

## **Emergency Management Training and Exercising**

---

The objective of any emergency management organization is efficient and timely response during emergencies. A good plan is a first step toward that objective. However, planning alone will not guarantee preparedness. Training and exercising are essential to make emergency operations personnel operationally ready.

Training should include emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities and systems that will actually be used in emergency situations.

Exercises are accomplished in several forms. Tabletop exercises provide a convenient and low-cost method of introducing officials to scenario-related problem situations for discussion and problem-solving. Such exercises are a good way to see if policies and procedures exist to handle certain issues.

Functional exercises simulate an actual emergency. They typically involve the complete emergency management staff and are designed not only to exercise procedures, but also to test the readiness of personnel, communications and facilities.

Upon approval of the President, scheduled exercises will be conducted to assure that written procedures are understood by all personnel involved and that the plan is operational. Exercises also create teamwork, better communications and coordination between many segments of the University Community.