

ALBUQUERQUE EMERGENCY OPERATIONS PLAN

ANNEX 12

EDUCATION, TRAINING, TESTING AND EXERCISES

PRIMARY RESPONSIBILITY:

Office of Emergency Management

SECONDARY RESPONSIBILITIES:

Office of the Mayor and all City Departments, Divisions, and other entities that either are responsible for staffing a position at the Emergency Operations Center (EOC) during an emergency or providing support to EOC operations.

I. PURPOSE:

The purpose of this annex is to provide the citizens, city government, and other private and public entities with an effective and efficient emergency response to real or threatened emergency situations by facilitating a trained and competent staff to operate and support the EOC and handle their responsibilities as identified in the Emergency Operations Plan (EOP). An approved EOP and a staffed and functional EOC operating at its full capabilities provide a critical element of the overall emergency management effort and enhance the City's ability to provide acceptable levels of protection and assistance to the citizens of the community.

A. Objectives:

To insure necessary training is identified and provided on a regular basis to EOC staff and support personnel. Training will be combined with simulated emergencies designed to test and exercise assigned emergency personnel with realistic emergency operating conditions.

B. Scope:

All Emergency Support Functions (ESF) identified in the EOC response plan will be subject to tests, training and exercises established under this annex. In addition, county, state, federal, volunteers, and private sector organizations will be included periodically inasmuch as they are available to augment local capabilities in actual emergency situations.

II. SITUATIONS & ASSUMPTIONS

A. Situation:

Training and Exercises functions and responsibilities are ongoing and independent of the threat or onset of an emergency or disaster event.

The City of Albuquerque (CABQ) is vulnerable to a variety of natural and/or technologically caused disasters or emergency situations and as such tests, training and exercises will be directed at preparing for or recovering from events such as the following:

1. Natural disasters including: Ice or snow storms, wildfires, lightning strikes, flash/slow rising floods, drought, disease epidemics, earthquake, volcanic eruption, wind storm and tornadoes.
2. Technological hazards including: Fires, explosions, critical resource shortages, dam disasters, civil disturbances, hazardous material incidents accidental or intentionally caused (chemical, biological, or radiological), or other man caused incidents. Citizens or foreign nationals, acting as terrorists, may use such technological hazards as an intended weapon of mass destruction.

B. Planning and Situational Assumptions:

The all-hazards emergency operations plan utilizes National Incident Management System (NIMS), which accounts for emergency management activities before, during, and after emergency operations. NIMS separates emergency management into the following four categories or "phases" of emergency operations:

Mitigation: Activities designed to either prevent the occurrence of emergency or long-term activities to minimize the potentially adverse effects of an emergency.

Preparedness: Activities, programs, and systems which exist prior to an emergency and are used to support and enhance response activities during an emergency or disaster.

Response: Activities and programs designed to address the immediate and short-term effects of the onset of a disaster, helping to reduce both casualties and property damage and to speed recovery.

Recovery: Activities that restore systems to normal. Short-term recovery actions assess damage and return vital life support systems back to minimum operating standards. Long-term recovery operations may continue for years after the disaster or emergency event.

Testing, training and exercising fall under the **Preparedness** activity and should be directed facilitating and enhancing the City's abilities in **Response** and **Recovery** activities.

Tests, training and exercises are necessary to maintain the ability to operate efficiently and effectively. With the active support of city officials, other governmental entities and private sector representatives, the following responsibilities will be accomplished:

- Necessary training will be made available to all personnel as soon as practicable after assignment to an ESF position.
- Necessary training will be made available to all personnel as soon as practicable after assignment to a duty responsible for supporting the EOC.
- State, federal, volunteer, and private sector organizations will be available to augment and participate in local training capabilities.
- Training and exercises necessary to maintain the ability of the EOC to operate efficiently and effectively will be planned for, scheduled and conducted on a regular basis.

III. ORGANIZATION & RESPONSIBILITIES

A. Assignment of Responsibilities:

1. Tasking

The Office of Emergency Management has primary responsibility for compliance with provisions of the City's Emergency Operations Plan along with the operation of the EOC; therefore they have the primary responsibility for insuring an adequately trained and tested operational capability.

2. Agencies Involved

The Office of the Mayor and all City Departments, Divisions, and other entities that either are responsible for staffing a position at the EOC during an emergency or providing support to EOC operations; therefore they are responsible for cooperating and assisting the Office of Emergency Management by making staff available to participate to the fullest extent possible in testing, training, and exercise activities.

B. Organization

All organizational formats will follow those that are outlined in the City's Emergency Operations Plan, Direction & Control Annex.

IV. CONCEPT OF OPERATIONS

A. Methods

The following methods are used to test the EOC and emergency operations plan effectiveness and practice emergency skills and procedures:

1. Drills: Usually a single function event, used to practice a trained, manipulative activity used to prove, build or refresh skills and is based on organizational standard operating procedures (i.e. testing of the EOC activation call out procedure and successor list).

2. Tabletop: A scenario driven exercise that focuses on the emergency management team and their rolls and responsibilities. Management personnel are provided a written scenario that steps participants through an activity. Participants affirm the process or identify problematic or incorrect assumptions as the scenario is played out. The tabletop exercise is thus used to practice emergency management skills, identify organizational or operational shortfalls and build confidence in the overall Emergency Operations Center process (i.e. OEM, Police, Fire, and Environmental Health management representatives gather at the EOC and based on several escalating scenarios talk through their operational responsibilities involving HAZMAT events involving airborne toxic releases.).
3. Functional: A scenario driven, real time exercise used to practice specific parts of the emergency operations plan. A functional exercise is management or activity oriented, used to practice management or activity skills and to build coordination and teamwork (i.e. OEM, Police, Fire, Environmental Health and Water Authority management representatives gather at the EOC and based on a flood damaged sewer and water systems scenarios, work through their operational responsibilities involving citizen safety and health issues.).
4. Full-scale: This exercise is a simulation of an actual disaster with real time exercise input and messages. Depending on the level of the exercise, it may include the use of props, specialized equipment and special effects in some instances. A full-scale exercise requires a high degree of training, organization and planning. However it can be invaluable to practice all aspects of the emergency operations plan and to build teamwork and communications between all areas of ESF and external support elements of a community emergency event (i.e. OEM facilitates the involvement of all effected City of Albuquerque entities involved in responding to a terrorist bombing at the Municipal Court complex which has resulted in substantial facility damage, trapped victims and mass casualties. The EOC is fully activated and field personnel are actively involved on scene, at a field command center, at area hospitals, and at a joint information center.).

B. Policies

Operational direction will come from the City's Emergency Operations Plan, followed by other City policies.

C. Procedures

1. The Director of OEM or designee will work with all appropriate City of Albuquerque departments to establish EOC/EOP training requirements for assigned City emergency support personnel.
2. Emergency support personnel will be provided with basic emergency operations training, normally conducted at City level. Advanced training may be available

through additional resources.

3. Refresher training courses will be scheduled every other year, or as deemed appropriate to insure assigned emergency support personnel are capable of handling their responsibilities.
4. Simulated emergencies will be designed to test/exercise portions or the entire emergency plan on at least an annual basis. Scenarios created should include responses from both public and private agencies and resources.
5. A test of any warning equipment will be conducted monthly (e.g., sirens, EAS).
6. The Director, Office of Emergency Management or designated representative, as soon as possible after an exercise, will conduct a critique for all players; preferably within 24 hours (3 working days).
7. Observers will prepare written evaluations based on test/exercise results and outcomes. Evaluation reports will be forwarded to the Director, Office of Emergency Management or their designated representative and may be used to improve future training and/or tests/exercises.
8. During periods of increased tension, accelerated refresher training courses may be provided to emergency preparedness personnel, with special emphasis on Law Enforcement, Fire Fighting and Rescue, Reception and Care; First Aid - Medic Services, Shelter Managers and Environmental Health.

V. ADMINISTRATION & LOGISTICS

- A. Administration of Records and Reports – The Director, Office of Emergency Management will provide to the Chief Public Safety Officer an annual report detailing:
 1. All training, tests, and exercises held in the previous year, noting deficiencies identified and corrective actions completed, in progress, or pending; and
 2. Planned training, tests and exercises for the coming year.
- B. Systems Involved – All manual and automated systems involving administration, operations, and communications will be tested as a part of the overall readiness identified in this plan.

VI. PLAN DEVELOPMENT MAINTENANCE & DISTRIBUTION

- A. The Emergency Manager will insure that this Direction & Control Annex is reviewed for currency by the Office of the Mayor, Chief Officers, Department Chiefs and Directors on an annual basis. If the Annex is found to not be current, the OEM Director will provide for drafting appropriate changes and upon review and acceptance update the Annex. The updated Annex will then be appropriately disseminated. Additionally, a review as

described above is required as soon as possible upon a change in the person holding the Mayor's Office.

VII. AUTHORITIES & REFERENCES

This annex was developed under the authority of the Office of the Mayor, City of Albuquerque and supersedes all similar versions to date.

VIII. DEFINITIONS & TERMS: None noted.

Annex 12 Education, Training, Testing and Exercises

Attachment 1

DPS Exercise Plan

New Mexico Department of Public Safety
Office of Emergency Management

ONE YEAR EXERCISE PLAN

FFY 2003 - FFY 2004

County/Locale: _____

Completed By: _____

Date Submitted: _____

	FFY-2003 * Actual dates of this exercise*	FFY-2003	FFY-2003	FFY-2003
Quarter Planned				
Estimated Dates				
Exercise Type				
Exercise Category				

* One exercise may serve multiple categories, types, and functions.

	Hazard Scenario	Hazard Scenario	Hazard Scenario	Hazard Scenario
Functions (to be) Tested				
Alert Notification				
Communications				
Coordination & Control				
Emergency Public Info. Effectiveness				
Damage Assessment				
Health & Medical				
Individual / Family Assistance				
Public Safety				
Municipal Development/Water Auth				
Resource Management				
Warning				
Transportation				
Continuity of Government				

Exercise Type

Functional Exercise (FE)

Full Scale Exercise (FSE)

Table Top Exercise (TTE)

Exercise Category

Natural Hazard (NH)

Technological Hazard (TH)

National Security (NS)

Hazard Scenarios

Refer to guidance and write in the type of scenario.

NM OFFICE OF EMERGENCY MANAGEMENT – CERTIFICATION

Date Received: _____

Approved: _____ Disapproved: _____

By: _____

Annex 12 Education, Training, Testing and Exercises

Attachment2

New Mexico Department of Public Safety Office of Emergency Management, Participant Application for training Form

This form can be downloaded, in either word document or a PDF file, from the following web site:

http://www.dps.nm.org/emergency/participant_application.htm

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Attachment 3

DPS Course Request Course

This form, to be used you if want DPS/OEM to teach a course locally, can be download from the web site below:

www.dps.nm.org/emergency/course_request.htm

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Attachment 4

Employee Training Checklist

Annual employee training checklist template to be inserted in OEM Training file

Name:	Agency:	Office Phone:	E-Mail Address:
Tasked Position(s):			
Courses Completed:	Date:		
IS 700: Intro to ICS			
IS 800: Natl. Resp. Plan			
IS 275: Role of EOC			
EOC Operations Training			
DMIS Training			
Table Top Exercise Training			
Functional Exercise Training			
Full Exercise Training			
Form a/o 10-07-05			