

Emergency Management Plan (MEP) EM Training Plan (TRAINING)



Function:	MEP Supporting Documentation		
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Document Library	MEP, EM Program Training Annex		

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Approved By:

DEM

Date

Purpose / Background

As required under the LEMR and outlined in the Preparedness section of the Strathcona County MEP, Strathcona County shall implement an EM Training Program to ensure adequate human resources are available as required to implement the plans and procedures outlined in the MEP and supporting documentation. For ease of reference, the training program will be broken into specific components with interrelated and supporting plans and documentation. Strathcona EM Division shall be responsible for development, implementation and maintenance of these plans and all associated records for the county as a whole.

Scope

This Strathcona County EM Training Plan will provide a high-level overview of all elements of the EM Training Program (including continuity) on an annual basis.

Plan Objectives:

1. Provide a framework for EM competency-based training and educational curriculum to support the Strathcona County MEP and EM program, including frequency and scope of training
2. Identify processes for implementation, maintenance and continual improvement of both the Plan and associated processes and records

Competency-Based Training – Emergency Management Exercises (EMEX):

Strathcona County shall, on an annual basis, conduct a tabletop or functional exercise on an individual and collective training level, culminating in a full scale exercise every four years as required by the LEMR (unless a real event has occurred within that timeframe). Exercise results and observations shall be documented in an AAR as noted below, and used to:

- Assist in the identification of emergency management shortfalls
- Identify and assign appropriate resources required to implement the MEP and related plans and processes
- identify plan gaps and limitations, and improve and revise the plans and processes

For specific details on Emergency Management exercises, please refer to the EMEX Training Annex appended to this plan.

Educational-Based Training – Academic Curriculum:

Curriculum objectives

The EM educational curriculum Plan, designed to work in conjunction with the EMEX Training Plan, is aimed at identification, development, tracking and maintenance of educational competencies needed to meet the objectives of the overarching EM Training Plan and ultimately, the MEP.

Courses will be offered using a variety of methods, from classroom to on-line, and facilitated by both in-house and external, qualified instructors as appropriate.

For specific details on EM Academic curriculum, please refer to the EM / ICS Curriculum Training Annex appended to this plan.

Training Roles and Responsibilities:

The Strathcona County Emergency Management Agency (SCEMA), in collaboration with all County Departments, shall:

- a) Develop, implement and maintain the County's EM Training Program and associated plans and procedures
- b) Schedule, arrange and provide Incident Command System (ICS) and other EM-related training for County personnel
- c) Create IMT or EOC rosters based on training and credentials to ensure familiarity and comfort with assigned functions and roles.
- d) encourage and support participation in regional training for municipal IMT personnel, including participation in regional, collaborative all-hazard IMTs.
- e) Consult with and assist County departments in developing, planning and executing Department-specific EM training courses, exercises and drills
- f) maintain accurate emergency management training records on an all-of-county basis,
- g) coordinate, prepare and/or review After Action Reports (AARs), make recommendations for improvements and/or implement corrective action plans as appropriate.
- h) liaise with external agencies and surrounding municipalities as mutual aid partners and provide additional training as deemed appropriate and applicable to ensure that external organizations can successfully integrate their response functions with County IMTs and other county operations, such as the County EOC.

All County departments shall, in collaboration with SCEMA:

- a. develop in-house training programs for their employees in department specific responsibilities and assigned emergency management functions.

- b. participate in periodic exercises and drills to evaluate capabilities and preparedness. Such training may include participation in functional or full scale operational exercises that test major portions, elements and responsibilities of the County MEP and supporting plans and processes, and regular drills that test readiness of warning and communication equipment

Supporting Plans and Resources

This overarching EM Training Plan is supported by various adjunct plans for each aspect of the MEP response component training, organized into the following annexes.

- BCP Training
- EM Academic Component
- EMEX Component
- EOP Training
- ESS Training
- ICS Training
- Public Warning and Alerting Training

Each annex documents plans, policies and procedures for identification, development, tracking and maintenance of competencies needed to meet the objectives of each specific adjunct plan, including general timelines, required resources and templates, and Implementation of continual improvement of both the Plan and associated processes and records.

Evaluation

Audit and Review

Strathcona County Emergency Management Agency shall conduct annual audits and reviews to determine conformance and effectiveness of the implementation and maintenance of the MEP and its component parts. Such audits and reviews shall include, but not be limited to in-depth After Action Reviews (AARs), Quality Management annual internal and external ISO audits, and the annual AEMA audit as required under the LAEMR.

Corrective Action

The County's Emergency Management Agency shall take corrective action on identified deficiencies, gaps, and limitations, to ensure that lessons documented in the various program evaluations, exercises, tests, and audit review processes become lessons learned and implemented.

Management Review

Senior Management Review

This Annex shall be included in the MEP Annual review by the County's Senior Leadership, including members of the EAC and SCEMA, as outlined in the MEP Executive Summary.

Continual Improvement

The program review process shall incorporate ongoing analysis and evaluation, as well as corrective action planning and review as outlined in the MEP.