# Exercise Planning Coordinator

Section: Law Enforcement Member Services

Reports to: Special Teams Manager

Supervises: N/A

FLSA Status: Hourly

**Job Summary**

The Exercise Planning Coordinator works with moderate direction and is responsible for the design of a personal plan for achieving program goals, including, but not limited to, devising, constructing, presenting, executing and evaluating simple and complex local and multi-jurisdictional, multi-discipline emergency response exercises. The Exercise Planning Coordinators will frequently communicate with ILEAS special teams personnel and local, county, state and federal law enforcement and emergency management agencies. The coordinator will be responsible for preparing detailed exercise constructs and follow up with effective after action plans that benefit all agencies involved. The Exercise Planning Coordinator will be heavily involved in the development, execution and evaluation of training exercises for the benefit of all ILEAS special team and communications members.

Frequent communication with senior staff and special teams personnel will be critical for the Exercise Planning Coordinators ability to produce quality effective exercise packages that meet federal standards and can be used as training tools for team advancement. Examples of anticipated duties include but are not limited to:

**Job Duties**

* Construct exercise plans according to state and federal standards for teams supported by ILEAS
* Effectively communicate and work closely with representatives within the special teams and communications sections of ILEAS.
* Participate in local, regional and state meetings and planning sessions to be a liaison for ILEAS
* Provide NIMS information to team members to ensure compliance as it relates to exercise guidelines and future response performance.
* Conduct workshops and presentations to special teams and communications members to provide outreach, education, direction and assistance towards the goal of effective exercise construction and execution.
* Assist staff by participating in Unified Command incidents as a source of information/liaison for law enforcement resources.
* May assist ILEAS staff members at the State Emergency Operations Center during large-scale exercises.
* Collaborate with Mobile Training Units and other training sources to facilitate homeland security exercise training for local law enforcement.
* Prepare detailed After Action Reports that can be used to reinforce strengths while offering guidance in addressing weaknesses to improve team readiness and performance.
* Develop an effective working relationship with regional partners such as MABAS, IFSI and EMA personnel
* Attend appropriate training programs as an ILEAS representative
* Assist during the ILEAS Annual Conference and other ILEAS events
* Act as a point of contact with multi-jurisdiction/multi-discipline exercise planning and execution.
* Work directly with senior ILEAS staff and RPC’s to receive direction and coordinate efforts and responses.
* Provide an accounting of work activities via the RPC Activity Report System

**Job Specifications**

Knowledge & Experience

* Knowledge and practical experience in the management principles and modern practices for law enforcement agencies
* Able to effectively devise, plan, create, execute, evaluate and report simple to complex tactical exercises that meet federal FEMA guidelines and requirements.
* Training in approved command level ICS courses to include those in exercise planning, evaluation, NIMS role management as defined by HSEEP.
* Fluent with the National Incident Management System
* Capable of developing and maintaining effective relationships with command officers of ILEAS member agencies and Special Teams personnel.
* Capable of effectively using computer-based resources: ILEAS website, office applications and emergency management and communications software
* Ability to effectively communicate and present ILEAS objectives, programs and policies at all emergency management levels. (Team, Local, Regional and State level gatherings)
* Capability to travel for in-person meetings with ILEAS members
* Successful emergency management experience with local, county or state agencies
* Experience in the law enforcement aspects of emergency management incidents
* Accomplishments in developing and maintaining inter-agency and inter-discipline relationships
* Participation in regional emergency management programs
* Ability to pass a back-ground check pursuant to ILEAS Policy

Education

Any combination of education and experience necessary to carry out the essential functions of the position

**General Information**

Work Environment

* Work occurs at various locations: member law enforcement agencies, meeting places, conference sites, emergency operations centers, at ILEAS Field Offices, the ITC and other places. The Exercise Planning Coordinator may maintain a home office to support the administrative aspects of certain duties
* All documents, plans, exercises, evaluations and after action plan results and recommendations will be stored on site at the ILEAS training center or electronically on in a designated locations. All work is the sole property of ILEAS and its members and shall not be copied or utilized outside of ILEAS official business.
* Opportunities for lifting of heavy objects may occur but should be completely avoided if any lifting limitations are present

Limitations

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.