

DEPARTMENTAL MEMORANDUM 17-01-01

DATE: NOVEMBER 29, 2016

TO: ALL DCFS STAFF

**FROM: RICKY MONTET, DIRECTOR
DCFS EMERGENCY PREPAREDNESS**

**SUBJECT: TRAINING YEAR 2017 EMERGENCY PREPAREDNESS (EP)
TRAINING GUIDANCE**

1. PURPOSE:

This document establishes Training Year 2017 (TY-17) EP training guidance. It contains the DCFS-EP training priorities, objectives, action plans, areas of emphasis and training methodology. All training guidance for new training year will begin on December 1st.

2. TY-17 TRAINING PRIORITIES:

- A. ESF 6 Event Site Manager Training (for Site Managers/Key Staff)
- B. Registration Training
- C. Shelter Training
- D. Liaison Officer (LNO) Training
- E. New Hire Training
- F. Database Manager Training
- G. NIMS/ICS Training
- H. Disaster Travel Training (Moodle)
- I. Disaster Time Sheet Training (Moodle)
- J. Drills and Exercises



3. TY-17 OBJECTIVES AND ACTION PLANS:

A. ESF 6 Event Site Manager Training (AP 3.C.3)

1. Description: Begins with an ICS-structured site managers training on how to plan for and operate assigned ESF-6 sites.
2. Conducted By: RC/LAM/DSNAP Coordinator
3. Audience: Site Managers (PPP/Shelter/DSNAP Site Mangers), Assistant Site Mangers, Section Chiefs, Safety Officers, PIO Officers; Including Shelter Forward Teams)
4. Frequency: Yearly (Dec 1st – Jun 1st)
5. Method: Classroom and Site Visit

B. Registration Training (AP 3.D.1, AP 3.D.5)

1. Description: Hands-on training of both manual and automated registration processes.
2. Conducted By: RC, LAMs, Designated Trainers
3. Audience: Staff assigned to registration process at PPPs & Shelters, Registration Strike Teams, LNOs + 10% of required in each region
4. Frequency: Annually minimum (quarterly at the discretion of LAM)
5. Method: Classroom/office hands-on performance

C. Shelter Training (AP 3.C.1, 3.C.2)

1. Description: CTNS, MSNS, FMS and UM Training
2. Conducted By: RC/LAM
3. Audience: Staff assigned to CTNS/MSNS/FMS Shelters, Shelter Forward Teams/UM/LNO + 10% of required in each region
4. Frequency: Yearly (Dec 1st – Jun 1st)
5. Method: Classroom or WebEx

D. Liaison Officer (LNO) Training (AP 3.F.1)

1. Description: Training on LNO duties and responsibilities.
2. Conducted By: RC/LAM/Regional LNO
3. Audience: Parish & Regional LNO
4. Frequency: Yearly (Dec 1st – Jun 1st)
5. Method: Classroom or WebEx, new LNO receive in-person instruction conducted by RCs.



E. New Hire Training (AP 3.A.1)

1. Description: Explains EP's function (ESF-6) within the state. Class may be video based or presented during hiring process, if time permits.
2. Conducted By: RC/LAM
3. Audience: All new hires within the region
4. Frequency: Within 4 months from start date
5. Method: Classroom

F. Database Management (AP 3.A.2)

1. Description: Trains assigned Database Managers in the field on ways to track DCFS EP Staff and their EP requirements.
2. Conducted By: DCFS-EP Ops or Plans Chief/RC/LAM
3. Audience: Database Managers
4. Frequency: As needed and when large changes are required
5. Method: Classroom or WebEx

G. ICS/NIMS Training (AP 3.B.1&2)

1. Description: ICS 100, 200, 700a, and 800b are online courses designed to teach the basics of ICS and NIMS. ICS 300 and 400 are classroom courses for Event Site Managers and above.
2. Conducted By: Self-instructed online; RC/LAM – Tracked and maintained at regional level
3. Audience: All DCFS Staff (includes COOP and Exempt Staff)
4. Frequency: One (1) time for each course within 4 months from start date
5. Method: FEMA Web site for 100, 200, 700, and 800; classroom for ICS 300 and 400

H. Disaster Travel Training (AP 3.C.4)

1. Description: Training to ensure that all DCFS staff members are aware of potential duties, responsibilities, activities, processes and protocols surrounding Emergency Disaster Travel for all potential hazards.
2. Conducted By: Self-instructed online
3. Audience: All ESF-6 assigned Staff
4. Frequency: NLT 1 Jun yearly
5. Method: Moodle



I. Disaster Time Sheet Training (AP 3.C.5)

1. Description: Training to ensure that staff understands how to correctly fill out disaster time sheets.
2. Conducted By: Self-instructed online
3. Audience: All ESF-6 assigned Staff
4. Frequency: NLT 1 Jun yearly
5. Method: Moodle

J. Drills and Exercises (AP 3.C.3, 3.E.3)

1. Description: Used to validate training and to correct deficiencies before an actual event.
2. Conducted By: RC/LAM
3. Audience: EP staff assigned to areas being drilled/exercised
4. Frequency: Yearly; Type as determined by RA/LAM/RC

K. Just-In-Time Training

1. Description: In Preparation for emergency operations, staff will complete hands-on training for the system(s) that will be used (i.e. Phoenix, DSNAP)
2. Conducted By: Site Managers, Assistant Site Managers, and Supervisors (DSNAP Training is done by ES Consultants prior to opening DSNAP Sites).
3. Audience: All assigned ESF-6 Site operators
4. Frequency: Once just prior to commencement of operations, when applicable time allows.
5. Method: Hands-on at the ESF-6 site

4. AREAS OF EMPHASIS:

DCFS will place emphasis on and complete all training listed in paragraph 2 (a-i) between December 1, 2016 and June 1, 2017 with follow-up training through hurricane season. Regions should schedule appropriate drills and exercises with the goal of completing them prior to August 1, 2017.

5. TRAINING METHODOLOGY:

- A. The DCFS-EP Team continues to develop new training materials to help consolidate and lessen the time staffs are away from their normal duties. EP will use methods such as WebEx and Moodle to help train staff. Training materials are organized so that training can be conducted by assigned DCFS-EP leaders within the regions.



- B. DCFS Regional Coordinators and LAMs are our primary instructors within their regions. LAMs are responsible for tracking the completed EP training within their regions using the Training Tracker report as shown in Annex A.
- C. LAMs, with assistance from Regional Coordinators, are responsible for completing yearly Training Plans and Training Schedules. A back-brief of these Yearly Training Plans and Training Schedules are conducted prior to the beginning of the new training year. Yearly Regional Training Plans and Training Schedules are formatted in accordance with templates located in Annex B.

6. CONCLUSION: DCFS-EP had a highly successful training and operational year in 2016. This training guidance was developed to continue this trend for the 2017 training year while improving our readiness and ability to respond to all-hazard events to include no-notice events. Safety is DCFS's foremost concern when conducting training.

ANNEX A: FY-2016 Action Plan/Training Tracker
ANNEX B: Training Plan and Training Schedule Templates
ANNEX C: Registration System Training
ANNEX D: Equipment Listing for Registration Strike Team

REFERENCES:

DCFS EP Strategic Plan for 2016-2019
DCFS Policy 1-02, Emergency Preparedness
Supplement 6 – ESF-6 Emergency Operations Plan
Unified Shelter Plan (Draft) Dated 2016

