

# Gallatin County

## Training And Exercise Plan



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2018-2022

## **Training Program Overview**

Gallatin County provides training to government entities as part of our preparedness activities towards preparing responders for responding to incidents. The County is involved in supplying this training through several different venues (FEMA, SC Zone, in house) which varies the exact audience and criteria. This plan provides an overview of our procedures and frequent courses which are held in the county.

## **Registration**

Registrations will always be required for county training events to ensure appropriate student space, materials, and instructor ratios. The extent of the registration information required will vary, but at a minimum will consist of Name, Agency, and Email. We must have this for each individual, not a single point of contact for an entity. Reminders and changes will be emailed out and it is best to go directly to the students.

Individuals to registers for a training activity are committing that they (the individual registered) will attend, or provide adequate notice of cancellation. Individuals who do not show up after registering are wasting training money and may be depriving someone else of the opportunity. Individuals who are no shows may be charged for the full cost of the training (prorated per student cost to hold the training).

## **Evaluations**

Event evaluations will be conducted for each class to capture what went well and what can be improved. Typically this will be conducted electronically.

## **Prerequisites**

In events where prerequisites are required, it is the students' responsibility to ensure they meet the requirements to attend. Gallatin County will conduct prerequisite checks for 10% of the students. Students who do not meet the required prerequisites will not be allowed to attend. If it is discovered that someone who attended a event did not meet the prerequisite requirements, their certificate will not be issued and their name will be stricken from the completion notice.

## **Notices**

After the registration closes, a Selection Notice will be sent to all accepted students. This will typically be an email and may also include a PDF version. This will identify the selected students, event information, and any other pertinent information.

Approximately 1 week prior to the beginning of the event registered students will receive a reminder notice. This will contain pertinent event information and any other needed information.

Following the end of the event, each participant who successfully completes the event will receive a Completion Notice. This notice will contain the event information and the names of the individuals who completed the event.

### **Certificates**

Certificates will be issued for most events. The type of certificate and issuing entity will vary depending on the event being provided.

## Incident Command System

Incident Command System courses are utilized to teach the technical aspects of utilizing ICS. These courses are not design to develop tactical skills, but are an essential supporting skill for tactical skills. ICS 100, 200, 300, and 400 are available through several curriculum providers. All the courses are essentially the same courses, meet the same objectives, and are interchangeable. They may however be presented differently or have different focuses. The primary sources for curriculum are the National Wildfire Coordinating Group, National Fire Academy (US Fire Administration), and the Federal Emergency Management Agency (Department of Homeland Security).

Number	Title	Delivery	Time	Course Description
ICS 100	Introduction to ICS	IS	online	Available online from the Emergency Management Institute, National Wildfire Coordinating Group, and National Fire Academy. There is no classroom version of this program.
ICS 200	Basic ICS	IS	online/ 8 hours	Available online from the Emergency Management Institute, National Wildfire Coordinating Group, and National Fire Academy. This course is often presented in a classroom setting.
ICS 300	Intermediate ICS	A1	16 hours	Curriculum is available from the Emergency Management Institute, National Wildfire Coordinating Group, and National Fire Academy.
ICS 400	Advanced ICS	A2	16 hours	Curriculum is available from the Emergency Management Institute, National Wildfire Coordinating Group, and National Fire Academy.
IS700	NIMS	IS	online	Available online from the Emergency Management Institute, National Wildfire Coordinating Group, and National Fire Academy.
IS800	National Response Framework	IS	online	Available online from the Emergency Management Institute, National Wildfire Coordinating Group, and National Fire Academy.

A=Fall, B=Winter, C=Spring, 1=Odd Years, 2=Even Years, OD=On Demand

## Operational Courses

Operational courses are designed to enhance tactical skills of responders at larger incidents. Most of these courses focus on exercising participants in an ICS structure. These courses are typically offered through FEMA, TEEX, or NWCG.

Number	Title	Delivery	Time	Course Description
	Integrated Emergency Management Course	OD	32 hrs	IEMCs build awareness and skills needed to develop and implement policies, plans, and procedures in an emergency operations center (EOC) to protect life and property through applications of sound emergency management principles in all phases of emergency management.
E957	EOC-IMT Interface	OD	32 hrs	<i>IEMC: EOC-IMT Interface</i> is designed to provide an exercise environment for EOC members and IMT responders to practice communications and coordination between the EOC and field operations command during simulated incidents, both planned and unplanned.
MGT-313	Incident Management – Unified Command	OD	20 hrs	The course provides participants opportunities to hone skills necessary to effectively plan for and manage a large-scale incident by applying and implementing an all-hazards, multi-disciplinary, command and management team approach as described in the National Incident Management System’s (NIMS) Incident Command System (ICS) and multi-agency coordination systems. The course provides specific emphasis on incident action planning and resource management processes.
MGT-314	Enhanced Incident Management – Unified Command	OD	28 hrs	Participants learn from the cause and effects of their decisions while working in an Incident Command Post (ICP) using a notional jurisdiction. The course provides a short overview of WMD emergency response considerations and methodologies of the Incident Command System (ICS) following the National Incident Management System (NIMS) guidelines while working in a Unified Command structure. The command team in the ICP is then presented several rigorous computer-driven emergency response scenarios.
	Gallatin County Duty Officer Workshop	C1 & C2	8 hrs	Participants participate in a hands on learning environment utilizing the tools available in Gallatin County. The exact topics vary, but focus on the operating the Coordination Center, or the tools that Emergency Management can bring to the field.
S-420	Command and General Staff	OD	36 hrs	This course is designed to prepare the student to function effectively

				<p>in the position of a command or general staff position. The focus of this course is on the application of previously acquired knowledge and skills. Students will participate in two types of groups (teams and similar position) during exercises. These exercises include a simulation of the mobilization, management, and demobilization phases of a rapidly accelerating incident.</p>
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## Leadership Courses

Leadership courses work on developing leadership styles to compliment tactical and organizational knowledge. The courses come from federal curriculum and private lecturers.

Number	Title	Delivery	Time	Course Description
L380	Fireline Leadership	OD	32 hrs	This is a leadership development training recommendation for unit supervisors. The design and delivery process used to meet this training recommendation will need to be determined by the agency. It can be part of an agency-provided curriculum or contracted from a vendor.
L381	Incident Leadership	OD	40 hrs	This is a leadership development training recommendation for incident response personnel who will function in fireline command roles. The design and delivery process used to meet this training recommendation will need to be determined by the agency. It can be part of an agency-provided curriculum or contracted from a vendor.
L480	Organizational Leadership	OD	40 hrs	L-480 will provide mid- to upper-level organizational leaders and future Incident Management Team leaders (Command and General Staff) with the leadership tools to provide strategic direction and influence others to achieve team goals. The course is designed to develop personal leadership skills and command presence to increase effectiveness in the workplace and during incident management operations.
	Organizational Command Presence	OD	16 hrs	
	Gallatin County Leadership Workshop	A2	16 hrs	Local workshop that provides lectures on strategic level leadership.

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## Functional Courses

Functional courses work towards developing function specific skills. These can either be structured curriculum or workshop formats.

Number	Title	Delivery	Time	Course Description
S203	Introduction to Incident Information	OD	24 hrs	The purpose of this course is to provide students with the skills and knowledge needed to serve as public information officers (PIOF). The course covers establishing and maintaining an incident information operation, communicating with internal and external audiences, working with the news media, handling special situations, and long term planning and strategy.
G290	Basic Public Information Officer	OD	24 hrs	This 2½-day course is intended for the new or less experienced PIO. Its emphasis is on the basic skills and knowledge needed for emergency management public information activities. Topics include the role of the PIO in emergency management, conducting awareness campaigns, news release writing, and television interviews.
E388	Advanced Public Information Officer	OD	32 hrs	The intent of the Advanced Public Information Officers Course (APIO) is application of public information skills to a major emergency or disaster situation. This is accomplished with a series of lecture presentations and exercises over the four days of the course.
S403	Incident Information Officer	OD	40 hrs	This course meets the training requirements for an public information officer type 2 (PIO2). Topics include: information organization and assignment, developing a communications strategy, information operations, creating a safe environment, effective media relations, incident within an incident, community relations analysis, documentation, demobilization, and transitioning.
	Logistics Workshop	OD	8 hrs	Single day in house workshop on Logistics.
	Finance Workshop	OD	8 hrs	Single day in house workshop on Finance.
	GIS/ Google Earth Workshop	OD	8 hrs	Single day in house workshop on Situation Unit.
	Plans Workshop	OD	8 hrs	Single day in house workshop on Plans.

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## Exercises

Many agencies have a variety of exercise requirements annually. Gallatin County works to try and combine exercises to meet multiple needs. The following are known exercises that reoccur on a regular basis:

Yellowstone Gateway Airport	The airport is required to hold an annual exercise to be compliant with FAA Requirements. Every three years this must be a Full Scale Exercise with the two years in between being Table Top Exercises.
Hebgen Dam	PPL Montana is required to hold exercises periodically as part of their Emergency Action Plan annual update process. Typically a Table Top Exercise is held annually with a Functional Exercise held periodically.
Madison Dam	PPL Montana is required to hold exercises periodically as part of their Emergency Action Plan annual update process. Typically a Table Top Exercise is held annually with a Functional Exercise held periodically.
Middle Creek Dam	Montana DNRC conducts an annual Emergency Action Plan update. Periodically an exercise will be conducted as part of this revision process.
Willow Creek Dam	Montana DNRC conducts an annual Emergency Action Plan update. Periodically an exercise will be conducted as part of this revision process.
Green Hollow Dam	Turner Enterprises conducts an annual Emergency Action Plan update. Periodically an exercise will be conducted as part of this revision process.
Big Sky Dam	Boyer Resorts conducts an annual Emergency Action Plan update. Periodically an exercise will be conducted as part of this revision process.
Health Department	The Gallatin City-County Health Department is typically required to participate in a variety of exercise activities annually due to grant funding requirements.

Coordination Center

Gallatin County hosts a minimum of one exercise each year in the Gallatin County Coordination Center. There vary between tabletop, functional, and full scale.

Other

Annually a variety of additional exercises will occur in coordination with numerous agencies.