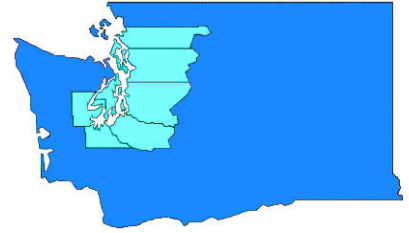


# Puget Sound

## Regional Catastrophic Disaster Coordination Plan



## Training, Exercise & Evaluation Overview

Update June 2014

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## Section I. Introduction and Overview

### A. Background

Emergency managers have conducted multi-agency, multi-disciplinary planning efforts in jurisdictions surrounding Puget Sound for many years, but none have been as broad as the efforts started when Regional Catastrophic Preparedness Grant Program (RCPP) funds became available in 2008. The RCPP planning region includes the counties of Island, King, Kitsap, Mason, Pierce, Skagit, Snohomish and Thurston. These counties all share a Puget Sound shoreline but range from dense population in an urban environment such as the City of Seattle in King County, to Mason County which is a more rural community with one incorporated city.

The 2006 Department of Homeland Security Nationwide Plan Review identified several gaps in various target capabilities at state and select urban areas. When the Puget Sound region became one of the ten national sites included in the new Regional Catastrophic Preparedness Grant Program, emergency managers in this area determined a course of action to fill some of the gaps identified in the Nationwide Plan Review. The FFY 2008 and 2009 grants focused on development of regional catastrophic plans, with the FYY 2010 grant looking at areas of sustainment, training, exercise and evaluation, public education campaigns and medical surge. The FFY 2011 award continues the training and exercise emphasis.

The Puget Sound Regional Catastrophic Disaster Coordination Plan identifies a basic concept of coordination built around shared situational awareness, communication and inter-agency coordination groups. In addition, the FFY 2008 award funded a number of supplementary plans, annexes and toolkits to address specific subject areas:

- Evacuation and Sheltering Toolkit
- Long Term Care Mutual Aid Plans (King and Pierce County)
- Pre-Hospital Emergency Triage and Treatment Annex
- Resource Management and Logistics Toolkit
- Structural Collapse Rescue Annex
- Transportation Recovery Annex
- Victim Information and Family Assistance Annex
- Volunteer and Donations Management Toolkit

### B. Purpose and Scope

This Training and Exercise Annex supports the Puget Sound Regional Catastrophic Disaster Plan by providing a framework for development of training, exercise and evaluation processes. In addition to this framework, each individual annex includes a training and exercise component that is specific to that planning effort.

Though this document is designed for use within the RCPP eight county footprint, other jurisdictions may adopt concepts from the regional plans and annexes and may participate in training or exercises.

The FFY 2010 RCPP grant guidance requires basic training and discussion-based exercises for each planning effort. Future training and exercise programs beyond the performance period of the grant will be

affected by the availability of funding. As funding becomes scarce, partnerships with public and private stakeholders to fund and collaborate on training and exercise programs will be critical in future years.

## Section II. Methodologies

Agencies that led planning efforts for each of the regional catastrophic plans, annexes or toolkits are responsible for development and delivery of training and exercising for these products. The 2010 grant guidance specifies that each training, exercise and evaluation effort for each plan, annex or toolkit address the following:

- Identify local roles and competencies necessary to implement plans/annexes.
- Identify training needs and develop a strategy to deliver training.
- Identify and incorporate existing training that is relevant to plans/annexes.
- Design and conduct plan or annex specific training.
- Design and conduct discussion-based exercises.
- Conduct After Action Reviews (AARs) following exercises, events and incidents that include improvement plans.

Table 1 identifies the agency responsible for developing and updating training that is associated with each plan, annex or toolkit. The RCPP strategic/sustainment plan addresses training and exercise responsibilities beyond the 2011 grant performance period.

PLAN / ANNEX / TOOLKIT	LEAD AGENCY
Coordination Plan	City of Seattle
Evacuation & Sheltering	Pierce County
Long Term Care Mutual Aid	Public Health, Seattle King Co.
Pre-Hospital Emergency Triage & Treatment	Seattle Fire Dept.
Resource Mgmt & Logistics	Thurston Co.
Structural Collapse & Rescue	City of Bellevue
Transportation Recovery	City of Seattle
Victim Information & Family Assistance	Public Health, Seattle King Co
Volunteer & Donations Mgmt	Pierce Co

Table 1: RCPP Planning Efforts and Lead Agencies

Attachment A is an optional template that provides guidance for individual plans and annexes as Project Leads develop their training and exercise programs for each annex. Project Leads may use a different format, but each plan/annex should address training needs, related training courses that are available through other sources, and a schedule of trainings that may be offered in the future. Exercise programs for these plans should be progressive and include instruction and discussion-based exercises such as workshops and tabletops. Ultimately, these plans will be exercised in functional and full scale exercises throughout the region though it is not expected that all will be exercised at the same time.

Project Leads may choose to work together through training and exercising multiple annexes. Regional concepts identified in these plans may be addressed by individual jurisdictions through their training and

exercise programs. Progressive training and exercise programs that incorporate regional plans into already existing programs benefit all stakeholders.

Many agencies and organizations within the Puget Sound Region participate in regional training and exercise opportunities such as the Evergreen Quake earthquake series conducted during the summer of 2012. Planning for these exercises started in 2010. This series of exercises included numerous seminars, workshops and tabletops in preparation for a multi-agency, multi-discipline, two day functional exercise followed by a three day full scale logistics exercise. In addition, a series of three tabletop exercises focusing on recovery were held following the functional and full scale exercises. While design of each exercise was independent, exercise themes and the scenario remained constant. Local, state, tribal, and federal government agencies participated as well as businesses and non-governmental organizations. Over 3,400 participants, evaluators, controllers, and worked during this series of exercises that included high level officials, managers, responders, and volunteers.

## A. Training

Washington State Emergency Management Division provides guidance to State agencies as well as local jurisdictions in the State of Washington Training and Exercise Plan. This plan identifies training and exercise priorities, recommended courses, and a schedule of known training and exercise dates. It is updated annually and is a companion document to the Washington Statewide All-Hazards Emergency Preparedness Strategic Plan.

Local jurisdictions also develop their own training programs to ensure that personnel receive training in various emergency management plans. For example, leading up to the Evergreen Quake Functional Exercise, participating agencies conducted training specific to overarching exercise themes including: information sharing and situational awareness, logistics and resources management, medical response operations, sheltering and mass care, and regional transportation resiliency. Some of these training efforts were specific to a single jurisdiction while others encouraged wide participation. Local training often covers aspects of multiple plans such as transportation resiliency. A presentation of the local transportation plan may lead into a discussion of county and state transportation plans as well as regional plans. If there is a need to evacuate to another county those plans may also come into play. In the Puget Sound region there are ferries and bridges to consider so several different local, regional, or state plans may be discussed in one training session. Similarly, a training regarding sheltering or mass care may also include the area of transportation.

As project leads develop a training strategy for their plans and annexes, they should consider existing training that complements components of their plans. When a plan uses an Incident Command System (ICS) structure, it is important that individuals who will use the plan understand ICS. So part of the training component may include Independent Study (IS) 100 and 200, which are offered on line through FEMA. Other types of training that is relevant to catastrophic planning efforts include some courses at federal facilities such as the Emergency Management Institute (EMI), or courses offered by different Washington State agencies. The use of FEMA Technical Assistance to assist in development and delivery of workshops was done for elements of the Evacuation and Sheltering Toolkit, the Resource Management and Logistics Toolkit, and the Volunteer and Donations Management Toolkit. In addition to planners or personnel from the lead agency conducting training, instructors may be contracted or may be subject matter experts that exist in the community.

Training may be jurisdiction specific or may be valuable for any jurisdiction. The Regional Catastrophic Disaster Coordination Plan, its Annexes and Toolkits includes concepts that are common to many agencies and organizations.

## B. Exercises and Evaluation

The Homeland Security Exercise and Evaluation Program (HSEEP) provides standardized policy, methodology, and language for designing, developing, conducting, and evaluating exercises. Jurisdictions in this region utilize HSEEP guidelines in their exercise planning.

### 1. Exercises

Exercises improve readiness by providing a way of validating plans and procedures in a no fault environment. They can help clarify roles and responsibilities, improve interagency coordination, and find gaps in resources and plans. For individual participants, skills are honed and opportunities for improvement identified.

Utilizing the concept of a progressive exercise series, exercises are planned in a cycle that increases in complexity. Each successive exercise builds on the scale and experience of the previous one. Discussion-based exercises include seminars, workshops, tabletops and games. Generally participants are all in the same room (or joining through tele- or video-conferencing) and engage in facilitated discussions. Operations based exercises focus on action-oriented activities and include simulation of events in functional exercises, or the deployment of resources and personnel in drills and full scale exercises.

Jurisdictions use exercises to build and improve upon an organization's capabilities. Validating training, plans, and equipment is a critical part of capability building. Multi-year exercise plans that demonstrate a progressive exercise approach provide a mechanism that encourages training and testing of plans and procedures without overwhelming those who must implement them.

FEMA offers courses both on-line and classroom that may be useful in designing, delivering and evaluating exercises. Course number L-147, HSEEP Train the Trainer is available in Washington State at various times of the year. Inquiries may be addressed to the Training Unit at Washington State EMD. Independent Study Program Courses may be found on-line at <https://training.fema.gov/IS/> and include offerings such as:

- IS 120a – Introduction to Exercises
- IS 130 – Exercise Evaluation and Improvement Planning
- IS 139 – Exercise Design



Figure 1: Homeland Security Exercise and Evaluation Program



## 2. Exercise Evaluation

Exercise evaluation assesses whether the exercise objectives were achieved according to jurisdiction policies, plans, and procedures. It also identifies areas for improvement. Evaluators accomplish this by observing the exercise and collecting supporting data, gauging performance against expected outcomes, and determining what changes are needed to ensure desired outcomes. Good evaluations result in suggestions for filling capability gaps or making needed improvements.

Discussion-based exercise evaluations validate or identify areas of improvement needed in plans, procedures, policies, resources and capabilities, and interagency or inter-jurisdictional relationships. Operations based exercises may focus evaluations on issues such as effectiveness of communications, effectiveness of Incident Command management, or ability to properly use equipment.

The exercise evaluation process includes multiple steps including the identification, collection and analysis of data that relate to exercise objectives. An After Action Report (AAR) that includes a Corrective Action Plan (CAP) with Improvement Plan (IP) is the document that describes what happened during the exercise. It often includes some aspects of exercise design, purpose and scope of the exercise, objectives and goals of the exercise, the disaster scenario and major events. Based on observations and analysis, the AAR discusses exemplary practices, highlights issues that need to be addressed and recommends improvements. The IP is part of the AAR and includes a list of recommended actions that address gaps or deficiencies and assigns those actions to individuals or agencies along with due dates. An example of concerns that might be addressed in an IP following a major winter storm is shown in Table 2.

Task #	Observation	Action to Improve	Responsible Party	Capability Element	Due Date
1	Public messages encouraged people to stay off the roads which confused government workers who were told to come to work	Train employees & managers to the Inclement Weather Policy	All Dept Directors will ensure employees are trained.	Training	3/31/XX
2	Roadways with water over them were barricaded but not reported as road closures to dispatch	Review and update protocols for reporting barricaded roadways – train employees	Public Works	Plans Training	4/30/XX
3	Poor signage for detours of closed roads	Update plans and procedures. Make more detour signs	Public Works	Plans	3/31/XX
4	More chargers were needed in the EOC to support radios and cell phones	Buy additional chargers for use in the EOC	OEM	Equipment	2/28/XX

Table 2: Example of Improvement Plan Items

## Section III. Plans and Annexes

The Regional Catastrophic Planning Team (RCPT) includes representatives of many jurisdictions and various disciplines. This decision making body, identified in the Puget Sound Regional Catastrophic Planning Team Charter, includes members from emergency management agencies, tribes, the private sector, and discipline specific organizations. This group determined that an overarching plan would be developed with several annexes identified to assist with coordination efforts that were multi-jurisdictional as well as multi-disciplinary in nature.

These planning efforts support Core Capabilities as identified in the National Preparedness Goal published in September 2011 by the Department of Homeland Security. Attachment B to this document provides a matrix titled Core Capabilities Supported by Regional Catastrophic Plans and Annexes.

The following section provides an overview of each plan, annex or toolkit and includes key elements of the plan/annex/toolkit, core capabilities supported by each, and target audiences for training. Initial training and exercising of these products occur as part of the 2010 and 2011 RCPP grant requirements. Long term training, exercise and evaluation of these plans are included in the RCPP strategic/sustainment plan. In many cases training and exercising of these products may be incorporated into the training and exercise programs of each county.

### A. Puget Sound Regional Catastrophic Disaster Coordination Plan

The Regional Catastrophic Disaster Coordination Plan provides strategies and mechanisms for regional coordination, focusing on tools to better link local emergency operations centers and managers to each other and to their state, tribal and federal counterparts.

#### 1. Key Elements

- Inter-jurisdictional information sharing using Incident Snapshot Reports
- Inter-jurisdictional coordination through conducting conference calls
- Development of coordinating groups to address regional coordination issues

#### 2. Core Capabilities Supported

- Planning
- Situational Assessment
- Public Information & Warning
- Operational Coordination
- Community Resilience

#### 3. Target Audiences for Training and Exercises

- Emergency management personnel from federal, state, local, and tribal governments
- Public and private critical infrastructure providers

## **B. Evacuation and Shelter Toolkit**

The Shelter and Evacuation Toolkit describes the coordination of regional efforts for evacuation and for the provision of emergency temporary shelter, mass feeding, and other basic human needs to residents and visitors of the Puget Sound area who require such assistance following a regional emergency or catastrophic disaster.

### **1. Key Elements**

- Provides guidance for coordinating evacuation and sheltering efforts in the Puget Sound Region during a catastrophic incident.
- Encourages formation of an Evacuation and Sheltering Regional Coordination Group (ESRCG) that aids in sharing of situational awareness, identifies and makes recommendations regarding policy issues, and identifies tools that can be utilized to improve response and recovery efforts as they relate to this Annex.
- Provides guidance as to how the ESRCG might initially work together and coordinate activities regarding evacuation and sheltering.
- Reinforces the use of FEMA National Shelter System (NSS) as the mechanism by which EOCs are informed of shelter status.

### **2. Core Capabilities Supported**

- Planning
- Situational Assessment
- Operational Coordination
- Critical Transportation
- Mass Care Services
- Public Information & Warning

### **3. Target Audiences for Training and Exercises**

- ESF6 Representatives from local, county, state, and federal emergency management organizations
- Non-profit, community-based, non-governmental organizations
- Private Sector

## **C. Long Term Care and Mutual Aid Plans (King and Pierce Counties)**

Long Term Care and Mutual Aid Plans were developed in both King and Pierce Counties and provide a sample plan that other counties can use as an example. The effort was led by respective Public Health Departments in the two counties and engaged long term care facilities in their counties to plan with each other in the event of a disaster or major emergency. These plans include patient movement from one facility to another and include areas such as staffing, supplies, equipment and transportation. (Pierce County/Tacoma Public Health elected not to seek training and exercise funds from RCPP.)

## 1. Key Elements

- To place and support care of patients evacuated from a disaster struck facility.
- To provide supplies as needed to a disaster struck facility.
- To assist with transportation of evacuated patients.
- To provide staffing support as needed to a disaster struck facility, whether evacuating or the facility is directly affected by the disaster.
- To provide stop over points and transportation for evacuated patients or to provide supplies from member facilities geographically removed from the region-wide disaster area.
- Includes Memorandum of Understandings (MOUs) among long term care facilities.

## 2. Core Capabilities Supported

- Planning
- Operational Coordination
- Critical Transportation
- Mass Care Services
- Public Health and Medical Services
- Public and Private Services and Resources
- Situational Assessment

## 3. Target Audiences for Training and Exercises

- Nursing Home Management and Staff
- Public Health and Social Services personnel working with long term care facilities

## D. Pre-Hospital Emergency Triage & Treatment Annex

This Annex provides an all-hazards strategic framework to facilitate planning and response coordination among all entities with a responsibility for the management and provision of Pre-hospital Emergency Triage and Treatment during any naturally occurring or manmade catastrophic incident.

### 1. Key Elements

- Establishment of mechanisms for activating a conference call
- Development of a regional situational awareness for the pre-hospital response
- Establishment of regional priorities when multiple incidents occur across jurisdictions
- Guidance on the establishment and operation of Field Treatment Areas
- Implementation of WMD Field Protocols or alternate field standards of care

### 2. Core Capabilities Supported

- Planning
- Situational Assessment
- Public Health and Medical Services

### 3. Target Audiences for Training and Exercises

- County Fire Chief representatives
- Public Health officials
- Medical Program directors
- Emergency Medical providers
- Federal and Tribal agencies

## E. Resource Management & Logistics Toolkit

The Regional Resource Management and Logistics Toolkit (RMLT) provides a comprehensive framework and guidance for managing resources and logistics. It presents a strategy that encourages resource sharing and optimizes resource acquisition, allocation and deployment through increased communication, collaboration and standardization. The RMLP is intended to be collectively implemented by the region; it works with and supports local, state and federal plans.



### 1. Key Elements

- Resource request and allocation framework
- Guidelines and model contracts for emergency contracting
- Time-phased logistics deployment models
- Local staging area planning guidance
- Community Point of Distribution (CPOD) planning guidance
- Self-assessment tool for local programs
- Recommended strategies and best practices to meet identified gaps

### 2. Core Capabilities Supported

- Planning
- Operational Coordination
- Situational Assessment
- Public and Private Services and Resources
- Critical Transportation
- Public Information and Warning

### 3. Target Audiences for Training and Exercises

- Emergency management and emergency response personnel
- Volunteers from non-governmental and faith based organizations
- Public and private critical infrastructure providers
- Community planners

## F. Structural Collapse Rescue Annex

The Regional Structural Collapse Rescue (SCR) Annex provides a framework of procedures for regional coordination, decision-making and resource sharing among Puget Sound area emergency response agencies and other partners with structural collapse rescue capability. This Annex addresses structural collapse rescue after a major incident, such as a damaging earthquake, as well as to smaller incidents caused by other hazards where life saving structural collapse rescue resources are needed.



### 1. Key Elements

- Scaled approach to building Urban Search and Rescue (USAR) capabilities
- Provides a snap shot of current heavy rescue capabilities as they exist in the Puget Sound Region
- Recommends utilization of the national USAR standards for typing equipment and personnel
- Recommends adopting a common standard for structural evaluation, search and victim marking systems
- Provides information for developing common communications planning across the Puget Sound Region
- Provides a model Memorandum Of Understanding (MOU) to be used in entering into private sector partnerships
- Includes a checklist for initial actions in a SCR incident
- A Regional Heavy Rescue Consortium overseen by Bellevue Fire Department will take on the long-term responsibility of plan and capability management

### 2. Core Capabilities Supported

- Planning
- Operational Coordination
- Situational Assessment
- Environmental Response/Health and Safety
- Fatality Management Services
- Mass Search & Rescue Operations
- Operational Communications
- Public Health and Medical Services

### 3. Target Audience for Training and Exercises

- Agency Administrators
- Fire/Rescue Training Officers
- Association of General Contractors
- Other key players including Communications and Logistic specialists, search dogs and their handlers, structural engineers and heavy equipment operators.

- Emergency Management staff and other key EOC participants who may provide support roles

## G. Transportation Recovery Annex

The Transportation Recovery Annex provides recommended guidelines for coordinating multi-jurisdictional regional transportation system recovery in the Puget Sound Region after a catastrophic incident. It provides information and recommended guidelines for regional coordination, collaboration, decision-making, and priority setting among Puget Sound area emergency response and transportation agencies and other partners across the disaster recovery spectrum. This Annex also provides information, strategies and guidance for local jurisdictions to develop their respective local implementation plans to address local issues and procedures for connecting local transportation recovery measures with the restoration of the regional transportation network, as well as establishing coordination linkages with other local jurisdictions, state and federal transportation agencies and traffic management systems.

### 1. Key Elements

- Initial actions for situational awareness
- Initial detours for 50 key road disruptions
- Development and coordination of mid-term traffic management strategies
- Development and coordination of regional recovery working groups
- Development and coordination of a long term recovery process for transportation
- Development and coordination of long term recovery priorities
- Multi-modal resource lists



### 2. Core Capabilities Supported

- Planning
- Operational Coordination
- Community Resilience
- Threats and Hazard Identification
- Situational Assessment
- Infrastructure Systems for Response
- Infrastructure Systems for Recovery
- Public and Private Services and Resources

### 3. Target Audiences for Training and Exercises

- State/local EOCs and ESF-1 personnel
- State/local transportation departments and ESF-1 personnel
- Multi-Modal Transportation community (Air, Water, Road and Rail)
- Puget Sound Regional Council (PSRC)

- Pacific Northwest Economic Region (PNWER) and other private sector organizations

## H. Victim Information and Family Assistance Center

The Victim Information and Family Assistance Center Annex provides strategies and mechanisms for coordinating operations of a Family Assistance Center (FAC) to facilitate victim identification and support the reunification of individuals with their missing or deceased loved ones. This annex outlines a concept of coordination for Family Assistance Center activities during a catastrophic disaster and provides tools to support operation.

### 1. Key Elements

- Coordination of Family Assistance Center operations
- Coordination of Victim Identification
- Coordination of Patient tracking
- Coordination of Missing Persons
- Coordination of Public Messaging regarding Missing and Deceased individuals



### 2. Core Capabilities Supported

- Planning
- Public Information and Warning
- Operational Coordination
- Situational Assessment
- Fatality Management Services
- Health and Social Services

### 3. Target Audiences for Training and Exercises

- Healthcare organizations (especially hospitals)
- Local and State Public Health
- Coroners/medical examiners,
- Local and State Emergency Management
- Local and State Law Enforcement
- Local and State Human Services

## I. Volunteer & Donations Management Annex

The Regional Volunteer and Donations Management toolkit was developed to provide a framework and guidance for the various jurisdictions, departments, and agencies within the Puget Sound Regional Catastrophic Preparedness Grant Program (RCPP) to coordinate management of spontaneous volunteers and unsolicited donations following a catastrophic disaster.



## 1. Key Elements

- Toolkit with regional framework for spontaneous volunteer and unsolicited donations management.
- Spontaneous Volunteer Planning Template.
- Spontaneous Volunteer Reception Center Standard Operating Procedure (SOP) template.
- Local Volunteer and Donations Management Community Building Questionnaire.
- National Donations Management tool Aid Matrix application in WA State.
- Regional gaps and identified best practices for spontaneous volunteer and unsolicited donations management.

## 2. Core Capabilities Supported

- Planning
- Public Information and Warning
- Operational Coordination
- Situational Assessment
- Public and Private Services and Resources

## 3. Target Audiences for Training and Exercises

- Volunteer and Donations Management Coordinators/ESF7 Representatives from local, county, State Emergency Management
- Volunteer and Donations Management Organizations (non-profit, community-based, non-governmental, etc.)
- Private Sector

## Section IV. Schedules and Calendars

As Project Leads schedule training and exercise opportunities, they submit that information to RCPP staff who maintain a list of all trainings and exercises associated with RCPP products. Project Leads or another staff member assigned by the Lead agency for each plan or annex (Table 1) are responsible for development of training and exercise schedules for their plans or annexes and forwarding that information on to RCPP staff. Training and Exercise schedules through December 2012 are captured in Attachment C of this document.

Washington State Emergency Management Division has made its Training and Exercise web-based calendar available for regional catastrophic training and exercise activities. RCPP staff is responsible for updating the calendar though input will come from those offering the training or leading the exercise. This calendar may be viewed on the Washington State Web-site at <http://www.emd.wa.gov/>. Click on the Training and Exercise tab, then the Training and Exercise Calendar. At the top of the calendar, there is a drop down menu that includes Regional Catastrophic Training and Exercise Calendar. This calendar will be updated as events are scheduled.

Training and exercise schedules are developed on an annual basis by project leads or as determined through the sustainment process. Training and exercise activities are coordinated among plan participants as well as Washington State Training and Exercise personnel.



# Attachment A – Training, Exercise, and Evaluation Template

The following template provides guidance for information that should be included in the Puget Sound Regional Catastrophic Disaster Plan, Annexes and Toolkits. The actual format may be modified but training and exercise processes, types, and time frames will be identified in individual plans/annexes.

## Section I. Overview

Training, exercise and evaluation programs exist in emergency management programs within the eight county Puget Sound Regional Catastrophic Preparedness Grant Program area. City, county, state, federal and tribal governments as well as private businesses, non-governmental entities, and citizen groups recognize the need to work together to build disaster resilient communities. An overview of training, exercise and evaluation as it relates to regional catastrophic planning efforts can be found in the Puget Sound Regional Catastrophic Strategic Plan.

This Appendix identifies training, exercise and evaluation activities as they relate specifically to this annex. Training may range from orientation presentations to seminars focusing on specific aspects of the plans or procedures. Training may be very subject specific to include something as simple as how to complete forms associated with this annex. Exercises will also range from simple discussion-based tabletops to more complex operations based exercises such as functional or full scale.

*Add annex specific information*

## Section II. Training

### A. Training Needs

*Identify specific training needs associated with this annex.*

### B. Training Strategy

*Explain the details of what training will be delivered in regards to this plan and how it will be accomplished.*

*Identify types of training, target audience, when, where and how training will be delivered.*

### C. Related Training Courses

General emergency management or National Incident Management System (NIMS) general required training courses are not included in these tables. Training courses identified below are those that are specific to the subject matter of this annex, or advanced courses that will assist individuals in carrying out duties identified in this annex.

Independent Study Courses that relate to this annex. These courses can be found on-line at <http://training.fema.gov/IS>.

Course Number	Course Name

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Other ongoing classes that relate to this annex may be offered by different organizations and include:

Course Name/Number	Offered by

*Identify 'other' regularly offered training courses specific to this annex*

### Section III. Exercises

Exercises are used to improve readiness by providing a way of testing plans and procedures in a reasonably safe and non-critical environment. They can help clarify roles and responsibilities, improve interagency coordination, and find gaps in resources and plans. For individual participants, skills can be honed or opportunities for improvement can be identified.

The Homeland Security Exercise and Evaluation Program (HSEEP) provides standardized policy, methodology, and language for designing, developing, conducting, and evaluating exercises. All jurisdictions in this region utilize HSEEP guidelines in their exercise planning.

Utilizing the concept of a progressive exercise series, exercises can be planned in a cycle that increases in complexity. Each successive exercise may build on the scale and experience of the previous one. Discussion-based exercises include seminars, workshops, tabletops and games. Generally participants are all in the same room (or joining through tele or video conferencing) and engage in facilitated discussions. Operations based exercises focus on action-oriented activities and include the deployment of resources and personnel. They include drills, functional exercises and full-scale exercises.

In order to test cross-jurisdictional concepts of this plan, there is a need to exercise with multiple jurisdictions. The Washington State Emergency Management Division has previously led multi-jurisdictional exercises and has been a partner in catastrophic planning efforts. Counties, cities, and other partners identified in this annex should exercise together to test cross-jurisdictional plans as well as local plans. Efforts should be made to coordinate training and exercises of regional plans with other training and exercise efforts by using the Washington State Emergency Management Division Training and Exercise calendar posted on their web page at [www.emd.wa.gov](http://www.emd.wa.gov).

*Add any specific information regarding exercises for this annex.*

Discussion-based Exercises include Seminars, Workshops, Tabletops, and Games. The following chart shows the types and general information regarding discussion-based exercises that pertain to this annex over the next five years. As dates are determined, they will be identified on a calendar or schedule.

*Evergreen Quake exercises are inserted as examples. Remove if not applicable to your annex)*

	Description	Jurisdictions	Type of Exercise (Seminar, Workshop, TTX, Game)

2011			
2012	<i>Evergreen Quake</i>	<i>multiple</i>	<i>TTX</i>
2013			
2014			

Operations Based Exercises include Drills, Functional Exercises, and Full Scale exercises. The following chart identifies anticipated operational exercises over the next five years. As dates are determined, they will be noted on an agreed upon Training and Exercise calendar or schedule.

	Description	Jurisdictions Involved	Type of Exercise (Drill, FE, Full Scale)
2011			
2012	<i>Evergreen Quake FE Evergreen Quake Logistics</i>	<i>6 counties, State, feds, others Select cities</i>	<i>FE Full Scale</i>
2013			
2014			

## Section IV. Evaluation

Evaluating exercises, major events, and incidents provides a forum where personnel can identify strengths, weaknesses and gaps to plans and training as well as areas that need improvement. An After Action Report (AAR) should be written any time this plan is utilized in an operations based exercise or an actual event or incident. The AAR should be completed in a timely manner following the completion of an exercise, generally within 90 days.

Multiple steps make up the exercise evaluation process including the identification, collection and analysis of data that relate to exercise objectives. An After Action Report (AAR) is the document that describes what happened during the exercise. Based on observations and analysis, the AAR discusses exemplary practices, highlights issues that need to be addressed and recommends improvements. A Corrective Action Plan is part of the AAR and includes a list of recommendations, due dates and responsible organizations for implementing recommended actions. In some cases, plans and procedures may need to be modified or additional training may be required.

*Add annex specific information*

## Section V. Scheduling and Calendars

Lead agencies for the RCPP plans, annexes and toolkits developed their respective training and exercise plans using FFY 2010 RCPP funds. The FFY 2011 RCPP award will support additional training and exercise activities.

Sustainment of plans and annexes is being addressed in a separate section of the Regional Catastrophic Disaster Coordination Plan. The lead agency identified in the sustainment section will also provide leadership for training, exercising, and evaluation of this annex.

Washington State Emergency Management Division has made its Training and Exercise web-based calendar available for regional catastrophic plans training and exercise activities. Through the duration of the RCPP program, RCPP staff will update the calendar with input from those offering the training or leading the exercise. To view this calendar, go to the State Web-site at <http://www.emd.wa.gov>. Click on the Training and Exercise tab, then the Training and Exercise Calendar. At the top of the calendar, there is a drop down menu that includes Regional Catastrophic Training and Exercise Calendar. This calendar will be updated as events are scheduled.

Training and exercise schedules will be developed on an annual basis by project leads or a designated agency to be determined through the sustainment process. Training and exercise activities should be coordinated among plan participants as well as Washington State Training and Exercise personnel.

*Add annex specific information*

## Attachment B – Core Capabilities Supported by Regional Catastrophic Plans and Annexes

Core Capability  (Only those relating to RCPP plans are displayed)	Coordination	Evacuation & Sheltering	Long Term Care Mutual Aid	Pre-Hospital emergency Triage & Treatment	Resource Management & Logistics	Structural Collapse Rescue	Transportation Recovery	Victim Information & Family Assistance	Volunteer & Donations Management
<b>Planning</b>	P	P	P	S	P	P	P	P	P
<b>Public Information and Warning</b>	S	S			S			S	S
<b>Operational Coordination</b>	S	S	P		P	P	P	P	S
<b>Community Resilience</b>	S						S		
<b>Threats &amp; Hazard Identification</b>							S		
<b>Critical Transportation</b>		S	P		S				
<b>Environmental Response/Health &amp; Safety</b>						S			
<b>Fatality Management Services</b>						S		P	
<b>Infrastructure Systems (Response)</b>							P		
<b>Mass Care Services</b>		P	S						
<b>Operational Communications</b>						S			
<b>Public &amp; Private Services and Resources</b>			P		P		S		P
<b>Public Health and Medical Services</b>			P	P		S			
<b>Situation Awareness</b>	P	P	S	P	P	P	P	P	S
<b>Health and Social Services</b>								S	
<b>Infrastructure Systems (Recovery)</b>							P		

P=Primary

S=Supporting

# Attachment C – Coordination Plan Training and Exercise Summary, After-Action, and Train-the-Trainer Materials

## 1. Training Program Overview

### Background

In August of 2011, under the auspices of the Regional Catastrophic Preparedness Program (RCPP), the Seattle Office of Emergency Management sought the services of a qualified contractor to develop and implement a training, exercise and evaluation program in support of the Coordination Plan. Witt O'Brien's was chosen as the contractor to lead this training and exercise effort.

A concept for the training and exercises was developed in a Situation Manual (SitMan) that included discussions, and hands-on training following the exercise concepts of the Homeland Security Exercise and Evaluation Program (HSEEP). This was coordinated with each jurisdiction and improvements were made as the project continued by incorporating lessons learned and suggestions from participants.

Initial beta testing of the training program revealed significant dissatisfaction with the tools and processes outlined in the Coordination Plan. Training was temporarily suspended while revisions were made to the ISNAP and the protocols for the Regional Conference Call. Additionally, Coordination Plan protocols were reviewed with State EOC staff to ensure efforts made locally had added value for State responders. Additionally, RCPT staff and Witt Training staff worked with State technicians to make the ISNAP results easier to display and read, resulting in the ISNAP matrix.

The revised program was then presented to the original beta test group, as well as other counties identified in the RCPP footprint. Attempts were made to present the training to mixed groups of neighboring jurisdictions to further highlight the value of cross-border coordination.

In accordance with Homeland Security Exercise and Evaluation Program (HSEEP) policy, a Situation Manual (SitMan) was developed for the events outlining the objectives and content of the program.

The training focused on four basic areas; development and purpose for the Coordination Plan and the RCPP, use of the ISNAP reporting form, convening of a Regional Conference Call, and forming Regional Coordination Groups. The target audience included State/local EOC personnel.

The Project Team developed a T-t-T toolkit to be made available to each RCPT Jurisdiction to help facilitate the sustainability of the Coordination Plan. The packet includes general instructor guidance; a Situation Manual (SitMan) template; a generic PowerPoint presentation, the User Guide document, a generic scenario for each function identified in the ISNAP, and a participant feedback form.

### Goals and Objectives

The goals and objectives of the Coordination Plan training program was to familiarize regional emergency management leaders and other agency stakeholders with the Plan and the tools within the Plan designed to streamline the process of information sharing and regional coordination after a catastrophic event..

The training was designed to help leaders work collaboratively to share information and form working groups of subject matter experts to aid in the response and recovery efforts of the region.



## Summary of Training Plan

Trainers from Witt O'Brien's provided a training slide presentation and handouts, led discussions, encouraged participants to use the tools, and sought participant feedback.

The training was divided into four (4) sections including the following:

**Section 1 – Background and Overview of the Coordination Plan**

**Section 2 – Incident Snapshot (ISNAP)**

**Section 3 – Regional Conference Call**

**Section 4 – Forming of Regional Coordination Groups**

## 2. After-Action Report

This report provides after-action information on the Coordination Plan Training and Exercise Project and an improvement plan for updating and sustaining the Plan. Seven training and exercise events were held with counties. A total of 116 persons attended.

### Coordination Plan Training & Exercise Events, Dates and Attendance

Location	Date	Number of Participants
<b>County</b>		
King*/Pierce*	April 28, 2014	13
Kitsap	March 25, 2014	11
Snohomish/HSR1/Island/Skagit	May 9, 2014	8
Thurston/Mason	May 7, 2014	8
Washington State EMD	Sept. 30, 2014	16
*King (Beta Test Training)	2013	32
*Pierce (Beta Test Training)	2013	28
	<b>Total</b>	<b>116</b>

Although the training and exercise sessions were given to individual counties, the approach of this AAR/IP is Regional, with the assumption that observations and issues that arose in the individual sessions could and do apply to all of the Regional stakeholders and participants.

There were four objectives used as a basis for the development of the individual Situation Manuals for each session. These were as follows:

1. Increase overall awareness of the Coordination Plan and how to use the User Guide and other tools in the plan, and how to integrate these tools into their local planning.
2. Help county EOC participants understand how to use and how to read the Incident Snapshot (ISNAP).
3. Help county participants understand the need for, and how to conduct a Regional Conference Call.
4. Help county participants understand the considerations for forming Regional Coordination Groups.

The original outline for training the Coordination Plan called for individual training for each county. After beta testing the program and revising it to meet recommendations of the test group and the RCPT, it was determined that the goals of the Coordination Plan would be better served by training neighboring jurisdictions together. To that end, training was combined for King and Pierce Counties, for Thurston and Mason Counties, and for Snohomish, Skagit and Island Counties. Kitsap County, due to its isolated location, was trained alone.

## Analysis of Objectives

This section reviews the feedback from exercise participants based upon objectives that supported the goals of the project. Observations are organized by objective.

An Improvement Plan table is included below outlining the objectives, ongoing activities, and suggested responsible agencies for sustaining and improving the Plan.

### OBJECTIVE 1: Increase overall awareness of the Coordination Plan among county EOC responders in the Puget Sound Region

**Observation:** Participants feel better informed on the use of the Coordination Plan. Some participants felt that the Coordination Plan was unnecessary as the State would handle those duties, however most jurisdictions agreed that by focusing efforts regionally and working with their neighbors, they could accomplish more and do it sooner than if they waited for the State to assume those duties.

**Analysis:** Participants supported the planning efforts that encouraged partnering and building relationships.

**Recommendation:** Future planning efforts should not only focus on preparedness, response and recovery, but also on regional interdependencies and how the Coordination Plan's basic structure can be used across the entire state.

### OBJECTIVE 2: Train stakeholders on how to use the ISNAP tool, and how to use other jurisdictions' ISNAP reports to better plan their own response

**Observation:** Training participants were interested in the ISNAP tool and once they understood the meaning of the colors, they found them easy to use. They understood the value of sharing the information and agreed it would be useful in guiding their response planning. Beta testing had not supported the ISNAP tool originally – participants wanted clearer definitions of what constituted each color, they wanted a more automated form with drop-down windows and they wanted a way to know their neighbor's condition without having to open every ISNAP and read the details.

**Analysis:** Work with the State WebEOC technicians resolved many of the original concerns by rolling the ISNAPs into a color block matrix that automatically populated and gave viewers a quick view of all reporting agencies on a single page. Once that process was complete, acceptance of the ISNAP tool improved.

**Recommendation:** The tools contained in the Coordination Plan should be used in local, county, state and all regional events until their use becomes familiar and accepted. The State should continue expanding the use of the ISNAP across more jurisdictions which would increase its value and merits outside of the RCPP footprint.

### **OBJECTIVE 3: Understand how to initiate and participate in a Regional Conference Call**

**Observation:** Participants understood the value of having County representatives talk on the phone in the first few hours after a disaster in order to being coordinating response and recover efforts. However, they expressed some doubts on how that would be accomplished and who would be on the call.

**Analysis:** Most of the doubts expressed were not on whether the call was worthwhile, but on the logistics of accomplishing such a call in the difficult first hours assuming that phone service would be impacted and the physical act of connecting might be challenging.

**Recommendation:** Since amateur radio is listed as a back-up method, jurisdictions should practice the regional conference call using it and all other options during practice sessions. Practicing using the alternate notification agencies – Kitsap and Snohomish County EOCs – will help alleviate concerns of the practicality of initiating and conducting the call.

### **OBJECTIVE 4: Understand the value and processes for convening Regional Coordination Groups**

**Observation:** The value of having groups of Subject Matter Experts convene to discuss resolution of specific, cross-jurisdictional issues was never disputed, all participants agreed that was a logical solution to how complex tasks could be accomplished with the least confusion and delays.

**Analysis:** While participants agreed it was a good idea, concerns were expressed over how these groups would be organized, which jurisdictions would be represented in the groups, and how smaller jurisdictions could spare critical personnel during a crisis. Even larger jurisdictions expressed concern over the ability to provide personnel for the groups.

**Recommendation:** Since few of the Annexes have pre-defined which groups would convene and who would participate, trying to organize the groups after a critical event will be challenging. It would be very valuable to the region if more of the disciplines/essential functions would work toward defining group membership and would meet regularly to discuss how they could best work to support regional response and recovery. Familiarity with the other members and ongoing discussions on how the group would function will be invaluable during a crisis.

## **Summary of Major Strengths**

The major strengths identified during these events are as follows:

1. Jurisdictions recognize that sharing information with neighboring jurisdictions is useful in planning their own recovery efforts.
2. State and local EOC participants recognized the value of using a standardized situation assessment form that would be submitted within hours of an event that contributes to regional situational awareness and facilitates an initial triage of conditions in a comparable manner.
3. State EOC staff recognized the value of the regional approach to response and recovery.

## Primary Areas for Improvement

Notwithstanding the general strengths identified in the Region, several specific areas of improvement were identified. The primary areas for specific improvement are as follows:

1. Universal use and training on the State’s WebEOC product is needed in order to share ISNAP information.

**Recommendation:** State WebEOC specialists set up accounts and offer in-person training to jurisdictions not currently familiar with WebEOC.

2. Jurisdictions need to become familiar with and exercise the Coordination Plan so it is more likely to be utilized.

**Recommendation:** Since unfamiliar tools are not likely to be used during an actual event, it’s recommended that the tools in the Coordination Plan, specifically the ISNAP form, be used internally to report departmental conditions during localized events.

## Improvement Plan

This Improvement Plan outlines the observations and recommendations suggested for continuing improvement and use of the Coordination Plan. The RCPT will oversee updates and continuing improvements to the Coordination Plan.

Objective 1	Observations	Recommendations
Increase overall awareness and enhance coordination among stakeholders in the Puget Sound Region.	Participants feel better informed on the use of the Coordination Plan. Some participants felt that the Coordination Plan was unnecessary as the State would handle those duties, however most jurisdictions agreed that by focusing efforts regionally and working with their neighbors, they could accomplish more and do it sooner than if they waited for the State to assume those duties.	Future planning efforts should not only focus on preparedness, response and recovery, but also on regional interdependencies and how the Coordination Plan’s basic structure can be used across the entire state.

Objective 2	Observations	Recommendations
<p>Train stakeholders on how to use the ISNAP tool and how to use other jurisdictions' ISNAP to better plan their own response</p>	<p>Training participants were interested in the ISNAP tool and once they understood the meaning of the colors, they found them easy to use. They understood the value of sharing the information and agreed it would be useful in guiding their response planning. Beta testing had not supported the ISNAP tool originally – participants wanted clearer definitions of what constituted each color, they wanted a more automated form with drop-down windows and they wanted a way to know their neighbor's condition without having to open every ISNAP and read the details</p>	<p>The tools contained in the Coordination Plan should be used in local, county, state and all regional events until their use becomes familiar and accepted. The State should continue expanding the use of the ISNAP across more jurisdictions which would increase its value and merits outside of the RCPP footprint.</p>

Objective 3	Observation	Recommendation
<p>Understand how to initiate and participate in a Regional Conference Call</p>	<p>Participants understood the value of having County representatives talk on the phone in the first few hours after a disaster in order to being coordinating response and recover efforts. However, they expressed some doubts on how that would be accomplished and who would be on the call.</p>	<p>Since amateur radio is listed as a back-up method, jurisdictions should practice the regional conference call using it and all other options during practice sessions. Practicing using the alternate notification agencies – Kitsap and Snohomish County EOCs – will help alleviate concerns of the practicality of initiating and conducting the call.</p>

Objective 4	Observations	Recommendations
<p>Understand the value and processes for convening Regional Coordination Groups</p>	<p>The value of having groups of Subject Matter Experts convene to discuss resolution of specific, cross-jurisdictional issues was never disputed, all participants agreed that was a logical solution to how complex tasks could be accomplished with the least confusion and delays.</p>	<p>Since few of the Annexes have pre-defined which groups would convene and who would participate, trying to organize the groups after a critical event will be challenging. It would be very valuable to the region if more of the disciplines/essential functions would work toward defining group membership meet regularly to discuss how they could best work to support regional response and recovery. Familiarity with the other members and ongoing discussions on how the group would function will be invaluable during a crisis.</p>

## Conclusion

In conclusion, key elements which need further discussion and regional planning efforts are as follows:

- Building relationships among emergency managers, increasing the depth of county responders to enable representatives for the counties to serve on Regional Coordination Groups, and becoming familiar with the tools and processes in the Coordination Plan will strengthen the region and improve collaborative planning and response.
- More training and exercise sessions are needed so stakeholders who will be part of the response and coordination efforts in a catastrophe become familiar with the tools and processes in the Plan and are able to report their status in a regionally-accepted format.
- Expanding the reach of the Coordination Plan and valuable tools such as the ISNAP across the state will bring the region closer together and better prepared for a catastrophic event.

### 3. Train-the-Trainer Information

A Train-the-Trainer Toolkit was developed to assist jurisdictions to continue training and exercising opportunities for the Coordination Plan. This Training Toolkit consists of several components which can be found in a folder called Coordination Plan Training Toolkit on the Washington State EMD Website at:

[http://www.emd.wa.gov/plans/plans\\_index.shtml#R](http://www.emd.wa.gov/plans/plans_index.shtml#R)

The components include the following

- Instructor Guide
- Generic Situation Manual (SitMan)
- PowerPoint Presentation (PPT)
- User Guide/Coordination Plan, either on paper or on a computer, document may be obtained at the web address above
- Scenario sheet listing damages
- ISNAP form
- Participant Feedback Form

#### Instructor Guide

Begin the training session with a review of standard emergency procedures for the facility, introduce self and have participants introduce themselves.

Present the PowerPoint presentation briefly explaining the Regional Catastrophic Planning Program and the Coordination Plan. The PPT explains the basic structure of the Plan.

For the activities, break the group into smaller working groups of 3-6 participants. The first group activity in the PPT has participants accessing the Plan through the User Guide document, either on paper or electronically. It asks students to find the answer to the question posed in the PPT.

The second section of the PPT discusses the ISNAP tool, explains where the blank form resides, how to access it, where to post, and most importantly, how to fill it out. Determining and justifying their red, yellow, or green status is a key part of the process and sufficient time should be spent discussing the process and each group's conclusions. Comparing one group's color choice to the other highlights the subjectivity of the choices.

Discussions following the ISNAP form should revolve around how one county might start making decisions based on conditions of their neighbors. For example, seeing where help might be available and where it clearly wouldn't be available will assist them in deciding where to go to request Mutual Aid assistance. It is important to stress that the ISNAP is a one-time submittal and intended to give a general, immediate view of conditions, but that the State SitRep will replace it once the State EOC is functioning.

The Regional Conference Call is the next subject in the PPT. The material explains how the conference call is initiated, who will be on it, the agenda, key topics, and future meeting schedules. One of the items for discussion at subsequent calls will be the formation of Regional Coordination Groups.

The final section of the PPT Presentation highlights the decision-making around convening Regional Coordination Groups. Using the colored ISNAP Matrix, participants are asked to suggest functions or geographical areas where Coordination Groups might be useful. It may be helpful to explain that the PETT project has pre-identified the participants on their Coordination Group, and the Transportation Recovery Annex has identified the structure for a Mid-Term Transportation Recovery Steering Committee as well as a regional lead agency.

## SitMan Template

The SitMan Template is in a format that allows the facilitator to update and change it to match the event. This document provides the planning background needed for a successful training event, and includes the following:

- a) Structure and Information
- b) Agenda

A Situation Manual is recommended in the Homeland Security Exercise and Evaluation Program (HSEEP) to outline exercise activities. A generic Situation Manual is provided in the toolkit that should be customized for each event specific to the participants. The SitMan is for exercise developers only and should not be given to participants.

Appendix D to the SitMan is the Scenario and exercise requirements. It should be customized for the participants and printed as a stand-alone document. Incorporating maps contained in the Annex specific to the customized scenario.

To incorporate maps, find the document online, utilize a screen capture program to copy maps and insert them into the student scenario pages.

The Scenarios are printed in the SitMan and should be customized for each jurisdiction and each event. Once they are completed with maps and scenario descriptions, print just this Appendix of the SitMan and distribute to participants.

It works best if each exercise information is on a separate sheet of paper and given out at the beginning of each activity, as opposed to printing them and handing them out altogether.

## PowerPoint

The PowerPoint presentation is available on the State website at the address noted above. The PPT contains instructor notes for each slide and covers the following material:

- a) Origins of the RCPT and the Coordination Plan and how to use the User Guide which helps in using the actual plan.
- b) The ISNAP worksheet and reporting form, plus matrix showing the ISNAP reports from other counties
- c) The Regional Conference Call
- d) Activating Regional Coordination Groups

## User Guide/Plan

The User Guide is attached to the Coordination Plan and both are available on the State's website at the address above. Having the plan available either on paper or electronically is important to the goal of having the participants become comfortable using the document.

## Scenario

A generic scenario describing damage that might be known in the first few hours after a catastrophic incident is included in the Training Toolkit. The information and the described damage should be customized for each jurisdiction using local names and locations.

## ISNAP Forms

The ISNAP forms are available online on the State's WebEOC site. Training participants may access them there during the training session, or blank printed copies can be supplied to each team. If possible, accessing the forms on the State's WebEOC site will show participants how the interactive form works. Using the scenario provided, the teams will evaluate conditions and give each sector identified on the ISNAP a red, yellow or green status.

The ISNAP Matrix which will be generated automatically as jurisdictions file their ISNAP reports, is included to show what the results may look like and how the information benefits the region.

## Participant Feedback Forms

The feedback form is a simple, one-page questionnaire designed to elicit two streams of information. One that helps the facilitator improve their training approach and materials, the other to help improve the actual Coordination Plan and its tools. While participants are asked for their verbal feedback during the hotwash debrief at the end of the course, some people are not comfortable expressing their confusion or negative comments aloud and find it easier to describe their concerns on paper. Both methods should be used to obtain the maximum value from the feedback process.



## Attachment D – Training and Exercises Completed or Scheduled (as of 6/30/2014)

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
<b>1/20/2011</b>	0.50	Overall	Training	RCPGP Plans - NW Tribal Emer. Mgmt. Council	Enumclaw	Lise Kaye
<b>8/10/2011</b>	0.50	Overall	Training	RCPGP Plans	Mason County EOC	Lise Kaye
<b>8/11/2011</b>	8.00	Evacuation and Sheltering	Workshop	Household Pets and Service Animals	Pierce County	Alex Richards
<b>8/16/2011</b>	6.00	Overall	Display booth	RCPGP Plans - NW Tribal Emer. Mgmt. Council Conference	Shelton	Lise Kaye
<b>8/29/2011</b>	1.50	Overall	Training	RCPGP Plans	Thurston County EOC	Lise Kaye
<b>8/31/2011</b>	1.00	Overall	Training	RCPGP Plans	Snohomish County EOC	Lise Kaye
<b>9/13/2011</b>	8.00	Evacuation and Sheltering	Workshop	Household Pets and Service Animals - TA	Pierce County	Alex Richards
<b>10/17/2011</b>	0.50	Overall	Training	RCPGP Plans	Pierce County EOC	Lise Kaye
<b>12/20/2011</b>	3.00	Transportation Recovery	Seminar & TTX	Transportation Infrastructure Seminar & Table Top Exercise	Seattle	Bill Lokey, Witt Associates
<b>2/1/2012</b>	1.00	Transportation Recovery	Training	Overview	Maritime (HSC)	Bill Lokey, Witt Associates
<b>2/1/2012</b>	0.50	Overall	Training	RCPGP Plans - State Committee on Homeland Security	Camp Murray	Lise Kaye
<b>2/2/2012</b>	1.00	PETT	Training	Medical Program Director	Seattle HMC	Josh Pearson
<b>2/8/2012</b>	8.00	Transportation Recovery	Workshop	Transportation and Utilities Workshop	Seattle NOAA	Lise Kaye
<b>2/23/2012</b>	0.50	Coordination Plan	Workshop	Situational Awareness - Seattle DMC	Seattle EOC	Laurel Nelson

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
<b>2/29/2012</b>	0.50	Coordination Plan	Training	Regional Coordination Tools – King County Emergency Managers	Seattle - Gates Foundation	Lise Kaye
<b>3/14/2012</b>	1.00	Transportation Recovery	Training	Overview	Thurston Co – TRB	Bill Lokey, Witt Associates
<b>3/21/2012</b>	2.25	Transportation Recovery	Workshop	APWA/MPAC Regional Transportation Recovery Workshop for the Puget Sound Region	Seattle	Bill Lokey, Witt Associates
<b>3/22/2012</b>	0.50	Overall	Training	RCPGP Plans – Seattle DMC	Seattle EOC	Diane Newman
<b>3/23/2012</b>	0.50	Coordination Plan	Workshop	ISNAP orientation – RCPT	King County ECC	Lise Kaye
<b>3/27/2012</b>	2.50	Victim Identification & Family Assistance Center	Training	Emergency Support Function 8: Health, Medical and Mortuary Services	Shoreline Conf Center	Onora Lien
<b>4/3/2012</b>	8.00	Long Term Care Mutual Aid	Workshop	Nursing Home Evacuation Plan Workshop	Tukwila	Healthcare Coalition
<b>4/9/2012</b>	1.50	PETT	Workshop	PETT Annex/EMS Coordination Group Workshop	Seattle Joint Training Facility	Josh Pearson
<b>4/9/2012</b>	3.00	Transportation Recovery	Seminar & TTX	Transportation Infrastructure Seminar & Table-Top Exercise	Pierce County EOC	Richard Schroedel, Pierce Co DEM
<b>4/10/2012</b>	1.00	Evacuation and Sheltering	Seminar/TTX	Get out of Town: Evacuation and Sheltering in a Catastrophic Incident	Tacoma Convention Center – Partners in Preparedness	Alex Richards
<b>4/11/2012</b>	7.00	Evacuation & Sheltering	Workshop	Host Community Planning	Pierce Co EOC	Alex Richards

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
4/11/2012	1.00	Victim Identification & Family Assistance Center	Seminar	Family Assistance Center Planning for Mass Fatality Incidents	Tacoma Convention Center – Partners in Preparedness	Onora Lien
4/12/2012	2.00	PETT	Seminar	PETT Annex/EMS Coordination Group Workshop	Seattle Fire	Charles DeBell, SFD
4/12/2012	3.00	Transportation Recovery	Seminar & ttx	Transportation Infrastructure Seminar & Table-Top Exercise	USCG Marine Transportaiton Recovery Unit	Tim Lupher
4/16/2012	4.00	Resource Mgmt & Logistics	TTX	CPOD Tabletop	Snohomish County , Goldbar, Sultan, Monroe	Sandy Johnson
4/17/2012	4.00	Resource Mgmt & Logistics	TTX	CPOD Tabletop	Bellevue	Sandy Johnson
4/18/2012	5.00	Resource Mgmt & Logistics	TTX	CPOD Tabletop	Thurston Co	Sandy Johnson
4/19/2012	1.00	Transportation Recovery	Training	Overview	Maritime (MTSRU)	Bill Lokey, Witt Associates
4/19/2012	2.00	Coordination Plan	Training	Northwest Tribal Emergency Management Council presentation on MOU	Enumclaw	Lise Kaye
4/19/2012	4.00	Resource Mgmt & Logistics	TTX	CPOD Tabletop	Tacoma	Sandy Johnson
4/23/2012	2.50	PETT	Workshop	PETT Annex/EMS Coordination Group Workshop	Pierce Co Tacoma Fire Dept Tr Ctr	Charles DeBell, SFD
4/23/2012	1.50	PETT	Workshop	PETT Annex/EMS Coordination Group Workshop	Mason County Public Works	Josh Pearson

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
4/24/2012	3.00	Transportation Recovery	Seminar & ttx	Transportation Infrastructure Seminar & Table-Top Exercise	Kitsap Co EOC	Mike Gordon
4/27/2012	2.00	Coordination Plan	TTX	Regional Coordination Tools – RCPT	King County ECC	Lise Kaye
5/1/2012	1.50	PETT	Workshop	PETT Annex/EMS Coordination Group Workshop	Sno Co EOC	Josh Pearson
5/1/2012	1.50	PETT	Workshop	PETT Annex/EMS Coordination Group Workshop	Skagit Co FD #13	Josh Pearson
5/11/2012	5.00	Evacuation and Sheltering	Workshop	Host Community Planning Workshop - TA	Pierce Co EOC	Alex Richards
5/11/2012	6.00	Resource Mgmt & Logistics	Workshop	CPOD Best Practices Workshop	Tukwila Community Center	Sandy Johnson
5/17/2012	2.00	Citizen Preparedness	Workshop	Make it Through Workshop	King County ECC	JoAnn Jordan
5/30/2012	5.00	PETT	TTX	PETT Annex/EMS Coordination Group Tabletop Exercise	Pierce Co EOC	Josh Pearson
6/5/2012	8.00	Coordination Plan, PETT, Logistics & Resource Mgmt, Transportation Recovery	Functional	Evergreen Quake Functional Exercise	State, Thurston, Pierce, King, Kitsap, Snohomish, Skagit Co	Diane Newman
6/6/2012	8.00	Coordination Plan, PETT, Logistics & Resource Mgmt, Transportation Recovery	Functional	Evergreen Quake Functional Exercise	State, Pierce, King, Kitsap, Snohomish	Diane Newman
6/7/2012	1.00	Transportation Recovery	Training	Overview	Thurston Co Commissioners	Bill Lokey, Witt Associates

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
6/14/2012	5.00	Resource Mgmt & Logistics	Full Scale	Evergreen Quake Logistics Ex 6/12-14/12 includes federal, state, local staging and movement of commodities, Medical Distribution, CPODs on 6/14/12	Federal, State, Thurston Co (Lacey), King Co (Seattle), Puyallup Fairgrounds, Snohomish Co (Lynnwood, Marysville), Kitsap Co (Suquamish Tribe)	Diane Newman
7/18/2012	1.00	Overall	Training	RCPGP Plan overview for FEMA Region X State Planners Workshop	FEMA Region X	Lise Kaye Diane Newman
8/29/2012	1.50	Transportation Recovery	Training	Overview of Transportation Recovery Plan	WSDOT Public Transportation Conference Hilton Hotel, Bellevue	Bill Lokey, Witt Associates
9/13/2012	0.50	Transportation Recovery	Training	Briefing	Puget Sound Regional Council	Lise Kaye
9/18/2012	8.00	Overall	Workshop	National RCPGP Conference	Washington Convention Ctr	Lise Kaye
9/18/2012	1.50	Pre-Hospital Emergency Triage & Treatment	Training	Overview of PETT Annex at RCPP Conference	Washington Convention Ctr	Josh Pearson
9/18/2012	1.25	Resource Mgmt & Logistics	training	Overview of Resource Management and Logistics Toolkit	Washington Convention Ctr	Sandy Johnson
9/19/2012	1.25	Citizen Preparedness	Training	Overview and highlights of the 'What to do to make it through' campaign	Washington Convention Ctr	Mike Rosen, PRR
9/19/2012	8.00	Overall	Workshop	National RCPGP Conference	Washington Convention Ctr	Lise Kaye

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
<b>9/19/2012</b>	1.25	Transportation Recovery	Training	Overview and discussion of transportation recovery issues	Washington Convention Ctr (RCPP Conf)	Bill Lokey, Witt Associates
<b>10/1/2012</b>	4.00	Transportation Recovery	TTX	Multi-jurisdiction, Evergreen Quake Recovery TTX to include transportation recovery	Camp Murray	Bill Lokey, Witt Associates
<b>10/9/2012</b>	8.00	PETT	Seminar	PETT Annex/EMS Coordination	Houston & Galveston, TX	Josh Pearson
<b>11/6/2012</b>	8.00	Evacuation and Sheltering	Workshop	Mass Feeding - TA	Pierce County EOC	Nicole Johnson
<b>11/14/2012</b>	3.00	Transportation Recovery	Seminar & TTX	Transportation Infrastructure Seminar & Table-Top Exercise	Island Co.	Bill Lokey, Witt Associates
<b>12/12/2012</b>	3.00	Transportation Recovery	Seminar & TTX	Transportation Infrastructure Seminar & Table Top Exercise	Thurston County	Bill Lokey, Witt Associates
<b>1/4/2013</b>	3.00	Evacuation and Sheltering	Workshop	Mass Feeding Plan Review	King Co.	Nicole Johnson
<b>1/24/2013</b>	4.00	Transportation Recovery	Seminar & TTX	Transportation Infrastructure Seminar & Table-Top Exercise	Snohomish County	Bill Lokey, Witt Associates
<b>1/29/2013</b>	3.00	Coordination Plan	Seminar & TTX	Coordination Plan overview + ISNAP and State WebEOC use	Pierce County EOC	Bill Lokey, Witt Associates
<b>2/20/2013</b>	8.00	Victim Identification & Family Assistance Center	Seminar & TTX	Family Assistance Center workshop and TTX	SeaTac Conference Center	Onora Lien
<b>3/7/2013</b>	1.00	Structural Collapse Rescue	Training	Overview of SCR to King Co Fire Training Officers - session #1	King County	Bill Larson
<b>3/7/2013</b>	1.00	Structural Collapse Rescue	Training	Overview of SCR to King Co Fire Training Officers - session #2	King County	Bill Larson

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
<b>3/8/2013</b>	4.00	Evacuation and Sheltering	Training & TTX	National Sheltering System	Pierce Co EOC	Nicole Johnson
<b>3/13/2013</b>	4.00	Evacuation and Sheltering	Training & TTX	National Sheltering System	Snohomish Co EOC	Nicole Johnson
<b>3/14/2013</b>	2.50	Long Term Care Mutual Aid	Training	Capabilities & Planning Session - Healthcare Situation Awareness	Valley Medical Center - Renton	Onora Lien
<b>3/20/2013</b>	1.00	Structural Collapse Rescue	Training	Overview of SCR to King County Fire Chiefs Association	King County	Bill Larson
<b>3/26/2013</b>	3.00	Coordination Plan	Training & TTX	Coordination Plan overview + ISNAP and State WebEOC use	King County ECC	Bill Lokey, Witt Associates
<b>4/4/2013</b>	1.50	Transportation Recovery	Training	Transportation recovery priorities	Partners Conference, Tacoma	Bill Lokey, Witt Associates
<b>4/4/2013</b>	1.50	Transportation Recovery & Evacuation & Sheltering	Training	Movement involving those with access and functional needs	Partners Conference, Tacoma	Bill Lokey, Witt Associates
<b>4/4/2013</b>	2.50	Volunteer & Donations Mgmt	Training & TTX	Overview of Toolkit	Partners Conference, Tacoma	Nicole Johnson
<b>5/7/2013</b>	3.00	Transportation Recovery	Seminar & TTX	Transportation Infrastructure Seminar & Table Top Exercise	King County	Bill Lokey, Witt Associates
<b>5/23/2013</b>	0.50	Evacuation and Sheltering	Training	Mass Care Forum	King Co.	Nicole Johnson
<b>6/3/2013</b>	1.00	Transportation Recovery	Training	Overview	WSDOT	Bill Lokey, Witt Associates
<b>6/5/2013</b>	2.00	PETT	Training	PETT Annex/EMS Coordination	Thurston Co	Josh Pearson
<b>6/7/2013</b>	2.00	PETT	Training	PETT Annex/EMS Coordination	Pierce Co EOC	Josh Pearson

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
<b>6/13/2013</b>	2.50	Long Term Care Mutual Aid	Training	Capabilities & Planning Session - Multi-county Healthcare Response Planning	Valley Medical Center - Renton	Onora Lien
<b>6/21/2013</b>	2.00	PETT	Training	PETT Annex/EMS Coordination	Skagit Fire CCC	Josh Pearson
<b>6/26/2013</b>	8.00	Overall	Training	Hurricane Sandy Symposium	Washington State Convention Center	Lise Kaye
<b>8/2/2013</b>	8.00	Evacuation & Sheltering	Seminar	Defense Support of Civil Authorities – Mass Care Working Group	Edgewater – Seattle	Marci Scott
<b>8/21/2013</b>	2.00	PETT	Training	PETT Annex/EMS Coordination	HLS Reg 1 Healthcare Coalition & Skagit Fire	Charles DeBell, SFD
<b>8/22/2013</b>	4.5	Volunteer & Donations Mgmt	TTX	Volunteer Reception Center	Pierce Co	Nicole Johnson
<b>9/4/2013</b>	1.00	PETT	Drill	EMS Coordination Group Notification	Pierce Co	Josh Pearson
<b>9/18/2013</b>	2.00	PETT	Workshop	Annual PETT Annex EMS Coordination Group Sustainment Event	Seattle	Josh Pearson
<b>9/26/2013</b>	3.5	Evacuation and Sheltering	TTX	Mass Feeding	Seattle	Nicole Johnson
<b>9/30/2013</b>	1.00	Coordination & Resource Mgmt	Training	Training to State EOC personnel	Camp Murray	Sandy Johnson
<b>9/30/2013</b>	4.00	Coordination Plan	Training	Overall - State EM Staff	Camp Murray	Lise Kaye/K. Gleaves
<b>10/9/2013</b>	5.00	Evacuation and Sheltering	TTX	FEMA National Shelter System	Thurston Co	Nicole Johnson



Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
<b>11/1/2013</b>	1.00	Structural Collapse Rescue	Training	Overview of SCR to Jefferson County Fire Chiefs Association – <i>exact date is estimated</i>	King County	Bill Larson
<b>3/3/2014</b>	1.00	Structural Collapse Rescue	Training	Overview of SCR to Kitsap County Fire Chiefs Association	King County	Bill Larson
<b>3/25/2014</b>	4.00	Coordination Plan	Training	Overall – drill on ISNAP	Kitsap Co	Kathy Gleaves
<b>4/23/2014</b>	1.5	Coordination & Resource Mgmt	Training	Partners Conference – User Guide	Pierce Co	Sandy Johnson
<b>4/24/2014</b>	1.5	Coordination Plan	Training	Partners Conference – Assessment Tool	Pierce Co	Diane Newman
<b>4/28/2014</b>	4.00	Coordination Plan	Training	Overall – drill on ISNAP - King and Pierce	King Co	Kathy Gleaves
<b>5/7/2014</b>	4.00	Coordination Plan	Training	Overall – drill on ISNAP – Thurston/Mason	Thurston Co	Kathy Gleaves
<b>5/9/2014</b>	4.00	Coordination Plan	Training	Overall – drill on ISNAP – HLS Reg 1	Skagit Co	Kathy Gleaves
<b>5/22/2014</b>	6.00	Evacuation and Sheltering	TTX	Mass Sheltering	Pierce County	Nicole Johnson
<b>6/10/2014</b>	5.00	Resource Mgmt & Logistics	Training	Overview and Tools	Region 3 - Thurston Co ECC	Sandy Johnson
<b>6/12/2014</b>	5.00	Resource Mgmt & Logistics	Training	Overview and Tools	Region 6 - King County ECC	Sandy Johnson
<b>6/13/2014</b>	5.00	Resource Mgmt & Logistics	Training	Overview and Tools	Region 5 -Tacoma Fire Station 8	Sandy Johnson
<b>6/16/2014</b>	5.00	Resource Mgmt & Logistics	Training	Overview and Tools	Region 2 - Kitsap Co EOC	Sandy Johnson

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
<b>6/19/2014</b>	5.00	Resource Mgmt & Logistics	Training	Overview and Tools	Region 1 - Snohomish Co EOC	Sandy Johnson
<b>7/24/2014</b>	6.00	Resource Mgmt & Logistics	Training	EOC/IMT Interface Workshop on Resource Mgmt and Logistics Processes	King County RCECC	Sandy Johnson

