

Standardized Emergency Management System (SEMS) Guidelines

Part II. Planning and Developing SEMS

Section D

Regional Level

The contents of this guideline have not been changed from the original document, however, the guideline has been reformatted to meet Americans with Disabilities Act (ADA) 508 standards.

1. Responsibility for SEMS Planning

The development of an effective SEMS regional level requires the cooperative effort of all departments and agencies having a regional level role in emergencies. The Governor's Office of Emergency Services (OES) has the lead responsibility for planning and developing SEMS at the regional level. OES, other state departments and agencies, and Regional Mutual Aid Coordinators should work cooperatively to develop effective regional level emergency management.

The OES Regional Administrator and staff have the lead responsibility within each region for overall SEMS planning and development. The OES Regional Administrator is responsible for:

- Communicating information within the region on SEMS requirements and guidelines
- Coordinating development of the SEMS regional level among state departments and agencies that have a regional structure
- Coordinating with designated Regional Mutual Aid Coordinators on development of SEMS within the region
- Coordinating with local governments, the operational area, and Community Based and Collaboratives on development of SEMS within the region
- Developing and maintaining a Regional Emergency Operations Center (REOC)
- Developing and maintaining a REOC operating plan and standard operating procedures
- Designating and training REOC staff
- Participating in, and supporting the SEMS Maintenance System

State emergency response agencies with regional level involvement in coordinating mutual aid or with regional level department operations centers should:

- Cooperate with OES in developing SEMS at the regional level
- Incorporate SEMS functions and features into their regional level department operations center
- Update their regional emergency plans and procedures to be consistent with SEMS
- Ensure that SEMS training is received by agency personnel assigned to the REOC or regional level department operations centers.

2. Developing and Maintaining the REOC

The OES Regional Administrator is responsible for designating primary and alternate REOC facilities. The REOC facility should have:

- Sufficient work space to accommodate staff for regional coordination functions
- Sufficient work space to accommodate operational area representatives and other agency representatives
- Sufficient work space in the primary REOC or the ability to expand the primary or alternate REOC to accommodate collocated Federal (Emergency Support Functions) ESFs for major disasters.
- Procedures for setup and internal operations
- Communications links with:
 - Operational areas
 - Regional Mutual Aid Coordinators
 - Regional level department operations centers (DOCs) of state agencies

- Special districts that provide emergency response in multiple operational areas
- Regional level coordination centers of Community Based Organizations and Collaboratives with major roles in the emergency response
- State Operations Center
- REOCs in the other OES Regions
- Emergency Power
- Pre-stocked supplies and forms for an extended period of operation

3. REOC Operating Plan and Standard Operating Procedures

The OES Regional Administrator is responsible for developing and maintaining a REOC Operating Plan and Standard Operating Procedures (SOPs). The plan and SOPs should include:

- Description of the role of the REOC in SEMS
- Activation criteria and procedures consistent with SEMS regulations
- REOC organization based on the five SEMS functions
- Designated REOC staffing
- Internal procedures incorporating SEMS features
- Inter-agency coordination
- Position checklists

4. Training

All personnel who will be staffing positions in the REOC must maintain minimum training competencies pursuant to the approved course of instruction. Training should be provided to primary and alternate REOC staff. Training should be initiated as soon as feasible after REOC staff are designated. Provisions should be made for an ongoing training program to accommodate personnel changes. Personnel involved in

coordinating mutual aid or staffing department operations centers at the regional level also must maintain minimum training competencies and should receive SEMS training as soon as feasible.

Approved SEMS Introductory and EOC Courses are available for personnel who will perform a SEMS function in an EOC or DOC. Minimum training competencies are identified in the approved SEMS courses as performance objectives. OES will provide the approved EOC SEMS course for designated REOC staff. State and other emergency response agencies are responsible for training their regional level personnel. Agencies using an alternate training course should be able to demonstrate that the required competencies are being maintained. Further information on the approved training course is in Part III.

Training provided to regional level personnel should be documented. SEMS training documentation may be integrated with agencies' normal training documentation systems. Agencies that do not currently have a training documentation system should establish a record-keeping system for SEMS training.

- It is recommended that a SEMS training record-keeping system include:
- An individual training record for each person, kept either in their personnel file or in a separate training record file. The name of the course, instructor, location, and date of the course should be included in the training record.
- Maintenance of the individual training record for as long as the person is employed in a position that involves an emergency response role. Records of personnel involved in an actual emergency should be kept at least until any training compliance issues have been resolved.
- Documentation of the agency's SEMS training program including copies of the training materials used, such as, instructor syllabus, lesson plans, student notebook, exercises, and tests.

5. Exercises

Exercises provide the most effective method of training EOC staff without experiencing an actual emergency. It is recommended that OES conduct periodic exercises involving the regional level. The following exercise program is suggested for regions.

First year:

1. Orientation briefing for all REOC personnel
2. Discussion type exercise to walk through REOC procedures with emphasis on the SEMS coordination role
3. REOC simulation exercise (functional exercise)

On-going exercises on a four year cycle:

1. One full-scale exercise during the four year cycle
2. One functional exercise during each of the remaining three years

The exercises may be conducted in conjunction with operational areas, the state level, and federal ESFs. Actual major emergency responses may substitute for exercises.

6. Planning Checklist

This planning checklist is intended to highlight major items necessary for development of SEMS at the regional level.

- Have adequate primary and alternate REOCs been identified?
- Have arrangements been made for communicating and coordinating with:
 - Operational areas?
 - State Operations Center?
 - Regional Mutual Aid Coordinators?
 - Regional department operations centers of state agencies?

- Regional coordination centers of key Community Based Organizations and Collaboratives.
 - Special districts serving multiple operational areas?
- Have a REOC Plan and Standard Operating Procedures been developed consistent with SEMS?
- Have REOC staff been identified for all positions for 24 hour operations?
- Has a training plan and schedule been developed for REOC staff.
- Has a record-keeping system for documentation training been established?
- Has an exercise plan been developed?