Training and Exercises

Building personnel skills and confidence to fulfill staff disaster roles

You’ve identified some possible training for staff related to personal preparedness, and emergency procedures. When creating a training and exercise program for your facility or agency, consider the following questions.

* What different types of training and exercises are needed to enable staff and clients to perform their roles in a disaster?

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* Who should take each type of training? Does leadership receive different training from other staff?

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* How often does the training need to be renewed?

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* By what method will participation in the training be tracked?

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* What different types of drills and exercises should be included? Example: evacuation, communication, power outage, Active Shooter, earthquake exercise as part of the annual [Great California Shakeout](https://www.shakeout.org/california/).

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* How often are drills and exercises performed?

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* Are there opportunities for client skill-building that would help them become full partners and helpers in your preparedness and response efforts?

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* What other groups, such as external entities and local government, do you need to exercise with?

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**The training and exercise plan should be reviewed each year.**

**Sample training plan matrix**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Emergency Roles/Positions** | **Beginner trainings** | **Intermediate** | **Advanced** | **Length of training** | **How often repeated?** | **Required by** | **Due Date** |
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**Some training will be appropriate for all (Employee Guide to Emergencies, Active Shooter, etc.) Some training will be specific to individual roles/assignments. You decide what is needed.**

[Link to FEMA Independent Study Courses](https://training.fema.gov/is/)

***When you have a draft of proposed trainings, submit it to the Supervisor or CEO to get buy-in.*** They can help you encourage compliance.