

Training and Exercise Functional Annex

Updated: August 14, 2024

I. PURPOSE

The purpose of the Training and Exercise Functional Annex is to establish guidelines and procedures for conducting training and exercises within Alexander County to ensure that all personnel, agencies, and partners are prepared to respond to emergencies effectively.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Alexander County conducts training and exercises on a routine basis to ensure preparedness, test plans and procedures, enhance coordination, and improve performance.
2. Alexander County adopted the use of the National Incident Management System in November 2005.
3. Those in response roles are required to attend NIMS-compliant training according to their role and supervisory level.
4. Incident Management training should adhere to the National Incident Management System Training Program. This training program is broken down into the following areas:
 - a. Incident Command System (ICS)
 - b. Emergency Operations Center (EOC)
 - c. Joint Information System (JIS)/Public Information Officer (PIO)
 - d. Multi-Agency Coordination System (MACS)
5. Alexander County and the Town of Taylorsville will define the levels of training for their respective personnel in regards to Incident Command System training.
6. Alexander County and various stakeholders have training and exercise requirements for maintaining grant funding.
7. Alexander County will utilize the Homeland Security Exercise and Evaluation Program (HSEEP) when scheduling, executing, documenting, and improving exercises.

III. CONCEPT OF OPERATIONS

- A. The county will implement a comprehensive training program that includes mandatory and elective courses, drills, and hands-on practice. Training will be based on reviewing plans, procedures, NIMS, ICS, and position-specific training.
- B. Each organization will be responsible for training, documenting, and maintaining training records of their staff's training.
- C. Training programs for Emergency Responders and administration will be available through the NC Community College System, NC Division of Emergency Management, and agency in-service training.
- D. Alexander County Emergency Management will participate in three exercises during the Emergency Management Performance Grant (EMPG) cycle.
- E. Alexander County will conduct an Integrated Preparedness Planning Workshop annually at various meetings to determine training and exercise needs. This data will be combined and evaluated to determine core capability focus areas for the year regarding training and exercise needs.

- F. Exercise schedules will be maintained in the Integrated Preparedness Plan (i.e., tabletop exercises, functional exercises, and full-scale exercises).

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization:

- 1. Alexander County responders are required to attend NIMS-compliant training according to their role and supervisory level.
- 2. Each organization will determine the role and supervisory position of their staff and be responsible for maintaining training records.

B. Responsibilities:

- 1. Emergency Management Coordinator:
 - a. Ensure training requirements are distributed to responders on a routine basis.
 - b. Coordinate with North Carolina Emergency Management to offer needed and wanted training in Alexander County.
 - c. Participate in the Integrated Preparedness Planning Workshops (IPPW) at the State level.
 - d. Host a variety of IPPWs at the local level to obtain feedback on desired training and exercises of responders.
 - e. Assemble feedback from IPPWs into an Integrated Preparedness Plan and multi-year training schedule.
- 2. Alexander County Public Health:
 - a. Ensure training requirements are met according to grant requirements.
 - b. Attend exercises required by grant requirements.
 - c. Participate and assist with IPPWs and writing IPPs to fulfill grant requirements.

V. DIRECTION AND CONTROL

- A. The Chairman of the Board of County Commissioners or their designee has the authority to direct and control the County's training and exercise programs.
- B. The Emergency Management Coordinator will ensure the preparedness of core capabilities to the best of his/her ability by implementing training and exercises according to the Integrated Preparedness Plan.

VI. ADMINISTRATION AND LOGISTICS

- A. Alexander County Emergency Management will coordinate multi-agency training and exercises where needed.
- B. Alexander County Emergency Management will strive to receive grant funding where available to host training and exercises in the County.
- C. The Alexander County Emergency Management Coordinator will ensure compliance with grant requirements and maintain documentation of exercises according to the county's record retention policies.

VII. PLAN REVIEW AND MAINTENANCE

The Emergency Management Coordinator will review and update the following annex on an annual basis or as needed after an event or exercise.

VIII. AUTHORITIES AND REFERENCES

- A. Alexander County Emergency Management Ordinance
- B. Alexander County Emergency Operations Plan
- C. Homeland Security Presidential-5
- D. National Incident Management System Third Edition October 2017
- E. National Incident Management System Training Program Summer 2020