

Capability Standard – Training and Exercise

An accredited Emergency Management Program should have a training program that includes the assessment, development and implementation of appropriate training for Program officials, emergency management /response personnel and the public. The Emergency Management Program has a formal, documented training program composed of training needs assessment, curriculum, course evaluations, and records of training. The training needs assessment shall address all personnel with responsibilities in the Emergency Management Program, including key public officials. Emergency personnel receive and maintain training consistent with their current and potential responsibilities. Specialized training related to the threats confronting the jurisdiction is included in the training program. Training is regularly scheduled and conducted in conjunction with the overall goals and objectives of the training program. Training is based on the training needs assessment, internal and external requirements and mandates (ie. NIMS) and addresses efficiencies identified in the corrective action process. Records are maintained of the training program including names of those who received training, the types of training planned and conducted, names and qualifications of trainers. The length of time training records will be maintained shall be specified in the training program.

An accredited Emergency Management Program should have an exercise, evaluation and corrective action process. A documented exercise program is established that regularly tests the skills, abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities of the Emergency Management Program. The exercise program is tailored to the range of hazards that confronts the jurisdiction. The Emergency Management Program shall evaluate plans, procedures, and capabilities through periodic reviews, testing, post-incident reports, lessons learned, performance evaluations, exercises and real-world events. The products of these evaluations are documented and disseminated within the Emergency Management Program including and to key stakeholders and selected partners. A process for corrective actions shall be established and implemented to prioritize and track the resolution of deficiencies in real world and exercise events. Corrective actions identified in the corrective action process shall be used to revise relevant plans.

The jurisdiction has created and maintains an Emergency Operations Plan and a Resource Manual that:

Training

- Identifies and describes the actions that will be taken to ensure that the jurisdiction meets National Incident Management System (NIMS) training requirements.
- Identifies and describes the training requirements of emergency response personnel and local officials to prepare for and respond to disasters (ICS/EOC interface, emergency planning, damage assessment, etc.).
- Identifies and describes the agencies that will be used to provide/coordinate training, to include refresher training.
- Identifies and describes the sources/agencies that will be used to provide emergency preparedness training (Ohio EMA, SFM Fire Academy/Outreach programs, FEMA EMI, Universities, etc.).
- Summarizes the methods that the jurisdiction will use to evaluate their ability to respond to emergencies and disasters (orientation seminars, exercises, etc.) based on training.

Comments and Notes:

Exercise

- Describes the schedule that the jurisdiction has established to annually exercise and test the EOP.
- Based on exercise results, describes the actions and methods the jurisdiction will use to evaluate preparedness for identified hazards, including recommendations made to improve (training, resources, procedures, exercise design).
- Identifies and describes the actions the jurisdiction will take and identify the agencies and tools that will be used to develop and conduct the exercise(s). (Note: Guidance in exercise design and conduct is available by contacting the Ohio EMA Exercise Staff or consulting Homeland Security Exercise and Evaluation Program (HSEEP) Volume II.)
- Describes how the jurisdiction will incorporate exercise requirements of other laws/committees into the exercise program. (ARC, Hospital, LEPC, State, Terrorism, etc.).
- Identifies and describes the types of exercise activities that will be employed in the jurisdiction (Seminars, Workshops, Tabletop Exercises, Drills, Functional Exercises, Full-Scale Exercises), including how actual events may be used in lieu of exercises. Refer to HSEEP Volume I for exercise definitions.
- Identifies the agencies that will be responsible and the actions they will take to ensure that deficiencies and recommended changes that are discovered through exercises are implemented/accomplished, including ensuring that changes are made to the plan. After-Action Reporting and Corrective Action Plan/Improvement Plan guidelines and templates are contained in HSEEP Volume III.

Comments and Notes:

A fully-functioning Training and Exercise capability should address the following measures:

- The jurisdiction's emergency management response training operations have been established, are maintained in EOP/SOP/SOG, and addresses the following elements:
 - The jurisdiction has established training program and an evaluation system
 - The jurisdiction has developed Emergency Training Program
 - The jurisdiction has training officer appointed for emergency functions
 - The jurisdiction has training schedule established for emergency functions
 - The jurisdiction maintains training records: types, dates, personnel rosters, costs for emergency functions
 - The jurisdiction has evaluated training programs for emergency functions
 - On an annual basis, the jurisdiction systematically determines the training needs of targeted audiences/recipients.

- ○ ○ For the briefing/Training for Elected/Public Officials:
 - The jurisdiction has reviewed emergency roles and procedures.
 - The jurisdiction has developed briefing package for all officials.
 - County Executive/Mayor and staff have participated in local or state sponsored seminars/exercises.
 - County Executive/Mayor and staff have participated in actual incident within the past year.

- ○ ○ For a response training program for emergency responders:
 - The jurisdiction has maintained records of training: personnel that were trained, type of training, costs, and dates.
 - The jurisdiction has established trainer qualifications and standards.
 - The jurisdiction has written emergency response job descriptions.

- ○ ○ For emergency training programs for government employees, emergency management/EOC staff, volunteers, business and industry, utility, and behavioral health responders:
 - The jurisdiction has Maintained records of training: personnel trained, type of training, dates
 - The jurisdiction has Qualifications and standards established.
 - The jurisdiction has Emergency job descriptions written.
 - The jurisdiction has Established family disaster planning for responders

- ○ ○ For a training program for damage assessment teams:
 - The jurisdiction has provided training on public damage surveys.
 - The jurisdiction has provided training on private damage surveys.

- ○ ○ The jurisdiction has Included Public Agencies, Community Organizations and Business and Industry in Drills and Exercises.
- ○ ○ For an emergency exercise program for Public Agencies, Community Organizations and Business and Industry:
 - The jurisdiction has conducted or participated in an annual exercise (full scale, tabletop, functional exercises, actual occurrence).
 - The jurisdiction's emergency management agency has support from Public Officials and Support Staff.
 - Countywide hazard/risk data are available and are utilized for exercise design.
 - The jurisdiction has obtained and provided technical assistance from state and federal agencies.

- ○ ○ For Obtaining & Providing Technical Assistance, the jurisdiction has provided technical assistance to county departments/elements, and jurisdictions.
- ○ ○ For an Exercise Evaluation Methodology & Corrective Action Program included in EOP Process:

- The jurisdiction has developed instructions and/or guidance on evaluation principles, protocols and practices.
- The jurisdiction has included issues/actions from real disaster operations and exercises.
- For an exercise Training program, appropriate county personnel have completed state/county exercise design and evaluation courses.
- The entity shall develop and implement a training and education curriculum to support the program.
- The goal of the curriculum shall be to create awareness and enhance the knowledge, skills, and abilities required to implement, support, and maintain the program
- The scope of the curriculum and frequency of instruction shall be identified.
- Personnel shall be trained in the entity's IMS and other components of the program to the level of their involvement.
- Records of training and education are maintained.
- The curricula comply with applicable regulatory and program requirements.
- A public education program shall be implemented to communicate the following:
 - Potential hazard impacts
 - Preparedness information
 - Information needed to develop a preparedness plan
- The entity shall improve effectiveness of the program through management review of the policies, performance objectives, evaluation of program implementation, and changes resulting from preventive and corrective action.
- Reviews shall be conducted on a regularly scheduled basis, and when the situation changes to challenge the effectiveness of the existing program.
- The jurisdiction's training and exercise programs are re-evaluated when any of the following occur:
 - Regulatory changes
 - Changes in hazards and potential impacts
 - Resource availability or capability changes
 - Organizational changes
 - Funding changes
 - Infrastructure, economic, and geopolitical changes
 - Changes in products or services
 - Operational changes
- Reviews shall be conducted based on post-incident analyses, lessons learned, and operational performance.
- The entity shall maintain records of its training and exercise program reviews and evaluations.
- The jurisdiction has established a corrective action process.
- The jurisdiction takes corrective action on deficiencies that are identified.

Comments and Notes:

Capability Assessment – Training and Exercise

- 1 2 3 4 5 The jurisdiction has engaged an integrated team to develop this capability.
- 1 2 3 4 5 The jurisdiction has developed an integrated plan for this capability.
- 1 2 3 4 5 The jurisdiction has identified the hazards/threats that would necessitate the application of this capability.
- 1 2 3 4 5 The jurisdiction’s local responders have the necessary training to effectively carry out this capability.
- 1 2 3 4 5 The jurisdiction has access to the necessary resources to effectively carry out this capability (either local or identified through MOUs).
- 1 2 3 4 5 The jurisdiction’s local responders have received the necessary training to be able to carry out this capability.
- 1 2 3 4 5 The jurisdiction’s local responders have the expertise to carry out this capability.
- 1 2 3 4 5 The jurisdiction has tested this capability within the last year through exercise or activation.

Scale Key:

- 1- The jurisdiction has not started to develop this measure.
- 2- The jurisdiction has started to develop this measure, but we are not far along in the process.
- 3- The jurisdiction has developed this measure, but it needs to be improved.
- 4- The jurisdiction has fully developed this measure.
- 5- The jurisdiction has fully developed and tested this measure.