6. Plan Development, Maintenance, and Implementation

This section of the EOP outlines the plan development process, prescribes plan maintenance and improvement processes, and provides plan training and exercise requirements.

6.1   Plan Review and Maintenance

Per State requirements, the EOP must be promulgated at a minimum of every four years. The EOP will be reviewed every two years by departments. This review will be coordinated by the Disaster Management Director and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. When a new County Chair takes office, the Disaster Management Director will brief the Chair on the EOP. This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their continued viability. Lead agencies will review the annexes and appendices assigned to their respective departments.

Recommended changes should be forwarded to:

ATTN: Director of Disaster Management
Clackamas County Disaster Management
1710 Red Soils Ct.
Suite 225
Oregon City, OR 97045

Or electronically: clackemdutyofficer@clackamas.us

6.2   Training Program

To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each agency and department is responsible for ensuring that county staff are identified to respond to emergencies and trained at a level that enables effective execution of existing response plans, procedures, and policies.

Disaster Management coordinates training for County personnel and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County (see minimum training requirements in Table 6-1). Disaster Management maintains records and lists of training received by County personnel. Training requirements apply to all county staff identified to respond to an emergency.

Table 6-1 Minimum Training Guidelines

Emergency Personnel	Training Required
All personnel with a role in emergency management or emergency response	ICS-100IS-700
First-line supervisor personnel in emergency management and incident response operations and other personnel that require higher-level ICS/NIMS training	ICS-100, -200 IS-700
Personnel who may assume a mid-level management role (strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors, etc.) in expanding incidents or have a staffing role in a multi-agency coordination center (Multi-Agency Coordination Centers, EOCs, etc.)	ICS-100, -200, -300 IS-700
Personnel who are expected to perform in a management capacity in an area command situation or multiagency coordination center (Multi-Agency Coordination Centers, EOCs, etc.)	ICS-300, -400 IS-100, -200, -700, -701
Public Information Officers with a role in emergency management or response	IS-702, G-290
Lead Public Information Officers and Joint Information Center Managers	E-388
Emergency management personnel with a role in the development of mutual aid agreements and/or mutual aid operational plans	IS 706
All emergency management personnel	IS 703, IS-800
Additional information about training requirements can be found on the OEM website at: http://www.oregon.gov/OMD/OEM/plans_train/docs/nims/nims_who_takes_what.pdf Independent study courses can be found at: http://training.fema.gov/IS/crslist.asp.	

6.3 Exercise Program

The County will conduct exercises throughout the year to test and evaluate this EOP. The County will coordinate with agencies; organizations (nonprofit, for profit, and volunteer); neighboring jurisdictions; and State and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep.

Disaster Management will work with County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through disaster management.

6.4 Event Critique and After Action Reporting

In order to document and track lessons learned from exercises, CCDM will conduct a review, or "hot wash," with exercise participants after each exercise. CCDM will also coordinate an AAR, which will describe the objectives of the exercise, document the results of the evaluation, and improve the County's readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. Success stores and lessons learned should be submitted to the Homeland Security Digital Library (www.HSDL.org). CCDM will ensure that equipment, training, and planning shortfalls are identified and addressed following an incident.

6.5 Community Outreach and Preparedness Education

The County will educate the public about threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County's overall readiness.

Information about the County's public education programs, hazard and mitigation information, and other disaster management and emergency services can be found on the County's website at http://www.clackamas.us/dm/.

6.6 Funding and Sustainment

It is a priority of the County to fund and maintain a Disaster Management Structure that ensures the County's ability to respond to and recover from disasters. CCDM will work with the County Administrator, BCC and community partners to:

- Identify funding sources for disaster management programs, personnel, and equipment.
- Ensure that the BCC is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.