



TRAINING AND EXERCISE PROGRAM OVERVIEW AND REQUIREMENTS

The Hawai'i Emergency Management Agency (HI-EMA) provides training and exercise support to help the state and its partners improve readiness to execute emergency and essential functions during a disaster. The Governor's Administrative Directive 15-01 requires state agency participation in emergency management trainings and exercises.

Training and Exercise Priorities

Each year HI-EMA releases a *Training and Exercise Plan (TEP)* on its website, identifying program priorities and a statewide schedule of training and exercise opportunities. The TEP is a product of the annual Training and Exercise Planning Workshop where stakeholders consider senior leader guidance, lessons learned from real-world events and preparedness assessments to identify areas where capability needs to be built or sustained. Emergency Management Officers (EMOs) and representatives from State Emergency Support Function (SESF) Primary Agencies are required to attend and contribute.

State Emergency Response Team (SERT) Training Requirements

Required SERT training is a combination of [in-person training scheduled by HI-EMA](#) and [online courses through FEMA's Emergency Management Institute \(EMI\)](#). Certificates and proof of completion should be forwarded to the State Training Officer at HI-EMA.

Required Training	When Taken	Facilitator
SERT Orientation	Once	HI-EMA
WebEOC I	Annually	HI-EMA
WebEOC II	Annually	HI-EMA
IS-100 Introduction to Incident Command System	Once	FEMA Online Training
IS-200 ICS for Single Resources and Initial Action Incidents	Once	FEMA Online Training
IS-700 National Incident Management System, An Introduction	Once	FEMA Online Training
IS-800 National Response Framework, An Introduction	Once	FEMA Online Training

Exercise Participation Requirements

State agencies are required to participate in the annual statewide Makani Pahili Hurricane Exercise. This week-long exercise is held at the beginning of hurricane season. SERT members are required to be part of the exercise planning team and organize their agency's participation. Departments are encouraged to conduct regular internal trainings and exercises.

Questions? Call HI-EMA at 808-733-4300 and ask to speak to the State Training or Exercise Officer.