**TRAINING and EXERCISE PLAN**

**1. Background and Scope**

The Waldo County SSTF provides trained school employees, emergency managers and responders for prevention, protection, response, recovery and mitigation activities in order to better serve our school population in Waldo County, Maine. This Training Plan utilizes an orderly management process for analyzing who needs what training in order to meet the County’s emergency management program goals.

**2. Training Goals**

The Training Program Goal is to implement a documented training and exercise program that provides instruction and hands-on experience in order to develop the knowledge, skills and abilities of school and emergency personnel with the plans, policies, procedures, equipment, and facilities of the School Districts and the County Public Safety agencies. The training and exercise program is tailored to the range of hazards that confronts the jurisdiction.

The following information describes the overall capabilities Waldo County wishes to maintain by implementing this training plan.

* Improve the knowledge, skills, and abilities of school officials for implementing school safety preparedness, response and recovery activities.
* Improve the knowledge, skills, and abilities of school and public safety officials for managing information and resources and incident coordination for the range of hazards that Waldo County schools can experience.
* Improve the knowledge, skills, and abilities of the school and public safety officials for responding to school emergencies.
* Improve the knowledge, skills, and abilities of school and public safety personnel for implementing response and recovery activities during a school active shooter - mass casualty incident (AS/MCI).
* Improve the understanding of families and the community regarding what is happening and what is expected of them.

**3. Training.** The training objectives and skills needed for each target audience follows.

|  |  |  |
| --- | --- | --- |
| Target Audience | Training Objectives | Training Skills |
| EMA | * Understand school plans/procedures
* IMAT staff better acquainted with AS/MCI
 | * School plan discussion exercises
* AS/MCI Field Exercise
 |
| RCC | * Understand school plans/procedures
* Understand school communications
 | * School plan discussion exercises
* School Communications drills
 |
| LE | * Familiar with school facilities
* Understand school plans/procedures
* Understand ALICE procedures
* Understand AS/MCI procedures
* Understand school communications
 | * Visit all schools
* School plan discussion exercises
* ALICE Training
* MCI Response training
* Tactical Casualty Care training
* School Communications drills
 |
| Fire/EMS | * Familiar with school facilities
* Understand school plans/procedures
* Understand AS/MCI procedures
* Understand school communications
 | * Visit all schools
* School plan discussion exercises
* MCI Response training
* Tactical Casualty Care training
* School Communications drills
 |
| School Leadership | * Understand the ICS concepts
* Understand EOC concepts
* Understand school plans/procedures
* Understand use of 2-way radios
* Knowledge of basic first aid techniques
* Knowledge of “Stop the Bleed”
 | * Incident Command System 100
* Emergency Operations Center
* School plan discussion exercises
* ALICE Training
* 2-Way Radio use training
* First Aid training
* Stop the Bleed training
 |
| School Staff | * Understand classroom procedures
* Understand use of 2-way radios
* Knowledge of basic first aid techniques
* Knowledge of “Stop the Bleed”
 | * School procedures exercises
* ALICE Training
* 2-Way Radio use training
* First Aid training
* Stop the Bleed training
 |
| Students | * Understand classroom procedures
 | * Classroom review with teacher
* Periodic Drills
 |
| Families | * Understand notification processes
* Understand Reunification processes
 | * Multimedia/handouts on how to find out what’s happening and how to reunify with their children.
 |
| Community | * Understand public information process
 | * Multimedia/handouts on how to find out what’s happening
 |

**4. Exercises**

Exercises will include discussion-based exercises, specific-action drill (such as evacuation), and field exercises.

|  |  |
| --- | --- |
| Type of Exercise | Topic Exercises |
| Discussion-based exercise | * Department EOC for different scenarios
* School ICS for different scenarios
* Classroom procedures
 |
| Specific-action drill | * Lockdown
* Shelter
* Evacuate
* Reunification
 |
| Field Exercise | * Active Shooter/Mass Casualty Incident
 |

**5. Training and Exercise Action Plan**

|  |  |  |
| --- | --- | --- |
| Target Audience | Training/Exercise Event | Location |
| All | School Crisis Management class | County EMA |
| LE | ALICE Instructor Training | Mt View HS |
| LE/FD | Tactical Casualty Care class | County EMA |
| LE/FD/EMS | Mass Casualty Command class | County EMA |
| EMS | Step Up Triage and Treatment | County EMA |
| School Officials | Incident Command System 100 | School or Online |
| School Officials | First Aid course | School |
| School Officials | Until Help Arrives course | School |
| District Officials | District EOC Management | School |
| School Staff | School procedures discussions | School |
| Students | Classroom review with teacher | School |
| All | AS/MCI Tabletop Exercise | County EMA |
| All | AS/MCI Field Exercise | Pick a school |