

# IDAHO BUREAU OF HOMELAND SECURITY

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Multi-year Training and Exercise Plan

2014-2016



Idaho Bureau of Homeland Security  
4040 W. Guard St. Building 600  
Boise, Idaho 83705

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## PURPOSE

The Idaho Bureau of Homeland Security (BHS) leads the state in all matters of emergency management and homeland security issues. One of the ways BHS strives to build and sustain the mission areas of prevention, protection, mitigation, response and recovery is through training and exercise.

The BHS Training and Exercise Program (T&E) is a fundamental part of preparedness efforts in Idaho. According to Idaho Code 46-1006 and Governor's Executive Order 2010-09, the BHS Training and Exercise Program will "assist in the establishment and operations of training programs, train personnel to meet state emergency objectives, assist local governments develop all hazard training and exercise plans, implement NIMS training, develop and maintain Multi-Year training and exercise plans, track and report grant required training, develop and execute exercise program."

The 2014-2016 Multi-Year Training and Exercise Plan (TEP) lays out a combination of exercises and associated training requirements specific to Idaho— which address the priorities identified in the BHS Strategic Plan, elected/appointed official input and direct requests made during the Training and Exercise Planning Workshop (TEPW).

Many of the programs within BHS, to include Training and Exercise, are funded through the Homeland Security Grant Program (HSGP) and Emergency Management Performance Grant (EMPG). Both grant programs require BHS conduct a TEPW on an annual basis and develop a Multi-Year Training and Exercise Plan. Both programs also encourage the use of the Department of Homeland Security's (DHS) Homeland Security Exercise and Evaluation Program (HSEEP) documentation, templates and reports.

This TEP and the 2014 TEPW meet the requirements as outlined in both the EMPG and HSGP Funding Opportunity Announcements.

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## SCOPE

BHS will administer the Training and Exercise Plan to provide the “whole community” of emergency responders, supporting agencies, non-governmental organizations, and private industry continuous training and exercise opportunities under the National Preparedness Goal and overarching Core Capabilities. The DHS Core Capabilities are distinct critical elements necessary to achieve the specific mission areas of prevention, protection, mitigation, response, and recovery. Core Capabilities provide a common vocabulary describing the significant functions required to deal with threats and hazards that must be developed and executed across the whole community to ensure national preparedness. The whole community includes individuals, families, communities, the private and nonprofit sectors, faith-based organizations, and Federal, State, local, tribal, and territorial governments.

The BHS TEP is intended to be a complimentary document to existing emergency management plans and programs. It will be synchronized with any updates made to the BHS Strategic Plan or guidance provided by elected and appointed officials. While considered to be a living document that can be updated and refined as necessary this plan should provide structure and guidance to ensure our agency goals are addressed.

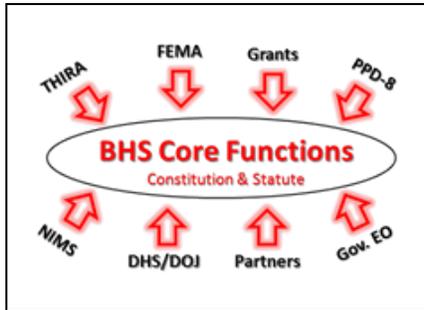
Included in the BHS TEP is a training and exercise schedule of the proposed activities to be conducted from March 2014 through May 2016 as known at this time.

Appendix A of this document details the National Priorities as determined by the Department of Homeland Security. Appendix B contains a list of DHS’s 31 Core Capabilities. Appendix C describes the variety of exercise types available through HSEEP and how to use the appropriate exercise type to achieve the desired outcome. Appendix D contains a list of acronyms used in this document.

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## OVERVIEW OF PROGRAM PRIORITIES

The 2014-2016 Multi-Year Training and Exercise Plan (TEP) has been developed to serve as a companion, follow-on document to the 2013 BHS Strategic Plan. The BHS Strategic Plan is informed by BHS Management, BHS Program Managers, and subject matter experts from partnering state agencies and local jurisdictions. The BHS Strategic Plan is intended to ensure all subsequent BHS work plans, including the TEP, meet the needs of the “whole community” in an efficient, deliberate manner.



The BHS Strategic Plan is inclusive of the BHS Core Functions which are influenced by the National Preparedness Cycle, Idaho code and statutes, Governor’s Executive Order, Federal partners and programs, and various federal grant funding requirements. One of the major planning elements guiding the BHS Strategic Plan is application of the Threat and Hazard Identification and Risk Assessment (THIRA) process. This assessment uses disaster scenarios to analyze estimated impacts and desired outcomes across the five

mission areas and 31 Core Capabilities. From February through May 2013, BHS convened the Idaho THIRA Working Group which met a total of 11 times. This working group was comprised of BHS Response and Recovery staff, BHS Preparedness and Protection staff, and representatives from various Emergency Support Functions who contribute to the on-going maintenance of the Idaho Emergency Operations Plan. During June 2013, BHS also conducted six THIRA workshops throughout the state on a regional basis. The THIRA workshops at the state and local levels considered several information sources such as the 2013 State of Idaho Hazard Mitigation Plan (SHMP), 2013 Idaho Criminal and Intelligence Center Survey, historical disaster data, significant state events and local Emergency Operation Plans and Mitigation Plans. By analyzing this information and using the THIRA process to rank capabilities estimations and identify gaps, BHS can begin to address these items through training and exercise.

The table below depicts the cyclical process BHS will follow to realign and synchronize these processes. *Please note the update of this plan and associated TEPW will take place in March 2015.*

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Grants Management</b>		Program Work Plans to GMO			Grant application to FEMA			Grant Award & Subgrant Guidance		Program Execution		
<b>Plans</b>	CPG 101, EOPT, EOP					THIRA/SME Work			THIRA Roadshows		THIRA Finance & Management Focus State Preparedness Report	
<b>Deliverables</b>	Program Manager Goals and Objectives meeting	Revised Strategic Plan	<b>TEPW &amp; TEP update</b>		Updated IDEOP			Revised Capability Targets and Estimation		Jurisdictional priorities & input		THIRA/SPR to FEMA & Focus Statements

As the BHS T&E Program applies the 2013 BHS Strategic Plan, corrective actions from previous exercise/events, and stated input from senior elected/appointed officials, the following Core Capabilities and objectives have been identified as the priority areas for the BHS Training and Exercise Plan.

**Respond:**

1. **Operational Coordination:** Develop and maintain a state and county Multi-Agency Coordination (MAC) and/or Area Command capability.  
*Task 1.5.4* The IDEOC will undergo an annual full activation (real world or exercise).  
*Task 1.5.5* BHS Training and Exercise Section will support IDEOC and local MAC capability by conducting and tracking National Incident Management System (NIMS) training to include: Incident Command System (ICS) 300 and 400, L-969 Communication Unit Leader (COML), Communication Technician (COMT), G-191 ICS/EOC Interface, and G-775 EOC Management and Operations as needed throughout the state.
2. **Public Information and Warning:** Maintain resilient and redundant public information, alert and warning system capability.  
*Task 1.6.2* BHS PAO in coordination with BHS Training and Exercise will sustain and improve the capability, including Public Information Emergency Response (PIER) team and jurisdictional JIS, for conducting emergency public information to all target audiences on an ongoing basis.

**Mitigate:**

1. **Long-term Vulnerability Reduction:** Develop a seismic building retrofit promotion program.  
*Task 1.11.2* BHS Training and Exercise Section will ensure annual deliveries of ATC 20/FEMA 154: *Procedures for Past Earthquake Safety Evaluation of Buildings* are available throughout the state.
2. **Risk and Disaster Resilience Assessment:** Conduct remedial action for structural and non-structural risks identified in all hazard mitigation plans.  
*Task 1.17.3* BHS Training and Exercise Section will ensure annual deliveries of L-276 *Benefit-Cost Analysis, Entry Level\** and ATC 45: *Safety Evaluation of Buildings After Windstorms and Floods* to promote remedial actions across the state. \*to be conducted at FEMA RX

**Protect:**

1. **Planning:** Generate awareness of federal and state emergency management plans.  
*Task 1.21.2* BHS Training and Exercise in coordination with the Idaho Department of Agriculture, and other state and federal agencies as necessary, will include a stop animal exercise series in the yearly Training and Exercise Plan (TEP) by December 2013.  
*Task 1.22.2* BHS COOP Program Manager, in Coordination with BHS Training and Exercise, will conduct planning, training, and exercise activities across the COOP Multi-Year Strategy and Program Management Plan (MYSPMP) Template.

2. **Operational Coordination:** Establish regional all-hazards Incident Management Teams (IMT).  
*Task 1.23.1* BHS Special Teams Program Coordinator in coordination with BHS Training and Exercise will assist in the training and equipping of 3 regional type 3 incident management teams by December 2015.
3. **Access Control and Identify Verification:** Investigate and develop badging requirements for agencies within Idaho.  
*Task 1.25.2* BHS Training and Exercise will incorporate access control and identify verification into exercise plans as necessary.

In order to track performance, the BHS T&E Program will review the progress of workplans toward building and sustaining capabilities on an annual basis. The TEP will be augmented to ensure growth or continuity occurs as appropriate.

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## TRAINING AND EXERCISE PLANNING WORKSHOP

The 2014 BHS Training and Exercise Planning Workshop (TEPW) was hosted by the Idaho Bureau of Homeland Security on March 12, 2014 at Gowen Field in Boise, Idaho during a scheduled quarterly meeting of the Emergency Support Function Coordination Group.

The TEPW provided participants with information on upcoming state and local exercises for 2014 and 2015. Participants were also provided the opportunity to identify training priorities for the upcoming years that were not previously identified through the BHS THIRA and Strategic Plan workshops. The TEPW was held to validate the proposed TEP structure and introduce any items that could have been overlooked through the development process. The TEPW also provided participants the opportunity to endorse or modify the proposed schedule of training and exercise events.

There were representatives from 3 federal agencies, 17 state agencies, and 1 local agency in attendance at the meeting.

Representatives from the following agencies participated in the TEPW.

- Central District Health Department
- Idaho Bureau of Homeland Security
- Idaho Department of Administration
- Idaho Department of Agriculture
- Idaho Department of Education
- Idaho Department of Environmental Quality
- Idaho Department of Health and Welfare
- Idaho Department of Health and Welfare. State Communications
- Idaho Department of Juvenile Corrections
- Idaho Department of Lands
- Idaho Division of Building Safety
- Idaho Geological Survey
- Idaho National Guard
- Idaho Office of Energy Resources
- Idaho Public Utilities Commission
- Idaho State Police
- Idaho Transportation Department
- Idaho Transportation Department, Division of Aeronautics
- NOAA/National Weather Service
- US Department of Transportation, Federal Aviation Administration
- Veteran Administration Medical Center

During the TEPW, the group addressed tasks from the BHS Strategic Plan that did not have a direct training and exercise action item and were not formally presented at the 2013 TEPW. Each task was analyzed to see if training or exercise was applicable or if the task was complete from a training or exercise standpoint. Results as shown below:

- *Task 1.5.2* PSC will ensure each county has connectivity to the IDEOC through 4.9 GHz microwave system (broadband).  
**Quarterly drills starting Oct 2014**
- *Task 1.9.2* BHS Recovery Section will develop a training and exercise program for PDA teams by December 2014.  
**Complete**
- *Task 1.19.1* BHS Public/Private Sector Section Chief will establish and sustain a process to integrate the public/private sector into all state emergency management activities by December 2014  
**On-going, included in T&E as appropriate.**
- *Task 1.28.1* BHS Recovery Section will review the current needs assessment process to ensure it meets the needs of Idaho. The needs assessment process will integrate information gathered in the response and recovery phases for permanent restoration of essential services and infrastructure systems by March 2014.  
**Complete**
- *Task 1.30.1* BHS CI/KR in coordination with appropriate stakeholders will draft a Terrorism Annex for the IDEOP by December 2014.  
**We will revisit this in March 2015 when the Annex is approved.**

To coincide with the planning cycle outlined on pg. 7, BHS plans to host the next TEPW in March of 2015 to identify and schedule training and exercise events for the calendar year 2016.

# TRAINING AND EXERCISE PROGRAM MANAGEMENT, RESOURCES, AND METHODOLOGY

An effective training and exercise program maximizes efficiency, resources, time, and funding by ensuring that training and exercises are part of a coordinated and integrated approach to building, sustaining, and delivering Core Capabilities. The Preparedness Cycle as recognized by FEMA provides the momentum necessary for the BHS Training and Exercise Program to continue to engage stakeholders in increasingly more complex activities year after year. The preparedness can be defined as "a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response." By following the Preparedness Cycle, the BHS T&E Program can support all aspects of emergency management functions.



As of December 2013, the BHS Training and Exercise Program has changed the level of support being offered at the local level for training and exercise initiatives. There will no longer be BHS Regional T&E Coordinators to provide direct assistance to jurisdictions. BHS will offer indirect assistance through two Regional Program Coordinators who can be called upon for exercise related subject matter expertise. This new approach fosters local self-sustaining training and exercise programs and encourages multidiscipline and multijurisdictional collaboration. At the state level, the BHS T&E Program is implemented by the BHS Training Specialist and the BHS Training and Exercise Section Chief.

## State Training Program Components

The BHS T&E Program will coordinate with Federal training partners, subject matter experts, neighboring states and our adjunct instructor cadre to deliver these courses or equivalent courses statewide in a systematic, cost-effective methodology. Several factors determine the feasibility of course delivery to include cost, instructor or facility availability and student attendance. The BHS T&E Program strives to be flexible to meet the demands of local training requests while upholding the integrity of the students, instructors and curriculum.

Examples of some of the training opportunities and partnerships BHS relies on are:

1. **FEMA Professional Development Series (PDS):** The PDS includes seven Emergency Management Institute (EMI) Independent Study (IS) courses that provide a well-rounded set of fundamentals for those in the emergency management profession. The PDS series has been identified as a training requirement for recipients of EMPG funding.

2. **FEMA Emergency Management Course—State delivery (G-courses):** At this time, delivery of the APS series is secondary to resourcing training in support of prioritized capability gaps. The courses in the APS address top skills for performing emergency management and disaster

duties. In order to complete the series, students must complete the five required courses and any five of the 16 elective courses. Many of the courses listed in the APS series require coordination with Federal partners or instructors from out of state. The BHS T&E Program can accommodate APS course requests but conduct is subject to timing, instructor availability, and enough student participation to make course activities viable and cost effective.

3. ***NIMS/ICS Training:*** The BHS T&E Program maintains and supports the NIMS/ICS state certified trainer database for the delivery of G-300 Intermediate ICS and G-400 Advanced ICS courses in accordance with the National Incident Management System Training Program (September 2011).

4. The BHS T&E Program coordinates with the ***National Domestic Preparedness Consortium (NDPC)*** which is a professional alliance sponsored through the ***Department of Homeland Security (DHS)***, FEMA National Preparedness Directorate. The NDPC and DHS provide classroom, online and mobile delivery courses at *no cost* to the responder, jurisdiction, or agency. Each of these organizations are national experts in chemicals, explosives, radiological/nuclear devices, bioterrorism, counter-terrorism, agro-terrorism, and emergency management systems. NDPC reflects the missions of all these organizations with its commitment to provide quality, cost-effective counter-terrorism training to the nation's emergency responders. The BHS T&E Program will assist jurisdictions in identifying courses that may resolve their unmet training needs.

NDPC/The State Training Program advises, assists, and processes applications for individuals to attend classroom training at various consortium schools as well as coordinating mobile deliveries requested by local jurisdictions. Classroom deliveries are offered year around. Mobile deliveries require a minimum of 60 days to set up and coordinate with the state training point of contact and typically have minimum attendance requirements to ensure conduct. Rosters for registered students must be sent to BHS T&E 2 weeks prior to course delivery.

The NDPC website at [www.ndpc.us](http://www.ndpc.us) lists each school and has links to their individual websites. The consortium is made up of seven members that include:

- ***Center for Domestic Preparedness (CDP) in Anniston, Alabama:*** Resident training of prevention, deterrence and response to chemical, biological and nuclear attacks involving hazmat. Noble Healthcare Facility offers hands on training for a variety of health focused classes. CDP offers several law enforcement specific classes to include CBRNE Response, successfully mitigate threat incidents involving civil disorder, knowledge and skills regarding the tools and information necessary to extricate individuals safely from protester devices.
- ***New Mexico Institute of Mining and Technology (New Mexico Tech):*** The Energetic Materials Research and Testing Center (EMRTC) at New Mexico Tech (NMT) is the consortium's lead partner for explosives, live explosives, and incendiary devices training. Courses are delivered directly and resident.
- ***Louisiana State University's Academy of Counter-Terrorist Education (National Center for Biomedical Research and Training):*** Mobile training courses dealing with Weapons of Mass Destruction (WMD), counter-terrorism, and high consequence events,

for all disciplines including emergency management, law enforcement, HazMat teams, public health, EMS, hospital, agricultural, and others.

- **Texas A&M University National Emergency Response and Rescue Training Center (TEEX):** Resident and mobile training Incident Management, EMS, Hazmat, Public Works, Threat and Risk Assessment, Senior Executive Programs
- **Department of Energy's Nevada Test Site and Counter Terrorism Operations Support (CTOS):** Resident and mobile training prevention, deterrence and operational response to radiological/nuclear attacks.
- **Transportation Technology Center, Inc. (TTCI):** Resident training transportation research and testing organization, providing emerging technology solutions for the railway industry and highway response.
- **National Disaster Preparedness Training Center at the University of Hawaii (NDPTC):** Mobile training monitoring natural hazards, evaluating risks to urban populations and planning for the response, recovery and reconstruction of areas following a disaster.

5. **EMI:** The BHS T&E Program advises, assists, and processes applications for individuals to attend in-residence and locally delivered training offered by EMI.

6. **All-Hazard Courses.** The BHS T&E Program strives to provide and coordinate training to meet all-hazard performance gaps that are determined to have unmet training needs. These unmet training needs should be based on a performance needs analysis, an After Action Report/Improvement Plan (AAR/IP), or a pre-identified capability shortfall.

### **State Exercise Program Components**

**Exercise program management** is the process of overseeing and integrating a variety of exercises over time. An effective exercise program helps organizations maximize efficiency, resources, time, and funding by ensuring that exercises are part of a coordinated, integrated approach to building, sustaining, and delivering Core Capabilities. Through effective exercise program management, each exercise becomes a supporting component of a larger exercise program with overarching priorities.

The BHS T&E Program is guided by the following overarching priorities:

- ✓ Build an integrated statewide exercise program that incorporates activities of existing exercise programs.
- ✓ Conduct exercises that align with statewide priority capabilities and enhance overall preparedness.
- ✓ Provide exercise technical assistance and direct support to locals, state agencies and tribal partners.

Exercise conduct is dependent on participant availability, safety conditions and adequate preparedness and planning activities. Real-world events can also influence training and exercise demands.

**Homeland Security Exercise and Evaluation Program (HSEEP):** The HSEEP doctrine consists of fundamental principles that frame a common approach to exercises. It is intended to enhance consistency in exercise conduct and evaluation while ensuring exercises remain a flexible,

accessible way to improve our preparedness across the nation. HSEEP uses a common methodology for planning and conducting individual exercises. This methodology applies to exercises in support of all national preparedness mission areas. A common methodology ensures a consistent and interoperable approach to exercise design and development, conduct, evaluation, and improvement planning, as depicted in the figure at right. The State of Idaho has adopted the Homeland Security Exercise and Evaluation Program (HSEEP) as the state standard.

The four phases of the HSEEP cycle include Design and Development, Conduct, Evaluation, and Improvement Planning; each of which is described below:

**I. Design and Development.** In designing and developing individual exercises, exercise planning team members are identified to schedule planning meetings, identify and develop exercise objectives, design the scenario, create documentation, plan exercise conduct and evaluation, and coordinate logistics.

**II. Conduct.** After design and development activities are complete, the exercise is ready to occur. Activities essential to conducting individual exercises include preparing for exercise play, managing exercise play, and conducting immediate exercise wrap-up activities.

**III. Evaluation.** Evaluation is the cornerstone of an exercise and must be considered throughout all phases of the exercise planning cycle, beginning when the exercise planning team meets to establish objectives and initiate exercise design. Effective evaluation assesses performance against exercise objectives, and identifies and documents strengths and areas for improvement relative to core capabilities.

**IV. Improvement Planning.** During improvement planning, the corrective actions identified during individual exercises are tracked to completion, ensuring that exercises yield tangible preparedness improvements. An effective Corrective Action Program (CAP) develops IPs that are dynamic documents, which are continually monitored and implemented as part of the larger system of improving preparedness.



For more information on HSEEP or to utilize the HSEEP templates provided as part of the 2013 HSEEP doctrine, go to: <https://www.llis.dhs.gov/content/hseep-doctrine-and-templates>.

**Other components of the State Exercise Program Include:**

- **Homeland Security Exercise and Evaluation Program (HSEEP)**  
EMI offers the K0146 HSEEP in a webinar format. The basic course provides a comprehensive overview of exercise design along with practical skill development. Using the same terminology and processes, this course will provide activities that will give participants an opportunity to interact with many of the templates and other materials that are provided by the National Exercise Division to ensure exercises are conducted in a consistent manner. The EMI website offers more information on how to apply for this course and the requirements for completion.

- ***Master Exercise Practitioner Program (MEPP)***  
The MEPP goal is to increase the capabilities of participants in mastery of exercise program management and the overall exercise process in accordance with the policy, doctrine, practices, and tools in the Homeland Security Exercise and Evaluation Program (HSEEP). Additional information can be found at: <http://training.fema.gov/emiweb/emiopt.asp>.
- ***Community-Specific Integrated Emergency Management Courses (IEMC)***  
IEMCs are exercise-based training courses that place jurisdictions' emergency operations center (EOC) personnel in realistic crisis situations within a structured learning environment. The jurisdiction selects the scenario(s) it wants to exercise; for example, a special event, earthquake, winter storm, or terrorist incident. Exercises are then developed to reflect the hazards or events facing the jurisdiction, the type of EOC used by the jurisdiction, and the organizations included in the jurisdictional emergency plans. For information on how to prepare and submit an application for a community-specific IEMC, click on the link: <http://training.fema.gov/EMIWeb/IEMC/selprocess.asp>.
- ***Technical Assistance***  
The BHS T&E Program is available to assist cities, counties, and tribal entities in the design, conduct, and evaluation of their exercises for all hazards. The BHS T&E Program is available to coordinate with state agencies and ESFs for training and exercise support. This assistance can be provided in the form of: planning conferences, workshops, site visits, and technical review of exercise documents, exercise design, control, evaluation and IDEOC exercise play. Please contact the BHS T&E Program if you would like to request any form of technical assistance.

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# PROGRAM ACTIVITIES

## EXERCISE

To support the mission areas, core capabilities, and objectives listed in the BHS Strategic Plan, the following exercise schedule has been established.

Exercise	Date	Location
BHS Continuity of Operations Tabletop <ul style="list-style-type: none"> <li>• <i>Task 1.5.4 (discussion based)</i></li> <li>• <i>Task 1.22.2</i></li> </ul>	MAR 14, 2014	Boise
National Disaster Medical System, Federal Coordinating Center FSE <ul style="list-style-type: none"> <li>• <i>Task 1.5.4</i></li> </ul>	APR 1, 2014	Boise
IDHW Spring Thing TTX (PHD 5, 6, 7) Earthquake scenario	APR 23, 2014	Pocatello
EMAC/Mission Ready Packages TTX <ul style="list-style-type: none"> <li>• <i>Task 1.5.4 (discussion based)</i></li> <li>• <i>Task 1.23.1</i></li> </ul>	APR 30, 2014	Boise
BHS Continuity of Operations Full-Scale <ul style="list-style-type: none"> <li>• <i>Task 1.5.4</i></li> <li>• <i>Task 1.22.2</i></li> </ul>	MAY, 2014	Wilder
Resource Tracking FSE <ul style="list-style-type: none"> <li>• <i>Task 1.5.4</i></li> </ul>	JUL, 2014	statewide
Stop Movement TTX <ul style="list-style-type: none"> <li>• <i>Task 1.5.4 (discussion based)</i></li> <li>• <i>Task 1.21.2</i></li> </ul>	SEP 25, 2014	Jerome
IDEOC Broadband Connectivity Drill (4.9 GHz microwave system) <ul style="list-style-type: none"> <li>• <i>Task 1.5.2</i></li> </ul>	OCT, 2014 (quarterly)	statewide
IDHW FE: Public Health Earthquake scenario	APR, 2015	Pocatello
Vigilant Guard series	FEB & MAY 2016	TBD
IDEOC & ESF Continuity of Operations Full-Scale <ul style="list-style-type: none"> <li>• <i>Task 1.5.4</i></li> <li>• <i>Task 1.22.2</i></li> </ul>	TBD, 2014	Wilder
IDHW FSE: Public Health Earthquake scenario	2017	statewide

To be accomplished as part of the local level exercise series as appropriate:

- *Task 1.25.2*



## **TRAINING**

**Classroom/Instructor based [ANNUAL]:** The BHS T&E Program plans to sponsor the following courses on an annual basis dependent on requests for interest, anticipated attendance, and available funding. Whenever possible, these courses will rotate around the state to maximize regional participation and limit travel. The following courses are scheduled and were discussed at the TEPW:

<b>Training</b>	<b>Date</b>	<b>Location</b>
MGT-346: EOC Management and Operations (3 days) <i>*this course has been conducted consecutively for the past 4 years in all 3 regions, training saturation is possible and conduct might not be viable</i> <ul style="list-style-type: none"> <li>• <i>Task 1.5.5</i></li> </ul>	TBD 2014 TBD 2015	Idaho Falls <i>N. Idaho</i>
L-276: Benefit-Cost Analysis <ul style="list-style-type: none"> <li>• <i>Task 1.17.3</i></li> </ul>	TBD	FEMA RX
ATC-20: Post-Earthquake Safety Evaluation of Structures and FEMA-154: Rapid Visual Screening of Buildings for Potential Seismic Hazards Workshop <ul style="list-style-type: none"> <li>• <i>Task 1.11.2</i></li> </ul>	NOV 2014 NOV 2015 NOV 2016	CDA Boise Id. Falls
ATC-45: Safety Evaluation of Buildings After Windstorms and Floods <ul style="list-style-type: none"> <li>• <i>Task 1.17.3</i></li> </ul>	FEB 2015 FEB 2016	Pocatello CDA
PER-229: Introduction to Computer-Aided Management of Emergency Operations (CAMEO) Suite	FEB 2015	Boise
Fusion Liaison Officer	APR 2014 APR 2015	Meridian Meridian
<del>Bomb-making Materials Awareness Program (BMAP) Training</del>	CANCELLED	
<del>Vehicle Born Improvised Explosive Device (VBIED) Training</del>	CANCELLED	
L-969 Communications Unit Leader (COML) <ul style="list-style-type: none"> <li>• <i>Task 1.5.5</i></li> </ul>	TBD 2014 TBD 2015	CDA <i>E. Idaho</i>
AFRCC Basic Search and Rescue	MAY 17-18, 14	Boise
G-290 Basic Public Information <ul style="list-style-type: none"> <li>• <i>Task 1.6.2</i></li> </ul>	<i>annually, upon request</i>	<i>regionally</i>
G-775: EOC Management and Operations (1 day) <ul style="list-style-type: none"> <li>• <i>Task 1.5.5</i></li> </ul>	SEP 2014	Cascade
G-191: ICS/EOC Interface <ul style="list-style-type: none"> <li>• <i>Task 1.5.5</i></li> </ul>	APR 29, 14	Twin Falls
P-300 Social Media [NDPTC--University of Hawaii]	TBD	TBD

***Classroom/Instructor based [DIRECT REQUEST]:*** The BHS T&E will promote the following courses by distributing “requests for interest” on a regional basis to determine viability. Course conduct is dependent on anticipated attendance and available funding. The following trainings are scheduled and were discussed at the TEPW:

<b>Training</b>	<b>Date</b>	<b>Location</b>
MGT-410 Business Continuity Planning for Rural Power Companies [RDPC]	FY 2015	Boise
MGT-345 Disaster Management for Electric Power Systems [TEEX]	TBD	Boise
MGT-342 Senior Officials—Disaster Management for Water and Wastewater [TEEX]	TBD	Boise
MGT-343 Disaster Management for Water and Wastewater Utilities [TEEX]	TBD	Boise
MGT-315 Enhanced Threat, Risk and Vulnerability Assessment [TEEX]	MAY 14-15, 14	Rigby
MGT-319 Mass Prophylaxis Preparedness and Planning [TEEX]	MAR 18-19, 14	Idaho Falls
USCG Inland Search and Rescue	MAY 12-16, 14	Boise
ICS 300 • Task 1.5.5	<i>quarterly</i>	<i>regionally</i>
ICS 400 • Task 1.5.5	<i>quarterly</i>	<i>regionally</i>
COM-T Communications Technician • Task 1.5.5	JUNE 16-20, 14	CDA
P-767 Earthquake Mitigation for Hospitals <i>(conducted in conjunction with ATC-20)</i> • Task 1.11.2	NOV 2015	Boise
G-202 Debris Management	<i>upon request</i>	
G-361 Flood Fight	<i>upon request</i>	
MGT-318 Public Information in an All-Hazard Incident [TEEX] • Task 1.6.2	<i>upon request</i>	
G-291 JIS/JIC Operations • Task 1.6.2	<i>upon request</i>	



***Independent Study/Online based:*** The FEMA Emergency Management Institute (EMI) offers a variety of Independent Study (IS) courses that support the priorities listed in this plan and general emergency management function. These courses are aimed at providing awareness level training and serve as required prerequisites for several management or performance level instructor lead classes. These courses can be found at: <http://training.fema.gov/IS/crslist.aspx>

***Respond:***

- IS-100 Introduction to Incident Command System (discipline specific courses are available)
- IS-200 ICS for Single Resources and Initial Action Incidents
- IS-29 Public Information Officer Awareness
- IS-42 Social Media in Emergency Management
- IS-250a Emergency Support Function 15 (ESF15) External Affairs: A New Approach to Emergency Communication and Information Distribution
- IS-700a National Incident Management System (NIMS), An Introduction
- IS-701a NIMS Multi-Agency Coordination System (MACS) Course
- IS-702a NIMS Public Information Systems
- IS-703a NIMS Resource Management
- IS-704 NIMS Communications and Information Management
- IS-706 NIMS Intrastate Mutual Aid, An Introduction
- IS-775 EOC Management and Operations
- IS-800b National Response Framework, An Introduction
- IS-908 Emergency Management for Senior Officials
- IS-208a State Disaster Management

***Mitigate:***

- IS-276 Benefit-Cost Analysis (BCA) Fundamentals
- IS-279 Engineering Principles and Practices for Retrofitting Flood-prone Residential Structures
- IS-325 Earthquake Basics: Science, Risk and Mitigation

***Protect:***

- IS-111a Livestock in Disasters
- IS-546a Continuity of Operations Awareness Course
- IS-547a Introduction to Continuity of Operations

***General:***

- K-146 Homeland Security Exercise and Evaluation Program (HSEEP) webinar
- IS-201 Forms Used for the Development of the Incident Action Plan

# APPENDIX A: NATIONAL PRIORITIES

Presidential Policy Directive 8: National Preparedness (PPD-8) describes the Nation's approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. National preparedness is the shared responsibility of our whole community. Every member contributes, including individuals, communities, the private and nonprofit sectors, faith-based organizations, and Federal, state, and local governments. We describe our security and resilience posture through the Core Capabilities (see Appendix B) that are necessary to deal with great risks, and we will use an integrated, layered, and all-of-Nation approach as our foundation. We define success as:

A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

Using the Core Capabilities, we achieve the National Preparedness Goal by:

- Preventing, avoiding, or stopping a threat or an actual act of terrorism.
- Protecting our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigating the loss of life and property by lessening the impact of future disasters.
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

Source: National Preparedness Goal, First Edition, September 2011

# APPENDIX B: CORE CAPABILITIES LIST

The National Preparedness Goal identified 31 Core Capabilities as distinct critical elements needed to achieve the Goal. These capabilities are referenced in many national preparedness efforts, including the National Planning Frameworks. The Goal grouped the capabilities into five mission areas, based on where they most logically fit. Some fall into only one mission area, while some others apply to several mission areas.

## FEMA Core Capabilities by Mission Area

Definitions of each Core Capability are listed at: <http://www.fema.gov/core-capabilities> around which the trainings and exercises described in this document are based.

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Forensics and Attribution Intelligence and Information Sharing Interdiction and Disruption Screening, Search, and Detection	Access Control and Identity Verification Cybersecurity Intelligence and Information Sharing Interdiction and Disruption Physical Protective Measures Risk Management for Protection Programs and Activities Screening, Search, and Detection Supply Chain Integrity and Security	Community Resilience Long-term Vulnerability Reduction Risk and Disaster Resilience Assessment Threats and Hazard Identification	Critical Transportation Environmental Response/Health and Safety Fatality Management Services Infrastructure Systems Mass Care Services Mass Search and Rescue Operations On-scene Security and Protection Operational Communications Public and Private Services and Resources Public Health and Medical Services Situational Assessment	Economic Recovery Health and Social Services Housing Infrastructure Systems Natural and Cultural Resources

# Appendix C: Exercise Types

Appendix C serves as a reference to define and provide examples of HSEEP exercises. For a complete guide, please visit: <https://www.llis.dhs.gov/hseep>

## *Progressive Approach*

A progressive exercise program enables organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved. Regardless of exercise type, each exercise within the progressive series is linked to a set of common program priorities and designed to test associated capabilities. Further, by defining training requirements in the planning process, organizations can address known shortfalls prior to exercising capabilities.

This progressive approach, with exercises that build upon each other and are supported at each step with training resources, will ensure that organizations do not rush into a full-scale exercise too quickly. Effective planning of exercises and integration of the necessary training will reduce the waste of limited exercise resources and serve to address known shortfalls prior to the conduct of the exercise. The different types of exercises that may be included in the plan are described in the following sections.

## *Discussion-Based Exercises*

Discussion-based exercises include seminars, workshops, and tabletop exercises (TTXs). These types of exercises can be used to familiarize players with, or develop new, plans, policies, agreements, and procedures. Discussion-based exercises focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives.

- *Seminars*

Seminars generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. As a discussion-based exercise, seminars can be valuable for entities that are developing or making major changes to existing plans or procedures. Seminars can be similarly helpful when attempting to assess or gain awareness of the capabilities of interagency or inter-jurisdictional operations.

- *Workshops*

Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is placed on achieving or building a product. Effective workshops entail the broadest attendance by relevant stakeholders. Products produced from a workshop can include new standard operating procedures (SOPs), emergency operations plans, continuity of operations plans, or mutual aid agreements. To be effective, workshops should have clearly defined objectives, products, or goals, and should focus on a specific issue.

- *Tabletop Exercises (TTX)*

A TTX is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the

prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.

During a TTX, players are encouraged to discuss issues in depth, collaboratively examining areas of concern and solving problems. The effectiveness of a TTX is derived from the involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTXs can range from basic to complex. In a basic TTX (such as a Facilitated Discussion), the scenario is presented and remains constant—it describes an emergency and brings discussion participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented by the facilitator; problems are discussed as a group; and resolution is reached and documented for later analysis.

In a more advanced TTX, play advances as players receive pre-scripted messages that alter the original scenario. A facilitator usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Players discuss the issues raised by each problem, referencing established authorities, plans, and procedures for guidance. Player decisions are incorporated as the scenario continues to unfold.

During a TTX, all participants should be encouraged to contribute to the discussion and be reminded that they are making decisions in a no-fault environment. Effective TTX facilitation is critical to keeping participants focused on exercise objectives and associated capability targets.

### *Operations-Based Exercises*

Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps. Operations-based exercises are characterized by actual reaction to an exercise scenario, such as initiating communications or mobilizing personnel and resources.

- *Drills*

A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills. For example, drills may be appropriate for establishing a community-designated disaster receiving center or shelter. Drills can also be used to determine if plans can be executed as designed, to assess whether more training is required, or to reinforce best practices. A drill is useful as a stand-alone tool, but a series of drills can be used to prepare several organizations to collaborate in an FSE.

For every drill, clearly defined plans, procedures, and protocols need to be in place. Personnel need to be familiar with those plans and trained in the processes and procedures to be drilled.

- *Functional Exercises (FE)*

FEs are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise

scenario with event updates that drive activity typically at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

FE controllers typically use a Master Scenario Events List (MSEL) to ensure participant activity remains within predefined boundaries and ensure exercise objectives are accomplished. Simulators in a Simulation Cell (SimCell) can inject scenario elements to simulate real events.

- *Full-Scale Exercises (FSE)*

FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.

In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level. FSEs are usually conducted in a real-time, stressful environment that is intended to mirror a real incident. Personnel and resources may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred. The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

The level of support needed to conduct an FSE is greater than that needed for other types of exercises. The exercise site for an FSE is usually large, and site logistics require close monitoring. Safety issues, particularly regarding the use of props and special effects, must be monitored. Throughout the duration of the exercise, many activities occur simultaneously.

# Appendix D: Acronyms

AAR/IP	After Action Report/Improvement Plan
AFRCC	Air Force Rescue Coordination Center
APS	Advanced Professional Series
ATC	Applied Technology Council
BHS	Bureau of Homeland Security
BMAP	Bomb-making Materials Awareness Program
CAMEO	Computer-aided Management of Emergency Operations
CAP	Corrective Action Program
CBRNE	Chemical/Biological/Radiological/Nuclear Explosive
CDP	Center for Domestic Preparedness
CI/KR	Critical Infrastructure/Key Resources
COG	Continuity of Government
COML	Communications Unit Leader
COMT	Communications Unit Technician
COOP	Continuity of Operations Plan
CPG	Comprehensive Planning Guide
CTOS	US DOE's Nevada Test Site and Counter Terrorism Operations Support
DHS	Department of Homeland Security
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EOPT	Emergency Operations Plan Template
ESF	Emergency Support Function
ESFCG	Emergency Support Function Coordinating Group
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FLO	Fusion Liaison Officer
FOUO	For Official Use Only
FSE	Full-Scale Exercise
GMO	Grants Management Office (within BHS)
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
ID BHS	Idaho Bureau of Homeland Security
IDEOC	Idaho Emergency Operations Center
IDEOP	Idaho Emergency Operations Plan
IEMA	Idaho Emergency Managers Association
IEMC	Integrated Emergency Management Course
IMT	Incident Management Team
IS	Independent Study
JIS/JIC	Joint Information System/Joint Information Center
LEPC	Local Emergency Planning Committee
MAC	Multi-agency Coordination

MCI	Mass Casualty Incident
MEPP	Master Exercise Practitioner/Program
MSEL	Master Scenario Events List
MOU	Memorandum of Understanding
MYSPMP	Multi-year Strategy and Program Management Plan
NDPC	National Domestic Preparedness Consortium
NDPTC	National Disaster Preparedness Training Center at the University of Hawaii
NGO	Non-governmental Organization
NIMS	National Incident Management System
NMT EMRTC	New Mexico Institute of Mining and Technology Energetic Materials Research and Testing Center
NRF	National Response Framework
PAO	Public Affairs Officer
PDA	Preliminary Damage Assessment
PDS	Professional Development Series
PIER	Public Information Emergency Response
PIO	Public Information Officer
PSC	Public Safety Communications
RDPC	Rural Domestic Preparedness Consortium
SAR	Search and Rescue
SHMP	State of Idaho Hazard Mitigation Plan
SimCell	Simulations Cell
SME	Subject Matter Expert
SOP	Standard Operating Procedure
SPR	State Preparedness Report
T&E	Training and Exercise
TEEX	Texas A&M University
TEP	Training and Exercise Plan
TEPW	Training and Exercise Program Workshop
THIRA	Threat Hazard Identification and Risk Assessment
TTCI	Transportation Technology Center, Inc.
TTX	Table-Top Exercise
USCG	United States Coast Guard
VBIED	Vehicle Born Improvised Explosive Device
WMD	Weapons of Mass Destruction