

Palm Beach County

# Understanding the CEMP

## One Section at a Time

### V. Information, Training and Exercises

Together, Emergencies Are Managed



# Objectives

- I. Identify procedures for increasing awareness of possible emergency situations
- II. Understand how to provide training on emergency roles before, during, and after a disaster
- III. Understand the feedback cycle for trainings and exercises



# Note:

- This Presentation is held to assist you in compliance with:
- Florida Administrative Code: 27P-20, 59A-3.078, 59A-4.126, 59A-4.1265, 59A-5.018, 59A-16.107, 59A-16.107(10), 59A-26.020, 59A-36.019(1), 59A-36.019(2), 59A-36.025, 59A-36.025(2), 65E-9.005(10), 65G-2.010
- Florida Statutes: §252.38(e), §393.067(8), §394.879(1)(d), §395.1055, §395.1055(1)(c), §400.23(2)(g), §400.967, §400.967(2)(g), §400.998(3)(g), §400.9982(2)(e), §429.929(1)(g), §429.41(1), §429.41(1)(b)



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# V 1. Training During Non-Emergency Times

V 1. Identify how key workers will be trained in their emergency roles during non-emergency times

- Review of this CEMP is an ongoing, year-round task
- Emphasis on hurricane preparedness is regularly discussed from the beginning of Hurricane season in June

Training is about teaching the staff about the plan

- In-services, staff training, or meetings are examples of training



# V 2. Employee Training Schedules

V 2. Identify a training schedule for all employees and identify the provider of the training

- Schedules should provide dates, or months, or a pattern of regular occurrence (i.e. monthly, quarterly, annually)
- Training and exercise schedules may be combined



# V 3. New Employee Trainings

## V 3. Identify the provisions for training new employees regarding their disaster relate role(s)

- All key staff and resident care staff are required to read and understand the CEMP
- Orientation and job specific training of all new employees includes disaster training
- Key employees and all resident care staff are educated about the Fire Alarm System, notification and evacuation
- Questions and concerns are directed to the Administrator or Executive Director



# V 4. Annual Basis Schedule

V 4. Identify a schedule for exercising all or portions of the disaster plan on an annual basis (Hurricanes, Fires and all other hazards)

- Monthly fire drills serve as an exercise that cover partial or full evacuation
- Fire drills, elopement drills, table tops, etc. are examples of exercises
- Exercises test the ability of the staff to execute the plan as envisioned by you

**Drills are an exercise, not a training**





# V 5. Correcting Deficiencies

V 5. Establish procedures for correcting deficiencies noted during training exercises

- How are your exercise results and feedback implemented into the plan?
- How are new trainings implemented to correct staff misunderstandings of your vision of the plan?

**This is about the plan, not the staff performance**



# Still have a Question?

Feel free to contact Palm Beach County Division of Emergency Management. We are not only the plan reviewer, but also your local partner and guide through the plan review process.



For plan status and scheduling meetings  
contact : 561-712-6362  
For submitting your plan  
contact: 561-712-6400  
[www.ReadyPBC.com/hcemp](http://www.ReadyPBC.com/hcemp)

