

## Esquimalt Emergency Program Emergency Training/Exercise Outline - January 2017 – Dec 2017

Date	Item	Time	Participants	Notes
Feb 2017	Desalination Unit testing and training	2 hours	Public Works/ Other available Staff/volunteers	Quarterly Testing and Training – any staff that have interest / are available to learn operation of unit
Mar 2017	EOC Readiness	1 Hour	Emergency Manager, IT	Test Primary EOC Equipment, Sat Phone
Apr 2017	Emergency Planning Committee Meeting	1 hour	Emergency Planning Committee	Emergency program updates, approval of 2017 work and exercise plans, tabletop exercise
Apr 2017	Rec Centre ESS Training	30 min - 1 Hour	Esquimalt Rec Staff	Overview and expectations during use of facility as reception centre for Emergency Social Services
Apr 2017	Training – Intro to Emergency Management	1 Hour	EOC and Esquimalt Staff	Face-to-Face reinforcement of Emergency Preparedness and Intro to EM E-learning modules
May 2017	Esquimalt Emergency Stakeholder Meeting	3.5 hours	Esquimalt Staff, Emergency Volunteers, Council, Community Orgs.	Annual Emergency stakeholder meeting: meet and greet; short presentations on emergency management initiatives in Esquimalt and the Region
May 2017	Desalination Unit testing and training	2 hours	Public Works/ Other available Staff	Quarterly Testing and Training – any staff that have interest / are available to learn operation of unit
May 2017	Training – Intro to ICS and EOC	1 Hour	EOC Staff	Face-to-Face reinforcement of Intro to ICS and EOC E-learning modules
May 2017	Emergency Planning Committee Meeting	1 hour	Emergency Planning Committee	Emergency Program Updates and Emergency Communications and Water Distribution Plan Review
June 2017	Training – EERP and Business Continuity Plan	1 Hour	EOC Staff	Face-to-Face reinforcement of EERP and Business Continuity Plan E-learning modules
June 2017	Communications Exercise	1 Hour	EOC Staff	Functional exercise to test Emergency Communications Plan
June 2017	Evacuation Training	2 Hours	Esquimalt Staff	Training program for evacuation procedures and toolkits
June 2017	Desalination Unit testing and training	2 hours	Public Works/ Other available Staff/ volunteers	Quarterly Testing and Training – any staff that have interest / are available to learn operation of unit
July 2017	Training – EOC Exercise	1 Hour	EOC Staff	In-house EOC exercise to reinforce E-modules, or as a refresher
Aug 2017	Training – Damage Assessment	2 hours	Damage Assessment Staff	Overview of damage assessment methods, guidelines, and toolkits

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Aug 2017	EOC readiness – Secondary site	1 Hour	EOC Staff and IT	Testing and set up of equipment and materials at public works yard.
Sep 2017	Training – Intro to Emergency Management	1 Hour	EOC and Esquimalt Staff	Face-to-Face reinforcement of Emergency Preparedness and Intro to EM E-learning modules
Sep 2017	EOC Readiness	1 Hour	Emergency Manager, IT	Test Primary EOC Equipment, Sat Phone
Oct 2017	Training – Intro to ICS and EOC	1 Hour	EOC Staff	Face-to-Face reinforcement of Intro to ICS and EOC E-learning modules
Oct 2017	Earthquake Exercise	1.5 hours	EOC Staff	Partial Functional exercise with EOC set up to coincide with Shakeout BC; tabletop scenario
Oct 2017	Earthquake Exercise	15 minutes	Outside Staff (Public works and Parks)	Outdoor staff to check in with supervisor; to coincide with Shakeout BC Drill
Oct 2017	Earthquake Exercise	30 minutes	Rec Staff	Evacuation / test of earthquake plan for Recreation and Archie Browning Centres
Oct 2017	Desalination Unit testing and training	2 hours	Public Works/ Other available Staff	Quarterly Testing and Training - any staff that have interest / are available to learn operation of unit
Oct 2017	Emergency Planning Committee Meeting	1 hour	Emergency Planning Committee	Debrief of ShakeOut Exercises, evacuation tabletop exercise
Nov 2017	Training – EERP and Business Continuity Plan	1 Hour	EOC Staff	Face-to-Face reinforcement of EERP and Business Continuity Plan E-learning modules
Nov 2017	Regional Evacuation Exercise	2 Hours	Regional EM Stakeholders	Exercise to test regional protocols, procedures, and toolkits
Dec 2017	Emergency Planning Committee Meeting	1 Hour	Emergency Planning Committee	Discuss and review 2017 work plan; develop 2018 work plan and training / exercise schedule
Dec 2017	EOC Readiness	1 Hour	Emergency Manager, IT	Test Primary EOC Equipment, Sat Phone