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

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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). 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

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:*

  o *IS-100 - Introduction to the Incident Command System*
  o *IS-200 - Incident Command System for Single Resources*
  o *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*

  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/npccatalog (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

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
- This web site is immediately updated: 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.
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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;

- o 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
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	https://G191-oct19.eventbrite.com
G0191: Emergency Operations Center / Incident Command System Interface	10/19/2022	10/20/2022	Online	https://G191-may25.eventbrite.com
G0205: Recovery from Disaster: The Local Community Role (G-205)	8/2/2022	8/4/2022	**In-person (Renton, WA)**	https://g-205.eventbrite.com
ICS-300: Intermediate Incident Command System	5/10/2022	5/12/2022	**In-person (Renton, WA)**	https://ics300-may10.eventbrite.com
ICS-300: Intermediate Incident Command System	10/31/2022	11/4/2022	Online	https://ics300-nov11.eventbrite.com
ICS-400: Advanced Incident Command System	9/12/2022	9/15/2022	TBD	https://ics400-sep12.eventbrite.com
ICS-400: Advanced Incident Command System	12/5/2022	12/8/2022	TBD	https://ics400-sep05.eventbrite.com
KC EOC Readiness Seminar (Semi-Annual)	5/18/2022	5/18/2022	**In-person (Renton, WA)**	*Coming soon*
KC EOC Readiness Seminar (Semi-Annual)	10/26/2022	10/26/2022	**In-person (Renton, WA)**	*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	**In-person (Renton, WA)**	*Coming soon*
L0388 Advanced Public Information Officer (PIO)	8/22/2022	8/26/2022	**In-person (Renton, WA)**	*Coming soon*
MGT-460: Planning for Disaster Debris Management	4/12/2022	4/12/2022	**In-person (Renton, WA)**	https://mgt-460.eventbrite.com
O-305: All Hazards Incident Management Team (AHIMT)	Q3/2022	Q3/2022	**In-person (Renton, WA)**	*Coming soon*
Summer Hazards Seminar	5/19/2022	5/19/2022	**Hybrid**	*Coming soon*
WebEOC Regional Training	3/24/2022	3/24/2022	Online	https://webeoc-2022q1.eventbrite.com
WebEOC Regional Training	5/24/2022	5/24/2022	Online	https://webeoc-2022q2.eventbrite.com
WebEOC Regional Training	9/8/2022	9/8/2022	Online	https://webeoc-2022q3.eventbrite.com
WebEOC Regional Training	12/14/2022	12/14/2022	Online	https://webeoc-2022q4.eventbrite.com
Winter Weather Seminar	Q3/2022	Q3/2022	**Hybrid**	*Coming soon*

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.
G0108: Community Mass Care and Emergency Assistance **(Tentative)**	Q3, **2023**		*TBD*	
G0191: Emergency Operations Center / Incident Command System Interface	*TBD*, **2023**		*TBD*	
G0288: Local Volunteer and Donations Management, General Offering **(Tentative)**	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**		**In-person (Renton, WA)**	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**		**In-person (Renton, WA)**	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**		**In-person (Renton, WA)**	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**		**In-person (Renton, WA)**	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**		**In-person (Renton, WA)**	

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

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	https://ics400-sep05.eventbrite.com
EOC-101	12/14/2022	12/14/2022	Online	*Coming soon*
WebEOC Regional Training	12/14/2022	12/14/2022	Online	https://webeoc-2022q4.eventbrite.com
L0105: Public Information Basics	Q2/2022		**In-person (Renton, WA)**	*Coming soon*
O-305: All Hazards Incident Management Team (AHIMT)	Q3/2022		**In-person (Renton, WA)**	*Coming soon*
KC EOC Readiness Seminar (Semi-Annual)	Q4/2022		Online	*Coming soon*
Winter Weather Seminar	Q4/2022		**Hybrid**	*Coming soon*

Tentative 2023 Classes Offered by KCOEM

(Sorted by Start Date)

Course	*Start*	End	Location	More info
EOC-101	Q1, **2023**		*TBD*	
G0288: Local Volunteer and Donations Management, General Offering **(Tentative)**	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*	
G0108: Community Mass Care and Emergency Assistance **(Tentative)**	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
ICS-400: Advanced Incident Command System	*TBD,* **2023**		*TBD*	
ICS-400: Advanced Incident Command System	*TBD,* **2023**		*TBD*	
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)**	

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
L0105: Public Information Basics	*TBD, 2024*		*TBD*	
L0962: All Hazards Planning Section Chief	*TBD, 2024*		**In-person (Renton, WA)**	
O-305: All Hazards Incident Management Team (AHIMT)	*TBD, 2024*		**In-person (Renton, WA)**	

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	**Hybrid**	
Exercise: Cascadia Rising 2022	6/13/2022	6/16/2022	Multiple States	*Please contact your jurisdiction's Emergency Manager to find out if your organization is participating in this exercise.*
Annual Continuity of Operations (COOP) exercise *(for KCOEM)*	Q3, 2022		KCOEM's Alternate EOC	
Winter Weather Seminar	Q4/2022		**Hybrid**	
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

Thank you for attending our training session!

Thank you for taking the time to attend our G0191 training. To make sure future participants are getting the most out of these sessions, we would appreciate your feedback with these quick questions!

1. Your name (This is only used to make sure we receive an evaluation from <u>all</u> students.) *This will be removed before the instructors see the final results of the evaluations.*

2. What type of jurisdiction / company do you represent?

- ⚪ Federal
- ⚪ Tribal Nation
- ⚪ State
- ⚪ County
- ⚪ Local
- ⚪ Educational
- ⚪ Private Industry
- ⚪ Other (please specify)

3. *BEFORE* you took this class, on a scale from 1-5 stars, how much did you know about the EOC-ICS Interface?

I didn't know anything about the EOC-ICS Interface.	2	3	4	I knew a lot about the EOC-ICS Interface.
★	★	★	★	★

4. *AFTER* taking this class, on a scale from 1-5 stars, how much did you learn about how the EOC-ICS Interface?

I didn't learn anything new about the EOC-ICS Interface.	2	3	4	I learned a lot about the EOC-ICS Interface.
★	★	★	★	★

5. What would you have liked more training on to increase your confidence?

☐ More information about the Incident Command System (ICS).

☐ More information about how EOCs operate.

☐ More information about specific roles in the EOC.

☐ Other (please specify)

```
[                                                    ]
```

6. How would you rate the quality of instruction you received from the instructor?

Poor	2	Ok	4	Excellent
★	★	★	★	★

7. *(Optional)* Any areas where the instructor did particularly well? Any areas of improvement for the instructor?

```
[                                                    ]
```

8. How would you rate the quality of the learning experience (this includes registering for the class, logging into the class, using Zoom for the class, using the breakout rooms, taking the final exam, etc.)?

Poor		Ok		Excellent
★	★	★	★	★

9. *(Optional)* **Any areas about the learning experience that you liked particularly well? Any areas of improvement we should know about regarding the learning experience?**

[ ]

10. Were the learning objectives clear and understandable?

NOT clear and understandable.	2	3	4	Extremely clear and understandable.
★	★	★	★	★

Anything that stood out for you (good or bad) about the learning objectives?

[ ]

11. Do you feel the learning objectives were met today?

I can only complete 10% of the items on the learning objectives.	20%	30%	40%	I can complete 50% of the items on the learning objectives.	60%	70%	80%	90%	I can complete 100% of the items on the learning objectives.
★	★	★	★	★	★	★	★	★	★

Any particular learning objectives that we should focus more time on?

[ ]

12. *(Optional)* **What would have made this training more beneficial?**

[ ]

Appendix E: Sample Exercise Evaluation

King County
Emergency Management

Participant Feedback Form (Exercises)

Thank you for attending our exercise!

Thank you for taking the time to attend our Exercise. To make sure future participants are getting the most out of these sessions, we would appreciate your feedback with these quick questions! (This should take less than 4 minutes to complete.)

1. General Information

Name *(optional)*

Group / Department / Organization

Position Title *(optional)*

Years of Experience in Present Position

* 2. Number of Exercises Previously Participated in

○ 0   ○ 1-5   ○ 5-10   ○ 11+

* 3. Exercise Role

○ Player   ○ Facilitator   ○ Observer   ○ Evaluator

4. On a scale of 1 to 5, please enter your overall assessment of the exercise relative to the statements provided, with 1 indicating strong disagreement and 5 indicating strong agreement.

	(Strongly Disagree) 1	2	3	4	(Strongly Agree) 5	N/A
Pre-exercise briefings were informative and provided the necessary information for my role in the exercise.	○	○	○	○	○	○
The exercise scenario was plausible and realistic.	●	●	●	●	●	●
Exercise participants included the right people in terms of level and mix of disciplines.	○	○	○	○	○	○
All participants were actively involved in the exercise.	●	●	●	●	●	●
Exercise participation was appropriate for someone in my field with my level of experience/training.	○	○	○	○	○	○
The exercise increased my understanding about and familiarity with the capabilities and resources of other participating organizations.	●	●	●	●	●	●
The exercise provided the opportunity to address significant decisions in support of response and recovery.	○	○	○	○	○	○
After this exercise, I am better prepared to deal with the capabilities and hazards addressed.	●	●	●	●	●	●

Additional context or comments?

[ ]

5. Please indicate three strengths you observed throughout the exercise.

[ ]

6. Please indicate three areas for improvement you observed throughout the exercise.

[ ]

7. Which exercise materials were most useful? Please identify any additional materials or resources not utilized during this exercise that would be useful.

[ ]

8. Please provide any recommendations on how this exercise, or future exercises, could be improved or enhanced.

Appendix F: Required and Recommended Courses for KCOEM Staff

King County Office of Emergency Management - Required and Recommended FEMA Courses

	All Staff Members	FEMA PDS (Professional Development Series)	Duty Officers	Planners	EOC Manager	EOC Operations	EOC Resource Management	EOC Planning	Other Non-OEM Personnel Working in the EOC
FEMA Independent Study Courses									
IS-5.A: An Introduction to Hazardous Materials			REQ			REQ			
IS-15.B: Special Events Contingency Planning for Public Safety Agencies				REQ				Rec	
IS-26: Guide to Points of Distribution				Rec			REQ		
IS-27: Orientation to FEMA Logistics							REQ		
IS-75: Military Resources in Emergency Management				Rec		REQ			
IS-100.C: Introduction to the Incident Command System, ICS 100	REQ								REQ
IS-200.C: Basic Incident Command System for Initial Response	REQ								Rec
IS-201: Forms Used for the Development of the Incident Action Plan			REQ		Rec	Rec	Rec	REQ	Rec
IS-120.C: An Introduction to Exercises	REQ	X							
IS-230.D: Fundamentals of Emergency Management	REQ	X							
IS-235.C: Emergency Planning	REQ	X							
IS-240.B: Leadership and Influence	REQ	X							
IS-241.B: Decision Making and Problem Solving	REQ	X							
IS-242.B: Effective Communication	REQ	X							
IS-244.B: Developing and Managing Volunteers	REQ	X							
IS-247.B: Integrated Public Alert and Warning System (IPAWS) for Alert Originator			REQ						
IS-271.A: Anticipating Hazardous Weather & Community Risk, 2nd Edition			REQ						
IS-403: Introduction to Individual Assistance	Rec								
IS-772: Individual Assistance PDA Orientation	Rec								
IS-453: Introduction to Homeland Security Planning				REQ					
IS-700.B: An Introduction to the National Incident Management System	REQ								REQ
IS-703.B: National Incident Management System Resource Management				Rec			REQ		
IS-706: Intrastate Mutual Aid	Rec					Rec	REQ		
IS-800.D: National Response Framework, An Introduction	REQ								Rec
IS-1300: Introduction to Continuity of Operations	Rec			REQ					
IS-2000: National Preparedness Goal and System Overview	Rec			REQ					
IS-2002: Introduction to FEMA Operational Planning				Rec				REQ	
IS-2200: Basic Emergency Operations Center Functions	REQ								Rec
IS-2900: National Recovery Framework Overview	Rec								
IS-2901: Introduction to Community Lifelines	REQ								
FEMA Instructor-led Courses									
E0143: Advanced Situational Awareness and Common Operating Picture			Rec					Rec	
E/G0191: Emergency Operations Center/Incident Command System Interface	REQ								Rec
G0235: Emergency Planning				Rec					
G0272: Warning Coordination			Rec						
E/G0300: ICS 300: Intermediate Incident Command System for Expanding Incidents	Rec		REQ						

King County Office of Emergency Management - Required and Recommended FEMA Courses

	All Staff Members	FEMA PDS (Professional Development Series)	Duty Officers	Planners	EOC Manager	EOC Operations	EOC Resource Management	EOC Planning	Other Non-OEM Personnel Working in the EOC
E/G0400: ICS 400: Advanced Incident Command System for Command and General Staff-Complex Incidents	Rec								
E0948: Situational Awareness and Common Operating Picture								Rec	
E2002: FEMA Operational Planning Manual								Rec	
E/G2300: Intermediate Emergency Operations Center Functions	Rec								
L8540: Basic Interagency Logistics Seminar/Logistic Center Tour							Rec		
FEMA Position-specific Courses									
O305: All-Hazards Incident Management Team Introduction	Rec								
E/L0950: NIMS ICS All-Hazards Incident Commander Course					Rec				
E/L0958: NIMS ICS All-Hazards Operations Section Chief Course						Rec			
E/L0960: NIMS ICS All-Hazards Division/Group Supervisor Course	Rec								
E/L0962: NIMS ICS All-Hazards Planning Section Chief Course								Rec	
E/L0964: NIMS ICS All-Hazards Situation Unit Leader Course								Rec	
E/L0965: NIMS ICS All-Hazards Resources and Demobilization Unit Leaders Course								Rec	
E/L0967: NIMS ICS All-Hazards Logistics Section Chief Course							Rec		
E/L0970: NIMS ICS All-Hazards Supply Unit Leader Course							Rec		
FEMA National Emergency Management Academies									
FEMA National Emergency Management Basic Academy	REC - for people new to the profession of emergency management								
FEMA National Emergency Management Advanced Academy	REC - for people with a few years of experience in the profession of emergency management								
Other FEMA Courses									
IS-368: Including PWD and ARN in Disaster Operations									
IS-2500: National Prevention Framework Introduction									
IS-2600: National Protection Framework Introduction									
IS-2700: National Mitigation Framework Introduction									

Courses in *italics* are usually only available at EMI (in Emmittsberg, MD). FEMA *WILL* pay the travel costs to EMI if you are accepted into the class. Please get approval from your manager before beginning the application process for any classes that involve travel.

Appendix G: Sample IPPW Pre-Survey

Welcome to the pre-meeting survey for King County's 2020 Training & Exercise Planning Workshop. Thank you in advance for taking the time to fill this out. Please answer the questions as they pertain to the years **2021** through 2023.

NOTE: It may be useful to review recent After-Action Reports (AARs) and Improvement Plans from your jurisdiction to identify areas that may need additional training or should be exercised.

(We are most interested in the information you provide on this first page. If you have the time and interest, the additional information on page 2 will help us with other training opportunities we are considering.)

PART 1 (of 2)

1. Your contact information

Name	
Company	
Role/Position	
Email Address	
Phone	

2. How many students do you think *your* agency / organization will need to have trained in these courses during the entire 2020-2022 period (3 years):

ICS Combo Course
(Classroom delivery of ICS 100, 200 and 700 on the same day)

[ ]

ICS 300

[ ]

ICS 400

[ ]

G0402 (ICS Overview for Executives / Senior Officials)

[ ]

G0191 (EOC / ICS Interface)

[ ]

G0775 (EOC Management and Operations)

[ ]

EOC-101 (A very basic 30-minute class taught at jurisdictions that have very new EOC responders or their EOC has never activated.)

[ ]

Introduction to the County EOC

[ ]

Introduction to using WebEOC

[ ]

Introduction to using 'ALERT King County' / 'KCinform'

[ ]

3. Are there other types of courses you would like to see offered in the next three years? Please list either the 'Course name' or 'ID code' (if you know them), or the general topic you would like to see covered.

(It may be helpful to go to FEMA's National Preparedness Course Catalog and use the filters on the left side of the screen to filter the Catalog by specific areas .)

[ ]

2

4. Please answer which <u>year</u> (and month or Quarter, if known)*your* agency / organization would like these offered in the <u>2020-2022</u> training cycle. (For multiple month/year requests per course, please separate them with a semi-colon):

ICS Combo Course
(Classroom delivery of ICS 100, 200 and 700 on the same day)

[   ]

ICS 300

[   ]

ICS 400

[   ]

G0402 *(ICS Overview for Executives / Senior Officials)*

[   ]

G0191 *(EOC / ICS Interface)*

[   ]

G0775 *(EOC Management and Operations)*

[   ]

EOC-101

[   ]

Intro to the County EOC

[   ]

Other Courses

[   ]

5. What Plans, Policies, or Procedures (applicable to your agency/organization) do you want to test through exercises in 2020 - 2022?

[   ]

6. What types of exercises do you plan on doing in 2020-2023 (Tabletop Exercises, Drills, Functional, Full-scale) and when?

[   ]

7. Would you like assistance from the County with your exercise(s) (either designing, staffing or both) and which ones?

◯ Yes

◯ No

Please specify which exercise(s):

[   ]

3

8. If the County hosts a *regional* Functional (EOC to EOC) Exercise in 2021, would your jurisdiction or agency be interested in participating?

○ Yes

○ No

○ Comment

[   ]

9. Please provide any additional comments, suggestions, or ways we could improve this survey.

[   ]

PART 2 (of 2)

10. Would training about any of the following "EOC skillsets" be beneficial for *your* EOC or DOC responders (pick up to 5)?

(Emergency Managers can define the different positions / roles in their EOC by which "skillsets" are necessary to work at that position. Example position definitions are available in the User Guide at this site.)

	Highest need				Lowest need
EOC Management	○	○	○	○	○
Finance	○	○	○	○	○
Leadership	○	○	○	○	○
Planning	○	○	○	○	○
Policy and Direction	○	○	○	○	○
Recovery Coordination	○	○	○	○	○
Resource Ordering and Acquiring	○	○	○	○	○
Resource Tracking	○	○	○	○	○
Situational Awareness	○	○	○	○	○

Other (please specify)

```
                                                    
                                                    
                                                    
                                                    
```

ALSO: If you have one, we would love to see a copy of your training and exercise schedule/plan for 2021 - 2023. (Or if you have additional information you want to provide that wasn't covered by this survey...) Please send to: eric.obrien@kingcounty.gov

Thank you for helping us with this survey!

Appendix H: Past Classes Delivered by KCOEM

2020 Classes Delivered by KCOEM

(Sorted by Start Date)

Class Title	Start_Date	End_Date
ICS-300: Intermediate ICS for Expanding Incidents (Feb. 2020)	Feb 18, 2020	Feb 20, 2020
O-305 All Hazards Incident Management Team (with EOC focus)	Feb 24, 2020	Feb 28, 2020
Post-Disaster Economic Recovery (MGT-462)	Mar 3, 2020	Mar 3, 2020
MGT-462 - Community Planning for Economic Recovery	Jun 24, 2020	Jun 24, 2020
G-191 - Emergency Operations Center / Incident Command System Interface	Jun 25, 2020	Jun 25, 2020
Wildfire Resilience in King County: Where We Go from Here (Seminar)	Aug 6, 2020	Aug 6, 2020
ICS-300: Intermediate ICS for Expanding Incidents (Sept 22-24, 2020)	Sep 22, 2020	Sep 24, 2020
ICS-300: Intermediate ICS for Expanding Incidents (Oct. 19-23, 2020)	Oct 19, 2020	Oct 23, 2020
ICS-300: Intermediate ICS for Expanding Incidents (Oct. 26-30, 2020)	Oct 26, 2020	Oct 30, 2020
2020 Winter Weather Seminar	Oct 29, 2020	Oct 29, 2020
ICS-300: Intermediate ICS for Expanding Incidents (Oct. 12-16, 2020)	Oct 12, 2020	Oct 16, 2020
ICS-300: Intermediate ICS for Expanding Incidents (Nov. 02-06, 2020)	Nov 2, 2020	Nov 6, 2020
ICS-300: Intermediate ICS for Expanding Incidents (NIGHTS-Nov. 03-17, 2020)	Nov 3, 2020	Nov 17, 2020
ICS-300: Intermediate ICS for Expanding Incidents (Nov. 16-20, 2020)	Nov 16, 2020	Nov 20, 2020
K0146: Homeland Security Exercise Evaluation Program (HSEEP) class	Nov 30, 2020	Dec 3, 2020
ICS-300: Intermediate ICS for Expanding Incidents (Nov. 30-Dec. 04, 2020)	Nov 30, 2020	Dec 4, 2020
ICS-300: Intermediate ICS for Expanding Incidents (Dec. 07-11, 2020)	Dec 7, 2020	Dec 11, 2020
WebEOC - Regional Training Event (Q4/2020)	Dec 9, 2020	Dec 9, 2020

2021 Classes Delivered by KCOEM

(Sorted by Start Date)

Class Title	Start_Date	End_Date
ICS-400: Advanced ICS - Complex Incidents (Apr 05-08, 2021)	Apr 5, 2021	Apr 8, 2021
ICS-400: Advanced ICS - Complex Incidents (NIGHTS-April 12-28, 2021)	Apr 12, 2021	Apr 28, 2021
ICS-400: Advanced ICS - Complex Incidents (May 03-06, 2021)	May 3, 2021	May 6, 2021
ICS-400: Advanced ICS - Complex Incidents (May 10-13, 2021)	May 10, 2021	May 13, 2021
ICS-400: Advanced ICS - Complex Incidents (May 19-20, 2021)	May 19, 2021	May 20, 2021
ICS-400: Advanced ICS - Complex Incidents (May 24-27, 2021)	May 24, 2021	May 27, 2021
Summer Hazards Seminar (June 03)	Jun 3, 2021	Jun 3, 2021
Lunchtime Lecture: ICS-100 "Intro to the Incident Command System" (6/15/21)	Jun 15, 2021	Jun 15, 2021
Lunchtime Lecture: ICS-100 "Intro to the Incident Command System" (6/23/21)	Jun 23, 2021	Jun 23, 2021
WebEOC - Regional Training Event (Q2/2021)	Jun 24, 2021	Jun 24, 2021
Lunchtime Lecture: ICS-200 "Basic ICS for Initial Response" (07/07/21)	Jul 7, 2021	Jul 7, 2021
Lunchtime Lecture: ICS-200 "Basic ICS for Initial Response" (07/13/21)	Jul 13, 2021	Jul 13, 2021
ICS-300: Intermediate ICS for Expanding Incidents (Aug. 02-06, 2021)	Aug 2, 2021	Aug 6, 2021
WebEOC - Regional Training Event (Q3/2021)	Sep 15, 2021	Sep 15, 2021
ICS-400: Advanced ICS - Complex Incidents (Sept. 20-23, 2021)	Sep 20, 2021	Sep 23, 2021
Lunchtime Lecture: ICS-100 (Just-in-Time training)	Oct 14, 2021	Oct 14, 2021
Lunchtime Lecture: ICS-200 (Just-in-Time training)	Oct 28, 2021	Oct 28, 2021
ICS-300: Intermediate ICS for Expanding Incidents (Half-day classes)	Nov 1, 2021	Nov 5, 2021
EOC-101 and WebEOC class (Nov. 09, 2021)	Nov 9, 2021	Nov 9, 2021
EOC-101 and WebEOC class (Nov. 18, 2021)	Nov 18, 2021	Nov 18, 2021
WebEOC - Regional Training Event	Dec 8, 2021	Dec 8, 2021
ICS-400: Advanced ICS - Complex Incidents (Half-day classes)	Dec 13, 2021	Dec 16, 2021