

# **Rapid Needs Assessment**

## **Training and Exercises**



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# Objectives

At the end of this unit participants will be able to:

- Describe the various methods of training that can be used to support the program
- Describe how rapid needs assessment plans and actions can be exercised in the community.



# Training

Training is an essential component

- Personnel must be trained to do their jobs
- Retraining must be performed periodically
- Exercises support training, but do not replace it.



# Training Requirements

- Plan implementation
- Assessment process
- Communications and equipment use and protocols
- Analysis procedures



# Audiences

There is no one set of training activities that will meet the needs of all audiences

Training programs must be flexible



# Common Training Options

- Briefings
- Classroom sessions
- Hands on sessions
- Refresher sessions



# Briefings

## Briefings

- Shift change, etc.
- Must be broken down into sound bites
- Multi step or sequential offerings may be required



# Classroom Sessions

- More formalized training
- Should evaluate progress
  - Identify student progress
  - Problems with course materials
  - Problems with instruction
  - Problems with procedures or plans
- May be in-person or distance based





# Hands on Sessions

- Focus on actually performing and demonstrating skill sets.
- Analysis
- Use of critical thinking skills
- Requires small instructor to student ratio



# Refresher

Refresher training is essential to keep knowledge and skill sets high.

- Quizzes or questionnaire
- Mini-sessions/Bulletins
- Incorporate exercises
- Actual events



# Activity 5

- Work in groups
- Select new leader/spokesperson
- For each group listed below identify which of the previous four methods of training will be used to make each group aware of new rapid needs assessment requirements
  - Public Officials
  - EOC Staff
  - Data Collection Staff



# Activity 5

# Report Out Time!



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# Exercise Categories

The Department of Homeland Security Exercise Program has two exercise categories.

- Discussion based – familiarize participants with or develop new plans, procedures, policies, and agreements
- Operations based – validate plans, policies, agreements, and procedures



# Discussion Based

- Seminar – Informal discussion designed to orient participants to new plans or procedures.
- Workshop – Resembles a seminar, but is used to build specific products, such as draft plans or policies.



# Discussion Based

- Tabletop – Involves key personnel in simulated scenarios in an informal setting. Used to assess plans and procedures
- Game – Simulations that involves two or more teams in a competitive environment to assess plans and procedures under a set of rules to depict an actual or real life situation



# Operations Based

- Drill – Coordinated supervised activity used to test a single specific operation or function within a single entity.
- Functional – Exercises validate and evaluate capabilities, multiple functions or interdependent groups of functions, such as EOCs. This type of exercise is conducted in a realistic, real-time environment; however, movement of personnel and equipment is simulated.





# Operations Based

Full-Scale – The largest and most complex of all exercises and requires the most planning and preparation to successfully conduct. Exercises all aspects of the response from command and control functions to boots on the ground response activities of multi-agency participants.



# Activity 6

- Work in groups identified on the next visual
- Select new leader/spokesperson
- How would your group incorporate rapid needs assessment planning into the exercise type you have been assigned?



# Activity 6

Group 1 – Seminar

Group 2 – Workshop

Group 3 – Tabletop

Group 4 – Game

Group 5 – Drill

Group 6 – Functional

Group 7 – Full Scale



# Activity 6

# Report Out Time!



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# Review

At the end of this unit participants will be able to:

- Describe the various methods of training that can be used to support the program
- Describe how rapid needs assessment plans and actions can be exercised in the community.



**And now...**

**Take a  
10 minute break**



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