



IDAHO OFFICE OF EMERGENCY MANAGEMENT

Multi-Year Training and Exercise Plan 2020-2021

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SCOPE

The Idaho Office of Emergency Management (IOEM) will administer the Training and Exercise Plan (TEP) 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 (see Appendix B). 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 IOEM Multi-Year Training and Exercise Plan (MYTEP) is intended to be a complimentary document to existing emergency management plans and programs. It will be synchronized with any updates made to the IOEM 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.

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 32 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 provides the training and exercise forecast of proposed activities to be conducted from October 2019 through October 2021, Appendix E is the 2019 TEPW Agenda while Appendix F is the Request for Exercise Assistance. Finally, and Appendix G contains a list of acronyms used in this document.

PURPOSE

The State of Idaho is required to plan and prepare for disasters and emergencies that are natural or man-caused to include enemy attack, sabotage, or other hostile actions including terrorism and the use of weapons of mass destruction. The Idaho Office of *Emergency Management Strategic Plan* sets the direction and framework to guide the state and communities to work together in an effort to achieve this requirement and begins with Vision, Mission and Core Values. It contains a description and explanation of the process of the business of preventing, protecting against, mitigating the effects of, responding to and recovering from the hazards listed above. The process adheres to an established cycle that facilitates informed planning, leading to the appropriate application of resources for training & exercise, equipping and organizing, which facilitates expert delivery of service to our customers. IOEM core functions are clearly delineated in State Statute (Idaho Code 46-1006) and Governor's Executive Order 2019-15 and the IOEM T&E program and are intended to do the following:

- Assist in the establishment and operations of training programs
- Train personnel to meet State emergency objectives
- Assist local governments in developing 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 the exercise program

The processes to support these core functions are influenced by many things including the Threat, Hazard, Identification, and Risk Assessment (THIRA) process, National Incident Management System (NIMS), Presidential Policy Directive (PPD-8), federal mission area framework documents and other federal guidance, as well as grant execution guidance. These guiding documents help IOEM to define how the agency will achieve Management goals, work on THIRA derived projects, and manage programs to support core functions. The ability to execute core functions while adhering to a wide range of guidance, dictates that we must leverage the "whole community" of emergency management - private-sector, non-governmental and private citizens and cultivate these relationships. Through this, community resiliency is built – the only way to truly anticipate and prepare for uncertainty.

Training and exercise are two of the most effective ways to measure the preparedness of Idaho's plans, equipment, and operational readiness within an all-hazards environment. The focus of the IOEM Training and Exercise (T&E) program is to facilitate and support local, regional and state level jurisdictions collaboratively.

Thus, IOEM incorporates the THIRA, the Stakeholders Preparedness Review (SPR) (previously known as the State Preparedness Report) and All Hazards Mitigation planning processes to look at the historical occurrence of disasters, the likelihood, and the impact. Local jurisdictions give their input, as well as subject matter experts from across various agencies, public and private. This collaboration produces a gap analysis that enables the State to have a good indication of where the State as a whole would like to be, and where the State currently is, and then uses that information to drive multiple strategic planning, mitigation planning, and preparedness cycle efforts. The gap analysis is further collaborated for grant allocation as well as training and exercise planning to try and close some of those identified gaps.

The Multi-Year Training and Exercise Plan (MYTEP) lays out a combination of progressively evolving exercises along with associated training requirements and is submitted to document IOEM's overall training and exercise program priorities determined by guidance from senior

officials for a specific multi-year schedule of exercise events and supporting training activities to meet those program priorities. These priorities, linked to corresponding core capabilities and a rationale based on existing strategic guidance, threat assessments, corrective actions from previous exercises, and other factors, are finalized in the Training and Exercise Planning Workshop(s) (TEPW). 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 (in theory). Further, by including training requirements in the planning process, organizations can address known gaps and priority areas prior to exercising capabilities.

The 2019-2021 MYTEP lays out a combination of exercises and associated training requirements specific to Idaho which address the priorities identified in the IOEM Strategic Plan, elected/appointed official input and direct requests, and recommendations made during the TEPW.

Many of the programs within IOEM, to include T&E, are funded through the Homeland Security Grant Program (HSGP) and Emergency Management Performance Grant (EMPG). Both grant programs require IOEM to conduct a TEPW on an annual basis and develop a MYTEP. Both programs also encourage the use of the Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP) for documentation, templates, and reporting tools and methodology. The 2019 TEPW and 2019-2021 MYTEP meet the requirements as outlined in both the EMPG and HSGP Funding Opportunity Requirements.

TRAINING AND EXERCISE PLANNING WORKSHOP

In 2019, the IOEM **Training and Exercise Planning Workshop (TEPW)** process was modified with the goal of forming an improved process of exchanging information and determining the training and exercise needs within the State of Idaho. Six TEPWs were held in five of the six Area Field Office Regions and at a TEPW at an IOEM Emergency Support Function Coordinating Group meeting for state agencies. Each TEPW was held at an Emergency Manager Workshop (EMW) and was conducted in a conversational atmosphere with the intent of encouraging discussion to determine how best to support our constituents. TEPW attendees included county and tribal emergency managers, Public Health District (PHD), Idaho Department of Health and Welfare (IDHW), Idaho Transportation Department (IDT), Department of Environmental Quality (DEQ), National Weather Service (NWS), Idaho Department of Lands (IDL), Voluntary Organizations Active in Disaster (VOAD), Red Cross, and others.

The TEPW meetings provided participants with information on planned state and local exercises for 2020 and 2021 and with an opportunity to identify training priorities for these upcoming years. These training and exercise events were tentatively scheduled and included in the **Multi-Year Training & Exercise Plan (MYTEP)**. The TEPW was held to validate the Training and Exercise Plan structure and to provide participants with the opportunity to approve or revise the proposed schedule of training and exercise or add other courses or exercise events in accordance with their regional or jurisdictional needs or requirements.

This was the first year to experiment with the regional TEPW process and we had a very positive response at each workshop. We plan to continue this method of presenting the training and exercise plan in the future. In 2020 we plan to attend two EMWs in each region (as time and schedules permit) with the first one to validate or amend the current MYTEP and the second one

scheduled specifically as the TEPW with a goal of completing the TEPW by September and the MYTEP by December of each year.

OVERVIEW OF PROGRAM PRIORITIES

Once every three years, IOEM convenes the Idaho THIRA Working Group*. This working group is comprised of the IOEM Operations Branch, the IOEM Preparedness and Protection Branch, and representatives from various Emergency Support Functions who contribute to the on-going maintenance of the Idaho Emergency Operations Plan.

By analyzing this information and using the THIRA process to rank capabilities estimations and identify gaps, IOEM can begin to address these items through a training and exercise program. Further, corrective actions from previous exercise/events, and stated input from senior elected/appointed officials, the Core Capabilities enumerated in Appendix B, have all been identified as priority areas for the IOEM Training and Exercise Plan.

In order to track performance, the IOEM T&E Program will review the progress of work-plans through IOEM Branch Chiefs toward building and sustaining capabilities on an annual basis. The MYTEP will be amended, as required, to ensure positive growth and continuity occurs throughout each year in an effort to maintain our program priorities.

*THIRA previously accomplished annually

TRAINING AND EXERCISE PROGRAM MANAGEMENT, RESOURCES, AND METHODOLOGY

An effective training and exercise program maximize 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 IOEM 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 IOEM T&E Program can support all aspects of emergency management functions.



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 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 IOEM 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.

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/crslist.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.
4. **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.
5. **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.
6. 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, 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 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 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 IOEM T&E 2 weeks prior to course delivery.

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:** 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.

7. **EMI:** FEMA's Emergency Management Institute (EMI) has changed the course application process and will now be accepting online applications for the following courses:

- EMI resident courses ("E" courses)
- Field deliveries of the National Emergency Management [Basic Academy](#) courses (L0101-0105 and L0110).

Applicants for these EMI courses should no longer submit a paper application form.

To apply, go to the National Emergency Training Center (NETC) [Online Admissions Application](#) page to find a list of what is needed to complete the application process. Registration for any EMI course requires having a FEMA Student Identification (SID) number. TO obtain a FEMA SID, go to the [Student Identification System](#) page.

Currently the NETC Online Admissions Application is not compatible with mobile devices.

For questions or assistance in using the new online system to apply for courses, contact NETC Admissions at (301) 447-1035 or send an email to NETCAdmissions@fema.dhs.gov.

8. All Other Courses:

Please follow the instructions below to apply for EMI courses that are not included in the Online Admissions Application process.

- Download and fill out the **General Admission Application, FEMA Form 119-25-1** below
- Screen Fillable (Acrobat 2.1 and above)
- EMI Field Delivered Course Application Tips
- Complete and sign the application form (**Please fill out all blanks on the form completely or it will be returned**).
- This application must be coordinated, reviewed, and approved by:
 - The head of the applicant's sponsoring organization;
 - IOEM State Training Officer; and
 - The NETC Admissions Office.
- IOEM T&E will forward completed forms to NETC or send completed application(s) to:
Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727-8998
Phone: (301) 447 - 1035
Fax: (301) 447 - 1658
Email: NETCAdmissions@fema.dhs.gov
- NETC staff will review the applications and notify applicants regarding their status as noted above.
- EMI will post any remaining vacancies on the EMI Web site and interested personnel may continue to apply. EMI will fill vacancies on a first-come, first-served basis.

STATE TRAINING PROGRAM

IOEM training coordinates all NIMS/ICS courses in the State and maintains and supports the NIMS/ICS state certified trainer database for the delivery of these courses in accordance with the National Incident Management System Training Program (October 2017).

Classroom/Instructor-Based:

In addition to courses identified at the TEPWs, the IOEM T&E Program plans to sponsor one offering of each of the following NIMS core courses in each region on an annual basis dependent on requests for interest, anticipated attendance, and available funding. Course conduct is subject to minimum attendance requirements for cost-effectiveness. The following courses were discussed at each EMW/TEPW and will be scheduled accordingly. Refer to Appendix B for targeted core capability correlation and Appendix D for the training and exercise forecast schedules.

- ICS/G-402 NIMS and ICS Overview for Senior Officials
- G191 ICS/EOC Interface
- G2300 Intermediate EOC Functions
- ICS-300 Intermediate Incident Command System
- ICS-400 Advanced Incident Command System
- G290 Basic Public Information Officer
- G291 Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs
- Foundations of Emergency Management Basic Academy

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

- ✓ Work with constituents to 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 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 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 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://preptoolkit.fema.gov/web/hseep-resources>

Other components of the State Exercise Program Include:

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: <http://training.fema.gov/emiweb/emiapt.asp>.

3. **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>.

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

FUTURE STATE EXERCISE PROGRAM ACTIVITIES

Cascadia Rising 2022 will be a National Level Exercise scheduled for June of 2022. The major participant list will include FEMA, NORTHCOM, the states of Washington, Oregon, and Idaho. Other participants will include public-private partnerships and other government entities within each state and possibly British Columbia, Canada.

Cascadia Rising 2022 is a follow-on exercise to Cascadia Rising 2016. It is a Functional Exercise (FE) intended to test local, state, tribal, and Federal government as well as select private sector and non-governmental organizations' ability to jointly respond to a Cascadia Subduction Zone 9.0 magnitude earthquake and tsunami with associated aftershocks along the West Coast of the United States.

This will be a four-day functional exercise scheduled for June 13-16, 2022. Specifically, this exercise is designed to examine the above organizations' Emergency Operation Centers to coordinate all response core capability functions under the National Preparedness Goal response mission areas with an emphasis on the following Baseline Objectives and Core Capabilities:

1. Operational Coordination
 - Continuity of Government (COG)/Continuity of Operations (COOP)
 - Unified Coordination Group (UCG)/Geographic Branches/Emergency Operation Centers (EOC)/Emergency Coordination Centers (ECC) coordination
 - Logistics and Resource Management

2. Infrastructure Systems
 - Critical Transportation (Transportation Feasibility/Transportation Corridors)
 - Energy Assessment and Restoration
3. Mass Care
 - Evacuation
 - Shelter and Feeding
 - Housing (short and long-term)
4. Additional Objectives determined by each state

As we proceed through the next two years, in addition to participation in the Cascadia Rising 2022 FE, participants will organize and conduct several ramp-up activities to support the above objectives and will include training courses, seminars, workshops, tabletop exercises as determined to be important for FE participation.

Due to the continued lessons learned in response and recovery of the 2018-2019 Winter storms and wide spread Spring flooding, the 2019 Shared Response Exercise, and gaps identified in the most recent Stakeholder Preparedness Review, the state has identified eight key Core Capabilities to ensure an effective emergency response. State-led training and exercises will entail many different aspects of all mission areas within the National Preparedness System. However, an emphasis for state-led exercises will test or validate emergency operation for one or several of these core capabilities for the years 2019-2021 leading up to participation in Cascadia Rising 2022:

- Operational Coordination
- Operational Communications
- Cyber Security
- Mass Care Services
- Housing
- Mass Search and Rescue Operations
- Natural and Cultural Resources
- Health and Social Services

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 and local emergency management capability.

EXERCISE DESIGN RESOURCES

Exercise Support Request Questionnaire

Last year T&E introduced a questionnaire that is intended as a supplement to the Idaho Exercise Program Toolkit. The intent is to provide personal assistance to support the counties that need it as we have the resources available to deliver. The concept of the questionnaire is to help agencies help themselves by walking them through what they need to know before they start exercise planning or request assistance. The questionnaire, at first glance, may seem a bit complex but it was intentionally created to help the requester answer their own questions and identify what they intend to accomplish through their exercise. 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 still the main point of contact for

emergency managers for determine what support is needed. (See Appendix E for Request for Exercise Support)

Idaho Exercise Toolkit

The Idaho Exercise Toolkit is a product available online at:
<https://ioem.idaho.gov/operations/training-exercise>

This Toolkit is intended to be a step by step guide written in layman's terms for use by local jurisdictions. It has easy to read instructions and examples of the required work products needed to ensure local jurisdiction exercises are properly documented. There are sample documents and fillable templates available for the user to access throughout the exercise process.

Idaho Office of Emergency Management Training and Exercise Section

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

- Controllers
- Evaluators
- Simulation/Simulators
- Participation as Planning Team Member
- Assist with exercise design in partnership with the jurisdiction; to include documentation, document review, scenario and objective development, and facilitation of the exercise.
- Other assistance as required or available

The T&E office 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 the user with accurate assistance and to avoid conflicting events.

STATE EXERCISE PLAN

As we have examined the T&E Exercise Program as a whole and have considered the exercise program structure of some of our Region 10 partners we determined it was time to make some changes. Although we no longer have a minimum exercise requirement per emergency management grants, the State does require one exercise per year to help ensure that employees and partners are adequately prepared to respond to the disasters that are a risk in Idaho.

LOOKING FORWARD....

We are creating a schedule that includes quarterly tabletop exercises that will focus on the top threats/hazards in Idaho. These tabletops can be held in a different region each year and tailored to the specific risks in that area. We can also tailor the mission area as applicable. We will continue to have a functional or full scale exercise every year and will help construct an annual preparedness workshop.

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.

APPENDIX B: CORE CAPABILITIES LIST

The National Preparedness Goal identified 32 Core Capabilities as distinct critical elements needed to achieve the Goal. 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. Source: <https://www.fema.gov/core-capabilites>

PREVENT	
1.	Planning *Applies under Protection, Response, Recovery, and Mitigation mission areas as well.
2.	Operational Coordination *
3.	Public Information and Warning *
4.	Intelligence and Information Sharing ** Applies under Protection mission area as well.
5.	Screening, Search & Detection **
6.	Interdiction & Disruption **
7.	Forensics & Attribution
PROTECTION	
8.	Access Control & Identity
9.	Cyber-security
10.	Physical Protective Measures
11.	Risk Management For Protective Programs & Activities
12.	Supply Chain Integrity & Security
RESPONSE	
13.	Infrastructure Systems *** Applies under Recovery mission area as well.
14.	Critical Transportation
15.	Environmental Response/Health & Safety
16.	Fire Management & Suppression
17.	Fatality Management
18.	Mass Care Services
19.	Mass Search & Rescue Operations
20.	On-Scene Security, Protection, and Law Enforcement
21.	Operational Communications
22.	Logistics & Supply Chain Management
23.	Public Health, Healthcare & Emergency Medical Services
24.	Situational Assessment
RECOVERY	
25.	Economic Recovery
26.	Health & Social Services
27.	Housing
28.	Natural & Cultural Resources
MITIGATION	
29.	Community Resilience
30.	Long-Term Vulnerability Reduction
31.	Risk & Disaster Resilience
32.	Threat & Hazard Identification

Rate Your Agency's Core Capabilities

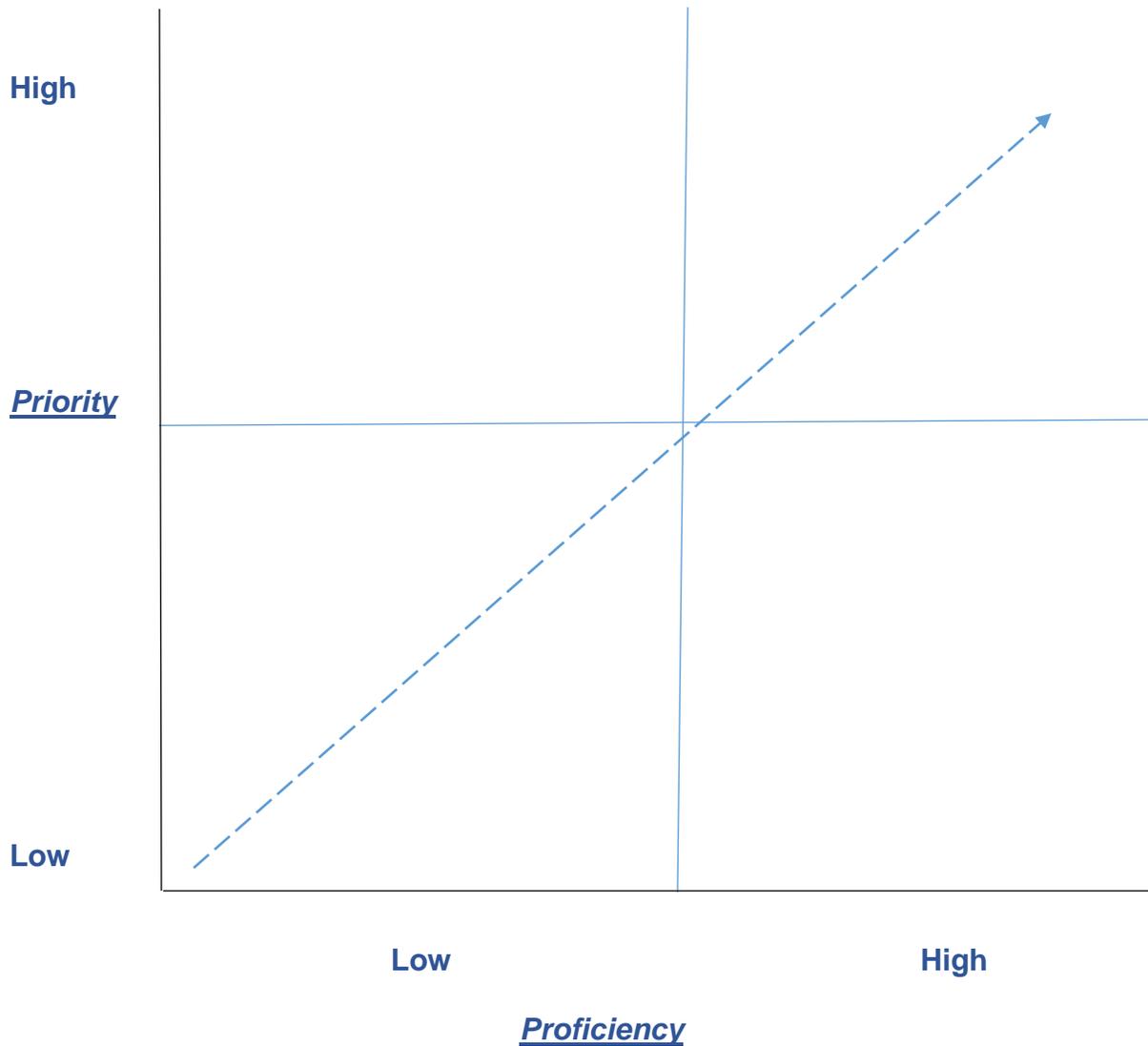


Figure B-1

Figure B-1 can be used as a gauge to help determine your agency's preparedness with regard to Core Capabilities. Enter the chart vertically with the determined core capability priority between high and low. Then move horizontally to the right to find where the determined proficiency of that core capability lies. Use or establish agency guidelines to determine both priority and proficiency of each requisite core capability. As a general rule all proficiencies should be to the right of the diagonal line.

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.fema.gov/media-library/assets/documents/32326>

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, 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: TRAINING AND EXERCISE FORECAST

2020 Training

Date	Course	Location
January 6	ICS-402 ICS Overview for Executives/Senior Officials	Malad
January 6-8	ICS-300 Intermediate Incident Command System	Lewiston
January 9-10	ICS-400 Advanced Incident Command System	Lewiston
January 8	ICS-402 ICS Overview for Executives/Senior Officials	Rexburg
January 8-9	ICS-400 Advanced ICS	Idaho Falls
January 9	Storytelling	Boise
January 14-15	MGT-317 Disaster Management for Public Services	Idaho Falls
January 23	G191 Incident Command System/Emergency Operations Center Interface	Soda Springs
January 28-30	MGT-346 EOC Emergency Operations and Planning for All Hazards	Coeur d'Alene
January 28-29	L0146 Homeland Security Exercise Evaluation Program (HSEEP): Basic Course	Boise
February 12-13	MGT-335 Event Security Planning	Rupert
March 10-12	G2300 Intermediate Emergency Operations Center Functions	Pocatello
March TBD	MGT-346 EOC Emergency Operations and Planning for All Hazards	Jefferson County
March 2-4	ICS-300 Intermediate Incident Command System	Boise
March 5-6	ICS-400 Advanced Incident Command System	Boise
April 28-30	L705 Fundamentals of Grants Management	Boise
May 12-13	L0131 Exercise Evaluation & Improvement Planning	Boise
March 10-11	L0139 Exercise Design & Development	Boise
March 12-13	L0050 Exercise Control & Simulation	Boise
May TBD	Benefit Cost Analysis	Madison County
May TBD	G191 Incident Command System/ Emergency Operations Center Interface	Teton County
June TBD	G291 Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs	Idaho Falls
June TBD	AWR-136 Essentials of Community Cybersecurity	Jefferson County
June TBD	MGT-384 Community Preparedness for Cyber Incidents	Jefferson County
June TBD	ATC-20: Procedures for Post-Earthquake Safety Evaluation of Buildings FEMA-154 RAPID Visual Screening of Buildings for Potential Seismic Hazards	TBD
August TBD	AWR-148 Crisis Management for Schools	Hayden

September TBD	L0101 Basic Academy	Ada County
October TBD	G2300 Emergency Operations Center Operations	Idaho Falls
October TBD	L0102 Science of Disaster	Ada County
October TBD	L0103 Planning	Ada County
November TBD	ICS-300 Intermediate Incident Command System	Idaho Falls
November TBD	ICS-400 Advanced Incident Command System	Idaho Falls
December TBD	L0146 Exercise Design	Ada County
December TBD	L0105 Public Information and Warning	Ada County
TBD	L0427 Community Emergency Response Team (CERT) Program Manager	TBD
TBD	L0428 Community Emergency Response Team (CERT) Train-the Trainer	TBD
TBD	L0202: Debris Management Planning for State, Tribal, Territorial and Local Officials	TBD
TBD	E0948 – Situational Awareness and Common Operating Picture (SA/COP)	TBD
TBD	Conducting Damage Assessments	Regional TBD
TBD	G386 Mass Fatalities Incident Response	TBD
TBD	MGT-314 Enhanced All-Hazards Incident Management/Unified Command	Boise
TBD	Advanced Academy	TBD

2021 Training

<i>Date</i>	<i>Course</i>	<i>Location</i>
TBD	ICS-300 Intermediate Incident Command System	Regional Courses as Requested
	ICS-400 Advanced Incident Command System	
	ICS-402 ICS Overview for Executives/Senior Officials	
	G191 Incident Command System/ Emergency Operations Center Interface	
	G2300 Intermediate Emergency Operations Center Functions	
	G290 Basic Public Information Officer	
	G291 Joint Information System/Joint Information Center Planning for Tribal, State and Local PIOs	

TBD	ATC-20: Procedures for Post-Earthquake Safety Evaluation of Buildings FEMA-154 RAPID Visual Screening of Buildings for Potential Seismic Hazards	TBD
TBD	L0101 Basic Academy	TBD
TBD	L0102 Science of Disaster	TBD
TBD	L0103 Planning	TBD
TBD	L0146 Exercise Design	TBD
TBD	L0105 Public Information and Warning	TBD

2020 State Exercise

Exercise	Type	Date	Jurisdiction
* Cascadia Rising 2022 Events	TBD	Quarterly	State, Regional
IDEOC Quarterly Exercise	Drill	Quarterly	State, Counties
2020 Idaho Statewide Interoperability Communications Plan (SCIP)	Workshop	January	State
IEMA Workshop (Cybersecurity)	Workshop	February 5	State
** Regional Training and Exercise Planning Workshop (TEPW)	Workshop	July - September	State, Regional
IOEM Continuity of Operations (COOP)	Drill	Q3	State
Bakken Crude (Lightning Creek)	FE	June TBD	State, Bonner County
IDEOC Logistics Exercise (Gem State Fidelity)	FE	Q3	Region X, State
Legislative Services Office - State Capitol Evac/COOP	TTX, Drill, FE, FSE	TBD	State Supported

2021 State Exercise

Exercise	Type	Date	Jurisdiction
* Cascadia Rising 2022 Events	TBD	Quarterly	State, Regional
IDEOC Quarterly Exercise	Drill	Quarterly	State, Counties
IEMA Workshop (TBD)	TBD	February 5	State
** Regional Training and Exercise Planning Workshop (TEPW)	Workshop	July - September	State, Regional
IOEM Continuity of Operations (COOP)	FSE	Q3	State
IDEOC Logistics Exercise (Gem State Fidelity)	FE	Q3	Region X, State
Wasatch EQ	FE	Q3 (TBD)	State

* Cascadia Rising Preparation TBD (WS, TTX, Drill, FE, focused ESF events)

** Held w/ regularly scheduled Regional EMW

Area Field Office Regional Exercises				
North	Type	2020	2021	Jurisdiction
Lightning Creek	FE	June (TBD)		State, Bonner County
EOC All Section TTX	TTX	TBD		Kootenai County
Evacuation and Shelter Plans	Seminar	January		Kootenai County
Unified Command TTX	TTX	March		Kootenai County
IOEM Bakken FE	FE	June		Bonner County
COOP TTX	TTX	March		Bonner County
Flood Fight TTX	TTX	March		Shoshone County
Flood Fight Workshop	Workshop	April		Boundary County
Point of Vaccination FS	FSE	May		PHD
Shared Response FS (Countywide IC/UC)	FSE	June		Kootenai County
North Central	Type	2020	2021	Jurisdiction
TBD				
South Central	Type	2020	2021	Jurisdiction
TBD				

Southeast	Type	2020	2021	Jurisdiction
Groundhog Day Weather Seminar	Seminar	January 31	TBD	NWS
Power County Cyber TTX	TTX	February 27		Power County
Oneida County TTX	TTX	April 7		Oneida County
Industrial Incident – Regional HAZMAT	Full Scale	TBD	TBD	Caribou County
Wildfire 3D Sandtable Exercise	Functional	TBD		Gate City Inter-Agency Fire Fighting
Bear River Run	Real-World Special Event	September 25	TBD	Franklin County
Northeast	Type	2020	2021	Jurisdiction
Jefferson EOC	FE	February		Jefferson County
Butte County Spring Exercise	TBD	April	May	Butte County
Teton County Exercise	TTX	May	June	Teton County
INL Radiation Exercise	TBD	June		Bonneville County, Eastern Idaho Public Health, Others TBD
Critical Power Exercise	FSE	June		Teton County

Exercise Calendar

	2020	2021
Q1 Jan-Mar	* CR2022 (Logistics/Mass Care/Housing) ----- IEMA WS (Cyber) ----- IDEOC Quarterly Exercise ----- 2020 Idaho Statewide Interoperability Communications Plan (SCIP) Workshop	* CR2022 (Logistics/Mass Care/Housing) ----- IEMA Exercise (TBD) ----- IDEOC Quarterly Exercise
Q2 Apr-Jun	* CR2022 (Logistics/Mass Care/Housing) ----- IDEOC Quarterly Exercise ----- IOEM Communications FSE ----- Regional School Evacuation (TTX, Drill)	* CR2022 (Logistics/Mass Care/Housing) ----- IDEOC Quarterly Exercise
Q3 Jul-Sep	** Regional TEPW ----- IOEM COOP Drill ----- Bakken Crude FE (Lightning Creek) ----- Gem State Fidelity 2020 FE ----- Regional School Evacuation (TTX, Drill)	** Regional TEPW ----- IOEM COOP FSE ----- Gem State Fidelity 2020 FE ----- Wasatch EQ
Q4 Sep-Dec	* CR2022 (Logistics/Mass Care/Housing) ----- LSO State Capitol Evac/COOP ----- IDEOC Quarterly Exercise	* CR2022 (Logistics/Mass Care/Housing) ----- IDEOC Quarterly Exercise

* Cascadia Rising TBD (WS, TTX, Drill, FE, focused ESF events)

** Held w/ regularly scheduled Regional EMW

APPENDIX E: 2019 TEPW (REGIONAL EMW WORKSHOPS)

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 Regional TEPW:
 - Area Field Officer (AFO)
 - County/Tribe Emergency Managers/Staff
 - Health Districts
 - Emergency Support Function (ESFs)
 - Others as determined locally to benefit

COUNTY/TRIBAL/STAKEHOLDERS

Please be prepared to discuss the following:

- Training initiatives that your region/county/tribe/organization has considered for the next year/24 months.
 - Local delivery of courses such as the Basic Academy, ICS 300/400. (One free in each region so decide where it will be offered in your region)
 - State delivered EMI G and L series courses
 - Consortium courses from offsite training providers -EMI, TEEX, NCBRT (LSU), NMT/EMRTC (New Mexico Tech)
- Local EOC Staff Training requirements
 - Position specific courses
 - Log Section Chief
 - Planning Section Chief
 - Ops Section Chief
 - Finance Section Chief
- Exercises in your region/county/tribe/organization- planned during the next 12-24 months.
 - Local
 - Regionally significant
 - Jurisdictional exercise planning / design assistance needs.
 - EOC exercises
 -

TEPW WORKSHOP AGENDA

Although we will be presenting information, we would like this to be a process of interaction to best understand how IOEM T&E can support you as we develop a Multi-Year Training & Exercise Plan for 2020-2021

IOEM T&E

Training: Natalie Lahti

- IOEM Training Support

- Training provided over the past 12 months
 - Local Delivery
 - State Delivered G and L series courses
 - Offsite training provider courses -EMI, TEEEX, NCBRT (LSU), NMT/EMRTC (New Mexico Tech)
- Instructors (Local)

Exercise: Dave Ayers

- IOEM Exercise Support
 - NLE 2020 National Level Exercise
 - Cybersecurity Workshop (Boise) September 18, 2019
 - IEMA Tabletop
 - 2020 Cybersecurity Tabletop- February 2020
 - EOC Exercise -March 2020
 - EOC Plans Exercise 3rd Qtr. (Apr-Jun 2020)
 - Statewide Functional Exercise\
 - Cyber/Power Grid Disruption 4th Qtr. (Jul-SEP)

IOEM SUPPORT AND REGIONAL TRAINING & EXERCISE WORKSHOP OVERVIEW AND THE WAY AHEAD

T&E Section Chief: Gary Leeder

- Training
 - Instructors
 - State Delivered and Offsite Courses
- Exercise
 - Cyber-Progressive Approach
 - Cascadia Rising 2022
- National Preparedness
 - Training vs Exercise
 - Whole Community Integration

COMMUNITY LIFELINES SEMINAR

Dave Ayers

A one-hour discussion-based seminar on implementing FEMA's Community Lifeline construct as applied to the response mission area from a state and regional/local perspective.

APPENDIX F: 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.

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)
<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 G: ACRONYMS

AAR/IP	After Action Report / Improvement Plan
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	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
MYSPPM	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
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

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