



# Idaho Office of Emergency Management

## Integrated Preparedness Plan

2024 – 2025

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## **Introduction**

The focus of the Idaho Office of Emergency Management Training & Exercise (T&E) program is to facilitate and support local, regional, and state-level jurisdictions collaboratively through shared preparedness and response priorities. The Integrated Preparedness Plan (IPP) incorporates these priorities into a combination of progressively evolving exercises and associated training requirements consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Exercise Program (NEP). The IPP is developed with input from the whole community and is administered to provide these partners and stakeholders continuous training and exercise opportunities under the National Preparedness Goal and overarching Core Capabilities.

## **Purpose**

The Idaho Office of Emergency Management (IOEM) guides the state of Idaho in effectively preparing for, protecting against, mitigating the effects of, responding to, and recovering from all hazards listed in the Idaho Hazard Mitigation Plan. IOEM core functions are clearly delineated in State Statute (Idaho Code 46-1006) and Governor's Executive Order No. 2022-04. The IOEM Training & Exercise program is intended to support those core functions by working towards the following objectives:

- Assist in the establishment and operations of training programs
- Train personnel to meet State emergency objectives
- Assist local and tribal governments in developing all-hazard training and exercise plans
- Promote NIMS training
- Develop and maintain Integrated Preparedness Plans
- Track and report grant required training
- Develop and execute the state exercise program

One of the goals of this progressive, multi-year exercise program is to enable organizations to participate in a series of exercises, with each successive exercise building upon the previous one until mastery is achieved. Additionally, including training requirements in the process allows organizations to address known gaps and priority areas prior to exercising capabilities.

## **Scope**

The IPP is intended to be a complimentary document to existing emergency management plans and programs. It will be revised to reflect any updates made to the IOEM Strategic Plan, guidance provided by senior leaders, recommendations made during Integrated Preparedness Planning Workshops, and evaluation of completed training and exercise activities. The IPP is considered a living document and should provide the structure and guidance necessary to ensure agency goals are addressed.

The 2024 Integrated Preparedness Planning Workshops and the 2024-2025 IPP meet the requirements outlined in Homeland Security Grant Program (HSGP) and Emergency Management Performance Grant (EMPG) Notices of Funding Opportunity and the Emergency Management Accreditation Program (EMAP) Emergency Management Standard.

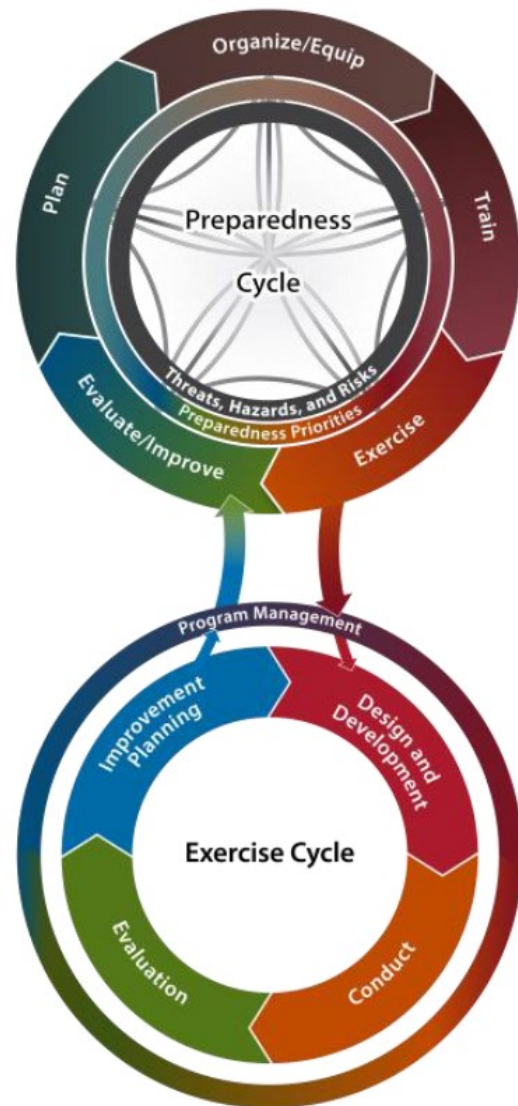
## **Program Management**

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 and preparedness priorities.



## Integrated Preparedness Plan (IPP) Development

The IPP is completed annually, following processes described in the Homeland Security Exercise and Evaluation Program (HSEEP), including the **Integrated Preparedness Cycle (IPC)**. The IPC includes the whole community (as defined by FEMA: [Whole Community | FEMA.gov](https://www.fema.gov/whole-community)) in the development of preparedness priorities and provides the opportunity to integrate training, exercise, and evaluation into a continuous preparedness process with planning, organizing, and equipping activities. Working through the IPC assists with identifying training and exercise needs and serves as a training needs assessment process. The IPC allows the T&E Program to identify training and exercise needs through evaluation of previous training and exercise opportunities as well as through the incorporation of preparedness planning and organization activities. In effect, a training and exercise program rooted in the IPC will be more robust and inclusive of the overall needs of an entire emergency preparedness and response program and all personnel with responsibilities therein.



## Integrated Preparedness Planning Workshops (IPPWs)

Conducting IPPWs is a vital step in completing the Integrated Preparedness Plan (IPP). IPPWs are held in conjunction with regular Emergency Management Workshops (EMWs) in each IOEM Area Field Office Region at least once per year. The IPPW allows local and tribal emergency management personnel to share their jurisdictions' preparedness priorities. County and tribal emergency managers are encouraged to invite, or bring feedback from, members of the whole community.

IOEM T&E works to solicit feedback and information from county and tribal emergency managers (acting as representatives of their communities), Emergency Support Function partners, American Red Cross (ARC), Voluntary Organizations Active in Disaster (VOAD), and other key stakeholders.

Invitees may be asked to provide feedback on a questionnaire or survey regarding training and exercise needs and interests. The results can be addressed at the IPPW. IPPWs are conducted in a conversational atmosphere with the intent of encouraging discussion to determine which training and exercise opportunities may best support preparedness priorities around the state. The priorities and needs discussed at the IPPW are used to finalize the training and exercise opportunities identified in the IPP.

## **State Training Program Components**

The IOEM T&E Program will coordinate with federal training partners, subject matter experts, neighboring states, and its adjunct instructor cadre to deliver emergency management preparedness courses statewide in a systematic, cost-effective methodology.

Training is provided consistent with emergency personnel's current and potential responsibilities, potential hazards and risks, the National Incident Management System (NIMS) Training Program, community preparedness priorities, and T&E Program goals.

The IOEM T&E Program coordinates all NIMS/ICS courses in the state, adheres to the retention requirements for training delivery records according to 2 CFR 200.334 and maintains the NIMS/ICS state certified trainer database for the delivery of these courses in accordance with the NIMS Training Program (May 2020).

In addition to courses identified at IPPWs, the IOEM T&E Program plans to sponsor NIMS core courses statewide in 2024-2025, depending on available funding. Course conduct is subject to minimum requirements for cost-effectiveness. The courses listed below will be discussed at each IPPW and scheduled accordingly. Refer to Appendix H for target core capability correlation and Appendix A for the training and exercise forecast schedules.

- G191 ICS/EOC Interface
- G-402 NIMS and ICS Overview for Senior Officials
- G2300 Intermediate EOC Functions
- ICS 300 Intermediate Incident Command System
- ICS 400 Advanced Incident Command System
- National Emergency Management Basic Academy

IOEM T&E will help ensure opportunities are provided for all Emergency Management Performance Grant (EMPG) funded personnel in Idaho to meet the following NIMS training requirements:

- Any version of IS-100, IS-200, IS-700, and IS-800 AND
- Professional Development Series (PDS) OR the Emergency Management Professionals Program (EMPP) Basic Academy.



## Independent Study

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

The IOEM T&E Program provides learning materials and references on a variety of preparedness topics for the whole community. Independent study and self-guided learning opportunities, as well as reference materials and guides, are organized by topic and included in a repository on the IOEM website at <https://ioem.idaho.gov/self-guided-learning-resources/>. IOEM supports the National Incident Management System (NIMS) series of classes to support progressive training. The emergency management community is encouraged to use the following guide in determining recommended classes for individuals, depending on their level of responsibility. See Appendix B for training resources.

## NIMS Training Program

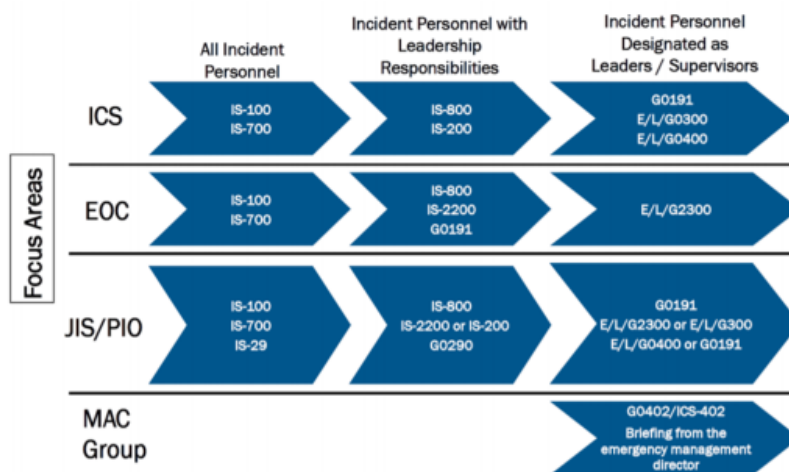


Figure 2: Preparedness Grant Notice of Funding Opportunity (NOFO) Criteria

## Training Requests

Jurisdictions may request training by completing the IOEM Training Request Form at: <https://ioem.idaho.gov/operations/training-exercise/training/training-request-form/>. To ensure proper planning and coordination, the T&E Program suggests that all requests for training be submitted three to six months prior to the requested training dates.

## **State Exercise Program Components**

Exercise program management is the process of overseeing and integrating a variety of exercises over time. Through effective exercise program management, each exercise becomes a supporting component of a larger preparedness program with overarching priorities.

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

- Work with constituents to build an integrated statewide exercise program that incorporates stakeholder preparedness priorities.
- Conduct exercises that align with statewide priorities and enhance overall preparedness.
- Provide exercise technical assistance and direct support to local, state, and tribal partners as requested and as resources are available.

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

The **Homeland Security Exercise and Evaluation Program (HSEEP)** 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 preparedness across the nation. HSEEP uses a common methodology to ensure a consistent and interoperable approach to exercise planning, design, conduct, evaluation, and improvement planning. This methodology applies to exercises in support of all national preparedness mission areas. The State of Idaho has adopted HSEEP as the state standard.

The T&E office will provide exercise support on an as-available basis. Some of the products that may be provided are:

- Controllers
- Evaluators
- Simulation/Simulators
- Participation as Planning Team Member
- Assistance with exercise design in partnership with the jurisdiction to include documentation, scenario and objective development, and planning meetings
- Other assistance as required or available

The T&E Program suggests that all requests for exercise assistance be made six months to a year in advance (depending on the complexity of the exercise) for planning team members or design assistance to ensure that we can provide accurate assistance and to avoid conflicting events.

### **Idaho Exercise Toolkit**

The Idaho Exercise Toolkit is a product available online at:

<https://ioem.idaho.gov/operations/training-exercise/exercise/idaho-exercise-program-toolkit/>

IOEM has developed the Idaho Exercise Toolkit to ensure that local jurisdictions have the necessary tools to develop and conduct exercises in a manner consistent with the guiding principles of the HSEEP. The Toolkit provides a common, standards-based approach to exercise program management, design and development, conduct, evaluation, and improvement planning. It is intended to be a step-by-step guide written in common terminology for use by local jurisdictions and agency partners.

### **Exercise Support Request Questionnaire**

The IOEM T&E Program has designed a questionnaire that is intended as a supplement to the Idaho Exercise Program Toolkit. The intent is to support local and tribal jurisdictions to the extent the state has the resources available to deliver. The concept of the questionnaire is also to serve as an exercise development tool to assist agencies determine what they need to know before they start exercise planning or submitting a request for exercise assistance. The questionnaire leaves open the opportunity to request specific but limited assistance in certain areas such as: documentation, evaluation, or SimCell support. The Area Field Officer (AFO) is the main point of contact for emergency managers to determine what support is needed. See Appendix E for Request for Exercise Support. The questionnaire is also available online at: <http://ioem.idaho.gov/wp-content/uploads/2018/10/IOEM-Exercise-Design-Questionnaire.docx>

### **State Exercise Program Activities**

Exercise activities are planned and conducted based upon the program priorities identified below. Quarterly exercises will focus on the top threats/hazards in Idaho. These exercises can be held in a different region each quarter and tailored to specific risks or mission areas. The program may have an annual state exercise every year, at the table-top, functional or full-scale level.

As the state progresses through the exercise calendar and real-world activations, IOEM reviews exercise and activation lessons learned to implement efficient and effective planning, prevention, mitigation, response, and recovery. Through the corrective action process, state-led exercises will incorporate the lessons learned to build state, local and tribal emergency management capability.

### **State Emergency Response Team (SERT) Training and Exercise**

Idaho SERT training is a major function of IOEM's implementation process of the National Qualification System (NQS). The Idaho Response Center (IRC) Coordinator, IOEM T&E personnel and Idaho SERT Section Chiefs will work together to provide training & exercise opportunities for IOEM staff and reservists, which comprise the Idaho SERT. These training and exercise activities are based on the competencies in the Idaho SERT Position Task Books (PTBs) and are a means to achieve certification for positions established in the NQS.

Training activities may include both virtual and in-person courses covering essential information on position specific roles and responsibilities, Community Lifelines, and WebEOC. SERT training creates teamwork opportunities among Idaho SERT sections, Emergency

Support Function (ESF) members and local and tribal Emergency Managers. In addition to alignment with NQS implementation, the SERT Training incorporates the IOEM Integrated Preparedness Plan (IPP) by including quarterly exercises to apply the training and prepare for full-scale exercises and real-life incidents/disasters. This training provides a pathway for IOEM to achieve the requirement of the FEMA National Qualification System (NQS) to create, *"qualified, certified, and credentialed personnel to manage and support incidents of all types and sizes."*

A schedule of projected SERT training and exercise activities can be found in Appendix A-6.

## **2024–2025 Program Priorities**

### **IPPW and Survey Identified Priorities**

Survey responses were collected from county and tribal emergency managers, ESF partners, and other local responders, entities, and jurisdictions around the state. The top Preparedness Priorities identified in these surveys and IPPWs include:

- First Responder (Safety, Staffing, Volunteers)
- Operational Communication
- Operational Coordination
- Public Information
- Active Shooter
- Mass Care and Family Assistance Centers

### **THIRA/SPR Identified Priorities**

IOEM completes a Threat and Hazard Identification and Risk Assessment (THIRA) every three years. The THIRA is used to help set preparedness priorities for the State of Idaho and contribute to the ongoing maintenance of the Idaho Emergency Operations Plan. Using the THIRA process to rank capabilities estimations and identify gaps allows IOEM to address these items through a training and exercise program.

The Stakeholder Preparedness Review (SPR) – a self-assessment of the state's current capability levels against the targets identified in the THIRA – is completed annually.

The following Core Capabilities have been identified as priority catastrophic gaps by the THIRA and SPR. IOEM's current focus areas on capability relative to goals are:

- Cybersecurity
- Environmental Response (Decontamination)
- Mass Search and Rescue (First Responder)
- Public Health, Health Care and Emergency Medical Services
- Fatality Management Services

## **Leadership and NQS Exercise Program Identified Priorities**

IOEM Leadership has identified exercise priorities for 2024-2025. Exercise objectives should focus on Regional Response Team HAZMAT response and recovery, with coordination between the teams, local/tribal jurisdictions, and state agencies. Also, all state-level exercises should include ESF integration into SERT operations to the maximum extent possible. Furthermore, exercises should include evacuation objectives, when possible, to include: alerts/warnings, pre-scripted notifications, clear and visible signage, common terminology/evacuation levels, identification of evacuation locations, etc.

IOEM has implemented a performance-based program that aligns with national baseline qualifications, Idaho Response Center functions, and State Emergency Response Team positions. Qualified evaluators assess trainees during real world incidents, exercises, and other work situations as part of the SERT Position Task Book (PTB) qualification review process. Full scale and functional exercises are primary methods contributing to the completion of the PTB review process for SERT personnel to demonstrate individual skillset tasks. Exercise objectives may be coordinated between SERT Section Chiefs and T&E personnel to maximize opportunities for personnel to demonstrate task proficiency.

## Appendix A: Training and Exercise Forecast

### 2024 Training Calendar

Quarter 1 January-March			
Course	Date	Location	Primary Core Capability
G-191 EOC/ICS Interface	01-23-24	Boise, ID	Operational Coordination
ICS-300 Intermediate ICS for Expanding Incidents	01-24-24	Boise, ID	Operational Coordination
ICS-300 Intermediate ICS for Expanding Incidents	02-06-24	Emmett, ID	Operational Coordination
ICS-400 Advanced Incident Command System	02-09-24	Boise, ID	Operational Coordination
ICS-300 Intermediate ICS for Expanding Incidents	02-20-24	Fruitland, ID	Operational Coordination
AWR-167 Sport and Special Event Risk Management	03-06-24	Boise, ID	Planning
ICS-300 Intermediate ICS for Expanding Incidents	03-18-24	Hayden, ID	Operational Coordination
L-0105 Public Information Basics	March 2024	Idaho co.	Public Information & Warning
AWR-147 Railcar Incident Response	03-28-24	Mtn. Home, ID	Mass Care
Quarter 2 April-June			
ICS-400 Advanced Incident Command System	04-15-24	Hayden, ID	Operational Coordination
L-0973 All-Hazards Position Specific Admin/Finance Section Chief	April 2024	Nampa, ID	Community Resilience
ICS-300 Intermediate ICS for Expanding Incidents	April 2024	Idaho Falls, ID	Operational Coordination
ICS-400 Advanced Incident Command System	April 2024	Idaho Falls, ID	Operational Coordination
National Emergency Management Basic Academy	May/June 2024	Lewiston, ID	Operational Coordination
Quarter 3 July-September			
E0133 Exercise Conduct Evaluation and Improvement Planning	July 2024	Blaine co.	Operational Coordination



**IOEM Integrated Preparedness Plan  
Appendix A: Training and Exercise Forecast**

PER-340 Active Threat Integrated Response	July 2024	Gooding co.	On-Scene Security, Protection and Law Enforcement
G-0358 Evacuation and RE-Entry Planning Course	July 2024	Twin Falls co.	Public Information & Warning
Cybersecurity Training	August 2024	Twin Falls co.	Cybersecurity
<b>Quarter 4 October-December</b>			
G-0426 Building a Roadmap to Resilience	October 2024	Blaine co.	Community Resilience
<b>TBD</b>			

## 2024 IOEM Sponsored Training/Education Events

Event	Date
Severe Winter Weather Webinar	TBD
Spring Weather/Flooding Webinar	March TBD
Wildfire Webinar/Workshop	May TBD
COOP/COG Training/Workshop	Q3 TBD
Weather Update/Outlook Briefing	Q3-Q4 TBD

## 2024 Training Projections

Course	# Offerings
ICS 300 Intermediate Incident Command System	8
ICS 400 Advanced Incident Command System	6
G0402 NIMS Overview for Senior Officials	4

**IOEM Integrated Preparedness Plan  
Appendix A: Training and Exercise Forecast**

G0191 Emergency Operations Center/Incident Command System Interface	2
G2300 Intermediate Emergency Operations Center Functions	2
L0105 Public Information Basics	2
L0146 Homeland Security Exercise & Evaluation Program (HSEEP)	1
FEMA P-154 Rapid Visual Screening of Buildings for Potential Seismic Hazards / ATC-20 Procedures for Post-earthquake Safety Evaluation of Buildings	1
L0101/0102/0103/0105/0146 Basic Academy Series	1
G0318 Local Hazard Mitigation Planning	1

### 2024 Projected Exercises

	Exercise	Jurisdiction
<b>Q1 Jan – Mar</b>	SERT Quarterly Exercise	State, Local/Tribal Jurisdictions
	Spring Flooding Readiness Seminar/TTX	Local/Tribal Jurisdictions
<b>Q2 Apr-Jun</b>	SERT Quarterly Exercise	State, Local/Tribal Jurisdictions
	Regional Integrated Preparedness Plan Workshop (IPPW)	State, Local/Tribal Jurisdictions
	Catastrophic Housing Plan TTX	State, Local/Tribal Jurisdictions
	Regional Fire Readiness Seminar / TTX	Local/Tribal Jurisdictions
<b>Q3 Jul-Sep</b>	SERT Quarterly Exercise	State, Local/Tribal Jurisdictions
	Regional Response Team Exercise Series	State, Local/Tribal Jurisdictions
	IOEM COOP/COG Exercise	State
<b>Q4 Oct-Dec</b>	SERT Quarterly Exercise	State, Local/Tribal Jurisdictions

### 2025 Projected Exercises

	Exercise	Jurisdiction
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**IOEM Integrated Preparedness Plan  
Appendix A: Training and Exercise Forecast**

<b>Q1 Jan – Mar</b>	SERT Quarterly Exercise	State, Counties
<b>Q2 Apr-Jun</b>	SERT Quarterly Exercise	State, Counties
	Integrated Preparedness Plan Workshop (IPPW)	State, Counties
<b>Q3 Jul-Sep</b>	SERT Quarterly Exercise	State, Counties
	IOEM COOP/COG Exercise	State
	State Annual Exercise (TBD)	State, Counties
<b>Q4 Oct-Dec</b>	SERT Quarterly Exercise	State, Counties

## 2024-2025 Integrated SERT/IRC Training & Exercise Plan

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>SERT / IRC Seminars and Training</b>												
<b>General</b>		x			x			x			x	
IRC Introduction												
WebEOC Introduction												
ESF Introduction												
<b>Resource</b>				Logistics		Finance						
Logistics Overview												
Logistics Positions												
Finance Overview												
Finance Positions												
<b>Operations</b>				x	x	x						
Operations Overview												
Operations Positions												
ESF Coordination	x			x			x			x		
<b>Plans</b>	x	x	x									
Plans Overview												
Plans Positions												
<b>Admin</b>										x	x	x
Admin Overview												
Admin Positions												
<b>SERT/IRC Exercises (1:00pm – 4:00pm)</b>												
SERT 1st Qtr. Exercise – Resource/Plans Focus	1/18		3/21									
SERT 2nd Qtr. Exercise - Logistics/Ops Focus						6/20						
SERT 3rd Qtr. Exercise - TBD									9/19			
SERT 4th Qtr. Exercise – Admin Focus											11/21	
<b>*SERT Workday</b>	1/18	2/21	3/21	4/18	5/16	6/20	7/18	8/15	9/19	10/17	11/21	12/19

\* SERT Workday is an opportunity for all IOEM staff, reservists and Emergency Support Functions (ESFs) to participate in SERT training or position tasks as assigned by each Section Chief. Position specific training or seminars may be available for all to attend. Afternoon activities are intended for Section Chiefs to focus on section priorities or opportunities for cross training.

## Appendix B: Training Resources

Training resources can be found at the following websites:

- <https://www.ndpc.us>
  - <https://www.firstrespondertraining.gov>
  - <https://training.fema.gov>
  - <https://www.idahoprepares.com>
1. **The National Incident Management System (NIMS) Training Program:** The National Incident Management System (NIMS) Training Program defines the national NIMS training program. It specifies National Integration Center and stakeholder responsibilities and activities for developing, maintaining, and sustaining NIMS training. student attendance. The IOEM T&E Program utilizes the NIMS Training Program in recommending and providing training to emergency managers of all skill levels. Additional information on NIMS can be found at <https://www.fema.gov/nims-training>
  2. **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/crslst.aspx>
  3. **Foundations of Emergency Management Basic Academy:** The Emergency Management Basic Academy is a training experience combining knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management. The National Emergency Management Basic Academy is designed for newly appointed emergency managers with less than three years of experience, including members of State, local, tribal, and territorial homeland security or emergency services programs; Nongovernmental organizations, voluntary agencies, or professional organizations; Private sector emergency management offices; College or university emergency management staff; and FEMA, federal partners, military and emergency managers at other departments or agencies. The Basic Academy series (or the FEMA Professional Development Series) has been identified as a training requirement for recipients of EMPG funding.
    - a. **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 (or the Basic Academy) series has been identified as a training requirement for recipients of EMPG funding

4. **FEMA Advanced Professional Series (APS):** The ability to perform essential work in a disaster requires skills in emergency operations and management. These skills may be developed through this series of courses that offers “how to” training focused on practical information. This series emphasizes applied skills in disaster operations, management and coordination.

At this time, delivery of the APS Series is secondary to resourcing training in support of prioritized capability gaps. The courses in the APS lineup address top skills for performing emergency management and disaster duties. The IOEM 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.

5. The IOEM T&E Program coordinates with the **National Domestic Preparedness Consortium (NDPC)** <https://www.ndpc.us>, 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 various disciplines, including chemicals, explosives, radiological/nuclear devices, bioterrorism, counterterrorism, 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 IOEM 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 and tribal 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.

The NDPC website above 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** <https://cdp.dhs.gov>: 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)** <https://nmt.edu>: 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)** <https://lsu.edu> : Mobile training courses dealing with Weapons of Mass Destruction (WMD), counterterrorism, 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)** <https://teex.org/homeland-security/>: 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)** <http://www.ctosnnsa.org/>: Resident and mobile training prevention, deterrence and operational response to radiological/nuclear attacks
  
  - **Transportation Technology Center, Inc. (TTCI)** <https://www.ttcitech/>: Resident training transportation research and testing organization, providing emerging technology solutions for the railway industry and highway response.
6. The **Emergency Management Institute** (EMI) <https://training.fema.gov> of the United States Federal Emergency Management Agency serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of state, territorial, local, and tribal government officials; volunteer organizations; FEMA's disaster workforce; other Federal agencies; and the public and private sectors to minimize the impact of disasters and emergencies on the American public.

## Appendix C: Exercise Resources

### 1. **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.

### 2. **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: <https://training.fema.gov/programs/nsec/mepp/>

### 3. **Community-Specific Integrated Emergency Management Courses (IEMC)**

The community specific IEMC provides an in-depth training and exercise experience for participants from a single jurisdiction. Community-specific IEMCs are written to reflect the hazards or events facing the jurisdiction, the type of EOC used by the jurisdiction, and the organizations included in the jurisdiction's emergency plans. EMI exercise specialists conduct a pre-course analysis with the jurisdiction to collect location information, identify critical infrastructure, study transportation systems, and analyze current response plans. The curriculum is developed utilizing a training and exercise methodology. Participants will begin the week in a classroom environment and then culminate with an exercise to test the jurisdiction's planned approach to specific hazards. Further application information and nomination package requirements can be located on the EMI website at <https://training.fema.gov/iemc/selprocess.aspx>

- **Course Description:** IEMCs are exercise-based training workshops that place a jurisdiction's emergency operations center (EOC) personnel in realistic crisis situations within a structured learning environment. The jurisdiction selects the hazard(s) and the Core Capabilities it wishes to include in both the plenary and exercise components of the course to reflect the jurisdiction's hazards or events, EOC type, and organizations included in emergency plans. Data reported in the applicable Stakeholder Preparedness Report and the Threat and Hazard Identification and Risk Assessment should be used as a basis for the request.
- **Target Audience:** IEMCs are Homeland Security Exercise and Evaluation Program (HSEEP) consistent and designed for personnel who fill specific emergency support positions within their community. A sample of attendees may include:
  - Chief elected and appointed officials from local, tribal, regional, State, and Federal emergency management agencies.

- Senior level personnel from response agencies and organizations (e.g., law enforcement, fire, emergency medical services, and public health);
- Managers from volunteer organizations active in disasters (VOADs); and,
- Representatives from private organizations which participate in local, tribal, regional, and state responses.

4. **Technical Assistance**

The IOEM 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 IOEM 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 SERT/IRC exercise play. Please contact the IOEM T&E Program if you would like to request any form of technical assistance.

## Appendix D: Exercise Types

Appendix D serves as a reference to define and provide examples of HSEEP exercises. For a complete guide, please visit: <https://www.fema.gov/emergency-managers/national-preparedness/exercises/tools>

### ***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*

Though like 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, 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 E: Request for Exercise Assistance

1. Who will be the main point of contact for the Planning Team and execution of the exercise?

Name:	
Phone:	
Email:	
SME?	Yes / No

2. What type of support are you needing? (check all that apply)

<input type="checkbox"/>	Exercise Design and Development	<input type="checkbox"/>	Subject Matter Expert
<input type="checkbox"/>	Controller	<input type="checkbox"/>	Evaluator
<input type="checkbox"/>	Facilitator	<input type="checkbox"/>	Simulator (SimCell)
<input type="checkbox"/>	Player	<input type="checkbox"/>	Actor
<input type="checkbox"/>	SEOC Support	<input type="checkbox"/>	Planning Team Member

**PLAN:**

3. What plan are you testing?

\_\_\_\_\_

4. What portion of the plan is being tested?

\_\_\_\_\_

5. Is there an exercise requirement? (grant, agency priority, etc.)

\_\_\_\_\_

Has this plan been exercised before?

What type of exercise?	When?

If yes, what were the lessons learned? Corrective Actions?

Lessons Learned	Corrective Actions

6. Do you require any training prior to the exercise? If so, please indicate which.

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7. Who will be tested in this exercise? (mark all that apply)

<input type="checkbox"/>	EOC	<input type="checkbox"/>	Elected Officials
<input type="checkbox"/>	ESF 1: Transportation	<input type="checkbox"/>	ESF 2: Communications
<input type="checkbox"/>	ESF 3: Public Works	<input type="checkbox"/>	ESF 4: Firefighting
<input type="checkbox"/>	ESF 5: Emergency Management (EOC)	<input type="checkbox"/>	ESF 6: Mass Care
<input type="checkbox"/>	ESF 7: Logistics and Resource Support	<input type="checkbox"/>	ESF 8: Public Health
<input type="checkbox"/>	ESF 9: Search and Rescue	<input type="checkbox"/>	ESF 10: Hazardous Materials
<input type="checkbox"/>	ESF 11: Agriculture and Natural Resources	<input type="checkbox"/>	ESF 12: Energy
<input type="checkbox"/>	ESF 13: Public Safety	<input type="checkbox"/>	ESF 14: Long Term Recovery
<input type="checkbox"/>	ESF 15: Public Affairs	<input type="checkbox"/>	ESF 16: Military Support
<input type="checkbox"/>	First Responders	<input type="checkbox"/>	County(ies)/Tribe(s)
<input type="checkbox"/>	Volunteer Organizations	<input type="checkbox"/>	Elected Officials
<input type="checkbox"/>	Hospital /EMS	<input type="checkbox"/>	Business / Industry

**EXERCISE TYPE/DATE:**

8. What type of exercise do you want?

<input type="checkbox"/>	Seminar (60+ days planning)	<input type="checkbox"/>	Workshop (60+ days planning)	<input type="checkbox"/>	Tabletop (90+ days planning)
<input type="checkbox"/>	Drill (6-8 months planning)	<input type="checkbox"/>	Functional (1-year planning)	<input type="checkbox"/>	Full-Scale (1-2 years planning)

9. What time frame would you like to conduct the exercise? (month/year)

---

10. List hazard(s) to be exercised by priority:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

11. List impact areas that are vulnerable to the hazard being exercised:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

12. Specify which Mission Area is to be exercised (See Appendix A for definitions)

<input type="checkbox"/>	Prevention	<input type="checkbox"/>	Protection
<input type="checkbox"/>	Mitigation	<input type="checkbox"/>	Response
<input type="checkbox"/>	Recovery	<input type="checkbox"/>	

13. Specify core capabilities to be exercised (See Appendix A for definitions)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

14. What objectives do you want to achieve?

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

15. What steps do you need to achieve your objectives (Critical Tasks)?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

16. What is the timeline for the event?

- Before Incident
- Incident
  - Impact
  - Incident + 12-24
  - Incident + 48-72
- Recovery
  - Short term – up to 6 weeks
  - Mid-term – 6 weeks to 6 months
  - Long term – 6 months to 2 years

## Appendix F: 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, tribal and local governments. We describe our security and resilience posture through the Core Capabilities 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.

## Appendix G: Core Capabilities

For more information on Core Capabilities and Core Capability Development Sheets for tools to build or sustain capabilities and close identified gaps, including training courses, planning partners, validation support and more: <https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities>

**Note that the core capabilities of Planning, Public Information and Operational Coordination are common to all five mission areas.**

PREVENTION	PROTECTION	MITIGATION	RESPONSE	RECOVERY
Planning				
Public Information & Warning				
Operational Coordination				
Intelligence & Information Sharing		Risk & Disaster Resilience Assessment	Infrastructure Systems	
Interdiction & Disruption		Community Resilience	Environmental Response / Health & Safety	Health & Social Services
Screening, Search & Detection		Long-Term Vulnerability Reduction	Critical Transportation	Economic Recovery
Forensics & Attribution	Access Control and Identity Verification	Threats & Hazard Identification	Situational Assessment	Natural & Cultural Resources
	Physical Protective Measures		Fatality Management Services	Housing
	Cybersecurity		Fire Management & Suppression	
	Supply Chain Integrity & Security		Logistics & Supply Chain Management	
	Risk Management for Protection Programs		Mass Care Services	
			Mass Search & Rescue Operations	
			On-Scene Security, Protection & Law Enforcement	
			Operational Communications	
			Public Health, Healthcare & Emergency Medical Services	

## **Appendix H: 2023 Integrated Preparedness Planning Workshops (IPPWs)**

### **T&E OBJECTIVES**

- Support County, Tribal, and Stakeholder emergency management
- Along with AFO, assist communities to meet T&E grant requirements
- Intended Audience (Stakeholders) for IOEM IPPW:
  - IOEM Program Managers & Staff
  - Area Field Officer (AFO)
  - County/Tribe Emergency Managers
  - Health Districts
  - Emergency Support Function (ESFs)
  - Others not able to attend Regional IPPWs

### **Program Managers/Stakeholders**

Please be prepared to discuss the following:

- Training initiatives related to your program over the next 12-24 months.
  - State delivered EMI G- and L- series courses
  - Consortium courses from offsite training providers -EMI, TEEX, NCBRT (LSU), NMT/EMRTC (New Mexico Tech)
- Exercises T&E may assist related to your program over the next 12-24 months.
  - Local/Tribal/Regional/multi-jurisdictional
  - Jurisdictional exercise planning/design assistance needs
  - Program-specific exercise needs

## **IPPW WORKSHOP AGENDA**

The purpose of the IPPW is to identify training and exercise preparedness activities that will enhance and improve key focus areas of response, recovery, mitigation and preparedness activities that have been identified in after-action reports, Threat Hazard Identification Risk Assessment and State Preparedness Review.

Although we will be presenting information, we would like this to be an open process of interaction to best understand how IOEM T&E can support your program as we develop an Integrated Preparedness Plan.

### **Welcome and Introductions**

### **Workshop Overview**

### **Training Program Updates & Feedback**

### **Discussion: Jurisdiction Preparedness Priorities & Events**

### **Develop Multi-Year Exercise Schedule**



## Appendix I: Acronyms

AAR/IP	After Action Report / Improvement Plan
AFO	Area Field Officer
AFRCC	Air Force Rescue Coordination Center
AHIMT	All-Hazard Incident Management Team
APS	Advanced Professional Series
ATC	Applied Technology Council
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 IOEM)
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
IDEOC	Idaho Emergency Operations Center
IDEOP	Idaho Emergency Operations Plan
IEMA	Idaho Emergency Managers Association
IEMC	Integrated Emergency Management Course
IMT	Incident Management Team

**IOEM Integrated Preparedness Plan**  
**Appendix I: Acronyms**

IPP	Integrated Preparedness Plan
IPPW	Integrated Preparedness Planning Workshop
IOEM	Idaho Office of Emergency Management
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 & Testing Center
NQS	National Qualification System
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
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	Weapon of Mass Destruction

## **Appendix J: Points of Contact (POCs)**

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