



# **WEST VIRGINIA HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM**

## **Multi-Year Training and Exercise Plan**

**2014 – 2016**

# ADMINISTRATIVE HANDLING INSTRUCTIONS

The title of this document is the West Virginia 2014 Multi-Year Training and Exercise Plan. This document fulfills a grant requirement for the FY2013 State Homeland Security Grant and the FY2013 Emergency Management Performance Grant.

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# **FY2014 WEST VIRGINIA TRAINING AND EXERCISE PROGRAM WORKSHOP SUMMARY**

As preparation for development of the 2014 Training and Exercise Plan (TEP), West Virginia held Regional Improvement Planning Workshops (IPW) in our six Homeland Security Regions during October and November 2013. The IPW's were hosted by the West Virginia Homeland Security State Administrative Agency and the West Virginia Department of Health and Human Resources, Center for Threat Preparedness. Read ahead materials were provided to all participants to prepare them for the workshop. Jurisdictions from the six regions were invited to participate; those who received or anticipated receiving FY2013 DHS, HHS, and/or CDC/ASPR grant funding were encouraged to participate. This workshop was conducted under HSEEP guidelines, was documented and serves as an exercise under the grant requirements.

The 2014 IPW agenda included summaries of the results from local and state After Action Reports and Improvement Plans and local Threat and Hazard Identification Risk Assessments (THIRAs); a review of the 2013 State Training Plan; and a summary of selected of the status of selected core capabilities, followed by a discussion of region-specific training and exercise needs. The participants were also provided with program updates and with a presentation on the value of using preparedness coalitions to meet exercise, training and response requirements.

Although each region had representatives from many of their jurisdictions, not all jurisdictions and not all disciplines were represented. Therefore, the information collected and included in the TEP reflects the work of the workshops participants and does not represent all training and exercise needs and may not necessarily indicate agreement of all jurisdictions, agencies, or disciplines within each region or across the state.

Upon completion of the six IPW's, selected state government personnel reviewed the information to set the priorities for the coming year as described in this Plan.

Though a set schedule for all training and or a specific exercise calendar was not developed, a clearer understanding of the Training and Exercises required to close identified gaps was established.



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# MULTI-YEAR TRAINING AND EXERCISE REQUIREMENTS

## MULTI-YEAR PRIORITY CAPABILITIES, TRAINING REQUIREMENTS, AND EXERCISE NEEDS IDENTIFIED:

### Region I:

The Regional Improvement Planning Workshop was held on October 23, 2013 at the WV State Police Academy. 27 participants were involved in the discussion and they agreed to the following Priority Capabilities and Training/Exercise needs.

#### Priority Capabilities:

Health Systems Preparedness (ASPR)  
Public Information and Warning  
Operational Coordination  
Public Health and Medical Services (Medical Surge)  
Intelligence and Information Sharing  
Screening, Search, and Detection  
Threats and Hazard Identification

#### Training Needs Identified:

Incident Command System, ICS Forms  
72 hour self-sufficiency for Public and First Responders  
SIRN Radio Operation  
Emergency Operations Center/Incident Command System Interface  
Public Education of Shelter-In-Place Procedures  
Radiological Transportation for First Responders  
Incident Safety Officer for First Responders

#### Exercise Needs Identified:

ETeam Workshop  
Incident Command System Exercise Series  
Homeland Security Exercise and Evaluation Program Workshop

## **Region II:**

The Regional Improvement Planning Workshop was held on November 15, 2013 at the American Red Cross Office, Morgantown, WV. 28 participants were involved in the discussion and they agreed to the following Priority Capabilities and Training/Exercise needs.

### **Priority Capabilities:**

Planning (Continuity of Operations)  
Public Information and Warning  
Mass Care Services (Shelter Services, Bulk Distribution)  
Public and Private Services and Resources (Volunteer Management)  
Community Resilience  
Infrastructure Systems

### **Training Needs Identified:**

Multi-Agency and First Responder Coordination  
Emergency Operations Center for Volunteer Staff  
Communications  
Statewide Interoperable Radio Network Equipment  
Rope Rescue Team  
WV National Guard/Office Emergency Management Liaison Team Procedures  
Power Company/ Office Emergency Management Interface  
Radiation Detection Equipment  
Incident Command System  
National Incident Management System  
Public Information Officer  
72 hour self-sufficiency for Public  
Rapid Assessment for Local Representatives

### **Exercise Needs Identified:**

Homeland Security Information Network Workshop  
Integrated Public Alert & Warning System Workshop  
Threat and Hazard Identification Risk Assessment Workshop

### **Region III:**

The Regional Improvement Planning Workshop was held on November 19, 2013 at the Augusta Church of Christ, Augusta, WV. 39 participants were involved in the discussion and they agreed to the following Priority Capabilities and Training/Exercise needs.

#### **Priority Capabilities:**

Community Resilience  
Public Information and Warning  
Mass Care Services  
Operational Coordination  
Infrastructure Systems  
Operational Communications  
Situational Assessment

#### **Training Needs Identified:**

National Incident Management System  
Public Information Officer  
Incident Command System for Elected Officials and Department Heads (focus on Transferring Command)  
Pet Shelter Operations for Volunteers  
Pet Evacuation Operations for Volunteers  
On-Scene Resource Tracking  
Incident Action Plans for Senior Officials  
On-Scene Safety  
On-Scene Safety Officer  
MGT-346 EOC Operations and Planning for all Staff including volunteers  
Integrated Public Alert & Warning System (IPAWS) IS-247a  
Credentialing-Card Reader Operations  
Hazmat Team  
Mass Care Volunteers  
Fusion Center Interface  
Joint Information Center Operations  
See Something Say Something Program for the Public  
Rapid Assessment for Local Representatives  
Shelter Operations for Volunteers  
Search and Rescue  
LASER Train the Trainer  
Campus Security

#### **Exercise Needs Identified:**

Active Shooter (Schools)  
Hazmat, Bio Sampling, Decontamination  
Water/Waste Water  
Health Department and Strategic National Stockpile  
ETeam Workshop  
Yearly Flood Warning Exercises for communities that are Storm Ready (NWS) or National Flood Insurance Program (CRC)

## **Region IV:**

The Regional Improvement Planning Workshop was held on October 25, 2013 at the WV Department of Transportation, Equipment Division Conference Room, Buckhannon, WV. 33 participants were involved in the discussion and they agreed to the following Priority Capabilities and Training/Exercise needs.

### **Priority Capabilities:**

Economic Recovery/Community Recovery  
Infrastructure Systems  
Mass Care Services  
Volunteer Management  
Operational Communications  
Community Resilience  
Special Needs (All Five Mission Areas)

### **Training Needs Identified:**

Office of Emergency Management Operations for Staff  
72 Hour Self-Sufficiency for Public  
Public Information Officer  
Incident Command System Forms  
Decontamination  
Emergency Operations Plan for Staff  
Statewide Interoperable Radio Network Equipment  
G-191 Course – Incident Command System/Emergency Operations Center Interface  
Fusion Center Interface  
Shelter Operations for Community Emergency Response Team and Faith Based Organizations  
Continuity of Operations  
Hazardous Material for First Responders and Emergency Operations Center Staff  
Local Disaster Plans for Public  
Public Education on Emergency Information and Warning Systems  
Public Education on Flood Response Operations  
National Incident Management System  
Emergency Operations Center for Volunteers  
Shelter Management  
Integrated Public Alert & Warning System (IPAWS) IS-247a

### **Exercise Needs Identified:**

Drought Mitigation and Response Table Top  
Drought Mitigation and Response Full Scale  
ETeam Workshop

**Region V:**

The Regional Improvement Planning Workshop was held on November 8, 2013 at the Erma Byrd Higher Education Center, Beaver, WV. 24 participants were involved in the discussion and they agreed to the following Priority Capabilities and Training/Exercise needs.

**Priority Capabilities:**

Mass Care  
Public Information and Warning  
Operational Coordination  
Operational Communications  
Epidemiology  
Volunteer Management

**Training Needs Identified:**

Resource Management Coordination Office of Emergency Management Staff  
Incident Command System Forms  
Emergency Operations Center Operations outside of Office of Emergency Management  
Statewide Interoperable Radio Network  
Forensic Epidemiology  
Emergency Management Basic Training  
Federal Emergency Management Agency

**Exercise Needs Identified:**

ETeam Workshop  
Homeland Security Information Network Workshop  
Threat and Hazard Identification Risk Assessment Workshop

## **Region VI:**

The Regional Improvement Planning Workshop was held on November 7, 2013 at the Logan County Emergency Operations Center, Logan, WV. 27 participants were involved in the discussion and they agreed to the following Priority Capabilities and Training/Exercise needs.

### **Priority Capabilities:**

Operational Coordination  
Volunteer Management  
Public and Private Services and Resources (Resource Management)  
Mass Care (Shelter Management)  
Public Information and Warning  
Operational Communications

### **Training Needs Identified:**

Swift Water Operations  
Boat Handling Operations  
Flood Response for All Agencies  
Emergency Operations Center Activation and Management Refresher  
National Incident Management System  
Self-Contained Breathing Apparatus  
Incident Command System for Public and Private  
Cross Training for all Response Agencies  
Decontamination  
Evacuation for Community Emergency Response Team  
Emergency Operations Center/Incident Command System Interface

### **Exercise Needs Identified:**

Incident Command System  
Threat and Hazard Identification Risk Assessment Workshop  
Resource Typing Workshop  
ETeam Workshop

# CONCLUSIONS

Based on the input offered during the IPW's, it is very clear that some common needs and gaps exist in training and exercises throughout the Six Homeland Security Regions:

1. THIRA training - Feedback received indicates that the local jurisdictions do not understand the intent of the THIRA, and there is substantial confusion on process and expectations. The CPG 201 guidance is not adequate and hands-on educational seminars are needed. Supplemental state guidance needs to be developed and regional trainings need to be held early in 2014 to give jurisdictions adequate time to follow the THIRA protocol.
2. ETEAM - Considerable anxiety still exists regarding ETEAM. At this point, the feedback received indicates that local personnel do not want training as much as they want exercises that allow them to practice using the system – and they want to understand what DHSEM sees when they submit information so they have a better understanding of how to properly format requests.
3. NIMS - There remains a basic lack of understanding of ICS. Many agencies and people may understand conceptually but are not properly implementing. Though there is a lot of NIMS training going on, there is limited exercising to validate that the concepts, principles and procedures are understood and can be implemented. A summary document of NIMS concepts and principles needs to be developed and disseminated.
4. Training/Exercise Requirements in federal preparedness grants - A summary document of the training and exercise requirements of various federal preparedness grants was requested. This document will be developed, distributed and posted on-line.
5. Training Approval Process – The process to obtain approval for EMPG training credit is not understood, nor consistent. A written procedure would be beneficial.
6. Training Schedule – A consolidated training schedule needs to be maintained in an easily accessible location for various disciplines. Information on this will be disseminated in the near future.
7. Emergency Management 101 – A state developed, state specific training for local emergency management staff was repeatedly requested. Suggested topics for inclusion were reporting requirements with due dates, other paperwork procedures including grant request and assessments, state points of contact, information which can be provided by elected officials, and numerous other suggestions. The Emergency Management Council needs to be involved in the development and delivery of this workshop.
8. Data Collection – Request was made to break data collection up into more manageable pieces. Large requests with a due date considerably out in the future create local burden.
9. Water Requirements – In most regions there was discussion of the inconsistency in regulations which require waste water treatment plants to have generators, but do not require the same of water treatment plants. The problem is the waste water treatment plants cannot operate without fresh water so it creates a large demand for generators which could be resolved by a regulatory change.

## APPENDIX A: CURRENT 2014 TRAINING SCHEDULE

G290 BASIC PIO (16 HRS) JANUARY 14<sup>TH</sup>-15<sup>TH</sup>, 2014

Chief Logan Conference Center

G291 JOINT INFORMATION SYSTEM/CENTER PLANNING FOR PIO'S (8 HRS) FEBRUARY 11<sup>TH</sup>, 2014

North Bend State Park

G270.4 RECOVERY FROM DISASTER THE LOCAL GOVERNMENT ROLE (16 HRS) MARCH 18<sup>TH</sup>-19<sup>TH</sup>, 2014

Pipestem State Park

G557 RAPID NEEDS ASSESSMENT (12 HRS) APRIL 15<sup>TH</sup>-16<sup>TH</sup>, 2014

Cacapon State Park

G386 MASS FATALITIES INCIDENT RESPONSE (17 HRS) MAY 13<sup>TH</sup>-14<sup>TH</sup>, 2014

Twin Falls State Park

G364 MULTI HAZARD PLANNING FOR SCHOOLS (16HRS) JUNE 17<sup>TH</sup>-18<sup>TH</sup>, 2014

Hawks Nest State Park

G272 WARNING COORDINATION (12 HRS) JULY 15<sup>TH</sup>-16<sup>TH</sup>, 2014

Blackwater Falls State Park

G358 EVACUATION AND RE-ENTRY PLANNING (12 HRS) AUGUST 19<sup>TH</sup>-20<sup>TH</sup>, 2014

Tygart Lake State Park

G775 EOC MANAGEMENT AND OPERATIONS (16 HRS) SEPTEMBER 16<sup>TH</sup>-17<sup>TH</sup>, 2014

Chief Logan Conference Center

## **APPENDIX B: CURRENT 2014 EXERCISE SCHEDULE**

The following exercises have been scheduled in 2014. Additional exercises will be added once they are finalized.

### **WV DHSEM**

2014 CATEX FSE

May 2014 Search and Rescue FSE

Fall 2014 Search and Rescue FSE

Date TBD Regional Response Team FSE (Tunnel Complex Availability)

### **Kanawha County**

May 2014 Dow Chemical- FSE- Chemical Release Response

### **HS Region 4&5**

Mar. 2014 Appalachian Drought Region 4 FE

Fall 2014 Appalachian Drought Region 4 FSE

Mar. 20 2014 Hospital Regions 6/7 FSE

### **Beaver Valley Power Station/Hancock County**

Feb. 6 2014 FEZ Table-Top

April 1 2014 Dry Run Hancock County EOC (staff)

May 5 2014 TACP, Mass/Rec. Care, ----- **FEMA Evaluated Drill**

May 7 2014 School/School Bus----- **FEMA Evaluated Drill**

May 27 2014 Dry Run EOC staff

June 16 2014 EWD, RACES ---- **FEMA Evaluated Drill**

### **HS Region 6, Cabell/Wayne County Homeland Security Committee**

April 8, 2014 Coast Guard Rescue TTX

June or July 2014 Coast Guard Rescue FSE

### **WV Department of Agriculture**

Feb. 4, 2014 Dairy Feed Incident-Seminar

### **Mineral County**

2014 Active Shooter Full Scale Exercise program

### **Berkeley County**

VA Center's FSE 'Sovereign Sentinel 14'

# APPENDIX C: TYPES OF EXERCISES

## DISCUSSION BASED EXERCISES

Discussion-based exercises are normally used as starting points in the building-block approach to the cycle, mix, and range of exercises. Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises typically highlight existing plans, policies, mutual aid agreements (MAAs), and procedures. Thus, they are exceptional tools for familiarizing agencies and personnel with current or expected jurisdictional capabilities. Discussion-based exercises typically focus on strategic policy-oriented issues; operations-based exercises focus more on tactical response-related issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track while meeting the objectives of the exercise.

**Seminars.** Seminars are generally used to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, or concepts and ideas. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures.

**Workshops.** Workshops represent the second tier of exercises in the Homeland Security Exercise and Evaluation Program (HSEEP) building-block approach. Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is on achieving or building a product (such as a plan or a policy).

**Tabletop Exercises (TTX).** TTXs involve senior staff members, elected or appointed officials, or other key personnel in an informal setting discussing simulated situations. This type of exercise is intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs are typically aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving rather than the rapid, spontaneous decisionmaking that occurs under actual or simulated emergency conditions. In contrast to the scale and cost of operations-based exercises and games, TTXs can be cost-effective tools when used in conjunction with more complex exercises.

## OPERATIONS BASED EXERCISES

Operations-based exercises are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual response, mobilization of apparatus and resources, and commitment of personnel, usually over an extended period of time.

**Drills.** A drill is a coordinated, supervised activity usually used to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills.

**Functional Exercises (FE).** An FE is designed to test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. FEs generally focus on exercising the plans, policies, procedures, and staffs of the direction and control nodes of the Incident Command System (ICS), Unified Command, and Emergency Operations Centers (EOCs). Generally, incidents are projected through an exercise scenario with event updates that drive activity at the management level. Movement of personnel and equipment is simulated.

**Full-Scale Exercises (FSE).** FSEs are multiagency, multijurisdictional exercises that test many facets of emergency response and recovery. They include many first responders operating under the ICS or Unified Command to effectively and efficiently respond to, and recover from, an incident. An FSE focuses on implementing and analyzing the plans, policies, and procedures developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. The events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. It is conducted in a real-time, stressful environment that closely mirrors a real incident. First responders and resources are mobilized and deployed to the scene where they conduct their actions as if a real incident had occurred (with minor exceptions). An FSE simulates the reality of operations in multiple functional areas by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel in a highly stressful environment. Analyzing memorandums of understanding (MOUs), SOPs, plans, policies, and procedures

# APPENDIX D: CORE CAPABILITIES

## Core Capabilities

### Overview

Core capabilities are essential for the execution of each of the five mission areas: Prevention, Protection, Mitigation, Response, and Recovery. To assess both our capacity and our gaps, each core capability includes capability targets for which measures will be developed. The core capabilities and capability targets are not exclusive to any single level of government or organization, but rather require the combined efforts of the whole community.

**Table 1: Core Capabilities by Mission Area<sup>3</sup>**

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

<sup>3</sup> Planning, Public Information and Warning, and Operational Coordination are core capabilities common to all mission areas.