



# King County

Emergency Management



# Multi-year Training & Exercise Plan

*2020-2023*

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## Training and Exercise Plan: Purpose and Methods

### Purpose

The King County Office of Emergency Management (KCOEM) Training and Exercise (T&E) Program provides training and exercises for King County response stakeholders, including first responder agencies, King County departments, elected officials, and other regional, state, and federal partners. The KCOEM T&E Program supports compliance with regulatory and grant requirements, in addition to baseline training required by King County government for KCOEM staff.

The purpose of this multi-year Integrated Preparedness Plan is to establish trainings and exercises that regularly test the skills, abilities, and experience of emergency management and other response personnel as well as the plans, policies, procedures, equipment, and facilities of KCOEM. The plan identifies strategic goals that are addressed through training and exercise during the next three years. This plan also identifies core training policies for KCOEM's Program. KCOEM utilizes exercises to evaluate plans, procedures, and capabilities through periodic reviews, testing, lessons learned, and reports from real-world incidents. The products of these evaluations are documented and disseminated within the KCOEM emergency management program including to stakeholders and selected partners.

The KCOEM Integrated Preparedness Plan and associated documentation is shared with regional stakeholders including government, public and private agencies, non-profit organizations, and others in the response community, via the KCOEM "Training and Exercise News" e-mail distribution list. This plan is a living document that is updated at least every three years.

Training and exercise priorities identified in this plan are implemented through one or more of the following methods:

- [KCOEM](#) or other appropriate stakeholder agency
- Coordination of existing (or proposed) courses through the [National Domestic Preparedness Consortium](#)
- FEMA's [Emergency Management Institute](#) (through WA State's [Emergency Management Division](#))
- Creation of custom-tailored training or exercises to address specific gaps or identified priorities

*Note: Throughout this document, these terms are used in this way:*

**Course:** The materials from FEMA (or another provider) that are used to teach a specific subject. (e.g., ICS-300, G-191 and G-557 are courses that were developed by FEMA.)

**Class:** A single offering (or delivery) of a Course. (e.g., The Nov. 1-5 ICS-300 class.)

**Curriculum:** A program or field of study that is made up of multiple Courses.

### Primary Goals

- Coordinate regional cross-disciplinary training and exercises
- Enhance response capabilities to hazards identified in the KCOEM HIRA. (*KCOEM's HIRA can be found in our Hazard Mitigation Plan.*)
- Provide professional development pathways for instructors of responder training

### Primary Objectives

The Goals are accomplished by the following Objectives:

- Regional cross-disciplinary training: Development of a three-year list of courses to be offered, by soliciting input from a broad cross-section of King County's response community.
- In preparation for KCOEM's annual Integrated Preparedness Planning Workshop (IPPW), review the current THIRA to identify any gaps between what is in the THIRA and the training that the response community is requesting. Bring these gaps to the attendees at the IPPW and work together to resolve these gaps.
- Developing more instructors of FEMA courses.

### Development Process for County Training and Exercise Priorities

KCOEM's Training and Exercise Program provides services to King County Department representatives, first responders throughout the county, city representatives, non-governmental organizations, private sector representatives, and elected officials. This training is intended to span all of FEMA's 5 Mission Areas (Prevention, Protection, Mitigation, Response, and Recovery).

KCOEM's Training and Exercise Program aligns with the National Preparedness Goal. The goal being: *"A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk"*. Core capabilities are identified which comprise critical elements for our success in meeting the National Preparedness Goal. The T&E Program utilizes a capabilities assessment and a gap analysis with input from a broad cross-section of King County's response community. This includes:

- a) Emergency Managers from Cities, Towns, Utility Districts, School Districts, Fire Districts and non-governmental organizations throughout the County.
- b) Police Chiefs and Fire Chiefs throughout the County.
- c) King County elected officials
- d) KCOEM staff
- e) Students from past classes (from across the state).
- f) Anyone on KCOEM's *"Training & Exercise News"* e-mail distribution list (via *Govdelivery.com*). (As of August 2021, there are more than 2,200 people on this distribution list.)

The assessment is completed on a three-year cycle with annual updates. In addition, KCOEM conducts an annual Integrated Preparedness Planning Workshop (IPPW) which also supports the maintenance of a multi-year training and exercise calendar and allows for input from the broad cross-section of King County's response community that was listed above.

KCOEM's Integrated Preparedness Plan incorporates input from a variety of sources used in determining training and exercise strategies. These included:

- Annual Core Capabilities Assessment and Gap Analysis which identifies capability gaps for KCOEM.
- Items captured from past events, after action items and improvement plans.
- Review of key plans to identify training needs and ensuring that KCOEM is being deliberate in training and exercising to our plans.
- Applicable Standards and Regulations.
- Review of hazards identified in KCOEM's Hazard Identification and Risk Assessment (HIRA).
- Using an online survey (\*in advance\* of the IPPW) to gather basic training and exercise needs information from across the whole community, not just those that are able to attend the IPPW;
- Additional input captured from KCOEM's annual Integrated Preparedness Planning Workshop (IPPW).

### Corrective Action Process

KCOEM utilizes a corrective action process that includes evaluations, After-Action Reports (AARs) and Improvement Plans (IPs). The products of these evaluations are documented and disseminated to KCOEM's stakeholders as part of a holistic planning and preparedness process.

An After-Action Report and Improvement Plan (AAR/IP) is used to provide feedback on the KCOEM's performance during an exercise or actual incident. KCOEM develops and publishes an AAR following any significant real-world incident or EOC activation. KCOEM develops an Executive Summary for tabletop exercises (TTXs) when KCOEM is the primary agency being evaluated, and for some regional TTXs upon request. KCOEM develops an AAR/IP for Functional Exercises (FEs) and Full-Scale Exercises (FSEs) when KCOEM is the primary agency being evaluated, and for some regional FEs/FSEs upon request. This report is developed in cooperation with the departments and outside agencies who participated in the exercises or activations.

The After-Action Report reviews pre-event activities, response, and disaster recovery actions. Any AAR/IP created by KCOEM will:

- Provide a summary of events.
- Evaluate achievement of operations (or exercise) objectives.
- Analyze the performance of critical tasks or actions during the operation or exercise. This includes the identification of things that worked well (best practices) and things that could have worked better.

After-Action Reports for Functional and Full-Scale Exercises will be published within 90 days (3 months) of completion. After-Action Reports for real-world incidents will be published within 4 months (120 days) and a formal Improvement Plan will be included, as needed. AAR/IPs will be distributed to the stakeholders and partners who participated.

### Formal Improvement Plan Process

Improvement Plans are designed to capture corrective actions that will require further attention or follow-up.

The Improvement Plan portion of the AAR/IP will:

- Identify corrective actions for improvement
- Recommended actions for correction
- Designation of lead agency responsible for oversight of the corrective action.
- Timeline for their implementation and assignment to responsible parties.

### Incorporation of KCOEM Plans into Training and Exercises

KCOEM continually updates and/or creates key plans that support the Emergency Management Program. These plans are validated and trained on by those who have either a role or need knowledge in order to carry out their emergency management related responsibilities. KCOEM offers EOC Readiness Training for all KCOEM staff and any individuals who are anticipated to support an EOC activation.

KCOEM works with the whole community to ensure that:

- Stakeholders participate in the planning process
- Specific plans are prioritized for training / exercises
- Training is provided on the plans
- Specialized training is provided for EOC positions
- Plans are exercised on a regular basis
- EOC activation drills are conducted at least quarterly
- At least once each calendar year, the EOC's capabilities are tested by an exercise or by an actual EOC activation.

### Incorporation of Hazards in Training and Exercises

The Urban Area Security Initiative (UASI) Threat and Hazard Identification and Risk Assessment (THIRA) and the King County Regional Hazard Mitigation Plan (HMP), which includes the Hazard Identification and Risk Assessment (HIRA), are two key documents that help inform training and exercise objectives. The Integrated Preparedness Plan takes gaps identified in the annual core capability assessment, and threats and hazards listed in the UASI THIRA and HMP and addresses deficiencies with training and exercises.

KCOEM's capabilities assessment is a part of this review process. Information collected from the capability assessment conducted by King County is used to help define gaps and triage priorities. A capabilities assessment is an evaluation of FEMA's core capabilities assessment by solution areas of planning, organization equipment, training, and exercise. The output provides a snapshot of the King County's capabilities and gaps as it relates to the solutions areas and the capabilities. This is used to help refine training and exercise priorities for KCOEM.

### Annual Integrated Preparedness Plan Workshop (formerly known as the Training and Exercise Workshop)

Each year, KCOEM conducts an annual Integrated Preparedness Plan Workshop (IPPW) that:

- Assesses, modifies, or adds to strategies that have been developed for the upcoming three (3) calendar years
- Coordinates regional initiatives related to training and exercise
- Reviews exercise commitments that have been captured, both internally to the County and regionally.
- Provides development opportunities for instructors and exercise developers

Input from participants is then incorporated into KCOEM's three-year Integrated Preparedness Plan (IPP).

## **Training and Exercise Planning Resources**

### Washington State Integrated Preparedness Plan (IPP) 2022-2024

The Washington Integrated Preparedness Plan (IPP) 2022-2024 provides a roadmap for Washington to follow in accomplishing the priorities described in the Washington Statewide All-Hazards Emergency Preparedness Strategic Plan as part of the State Preparedness System; and in alignment with Presidential Preparedness Directive 8 (PPD-8).

Included in the 2022-2024 IPP are the state-wide training and exercise forecasts, which provide regional opportunities for the County departments and agencies for the calendar years 2022-2024. The document also identifies opportunities outside the state being offered from key governmental and non-governmental organizations.

The State's 2022-2024 IPP is a living document that will be updated and refined annually.

### King County Regional Training and Exercise Calendar

You can always find a list of the courses and exercises offered by King County's Office of Emergency Management through the following three methods:

- 1) Initially, the lists of planned training are documented in KCOEM's *Integrated Preparedness Plan*, which is updated annually. This information is then also reflected on WA State EMD's statewide *Integrated Preparedness Plan* (also updated annually).



- 2) This information is then also posted on KCOEM's online listing of upcoming trainings ( [www.kingcounty.gov/oem-training](http://www.kingcounty.gov/oem-training) ). This site is updated throughout the year (as new classes are announced).
- 3) New class offerings are also announced to KCOEM's 'Training & Exercise News' email distribution list at the same time they are posted on the web site. This email list includes anyone that has attended any of our classes or seminars in the past or has requested to be added to the list. To subscribe to this mailing list, please go to this site: [https://public.govdelivery.com/accounts/WAKING/subscriber/topics?qsp=WAKING\\_53](https://public.govdelivery.com/accounts/WAKING/subscriber/topics?qsp=WAKING_53)

### Homeland Security Exercise and Evaluation Program, February 2020

KCOEM follows the Homeland Security Exercise and Evaluation Program (HSEEP) doctrine when conducting any exercises. HSEEP provides best-practice guidance on:

- Exercise program management
- Design and development
- Conduct or execution
- Evaluation, and improvement planning

### National Level Exercises

For further information including the latest National Exercise schedule visit:

<https://www.fema.gov/emergency-managers/national-preparedness/exercises/national-level-exercise>

## **Training and Exercise Curriculum Sources**

KCOEM provides training based on courses developed by FEMA, WA-EMD, and other locally-developed sources. King County Departments and local jurisdictions may also work with the Training and Exercise Program Manager to develop customized courses to address a need identified in support of the core capabilities assessment.

### Federal Emergency Management Agency (FEMA)

#### **Emergency Management Institute**

The Emergency Management Institute (EMI) develops many courses and curriculums related to Emergency Management. These courses may be taught in several different ways:

- Any course name that begins with "IS" is an Independent Study course. These courses are web-based and include narrated slides and short exercises. The student completes the course at their own pace and there is an online test after the completion of the class. *Some examples are:*
  - IS-100 - Introduction to the Incident Command System
  - IS-200 - Incident Command System for Single Resources
  - IS-700 - Introduction to the National Incident Management System

- Any course name that begins with “E” is taught **\*at\*** the Emergency Management Institute (EMI) in Maryland, using the normal FEMA materials for that course. *If a student is accepted into a course at EMI, FEMA will reimburse many of the travel and on-campus lodging costs. Additional details can be found here:*  
[https://www.usfa.fema.gov/downloads/pdf/netc\\_welcome\\_package.pdf?ver=11-2021](https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf?ver=11-2021)

**Please contact the KCOEM Training & Exercise Program Manager (contact information here: [KCOEM Points of Contact](#)) before submitting applications for “E” courses at EMI.**

- Any course name that begins with “L” is taught **\*by\*** an Emergency Management Institute (EMI) instructor at an **\*off-campus\*** location (typically some other state) using the normal FEMA materials for that course. *Students are responsible for all travel expenses associated with attending L-prefix courses.*
- Any course name that begins with “G” is taught by a State, using the authority delegated to them by FEMA. These courses also use the same FEMA materials that the “E” and “L” courses use. *Students are responsible for all travel expenses associated with attending G-prefix courses.*

As an example, the commonly referred to “ICS-300” and “ICS-400” courses are formally referred to by FEMA as “E / L / G0300” and “E / L / G0400”

- Any course name that begins with “K” is remotely taught **\*by\*** an Emergency Management Institute (EMI) instructor (with video-conferencing software) using the normal FEMA materials for that course.

### **National Domestic Preparedness Consortium (NDPC)**

The NDPC is a partnership of seven nationally-recognized organizations whose membership is based on the 'All Hazards' preparedness needs of the nation's emergency responders (including non-governmental organizations and the private sector). Each of the institutions focus on developing and delivering products and services according to their areas of expertise. These course deliveries can be brought to King County by their cadre of traveling instructors or some courses may require use of the specialized facilities available at some of the campuses. More details about NDPC can be found here: <https://ndpc.us/>

The online Course Catalog for EMI and NDPC courses is available here: <https://www.firstrespondertraining.gov/frts/nppcatalog> (There is typically no enrollment fee to attend these classes.)

**Since KCOEM needs to coordinate with WA-EMD to bring these courses to our area, please contact KCOEM's Training & Exercise Manager if your organization feels there would be a benefit to bringing any of these courses to the region.**

## Washington Emergency Management Division (WA-EMD)

WA-EMD maintains information on in-state and out-of-state course offerings including:

- Information and training on the Incident Command System (ICS) and National Incident Management System (NIMS)
- Training (for all responders) provided by the [National Domestic Preparedness Consortium](#). These courses cover a broad range of all-hazard, high-consequence events.
- Technical assistance for Exercise Design and information on Integrated Emergency Management Courses (IEMC)

The current list of classes that EMD is aware of, in the State of Washington, is available here: <https://reg.learningstream.com/view/cal1a.aspx?ek=&ref=&aa=&sid1=&sid2=&as=38&wp=127&tz=&ms=&nav=&cc=&cat1=&cat2=&cat3=&aid=WSEMD&rf=&pn=>

## Other Training Sources

If there are other, specific courses that King County Departments or local jurisdictions would like to have brought to the region, please share your ideas with the KCOEM Training & Exercise Program Manager (contact information here: [KCOEM Points of Contact](#)) and we'll see what we can do!

## **King County Training Recommendations and Requirements**

King County OEM's Training & Exercise Program needs to support a broad range of responders. The following sections detail the recommended (or in some cases, required) courses for different types of responders.

### Training for Personnel with Roles in Emergency Response

KCOEM has an approved National Incident Management System plan that identifies the training requirements for personnel with roles in Emergency Management.

KCOEM staff training records are maintained in accordance with the NIMS plan. KCOEM provides regular training on the Incident Command System, hazards, response roles and responsibilities to emergency management professionals and first responders. KCOEM also provides training for personnel that will work in the Emergency Operations Center.

From the KCOEM NIMS Implementation Plan:

#### Phase I – Initial Staff Training

- a. [IS-100 – Introduction to Incident Command System](#)
- b. [IS 200 – Basic Incident Command System for Initial Response](#)
- c. [IS-700 – An Introduction to the National Incident Management System](#)
- d. [IS-800 – National Response Framework, An Introduction](#)

- e. Other relevant courses as determined by the KCOEM Director or Deputy Director
- f. Internal training and exercises

#### Phase II – Modification of Existing Plans, Procedures, and Policies

- a. Emergency response plans, including those that fulfill Emergency Support Functions under the CEMP and internal response plans must be modified to adopt NIMS principles and language.
- b. Enhance or modify training programs to institutionalize NIMS.
- c. Process includes modification, testing, refinement, and implementation of NIMS.

#### Phase III – On-Going NIMS Training and Verification

- a. Verify required training for KCOEM staff are complete. Verify the onboarding process for new employees includes training requirements.
- b. The KCOEM Training and Exercise Program Manager is responsible for tracking KCOEM staff training records.
- c. Provide ICS courses annually for all emergency personnel to include first responders, government, education, healthcare and not for profit organizations. Courses are regularly scheduled and marketed.
- d. Conducting validation exercises. KCOEM conducts seminars, tabletop, functional and full-scale exercises within the three-year training and exercise calendar. The multi-year training and exercise calendar is published and updated annually.

### Training for Senior Officials

Senior Officials in King County are defined as elected and appointed officials. The quarterly meetings of the County's Executive Leadership Cabinet are used to provide additional training and orientation on specific issues that impact the County Executive and other key policy-makers. KCOEM also offers G-402, "NIMS Overview for Senior Officials (Executives, Elected, & Appointed)" upon request.

### Required Training for All KCOEM Staff

With regards to Emergency Management training for KCOEM staff, the courses that are required (or recommended) to be completed are described in the following document:

- "KCOEM Required Course List-2021Mar23\_v2.xlsx". The file is located in this folder: <O:\Training & Exercise\Training\Administrative\KCEM Certificates> This list is also shown in "[Appendix F: Required and Recommended Courses for KCOEM Staff](#)" at the end of this document.

The list of Required and Recommended courses is actually a matrix, which further distinguishes which courses are required for 'All Staff' and which additional courses are required for staff with specific duties (e.g., Duty Officers, EOC Ops Section staff, EOC Planning Section staff, etc.)

The training for all KCOEM staff includes FEMA's [Professional Development Series](#) and other courses identified in FEMA's "[National Incident Management System Training Program](#)" document.

In addition to the Emergency Management training, KCOEM staff must complete the same baseline training required for all King County employees.(for example, cyber-security, 'safe driving', 'Equity and Social Justice', etc.).

### Required Training for King County OEM Duty Officers

Duty Officers receive training consistent with the hazards identified in the HIRA. (This list of required training is shown in "[Appendix F: Required and Recommended Courses for KCOEM Staff](#)" at the end of this document.)

In addition, KCOEM's Duty Officers meet every two weeks to:

- Review recent actions taken by the Duty Officers,
- Identify any errors or inconsistencies in the Standard Operating Guidelines (SOGs) that were used while performing those actions and
- Conduct drills or exercises regarding actions the Duty Officers could be required to do in the future.

### KCOEM's EOC Readiness Program

KCOEM offers training opportunities to prepare County Staff for their role in the Emergency Operations Center. This series of training and exercise sessions uses a building block approach to build and test the skill sets that are used during the activation of the EOC.

New (or updated) *EOC Readiness* trainings are developed by KCOEM subject matter experts and piloted by all KCOEM staff. These staff-level *EOC Readiness* sessions occur every two weeks. Once every six months, a *KC EOC Readiness Seminar* is held. This is a 4-hour seminar where anyone that responds to the King County EOC can participate in a compilation of topics (from the staff-level trainings) that are pertinent to activations of King County's EOC. Attendees also practice logging-in to WebEOC (for attendance) and get some hands-on experience with WebEOC during several short exercises. (These *KC EOC Readiness Seminars* are shown in the Calendars of Classes at the end of this document.)

### Required Training for King County Personnel who will support the Emergency Operations Center (EOC)

Representatives who serve a role in King County's EOC should take the following online, independent-study courses from FEMA:

- [IS 100 – Introduction to Incident Command System](#)
- [IS 200 – Basic Incident Command System for Initial Response](#)

- [IS 700 – An Introduction to the National Incident Management System](#)
- WebEOC - Introduction and Hands-on Training
- King County EOC Familiarization Course

For responders that do not have convenient access to a computer while at work (or who prefer to learn this material in a classroom environment), KCOEM sometimes offers an in-person, combined version of ICS-100, -200 and -700 at a facility that also has computers that the students can use. The course is referred to as the “ICS Combo Course.”

Representatives to King County’s EOC should also consider taking the following courses:

- [IS-2200 – Basic Emergency Operations Center Functions](#) (an online, independent-study course)
- G-191 Incident Command System/ Emergency Operations Center Interface (ICS/EOC) (an 8-hour, instructor-led course)

### Courses Routinely Offered by KCOEM

KC OEM is committed to routinely providing the following courses:

- Incident Command System 100/200/700 Combo Course
- ICS-300 - Intermediate Incident Command System for Expanding Incidents
- ICS-400 - Advanced Incident Command System for Complex Incidents
- G-191 - Emergency Operations Center / Incident Command System Interface
- L0105 - Public Information Basics
- WebEOC - Introduction and Hands-on Training (Quarterly)
- EOC-101 - Basic Introduction to EOCs (Quarterly)

## **Training and Exercise Processes**

### Announcing and Marketing of Classes

The current list of any announced classes is always available here: [www.kingcounty.gov/oem-training](http://www.kingcounty.gov/oem-training)

Newly scheduled classes are announced using the following methods:

- Once a registration site has been created, an e-mail with information about the course is sent to KCOEM’s ‘*Training and Exercise News*’ email distribution list (on the GovDelivery platform). To subscribe to this mailing list, please go to this site: [https://public.govdelivery.com/accounts/WAKING/subscriber/topics?qsp=WAKING\\_53](https://public.govdelivery.com/accounts/WAKING/subscriber/topics?qsp=WAKING_53)
- This web site is immediately updated: [www.kingcounty.gov/oem-training](http://www.kingcounty.gov/oem-training)

- Flyers of key regional training are posted in the lobby of King County's Emergency Operations Center (EOC).
- Verbal notification of upcoming courses is shared at the "*Regional Quarterly Emergency Managers' Meeting*" and also during a weekly "*KCOEM Regional Coordination Call*".

### *Instructor Credentials and Vetting*

KCOEM utilizes qualified and vetted instructors for all training conducted by KCOEM or contracted by KCOEM. Instructor credentials, including curriculum vitae / biographies / resumes, are kept on a shared drive accessible by KC OEM staff located here: <O:\Training & Exercise\Training\Administrative\Instructor Credentials>

The certifications of instructors facilitating training on behalf of the various contracted providers through the National Domestic Preparedness Consortium are kept by the respective training providers.

### *Instructor Development*

If an instructor is not currently on the "*Washington State Certified ICS Trainer*" list, they will undergo the following progressive development process:

1. An individual indicates their interest in becoming an Instructor to the Training and Exercise Program Manager. Note: The prospective Instructor must have already successfully completed the course before they can teach it.

*(KCOEM is mostly looking for instructors for the ICS-300, ICS-400, G-191 and G-2300 courses, but if there are other responder-oriented courses the prospective Instructor has attended and they are passionate about the topic, we may be willing to add that to our course catalog.)*

2. The prospective Instructor is invited to co-teach a Unit of the course during an upcoming class. If the prospective Instructor has not previously taught this material, the Training & Exercise Program Manager will work with them, in advance of the class, to familiarize them with the material.
3. After the co-teaching session, the Training & Exercise Program Manager will meet with the new instructor to review their performance and mentor them.
4. Once the prospective Instructor has demonstrated consistency in ability and comfort, the Training and Exercise Program Manager can help guide them through the process of completing FEMA's E- or L-141 course ("*Instructional Presentation and Evaluation Skills*") and E- or L-449 course ("*ICS Train-the-Trainer*").

### *Registration and Tracking of Class Attendance*

Registration for classes is performed using Eventbrite. Documentation for each specific class session (including Scanned PDFs of paper sign-in sheets, agendas, etc.), are kept in their own, session-specific sub-folder in this network location: <O:\Training & Exercise\Training\Classes>

Certificates of Completion are issued by the following organizations:

- FEMA: For Courses that have a prefix of “IS”, “E”, “L” or “K” in their course number (e.g., IS-29 and L0105).
- WA-EMD: For Courses that have a prefix of “G” in their course number (e.g., G0300 (commonly known as “ICS 300”) and G0205).
- National Fire Academy: For Courses that have a prefix of “O” in their course number (e.g., O-305).

### *Exercise Development and Facilitation*

KCOEM supports the design and facilitation of seminars, workshops, tabletop exercises, drills, functional exercises, and full-scale exercises to test plans, policies and procedures for KCOEM personnel, King County departments, regional stakeholders, and other strategic partners.

Since exercise design and facilitation requires a substantial dedication of time and subject matter expertise, exercise requests are vetted through the Training and Exercise Program Manager and staff time is allocated based on available resources and alignment with prioritized gaps in core capabilities.

### *Registration and Tracking of Exercise Participation*

Registration for exercises is performed using Eventbrite. Documentation for each exercise (including Scanned PDFs of paper sign-in sheets, agendas, equipment used, etc.), are kept in this network folder: <O:\Training & Exercise\Exercises\by Year>

KCOEM may provide a Certificate of Participation, based on a participant’s role in an exercise’s design and facilitation and the scale of the event. Certificates may be produced by an agency designee, a member of the exercise planning team, or by the certifying body, such as WA-EMD.

### *Training and Exercise Evaluation*

To support quality assurance and make ongoing improvements to the T&E Program, KCOEM solicits feedback from stakeholders and attendees at all training and exercise events.

Participants in training and exercise events are able to share their feedback through short surveys on SurveyMonkey. Participants are given access to the survey site before the end of each event, so that their observations are fresh. Email notifications are also sent at the conclusion of the event. For classes where WA-EMD will issue the Certificate of Completion, they also require the students to evaluate the instructor(s) (and several other aspects of the class) before they will issue the Certificate to the student.

Student feedback from training evaluations is immediately incorporated back into the course materials while the instructors can still recall the context in which the comments were made.

For exercises intended to test the capabilities of KCOEM personnel, a hotwash is also conducted at the end of the exercise to garner feedback from the event. After Action Reports (AAR) are completed for functional and full-scale exercises. Only Executive Summaries are



completed for tabletop exercises. For events where KCOEM is only a facilitator, AARs and Executive Summaries are completed by the host or lead agency.

Participant feedback from exercise evaluations is used two ways. In the short-term, the Training & Exercise Program Manager reviews the comments to improve or correct any comments related to the facilitation of the exercise itself. Longer-term comments, that are related to gaps in any of the plans or procedures that were exercised, are incorporated into KCOEM's Improvement Plan so that the appropriate plan or procedure can be revised.

### Records Retention

All training and exercise records are retained in compliance with King County policies. The length of this retention can vary between 2-6 years, depending on the type of document.

Documents related to training and exercises are covered by these parts of King County's "General Records Retention Schedule, Version 3" (approved July 18, 2017)

- i. ACO-01-001 (pg. 7)
- ii. ACO-10-001 (pg. 7)
- iii. ACO-10-002 (pg. 8)
- iv. PER-06-002 (pg. 104)
- v. ACO-10-006 (pg. 112)

(The full document is available here: <https://kingcounty.gov/depts/records-licensing/records-management/retention-schedules.aspx>).

## **Plan Maintenance**

### Adoption

This plan was reviewed by stakeholders and formally adopted August 2021.

### Plan Review

KCOEM's Integrated Preparedness Plan is updated at least every three years. In addition, changes are made annually to the Training and Exercise calendars, based on reviews of core capabilities and regional and internal priorities.

The process to update the Plan includes:

1. Identify internal and external partners critical to the process;
2. Conduct a kick-off meeting or initiate communications with the stakeholders on the intent to update the Plan;
3. Establish a process and schedule for gathering stakeholder input;
4. Gather information from stakeholders. This is accomplished in two ways:
  - o By holding an Integrated Preparedness Plan Workshop (IPPW). This builds on the information that was gathered with the online survey (below) by gaining additional nuance from the survey responses and also gives our partners the opportunity to share information that was not covered in the online survey;

- Using an online survey to gather basic training and exercise needs information from across the whole community. Since our stakeholders fill this out **\*in advance\*** of the IPPW, this information is also used to inform the discussions during the IPPW. This online survey also helps to make sure we are hearing from as many stakeholders as possible, not just those that are able to attend the IPPW. A sample of this survey is in [Appendix G: Sample IPPW Pre-Survey](#);
5. Develop a draft Plan based on the input received;
  6. Distribute the draft Plan for review and comment;
  7. Finalize the draft Plan;
  8. Distribute final Plan to stakeholders, as necessary and post on KCOEM's web site;
  9. Implement the Plan.

## KCOEM Points of Contact

KCOEM's Training & Exercise Program Manager is:

**Eric O'Brien**

[eobrien@kingcounty.gov](mailto:eobrien@kingcounty.gov)

206-205-4072

All other KCOEM Points of Contact can be found here:

<https://kingcounty.gov/depts/emergency-management/about-us.aspx>

# **APPENDICES**

# **Appendix A: Calendar of Classes Offered by KCOEM (Sorted by Course Name)**

# 2022 Classes Offered by King County Em. Mgmt.

(Sorted by Course Name)

Course	Start	End	Location	More info
EOC-101	3/24/2022	3/24/2022	Online	Coming soon
EOC-101	5/24/2022	5/24/2022	Online	Coming soon
EOC-101	9/8/2022	9/8/2022	Online	Coming soon
EOC-101	12/14/2022	12/14/2022	Online	Coming soon
G0191: Emergency Operations Center / Incident Command System Interface	5/25/2022	5/26/2022	Online	<a href="https://G191-oct19.eventbrite.com">https://G191-oct19.eventbrite.com</a>
G0191: Emergency Operations Center / Incident Command System Interface	10/19/2022	10/20/2022	Online	<a href="https://G191-may25.eventbrite.com">https://G191-may25.eventbrite.com</a>
G0205: Recovery from Disaster: The Local Community Role (G-205)	8/2/2022	8/4/2022	<b>In-person (Renton, WA)</b>	<a href="https://g-205.eventbrite.com">https://g-205.eventbrite.com</a>
ICS-300: Intermediate Incident Command System	5/10/2022	5/12/2022	<b>In-person (Renton, WA)</b>	<a href="https://ics300-may10.eventbrite.com">https://ics300-may10.eventbrite.com</a>
ICS-300: Intermediate Incident Command System	10/31/2022	11/4/2022	Online	<a href="https://ics300-nov11.eventbrite.com">https://ics300-nov11.eventbrite.com</a>
ICS-400: Advanced Incident Command System	9/12/2022	9/15/2022	TBD	<a href="https://ics400-sep12.eventbrite.com">https://ics400-sep12.eventbrite.com</a>
ICS-400: Advanced Incident Command System	12/5/2022	12/8/2022	TBD	<a href="https://ics400-sep05.eventbrite.com">https://ics400-sep05.eventbrite.com</a>
KC EOC Readiness Seminar (Semi-Annual)	5/18/2022	5/18/2022	<b>In-person (Renton, WA)</b>	Coming soon
KC EOC Readiness Seminar (Semi-Annual)	10/26/2022	10/26/2022	<b>In-person (Renton, WA)</b>	Coming soon

# 2022 Classes Offered by King County Em. Mgmt.

(Sorted by Course Name)

Course	Start	End	Location	More info
L0105: Public Information Basics	Q2/2022	Q2/2022	<b>In-person (Renton, WA)</b>	<i>Coming soon</i>
L0388 Advanced Public Information Officer (PIO)	8/22/2022	8/26/2022	<b>In-person (Renton, WA)</b>	<i>Coming soon</i>
MGT-460: Planning for Disaster Debris Management	4/12/2022	4/12/2022	<b>In-person (Renton, WA)</b>	<a href="https://mgt-460.eventbrite.com">https://mgt-460.eventbrite.com</a>
O-305: All Hazards Incident Management Team (AHIMT)	Q3/2022	Q3/2022	<b>In-person (Renton, WA)</b>	<i>Coming soon</i>
Summer Hazards Seminar	5/19/2022	5/19/2022	<b>Hybrid</b>	<i>Coming soon</i>
WebEOC Regional Training	3/24/2022	3/24/2022	Online	<a href="https://webeoc-2022q1.eventbrite.com">https://webeoc-2022q1.eventbrite.com</a>
WebEOC Regional Training	5/24/2022	5/24/2022	Online	<a href="https://webeoc-2022q2.eventbrite.com">https://webeoc-2022q2.eventbrite.com</a>
WebEOC Regional Training	9/8/2022	9/8/2022	Online	<a href="https://webeoc-2022q3.eventbrite.com">https://webeoc-2022q3.eventbrite.com</a>
WebEOC Regional Training	12/14/2022	12/14/2022	Online	<a href="https://webeoc-2022q4.eventbrite.com">https://webeoc-2022q4.eventbrite.com</a>
Winter Weather Seminar	Q3/2022	Q3/2022	<b>Hybrid</b>	<i>Coming soon</i>

# Tentative 2023 Classes Offered by KCOEM

(Sorted by Course Name)

Course	Start	End	Location	More info
EOC-101	Q1, 2023		TBD	A 1-hour basic overview of how most EOCs function.
EOC-101	Q2, 2023		TBD	A 1-hour basic overview of how most EOCs function.
EOC-101	Q3, 2023		TBD	A 1-hour basic overview of how most EOCs function.
EOC-101	Q4, 2023		TBD	A 1-hour basic overview of how most EOCs function.
<a href="#"><u>G0108: Community Mass Care and Emergency Assistance (Tentative)</u></a>	Q3, 2023		TBD	
G0191: Emergency Operations Center / Incident Command System Interface	TBD, 2023		TBD	
<a href="#"><u>G0288: Local Volunteer and Donations Management, General Offering (Tentative)</u></a>	Q1, 2023		TBD	
ICS-300: Intermediate Incident Command System	TBD, 2023		TBD	
ICS-300: Intermediate Incident Command System	TBD, 2023		TBD	
ICS-400: Advanced Incident Command System	TBD, 2023		TBD	
ICS-400: Advanced Incident Command System	TBD, 2023		TBD	
KC EOC Readiness Seminar (Semi-Annual)	Q2, 2023		<b>In-person (Renton, WA)</b>	This seminar is for topics related to being a responder in King County's EOC. (Responders from other jurisdictions' EOCs are welcome to attend.)
KC EOC Readiness Seminar (Semi-Annual)	Q4, 2023		<b>In-person (Renton, WA)</b>	This seminar is for topics related to being a responder in King County's EOC. (Responders from other jurisdictions' EOCs are welcome to attend.)

# Tentative 2023 Classes Offered by KCOEM

(Sorted by Course Name)

Course	Start	End	Location	More info
L0105: Public Information Basics	TBD, 2023		TBD	
L0962: All Hazards Planning Section Chief	TBD, 2023		In-person (Renton, WA)	
O-305: All Hazards Incident Management Team (AHIMT)	TBD, 2023		In-person (Renton, WA)	
Summer Hazards Seminar	Q2, 2023		TBD	
WebEOC Regional Training	Q1, 2023		TBD	
WebEOC Regional Training	Q2, 2023		TBD	
WebEOC Regional Training	Q3, 2023		TBD	
WebEOC Regional Training	Q4, 2023		TBD	
Winter Weather Seminar	Q4, 2023		TBD	



# Tentative 2024 Classes Offered by KCOEM

(Sorted by Course Name)

Course	Start	End	Location	More info
EOC-101	Q1, 2024		TBD	A 1-hour basic overview of how most EOCs function.
EOC-101	Q2, 2024		TBD	A 1-hour basic overview of how most EOCs function.
EOC-101	Q3, 2024		TBD	A 1-hour basic overview of how most EOCs function.
EOC-101	Q4, 2024		TBD	A 1-hour basic overview of how most EOCs function.
G0191: Emergency Operations Center / Incident Command System Interface	TBD, 2024		TBD	
ICS-300: Intermediate Incident Command System	TBD, 2024		TBD	
ICS-300: Intermediate Incident Command System	TBD, 2024		TBD	
ICS-400: Advanced Incident Command System	TBD, 2024		TBD	
ICS-400: Advanced Incident Command System	TBD, 2024		TBD	
KC EOC Readiness Seminar (Semi-Annual)	Q2, 2024		<b>In-person (Renton, WA)</b>	This seminar is for topics related to being a responder in King County's EOC. (Responders from other jurisdictions' EOCs are welcome to attend.)
KC EOC Readiness Seminar (Semi-Annual)	Q4, 2024		<b>In-person (Renton, WA)</b>	This seminar is for topics related to being a responder in King County's EOC. (Responders from other jurisdictions' EOCs are welcome to attend.)
L0105: Public Information Basics	TBD, 2024		TBD	
L0962: All Hazards Planning Section Chief	TBD, 2024		<b>In-person (Renton, WA)</b>	

# Tentative 2024 Classes Offered by KCOEM

(Sorted by Course Name)

Course	Start	End	Location	More info
O-305: All Hazards Incident Management Team (AHIMT)	TBD, 2024		In-person (Renton, WA)	
Summer Hazards Seminar	Q2, 2024		TBD	
WebEOC Regional Training	Q1, 2024		TBD	
WebEOC Regional Training	Q2, 2024		TBD	
WebEOC Regional Training	Q3, 2024		TBD	
WebEOC Regional Training	Q4, 2024		TBD	
Winter Weather Seminar	Q4, 2024		TBD	

# **Appendix B: Calendar of Classes Offered by KCOEM (Sorted by Date)**

# 2022 Classes Offered by King County Em. Mgmt.

(Sorted by Start Date)

Course	Start	End	Location	More info
EOC-101	3/24/2022	3/24/2022	Online	Coming soon
WebEOC Regional Training	3/24/2022	3/24/2022	Online	<a href="https://webeoc-2022q1.eventbrite.com">https://webeoc-2022q1.eventbrite.com</a>
MGT-460: Planning for Disaster Debris Management	4/12/2022	4/12/2022	<b>In-person (Renton, WA)</b>	<a href="https://mgt-460.eventbrite.com">https://mgt-460.eventbrite.com</a>
ICS-300: Intermediate Incident Command System	5/10/2022	5/12/2022	<b>In-person (Renton, WA)</b>	<a href="https://ics300-may10.eventbrite.com">https://ics300-may10.eventbrite.com</a>
KC EOC Readiness Seminar (Semi-Annual)	5/18/2022	5/18/2022	Online	Coming soon
Summer Hazards Seminar	5/19/2022	5/19/2022	<b>Hybrid</b>	Coming soon
G0191: Emergency Operations Center / Incident Command System Interface	5/25/2022	5/26/2022	Online	<a href="https://G191-oct19.eventbrite.com">https://G191-oct19.eventbrite.com</a>
EOC-101	5/24/2022	5/24/2022	Online	Coming soon
WebEOC Regional Training	5/24/2022	5/24/2022	Online	<a href="https://webeoc-2022q2.eventbrite.com">https://webeoc-2022q2.eventbrite.com</a>
G0205: Recovery from Disaster: The Local Community Role (G-205)	8/2/2022	8/4/2022	<b>In-person (Renton, WA)</b>	<a href="https://g-205.eventbrite.com">https://g-205.eventbrite.com</a>
EOC-101	9/8/2022	9/8/2022	Online	Coming soon
WebEOC Regional Training	9/8/2022	9/8/2022	Online	<a href="https://webeoc-2022q3.eventbrite.com">https://webeoc-2022q3.eventbrite.com</a>
ICS-400: Advanced Incident Command System	9/12/2022	9/15/2022	TBD	<a href="https://ics400-sep12.eventbrite.com">https://ics400-sep12.eventbrite.com</a>
L0388 Advanced Public Information Officer (PIO)	8/22/2022	8/26/2022	<b>In-person (Renton, WA)</b>	Coming soon
G0191: Emergency Operations Center / Incident Command System Interface	10/19/2022	10/20/2022	Online	<a href="https://G191-may25.eventbrite.com">https://G191-may25.eventbrite.com</a>
KC EOC Readiness Seminar (Semi-Annual)	10/26/2022	10/26/2022	Online	Coming soon
ICS-300: Intermediate Incident Command System	10/31/2022	11/4/2022	Online	<a href="https://ics300-nov11.eventbrite.com">https://ics300-nov11.eventbrite.com</a>

# 2022 Classes Offered by King County Em. Mgmt.

(Sorted by Start Date)

Course	Start	End	Location	More info
ICS-400: Advanced Incident Command System	12/5/2022	12/8/2022	TBD	<a href="https://ics400-sep05.eventbrite.com">https://ics400-sep05.eventbrite.com</a>
EOC-101	12/14/2022	12/14/2022	Online	Coming soon
WebEOC Regional Training	12/14/2022	12/14/2022	Online	<a href="https://webeoc-2022q4.eventbrite.com">https://webeoc-2022q4.eventbrite.com</a>
L0105: Public Information Basics	Q2/2022		<b>In-person (Renton, WA)</b>	Coming soon
O-305: All Hazards Incident Management Team (AHIMT)	Q3/2022		<b>In-person (Renton, WA)</b>	Coming soon
KC EOC Readiness Seminar (Semi-Annual)	Q4/2022		Online	Coming soon
Winter Weather Seminar	Q4/2022		<b>Hybrid</b>	Coming soon

# Tentative 2023 Classes Offered by KCOEM

(Sorted by Start Date)

Course	Start	End	Location	More info
EOC-101	Q1, 2023		TBD	
<a href="#"><u>G0288: Local Volunteer and Donations Management, General Offering (Tentative)</u></a>	Q1, 2023		TBD	
WebEOC Regional Training	Q1, 2023		TBD	
EOC-101	Q2, 2023		TBD	
KC EOC Readiness Seminar (Semi-Annual)	Q2, 2023		TBD	
Summer Hazards Seminar	Q2, 2023		TBD	
WebEOC Regional Training	Q2, 2023		TBD	
EOC-101	Q3, 2023		TBD	
<a href="#"><u>G0108: Community Mass Care and Emergency Assistance (Tentative)</u></a>	Q3, 2023		TBD	
WebEOC Regional Training	Q3, 2023		TBD	
EOC-101	Q4, 2023		TBD	
KC EOC Readiness Seminar (Semi-Annual)	Q4, 2023		TBD	
WebEOC Regional Training	Q4, 2023		TBD	
Winter Weather Seminar	Q4, 2023		TBD	
G0191: Emergency Operations Center / Incident Command System Interface	TBD, 2023		TBD	
ICS-300: Intermediate Incident Command System	TBD, 2023		TBD	
ICS-300: Intermediate Incident Command System	TBD, 2023		TBD	

# Tentative 2023 Classes Offered by KCOEM

(Sorted by Start Date)

Course	Start	End	Location	More info
<i>ICS-400: Advanced Incident Command System</i>	<i>TBD, 2023</i>		<i>TBD</i>	
<i>ICS-400: Advanced Incident Command System</i>	<i>TBD, 2023</i>		<i>TBD</i>	
<i>L0105: Public Information Basics</i>	<i>TBD, 2023</i>		<i>TBD</i>	
<i>L0962: All Hazards Planning Section Chief</i>	<i>TBD, 2023</i>		<b>In-person (Renton, WA)</b>	
<i>O-305: All Hazards Incident Management Team (AHIMT)</i>	<i>TBD, 2023</i>		<b>In-person (Renton, WA)</b>	

# Tentative 2024 Classes Offered by KCOEM

(Sorted by Start Date)

Course	Start	End	Location	More info
EOC-101	Q1, 2024		TBD	
WebEOC Regional Training	Q1, 2024		TBD	
EOC-101	Q2, 2024		TBD	
KC EOC Readiness Seminar (Semi-Annual)	Q2, 2024		TBD	
Summer Hazards Seminar	Q2, 2024		TBD	
WebEOC Regional Training	Q2, 2024		TBD	
EOC-101	Q3, 2024		TBD	
WebEOC Regional Training	Q3, 2024		TBD	
EOC-101	Q4, 2024		TBD	
KC EOC Readiness Seminar (Semi-Annual)	Q4, 2024		TBD	
WebEOC Regional Training	Q4, 2024		TBD	
Winter Weather Seminar	Q4, 2024		TBD	
G0191: Emergency Operations Center / Incident Command System Interface	TBD, 2024		TBD	
ICS-300: Intermediate Incident Command System	TBD, 2024		TBD	
ICS-300: Intermediate Incident Command System	TBD, 2024		TBD	
ICS-400: Advanced Incident Command System	TBD, 2024		TBD	
ICS-400: Advanced Incident Command System	TBD, 2024		TBD	



# Tentative 2024 Classes Offered by KCOEM

(Sorted by Start Date)

Course	Start	End	Location	More info
<i>L0105: Public Information Basics</i>	<i>TBD, 2024</i>		<i>TBD</i>	
<i>L0962: All Hazards Planning Section Chief</i>	<i>TBD, 2024</i>		<b>In-person (Renton, WA)</b>	
<i>O-305: All Hazards Incident Management Team (AHIMT)</i>	<i>TBD, 2024</i>		<b>In-person (Renton, WA)</b>	

# **Appendix C: Calendar of Exercises with Involvement by KCOEM (Sorted by Date)**

# 2022 Exercises with Involvement by KCOEM

(Sorted by Start Date)

Course	Start	End	Location	More info
Summer Hazards Seminar	5/19/2022	5/19/2022	<b>Hybrid</b>	
Exercise: Cascadia Rising 2022	6/13/2022	6/16/2022	Multiple States	<i>Please contact your jurisdiction's Emergency Manager to find out if your organization is participating in this exercise.</i>
Annual Continuity of Operations (COOP) exercise (for KCOEM)	Q3, 2022		KCOEM's Alternate EOC	
Winter Weather Seminar	Q4/2022		<b>Hybrid</b>	
Annual Continuity of Government (COG) exercise (for the County Executive's Cabinet)	Q4/2022		TBD	
Annual EOC Capabilities Exercise (may be cancelled if an actual EOC activation occurs during the year)	2022		KCOEM's EOC	

# 2023 Exercises with Involvement by KCOEM

(Sorted by Start Date)

Course	Start	End	Location	More info
Summer Hazards Seminar	Q2, 2023		Hybrid	
Annual Continuity of Operations (COOP) exercise (for KCOEM)	Q3, 2023		KCOEM's Alternate EOC	
Winter Weather Seminar	Q4, 2023		Hybrid	
Annual Continuity of Government (COG) exercise (for the County Executive's Cabinet)	Q4, 2023		TBD	
Annual EOC Capabilities Exercise (may be cancelled if an actual EOC activation occurs during the year)	2023		KCOEM's EOC	

# 2024 Exercises with Involvement by KCOEM

(Sorted by Start Date)

Course	Start	End	Location	More info
Summer Hazards Seminar	Q2, 2024		Hybrid	
Annual Continuity of Operations (COOP) exercise (for KCOEM)	Q3, 2024		KCOEM's Alternate EOC	
Winter Weather Seminar	Q4, 2024		Hybrid	
Annual Continuity of Government (COG) exercise (for the County Executive's Cabinet)	Q4, 2024		TBD	
Annual EOC Capabilities Exercise (may be cancelled if an actual EOC activation occurs during the year)	2024		KCOEM's EOC	

# Appendix D: Sample Class Evaluation

# Appendix E: Sample Exercise Evaluation

# **Appendix F: Required and Recommended Courses for KCOEM Staff**



# Appendix G: Sample IPPW Pre-Survey

# Appendix H: Past Classes Delivered by KCOEM