



# **Regional Response Team IV Training Plan**

March 7, 2017

Version 1.0

Prepared by the RRT IV Training and Education Committee

## Revision Sheet

Release No.	Date	Revision Description
Rev. 0	11/5/12	Training Plan Development
Rev. 0.1	8/11/16	Training Plan Revision Draft
Rev. 0.2	11/4/16	Training Plan Revision Final Draft
Rev. 1.0	3/7/2017	Training Plan Final Version (2017)

# REGIONAL RESPONSE TEAM IV TRAINING PLAN

## Table of Contents

GENERAL INFORMATION AND PROCEDURES .....	1
1.2 Scope .....	1
1.3 Procedures .....	1
1.3.1 Local Responder Training during RRT Meetings .....	1
1.3.2 Request of Ad-Hoc Training by EPA.....	1
1.3.3 Regional Training and Exercise Calendar .....	2
1.3.4 RRT Training and Exercise Topics .....	2
1.4 Points of Contact .....	2
1.4.1 Information.....	2
1.4.2 Coordination.....	2
TRAINING DELIVERY .....	2
2.1 Training Approach.....	2
2.2 Roles and Responsibilities.....	3
2.1 Schedule.....	3
EVALUATION OF TRAINING PROGRAM .....	3
3.1 Evaluation Parameters .....	3
3.1 Evaluation Strategy.....	3
APPENDIX A: Training Topics Currently Available.....	5
APPENDIX B: Template for Submission of Training Attendee Information .....	6

# **GENERAL INFORMATION AND PROCEDURES**

## **1.1 Purpose**

Training and conducting exercises play a critical role in developing and maintaining the necessary capabilities of the response community within the Region. The Training and Education Committee (TEC) is responsible for identifying, publishing, and/or arranging training, education, and exercise opportunities for Regional Response Team (RRT) member agencies and associated groups. The Committee is also responsible for determining the training or knowledge needs of the RRT and for facilitating the provision of suitable presentations at RRT meetings. This Plan sets forth the RRT for Region IV's development, scheduling and deliverance of training to the RRT membership and local responders.

## **1.2 Scope**

This Training Plan covers all training sponsored and/or provided by RRT IV and its member agencies.

## **1.3 Procedures**

### **1.3.1 Local Responder Training during RRT Meetings**

- The TEC Co-Chairs and/or designee shall solicit training needs from the host state representatives of the following RRT meeting as early as possible, but no later than (NLT) the prior meeting.
- The host State Representatives shall submit three training topics (by priority) to the TEC Co-Chairs and/or designee NLT three months prior to the Winter and Summer meetings.
- The TEC shall request training be provided by the appropriate party and work with the RRT coordinators for scheduling.

### **1.3.2 Request of Ad-Hoc Training by EPA**

- The State representative will submit a request for Ad-Hoc training to the TEC Co-Chairs and RRT Coordinators for consideration.
- The TEC Co-Chairs and/or RRT Coordinators will contact the appropriate State Representative to verify the training request and forward to the appropriate parties for further consideration and development.
- If the request is granted, the TEC Co-Chairs or the RRT Coordinator will provide the State with the contact information of the trainers/appropriate party and assist in coordinating any necessary logistics.

### **1.3.3 Regional Training and Exercise Calendar**

- The RRT members will provide the TEC Co-Chairs/or designee with a list of all training available to other RRT partners for posting on the Training and Exercise Calendar that is maintained on RRT IV website. This list will include the title, dates, location, a brief description of the training provided and the contact person. This information will be solicited on a quarterly basis and e-mailed to the TEC Co-Chairs and the RRT Coordinators.
- The TEC Co-Chairs and/or designee will consolidate the information and ensure it is disseminated to the RRT membership via the RRT IV website.

### **1.3.4 RRT Training and Exercise Topics**

- The TEC Co-Chairs will solicit training topics for the following RRT meeting during the first post-meeting conference call. Conference call notes will be distributed to the State Reps, as well as, the Executive Committee.
- RRT members may submit training topics to be considered at any time to the TEC Co-Chairs and/or the RRT Coordinators.

## **1.4 Points of Contact**

### **1.4.1 Information**

- TEC Co-Chair – Ofia Hodoh (EPA), [hodoh.ofia@epa.gov](mailto:hodoh.ofia@epa.gov)
- TEC Co-Chair – Billie Kizer (DOL-OSHA), [kizer.billie@dol.gov](mailto:kizer.billie@dol.gov)
- RRT Coordinator – Gary Andrew (EPA), [andrew.gary@epa.gov](mailto:andrew.gary@epa.gov)
- RRT Coordinator – James Davis (USCG), [james.p.davis3@uscg.mil](mailto:james.p.davis3@uscg.mil)

### **1.4.2 Coordination**

The TEC will assist in coordinating training between the host State, RRT Coordinators and training agency. They will also assist the state in the logistics of communicating the training to the appropriate parties.

## **TRAINING DELIVERY**

### **2.1 Training Approach**

Training Presentations/Sessions will be designed to address the specific needs requested by the RRT member or State hosting the RRT. This training may include classroom, field study, or any other method the training agency deems appropriate given the logistics of the RRT meeting.

## **2.2 Roles and Responsibilities**

- The appropriate agency will be contacted to identify, develop, and conduct training for either a training session for local responders or the RRT membership.
- The State Representative will be responsible for promoting local responder training and soliciting attendees from local responder agencies.
- The State Representative will be responsible for providing the names of local responder training attendees to the TEC Co-Chairs and/or designee.

## **2.1 Schedule**

- The State Representative of the host state will provide a list of local responders attending training during the RRT meeting to the TEC Co-Chairs and/or designee at least two weeks prior to the meeting. See Appendix B for template.
- Pertinent information related to the training session will be provided to the state representative and the local attendees the week prior to the meeting.
- Training for local responders will be a 4-hour to 8-hour course held concurrent with the RRT meeting.

## **EVALUATION OF TRAINING PROGRAM**

### **3.1 Evaluation Parameters**

On an annual basis, the TEC will evaluate the training program and review:

- Number of attendees (estimated versus actual)
- Percent of total attended
- Training Effectiveness (per feedback from attendees)
- Training and Exercise Records Management (storage location for electronic documents after the training is completed; what will happen to the training course materials, student information and other materials).

### **3.1 Evaluation Strategy**

- Sign-in sheets will be collected and analyzed against the preregistration information.

- Feedback forms will be distributed at the end of training sessions to attendees to solicit immediate information regarding whether objectives were met; relevant content; design; delivery mode, instructor evaluation and if the training was beneficial. Additionally, feedback regarding the logistics will be solicited from the trainers.
- Discussions will be conducted with the appropriate state representative (during a conference call or by other means) after the session for any additional feedback.
- This information will be reviewed and a summary of the feedback will be provided to the Coordinators and Co-Chairs. Furthermore, the information will be provided back to the RRT for the annual report.
- This plan will be reviewed on an annual basis to assess effectiveness.

## **APPENDIX A: Training Topics Currently Available**

Oil Spill Response – (4-hour or 8-hour) Selection Guide – (4-hour or 8-hour)

Blended: Oil Spill Response/Selection Guide – (6-hour or 8-hour)

Introduction to Shoreline Cleanup Assessment Technique (SCAT) – (8-hour)

Science of Spills (SOS), short course – (8-hour)

Introduction to NOAA Response Tools – (8-hour)

Spill Prevention, Control and Countermeasures – (4 hour or 8 hour)

RRT 101

Note: A resource page will be posted to the RRT IV website with ideas of training that may be developed and provided to the local responders.

**APPENDIX B: Template for Submission of Training Attendee Information**

<b>Name</b>	<b>Contact Information</b>	<b>Position</b>	<b>Agency</b>

Note: Excel Spreadsheet is available for use from the TEC Co-Chairs