

# Annex I

## City of Weston Lakes Emergency Preparedness Implementation Plan Training Requirements

1. Purpose: To establish the emergency management training requirements necessary for city elected officials, emergency managers, EOC operators, and volunteer emergency responders, to effectively fulfill their responsibilities under this plan and to maintain city certification under the National Incident Management System. The plan annex also overviews collective training exercise requirements to test and validate the basic plan and its annexes.

2. Individual Training Requirements: The following training requirements must be met to establish and maintain NIMS certification for the positions indicated below:

Elected Officials: Mayor, 5 Aldermen and City Marshal

NIMS FEMA Courses IS 100a, and 700

Emergency Management Committee Personnel:

a. Emergency Management Coordinator and Assistant Emergency Management Coordinator

NIMS FEMA Courses IS 100a, 200a, 300, 400, 700, and 800

b. MUD President, POA President, Country Club Manager, and ESD #4 Commissioner

NIMS FEMA Courses IS 100a, 200a, 700, and 800

Appointed Volunteers: The six appointed volunteers: NIMS FEMA Courses IS 100a, 200a, 700, and 800

Volunteers: CST and CERT members will receive training from Fort Bend County.

a. CERT members, who have successfully completed the required training, will qualify to participate as a CERT Team Member. In order to become CERT-ified, volunteers must complete the following course requirements.

1. Attend a 25 hour class.

2. Complete all of the 8 week Training Course

3. Complete IS 100 (Introduction to the Incident Command System) and IS 700 (Introduction to the National Incident Management System) courses.

4. Attend SkyWarn Training within first year of joining CERT.

b. CST members will be trained by Fort Bend County Office of Emergency Management (OEM). The purpose and mission of the Support Team is to aid and support the OEM and the Emergency Operations Center in the mission of preparing for,

responding to, recovering from, or mitigating the effects of natural and technological disasters.

The duties of CERT members follow:

- Education and Outreach
- Phone Bank
- Administrative Support
- Runner
- Set up/Stock Emergency Supplies
- Set up/ Maintain EOC Facility
- Damage Assessment
- Field Deployment
- Internet/Web Assistance
- Other Duties As Assigned

#### Training Requirements

Citizens Support Team members, who have successfully completed the required training, will qualify to participate in support functions/activities during activation at the Fort Bend County Emergency Operation Center. In order to obtain Citizen Support Team Membership status, volunteers must complete the following course requirements.

- Attend 1.5 hour orientation.
- Complete 6 hour Fundamentals of Emergency Management
- Training Course Complete IS 100 (Introduction to the Incident Command System) and IS 700 introduction to the National Incident Management System) courses.
- Attend Sky Warn Training within first year of joining CST.

Fundamentals Curriculum: The Fundamentals of Emergency Management Training Curriculum includes the following sessions:

- Emergency Management 101
- Geography 101
- Emergency Operations Plan 101
- EOC Operations 101
- EOC Operations 201
- WebEOC 101
- ICS 100 - Introduction to the Incident Command System
- IS 700 - Introduction to the National Incident Management System
- Sky Warn Severe Weather Spotter Training

3. Collective Training Requirements. The City will conduct local training exercises to exercise aspects of this plan. Three training exercises per year will be conducted each year two table top exercises and one full scale exercise in the July time frame in advance of the Hurricane season. The two table top exercises will be related to a all hazards EOC exercise in the May time frame and a specific non hurricane scenario in the November time frame. The city may participate in regional training exercises based upon the Fort Bend County 5 year exercise plan. Those exercises would replace one of the city exercises.

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Approved

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