburg and Mount Weather, Virginia. Travel and lodging are paid by FEMA for qualified students. 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 www.fema.gov/emi.
 4. Other training requirements.
 - a. See the specific training requirements for responders in Terrorism Consequence Management Plan under Tab 8.
 - b. Incident Command System Training is available for all responders by contacting Chelan County Emergency Management. Basic and Intermediate ICS and ICS for Law Enforcement and Public Works classes are available online.

- c. Dispatchers must receive training in the Emergency Alert System. Refresher courses are highly recommended on an annual basis.
- C. Exercises

Priorities for exercises and training are determined by local needs. The lead agency will outline their objectives to set the scenario. If other agencies can be, they will be involved with their objectives being incorporated into the exercise process.

 - 1. Functional or full-scale exercises. Each year, Chelan County will participate in one full-scale or a functional exercise emphasizing a particular hazard. Various entities (Alcoa, Chelan County PUD, etc.) will be encouraged to satisfy their exercise requirements by building a scenario that encompasses various government agencies (fire department, law enforcement, SWAT, LINK, etc.). If possible, this exercise will provide local hospitals with sufficient simulated patients to satisfy their annual mass-casualty exercise. A full-scale exercise will be conducted no less frequently than every four years.
 - 2. Before the full-scale or functional exercise, a tabletop exercise for leaders may be conducted. This event is designed to provide the leaders of planning and response agencies an opportunity to solve coordination, communication and other problems in advance. If conducted, participation in the scheduled tabletop exercise is required for leaders of agencies and organizations participating in the major exercise. A facilitator will be assigned to ensure objectives are met.
 - 3. Full-scale and functional exercises will be evaluated. The exercise design team will designate and train evaluators. Evaluators will observe the exercise to determine whether or not the players performed according to established plans or procedures. Each evaluator will use a simple checklist in monitoring the exercise. After the exercise, evaluators will provide a written report to the exercise coordinator. The exercise's coordinator will provide a copy of the After Action Report and the Improvement Plan to Chelan County Emergency Management.
- 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's awareness of emergency management and how to better protect themselves during disasters.

Responsibilities

- A. General.
 - 1. Each organization and agency is individually responsible for planning and conducting training, exercises and drills to ensure their readiness. They must ensure that individuals and teams receive training to be able to accomplish the emergency operations tasks to which they are assigned.
 - 2. Annually, each agency and organization should review the training being planned and conducted by their agency to ensure it is adequate and

appropriate. Coordination with other agencies is necessary to avoid scheduling conflicts.

- B. An exercise design team will plan each exercise. Team members will consist of representatives from each participating agency or organization.