

Comprehensive Emergency Management Plan



T R A I N I N G

2016



Chapter
4

FDOT District Four Comprehensive Emergency Management Plan 2016

Chapter 4 – TRAINING/EXERCISE PROGRAM DEVELOPMENT, AND PLAN MAINTENANCE

4.0 GENERAL

- A. Department of Homeland Security (DHS) NIMS Compliance Metrics issued in October 2006, requires that state/territory training be conducted in accordance with NIMS National Standard Curriculum and track the number of agency personnel trained in IS-100, 200, 700, 701, 702, 703, 704, 800 and G-300 and 400.
- B. The new metrics also requires the agency to have a comprehensive exercise program. The comprehensive exercise program must show that the exercises have incorporated NIMS/ICS into all local/tribal and regional training and exercises by training on one of the NIMS components, Preparedness, Communications and Information management, Resource Management, Command and Management, Mutual Aid, Interoperability, Participation of non- government organizations . Additionally the agency must develop After Action Reports and/or Lessons Learned following any exercise.

This chapter will identify the individual training and exercise requirements for NIMS compliance.

4.1 TRAINING

First Level First Responders	AT-09-0001	IS-100: Introduction to Incident Command System (wbt)
	AT-09-0005	IS-700: National Incident Management System (wbt)
First Line Supervisors.	AT-09-0001	IS-100: Introduction to Incident Command System (wbt)
	AT-09-0002	IS-200: Single Resources & Initial Action Incidents (wbt)
	AT-09-0005	IS-700: National Incident Management System (wbt)
Management	AT-09-0001	IS-100: Introduction to Incident Command System (wbt)
	AT-09-0002	IS-200: Single Resources & Initial Action Incidents (wbt)
	AT-09-0005	IS-700: National Incident Management System (wbt)
	AT-09-0010	IS-800: National Response Plan (NRP) Intro (wbt)
	MX-98-0001	IS-907: Active Shooter Training
Incident Commander and Emergency Coordinating Officer	AT-09-0001	IS-100: Introduction to Incident Command System (wbt)
	AT-09-0002	IS-200: Single Resources & Initial Action Incidents (wbt)
	AT-09-0003	G-300: Intermediate ICS for Expanding Incidents (classroom)
	AT-09-0004	G-400: Adv ICS-Command/General Staff: Complex Incidents (clroom)
	AT-09-0005	IS-700: National Incident Management System (wbt)
	AT-09-0006	IS-701: NIMS Multi-Agency Coordination System
	AT-09-0008	IS-703: NIMS Resource Management (wbt)
	AT-09-0009	IS-704: NIMS Communication and Information Mgmt (wbt)
	AT-09-0010	IS-800: National Response Plan (NRP) Intro (wbt)
	AT-09-0011	FHWA: Emergency Relief Program Overview (wbt)
	AT-09-0012	IS-634 Intro to FEMA Public Assistance Program (wbt)
	Public Information Office	AT-09-0007

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4.1.1 NON-NIMS TRAINING OR OTHER EM TRAINING

EOC Hurricane Manager Data Team	MX-91-0001	Silverlight Hurricane Information Tracking Software
RECON Staff	MX-98-0001	GATOR – RECON reporting software
County EOC Liaison	MX-98-0001	Web EOC – Mission Agreements
COOP and EOC Essential Personnel Employee Welfare Leader & CCM	MX-91-0001	Solaris
RECON Volunteers	MX-98-0001	RECON – Post Storm Reconnaissance

FHWA – Emergency Relief Program Overview AT-09-0011

Provides Department Personnel a working knowledge of the Federal Highway Emergency Relief Program. To explain the program eligibility requirements, assist Department employees in assembling proper documentation, and provide guidance on how to properly prepare Detailed Damage Inspection Reports.

IS-100: Introduction to Incident Command System AT-09-0001

Introduction to the Incident Command System introduces the Incident Command System and provides the foundation for higher level training. This course describes the history, features and principles, and organizational structure of the Incident Command System.

IS-200: Single Resources & Initial Action Incidents AT-09-0002

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. This course focuses on the management of single resources.

G-300: Intermediate ICS for Expanding Incidents AT-09-0003

This course provides training on and resources for personnel who require advanced application of the Incident Command System.

G-400: Adv ICS-Command/General Staff: Complex Incidents AT-09-0004

This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS).

IS – 634: Intro to FEMA Public Assistance Program AT-09-0012

This course provides Department Personnel a working knowledge of the FEMA Public Assistance Program. Explains the program eligibility requirements and assist Department employees in preparing project worksheets.

IS-700: National Incident Management System AT-09-0005

This course will describe the key concepts and principles of NIMS, and the benefits of using the system for domestic incident response.

IS-701: NIMS Multi-Agency Coordination System AT-09-0006

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At the conclusion of this course the student will be able to define multi-agency coordination at the Federal, State, Tribal and Local levels of government. Identify each agency involved in incident management activities to ensure appropriate situational awareness and resources status information is shared through multi-agency coordination. Describe the process of acquiring and allocating resources required by incident management personnel in relationship to the entire multi-agency coordination system

IS-703: NIMS Resource Management AT-09-0008

To enable incident managers, logistics managers, and other State, tribal or local officials to plan for, manage and implement resource management systems for times of crisis and disaster.

IS-704: NIMS Communication and Information Mgmt AT-09-0009

At the conclusion of this course the student will assess the communications and information management capability of your jurisdiction or agency. Identify strategies for continually improving of communications and information management systems and maintaining their readiness. Describe processes and forms for managing incident information flow.

IS-800: National Response Plan (NRP) Intro AT-09-0010

The purpose of this course is to introduce key elements of the National Response Plan (NRP). Roles and responsibilities of Federal, State, local, and tribal governments, and private-sector organizations will also be identified.

IS-907: Active Shooter Training MX-98-0001

All employees can help prevent and prepare for potential active shooter situations. This course provides guidance to individuals, including managers and employees, so that they can prepare to respond to an active shooter situation.

All NIMS training is available online at <http://training.fema.gov/IS/NIMS.asp>

Silverlight Hurricane Information Tracking Software MX-91-0001

Users can navigate both the map and timeline to hone in on the area and timeframe of interest, as well as adjust what level of hurricane advisory is presented in the display. The historic Atlantic Basin hurricane data comes from the National Oceanic and Atmospheric Administration.

GATOR – RECON Reporting Software MX-98-0001

The purpose of the State Emergency Response Team (SERT) RECON Unit is to provide an initial report of the impacted area boundaries, evacuation routes and communities for the SERT. The GATOR – RECON Reporting Software is the reporting tool used.

Web EOC – Mission Agreements MX-98-0001

WebEOC is an official Government system for authorized use only, by authorized members of the

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emergency management/homeland security community. Information input and shared within this system is considered sensitive but not classified, and is for official use.

SOLARIS – Solaris is a Unix operating system originally developed by Sun Microsystems. It superseded their earlier SunOS in 1993. Oracle Solaris, so named as of 2010, has been owned by Oracle Corporation since the Sun acquisition by Oracle in January 2010.

RECON – Post Storm Reconnaissance

The purpose of the State Emergency Response Team (SERT) RECON Unit is to provide an initial report of the impacted area boundaries, evacuation routes and communities for the SERT,

4.2 EXERCISES

- A. District Four will have a comprehensive exercise program annually. The comprehensive exercise program must show that the exercises have incorporated NIMS/ICS into all local/tribal and regional training and exercises by training on one of the NIMS components, Preparedness, Communications and Information management, Resource Management, Command and Management, Mutual Aid, Interoperability, Participation of non- government organizations. Additionally the agency must develop After Action Reports and/or Lessons Learned following any exercise.
- B. A progressive program has several important characteristics:
 - 1. The exercise program involves the efforts and participation of various entities whether departments, organizations, or agencies. Through the involvement of multiple entities, the program allows the involved organizations to test, not only their implementation of emergency management procedures, but their coordination with each other in the process.
 - 2. The program is carefully planned to achieve identified goals.
 - 3. It is made up of a series of increasingly complex exercises.
 - 4. Each successive exercise builds upon the previous one until mastery is achieved.
- C. There are five main types of activities in a comprehensive exercise program:
 - 1. Orientation seminar
 - 2. Drill
 - 3. Tabletop exercise
 - 4. Functional exercise
 - 5. Full-scale exercise

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TABLE 4-2

Exercise Matrix				
Orientation	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise
No previous exercise	Assess equipment capabilities	Practice group problem solving	Evaluate a function	Assess and improve information analysis
No recent operations	Test response time	Promote executive familiarity with emergency management plan	Observe physical facilities use	Assess and improve interagency cooperation
New plan	Personnel training	Assess plan coverage for a specific case study	Reinforce established policies and procedures	Support policy formulation
New procedures	Assess interagency cooperation	Assess plan coverage for a specific risk area (eg. one-way evacuation)	Assess hospital preparedness	Assess negotiation procedures
New staff, leadership	Verify resource and staffing capabilities	Examine staffing contingencies	Test seldom-used resources	Test resource and personnel allocation
New nuclear facility		Test group message interpretation	Measure resource adequacy	Direct media attention
New industrial risk		Assess interagency or interdepartmental coordination	Assess and strengthen inter-jurisdictional or interorganizational relations	Assess and strengthen interjurisdictional or interorganizational relations
		Observe information sharing		Assess personnel and equipment locations
		Train personnel in negotiation		Test equipment capabilities

D. Table 4-2 depicts the different types of exercises and the reasons for the training.

4.3 PLAN MAINTENANCE

The ECO will maintain this CEMP and will review it annually with Operations. This will normally be conducted from November through April. Changes to the CEMP may happen outside this cycle if there have been major policy changes in District Four's response and recovery roles and responsibilities. Revisions and updates to this plan will be conducted in accordance with FDOT policies and procedures governing plans. Distribution is limited to those on approved distribution list. The District Four CEMP incorporates policy and procedures from the State Comprehensive Emergency Management Plan, Florida Department

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of Transportation Emergency Management Program, and each of the County Comprehensive Emergency Management Plans.