

Meadow Barrett

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SUMMARY

Emergency preparedness training and exercise professional with seven years supporting public health readiness, **emergency management**, instructional programs, and multiagency exercises. Translates hazard vulnerability findings and **capability gaps** into practical training priorities, HSEEP aligned exercises, **after action reports**, improvement plans, and tracked corrective actions. Applies NIMS principles across compliance monitoring, exercise design, response coordination, continuity planning, and preparedness documentation. Facilitates workshops, tabletop exercises, functional exercises, **after action discussions**, and partner meetings for public health, healthcare, government, emergency management, and community audiences. Maintains accurate records through Microsoft Word, Excel, SharePoint, and electronic reporting systems. Brings sound judgment with sensitive operational information and can help strengthen preparedness capabilities, partner readiness, and community resilience.

EXPERIENCE

Senior Emergency Preparedness Training Specialist January 2024 - Present
Coastal Plains Health Collaborative *Savannah, GA*

Leads districtwide public health training, exercise design, compliance tracking, partner coordination, and preparedness improvement work across changing operational priorities.

- Aligned district training calendars with hazard findings and **public health** readiness priorities.
- Built HSEEP aligned tabletop scenarios with objectives, materials, and evaluation tools.
- Reconciled **NIMS** completion records in SharePoint before reporting deadlines.
- Converted evaluator notes into **after action reports** and **improvement plans**.
- Tracked **corrective actions** and routed procedure updates after exercises and incidents.
- Adjusted facilitation for healthcare, government, **emergency management**, and community participants.

Emergency Preparedness Coordinator January 2022 - December 2023
Piedmont Community Health Network *Macon, GA*

Managed preparedness education and exercise activities across community health sites, connecting compliance records, continuity procedures, partner engagement, and improvement planning.

- Prioritized site training schedules using hazard vulnerability findings and **capability gaps**.
- Developed functional exercise materials that gave participants clear response decisions.
- Maintained NIMS **attendance records** in Excel and SharePoint for **compliance** reviews.
- Facilitated after action meetings and documented improvement priorities for program leaders.
- Assigned **corrective actions** and monitored follow up through completion.
- Communicated preparedness changes across healthcare, **public health**, and **emergency management** partners.

Training and Exercise Specialist July 2020 - December 2021
Riverbend Emergency Management Partnership *Augusta, GA*

Delivered **emergency preparedness** instruction and exercise support for government and **community partners**, with focus on practical learning, evaluation, documentation, and response readiness.

- Delivered preparedness instruction for government and community partner audiences.
- Translated capability gaps into practical workshop topics and learning materials.
- Supported **HSEEP exercise planning** through scenarios, objectives, and facilitator guides.
- Recorded participant attendance and NIMS completion information for program reporting.
- Led **after action discussions** that clarified response strengths and improvement needs.
- Updated continuity **procedures** using lessons from exercises and real events.

Training Program Specialist October 2019 - June 2020
Lowcountry Preparedness Council *Charleston, SC*

Coordinated instructional logistics for emergency preparedness courses while supporting exercise documentation, records management, partner communication, and continuous improvement activities.

- Scheduled **emergency preparedness** courses around partner availability and operational needs.
- Prepared **presentations** and **instructional resources** for varied learning preferences.
- Supported tabletop exercise logistics, participant materials, and evaluation documentation.
- Maintained **training records** and **compliance** files using Microsoft Office tools.
- Captured after action observations and organized improvement plan documentation.
- Coordinated communication among **public health**, government, and community participants.

PROJECTS

Regional Respiratory Outbreak Exercise 📅 2024

Coordinated a practical exercise that tested public health communication, healthcare coordination, continuity procedures, evaluation methods, and corrective action planning.

Community Resilience Workshop Series 📅 2023

Developed workshops for community partners, adapting preparedness instruction, presentations, discussion activities, and resources for varied audiences.

LEADERSHIP & AWARDS

- Recognized for dependable coordination of districtwide preparedness training and exercise schedules.
- Commended for converting exercise observations into clear improvement plans and completed corrective actions.
- Selected to facilitate partner discussions involving public health, healthcare, government, and emergency management stakeholders.

EDUCATION

Bachelor of Science in Emergency Management

2019

Savannah State University GPA: 3.5

Savannah, GA

Coursework: Emergency planning, public health preparedness, disaster response, organizational continuity

CERTIFICATIONS

- FEMA Professional Development Series 📅 2020
- FEMA IS 100, IS 200, IS 700, and IS 800 📅 2019
- Homeland Security Exercise and Evaluation Program Training 📅 2021

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Collaboration Platforms:** SharePoint, electronic records, shared calendars
- **Emergency Management:** NIMS, FEMA IS 100, FEMA IS 200
- **Exercise Methodology:** HSEEP, tabletop exercises, functional exercises
- **Preparedness Analysis:** Hazard vulnerability analysis, capability gap assessment, emerging risk review
- **Training Development:** Curriculum development, instructional resources, adult learning
- **Exercise Evaluation:** Exercise objectives, evaluation tools, facilitator documentation
- **Improvement Planning:** After action reports, improvement plans, corrective action tracking
- **Continuity Planning:** Continuity of operations, emergency procedures, preparedness plans
- **Public Health Practice:** Public health preparedness, emergency response, community resilience
- **Records Management:** Training records, attendance records, compliance documentation
- **Stakeholder Engagement:** Healthcare organizations, government agencies, community partners
- **Communication Delivery:** Presentations, workshops, training sessions
- **Reporting Practices:** Compliance reporting, preparedness reporting, exercise documentation
- **Facilitation Methods:** After action discussions, partner meetings, group facilitation

SKILLS

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|------------------------------|---------------------------------|------------------------|------------------------------|
| • Emergency preparedness | • NIMS | • Facilitation | • Corrective action tracking |
| • Emergency management | • Training needs assessment | • Evaluation | • Continuity of operations |
| • Public health preparedness | • Hazard vulnerability analysis | • After action reports | • Curriculum development |
| • HSEEP | • Exercise planning | • Improvement plans | |

PROFESSIONAL AFFILIATIONS

- Public health preparedness partner network participant supporting shared readiness activities.
- Emergency management collaboration forum contributor focused on exercises, continuity, and community resilience.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST