

SECTION FOUR

ACCELERATED CIVIL DEFENSE TRAINING

General

This section outlines crisis actions to increase the number of persons with civil defense training—particularly personnel such as shelter managers, radiological monitors, auxiliary policemen, auxiliary firemen, and others who may serve in an auxiliary capacity to local governments. Citizen training may also be given.

These actions are intended to increase readiness from an initial review of the accelerated training plan and alerting of instructors, to the announcement and start of training, through to the assignment of trained personnel to duty posts.

The Increased Readiness actions described in this section would ordinarily be the responsibility of the civil defense director, acting under directions from the head of local government. Many of these responsibilities might be delegated to the local Training Officer. Police or fire departments would be responsible to recruit and train any auxiliary personnel needed by them.

Materials for Accelerated Training

Training materials which include elements essential for Increased Readiness training include the following:

Radiological Defense—There are currently a number of training options available for crisis training of Radiological Monitors (RM's):

(1) A standard Radiological Monitor Course, consisting of an 8-hour home study portion (HS3—"Introduction to Radiological Monitoring"), to be supplemented by an 8-hour RM Practical Application Course (see Instructor Guide IG-11.21, January 1979, "Practical Application and Use of Civil Preparedness Radiological Instruments"). A source set and a licensed instructor are required for the practical application portion of the course.

(2) If a source set and instructor are not available, use can be made of a series of five television tapes for crisis training of RM's. The five tapes include two which deal with the use and operation of radiological instruments in a shelter environment. The other tapes deal with effects of radiation and protective actions that can be taken. Total viewing time (on a special TV cassette player) is about 2 hours.

(3) If the tapes, equipment, and documents noted above are not available, then use can be made of the instructions which accompany each RADEF shelter instrument set (MP-72, "How to Use Radiological Instruments—Survey Meter and Dosimeter—to Find the Best Shelter and to Minimize your Exposure to Radiation"). All or portions of the above materials can be used by knowledgeable people and adapted for the training of monitors for shelters, weapons effects reporting stations, and self protection in accordance with the time and resources available for conducting the training.

Shelter Management—Material for Increased Readiness training for Shelter Managers is included in FEMA publication, P&P-8, "Shelter Management Handbook," February 1981.

Note that current Shelter Management materials do *not* contain guidance on fire prevention and control actions, or on placing shelter occupants in maximum protection postures against fallout and (in risk areas) blast. For interim guidance in these areas see Section Two of this guide, step 3, also Section Sixteen, step 3. These actions are of the utmost importance, as they have potential to save many millions of lives.

For accelerated training, the shelter exercises would be omitted. Also, time allowed for the individual lessons may, if necessary, be reduced.

Law and Order—To enable police auxiliary personnel to be immediately useful in limited roles in support of regular law-enforcement officers, accelerated training may be given as outlined in FEMA Instructor's Guide IG-10.1A, "Law and Order Training for Civil Defense Emergency, Part A," September 1980. (The related Student Manual, SM-10.1A, with the same title, may also be useful if copies are available.)

Upon completion of training using the "Part A" basic course materials, and if time permits, follow-on training may extend the capabilities of the auxiliaries and make them more useful in support of regular officers. Accelerated training may be based on DCPA Instructor's Guide IG-10.1B, "Law and Order Training for Civil Defense Emergency, Part B," June 1977 along with Student Manual SM-10.1B, of the same

title.

Recruitment, selection, and training of auxiliaries should be done by the police or sheriff's department.

Training Support Assistants for Fire Departments—To enable fire auxiliary personnel to be immediately useful in limited roles in support of regular firefighters, accelerated training may be given as outlined in Instructor's Guide IG-9.2A, "Support Assistants for Fire Emergency, Part A," July 1971. (The related Student Manual SM-9.2A has the same title.)

Upon completion of training using the "Part A" basic course materials, and if time permits, follow-on training may extend the capabilities of the "SAFE" personnel and make them more useful in support of regular firefighters. Accelerated training may be based on Instructor's Guide IG-9.2B, "Support Assistants for Fire Emergency, Part B," July 1971, along with Student Manual SM-9.2B of the same title.

Recruitment, selection, and training of SAFE personnel should be done by the fire department.

Rescue—To provide limited rescue training for the general public, developing a capability to perform less complicated rescue operations in the absence of or before the arrival of trained rescue squads, accelerated training may be based on IG-14.1, "Basic Rescue Course Instructor's Guide."

Follow-on training may be given, if time permits, based on IG-14.2, "Light Duty Rescue Course Instructor's Guide."

Civil Defense Training for the Public

This section does not cover crisis training for the public in civil defense and survival subjects. However, where school teachers (or others) are qualified to teach CD classes for adults, they should be used to do so, as *local demand develops*. (See Section Nineteen of this guide.)

ACCELERATED CIVIL DEFENSE TRAINING

1. Review and Update Accelerated Training Plan

Review Accelerated Training Plan, with special emphasis on availability of Training Officer, instructors, classroom space, and training materials. (See suggested local accelerated training plan at the end of this section.)

Update plan, instructor roster, and other arrangements as required; secure additional training materials if needed and available. (Note: All trained instructors should be considered potential instructors for accelerated training.)

Review public announcement and update and complete as necessary for possible use. (See sample announcement at the end of this section.) Coordinate with local Emergency Public Information Officer.

Review plans for a recruiting effort through individual services needing augmentation (e.g., radiological defense service, police, etc.). Review or develop plan to contact building owners or managers to recruit personnel for training as shelter managers.

2. Alert Instructors for Accelerated Training

Contact instructors designated for accelerated training and alert them for duty if notified, specifying place, estimated date of first classes if known, etc.

3. Announce Courses and Commence Training

Request local Emergency Public Information Officer to issue public announcement(s) so as to obtain maximum public awareness in advance of accelerated courses.

Begin intensive recruiting effort through services needing augmentation (e.g., radiological defense service, shelter, police, etc.).

Notify instructors to report for duty at specified classrooms; make arrangements for them to secure training materials needed.

Make final check of classroom facilities.

Instructors register students on arrival.

Conduct training.

Register trained personnel as CD personnel for workmen's compensation purposes.

Suggested Local Accelerated Training Plan

Local civil defense agencies, with the guidance and assistance of the States, should take the following steps, or the equivalent, comprising an Accelerated Training Plan:

1. Appoint a paid or volunteer training officer (TO) to the civil defense staff, with responsibility for all training, normal or accelerated. If funds are not available for a paid TO, appoint a qualified school teacher or administrator, fire or police officer, or other person with demonstrated ability to run a large-scale training

program, who has the time to prepare in peacetime to organize and supervise accelerated training in time of crisis.

2. TO appoints deputies responsible for accelerated training in each functional area; e.g., shelter management, police, radiological monitoring, fire, etc.

3. TO keeps an up-to-date roster of instructors able and willing to carry on accelerated training in periods of increased tension. This roster should include instructors trained by FEMA, as well as qualified police and fire services instructors. It may also include as alternates shelter managers or radiological monitors trained locally by FEMA-qualified instructors, when there are not enough certified instructors to handle the expected training load.

4. The CD Director and TO determine shortages of essential personnel. TO determines the number of classes of 20 persons each needed to meet the shortage.

5. TO matches the number of classes required with the best qualified instructors available to arrive at tentative accelerated training assignments for the instructors available. If possible, plan to have all accelerated training completed in one 8- to 12-hour day, including evening sessions. If this is impossible, plan a 2-day completion.

6. TO contacts instructors on the roster and confirms that they will make themselves available to carry on accelerated day and evening training for the number of hours necessary during periods of tension, upon request by the Training Officer. Adjust tentative assignments as necessary.

7. TO arranges for classroom or training facilities with schools, colleges, police and fire departments, veterans' organizations, or other groups with available space. The classroom or training facilities should be available on short notice for day and evening use, including weekends, in time of need.

8. CD Director or TO procures from the Region or the State civil defense agency training materials necessary for 150 percent of the estimated training load. Stockpile materials at civil defense offices or at training facilities.

9. Also stockpile any forms required under local ordinances to enroll accelerated training graduates as civil defense workers, for workmen's compensation and other purposes.

10. CD Director, EPI Officer, and TO prepare a public announcement covering the following: Types of accelerated skills training available; place and time classes will be held for each skill; duration of class; fact that persons completing classes will be enrolled as civil defense workers and given assignments; and facts on enrollment or reporting procedures for each class. (See example below.)

11. Make plans to integrate persons completing courses into the civil defense structure; for example, to assign shelter managers to shelters, or police trainees to the police structure.

12. Test Accelerated Training organization by exercises.

13. Check and if necessary update plans, instructor rosters, and other arrangements semi-annually.

(EXAMPLE NEWS RELEASE)

SPECIAL CD TRAINING CLASSES

ACCELERATED CIVIL DEFENSE TRAINING CLASSES WILL BE OFFERED _____ FOR CRITICALLY NEEDED CIVIL DEFENSE SKILLS. THE CLASSES WILL QUALIFY GRADUATES FOR DUTY AS SHELTER MANAGERS, RADIOLOGICAL INSTRUMENT OPERATORS, AND _____.

_____ (other) NEEDS _____ MORE SHELTER MANAGERS TO HELP STAFF _____ (city) (number) FALLOUT SHELTERS. _____ (city) ALSO NEEDS _____ RADIOLOGICAL INSTRUMENT OPERATORS, AND _____ (number) (other) TO FILL OUT THE EMERGENCY ORGANIZATION.

THE ACCELERATED COURSE FOR SHELTER MANAGERS REQUIRES 8 HOURS, WHILE THAT FOR RADIOLOGICAL INSTRUMENT OPERATORS TAKES 16 HOURS. (Add information on other courses available.)

COURSES ARE SCHEDULED _____ AS FOLLOWS:

SHELTER MANAGERS - _____ (date), AT _____ (fill in designated times), AT _____ (fill in name of school) SCHOOL, _____ (address) ROOMS _____ (identify space). RADIOLOGICAL INSTRUMENT OPERATORS _____ (fill in designated times), AT _____ (fill in name of facility) FIRE STATION, _____ (address), ROOMS _____ (identify space).

ALL GRADUATES OF THE SPECIAL COURSES WILL BE GIVEN ASSIGNMENTS. CITIZENS ARE URGED TO REPORT TO THE CLASSROOMS LISTED AND TO ENROLL WITH THE QUALIFIED CIVIL DEFENSE INSTRUCTORS WHO WILL BE ON DUTY THERE. CLASSES ARE LIMITED TO 20 PEOPLE, ON A FIRST-COME, FIRST-SERVED BASIS. FURTHER CLASSES MAY BE SCHEDULED IN CASE OF AN OVERFLOW. (Or other enrollment instructions.)

PERSONS COMPLETING THESE CLASSES WILL BE ENROLLED AS OFFICIAL CIVIL DEFENSE WORKERS, AND WOULD THUS HAVE WORKMEN'S COMPENSATION COVERAGE FOR INJURY INCURRED IN LINE OF DUTY, UNDER (State law or local ordinance, as applicable).