

# Emergency Preparedness Training Plans

## Keeping it Simple and On Track!

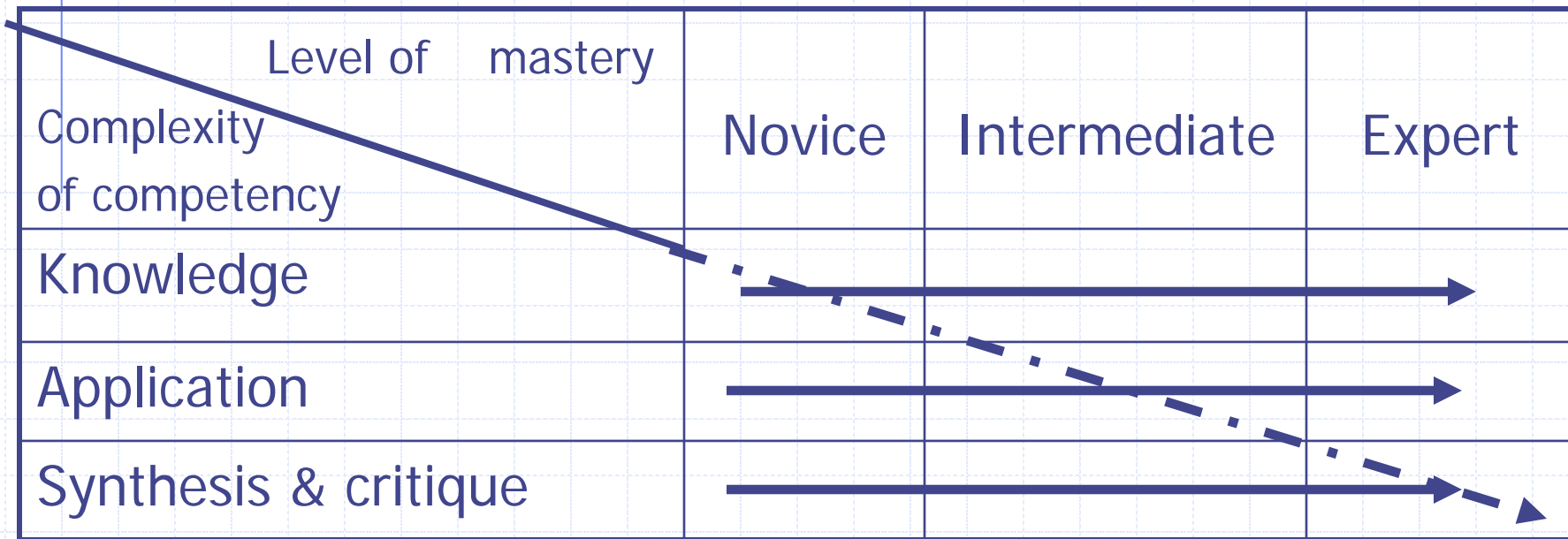
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# Goal

- ◆ Review purpose of a training plan
- ◆ Identify ways to 'sort' employees for planning
- ◆ Identify priorities for groups of employees
- ◆ Review a potential agency annual training plan
- ◆ Review a potential individual plan and record

# Individual development



# Purpose of a plan

- ◆ Identify essential emergency preparedness training for every employee
- ◆ Plan investment of training resources
  - Assure that no employee is missed
  - Minimize over-training of a few individuals
- ◆ Integrate emergency preparedness training with other priority training needs

# Thinking of employees in groups

- ◆ By level of experience
  - Novice or new employee
  - Experienced employee
- ◆ By type of work
  - Administrators/leaders
  - Clinicians (licensed health professionals)
  - Technicians (specific training in support of clinicians)
  - Support staff

# Possible beginning of year

	Adminis- trators/ leaders	Clinic- ians	Techni- cians	Support staff
Novice*	0	2	3	3
Exper- ienced	3	12	5	8

- over the course of a year, some people will move from the novice to the experienced box

# Priorities for All new employees

- ◆ Taking emergencies seriously (within 1 week of employment)
  - Personal preparedness
  - Basic communication plan for emergencies
  - Where to report
- ◆ Likely roles under ICS (within one month of employment)
  - Any additional skills required?

# Priorities for administrators

- ◆ Content areas
  - ICS application to CHC
  - Risk communication
  - Planning drills and exercises
- ◆ Each content area
  - once within first 6 months of employment
  - refresher every 3 years



# Priorities for Clinicians

- ◆ Content areas
  - Basic ICS within a health setting
  - Overview of major emergency types with treatment challenges
  - Risk communication
  - Emergency triage (if appropriate to potential assignments)
- ◆ Each content area
  - Should have had prior to employment, if not, within 6 months
  - Refresher every 5 years (may rotate emergency types)

# Priorities for technicians

- ◆ Skills practice for emergency roles different from usual duties
- ◆ Refresher every 3 years

# Priorities for support staff

- ◆ Skills practice for emergency roles different from usual duties
- ◆ Refresher every 3 years

# Agency annual training plan

- ◆ Annual calendar
  - New employee orientation every month (may include on-line options)
  - Basic ICS available every month (may be on line)
  - Clinician training cycle (may be on line)
  - Skills refreshers every 6 months (e.g.)
    - ◆ Record-keeping in emergencies
    - ◆ Emergency communication equipment
    - ◆ Identification of key health emergency information resources
    - ◆ Transportation?
    - ◆ ???

# Individual employee training record

## Support staff member

- ◆ Name/position
- ◆ Orientation (date completed/signature)
- ◆ Skill training needed (list as needed)

# Individual employee training record, Clinician

- ◆ Name/position
- ◆ Orientation (date completed/signature)
- ◆ Previous EP training (List)
- ◆ Basics needed (list with expected date/signoff when complete)
- ◆ Cycle for review courses (with signoff when complete)
  - Year 1 biological
  - Year 2 explosive
  - Year 3 chemical
  - Year 4 nuclear/rad
  - Year 5 local natural hazards

# The leader's responsibilities

- ◆ Think through a plan for your center
- ◆ Develop a paper trail that lets you see all employees and needed training
- ◆ Set up individual record for each employee
- ◆ Track training and expect training will be done
- ◆ Set a good example!

Thank you!!

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