

**ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN**

2016

**Appendix E
Training Program**



St. Johns County Training Appendix

I. PURPOSE

To outline a training program that will ensure that emergency support functions and emergency responders fully understand the overall concept of Emergency Management and their responsibilities before, during and after an emergency / disaster. The National Incident Management System (NIMS) will be the basis for training. All exercises will follow the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

II. CONCEPT OF OPERATIONS

A. General

1. This training program provides guidance for a three-part effort aimed at improving the capability of local governments to respond effectively to and recover from an emergency or disaster
2. The training program shall have three dimensions:
 - a) Programs and courses available through the Federal Emergency Management Agency, the State and other governmental / volunteer agencies. Many classes are available online at FEMA's Emergency Management Institute.
 - b) Local departmental emergency response training.
 - c) Community-based awareness, self-help, population protection procedures, and public awareness training for the general public.
 - d) All personnel assigned to work in the EOC will be required to have ICS 100 and ICS 700 training.
 - e) All agencies and departments are encouraged to budget for training and exercising.

B. Phases of Emergency Management

1. Mitigation / Preparedness Training
 - a) Agency and Department heads will designate staff within their organization to participate in training.
 - b) Agency and Department heads and staff will participate in Emergency Management training to better prepare their organization for responding to and recovering from emergencies / disasters.

- c) Agency and Department heads will identify needed Emergency Management training and request it from St. Johns County Emergency Management.
- d) Mitigation training will be organized and scheduled using recommendations from the St. Johns County Local Mitigation Strategy Taskforce.

2. Response

- a) FEMA's Emergency Management Institute provides residence training for law enforcement, medical, fire services, utilities and emergency management personnel, as well as local officials and staff.
- b) Resident training at the Emergency Management Institute is encouraged for response and recovery personnel from jurisdictions to better understand the National Incident Management System, Integrated Comprehensive Emergency Management concept, and the local Plan.
- c) The objectives of Emergency Management training are to develop team skills for the St. Johns County Emergency Operations Center; field operations; information systems; technical information related to hazard mitigation, preparedness, response and recovery; and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.
- d) Group training is encouraged for the St. Johns County Emergency Operations Center staff, individuals, information officers, all government division / department heads and their emergency coordinators, damage assessment teams, school district personnel, medical / health, institutional personnel, volunteers, private industry, communications, etc.
- e) Internal training consists of the concepts of field operations and key components of the St. Johns County Comprehensive Emergency Management Plan. An overview of the St. Johns County Comprehensive Emergency Management Plan and training is essential to departments / agencies in developing their department's emergency procedures.

- f) Internal training should be done on-site and in groups. Some of this training can be accomplished through FEMA's Emergency Management Institute online ICS training.
- g) Community awareness programs are provided to train citizens as to what actions are expected of them before, during and after an emergency / disaster.
- h) Preparing citizens for protective action and self-help practices immediately following a disaster is part of the Emergency Management training program.
- i) The Emergency Management training program encourages members of all groups to take advantage of available training.
- j) Exercises
 - a. General "Exercising" is the primary way to activate, test and evaluate the components of the St. Johns County Comprehensive Emergency Management Plan and to determine if the plan will work in an actual emergency / disaster situation.
 - b. There are four principal reasons for conducting exercises:
 - i. To detect deficiencies in a plan
 - ii. To detect deficiencies in the overall system
 - iii. To identify training needs
 - iv. To identify gaps relative to function and operation of equipment
 - c. Progressive Exercising
 - i. Tabletop exercises are designed to detect potential gaps with coordination, to determine the appropriateness of assigned responsibilities and to achieve a certain level of familiarity of a plan.
 - ii. Functional exercises are more complex and are designed to test individual functions, such as direction and control, multiple functions,

decision making, warning, public information or recovery.

- iii. Full-scale exercises are the highest level of exercise. It is the culmination of the exercise program, designed to evaluate the operational capability of the emergency management system over a substantial period of time. It tests major components and sub-components of the plan.

d. Exercise Requirements for Every Jurisdiction

Each of the municipalities in St. Johns County is responsible by law for the safety and welfare of its citizens. Training should therefore involve the utilization of all-municipal as well as County capabilities in a coordinated effort in accordance with individual plans and Standard Operating Procedures (SOP's).

- i. All exercises will be developed in compliance with the Homeland Security Exercise and Evaluation Program (HSEEP).
- ii. St. Johns County Emergency Management will conduct an annual exercise, which will incorporate the participation of all county agencies and municipalities, utilizing the St. Johns County CEMP as a guide.
- iii. A functional exercise is to be conducted once every three years, in a four-year period.
- iv. A full-scale exercise required every four years.
- v. An evaluation, and then After Action Report of exercises in compliance with the Homeland Security Exercise and Evaluation Program will be completed for the purpose of plan revisions and improvements. Deficiencies will be noted and a corrective action plan will be created to address these deficiencies.

3. Recovery

- a) Recovery exercises complete the process of exercising the St. Johns County Comprehensive Emergency Management

Plan. Recovery exercises are designed to fit the format from tabletop to full-scale exercises.

- b) Individual and departmental evaluations of exercise performance are used to determine internal training requirements.
- c) Group and individual training may be accomplished at the Emergency Management Institute and should be scheduled routinely. These courses cover all potential hazards, as well as event-specific courses and are available many times online through the FEMA website.

III. RESPONSIBILITIES

- A. St. Johns County Emergency Management Director or designee is responsible for ensuring that the St. Johns County Emergency Operations Center staff and operational responders fully understand their procedures and responsibilities, as outlined in the St. Johns County Comprehensive Emergency Management Plan. All personnel required to work in the EOC **MUST** have completed ICS 100 and ICS 700 training available online at the Emergency Management Institute.
- B. Training and scheduling of training for Emergency Management purposes will be coordinated with St. Johns County Emergency Management.
- C. Department / Agency heads will budget for, and participate in, training activities related to emergency management.
- D. Municipalities – The designated Emergency Manager/EM Coordinator is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by Federal, State and local organizations whenever possible.
- E. St. Johns County Emergency Management will:
 - 1. Coordinate all emergency management related training within the County to ensure that all of the overall objectives of the CEMP are being met. To include:
 - a) Response, recovery and mitigation;
 - b) Shelter management;
 - c) National Incident Management System;
 - d) Damage assessment;
 - e) Continuity of Operations Planning (COOP)

- f) Evacuation
 - g) Debris Management
2. Assist County departments and agencies, municipalities, and non-governmental disaster agencies as required, in attaining coordinated training and educational objectives.
 3. Utilize to the fullest extent all available means to reach the maximum number of County residents to provide sufficient public information and training with which to develop individual plans:
 - a) Website and social media emergency preparedness content
 - b) Booklets, pamphlets, and brochures for public distribution
 - c) Lectures and seminars relating to disaster preparedness
 - d) Local public information spots on radio and television.
 4. Conduct exercises to evaluate components of the CEMP. Upon completion of exercises an evaluation will be conducted and an After Action Report will be developed. From this after action report a corrective action plan will be created to address identified gaps. Procedures, planning documents and training will be modified to correct the deficiencies as soon after the exercise as is possible
 5. Conduct exercises in compliance with The Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

The Homeland Security Exercise and Evaluation Program (HSEEP) constitutes a national standard for all exercises. Through exercises, the National Exercise Program supports organizations to achieve objective assessments of their capabilities so that strengths and areas for improvement are identified, corrected, and shared as appropriate prior to a real incident.
- F.** Those agencies or departments having Primary and Support responsibilities for ESF's will establish training programs covering their respective responsibilities, in accordance with ESF Annexes and SOP's.

TRAINING REQUIREMENTS
St. Johns County Emergency Management
Recommended Training Course For ESF's And Other Agencies

R = Recommended Training	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	Elected Officials	
CEMP Orientation	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Local EOC Introduction	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
G-191 ICS/EOC Interface	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
G-202 Debris Management	R		R	R	R				R	R				R		R				R
G-318 Mitigation Planning for Local Governments	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
G-601 Damage Assessment	R	R	R	R	R	R	R	R	R	R	R		R	R		R	R			R
G-775 EOC Management Operations	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ICS 100	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ICS 200	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ICS 700	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ICS 800	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R