

APPENDIX FIVE TRAINING AND EXERCISES

I. INTRODUCTION

- A. Purpose: To provide exercise, training, and public education programs to improve the skills of emergency management personnel and to ensure maximum readiness for state and local jurisdiction officials, employees, and volunteers assigned emergency responsibilities, as well as the public.

II. CONCEPT OF OPERATIONS

- A. General: Emergency management exercises, training, and public education are vital to the effectiveness of the comprehensive emergency management plan and its supporting procedures. These activities validate the operational concepts and resource preparation needed to carry out emergency functions.
- B. Training: The training program is designed to enhance proficiency in general emergency management subjects and to train emergency management personnel for their roles under operational plans and procedures. These activities take place at every level of government, volunteer organizations, and private businesses.
- C. Exercises and Drills
 - 1. Exercises are conducted to determine if plans and procedures are operationally sound and to meet mandated requirements. Thorough critiques by participants, controllers, and evaluators, identify strengths and weaknesses encountered during the exercise. Changes to plans and procedures 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.
 - 2. Drills are supervised instruction sessions designed to maintain and develop skills in specified areas. A drill can be part of an exercise.
- D. Public Education: Public education programs are a vital aspect of emergency/disaster mitigation, preparedness, response, and recovery. A prepared public is the first line of defense. Public education provides all-hazard awareness and preparedness programs for every facet of the community. These programs will ultimately decrease the number of casualties, reduce the demand on emergency and other services, and empower people to maintain control over the quality of their lives in times of disaster.

III. RESPONSIBILITIES

- A. General
 - 1. The Emergency Management Director is responsible for developing and implementing

exercise, training, and public education programs to ensure emergency management personnel are adequately prepared to meet emergency needs.

2. The city should conduct annual exercises to validate the effectiveness of their emergency preparedness plans and procedures. Exercises mandated by contract or other requirements may be used to satisfy this requirement. Exercises and drills should be coordinated with Clallam County Emergency Management to assure overall consistency with mutual aid response protocols.
3. State and local agencies may request and receive assistance from Washington State Military Department, Emergency Management Division (EMD), in the development and implementation of training exercises for state and local emergency management plans. Financial assistance may be available through EMD for the Federal government.

B. City departments:

1. Determine local training and public education requirements in coordination with EMD.
2. Ensure participation of staff personnel in professional development training.
3. Coordinate exercises and training activities with other local agencies.

C. State Agencies

1. EMD maintains overall responsibility for disaster exercise, training, and public education.
2. Other state agencies cooperate with state EMD and the Federal Emergency Management Agency (FEMA) to develop and implement on-going emergency management training, to facilitate plan and procedure development and evaluation, and to assist emergency management personnel as they carry out their emergency duties and responsibilities.