



Training, Exercise and Education

PURPOSE

A. Purpose

1. This function describes the training, exercise and education philosophy and responsibility within the Pottawatomie County emergency management community.

B. Responsibility & Programs

1. **Responsibility**--Each emergency response agency will be responsible for the development, maintenance and implementation of training policies and programs within their agency. The purpose of training is to enhance the ability of individuals, responders, and government to effectively manage the threat and/or occurrence of disaster in Pottawatomie County, and is aimed at enhancing the ability of individuals, responders, and government to effectively manage the threat and/or occurrence of disaster in our County.
2. **Emergency Management**--The Pottawatomie County Emergency Management Director is responsible the development, maintenance and implementation of training policies and programs for the Emergency Management Department. This includes the training and development of staff, emergency management volunteers, elected officials, EOC staff, and identified others. When possible, Douglas County Emergency Management will make available relevant disaster training opportunities.
3. **Other agencies** with designated responsibilities in the Emergency Management Plan will be responsible for the development, maintenance and implementation of training policies and programs within their agency in order to prepare personnel to fulfill disaster responsibilities of their organization.

C. Programs

1. Training programs, requirements and schedules will be determined by the particular department or agency in the County. The basic requirements will include those necessary to maintain proficiency in their respective fields of expertise. This training can be obtained through the County Emergency Manager who will coordinate available training resources including County, State and federal programs.
 - a) **Elected Officials**—The County elected officials shall be trained to the level necessary to afford them the ability to act appropriately during emergency situations that may arise within the County boundaries. This training shall include:
 - 1) Roles of Elected Officials during Emergencies and Disaster
 - 2) Foreign Animal Disease
 - 3) County emergency Operations Plan
 - 4) Emergency Operation Center

- b) **Emergency Management Staff**—The County Emergency Management personnel attend state and federally sponsored training courses in order to obtain and maintain certification as an Emergency Manager.
- c) **Other Agencies**—Response agencies in the County must obtain and maintain a basic working knowledge of emergency operations that are directly related to their field of expertise. Some of the training topics include:
 - 1) Incident Command
 - 2) Hazmat Awareness
 - 3) Task specific training in their particular operational field
- d) **Emergency Operations Center Staff**—Personnel required to staff the EOC will receive additional training based on their area of expertise and involvement in the EOC activation. Some of this training may include:
 - 1) Specific Forms (check sheets etc)
 - 2) Decision Making process
 - 3) Resource allocation
 - 4) Protection and Evacuation
- e) **Volunteers**—Volunteer agencies and those that are a member of an organization that may be called upon to respond during an emergency should receive basic training in:
 - 1) Incident Command
 - 2) Personal Protective Equipment
 - 3) First Aid (is applicable)
 - 4) Hazmat Awareness

D. Hazardous Materials Training

1. The Local Emergency Planning Committee and County Emergency Manager will provide guidance on all training matters for emergency responders. This include coordination with state agencies on setting up training classes to meet the needs of the responders in areas of hazardous materials response. All County emergency response agencies are required to maintain certification records and to provide annual hazardous materials training which meets the current federal regulations (29 CFR 1910.120). This applies to all local fire, emergency medical service, and law enforcement agencies.
 - a) **Requirements**—Training and Certification requirements for first responders will include, as a minimum, Hazardous Materials Awareness (8 hours) with a goal of obtaining Hazardous Materials Operations (16 hours). Annual refresher training (4 hours) will be necessary to maintain proficiency as well. This training can be provided by the Kansas Division of Emergency Management or Kansas University Fire Service Program.
 - b) **Positions**—The following is a list of positions in the County that should receive initial and refresher training in Hazardous Materials response:
 - 1) Firefighters
 - 2) Law Enforcement

- 3) Communications Personnel
- 4) Emergency Medical Services Personnel
- 5) Emergency Management Personnel

E. Radiological Training

1. There are currently 2 personnel in the County that have maintained certification in radiological monitoring and are active in maintaining required training. These personnel are available and equipped for response to such events. The county has developed a Radiological Emergency Response Plan. Further assistance on this type of emergency can be obtained from KDHE.

Evaluation—After careful review of this annex it was determined that additional training is necessary to bring the first responders up to the Hazmat Operations Level. This is presently being accomplished on a per district bases and classes are scheduled in. Anticipate that this goal will take approximately 3 years to accomplish. Additionally, we have determined the need for “First Responders” in our county to augment the Emergency Medical Services provider in our outlying areas. This process is gaining and we continue to conduct classes at least once a year.

F. Exercises

1. **Responsibility**--The Director of County Emergency Manager is responsible for the development and implementation of a comprehensive, risk-based exercise program.
2. **Exercise Programs**—The County and local agencies are required to conduct various exercises including schools, hospitals, airports and nursing homes etc. Each agency is responsible for its compliance to applicable federal and state regulations regarding the development and implementation of emergency plans and exercises appropriate to their respective facility. Agencies will be encouraged to participate in local emergency management exercises when feasible, and to coordinate emergency plans with the Douglas County Emergency Management Plan. The requirements for training these specific groups are identified below:
 - a) **Hospitals**—KDHE requires hospitals to maintain internal and external disaster plans (K.A.R. 28-34-3a-f &g). The external plan will be rehearsed at least twice a year, preferably as part of a coordinated drill in which other community emergency service agencies participate. Some hospitals receive accreditation through the Joint Commission for Accreditation of Health Care Organizations. This is an accrediting body not a regulatory body.
 - b) **Airports**—The Federal Aviation Administration (FAA) requires airports to follow a three year exercise schedule. Year one and two require a table top and a full scale exercise is required every third year.
 - c) **Schools**—The State Fire Marshal’s Office requires schools to conduct a minimum of one fire drill each month, during school hours other than morning or afternoon dismissal and a minimum of three tornado drill each school year (K.A.R. 22-18-2 (a) & (b) 91-101/31-1.3.3, 91-101/31-3.1).
 - d) **Nursing Homes**—KDHE requires nursing homes to test the facility’s tornado or disaster plans, with participation of staff and residents, annually (K.A.R. 28-39-163-n4C).
 - e) **Correctional Facilities**—The Kansas Department of Corrections has jurisdiction over State correctional institutions. This department has selected

the National Correctional Commission on Health Care to conduct the certification process for its institutions. The standards for the certification process include documentation of yearly emergency drill for each facility.

F. Process

1. **Process**--The County Emergency Manager is advised of planned exercises that are conducted through the various agencies in the county and invited to participate and be involved in the planning process. For the most part a training committee is then established to plan the event. Committees includes representatives of local emergency response agencies and other agencies that may want to be involved. The Committee reviews past exercise history, current emergency and disaster trends, local hazard analysis, and the needs and interests of local responders and other agencies. The Committee identifies the type of exercises, possible scenarios and participants for the current year, as well as a proposed plan for the following year. The Committee will consider all applicable exercise requirements (SARA, Title III, KAR 56-2-2) when developing the exercise plan.
2. **Funding**—Funds within the County budget are limited in terms of line items for exercise planning etc. However, there are funding sources available from KDEM grants and some of the various agencies conducting the exercise. Generally the exercise is conducted without the use of funds from any source.

G. Team Approach

1. An Exercise Advisory Committee is formed on an as needed basis to develop a comprehensive emergency exercise plan for the particular agency.
 - a) **Training**—The types of training varies by organization. Each organization develops their own training requirements for the year and schedules accordingly. The Emergency Manager then coordinates the training event with other agencies when requested.
 - b) **Safety**—During a full scale event, safety issues are addressed by the organization's appointed safety officer. The safety officer is in charge of overseeing the operation and performing risk assessments to determine any potential safety deficiency prior to the exercise. A safety pre-brief is conducted prior to the event and anyone involved in an exercise has the responsibility to report any unsafe conditions or acts.

H. Schedule

1. Each emergency response organization is responsible for the development and implementation of agency drills and exercises which assess the response capabilities of their respective departments. Scheduling of these exercises to meet required duration and suspense dates will be the responsibility of the respective agency.

I. Compliance

1. The County will maintain compliance by sustaining the required training mandated by the Sate of Kansas, the County Emergency Manager will comply with the exercise requirements of SARA Title III, KAR 56-2-2 (a) (4) (f) and the exercise agreements in the State and Local Agreement. Prior to any exercises

conducted by the Emergency Management Office, the Kansas Division Of Emergency Management will be notified if necessary or required.

Evaluation—The County Department of Emergency Management will be responsible to identify the capabilities and shortfalls of the exercise program of County Emergency Management, and when feasible, to develop strategies which address identified shortfalls and enhance capabilities. Each local emergency response organization is responsible for the identification of the exercise capabilities and shortfalls of their organization, and when feasible, to develop strategies which address identified shortfalls and enhance capabilities.

J. Public Education

1. **Family Protection Program**-- The County Emergency Management Office is responsible for developing strategies to educate the public on the preparedness measures which may be needed in hazardous materials emergencies. Local SARA Title III facilities and their Community Advisory Panels work with the County Emergency Management Office to develop public education materials on a variety of protective action topics. These materials are disseminated by County Emergency Management, local American Red Cross, and Salvation Army. The Emergency Management Office maintains a stockpile of literature and brochures covering various family safety/preparedness programs intended for family use.
2. **Severe Weather Awareness**—Severe weather awareness is provided by the public media services and National Weather Service sponsored “Weather Spotter” training sessions held in the county at least once a year. Brochures and literature are available in the Emergency Management Office as well.
3. **Fire Prevention**—The local fire departments are responsible for fire prevention education and this is generally accomplished through the National Fire Protection Association “Fire Prevention Week” and local school systems. The fire departments in the county routinely provide informational services to local civic groups as well, throughout the year.
4. **Hazard Mitigation Awareness**—There is no formal mitigation information program instituted in the County.
5. **Hazardous Materials Education Program**
 - a) **Protective Measures**—Information is available through various media organizations and brochures are available from the County Emergency Management Office, Red Cross and Salvation Army. In the event of a shelter in place event, residents will receive instructions via broadcast media on what actions to take.
 - b) **Hazardous Waste Disposal**—The jurisdictions in the County have implemented programs to properly dispose of domestic hazardous waste. These programs include extensive public awareness campaigns on the dangers of hazardous waste. The County Landfill also provides bi-annual “free” days in order to alleviate unwanted dangerous household products.

6. Special Needs Groups

- a) **School Disaster Preparedness**—The Superintendent of the various local school districts within the County are responsible for implementing a program for disaster preparedness and education. The Emergency Manager will assist the Superintendent with this program when requested.
- b) **Residential Care Centers**—Each residential care center and licensed day care center in the County is responsible for developing, implementing and conducting their own SOP on disaster preparedness. The KDHE also provides guidance on disaster planning as well and have pamphlets available through the County Health Department. The Emergency Manager can assist in the planning process as well.
- c) **Licensed Day Care Centers**—Day care centers will receive their general guidance from the KDHE on matters concerning emergency actions and preparedness. The Emergency Manager can assist in this activity as well.
- d) **Ethnic Groups**—The Emergency Management Office can obtain brochures and other literature through the FEMA website to facilitate the education process for persons with language and cultural differences.

Evaluation—After careful review of this portion of the annex it was determined that there needs to be more focus on public awareness for our various ethnic groups serviced by the County. Furthermore, a Hazard Mitigation public awareness campaign will be developed once our Mitigation 20/20 contracted vendor begins development of the county migration plan. This particular plan has a public awareness and training module imbedded and it will be very helpful in spreading the word on the various hazards in the county and mitigation efforts.