

Memo

To: Lee D. Garrity, City Manager

From: Melton J. Sadler, Emergency Management Director

cc: Derwick L. Paige, Assistant City Manager

Date: May 31, 2017

Re: Emergency Operations Training Proposal for Senior Officials

In response to several inquiries and requests, the Winston-Salem/Forsyth County Office of Emergency Management proposes a series of two to three training sessions on emergency operations for our municipal senior elected officials.

The objective of the training sessions would be serve as a refresher, for some members, of previous training and as an overview for others who have not previously received such valuable training. We would further recommend consideration of bi-annual refresher sessions for the future.

We would anticipate areas for consideration to include:

- Delegation of Authority
- Emergency Operations Center Activities
- Incident Management Teams
- Media Encounters
- National Incident Management System Familiarization
- Policy Decision Making
- WebEOC Software Familiarization

We propose a series of two two-hour training sessions, followed by a concluding functional exercise with an active shooter or terrorism scenario. The training sessions are to be conducted in the soon-to-be-completed Emergency Operations Center and would take place in the September-November time frame.

I would be happy to entertain any questions or comments at 336.661-6440 or meltons@cityofwsfire.org.