

Puget Sound Region



Sheltering Annex

Training, Exercise, and Evaluation Chapter



Regional Catastrophic Disaster Coordination Plan

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 is attached to the Puget Sound Regional Catastrophic Disaster Coordination Plan.

This section identifies training, exercise and evaluation activities as they relate specifically to the Sheltering 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.

The purpose of the Sheltering annex is to provide guidance for coordinating sheltering efforts within the Puget Sound Regional Catastrophic Preparedness Grant Program (RCPGP) combined statistical area during a catastrophic incident. This annex is intended to guide agencies within the region through the initial formation of a Sheltering Regional Coordination Group (SRCG), provide resources to aid in sharing of situational awareness, develop guidance on facilitating policy level discussions, identify tools available for agencies to utilize for planning purposes, and identify recommendations for agencies to consider for future development.

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

1. Key Elements

- Provides guidance for coordination sheltering efforts in the Puget Sound Region during a catastrophic incident.
- Encourages formation of a Sheltering Regional Coordination Group (SRCG) 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 SRCG might initially work together and coordinate activities regarding sheltering.
- Reinforces the use of FEMA National Sheltering System (NSS) as the mechanism by which EOCs are informed of shelter status.

2. Core Capabilities Supported

- Planning
- Situational Assessment
- Operational Coordination
- Mass Care Services
- Public Information and Warning

3. Target Audiences for Training and Exercises

- ESF-6 representatives from local, county, state, and federal emergency management organizations
- Non-profit, community-based, nongovernmental organizations
- Private sector

Section II. Training

A. Training Needs

Specific training needs associated with this annex include the ability to:

- Recognize triggers for convening the Sheltering Regional Coordination Group (SRCC)
- Identify activation procedures for the SRCC
- Recognize the roles and responsibilities of the SRCC
- Indicate issues that require formation of specific Task Forces
- Demonstrate application of planning tools

B. Training Strategy

Training efforts focus on the eight-county combined statistical area supported by this annex: Skagit, Snohomish, Island, King, Pierce, Mason, Thurston, and Kitsap Counties. A flexible training strategy with a variety of training methods helps to meet the diversity of those counties.

The training goal is to offer seminars, workshops, and tabletop exercises that will increase the awareness of this Annex and the tools it includes. Seminars will target individuals from the eight-counties who would likely serve on the Sheltering Regional Coordination Group (SRCC) as well as users of the tools such as planners and operation leaders. Seminars will be informational in nature designed to build awareness of the Annex and its components. Tabletop exercises will validate the delivered training while giving participants the opportunity to become comfortable with their roles and responsibilities in the SRCC and associated Task Forces.

The initial training strategy will focus primarily on three parts:

- Overview of the Annex and the SRCC
- FEMA National Sheltering System (NSS),
- Feeding Plan and Feeding Task Force

Additional Trainings as time allows:

- Sheltering Regional Coordination Group (SRCC) structure, triggers, and primary functions
- Mass Sheltering & Shelter Task Force concept
- Planning considerations for High Risk Individuals
- Integrating people with access and functional needs into shelters
- Integration of Annex into local plans

- Practical application setting up a shelter to include pre-established shelters as well as spontaneous shelters, utilizing volunteers, acquiring resources, managing, and demobilizing

An after action review (AAR) will be written for tabletop exercises. Gaps and weaknesses will be identified and recommendations for improvement to the plan will be outlined in the Improvement Plan (IP). Final recommendations from the IP will then be incorporated in future sustainment activities.

C. Related Training Courses

General emergency management or general National Incident Management System (NIMS) 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.

Below is a list of Independent Study Courses that relate to this annex. These courses are on-line at <http://training.fema.gov/IS>.

Course Number	Course Name
IS- 10	Animals in Disaster, Module A: Awareness and Preparedness
IS-11	Animals in Disaster, Module B: Community Planning
IS-806	Emergency Support Function (ESF) #6 – Mass Care, Emergency Assistance, Housing, and Human Services
IS-288	The Role of Voluntary Agencies in Emergency Management
IS-801	Emergency Support Function (ESF) #1 -Transportation
IS-29	Public Information Awareness
IS-405	Overview of Mass Care/Emergency Assistance

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

Course Name/Number	Offered by
G-358 Evacuation and Re-Entry Planning Course	WA EMD (Thurston Co. 2014)
G-108* Community Mass Care Management	WA EMD (Tacoma 2014)
AWR-308 Natural Disaster Awareness for Caregivers of Senior Citizens	HDPTC
Functional Assessment Service Teams (planning for high risk individuals in shelters)	Pierce County Department of Emergency Management – open statewide. (Thurston, Kitsap and Clallam Counties in progress of offering trainings).
G-290 Basic Public Information Officer	WA EMD

G-291 JIC/JIS Planning	WA EMD
Disaster Shelter Operations	American Red Cross
Shelter Disaster Planning Step-by-step	American Society for the Prevention of Cruelty to Animals
Special Medical Needs Shelter Training	Inclusive Preparedness Center
Shelter-In-Place/Evacuation Training	Biby Associates

Section III. Exercises

Exercises 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.

D. Trainings and Exercises to Date

Date	Time	Plan/Annex	Training or Exercise Type	Title	Location of Training	POC
Red = posted on Washington State Emergency Management Division Training and Exercise Calendar under Regional Catastrophic Plans						
4/10/2012	1 hr	Evacuation and Sheltering	Seminar/TTX	Get out of Town: Evacuation and Sheltering in a Catastrophic Incident	Tacoma Convention Center - Partners in Preparedness	Alex Richards
4/11/12	9:00 -16:00	Evacuation & Sheltering	Workshop	Host Community Planning	Pierce County EOC	Alex Richards
11/06/12	9:00 -16:00	Evacuation & Sheltering Mass Feeding Plan	Workshop	FEMA TA on Mass Feeding	Pierce County EOC	Nicole Johnson
3/8/2013	0830-1230	Evacuation & Sheltering	Training & TTX	FEMA National Shelter System training	Pierce County EOC	Nicole Johnson
1/4/13	09:00-12:00	Evacuation & Sheltering – Mass Feeding Appendix	Workshop	Mass Feeding Plan Review	King County ECC	Nicole Johnson
3/13/2013	0830-1230	Evacuation & Sheltering	Training & TTX	FEMA National Shelter System training	Snohomish Co EOC	Nicole Johnson
4/4/2013	1.5 hrs	Evacuation and Sheltering Annex	Training	Movement involving those with access and functional needs	Partners Conference, Tacoma	Sheri Badger (with Bill Lokey)
5/23/13	.5 hrs	Evacuation & Sheltering – Feeding Appendix	Seminar	Mass Care Forum – Feeding Plan Overview	King County ECC	Nicole Johnson
8/2/13	7:30 -16:00	Evacuation & Sheltering	Seminar	Defense Support of Civil Authorities Seminar – Mass Care Working Group	The Edgewater Hotel, Seattle	Marci Scott
9/26/13	09:00-12:30	Evacuation & Sheltering	TTX	Mass Feeding Training & TTX	Seattle Municipal Tower	Nicole Johnson, Jill Watson
10/9/13	10:00-15:00 (w/ 1 hr lunch break)	Evacuation & Sheltering	Training & TTX	FEMA National Shelter System training	Thurston County ECC	Nicole Johnson
5/22/14	6 hrs	Evacuation and Sheltering	TTX	Mass Sheltering TTX	DoubleTree – Southcenter	Nicole Johnson

NOTE: The Evacuation and Sheltering Annex was split into separate documents in 2014. Delivered training was focused on the combined Annex.

E. Future Exercises

Discussion-based exercises include seminars, workshops, tabletops, and games. The following chart shows the types and general information regarding anticipated discussion-based exercises that could include elements of this annex over the next three years. As dates are determined, they will be identified on a calendar or schedule.

	Description	Jurisdictions	Type of Exercise (Seminar, Workshop, TTX, Game)
2014			
	<i>Annual Earthquake</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Annual Wildland Fire</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Annual Winter Storm/Flooding</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Continuity of Operations</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Dept. of Social/Health Services Annual COOP</i>	<i>WA EMD</i>	<i>TTX</i>
	<i>Animals in Disaster</i>	<i>Clallam</i>	<i>Workshop</i>
	<i>Animals in Disaster</i>	<i>Clallam</i>	<i>TTX</i>
	<i>Quarterly Shelter Trainings</i>	<i>Pierce County</i>	<i>Seminar/workshops</i>
	<i>Shelter Training for Volunteers</i>	<i>Thurston County</i>	<i>Seminar/TTX</i>
2015			
	<i>Annual Earthquake</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Annual Wildland Fire</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Annual Winter Storm/Flooding</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Dept. of Social/Health Services Annual COOP</i>	<i>WA EMD</i>	<i>TTX</i>
2016			
	<i>Animals in Disaster</i>	<i>Clallam</i>	<i>TTX</i>
	<i>Annual Earthquake</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Annual Wildland Fire</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Annual Winter Storm/Flooding</i>	<i>WA EMD</i>	<i>Seminar/TTX</i>
	<i>Dept. of Social/Health Services Annual COOP</i>	<i>WA EMD</i>	<i>TTX</i>

Operations based exercises include drills, functional exercises (FE), and full scale exercises (FSE). The following chart identifies anticipated operational exercises over the next three 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)
2014	<i>CGS Annual FSE</i>	<i>State</i>	<i>FSE</i>

	<i>USDOE-RL Annual FSE</i>		<i>FSE</i>
	<i>Mass Shelter FE</i>	<i>Region (King County Mass Care Workgroup as Lead)</i>	<i>FE</i>
	<i>Shelter Summit</i>	<i>Pierce County</i>	<i>FE</i>
2015	<i>Emergency Shelter FSE</i>	<i>City of Everett</i>	<i>FSE</i>
	<i>Animals in Disaster</i>	<i>Clallam County</i>	<i>FE</i>
	<i>CGS Annual FSE</i>	<i>State</i>	<i>FSE</i>
2016 May / June	<i>Cascadia Subduction Zone</i>	<i>Counties, Tribal, State, Feds</i>	<i>FE</i>
	<i>Full Scale Emergency Shelter Exercise</i>	<i>City of Everett</i>	
	<i>CGS Annual FSE</i>	<i>State</i>	<i>FSE</i>

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.

Section V. Scheduling and Calendars

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 RCPGP program, RCPGP 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.