

1. Purpose

A Training Needs Analysis was undertaken following recent reorganisation and changes in staffing which resulted in the loss of several trained members of staff. The output of the analysis has been summarised in the table below showing the training programme.

2. Resilience Training Programme

| Course | 2022 | | | | 2023 | | | | | | | | | | | Notes |
|---------------------------------------|------|-----|-----|-----|------|-----|-----|-------|-----|-----|-----|-----|-----|-----|-----|-------|
| | Sep | Oct | Nov | Dec | Jan | Feb | Mar | April | May | Jun | Jul | Aug | Sep | Oct | Nov | |
| Rest Centre Management course | | | | | | | | | | | | | | | | 1 |
| NRF/National Power Outage Exercises | | | | | | | | | | | | | | | | 2 |
| NRF Exercise Merlin - flooding evac | | | | | | | | | | | | | | | | 3 |
| OOH Duty Officer - Refresher / Recap | | | | | | | | | | | | | | | | 4 |
| NRF Local Coordination Group training | | | | | | | | | | | | | | | | 5 |
| NRF Tactical Coordination Group trng. | | | | | | | | | | | | | | | | 6 |
| NRF Winter Assurance | | | | | | | | | | | | | | | | 7 |
| Flood warden evac exercises | | | | | | | | | | | | | | | | 8 |
| MCA Counter Pollution Course | | | | | | | | | | | | | | | | 9 |

3. Notes

| Note | Course | Description | Who Attends | Cost |
|------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------|
| 1 | Rest Centre Management | <ul style="list-style-type: none"> Definition of a rest centre Why they are needed How they are managed Key roles and activities (Aim to evaluate for potential in house training) | Rest Centre Managers / Resilience Manager | Free EPC course via NRF |
| 2 | NRF Power Outage Exercises | <ul style="list-style-type: none"> Norfolk rehearsal power outage exercise 9 March National exercise 'Mighty Oak' 29-31 March | Chief Executive/ Director / Assistant Directors | No cost as exercise |

| Note | Course | Description | Who Attends | Cost |
|------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 3 | NRF Exercise Merlin | <ul style="list-style-type: none"> To raise awareness of local evacuation and flood arrangements with emergency responders To review how door knocking information is collected in Coastal Districts, and identify whether processes can be made more efficient and effective To practice the data inputting process from Local Coordination Groups (LCG's) into the evacuation cell To agree how evacuation data should be reported and presented into LCG, TCG and SCG to support effective decision making To provide updates for the NRF Evacuation and Shelter Plan in readiness for completion. | Environmental Protection Officer / Resilience Manager | No cost as exercise |
| 4 | OOH Duty Officer - Refresher / Recap | <ul style="list-style-type: none"> Out of hours duty officer procedures recap and info for new officers | Duty Officers / Resilience Team | No cost |
| 5 | NRF Local Coordination Group | <ul style="list-style-type: none"> Understand the roles, responsibilities and objectives of the LCG Pre work includes integrated emergency management and NRF structure/partner agencies | NNDC Managers nominated because of their role in operational response / Resilience Manager | NRF membership allows 2 free spaces. £150 thereafter. |
| 6 | NRF Tactical Control Group training | <ul style="list-style-type: none"> Define the roles, responsibilities and objectives of the TCG and NRF partner agencies during a major incident. Explain and exercise the command, control and coordination structure for tactical management of a major emergency. | Assistant Directors | NRF membership allows 2 free spaces. £150 thereafter. |
| 7 | NRF Winter Assurance | <ul style="list-style-type: none"> Oct 2022 scenario 1: contagious disease outbreak, scenario 2: industrial action, scenario 3: low temperatures & heavy snow, scenario 4: rolling power outages Sep 2023: Escalating concurrent issues Service managers called in to assist as needed | Resilience Manager / Assistant Director / service managers | NRF membership allows 2 free spaces. £150 thereafter. |
| 8 | Flood warden evac exercises | <ul style="list-style-type: none"> Testing procedures, roles and information recording Use with evac portal | Senior Flood Wardens, Flood Wardens / Resilience Manager | No cost as exercise |

| Note | Course | Description | Who Attends | Cost |
|------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------|
| 9 | LA01 – National Training Course on Oil Pollution, Contingency Planning and Response | <ul style="list-style-type: none">• A three day training course run by the Maritime & Coastguard Agency for maritime local authority managers and supervisors involved in contingency planning and oil spill response• Overview of oil pollution response and how LA roles and responsibilities fit into the National Contingency Plan. | Assistant Director / supervisors needing a refresh | No cost from MCA, just general expenses |