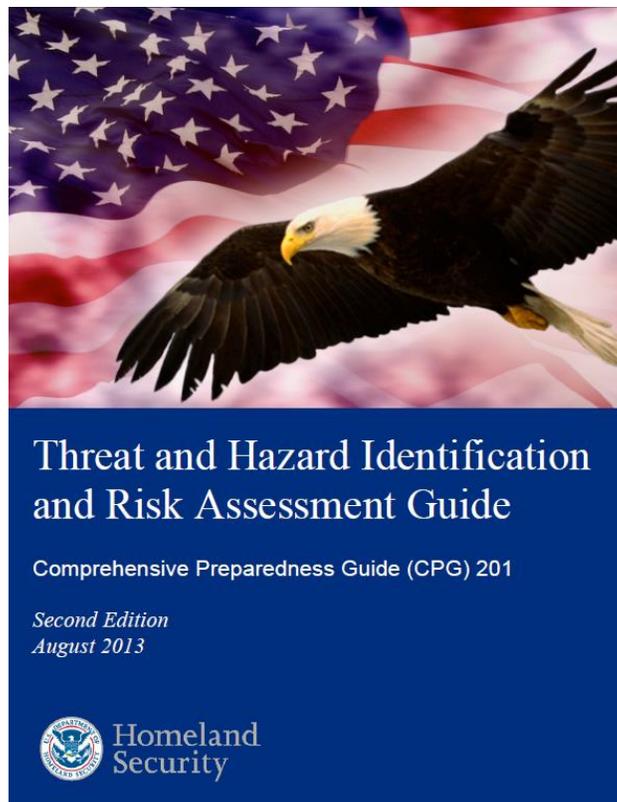




# **FY 2016 Guidance for completing Local Threat and Hazard Impact and Risk Assessments**



**West Virginia Department of Military Affairs and Public Safety**

**Homeland Security State Administrative Agency &  
WV Division of Homeland Security and Emergency Management**

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## Purpose

The purpose of this guidance is to describe and clarify the state's expectations for how local jurisdictions should conduct, document, and submit a Threat and Hazards Identification and Risk Assessment (THIRA) as a focused, actionable tool for preparedness planning. Completing local THIRAs will help local jurisdictions assess their current capabilities, develop jurisdictional and agency targets, clarify gaps, identify grant investments, and meet the sub-grantee requirement for the Emergency Management Performance Grant. The process outlined in this document will help to standardize the data collection and allow better assessment across the state. Once again, information from completed local THIRAs will be used in the state's 2016 THIRA and State Preparedness Report submissions.

## Completing the THIRA

This is a jurisdictional assessment and not an assessment of a single agency. It is required that a whole community approach be used in the completion of the 2016 THIRA Tool submitted to the state. All relevant stakeholders must be involved in this process for it to be successful.

Local health departments and other stakeholders will be notified that the 2016 THIRA Tool has been made available. It is a requirement for some of those agencies to participate in the THIRA process. However, only the emergency management agency is able to submit the local THIRA. Their requirement is to participate in the process. They will be expecting a call outlining the specific THIRA process within your jurisdiction.

There is no specific requirement for how the whole community is involved and different jurisdictions have accomplished this in different ways. It is only a requirement that all relevant stakeholders be involved in the process. Last year some completed the assessment as a single large group (i.e. during LEPC meetings) and others coordinated a series of small meetings to work with stakeholders on relevant questions. The details of the process are up to you; however, the process **MUST** involve the whole community.

The 2016 tool is a fillable PDF document. Do **NOT** change the format of the document by saving as a different file type. Add the name of your county to the file name as you save the file (for instance, Tucker\_2016\_THIRA\_Tool).

Download the 2016 THIRA Tool from email or from the [www.dmaps.wv.gov](http://www.dmaps.wv.gov) website. It is recommended that the file be tested to make sure that there are no software compatibility issues on the computer being used. Open the file and enter the jurisdiction's name and then save and close the tool. Open it back up to make sure that it saved information properly. If there are issues it is likely that the Adobe Reader needs to be updated. To ensure proper function, the latest version of Adobe Reader can be downloaded for free from the Adobe website at <https://get.adobe.com/reader/>.

## Elements of the THIRA

The 2016 THIRA Tool is broken down into 4 sections. These sections have due dates and it is important that you submit those by the specific dates.

- Part I: April 1, 2016
- Part II: June 30, 2016
- Part III: September 30, 2016
- Part IV: October 31, 2016 (final and complete submission)

### Part I – Capability Target and Resource Needs

In Part I of the tool, a capability target must be developed for each of the 13 focus capabilities. A capability target is a description of what the jurisdiction hopes to be able to accomplish for an entire capability or component of a capability. A target will most likely contain multiple sentences and should contain quantifiable measures to help assess whether a jurisdiction can achieve or has accomplished its desired outcomes. Copies of the 2014 state capability targets and other sample targets will be provided and are available on [www.dmaps.wv.gov](http://www.dmaps.wv.gov).

The jurisdiction developed Capability Targets for some of the Core Capabilities as part of the 2015 THIRA process. It is permissible to use the same targets that were previously developed; however, it is recommended that all targets be reviewed and updated as necessary. The Capability Targets can be about completing operations, establishing services, service duration, or any combination of those factors. For instance, an element of a target could be “operating a feeding shelter for 100 people for 3 days” or “within 12 hours of an incident restore emergency communications to critical infrastructure”.

The second portion of Part I: Capability Targets and Resource Needs is the development of a list of resources necessary to achieve the Capability Target. The 2016 THIRA Tool only collects resources that are not already in the jurisdiction. For instance, if generators are needed at three shelters and only one generator is currently available, the resource request list should indicate that two generators are needed. In addition, the tool provides a space to add optional comments explaining the resource request. In the above example, you could add “this would give us a generator for each shelter”. The items listed should be as detailed as possible. For instance, do not just list a generator but list specifics such as “125KW, three-phase, diesel generator”.

## Critical Transportation

### Jurisdictional Capability Target:

Develop plans and secure resources to establish physical access through appropriate transportation corridors (pipelines, rail, air, river, and road) to enable the evacuation of people and animals and for the delivery of resources. Build capability to rescue 100 people and to evacuate 1,000 people. Develop plans to ensure that critical response personnel, equipment, and supplies are available for 5,000 people in the affected areas. Ensure basic human needs are met, stabilize the incident, transition into recovery for an affected area, and restore basic services and community functionality.

**Capability Target**

| Resource Needed                            | Quantity Needed | Comments  |
|--|-----------------|---|
| Revised evacuation annex to EOP            | 1               | Plan is out of date                               |
| Maps of evacuation route                   | 1000            | Print copies of maps for LEPC                     |
| Public education/training on evacuation    | 3               | Conduct three open houses in county               |
| Evacuation signs along route               | 10              | Place signs along at major intersections          |
| Portable message boards                    | 6               | Need 6 more to supplement what we have            |
| Light tower with portable generator, 6000w | 1               | Getting two additional from DOH                   |
| Trucks, dumptrucks, 20 cubic yard          | 3               | Needed for debris removal                         |
| End loaders, 2.5 cu yard, wheeled          | 2               | Needed for debris removal                         |
| Forklift, 8000kg, pneumatic, diesel        | 1               | Have an MOU to get 1 from local dealer            |
| Shelter-in-place training                  | 3               | Conduct training in different areas of the county |
| Commodity distribution plan annex          | 1               | Develop plan for distribution of supplies         |
| MOU for animal transportation              | 1               | MOU for moving animals during emergencies         |
| Seminar                                    | 1               | Seminar related to evacuation plans               |
| Table-top exercise                         | 1               | Exercise evacuation routes with stakeholders      |
| Full-scale Exercise                        | 1               | FSE on actual use of one route                    |
| Rail transportation training               | 2               | Conduct training for VFD personnel                |
|  |                 |   |
|  |                 |   |

**Resource List**

Feedback received during the 2015 THIRA process suggested that the resource listing process be simplified to only include what was needed but unavailable in the jurisdiction. Remember, the items listed MUST relate back to the Capability Target. This resource will be used as part of the process for evaluating grant requests. Items requested in grants should be identified as gaps in the THIRA process or in an after-action report. In addition, these identified resources should be in direct support of the jurisdiction's Capability Target.

**Part I of the 2016 THIRA Tool is due on April 1, 2016.**

## Part II – Common Assessment

This section of the 2016 THIRA Tool consolidates related topics into a central location. These questions relate to:

- Threats and hazards;
- Barriers to activities;
- NIMS Implementation;
- Status of the jurisdiction's EOP;
- Condition of MOUs;
- Exercises;
- Training;
- Continuity of Operations; and
- Grants.

It is important that all stakeholders be engaged in answering these questions. Again, these questions should be answered using the whole community approach. It is likely that not all stakeholders will have the same answer for each question. In those cases, come to some type of consensus that all participants can support.

These are not intended to be trick questions. The intent is to get all of the stakeholders talking about these areas and to identify areas for improvement. A large number of the questions are yes/no questions. There are also numerous text boxes for explanations to be provided. It is critical that all questions are answered honestly and completely.

**Part II of the 2016 THIRA Tool is due on June 30, 2016.**

## Part III – Capability Assessment

The 2016 THIRA Capability Assessment focuses on the Planning; Public Information and Warning; Operational Coordination; Cyber Security; Community Resilience; Critical Transportation; Environmental Response, Health and Safety; Fire Management and Suppression; Logistics and Supply Chain Management; Mass Care; On-scene Security, Protection, and Law Enforcement; Operational Communications; Public Health, Healthcare, and Emergency Medical Services; Situational Assessment; and Health and Social Services capabilities.

For each of these 15 Core Capabilities, a series of questions are asked about jurisdictional capabilities. Again, numerous text boxes have been included for respondents to provide detailed comments and explanations. It is critical that all questions are answered honestly and completely.

At the end of each section there are places to identify what the state can do to help the jurisdiction in this capability area. In addition, there is a location for final thoughts related to the specific capabilities. It is important to use those spaces to provide information.

**Part III of the 2016 THIRA Tool is due on September 30, 2016.**

## **Part IV – Capability Assessment**

The final element of the 2016 THIRA Tool is designed to provide information related to stakeholders in the community. The first page in this section asks for information related to the number of different organizations within the jurisdiction and the second page collects information related to the number of people who actually participated in the THIRA process. Count all of the participants that participated in any phase of the process. However, an individual only gets counted once regardless of the level of participation. So, if one individual from a local fire department works on all parts of the process they count as 1. If, on the other hand, one person from EMS participates in Part 1 and a different representative attends the meetings related to Part III that participation would indicated EMS had 2 participants.

**Part IV of the 2016 THIRA Tool is due on October 31, 2016.**

## **Submitting the THIRA**

Jurisdictions are required to submit the relevant portions of the THIRA by the indicated due dates. The due dates are:

- Part I: April 1, 2016
- Part II: June 30, 2016
- Part III: September 30, 2016
- Part IV: October 31, 2016 (final and complete submission)

Please submit the fillable PDF document. Do not print and scan it back in and do not fax it in. The version submitted must be the electronic version of the fillable PDF. Do not break the document down into separate parts. Please submit the entire THIRA tool for each deadline. So, the submission of Part III should be the same document that includes what was already submitted for parts I and II.

The tool should be submitted via email to Chuck Bennett at [Charles.W.Bennett@wv.gov](mailto:Charles.W.Bennett@wv.gov) and Bill Kershner at [Bill.D.Kershner@wv.gov](mailto:Bill.D.Kershner@wv.gov).

Please call 304-558-2930 if you are having trouble submitting the THIRA Tool.

## Review of the THIRA

It is anticipated that a detailed review of the THIRA submissions will occur. The plan is for jurisdictional-specific recommendations to be made and provided to the Area Liaisons. This feedback will be provided and it is expected that critical issues be addressed in the next submission.

## State Points of Contact

- For questions related to the National Preparedness Goal and related doctrine, State THIRA guidance, National Incident Management System (NIMS), or obtaining copies of the THIRA tool, contact Chuck Bennett, Matt Blackwood, or David Hoge at the Homeland Security State Administrative Agency at 304-558-2930. Email can be sent to [Charles.W.Bennett@wv.gov](mailto:Charles.W.Bennett@wv.gov), [Matthew.J.Blackwood@wv.gov](mailto:Matthew.J.Blackwood@wv.gov), or [David.K.Hoge@wv.gov](mailto:David.K.Hoge@wv.gov) .
- For questions related to meeting grant requirements for the Emergency Management Performance Grant (EMPG), contact Tommy Dingess or Paul Howard at 304-558-5380. Email can be sent to [Tommy.L.Dingess@wv.gov](mailto:Tommy.L.Dingess@wv.gov) or [Paul.S.Howard@wv.gov](mailto:Paul.S.Howard@wv.gov) .