

# **Comprehensive Emergency Management Plan**



**Section 1-Training**

*June 2016*

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# Section 1 – 1 Training

## I. PURPOSE

Training provides first responders, homeland security officials, emergency management officials, private and non-governmental partners, and other personnel with the knowledge, skills, and abilities needed to perform key tasks required by specific capabilities. Organizations should make training decisions based on information derived from the assessments, strategies, and plans developed in previous steps of the Preparedness Cycle. This training annex provides the foundation for the philosophy and methodology that Horry County will utilize in its training program.

## II. MISSION

It is the mission of Horry County Emergency Management to lead the county's all-hazards comprehensive emergency management program through: collaborative planning; educating its citizens, businesses and visitors; and coordinating response operations and recovery initiatives.

## III. SITUATION AND ASSUMPTION

### A. Situation

1. The Horry County Emergency Management Department has in place a training program composed of training needs assessment, curriculum, course evaluations, and records of training
2. The training program relies heavily on training providers outside of Horry County. These providers include but are not limited to:
  - a. South Carolina Emergency Management Division (SCEMD)
  - b. Federal Emergency Management Agency (FEMA)
  - c. The National Domestic Preparedness Consortium (NDPC)
  - d. Local and National Certified Training Contractors
3. Agency specific training, on-the-job training, and training not directly affiliated with the Emergency Management Department occurs throughout Horry County on a regular basis and are not considered a part of the training program.
4. Internal and external mandates and requirements (such as NIMS) will influence some of the trainings being offered.
5. Horry County in a collaborative effort with local, state, regional, and federal partners has established and annually updates, a Multi-year training and Exercise Plan (MYTEP).

6. Horry County will utilize the MYTEP as a guideline for future training request, prioritization and scheduling.

7. Horry County will utilize and incorporate Homeland Security Exercise and Evaluation Program (HSEEP) principles and templates in creating the MYTEP.

#### B. Assumptions

1. Responders will continue to receive agency and job specific training in accordance with their organization's SOPs. This is training that will not formally be scheduled through the MYTEP.

2. Assistance in the form of grants, service offerings, and direct assistance for training will continue to be available from the State and Federal level.

3. Information received by the needs assessment and exercise/real incident corrective action plans will provide an accurate means of prioritizing the trainings needed to build the local capabilities of Horry County.

### IV. CONCEPT OF OPERATIONS

#### A. General

Under the direction of the appropriate elected officials or their designees, Horry County Emergency Management will coordinate emergency preparedness activities in accordance with the Comprehensive Emergency Management Plan to assure the provision of training programs for all planning, support, and response agencies. Departments, authorities, agencies, and all private response organizations bear the responsibility of ensuring their personnel are sufficiently trained.

#### B. Training Needs Assessment

##### 1. Training and Exercise Planning Workshop (TEPW)

- a. Horry County will conduct a training needs assessment and TEPW annually. FEMA states the following regarding a TEPW:

*“An annual TEPW provides the opportunity to review the jurisdiction or agency homeland security strategy and develop or update its Multi-Year Training and Exercise Plan. There is a focus on coordination of all training and exercise activities occurring throughout the jurisdiction or agency, including activities sponsored by Federal agencies, States, local governments, and tribal governments. Jurisdictions or agencies must ensure that their training and exercise schedules are coordinated to prevent duplication of efforts, ensure resources are not overextended during training or exercises, and maximize the efficacy of training and exercise appropriations. Moreover, schedule collaboration can present opportunities for jurisdictions and agencies to fulfill multiple grant requirements with a single exercise or training course.”*  
*(FEMA HSEEP Volume I)*

- b. Prior to the annual TEPW, Horry County Emergency Management will conduct a training needs assessment via online survey which is distributed to representatives from partnering agencies.

- c. The training needs assessment will address all personnel with responsibilities in the Emergency Management Program, including but not limited to:
  - 1) Emergency management/emergency response staff
  - 2) Emergency Support Function (ESF) lead agencies
  - 3) Key public officials
  - 4) State and Federal partner agencies
  - 5) Local private and non-governmental agencies that are key stakeholders in the Emergency Management Program
- d. Horry County Emergency Management will compile results from the needs assessment along with:
  - 1) Current internal and external training requirements (such as NIMS)
  - 2) Deficiencies identified in the corrective action process during exercises and real incidents
  - 3) Training priorities contained in the State and Federal homeland security strategy and the South Carolina Multi-year Training and Exercise Plan
- e. All compiled results will be categorized within target capabilities and training needs will be voted on and prioritized at the annual TEPW. The product of this workshop will be the updated Multi-year training and exercise plan (MYTEP).

## 2. Internal and External Training Requirements and Mandates

### a. Federal Requirements

- 1) Horry County has adopted NIMS as the standard and practice by which incidents will be managed.
- 2) NIMS requires organizations to meet a minimum level of personnel training as a condition for receiving federal preparedness assistance
- 3) NIMS Training requirements:

*“To ensure that stakeholders implement NIMS, the NIC evaluates implementation using NIMS Compliance Objectives (requirements). These compliance objectives are regulated at the organizational or jurisdictional level, and Federal policy requires jurisdictions and organizations to meet NIMS compliance requirements as a condition for receiving Federal preparedness assistance (through grants, contracts, and other activities). The NIMS compliance objectives for training typically require that stakeholders are providing their personnel with appropriate NIMS training.” (Five-Year NIMS Training Plan)*

- 4) NIMS training requirements are met through the regularly scheduled NIMS course offerings. The primary public safety agencies and stakeholders as within Horry County is responsible for the

tracking of the NIMS training of their employees and for reporting NIMS training progress to the Horry County Emergency Management.

5) ICS Courses

- a. Incident Command System courses ICS-100, Introduction to ICS and ICS-200, Basic ICS as well as NIMS and National Response Framework courses IS-700 and IS-800 are currently available through the FEMA Emergency Management Institute (EMI) Independent Study Program and stakeholders who require this level of training in accordance with the NIMS implementation plan will be provided with the opportunity to complete these courses.

Non-independent study or “direct delivery” offerings of these courses may also be made available at the discretion of Horry County Emergency Management.

- b. Incident Command System courses ICS-300, Intermediate ICS and ICS-400, Advanced ICS will be offered at least once annually within Horry County in order to provide an opportunity for the training of responders who will be performing in a supervisory role during an expanding incident.
- c. “Direct delivery” ICS courses in Horry County may be offered in one or more of the following ways:
  - (1) Local Horry County ICS trainers who have completed the FEMA ICS Train-the-Trainer curriculum and have a certificate on file with the Horry County Office of Emergency Management.
  - (2) South Carolina Emergency Management Division sponsored course offerings with State approved instructors.
  - (3) Contracted course offerings with training organizations that provide the State approved instructors.
- 6) NIMS implementation training information as directed to local jurisdictions from the State of South Carolina is located in Appendix A of this annex. Additional courses may be added or deleted as the NIMS program is adapted.
- 7) Annually Horry County Emergency Management will submit a NIMS Compliance Assistance Support Tool (NIMSCAST) report to the State of South Carolina to validate compliance to NIMS.

b. State Requirements

- 1) South Carolina requires local emergency management directors to complete the following emergency management courses through the FEMA Independent Study Program at a minimum as a requirement for receiving Emergency Management Performance Grant (EMPG) funding.
  - a. IS-1 Emergency Manager: An Orientation to the Position
  - b. IS-120.a An Introduction to Exercises

- 2) Training records for courses completed by the Emergency Management Director and Horry County Emergency Management Staff will be kept on file.

c. Local Requirements

- 1) As written in the Comprehensive Emergency Management Plan, the designated spokespersons for emergency management related public information include:
  - a. The Director of the Emergency Management
  - b. The Horry County Public Information Officer
- 2) The identified spokespersons for the local emergency management are encouraged to acquire essential courses related to emergency public information. At a minimum, the identified spokesperson shall have completed at least one of the following courses:
  - a. The National Incident Management System Public Information Systems 702a
  - b. FEMA Effective Communications
  - c. FEMA Basic Public Information Officers Course
  - d. Public Information in WMD/Terrorism Incidents

C. Training Program Management

1. Training Focus

- a. The focus of the Horry County Training Program is to provide appropriate and relevant training to program officials, emergency management/response personnel, and the public.
- b. Training will be conducted in accordance with the priorities established in the Horry County MYTEP.
- c. Emergency personnel shall receive and maintain training consistent with their current and potential responsibilities.
- d. Specialized training related to the hazards identified by Horry County (*see Horry County Multi-Jurisdictional Hazard Mitigation Plan*) will be included in the training program.

2. Training Curriculum

- a. Horry County will utilize established curriculum from the State and Federal level for strengthening capabilities within the Emergency Management Department. This curriculum may include, but are not limited to:

Emergency Management Professional Development Series Curriculum

FEMA IS-230 Principles of Emergency Management  
FEMA IS-235 Emergency Planning  
FEMA IS-242 Effective Communication  
FEMA IS-241 Decision Making and Problem Solving  
FEMA IS-240 Leadership and Influence  
FEMA IS-244 Developing and Managing Volunteers

## FEMA IS-139 Exercise Design

### Emergency Management Advanced Professional Development Series Curriculum

#### Required Courses

G775 - EOC Management and Operations, or IS775 EOC Management and Operations  
G191 - Incident Command System/Emergency Operations Center Interface, **or** *E947 EOC/IMT Interface* **or** *E/L449 ICS Train the Trainer*\*  
G557 (G250.7) - Rapid Assessment Workshop,  
G205 (G270.4) - Recovery from Disaster, the Local Government Role, **or** L205 Recovery from Disaster, the Local Government Role\*, *E210 Recovery from Disaster, the Local Government Role*\*  
G393 or G318- Mitigation for Emergency Managers **or** Local Mitigation Planning, either Mitigation course will satisfy the APS requirements

#### Elective Courses (choose any 5)

G288 - Local Volunteer and Donations Management  
G364 - Multi-Hazard Emergency Planning for Schools, **or** *L363 Multi-Hazard Planning for Higher Education*\*  
IS703 - NIMS Resource Management, (Independent Study)  
G202 - Debris Management, **or** *E202 Debris Management Planning for State, Local and Tribal Officials*\*  
G386 - Mass Fatalities  
G361 - Flood Fight Operations  
G110 - Emergency Management Operations Course for Local Governments, **or** *one of the following IEMC courses E900, E905, E910, E915, E920, E930, E945 and E947*\*  
G108 - Community Mass Care and Emergency Assistance  
G358 - Evacuation and Re-entry Planning  
G290 - Basic Public Information Officers, **or** *E388 Advanced Public Information Officer*\*  
G271 - Hazardous Weather and Flood Preparedness, **or** *IS271 - Anticipating Hazardous Weather and Community Risk, (Independent Study)*  
G272 - Warning Coordination  
E/L/G 146 - Homeland Security Exercise and Evaluation Program (HSEEP)  
G366 - Planning for the Needs of Children in Disaster  
G235 - Emergency Planning

#### National Incident Management System Curriculum

FEMA IS-100 Introduction to Incident Command System  
FEMA IS-200 ICS For Single Resources  
FEMA G-300 Intermediate ICS  
FEMA G-400 Advanced ICS

FEMA IS-700 NIMS, An Introduction  
FEMA IS-800 National Response Framework, An Introduction

- b. Training courses within these established training curriculum will be offered through federal, state and local channels. Each agency or department within Horry County is responsible for ensuring that

personnel are registered for courses within these curriculum that apply to their current and future job responsibilities.

- c. It is the responsibility of each agency or department to maintain their personnel records for courses completed within these established curriculum.
- d. Many courses within these curriculum will require attendance to state sponsored training. This training may require travel outside the jurisdiction.

### 3. Course Offerings

The Horry County Emergency Management Program will utilize local, state, and federal course offerings to satisfy the training needs identified within the MYTEP.

#### a. Local Offerings

- 1) Horry County has limited resources and capabilities to sponsor and conduct extensive emergency management related training
- 2) For training needs that are not able to be presented with local instructors, Horry County Emergency Management will coordinate with State and Federal Training programs to facilitate the needed training.
- 3) Horry County may offer the following courses through local instruction if the resources are available
  - a). ICS-300, Intermediate ICS
  - b). ICS-400, Advanced ICS
- 4) Curriculum, course evaluations, records of training, and instructor records for local course offerings will be kept on file at the offices of Horry County Emergency Management.
- 5) Agency specific training, on-the-job training, and training not directly affiliated with the Emergency Management Program occurs throughout Horry County on a regular basis and are not considered a part of the formal Emergency Management Training Program.

#### b. State Sponsored Training

- 1) The State of South Carolina Emergency Management Division (SCEMD) Emergency Management Training (EMT) curriculum will act as the primary means for the facilitation of Emergency Management Training in Horry County.

*“The Emergency Management Training (EMT) curriculum delivered by SCEMD offers an extensive array of training opportunities for State and local emergency managers, public officials, members of volunteer relief organizations, and professionals in related fields. The EMT program has proven itself to be a comprehensive and effective vehicle to train state and local officials in disaster mitigation, preparedness, response, and recovery.”*  
(SCEMD Emergency Management Training Online Portal)

- 2) Training priorities established at the TEPW and included in the MYTEP will be provided to the SCEMD Training Office.

- 3) Any training that cannot be provided locally will be requested through Horry County Emergency Management who will initiate a course request to SCEMD for the training.
- 4) SCEMD courses offered in this manner are provided at no cost to the attendees. SCEMD will pay for lodging and meals for those traveling more than 50 miles (one way) to the course and staying in a hotel while attending the course.
- 5) SCEMD courses may include but are not limited to:
  - a.) FEMA DPS/APDS Courses
  - b.) Hazardous Materials Training
  - c.) NIMS/ICS Training
  - d.) Tactical Operations/Response Training
  - e.) General Emergency Management/EOC Training
  - f.) Local or Regional Offerings of FEMA EMI Courses
  - g.) Locally Requested Offerings from the National Domestic Preparedness Consortium (NDPC)
- 6) Registration for these course offerings will be done through the online SCEMD training calendar and course registration system.
- 7) Curriculum, course evaluations, records of training, and instructor records for State sponsored course offerings will be kept on file at the SCEMD Training division.

c. Federally Sponsored Training

- 1) Federally established/sponsored programs may be utilized to meet the identified training needs of personnel or departments in Horry County. These programs may include, but are not limited to:
  - a.) The National Domestic Preparedness Consortium (NDPC)
  - b.) The National Fire Academy
  - c.) The Emergency Management Institute
  - d.) Other independent course offerings from the FEMA National Training and Exercise Division (NTED)
- 2) Application and approval for any federally sponsored training will be handled through the South Carolina Emergency Management Division or the South Carolina Office of Homeland Security.
- 2) Federally sponsored training may in some instances be delivered locally via a mobile offering or may require the trainee to attend the course outside of the jurisdiction.

- 4) Applications for federally sponsored training will be made through Horry County Emergency Management who will coordinate with the SCEMD Training office.
- 5) All federally sponsored training that is brought into South Carolina via a mobile offering will be coordinated and approved by SCEMD. Registration for these course offerings will be done through the online SCEMD training calendar and course registration system.

#### D. Training Records Management

##### 1. Local Training

- a. For training conducted entirely at the local level, (ICS-300 and ICS-400) Horry County will maintain training records for courses offered.
- b. The following records will be maintained:
  - 1.) Names of individuals receiving training
  - 2.) Type of training conducted
  - 3.) Names and qualifications of trainers
- c. Beginning in 2011, training records will be maintained at the offices of Horry County Emergency Management for a period of four years.
- d. Records for agency specific training, FEMA independent study training, or training not conducted entirely at the local level will be maintained by each agency or department.

##### 2. State/Federal Sponsored Training

- a. For training sponsored, coordinated, or hosted by the State of South Carolina, SCEMD will maintain training records for courses offered.
- b. The following records will be maintained:
  - 1.) Names of individuals receiving training
  - 2.) Type of training conducted
  - 3.) Names and qualifications of trainers
- c. Training records will be maintained at the SCEMD Training office for an indefinite period.
- d. Horry County is not directly responsible for maintaining the training records for state or federally sponsored courses, but may request training records from SCEMD as needed or deemed necessary by the Emergency Management Program. Individuals who have taken State or federally sponsored courses can print a transcript of their training by accessing their account in the SCEMD Training portal.

## E. Training Administration

Horry County Emergency Management adheres to the standards and guidelines for Incident Management Training as outlined by the Department of Homeland Security and the National Integration Center.

### 1. Instructor Qualifications:

- a. Horry County Emergency Management adheres to the recommended general instructor guidelines as outlined by the Department of Homeland Security and the National Integration Center.
- b. Instructors for ICS-300 and ICS-400 must meet the following criteria:
  - 1.) Successful completion of accredited ICS-100, ICS-200, ICS-300, ICS-400, IS-700.A, and IS-800.B.
  - 2.) Service in a mid-level emergency management and incident response position within 5 years in real-world incidents, planned events, or accredited exercises.
  - 3.) Recognized qualifications in techniques of instruction and adult education methodologies, such as ICS Train-the-Trainer (L-449).
- c. The Director of Emergency Management will certify instructors for all ICS related courses hosted by the Emergency Management Department. Instructors will demonstrate proficiency to the Director on an annual basis in order to be certified or recertified to instruct ICS courses. The demonstration will consist of validation of criterion listed in para 1, b. above, and observation or rehearsal of platform instruction.

### 2. Instructor Levels:

- a. Lead Instructors should have served as Incident Commander or in a Command Staff or General Staff position in an incident that went beyond one operational period or required a written Incident Action Plan (IAP) and must be capable of last-minute substitution for unit instructors.
- b. Unit Instructors should have served as Incident Commander or in a Command Staff or General Staff position; or, have specialized knowledge and experience appropriate for the audience, such as public safety, public health or public works and must be experienced in the lesson content they are presenting.
- c. Adjunct Instructors may provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. They must be experienced, proficient, and knowledgeable of current issues in their field of expertise.

### 3. Instructor Certification:

- a. Copies of certificates listed in 1, b, 1.) and 3.) above shall be maintained by Emergency Management for as long as an instructor is active in presenting ICS instruction.

## **V. ANNEX MAINTENANCE**

Horry County Emergency Management has the responsibility of coordinating, developing and maintaining the Training Annex and is the designated Lead Agency. The Training Annex will be updated in conjunction with the EOP as stated in Section VII, Plan Development and Maintenance.

**ATTACHEMENTS**

- A. South Carolina EMD NIMS Compliance Training Guidance

## ATTACHMENT A

### South Carolina EMD NIMS Compliance Training Guidance

#### FY 2010 NIMS Training Requirements

##### Audience

##### Required Training

*Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:*

##### Entry level first responders & disaster workers

- Emergency Medical Service personnel
  - Firefighters
  - Hospital staff
  - Law Enforcement personnel
  - Public Health personnel
  - Public Works/Utility personnel
  - Skilled Support Personnel
  - Other emergency management response, support, volunteer personnel at all levels
- FEMA IS-700 NIMS An Introduction
  - ICS-100 Introduction to ICS or equivalent

##### First line supervisors

ESF agency personnel, single resource leaders, field supervisors and other emergency management/response personnel that require a higher level of ICS/NIMS Training.

Public Information Officers:

FEMA IS-702a National Incident Management Systems (NIMS) Public Information Systems

- FEMA IS-700 NIMS An Introduction
- FEMA IS-704 is no longer required because it is not current with the National Preparedness System
- FEMA IS-800b National Response Framework (NRF) An Introduction
- ICS-100 Introduction to ICS or equivalent
- ICS-200 Basic ICS or equivalent

##### Mid-level management

Required: including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and;

Recommended: Emergency operations center staff.

- FEMA IS-700 NIMS An Introduction
- FEMA IS-701a NIMS Multiagency Coordination System (MACS) Course

Public Information Officers:  
FEMA IS-702a National Incident Management Systems (NIMS) Public Information Systems

- FEMA IS-703a NIMS Resource Management Course
- FEMA IS-704 is no longer required because it is not current with the National Preparedness System
- FEMA IS-800b National Response Framework (NRF) An Introduction
- ICS-100 Introduction to ICS or equivalent
- ICS-200 Basic ICS or equivalent
- ICS-300 Intermediate ICS or equivalent

### **Command and general staff**

Required: Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and;

Recommended: Emergency operations center managers.

Public Information Officers:  
FEMA IS-702a National Incident Management Systems (NIMS) Public Information Systems

- FEMA IS-700 NIMS An Introduction
- FEMA IS-701a NIMS Multiagency Coordination System (MACS) Course
- FEMA IS-703a NIMS Resource Management Course
- FEMA IS-704 is no longer required because it is not current with the National Preparedness System
- FEMA IS-800b National Response Framework (NRF) An Introduction
- ICS-100 Introduction to ICS or equivalent
- ICS-200 Basic ICS or equivalent
- ICS-300 Intermediate ICS or equivalent
- ICS-400 Advanced ICS or equivalent