

# Comprehensive Emergency Management Plan



**Section 1-Training**

*January 2023*

*Blank Intentionally*

# Section 1 – 1 Training

## I. PURPOSE

Training provides first responders, homeland security officials, emergency management officials, private and non-governmental partners, and other personnel with the necessary knowledge, skills, and abilities to perform critical tasks required by specific capabilities. Organizations should make training decisions based on information derived from the assessments, strategies, and plans developed in previous steps of the Preparedness Cycle. This training annex provides the foundation for the philosophy and methodology that Horry County will utilize in its training program.

## II. MISSION

Horry County Emergency Management’s mission is to lead the county’s all-hazards comprehensive emergency management program through collaborative planning, educating its citizens, businesses, and visitors, and coordinating response operations and recovery initiatives.

## III. SITUATION AND ASSUMPTION

### A. Situation

1. The Horry County Emergency Management Department has a training program composed of training needs assessment, curriculum, course evaluations, and training records.
2. The training program relies heavily on training providers outside of Horry County. These providers include but are not limited to:
  - a. South Carolina Emergency Management Division (SCEMD)
  - b. Federal Emergency Management Agency (FEMA)
  - c. The National Domestic Preparedness Consortium (NDPC)
  - d. Local and National Certified Training Contractors
3. Agency-specific training, on-the-job training, and training not directly affiliated with the Emergency Management Department occur throughout Horry County regularly and are not considered a part of the training program.
4. Internal and external mandates and requirements (such as NIMS) will influence some offered training.
5. Horry County has established and annually updates a Multi-Year Training and Exercise Plan (MYTEP) in a collaborative effort with local, state, regional, and federal partners.
6. Horry County will utilize the MYTEP as a guideline for future training requests, prioritization, and scheduling.

7. Horry County will utilize and incorporate Homeland Security Exercise and Evaluation Program (HSEEP) principles and templates in creating the MYTEP.

#### B. Assumptions

1. Responders will continue to receive agency and job-specific training in accordance with their organization's SOPs. However, this training will not formally be scheduled through the MYTEP.
2. Assistance in grants, service offerings, and direct aid for training will continue to be available from the State and Federal levels.
3. Information received by the needs assessment and exercise/actual incident corrective action plans will provide an accurate means of prioritizing the training needed to build the local capabilities of Horry County.

### IV. CONCEPT OF OPERATIONS

#### A. General

Under the direction of the appropriate elected officials or their designees, Horry County Emergency Management will coordinate emergency preparedness activities in accordance with the Comprehensive Emergency Management Plan to ensure the provision of training programs for all planning, support, and response agencies. Departments, authorities, agencies, and all private response organizations are responsible for ensuring their personnel are sufficiently trained.

#### B. Training Needs Assessment

1. Training and Exercise Planning Workshop (TEPW)
  - a. Horry County will conduct a training needs assessment and TEPW annually. FEMA states the following regarding a TEPW:

*The creation of an effective capabilities-based preparedness program begins with an Integrated Preparedness Plan (IPP), which establishes overall preparedness priorities and outlines a multi-year schedule of preparedness activities designed to address those priorities and validate capabilities. The Integrated Preparedness Planning Workshop (IPPW) provides an interactive forum for stakeholders to engage in the creation of the IPP. The IPPW also serves to coordinate preparedness activities across organizations in order to maximize the use of resources and prevent duplication of effort. With limited resources and budget constraints, it is acknowledged that not all prioritized activities will be able to be accomplished. As such, it is imperative that all appropriate stakeholders attend the workshop to facilitate the required coordination.*

**(FEMA Integrated Preparedness Planning Workshop Guide 2020)**

- b. Prior to the annual IPPW, Horry County Emergency Management will conduct a training needs assessment via an online survey distributed to representatives from partnering agencies.
    - c. The training needs assessment will address all personnel with responsibilities in the Emergency Management Program, including but not limited to:

- 1) Emergency management/emergency response staff
  - 2) Emergency Support Function (ESF) personnel
  - 3) Key public officials
  - 4) State and Federal partner agencies
  - 5) Local private and non-governmental agencies that are key stakeholders in the Emergency Management Program
- d. Horry County Emergency Management will compile results from the needs assessment along with the following:
- 1) Current internal and external training requirements (such as NIMS)
  - 2) Deficiencies identified in the corrective action process during exercises and actual incidents
  - 3) Training priorities contained in the State and Federal homeland security strategy and the South Carolina Multi-year Training and Exercise Plan
- e. All compiled results will be categorized within target capabilities, and training needs will be voted on and prioritized at the annual IPPW. The product of this workshop will be the updated Multi-year training and exercise plan (MYTEP).
2. Internal and External Training Requirements and Mandates
- a. Federal Requirements
- 1) Horry County has adopted NIMS as the standard and practice by which incidents will be managed.
  - 2) NIMS requires organizations to meet a minimum level of personnel training as a condition for receiving federal preparedness assistance
  - 3) NIMS Training requirements:  
  
*“To ensure that stakeholders implement NIMS, the NIC evaluates implementation using NIMS Compliance Objectives (requirements). These compliance objectives are regulated at the organizational or jurisdictional level, and Federal policy requires jurisdictions and organizations to meet NIMS compliance requirements as a condition for receiving Federal preparedness assistance (through grants, contracts, and other activities). The NIMS compliance objectives for training typically require that stakeholders are providing their personnel with appropriate NIMS training.” (Five-Year NIMS Training Plan)*
  - 4) NIMS training requirements are met through the regularly scheduled NIMS course offerings. The primary public safety agencies and stakeholders within Horry County are responsible for tracking the NIMS training of their employees and reporting NIMS training progress to the Horry County Emergency Management.

5) ICS Courses

- a. Incident Command System courses ICS-100.C, Introduction to ICS and ICS-200.C, Basic ICS, and NIMS and National Response Framework courses IS-700.B and IS-800.C are currently available through the FEMA Emergency Management Institute (EMI) Independent Study Program. Stakeholders who require this level of training per the NIMS implementation plan will be provided with the opportunity to complete these courses.

*Non-independent study or “direct delivery” offerings of these courses may also be made available at the discretion of Horry County Emergency Management.*

- b. Incident Command System courses ICS-300, Intermediate ICS, and ICS-400, Advanced ICS, will be offered at least once annually within Horry County to provide an opportunity to train responders who will be performing in a supervisory role during an expanding incident.
- c. “Direct delivery” ICS courses in Horry County may be offered in one or more of the following ways:
  - (1) Local Horry County ICS trainers that completed the FEMA ICS Train-the-Trainer curriculum with a certificate on file with the Horry County Office of Emergency Management.
  - (2) South Carolina Emergency Management Division sponsored course offerings with State-approved instructors.
  - (3) Contracted course offerings with training organizations that provide the State approved instructors.
- 6) NIMS implementation training information directed to local jurisdictions from the State of South Carolina is located in Appendix A of this annex. Additional courses may be added or deleted as the NIMS program is adapted.
- 7) Annually Horry County Emergency Management will submit a NIMS Compliance Assistance Support Tool (NIMSCAST) report to the State of South Carolina to validate compliance with NIMS.

b. State Requirements

- 1) South Carolina requires local emergency management directors to complete the following emergency management courses through the FEMA Independent Study Program at a minimum requirement for receiving Emergency Management Performance Grant (EMPG) funding.
  - a. IS-1 Emergency Manager: An Orientation to the Position
  - b. IS-120.c An Introduction to Exercises
- 2) Training records for courses completed by the Emergency Management Director and Horry County Emergency Management Staff will be kept on file.

c. Local Requirements

- 1) As written in the Comprehensive Emergency Management Plan, the designated spokespersons for emergency-management-related public information include:
  - a. The Director of the Emergency Management
  - b. The Horry County Public Information Officer
- 2) The identified spokespersons for the local emergency management are encouraged to acquire basic courses related to emergency public information. At a minimum, the identified spokesperson shall have completed at least one of the following courses:
  - a. Public Information Officer Awareness IS-29.a
  - b. FEMA Effective Communications
  - c. FEMA Basic Public Information Officers Course
  - d. Public Information in WMD/Terrorism Incidents

### C. Training Program Management

#### 1. Training Focus

- a. The Horry County Training Program focuses on providing appropriate and relevant training to program officials, emergency management/response personnel, and the public.
- b. Training will be conducted in accordance with the priorities established in the Horry County MYTEP.
- c. Emergency personnel shall receive and maintain training consistent with their current and potential responsibilities.
- d. The training program will include specialized training related to the hazards identified by Horry County (see Horry County Multi-Jurisdictional Hazard Mitigation Plan).

#### 2. Training Curriculum

- a. Horry County will utilize an established curriculum from the State and Federal level for strengthening capabilities within the Emergency Management Department. This curriculum may include, but is not limited to:

Emergency Management Professional Development Series Curriculum

FEMA IS-120.c An Introduction To Exercise  
FEMA IS-230.d Fundamentals of Emergency Management  
FEMA IS-235.c Emergency Planning  
FEMA IS-240.b Leadership and Influence  
FEMA IS-241.b Decision Making and Problem Solving  
FEMA IS-242.b Effective Communication  
FEMA IS-244.b Developing and Managing Volunteers

## Emergency Management Advanced Professional Development Series Curriculum

### Required Courses

G775 - EOC Management and Operations, or IS775 EOC Management and Operations  
G191 - Incident Command System/Emergency Operations Center Interface, **or** E947 EOC/IMT Interface **or** E/L449 ICS Train the Trainer\*  
G557 (G250.7) - Rapid Assessment Workshop,  
G205 (G270.4) - Recovery from Disaster, the Local Government Role, **or** L205 Recovery from Disaster, the Local Government Role\*, E210 Recovery from Disaster, the Local Government Role\*  
G393 or G318- Mitigation for Emergency Managers **or** Local Mitigation Planning, either Mitigation course will satisfy the APS requirements

### Elective Courses (choose any 5)

G288 - Local Volunteer and Donations Management  
G364 - Multi-Hazard Emergency Planning for Schools, **or** L363 Multi-Hazard Planning for Higher Education\*  
IS703.a - NIMS Resource Management, (Independent Study)  
G202 - Debris Management, **or** E202 Debris Management Planning for State, Local and Tribal Officials\*  
G386 - Mass Fatalities  
G361 - Flood Fight Operations  
G110 - Emergency Management Operations Course for Local Governments, **or** one of the following IEMC courses E900, E905, E910, E915, E920, E930, E945, and E947\*  
G108 - Community Mass Care and Emergency Assistance  
G358 - Evacuation and Re-entry Planning  
G290 - Basic Public Information Officers, **or** E388 Advanced Public Information Officer\*  
G271 - Hazardous Weather and Flood Preparedness, **or** IS271 - Anticipating Hazardous Weather and Community Risk (Independent Study)  
G272 - Warning Coordination  
E/L/G 146 - Homeland Security Exercise and Evaluation Program (HSEEP)  
G366 - Planning for the Needs of Children in Disaster  
G235 - Emergency Planning

### National Incident Management System Curriculum

FEMA IS-100.C	Introduction to Incident Command System
FEMA IS-200.C	ICS For Single Resources
FEMA G-300	Intermediate ICS
FEMA G-400	Advanced ICS
FEMA IS-700.B	NIMS, An Introduction
FEMA IS-800.C	National Response Framework, An Introduction

- b. Training courses within these established training curricula will be offered through federal, state, and local channels. Each agency or department within Horry County ensures that personnel are registered for courses within these curricula that apply to their current and future job responsibilities.
- c. It is the responsibility of each agency or department to maintain their personnel records for courses completed within these established curricula.



- d. Many courses within these curricula will require attendance to state-sponsored training. This training may require travel outside the jurisdiction.

### 3. Course Offerings

*The Horry County Emergency Management Program will utilize local, state, and federal course offerings to satisfy the training needs to be identified within the MYTEP.*

#### a. Local Offerings

- 1) Horry County has limited resources and capabilities to sponsor and conduct extensive emergency management related training
- 2) The training needs that cannot be presented with local instructors, coordination with State, Federal Training programs by Horry County Emergency Management to facilitate the needed training.
- 3) Horry County may offer the following courses through local instruction if the resources are available
  - a). ICS-300, Intermediate ICS
  - b). ICS-400, Advanced ICS
- 4) Curriculum, course evaluations, records of training, and instructor records for local course offerings will be kept on file at the Horry County Emergency Management offices.
- 5) Agency-specific training, on-the-job training, and training not directly affiliated with the Emergency Management Program occur throughout Horry County regularly and are not considered a part of the formal Emergency Management Training Program.

#### b. State-Sponsored Training

- 1) The State of South Carolina Emergency Management Division (SCEMD) Emergency Management Training (EMT) curriculum will facilitate Emergency Management Training in Horry County.

*“The Emergency Management Training (EMT) curriculum delivered by SCEMD offers an extensive array of training opportunities for State and local emergency managers, public officials, members of volunteer relief organizations, and professionals in related fields. The EMT program has proven itself to be a comprehensive and effective vehicle to train state and local officials in disaster mitigation, preparedness, response, and recovery.”*  
(SCEMD Emergency Management Training Online Portal)

- 2) Training priorities established at the IPPW and included in the MYTEP will be provided to the SCEMD Training Office.
- 3) Any training that cannot be provided locally will be requested through Horry County Emergency Management, who will initiate a course request to SCEMD for the training.
- 4) SCEMD courses offered in this manner are provided at no cost to the attendees. However, SCEMD will pay for lodging and meals for those traveling more than 50 miles (one way) to the course and staying in a hotel while attending the course.

- 5) SCEMD courses may include but are not limited to:
    - a.) FEMA DPS/APDS Courses
    - b.) Hazardous Materials Training
    - c.) NIMS/ICS Training
    - d.) Tactical Operations/Response Training
    - e.) General Emergency Management/EOC Training
    - f.) Local or Regional Offerings of FEMA EMI Courses
    - g.) Locally Requested Offerings from the National Domestic Preparedness Consortium (NDPC)
  - 6) Registration for these course offerings will be done through the online SCEMD training calendar and course registration system.
  - 7) Curriculum, course evaluations, records of training, and instructor records for State-sponsored course offerings will be kept on file at the SCEMD Training division.
- c. Federally Sponsored Training
- 1) Federally established/sponsored programs may be utilized to meet the identified training needs of personnel or departments in Horry County. These programs may include, but are not limited to:
    - a.) The National Domestic Preparedness Consortium (NDPC)
    - b.) The National Fire Academy
    - c.) The Emergency Management Institute
    - d.) Other independent course offerings from the FEMA National Training and Exercise Division (NTED)
  - 2) Application and approval for any federally sponsored training will be handled through the South Carolina Emergency Management Division or the South Carolina Office of Homeland Security.
  - 3) In some instances, federally-sponsored training may be delivered locally via a mobile offering or require the trainee to attend the course outside the jurisdiction.
  - 4) Applications for federally sponsored training will be made through Horry County Emergency Management, coordinating with the SCEMD Training office.
  - 5) All federally sponsored training brought into South Carolina via a mobile offering will be coordinated and approved by SCEMD. Registration for these course offerings will be done through the online SCEMD training calendar and course registration system.

D. Training Records Management

1. Local Training

- a. For training conducted entirely at the local level (ICS-300 and ICS-400), Horry County will maintain training records for courses offered.
- b. The following records will be maintained:
  - 1.) Names of individuals receiving training
  - 2.) Type of training conducted
  - 3.) Names and qualifications of trainers
- c. Training records will be maintained at Horry County Emergency Management offices for four years.
- d. Each agency or department will maintain records for agency-specific training, FEMA independent study training, or training not conducted entirely at the local level.

2. State/Federal Sponsored Training

- a. For training sponsored, coordinated, or hosted by the State of South Carolina, SCEMD will maintain training records for courses offered.
- b. The following records will be maintained:
  - 1.) Names of individuals receiving training
  - 2.) Type of training conducted
  - 3.) Names and qualifications of trainers
- c. Training records will be maintained at the SCEMD Training office indefinitely.
- d. Horry County is not directly responsible for maintaining the training records for state or federally-sponsored courses but may request training records from SCEMD as needed or deemed necessary by the Emergency Management Program. Individuals who have taken State or federally-sponsored courses can print their training transcript by accessing their account in the SCEMD Training portal.

E. Training Administration

*Horry County Emergency Management adheres to the standards and guidelines for Incident Management Training outlined by the Department of Homeland Security and the National Integration Center.*

1. Instructor Qualifications:

- a. Horry County Emergency Management adheres to the recommended general instructor guidelines outlined by the Department of Homeland Security and the National Integration Center.
- b. Instructors for ICS-300 and ICS-400 must meet the following criteria:

- 1.) Successful completion of accredited ICS-100.C, ICS-200.C, ICS-300, ICS-400, IS-700.B, and IS-800.C.
  - 2.) Service in mid-level emergency management and incident response position within five years in real-world incidents, planned events or accredited exercises.
  - 3.) Successful completion of an instructional and adult education methodologies course, such as ICS Train-the-Trainer (E/L-449).
- c. The Director of Emergency Management will certify instructors for all ICS-related courses hosted by the Emergency Management Department. Instructors will demonstrate proficiency to the Director annually to be certified or recertified to instruct ICS courses. The demonstration will consist of validating the criterion listed in para 1, b. above and observing or rehearsing platform instruction.
2. Instructor Levels:
- a. Lead Instructors
    - 1.) Should have served as Incident Commander or in a Command Staff or General Staff position in an incident that went beyond one operational period or required a written Incident Action Plan (IAP) and must be capable of last-minute substitution for unit instructors.
  - b. Unit Instructors
    - 1.) Should have served as Incident Commander or in a Command Staff or General Staff position.
    - 2.) Or have specialized knowledge and experience appropriate for the audience, such as public safety, public health, or public works, and must be experienced in the lesson content they are presenting.
  - c. Adjunct Instructors
    - 1.) May provide limited instruction in specialized knowledge and skills at the discretion of the lead instructor. However, they must be experienced, proficient, and knowledgeable of current issues in their field of expertise.
3. Instructor Certification:
- a. Copies of certificates listed in 1, b, 1.) and 3.) above shall be maintained by Emergency Management for as long as an instructor is active in presenting ICS instruction.

## V. ANNEX MAINTENANCE

Horry County Emergency Management is responsible for coordinating, developing, and maintaining the Training Annex and is the designated Lead Agency. The Training Annex will be updated in conjunction with the EOP as stated in Section VII, Plan Development and Maintenance.

## **ATTACHMENTS**

- A. South Carolina EMD NIMS Compliance Training Guidance

## ATTACHMENT A

# South Carolina EMD NIMS Compliance Training Guidance

## NIMS Training Requirements

### Audience

### Required Training

*Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include:*

#### Entry-level first responders & disaster workers

- Emergency Medical Service personnel
  - Firefighters
  - Hospital staff
  - Law Enforcement personnel
  - Public Health personnel
  - Public Works/Utility personnel
  - Skilled Support Personnel
  - Other emergency management response, support, and volunteer personnel at all levels
- FEMA IS-700.B NIMS An Introduction
  - ICS-100.C Introduction to ICS or equivalent

#### First-line supervisors

ESF agency personnel, single resource leaders, field supervisors, and other emergency management/response personnel that require a higher level of ICS/NIMS Training.

Public Information Officers:  
FEMA IS-29.a Public Information Officer Awareness

- FEMA IS-700.B NIMS An Introduction
- FEMA IS-800.C National Response Framework (NRF) An Introduction
- ICS-100.C Introduction to ICS or equivalent
- ICS-200.C Basic ICS or equivalent

### **Mid Level Management**

Required: including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, and;  
Recommended: Emergency operations center staff.

- FEMA IS-700.B NIMS An Introduction
- FEMA IS-701a NIMS Multiagency Coordination System (MACS) Course

### **Public Information Officer**

FEMA IS-29.a Public Information Officer Awareness

- FEMA IS-703a NIMS Resource Management Course
- FEMA IS-800.C National Response Framework (NRF) An Introduction
- ICS-100.C Introduction to ICS or equivalent
- ICS-200.C Basic ICS or equivalent
- ICS-300 Intermediate ICS or equivalent

### **Command and General Staff**

Required: Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers, and;  
Recommended: Emergency operations center managers.

Public Information Officers:  
FEMA IS-29.a Public Information Officer Awareness

- FEMA IS-700.B NIMS An Introduction
- FEMA IS-701a NIMS Multiagency Coordination System (MACS) Course
- FEMA IS-703a NIMS Resource Management Course
- FEMA IS-800.C National Response Framework (NRF) An Introduction
- ICS-100.C Introduction to ICS or equivalent
- ICS-200.C Basic ICS or equivalent
- ICS-300 Intermediate ICS or equivalent
- ICS-400 Advanced ICS or equivalent