

# Multi-Year Training and Exercise Plan



## Sacramento County Office of Emergency Services

This multi-year training and exercise plan covers the years 2015 – 2019 and is a strategic plan for developing EOC Personnel capabilities, including qualifying EOC personnel for state position credentialing.

Sacramento County OES  
3720 Dudley Blvd. #122  
McClellan, CA 95652  
[info@sacoes.org](mailto:info@sacoes.org)  
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## PREFACE

The *Sacramento County Office of Emergency Services (OES)* Multi-Year Training and Exercise Plan (MYTEP) is the roadmap to accomplish the organizational priorities including the development and maintenance of the overall preparedness capabilities required to facilitate effective response to all hazards faced by Sacramento County. This organization is pursuing a coordinated preparedness strategy that combines enhanced planning, resource acquisition, innovative training and realistic exercises to strengthen its emergency preparedness and response capabilities. The training and exercises play a crucial role in providing the organization with a means of attaining, practicing, validating and improving its high-priority capabilities.

The MYTEP covers a five-year period beginning in 2015 through 2019. This plan outlines broad training and exercise goals that may be refined as funding and staffing resources allow. It sets priorities for the Sacramento Operational Area for training and exercise, as well as informs our regional partners to effect a better exchange of information and shared competencies.

## POINTS OF CONTACT (POCs)

Mary Jo Flynn  
 Emergency Operations Coordinator  
 Sacramento County OES  
 3720 Dudley Blvd., #122  
 McClellan, CA 95652  
 916-874-4671 (office)  
 916-420-9354 (cell)  
[flynnm@sacoes.org](mailto:flynnm@sacoes.org)

### EOC Training Liaisons

Name	Department or Agency	Phone	Email
	Agriculture		
Lance McCasland	Airports		<a href="mailto:mccaslandl@saccounty.net">mccaslandl@saccounty.net</a>
	Animal Care		
	Citrus Heights		
	Community Development		
	Coroner		
	Cosumnes Services District		
	Elk Grove		
	Environmental Management		
	Finance		
	Folsom		
	Galt		
	General Services		
Hannah Aalborg	Health & Human Services	(916) 875-2024	aalborgH@saccounty.net

Name	Department or Agency	Phone	Email
Kris Rudi	Human Assistance	(916) 874-6939	rudikr@saccounty.net
	Isleton		
	Personnel Services		
Chris Andis	Public Information Office	916-874-2691	<a href="mailto:andisc@saccounty.net">andisc@saccounty.net</a>
	Rancho Cordova		
	Sac Metro Fire		
Steve Winton	Sacramento	916-808-1833	<a href="mailto:Swinton@pd.cityofsacramento.org">Swinton@pd.cityofsacramento.org</a>
	Sanitation District		
Kurt Scheuerman	Technology		<a href="mailto:scheuermank@saccounty.net">scheuermank@saccounty.net</a>
	Transportation		
	Waste Management & Recycling		
	Water Resources		

## PURPOSE

The purpose of the Multi-year Training and Exercise Plan (TEP) is to document an organization's overall training and exercise program priorities for a specific multi-year time period. It is considered to be a living document that can be updated and refined annually. These priorities are linked to corresponding core capabilities, and, if applicable, a rationale based on existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. This Multi-year TEP identifies the training and exercises that will help the organization build and sustain the core capabilities needed to address its training and exercise program priorities.

The Multi-year TEP should lay out a combination of progressively building exercises – along with the associated training requirements – which address the priorities identified in the Training and Exercise Planning Workshop (TEPW). A progressive, multi-year exercise program enables organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved. Further, by including training requirements in the planning process, organizations can address known shortfalls prior to exercising capabilities.

Included in this Multi-year TEP is a training and exercise schedule, which provides a graphic illustration of the proposed activities, scheduled for the years 2015-2019.

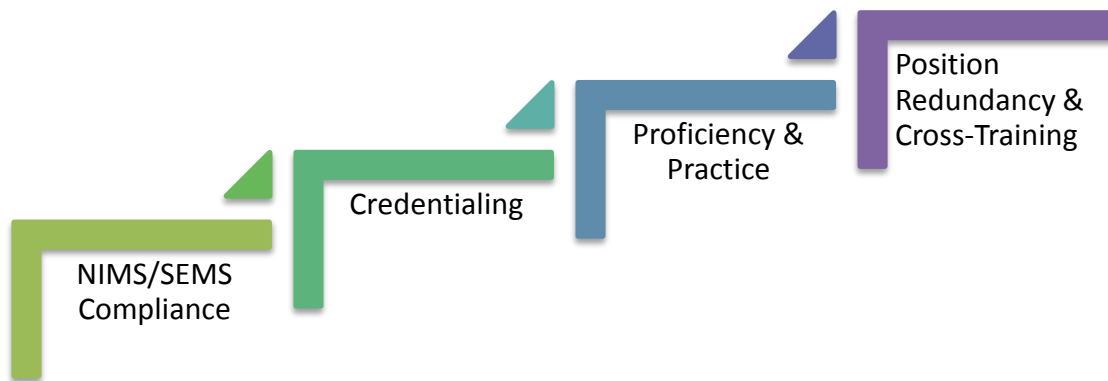
## BENEFITS TO IMPLEMENTING A MULTI-YEAR T&E PLAN

- Helps employees stay prepared and facilitates new employee understanding of the Office of Emergency Services plans and operations
- Provides managers and responders with a mechanism to evaluate operations and plans
- Focuses on continual improvement



## PROGRAM PRIORITIES

Due to staff attrition from retirements and the separation of activities between Sacramento County and the City of Sacramento, the following training priorities are reflective of the need to ensure all existing and newly assigned EOC Personnel meet NIMS and SEMS compliance requirements. Additionally, the state of California has drafted criteria for EOC Personnel credentialing. While credentialing will allow personnel to participate as a mutual aid resource, this minimum criteria also allows OES to establish a baseline of transferable skills for a variety of positions within the organization. Preparing OES personnel serving in the EOC for these minimum training standards will only further the organization's position should credentialing or minimum standards ever become tied to funding or reimbursement. Finally, through proficiency and mastery of training, and demonstrating these proficiencies and improvements during exercises, OES can develop teams that are response ready and capable of managing expectations during an activation of the EOC.



Priority	Core Capabilities	Rationale
Comply with the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) training components and requirements.	<ul style="list-style-type: none"> <li>Operational Coordination</li> <li>Public Information and Warning</li> </ul>	High staff turn-over, requiring basic training that is accessible to all personnel.
Align with the California EOC Position and Section Credentialing Program	<ul style="list-style-type: none"> <li>Operational Coordination</li> <li>Public Information and Warning</li> </ul>	<p>Ensure staff training minimums as established by baseline training criteria within the state credentialing program.</p> <p>Additionally, a statewide credentialing program documents professional qualifications, certifications, training, and education requirements that define basic criteria expected of emergency services personnel.</p>

Priority	Core Capabilities	Rationale
Position Proficiency and Mastery	<ul style="list-style-type: none"> <li>Operational Coordination</li> <li>Public Information and Warning</li> <li>Operational Communications</li> <li>Situation Assessment</li> <li>Critical Transportation</li> <li>Environmental Response</li> <li>Fatality Management</li> <li>Infrastructure Systems</li> <li>Mass Care Services</li> <li>Public Health &amp; Medical</li> <li>Public &amp; Private Services</li> </ul>	Build upon minimum training standards to develop a team concept and approach to information movement through the EOC.
Position Redundancy and Cross-Training	<ul style="list-style-type: none"> <li>Operational Coordination</li> <li>Public Information and Warning</li> <li>Operational Communications</li> <li>Situation Assessment</li> <li>Critical Transportation</li> <li>Environmental Response</li> <li>Fatality Management</li> <li>Infrastructure Systems</li> <li>Mass Care Services</li> <li>Public Health &amp; Medical</li> <li>Public &amp; Private Services</li> </ul>	Cross-training and redundancy assures that critical tasks in the EOC will be completed within necessary timeframes. Furthermore it helps to assure staff will take a team approach to resolving operational tasks.

## Training Goals

### Goal 1:

To achieve 100% compliance through certification by all EOC assigned personnel in the basic NIMS/SEMS training classes (IS 100, 200, 800, G 606) by June 30, 2016.

### Goal 2:

To achieve 100% compliance through certification by all EOC assigned personnel in the basic required courses toward CSTI EOC Position Credentialing (IS 701, IS 706, G 775, G 191, and Emergency Management Fundamentals – Earthquake) by December 31, 2016

### Goal 3:

To achieve 100% compliance by all EOC assigned personnel to meet the certification, training, exercise participation, and minimum qualifications to achieve credentialing by CSTI by December 31, 2017.

### Goal 4:

To achieve 100% compliance by all individuals assigned as a Public Information Officer or in support of the Joint Information Center (JIC) or Joint Information System (JIS) in achieving the Crisis Communications Specialist Certificate (a total of 6 courses) by December 31, 2016.

## Supporting Training

- G 606: SEMS Orientation
- IS 100: Introduction to Incident Command System
- IS 700: National Incident Management System (NIMS)
- IS 800: National Response Framework
- ICS/SEMS/NIMS Combined Course
- G 775: EOC Management and Operations
- G 191 ICS/EOC Interface
- Cal OES/CSTI Emergency Management Fundamentals – Earthquake
- Situation and Resource Tracking System Training (WebEOC)
- EOC Action Planning
- Fundamentals of Action Planning
- G 288 Local Volunteer and Donations Management
- L 197 Integrating Access and Functional Needs Into Emergency Management
- PER 304 Social Media for Natural Disaster Response and Recovery
- IS 42 Social Media in Emergency Management
- Crisis Communications Specialist Certificate
  - G 290 Crisis Communications Enhanced
  - Crisis Communication and the Media Two
  - Crisis Communication and the Media Three



## Supporting Exercises

## Discussion Based Exercises

Discussion-based exercises are normally used as a starting point in the building block approach to the cycle, mix, and range of exercises. Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises typically highlight existing plans, policies, mutual aid agreements, and procedures. Thus, they are exceptional tools for familiarizing agencies and personnel with current or expected jurisdictional capabilities. Discussion-based exercises typically focus on strategic, policy-oriented issues, and operations based exercises tend to focus more on tactical response-related issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track while meeting the objectives of the exercise.

## Operations Based Exercises

Operations-based exercises represent the next iteration of the exercise cycle; they are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual response, mobilization of apparatus and resources, and commitment of personnel, usually over an extended period of time.



## METHODOLOGY AND TRACKING

The primary goal of the multi-year training and exercise plan is to orient EOC personnel to their minimum level position training and experience through exercises. Building upon the minimum criteria, EOC Personnel will have an opportunity to complete additional training leading to a state recognized credential for their position as well as advanced level training to enhance proficiency within that position.

This plan is intended to:

- Challenge participants with increasingly advanced coursework and scenarios;
- Incorporate, reinforce, and verify lessons learned;
- Identify demonstrated capabilities and areas in need of improvement;
- Provide a means of evaluation and corrective action for exercises; and
- Ensure a method to share lessons learned and best practices from training courses and exercises.

### Training Documentation

As EOC Personnel complete training, they should forward copies of training certificates to: **info@sacoes.org**. Those individuals who have lost copies of their certifications should seek transcripts through the Emergency Management Institute (EMI) or California Specialized Training Institute (CSTI) and submit those transcripts to the above email.

Staff will record and track training certifications ensuring that all EOC personnel meet the minimum requirement, and will assist in tracking the requirements toward a state credential. The goal deadline to ensure all EOC personnel meet the minimum NIMS/SEMS compliance is **June 30, 2016**.

The Office of Emergency Services may elect to use a Learning Management System (LMS) or may track training certifications through WebEOC, or some other means. All staff is responsible for maintaining their own personal file and certifications.

### Exercise Documentation

All EOC Personnel will be required to sign into and out of all exercises. The sign-in form and subsequent after action document is one of the verification tools available towards EOC Position Credentialing. Those seeking a state credential may need to supply additional documentation including position evaluations.

Copies of exercise documentation will be retained by OES and available to staff submitting their credential packet to the State.

## EOC Personnel Teams

EOC Personnel will be identified by their position and by their team or EOC Cohort. Under ideal circumstances, a team will remain intact for the duration of an operational period, however, as staff availability or circumstances may dictate, EOC members may be consolidated from multiple teams onto one team within the EOC.

During exercises, teams will rotate through the following roles: Player, Evaluator, or Simulator. Exercises will be repeated in sufficient quantity to allow all team members to participate at some level within a calendar year. All EOC members may gain valuable experience within the exercise program by participating in the various exercise roles.

### Rotation Schedule

Team	Exercise 1	Exercise 2	Exercise 3
Team A	Evaluator	Player	Simulator
Team B	Player	Simulator	Evaluator
Team C	Simulator	Evaluator	Player

## **MULTI-YEAR TRAINING AND EXERCISE SCHEDULE**

REGION	Multiyear Exercise Schedule: 2015 (Year One)											
	Qtr. 1			Qtr. 2			Qtr. 3			Qtr. 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SAC OA							EOC Orientation	NDPTC Social Media	IS 100/200, IS 700, SEMS Basic	WebEOC Training		
					Executive Workshop					JIC Workshop	VTTX Winter Storm	VTTX Active Shooter
						Executive Workshop AAR/IP					JIC AAR/IP	VTTX Storm AAR/IP
					Donations Mgmt. Annex	Evacuation Annex	JIC Annex			Debris Mgmt. Annex		Rail Response Annex Draft
PUBLIC HEALTH								PHLAB Sentinel Training	CHEMPACK Deployment Training	CHEMPACK Deployment Training		PHLAB Select Agent Training
									MCM POD Training	PHLAB Respiratory Protection Training		
							Isolation and Quarantine Workshop		TTX Radiological		FE Radiological	
LAW/FIRE												
CITIES												

**Priorities Addressed:**

Priority 1 Training	Priority 2 Exercises	Priority 3 Plan Review	Priority 4 AAR/IP	Priority 5	Priority 6
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REGION	Multiyear Exercise Schedule: 2016 (Year Two)											
	Qtr. 1			Qtr. 2			Qtr. 3			Qtr. 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SAC OA	EOC Section	G 288 Volunteer	ICS 100/200, IS 700, SEMS Basic	EOC 775/191	DOC Liaison T-T-T	WebEOC Training	EOC Orientation	NDPTC Social Media	ICS 100/200, IS 700, SEMS Basic	WebEOC Training		
		VTTX Tornado	VTTX Flood		VTTX & FE Bakken Oil	VTTX Agriculture	CA Capstone TTX	VTTX MCI	VTTX Earthquake	JIC TTX		
	AAR/IP Active Shooter		AAR/IP Tornado	AAR/IP Flood		AAR/IP HazMat Bakken	AAR/IP Agriculture	AAR/IP FE Bakken	AAR/IP MCI	AAR/IP Earthquake	JIC AAR/IP	
	Mass Fatality Plan	CSTI Earthquake		Volunteer Mgmt.	SacOES EOP	SacOES HazMit Plan				SacOES COOP		OA Plan
PUBLIC HEALTH	Respiratory Protection Training	PHLAB-Blood borne Pathogen Training	Inventory Management Training	PHLAB PAPR Training					MCM POD Training			
				PHLAB Emerging Infectious Diseases Training								
				VTTX Pan Flu	Isolation and Quarantine TTX		VTTX #4		VTTX City w/o Water		Statewide Medical and Health FE/FSE	

									Statewide Medical and Health TTX			
LAW/FIRE												
CITIES												

**Priorities Addressed:**

Priority 1 Training	Priority 2 Exercises	Priority 3 Plan Review	Priority 4 AAR/IP	Priority 5	Priority 6
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REGION	Multiyear Exercise Schedule: 2017 (Year Three)											
	Qtr. 1			Qtr. 2			Qtr. 3			Qtr. 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SAC OA	EOC Section	WebEOC Training	ICS 100/200, IS 700, SEMS Basic	G 288 Volunteer Mgmt.	EOC Action Planning	L 197 AFN	EOC Orientation	NDPTC Social Media	ICS 100/200, IS 700, SEMS Basic	WebEOC Training		
					Executive TTX					JIC Drill		
						AAR/IP Executive					JIC AAR/IP	
		Flood Annex		Mass Care & Shelter Annex		Aviation Accident Annex	JIC Annex	Alert & Warning Plan		SacOES COOP		Rail Response Annex

PUBLIC HEALTH									Statewide Medical and Health TTX		Statewide Medical and Health FE/FSE	
LAW/FIRE												
CITIES												

**Priorities Addressed:**

Priority 1 Training	Priority 2 Exercises	Priority 3 Plan Review	Priority 4 AAR/IP	Priority 5	Priority 6
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REGION	Multiyear Exercise Schedule: 2018 (Year Four)											
	Qtr. 1			Qtr. 2			Qtr. 3			Qtr. 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SAC OA	EOC Section		ICS 100/200, IS 700, SEMS Basic	EOC 775/191			EOC Orientation	NDPTC Social Media	ICS 100/200, IS 700, SEMS Basic	WebEOC Training		
										JIC FE		
											JIC AAR/IP	



	Mass Fatality Plan			Volunteer Mgmt.	SacOES EOP					SacOES COOP		OA Plan
PUBLIC HEALTH									Statewide Medical and Health TTX		Statewide Medical and Health FE/FSE	
LAW/FIRE												
CITIES												

**Priorities Addressed:**

Priority 1 Training	Priority 2 Exercises	Priority 3 Plan Review	Priority 4 AAR/IP	Priority 5	Priority 6
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REGION	Multiyear Exercise Schedule: 2019 (Year Five)											
	Qtr. 1			Qtr. 2			Qtr. 3			Qtr. 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SAC OA	EOC Section	CSTI Earthquake	ICS 100/200, IS 700, SEMS Basic	G 288 Volunteer Mgmt.	EOC Action Planning		EOC Orientation	NDPTC Social Media	ICS 100/200, IS 700, SEMS Basic	WebEOC Training		
					Drill Executive					JIC FSE		

						Executive AAR/IP					JIC AAR/IP	
				Mass Care & Shelter Annex		Aviation Accident Annex		Alert & Warning Plan		SacOES COOP		
PUBLIC HEALTH									Statewide Medical and Health TTX		Statewide Medical and Health FE/FSE	
LAW/FIRE												
CITIES												

**Priorities Addressed:**

Priority 1 Training	Priority 2 Exercises	Priority 3 Plan Review	Priority 4 AAR/IP	Priority 5	Priority 6
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## IMPROVEMENT PLAN

The Operational Area improvement plan is located in the regional WebEOC System and is available through the Daily Dashboards.

## ACRONYMS

AAR/IP	After Action Report and Improvement Plan
EOC	Emergency Operations Center
FE	Functional Exercise
FSE	Full Scale Exercise
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
MYTEP	Multi-Year Training and Exercise Plan
NDPTC	National Disaster Preparedness Training Center
NIMS	National Incident Management System
OA	Operational Area
OES	Office of Emergency Services
POC	Points of Contact
SEMS	Standardized Emergency Management System
TEP	Training and Exercise Plan
TEPW	Training and Exercise Planning Workshop
TTX	Tabletop Exercise
VTTX	Virtual Tabletop Exercise