



# San Mateo County Community College District

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Multi-year Emergency Management  
Training and Exercise Plan

July 2016

## Table of Contents

<b>Preface</b> .....	<b>1</b>
<b>Purpose</b> .....	<b>2</b>
<b>Program Priorities</b> .....	<b>3</b>
<b>BASELINE TRAINING PRIORITY</b> .....	<b>4</b>
Corresponding Core Capabilities .....	4
Rationale .....	5
Supporting Training Courses .....	5
<b>DISCUSSION-BASED EXERCISES</b> .....	<b>5</b>
Corresponding Core Capabilities .....	5
Rationale .....	6
Supporting Exercises .....	6
<b>INTERMEDIATE TRAINING PRIORITY</b> .....	<b>7</b>
Corresponding Core Capabilities .....	7
Rationale .....	7
Supporting Training Courses .....	7
<b>OPERATIONS-BASED EXERCISES</b> .....	<b>8</b>
Corresponding Core Capabilities .....	8
Rationale .....	8
Supporting Exercises .....	8
<b>ADVANCED TRAINING PRIORITY</b> .....	<b>9</b>
Corresponding Core Capabilities .....	9
Rationale .....	9
Supporting Training Courses .....	9
<b>FULL-SCALE EXERCISES</b> .....	<b>10</b>
Corresponding Core Capabilities .....	10
Rationale .....	10
Supporting Exercises .....	10

**Methodology and Tracking..... 11**

- The Preparedness Cycle ..... 11
- Building-Block Approach ..... 11
- Training Records ..... 12

**Multi-year Training and Exercise Schedule ..... 13**

- SMC CCD Informal Training Schedule 2014 ..... 14
- SMC CCD Formal Training and Exercise Schedule 2014 ..... 15
- SMC CCD Informal Training Schedule 2015 ..... 16
- SMC CCD Formal Training and Exercise Schedule 2015 ..... 17
- SMC CCD Informal Training Schedule 2016 ..... 18
- SMC CCD Formal Training and Exercise Schedule 2016 ..... 19
- SMC CCD Formal Training Schedule 2017 ..... 20
- SMC CCD Exercise Schedule 2017 ..... 21
- SMC CCD Formal Training Schedule 2018 ..... 22
- SMC CCD Exercise Schedule 2018 ..... 23
- SMC CCD Formal Training Schedule 2019 ..... 24
- SMC CCD Exercise Schedule 2019 ..... 25
- SMC CCD Formal Training Schedule 2020 ..... 26
- SMC CCD Exercise Schedule 2020 ..... 27
- SMC CCD Formal Training Schedule 2021 ..... 28
- SMC CCD Exercise Schedule 2021 ..... 29

**Appendix A: Core Capabilities by Mission Area ..... 30**

**Appendix B: DRCCC Training Matrix ..... 31**

## PREFACE

The purpose of the Training and Exercise Plan (TEP) is to guide the San Mateo County Community College District's (SMC CCD) overall priorities relative to on-going emergency management training and exercises. The TEP is considered a living document that should be updated and refined annually. In it, training identified priorities are documented and linked to corresponding core capabilities, which are intended to increase knowledge, skills and abilities. Identification of training priorities are based upon existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors in the realm of emergency management at institutions of higher education. This TEP identifies the training and exercises that will help build and sustain the core capabilities needed to address emergency management training and exercise program priorities throughout the District. Figure one following depicts the continuum of planning, training and exercises relative to capability or capacity building.

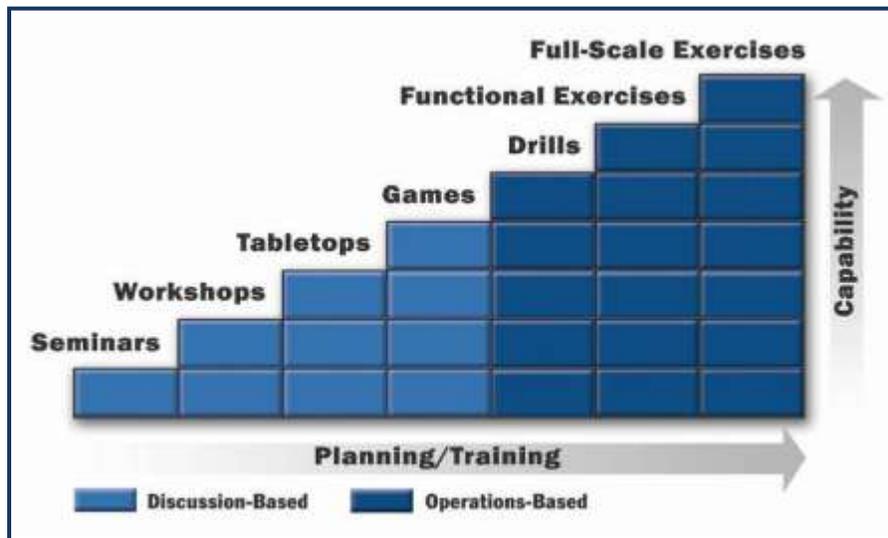


Figure 1: Training and Exercise Continuum

The role of the SMC CCD's TEP is to describe a combination of progressively building exercises—along with the associated training requirements for emergency management at an institution of higher education. Based upon this TEP, we intend to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one to increase individual capacities and professional development concerning emergency management in our college community. Our TEP includes training requirements to address the needs of all college employees as the foundation of our planning process. From the newest employees to mid-level faculty and senior experienced managers, the TEP addresses both trainings and exercises. Included in our TEP are annual training and exercise schedules that provide a graphic illustration of the proposed activities. Exercises may range from basic fire safety and shelter-in-place drills to full-scale community-wide drills that realistically portray a crisis. In addition, it is our intention to understand and improve the role we play in relation to external planning efforts of organizations such as the American Red Cross, San Mateo County Sheriff's Area Office of Emergency Services, and local fire and law enforcement agencies.

## PURPOSE

The purpose of the multi-year TEP is to document SMC CCD's overall training and exercise program priorities for a multi-year time. It is considered to be a living document to be updated, refined and expanded annually. These priorities are linked to corresponding emergency management core capabilities, with the supporting rationale based on existing strategic guidance from the federal, state and local levels, threat assessments, and corrective actions from previous exercises. This multi-year TEP identifies the training and exercises that will help the organization build and sustain the core capabilities needed to address training and exercise program priorities when planning for emergencies in the higher education environment.

The multi-year TEP outlines a combination of progressively building exercises – along with the associated training requirements – that address the identified needs and priorities within the District. A progressive, multi-year exercise program enables those within the District to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one with the overall object to increase knowledge, skills and abilities. Further, by including training requirements in the planning process, the District addresses known shortfalls prior when conducting seminars, workshops and exercises. This TEP blends the needs of new and senior employees presenting an array of training to reasonably and adequately prepare the college community for courses of action in emergencies.

Although each training class and exercise type can be executed as a single activity, multi-year plans are intended to gradually build capabilities by employing a building-block approach of linked training and exercise activities that escalate in complexity. Because exercises are part of a broader preparedness cycle that also involves planning, equipment purchases, and training activities, multi-year plans take into consideration other issues such as the full range of emergency management preparedness efforts and priorities undertaken within the District. We recognize that preparedness is the shared responsibility of our whole community. Federal Emergency Management Agency (FEMA) has identified five mission areas in which to categorize 35 emergency management core capabilities. The five mission areas identified by FEMA are Prevention, Protection, Mitigation, Response and Recovery.<sup>1</sup> Three core capabilities—Planning, Public Information and Warning along with Operational Coordination—span and are common to all five mission areas. See Appendix A for alignment of FEMA mission areas and core capabilities. This TEP intends to develop professional skills with a broad focus in all five mission areas and the common core capabilities.

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<sup>1</sup> US DHS FEMA, (2011). National Preparedness Goal (1<sup>st</sup> ed). Available electronically from, [http://www.fema.gov/media-library-data/20130726-1828-25045-9470/national\\_preparedness\\_goal\\_2011.pdf](http://www.fema.gov/media-library-data/20130726-1828-25045-9470/national_preparedness_goal_2011.pdf)

## PROGRAM PRIORITIES

The program priorities for the Multi-year TEP begin with a baseline of recommended training coursework for the higher education field proscribed in the Disaster Resistant California Community Colleges (DRCCC) Project. The baseline training addresses National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS) Training Requirements from the Governor's DRCCC Task Force and the Governor's Office of Emergency Services showing specific training requirements for each higher education job category. These training requirements are mandatory and affect eligibility for federal emergency preparedness grants as well as FEMA reimbursement monies. While dated in 2009, the DRCCC coursework described remains a good basis in emergency management for higher education professionals. The DRCCC matrix of training courses are categorized according to five target audiences of higher education professionals, 1) General Personnel; 2) Critical EOC Personnel; 3) Supervisory Field Personnel; 4) Senior Administrators and Executives; and, 5) Board of Trustees and Elected Personnel. See Appendix B for the DRCCC Training Matrix details. In 2016, we updated this TEP and chose to categorize our community into three sub groupings: Field Responders, EOC Personnel and Continuity of Operations Personnel, which also correlates to FEMA training guidance.

The 2013 San Mateo County Community College District Emergency Operations Plan Activation Workshop Project (SMC CCD EOPAW) was developed to test a number of dynamics and capabilities in the SMC CCD Emergency Operations Center (EOC) and emergency management preparations. The workshop planning team was composed of representatives from the San Mateo County Community College District, Canada College, College of San Mateo and Skyline College. The planning team members crafted a series of workshops congruent with the Homeland Security Exercise and Evaluation Program (HSEEP) planning process. Four workshops, including an After Action Conference, were scheduled and conducted. The workshops included hypothetical, simulated emergencies depicted in tabletop exercises as follows: 1) Canada College TTX: Natural Disaster Scenario; 2) Skyline College TTX: Hostile Intruder Continuity of Operations Scenario; and, 3) College of San Mateo TTX: Active Shooter/Barricade Scenario. The project included an After Action Report (AAR) and improvement plan matrix that provided a foundation for this TEP.

In addition, training program priorities were established based on an informal assessment of threats and contemporary trending issues and identified by campus public safety officials. With the SMC CCD located in Northern California, preparation for earthquakes and other natural disasters along with increases in school violence and disruption nationwide, indicate the need for reasonable mitigation, response and recovery training and exercises. In 2016, a Hazard Mitigation Plan Annex Project was undertaken and the identified hazards for the District properties were incorporated into TTXs at each college in May and June of 2016.

Finally, program priorities were customized to acknowledge the need for both formal and informal training sessions, to best capitalize on FEMA independent study courses, Lunch 'n' Learn or in-service training day opportunities. Specific priorities identified at the time of this TEP revision include:

1. **BASELINE TRAINING PRIORITY:** As prescribed by the DRCCC guidance, baseline training capabilities include overviews of emergency management philosophy, principles and practices.
2. **DISCUSSION-BASED EXERCISES:** Consistent with HSEEP guidance, discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize participants with, or develop new, plans, policies, agreements, and procedures.
3. **INTERMEDIATE TRAINING PRIORITY:** As prescribed by the DRCCC guidance, intermediate training capabilities include specific emergency management philosophy, principles and practices concerning Incident Command and Emergency Operations Centers in a higher education environment.
4. **OPERATIONS-BASED EXERCISES:** Consistent with HSEEP guidance, operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps.
5. **ADVANCED TRAINING PRIORITY:** As prescribed by the DRCCC guidance, advanced training capabilities include specific emergency management roles, philosophy, principles and practices concerning Incident Command, Emergency Operations Centers, Continuity of Operations and policy considerations in a higher education environment that may involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness.
6. **FULL-SCALE EXERCISES:** Consistent with HSEEP guidance, FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.

## **BASELINE TRAINING PRIORITY**

Baseline training capabilities include overviews of emergency management philosophy, principles and practices.

### **Corresponding Core Capabilities**

- **Planning:** Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives
- **Operational Coordination:** Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities
- **Intelligence and Information Sharing:** Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information

concerning threats to the college community. Information sharing is the ability to exchange information, data, or knowledge among entities, as appropriate

- On-scene Security and Protection: Ensure a safe and secure environment through security and protection operations for people and communities located within affected areas and also for all traditional and atypical response personnel engaged in lifesaving and life-sustaining operations
- Operational Communications: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces
- Situational Assessment: Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response

## Rationale

- 2009 DRCCC guidance
- 2013 SMC CCD EOPAW AAR
- 2016 SMC CCD TTXs AAR/IP

## Supporting Training Courses

- IS-100 HE An Introduction to the Incident Command System for Higher Education
- IS-120.a An Introduction to Exercises
- IS-230.d Fundamentals of Emergency Management
- IS-700.a National Incident Management System (NIMS) An Introduction
- IS-800.b National Response Framework, An Introduction
- IS-906 Workplace Security Awareness
- IS-907 Active Shooter: What You Can Do

## DISCUSSION-BASED EXERCISES

Consistent with HSEEP guidance, discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize participants with, or develop new, plans, policies, agreements, and procedures.

## Corresponding Core Capabilities

- Planning: *a priori*
- Public Information and Warning: Deliver coordinated, prompt, reliable, and actionable information to the whole college community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate

- Operational Coordination: *a priori*
- Access Control and Identity Verification: Apply a broad range of physical, technological, and cyber measures to control admittance to critical locations and systems, limiting access to authorized individuals to carry out legitimate activities
- Intelligence and Information Sharing: *a priori*
- Long-term Vulnerability Reduction: Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused incidents by lessening the likelihood, severity, and duration of the adverse consequences related to these incidents
- On-scene Security and Protection: *a priori*
- Operational Communications: *a priori*
- Situational Assessment: *a priori*
- Infrastructure Systems: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community

### Rationale

- 2013 SMC CCD EOPAW AAR
- 2016 SMC CCD TTXs AAR/IP

### Supporting Exercises

- Catastrophic IT Failure TTX
- Earthquake TTX
- Emergency Operations Center Activation TTX
- Evacuation TTX
- Mass Casualty TTX
- Mass Fatality TTX
- Pandemic Outbreak TTX
- Power Failure TTX
- Severe Weather TTX
- Shelter in Place TTX
- Suspicious Package TTX

## INTERMEDIATE TRAINING PRIORITY

As prescribed by the DRCCC guidance, intermediate training capabilities include specific emergency management philosophy, principles and practices concerning Incident Command and Emergency Operations Centers in a higher education environment.

### Corresponding Core Capabilities

- Planning: *a priori*
- Public Information and Warning: *a priori*
- Operational Coordination: *a priori*
- Access Control and Identity Verification: *a priori*
- Intelligence and Information Sharing: *a priori*
- Long-term Vulnerability Reduction: *a priori*
- Physical Protective Measures: Reduce or mitigate risks, including actions targeted at threats, vulnerabilities, and/or consequences, by controlling movement and protecting critical infrastructure
- Community Resilience: Lead the integrated effort to recognize, understand, communicate, plan, and address risks so that the college community can develop a set of actions to accomplish Mitigation and improve resilience
- Operational Communications: *a priori*
- Health and Social Services: Restore and improve health and social services networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community
- Situational Assessment: *a priori*
- Infrastructure Systems: *a priori*

### Rationale

- 2009 DRCCC guidance
- 2013 SMC CCD EOPAW AAR
- 2016 SMC CCD TTXs AAR/IP

### Supporting Training Courses

- IS-235.b      Emergency Planning
- IS-240.a      Leadership & Influence
- IS-241.a      Decision Making and Problem Solving
- IS-242.a      Effective Communication
- IS-244.b      Developing and Managing Volunteers

- IS-366 Planning for the Needs of Children in Disasters
- IS-393.a Introduction to Hazard Mitigation
- IS-546.a Continuity of Operations Awareness Course
- IS-559 Local Damage Assessment

## OPERATIONS-BASED EXERCISES

Consistent with HSEEP guidance, operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps.

### Corresponding Core Capabilities

- Planning: *a priori*
- Public Information and Warning: *a priori*
- Operational Coordination: *a priori*
- Access Control and Identity Verification: *a priori*
- Intelligence and Information Sharing: *a priori*
- Long-term Vulnerability Reduction: *a priori*
- Physical Protective Measures: *a priori*
- Community Resilience: *a priori*
- Operational Communications: *a priori*
- Health and Social Services: *a priori*
- Situational Assessment: *a priori*
- Infrastructure Systems: *a priori*

### Rationale

- 2013 SMC CCD EOPAW AAR
- 2016 SMC CCD TTXs AAR/IP

### Supporting Exercises

- Earthquake Drill
- Emergency Operations Center Activation Drill or Functional Exercise
- Evacuation Drill
- Evacuation Center Activation Functional Exercise
- Fire Drill
- Public Warning Drill

- Reduced Operations Drill
- Shelter in Place Drill
- Workplace Violence Drill

## ADVANCED TRAINING PRIORITY

As prescribed by the DRCCC guidance, advanced training capabilities include specific emergency management roles, philosophy, principles and practices concerning Incident Command, Emergency Operations Centers, Continuity of Operations and policy considerations in a higher education environment that may involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness.

### Corresponding Core Capabilities

- Planning: *a priori*
- Public Information and Warning: *a priori*
- Operational Coordination: *a priori*
- Access Control and Identity Verification: *a priori*
- Intelligence and Information Sharing: *a priori*
- Long-term Vulnerability Reduction: *a priori*
- Physical Protective Measures: *a priori*
- Community Resilience: *a priori*
- Operational Communications: *a priori*
- Health and Social Services: *a priori*
- Situational Assessment: *a priori*
- Infrastructure Systems: *a priori*

### Rationale

- 2009 DRCCC guidance
- 2013 SMC CCD EOPAW AAR
- 2016 SMC CCD TTXs AAR/IP

### Supporting Training Courses

- IS-15.b Special Events Contingency Planning for Public Safety Agencies
- IS-130 Exercise Evaluation and Improvement Planning
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-403 Introduction to Individual Assistance (IA) (DF-103)
- IS-634 Introduction to FEMA's Public Assistance Program

- IS-2001 Threat and Hazard Identification and Risk Assessment (THIRA)

## FULL-SCALE EXERCISES

Consistent with HSEEP guidance, FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.

### Corresponding Core Capabilities

- Planning: *a priori*
- Public Information and Warning: *a priori*
- Operational Coordination: *a priori*
- Access Control and Identity Verification: *a priori*
- Intelligence and Information Sharing: *a priori*
- Long-term Vulnerability Reduction: *a priori*
- Physical Protective Measures: *a priori*
- Community Resilience: *a priori*
- Operational Communications: *a priori*
- Health and Social Services: *a priori*
- Situational Assessment: *a priori*
- Infrastructure Systems: *a priori*

### Rationale

- 2013 SMC CCD EOPAW AAR
- 2016 SMC CCD TTXs AAR/IP

### Supporting Exercises

- Active Shooter/Hostile Intruder Exercise
- Emergency Operations Center Activation Exercise
- Hazardous Materials Spill Exercise
- Mass Casualty Exercise
- Pandemic Exercise
- Workplace Violence Exercise

## METHODOLOGY AND TRACKING

### The Preparedness Cycle

The approach of the TEP is grounded in the methodology of the Preparedness Cycle. The preparedness cycle is a systematic approach (represented in Figure 2) that illustrates a continuous process to prevent, respond to, recover from, and mitigate threats and hazards that organizations may face. The preparedness cycle illustrates a standard that SMC CCD can use to continuously evaluate and improve emergency management plans, procedures, and training through a cycle of planning, organizing, equipping, training, exercising, evaluating, and taking corrective action. This TEP is grounded in the cyclical, progressive nature of the preparedness cycle; in which clearly defined achievements for each step in the cycle offer enhancements to employee emergency management awareness through training. As a result, the training and exercise outcomes will enhance preparedness at each of the community colleges that constitute the SCM CCD as a whole.



Figure 2: The Preparedness Cycle

### Building-Block Approach

SMC CCD will use a building-block approach to training and exercises, which will allow the faculty, staff and employees to build capabilities at the most basic components through courses and drills, to increase their existing understandings through increasingly complex activities. Through this approach, the District can break emergency management topics and lessons into smaller blocks of training and exercises that offer appropriate challenges to employees. Such a mid-term planning process can effectively bridge the divide in employee emergency management operations without being overwhelming. Each course and exercise level designated in this plan is designed to build upon the last in terms of scale, subject matter, and complexity, with regard to the tenure of the various employees throughout the District.

The building-block approach to training allows courses to be presented in a planned progression from simple to complex, thereby enabling the participants to increase their knowledge skills, abilities and understandings of course principles, and learning objectives by building on what they already know. This approach follows the model of the Homeland Security Exercise and Evaluation Program (HSEEP) method concerning exercises based upon building blocks that guide practitioners and participants through exercises that increase in complexity. Through the implementation of a building-block approach to training and exercises, SMC CCD enhances the likelihood of a successful progression in training and exercise design, development, implementation, and evaluation. This approach will also allow the District to implement sophisticated training and exercises in collaboration with external stakeholders.

The building-block approach to training and exercises is accomplished through a planned cycle that includes an integration of experienced and novice participants. The increase in complexity through the building-block approach expands individual skills and builds organizational capacity, and it is paramount that training and exercises be associated with target capabilities relative to the training or exercise goal. Examples of this approach can be seen in the Federal Emergency Management Agency’s ICS training, in which participants are expected to successfully complete one ICS-training course before taking other ICS-courses. The same is true with regard to HSEEP in that the building-block approach has an expectation that participants begin in discussion-based exercises (workshops, seminars, tabletop exercise [TTX]) before transitioning to more complex operations-based exercises—functional exercises and full-scale exercises (FEs and FSEs). The planning process for training and exercises are intended to establish SMC CCD priorities that will be the foundation of the emergency management training and exercise strategy. Each training priority is aligned to a corresponding organizational priority and is further linked to the associated target capabilities outlined in the National Preparedness Guidelines. Through training and exercises, SMC CCD can enhance their capabilities and achieve the specified priority priorities.

## **Training Records**

The evaluation of any training course, formal or informal, by participants is important to acquire fresh perspectives on the effectiveness of the course and inform future trainings. This important aspect should never be skipped, as the data received from participant feedback will ensure that learning objectives are being met by the course. This type of participant feedback can also improve the performance of instruction, as common feedback such as “the instructor moved too fast” through a specific section can be extremely helpful and result in positive modifications of a course. A formative and summative evaluation approach to ensure continuous training improvement for the District can be easily achieved by the reaction of training participants to each training session.

Formative evaluation forms that are non-threatening in nature and not exceeding two pages to increase the likelihood that participants complete the forms can easily be used for this purpose as well as to document who in the college community attended each training session. The form should be designed to provide an overall assessment of the instructor and the course and maintained much like any other employee training record in the standard course of District business. The assembly of each record of training for each attending employee will result in a corresponding chronology of emergency preparedness.

## MULTI-YEAR TRAINING AND EXERCISE SCHEDULE

In the following section, matrices are presented for each year, 2014 through 2021. While initially one page depicted planned guidelines for informal training, followed by a one-page depiction of planned guidelines for formal training, in 2016 this was modified. For each year, a page depicts training and the following page depicts exercises. Each page identifies a target audience by role. These can be cross-referenced with the Program Priorities section of this TEP to identify specific training courses or scenarios as appropriate can be originated based upon the 2016 Hazard Mitigation Plan Annex for the District.

### SMC CCD Informal Training Schedule 2014

Organization	Quarter 1 2014			Quarter 2 2014			Quarter 3 2014			Quarter 4 2014		
District Office								Chancellor Executive Meeting				
Canada College									Big 5 Packet Distrib.	Division Mtg. 10/10/2014		
College of San Mateo												
Skyline College								Opening Day Q&A		Earthquake Safety Month	Active Shooter Safety	

**Program Priorities Addressed:**

<u>Priority 1</u>	<u>Priority 2</u>	<u>Priority 3</u>	<u>Priority 4</u>	<u>Priority 5</u>	<u>Priority 6</u>	<u>Priority 7</u>
Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting
<b>Target Audience:</b> Group & Unit Members	<b>Target Audience:</b> Unit Leaders	<b>Target Audience:</b> EOC Staff	<b>Target Audience:</b> Sections	<b>Target Audience:</b> General Staff	<b>Target Audience:</b> Command Staff	<b>Target Audience:</b> Policy Group

### SMC CCD Formal Training and Exercise Schedule 2014

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
District Office												
Canada College								Managers Mtg. 8/6/2014	Lockdown Drill 9/9/2014	Earthquake Drill 10/16/2014	Active Shooter On-Line	
College of San Mateo										Earthquake Drill 10/16/2014		
Skyline College							Managers Mtg. 7/17/2014			Earthquake Drill 10/16/2014	Active Shooter On-Line	

**Program Priorities Addressed:**

<p><b>Priority 1</b></p> <p>Baseline Training Capabilities</p> <p>i.e. DSW; SEMS; Big Five; IS-100.HE; IS-700a; IS-800b</p>	<p><b>Priority 2</b></p> <p>Discussion-Based Exercise</p>	<p><b>Priority 3</b></p> <p>Intermediate Training Capability</p> <p>i.e. IS-300 Series IS-360</p>	<p><b>Priority 4</b></p> <p>Operations-Based Drill or Functional Exercise</p>	<p><b>Priority 5</b></p> <p>Advanced Training Capability</p> <p>i.e. IS-400 Series</p>	<p><b>Priority 6</b></p> <p>Full-Scale Exercise</p>
<p><b>Target Audience:</b></p> <p>New College Personnel</p>	<p><b>Target Audience:</b></p> <p>College Personnel Field Supervisors EOC Personnel</p>	<p><b>Target Audience:</b></p> <p>EOC Personnel Field Supervisors Executives Senior Administrators</p>	<p><b>Target Audience:</b></p> <p>Field Supervisors EOC Personnel Executives Senior Administrators</p>	<p><b>Target Audience:</b></p> <p>Board Executives Senior Administrators</p>	<p><b>Target Audience:</b></p> <p>College Personnel EOC Personnel Executives Senior Administrators</p>

### SMC CCD Informal Training Schedule 2015

Organization	Quarter 1 2015			Quarter 2 2015			Quarter 3 2015			Quarter 4 2015		
District Office												
Canada College	Big 5 Packet Distrib.	Division Mtg. 2/20/2015						Opening Day Q&A	Big 5 Packet Distrib.	Division Mtg. 10//2015		
College of San Mateo												
Skyline College	Personal Safety Series			Community Safety Series				Opening Day Q&A		Earthquake Safety Month	Active Shooter Safety	

**Program Priorities Addressed:**

<u>Priority 1</u>	<u>Priority 2</u>	<u>Priority 3</u>	<u>Priority 4</u>	<u>Priority 5</u>	<u>Priority 6</u>	<u>Priority 7</u>
Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting	Capacity Building & Pre-Planning Meeting
<b>Target Audience:</b> Group & Unit Members	<b>Target Audience:</b> Unit Leaders	<b>Target Audience:</b> EOC Staff	<b>Target Audience:</b> Sections	<b>Target Audience:</b> General Staff	<b>Target Audience:</b> Command Staff	<b>Target Audience:</b> Policy Group

### SMC CCD Formal Training and Exercise Schedule 2015

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
District Office												
Canada College		Lockdown Drill 2/11/2015	WFPD CERT	WFPD CERT	First Actions TTX	Red Cross Shelter	Shelter F/E		Lockdown Drill 9/2015	Earthquake Drill 10/2015	Active Shooter On-Line	
College of San Mateo							SMFD CERT			Earthquake Drill 10/2015	Red Cross Shelter	
Skyline College	Red Cross Shelter	1 <sup>st</sup> Aid CPR AED	SBFD CERT	SBFD CERT	Bldg Capts Trng	Calm in Chaos TTX	Managers Mtg. 7/2015			Earthquake Drill 10/2015	Active Shooter On-Line	

**Program Priorities Addressed:**

<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>	<b>Priority 4</b>	<b>Priority 5</b>	<b>Priority 6</b>
Baseline Training Capabilities i.e. DSW; SEMS; Big Five; IS-100.HE; IS-700a; IS-800b	Discussion-Based Exercise	Intermediate Training Capability i.e. IS-300 Series IS-360	Operations-Based Drill or Functional Exercise	Advanced Training Capability i.e. IS-400 Series	Full-Scale Exercise
<b>Target Audience:</b> College Personnel	<b>Target Audience:</b> College Personnel Field Supervisors EOC Personnel	<b>Target Audience:</b> EOC Personnel Field Supervisors Executives Senior Administrators	<b>Target Audience:</b> Field Supervisors EOC Personnel Executives Senior Administrators	<b>Target Audience:</b> Board Executives Senior Administrators	<b>Target Audience:</b> College Personnel EOC Personnel Executives Senior Administrators

### SMC CCD Informal Training Schedule 2016

Organization	Quarter 1 2016			Quarter 2 2016			Quarter 3 2016			Quarter 4 2016		
District Office									Big 5 Packet Distrib.			
Canada College	Big 5 Packet Distrib.	Division Mtg. 2/2016						Opening Day Q&A	Big 5 Packet Distrib.	Division Mtg. 10/2016		
College of San Mateo									Big 5 Packet Distrib.			
Skyline College	Personal Safety Series			Community Safety Series				Opening Day Q&A	Big 5 Packet Distrib.	Earthquake Safety Month	Active Shooter Safety	

**Target Audience Addressed:**

<u>Target Audience:</u> Field Responders	<u>Target Audience:</u> EOC Personnel	<u>Target Audience:</u> Continuity of Operations Personnel
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### SMC CCD Formal Training and Exercise Schedule 2016

Organization	Jan	Feb	Mar	Apr	May	Jun		Sep	Sep	Oct	Nov	
District Office								CCC Seminar 9/2016	Bldg Capts Trng		EOC Drill 11/2016	
Canada College		Lockdown Drill 2/2016	WFPD CERT 3/2016	WFPD CERT 4/2016	First Actions TTX 5/2016	EOC TTX 6/2016		CCC Seminar 9/2016	Bldg Capts Trng	Earthquake Drill 10/2016	POD F/E 11/2016	
College of San Mateo					EOC TTX 5/2016			CCC Seminar 9/2016	Bldg Capts Trng	Earthquake Drill 10/2016	POD F/E 11/2016	
Skyline College	Red Cross Shelter	SBFD CERT 2/2016	SBFD CERT 3/2016	1 <sup>st</sup> Aid CPR AED	EOC TTX 5/2016			CCC Seminar 9/2016	Bldg Capts Trng	Earthquake Drill 10/2016	POD F/E 11/2016	

CSM Shelter Training in October  
(for all target audiences)

**Target Audience Addressed:**

<u>Target Audience:</u> Field Responders	<u>Target Audience:</u> EOC Personnel	<u>Target Audience:</u> Continuity of Operations Personnel
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### SMC CCD Formal Training Schedule 2017

Organization	Jan	Feb	Mar	Apr			Aug	Sep	Sep	Oct	Nov	
District Office							1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2017	Bldg Capts Trng			
Canada College			WFPD CERT 3/2017	WFPD CERT 4/2017			1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2017	Bldg Capts Trng	Red Cross Shelter		
College of San Mateo		Red Cross Shelter					1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2017	Bldg Capts Trng	SMFD CERT 10/2017	SMFD CERT 11/2017	
Skyline College	Red Cross Shelter	SBFD CERT 2/2017	SBFD CERT 3/2017				1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2017	Bldg Capts Trng			

**Target Audience Addressed:**

<b>Target Audience:</b> Field Responders	<b>Target Audience:</b> EOC Personnel	<b>Target Audience:</b> Continuity of Operations Personnel
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### SMC CCD Exercise Schedule 2017

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Sep	Oct	Nov	Dec
District Office		Lockdown Drill 9/2017	EOC F/E 3/2017						Lockdown Drill 9/2017	Earthquake Drill 10/2017	EOC Drill 11/2017	
Canada College		Lockdown Drill 2/2017	EOC F/E 3/2017					EOC TTX 9/2017	Lockdown Drill 9/2017	Earthquake Drill 10/2017	Shelter or POD F/E	
College of San Mateo		Lockdown Drill 2/2017	EOC F/E 3/2017					EOC TTX 9/2017	Lockdown Drill 9/2017	Earthquake Drill 10/2017	Shelter or POD F/E	
Skyline College		Lockdown Drill 2/2017	EOC F/E 3/2017					EOC TTX 9/2017	Lockdown Drill 9/2017	Earthquake Drill 10/2017	Shelter or POD F/E	

**Target Audience Addressed:**

<p><b>Target Audience:</b> Field Responders</p>	<p><b>Target Audience:</b> EOC Personnel</p>	<p><b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible</p>
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### SMC CCD Formal Training Schedule 2018

Organization	Jan	Feb	Mar	Apr			Aug	Sep	Sep	Oct	Nov	Nov
District Office							1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2018	Bldg Capts Trng			
Canada College			WFPD CERT 3/2018	WFPD CERT 4/2018			1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2018	Bldg Capts Trng	Red Cross Shelter		
College of San Mateo		Red Cross Shelter					1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2018	Bldg Capts Trng	SMFD CERT 10/2018	SMFD CERT 11/2018	
Skyline College	Red Cross Shelter	SBFD CERT 2/2018	SBFD CERT 3/2018				1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2018	Bldg Capts Trng			

**Target Audience Addressed:**

<p><b>Target Audience:</b> Field Responders</p>	<p><b>Target Audience:</b> EOC Personnel</p>	<p><b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible</p>
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### SMC CCD Exercise Schedule 2018

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Sep	Oct	Nov	Dec
District Office		Lockdown Drill 9/2018	EOC F/E 3/2018						Lockdown Drill 9/2018	Earthquake Drill 10/2018	EOC Drill 11/2018	
		Lockdown Drill 2/2018	EOC F/E 3/2018					EOC TTX 9/2018	Lockdown Drill 9/2018	Earthquake Drill 10/2018	Shelter or POD F/E	
College of San Mateo		Lockdown Drill 2/2018	EOC F/E 3/2018					EOC TTX 9/2018	Lockdown Drill 9/2018	Earthquake Drill 10/2018	Shelter or POD F/E	
		Lockdown Drill 2/2018	EOC F/E 3/2018					EOC TTX 9/2018	Lockdown Drill 9/2018	Earthquake Drill 10/2018	Shelter or POD F/E	

**Target Audience Addressed:**

<p><b>Target Audience:</b> Field Responders</p>	<p><b>Target Audience:</b> EOC Personnel</p>	<p><b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible</p>
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### SMC CCD Formal Training Schedule 2019

Organization	Jan	Feb	Mar	Apr			Aug	Sep	Sep	Oct	Nov	Nov
District Office							1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2019	Bldg Capts Trng			
Canada College			WFPD CERT 3/2019	WFPD CERT 4/2019			1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2019	Bldg Capts Trng	Red Cross Shelter		
College of San Mateo		Red Cross Shelter					1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2019	Bldg Capts Trng	SMFD CERT 10/2019	SMFD CERT 11/2019	
Skyline College	Red Cross Shelter	SBFD CERT 2/2019	SBFD CERT 3/2019				1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2019	Bldg Capts Trng			

**Target Audience Addressed:**

<b>Target Audience:</b> Field Responders	<b>Target Audience:</b> EOC Personnel	<b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible
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### SMC CCD Exercise Schedule 2019

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Sep	Oct	Nov	Dec
District Office		Lockdown Drill 2/2019	EOC F/E 3/2019						Lockdown Drill 9/2019	Earthquake Drill 10/2019	EOC Drill 11/2019	
Canada College		Lockdown Drill 2/2019	EOC F/E 3/2019					EOC TTX 9/2019	Lockdown Drill 9/2019	Earthquake Drill 10/2019	Shelter or POD F/E	
College of San Mateo		Lockdown Drill 2/2019	EOC F/E 3/2019					EOC TTX 9/2019	Lockdown Drill 9/2019	Earthquake Drill 10/2019	Shelter or POD F/E	
Skyline College		Lockdown Drill 2/2019	EOC F/E 3/2019					EOC TTX 9/2019	Lockdown Drill 9/2019	Earthquake Drill 10/2019	Shelter or POD F/E	

**Target Audience Addressed:**

<p><b>Target Audience:</b> Field Responders</p>	<p><b>Target Audience:</b> EOC Personnel</p>	<p><b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible</p>
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### SMC CCD Formal Training Schedule 2020

Organization	Jan	Feb	Mar	Apr			Aug	Sep	Sep	Oct	Nov	Nov
District Office							1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2020	Bldg Capts Trng			
Canada College			WFPD CERT 3/2020	WFPD CERT 4/2020			1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2020	Bldg Capts Trng	Red Cross Shelter		
College of San Mateo		Red Cross Shelter					1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2020	Bldg Capts Trng	SMFD CERT 10/2020	SMFD CERT 11/2020	
Skyline College	Red Cross Shelter	SBFD CERT 2/2020	SBFD CERT 3/2020				1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2020	Bldg Capts Trng			

**Target Audience Addressed:**

<p><b>Target Audience:</b> Field Responders</p>	<p><b>Target Audience:</b> EOC Personnel</p>	<p><b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible</p>
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### SMC CCD Exercise Schedule 2020

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Sep	Oct	Nov	Dec
District Office		Lockdown Drill 2/2020	EOC F/E 3/2020						Lockdown Drill 9/2020	Earthquake Drill 10/2020	EOC Drill 11/2020	
Canada College		Lockdown Drill 2/2020	EOC F/E 3/2020					EOC TTX 9/2020	Lockdown Drill 9/2020	Earthquake Drill 10/2020	Shelter or POD F/E	
College of San Mateo		Lockdown Drill 2/2020	EOC F/E 3/2020					EOC TTX 9/2020	Lockdown Drill 9/2020	Earthquake Drill 10/2020	Shelter or POD F/E	
Skyline College		Lockdown Drill 2/2020	EOC F/E 3/2020					EOC TTX 9/2020	Lockdown Drill 9/2020	Earthquake Drill 10/2020	Shelter or POD F/E	

**Target Audience Addressed:**

<p><b>Target Audience:</b> Field Responders</p>	<p><b>Target Audience:</b> EOC Personnel</p>	<p><b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible</p>
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### SMC CCD Formal Training Schedule 2021

Organization	Jan	Feb	Mar	Apr			Aug	Sep	Sep	Oct	Nov	Nov
District Office							1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2021	Bldg Capts Trng			
Canada College			WFPD CERT 3/2021	WFPD CERT 4/2021			1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2021	Bldg Capts Trng	Red Cross Shelter		
College of San Mateo		Red Cross Shelter					1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2021	Bldg Capts Trng	SMFD CERT 10/2021	SMFD CERT 11/2021	
Skyline College	Red Cross Shelter	SBFD CERT 2/2021	SBFD CERT 3/2021				1 <sup>st</sup> Aid CPR AED	CCC Seminar 9/2021	Bldg Capts Trng			

**Target Audience Addressed:**

<b>Target Audience:</b> Field Responders	<b>Target Audience:</b> EOC Personnel	<b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible
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### SMC CCD Exercise Schedule 2021

Organization	Jan	Feb	Mar	Apr	May	Jun	Jul	Sep	Sep	Oct	Nov	Dec
District Office		Lockdown Drill 2/2021	EOC F/E 3/2021						Lockdown Drill 9/2021	Earthquake Drill 10/2021	EOC Drill 11/2021	
Canada College		Lockdown Drill 2/2021	EOC F/E 3/2021					EOC TTX 9/2021	Lockdown Drill 9/2021	Earthquake Drill 10/2021	Shelter or POD F/E	
College of San Mateo		Lockdown Drill 2/2021	EOC F/E 3/2021					EOC TTX 9/2021	Lockdown Drill 9/2021	Earthquake Drill 10/2021	Shelter or POD F/E	
Skyline College		Lockdown Drill 2/2021	EOC F/E 3/2021					EOC TTX 9/2021	Lockdown Drill 9/2021	Earthquake Drill 10/2021	Shelter or POD F/E	

**Target Audience Addressed:**

<p><b>Target Audience:</b> Field Responders</p>	<p><b>Target Audience:</b> EOC Personnel</p>	<p><b>Target Audience:</b> Continuity of Operations Personnel* *includes students when possible</p>
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## APPENDIX A: CORE CAPABILITIES BY MISSION AREA

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Forensics and Attribution Intelligence and Information Sharing Interdiction and Disruption Screening, Search, and Detection	Access Control and Identity Verification Cybersecurity Intelligence and Information Sharing Interdiction and Disruption Physical Protective Measures Risk Management for Protection Programs and Activities Screening, Search, and Detection Supply Chain Integrity and Security	Community Resilience Long-term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazard Identification	Critical Transportation Environmental Response/Health and Safety Fatality Management Services Infrastructure Systems Mass Care Services Mass Search and Rescue Operations On-scene Security and Protection Operational Communications Public and Private Services and Resources Public Health and Medical Services Situational Assessment	Economic Recovery Health and Social Services Housing Infrastructure Systems Natural and Cultural Resources

## APPENDIX B: DRCCC TRAINING MATRIX

<b>Disaster Resistant California Community Colleges</b>  <b>Training Matrix</b>  Standardized Emergency Management System (SEMS) National Incident Management System (NIMS) Incident Management System (ICS) <i>Note: Some courses can be found listed as IS which indicates they are independent study and available online</i>	Progress Required by October 2007								Progress Required by Oct. 2009		
	SEMS Introduction	SEMS Emergency Operations Center	SEMS Executive	ICS 100 HE <i>(ICS Introduction for higher education)</i>	ICS 200	ICS 402 <i>(NIMS Executive)</i>	IS 700 <i>(NIMS Introduction)</i>	IS 800.B <i>(National Response Framework)</i>	SEMS-NIMS-ICS Combined Course SEMS Intro, IS 100, & 700	ICS 300 Intermediate ICS	ICS 400 Advanced ICS
General personnel with any role in emergency preparedness, incident management or response	X			X			X		X		
Critical personnel with a role in an Emergency Operations Center or on an emergency management team to include public safety, police, public relations, environmental health and safety, facilities and grounds and other ICS positions as required by the incident	X	X		X	X		X	X	X		
Leadership personnel with supervisory field roles who direct general personnel and may work within an Incident Command Post are required to take the ICS 300 & 400 courses	X	X		X	X		X	X	X	X	X
Executive personnel and Senior Administrators including Chancellors, Superintendents, Presidents, and Vice Chancellors and Vice Presidents (not in an EOC) but tasked with setting policy only			X			X	X	X			
Board of Trustees and Elected Officials			X			X					