

North Dakota Department of Emergency Services

Multi-year Training and Exercise Plan
July 1, 2013 – June 30, 2016

PREFACE

The U.S. Department of Homeland Security (USDHS) Preparedness Directorate's Office of Grants and Training (G&T) requires that every State and Urban Area conduct a Multiyear Training and Exercise Plan Workshop (TEPW) annually. Accordingly, North Dakota recently conducted its 2013-2016 Multiyear TEPW and used the results of the workshop to assist in the development of this Multiyear Training and Exercise Plan (TEP).

The North Dakota Multiyear TEP is the roadmap for North Dakota to prepare for the mission areas described in the National Preparedness Goal. The State of North Dakota is pursuing a coordinated homeland security strategy that combines enhanced planning, new equipment purchases, innovative training, and realistic exercises to strengthen North Dakota's emergency prevention, protection, mitigation, response, & recovery capabilities. Training and exercises play a crucial role in this strategy, providing North Dakota with a means of attaining, practicing, validating, and improving new capabilities.

The State's training and exercise programs are administered by the North Dakota Department of Emergency Services, Division of Homeland Security, in coordination with the 50+ state agencies that are assigned in the State Emergency Operations Plan. The training and exercise agenda described in this plan is binding for all State-level response agencies, as well as any tribal, county or municipal response agencies receiving State homeland security funds. The plan helps prepare North Dakota to optimally address the natural, adversarial, and technological hazards that it faces. Engaging the whole community in training and exercises allows all parties to evaluate their capabilities and, therefore, improve on their level of preparedness.

POINTS OF CONTACT (POCs)

North Dakota State Administrative Agent

Greg Wilz
Director, Division of Homeland Security
North Dakota Department of Emergency Services
Fraine Barracks Ln., Bldg. 35
Bismarck, ND 58504
701-328-8100 (office)
gwilz@nd.gov

Training & Exercise Section

Brenda Vossler
Training & Exercise Officer
North Dakota Department of Emergency Services
Fraine Barracks Ln., Bldg. 35
Bismarck, ND 58504
701-328-8106 (office)
bvossler@nd.gov

Larry Regorrah
Training & Exercise Specialist
North Dakota Department of Emergency Services
Fraine Barracks Ln., Bldg. 35
Bismarck, ND 58504
701-328-8264 (office)
lregorrah@nd.gov

PURPOSE

The purpose of the Multi-year Training and Exercise Plan (TEP) is to document an organization's overall training and exercise program priorities for a specific multi-year time period. It is considered to be a living document that can be updated and refined annually. These priorities are linked to corresponding core capabilities, and, if applicable, a rationale based on existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. This Multi-year TEP identifies the training and exercises that will help the organization build and sustain the core capabilities needed to address its training and exercise program priorities.

The Multi-year TEP should lay out a combination of progressively building exercises – along with the associated training requirements – which address the priorities identified in the Training and Exercise Planning Workshop (TEPW). A progressive, multi-year 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. Further, by including training requirements in the planning process, organizations can address known shortfalls prior to exercising capabilities.

A Multi-year TEP may also serve as a follow-on companion document to the North Dakota Department of Emergency Services (NDDDES) Homeland Security Strategy, and can provide a roadmap for NDDDES to follow in accomplishing the priorities described therein.

Included in this Multi-year TEP is a training and exercise schedule, which provides a graphic illustration of the proposed exercises & a textual description of training classes scheduled for the years July 1, 2013 through June 30, 2016.

PROGRAM PRIORITIES

In accordance with EMPG guidance, a Training & Exercise Plan workshop for all participating state agencies was held on October 17, 2013. The purpose of the workshop was to lay the foundation for North Dakota's training and exercise activities from for the fiscal years beginning July 1, 2013 until June 30, 2016.

The creation of effective capabilities-based exercise programs begins with a multi-year Training and Exercise Plan (TEP), which establishes overall exercise program priorities and outlines a multi-year schedule of training and exercise activities designed to address those priorities and validate core capabilities. The Training and Exercise Planning Workshop (TEPW) provides a collaborative workshop environment for Whole Community stakeholders to engage in the creation of the TEP. The TEPW also serves as a forum to coordinate training and exercise activities across organizations in order to maximize the use of resources and prevent duplication of effort.

Laying the Foundation

The first hour of the workshop was spent developing a foundation of information regarding the National Preparedness Goal and Core Capabilities; ND THIRA process and currently identified threats and hazards; and the HSEEP concepts for a comprehensive training and exercise program. We strive to base our training and exercise plan on the core capabilities, taking into consideration the ND THIRA results. The current THIRA identifies the following threats and hazards for ND:

- Cyber attack on Energy Sector
- Lake Sakakawea Oil Spill (HazMat)
- Red River Flood
- Winter Storm
- IED with Armed Assault Attack
- HazMat (Chemical)
- Human Pandemic
- Summer Storms

In addition, the program will be based on the principles of the HSEEP program. The resulting plan will demonstrate a carefully planned, broad based, progressive and increasingly complex training and exercise program.

Assessment of Core Capabilities

In the first group activity participants were asked to assess the states level of preparedness for each of the 31 core capabilities and identify the top five capabilities that should be included in the training and exercise plan. ND Department of Emergency Services staff members were divided amongst the work groups so that they could answer questions about the current emergency response plans. Many participants had difficulty assessing the core capabilities due to a lack of experience with the emergency management process and involvement in the five

mission areas. We recognize that this is a major shift in our approach to this workshop from previous years. Ultimately, core capabilities were assessed based on their relationship to our THIRA identified threats and hazards, as well as the perception of how well we currently meet each capability. Each group presented their top five priorities of inclusion in the training and exercise plan.

Identifying Other Influencing Factors

During this group activity participants identified additional threats and hazards that were not included in the THIRA report; listed perceived strengths and weaknesses in the states response capabilities based on previous exercises or real events; and identified any agency specific regulations or grant requirements that would impact the TEP. Again, this list was prioritized by each group. Each of the influencing factors was then tied back to one or more core capabilities.

Identifying Pre-planned/Annual Events

We attempted to develop a list of pre-planned exercises or annual exercises that each agency sponsors. Participants provided information about annual or recurring exercises that are conducted within their agencies. Many participants acknowledged that they were not aware of all the activities that may be planned at this time. The following recurring exercises were identified:

- Strategic National Stockpile (SNS) Full Scale
- Hospital Bed Availability Drills
- Amber Alert Exercise
- WARNEX Exercise

Review of Previous Plan

This activity asked participants to review the current TEP to identify any events scheduled into the future that may no longer be relevant and should be deleted from the plan going forward. No activities were identified for elimination from the plan. However, since the TEPW was conducted, the ND Department of Emergency Services (NDDDES) has cancelled the Integrated Emergency Management Course scheduled for February, 2014. We will consider applying for the IEMC again with a target date of January or February, 2016.

Final Results of TEPW

As a result of the analysis of the final results and feedback from the Training & Exercise Planning Workshop, the following core capabilities were chosen as the top 5 priorities:

1. Cyber Security
2. Operational Coordination
3. Situational Assessment
4. Critical Transportation
5. Infrastructure Systems

With these results in mind, the NDDDES 3 Year Training & Exercise Plan was developed, with an emphasis being placed on improving the above listed core capabilities. Also considered were the

results of a Training Needs Assessment Survey, conducted annually by the staff of the NDDDES Training & Exercise section. In addition, previously scheduled and on-going, recurrent training activities are also included.

METHODOLOGY AND TRACKING

All planned exercises will be developed by using the priorities and core capabilities described in the Program Priorities section. The building block method of exercise design will also be followed, as described in IS-120.a, An Introduction to Exercises.



Each exercise shall be evaluated by independent evaluators, who will fill out provided Exercise Evaluation Guides. Feedback from participant surveys, hot washes, and Exercise Evaluation Guides will then be compiled and collated. An After Action Report/Improvement Plan will then be written and filed after each exercise, in accordance with HSEEP recommendations.

Lessons learned will be shared via FEMA's Lessons Learned Information Sharing website, LLIS.gov. In addition, during the fiscal year from July 2013 – June 2014, a new menu will be developed on NDDDES's WebEOC system that will allow local emergency managers & Incident Management Assistance Team (IMAT) members to easily access lessons learned and best practices from both state-wide & local exercises.

MULTI-YEAR TRAINING SCHEDULE

RECURRING EXERCISES

State Wide Amber Alert – annual (ND Highway Patrol)
Strategic National Stockpile (SNS) Full Scale - 1 every 5 years (ND Dept. of Health)
Hospital Bed Availability Drills - quarterly (ND Dept. of Health)
Tornado Drill Fraine Barracks – annual (NDDDES)
WARNEX – annual (NDDDES, NWS)
IMAT WebEOC/notification Drills – Quarterly, 2014, 2015, 2016 (NDDDES)
East IMAT Functional January 2014, 2015, 2016 (NDDDES)
West IMAT Functional February 2014, 2015, 2016 (NDDDES)
East IMAT Functional April 2014, 2015, 2016 (NDDDES)
West IMAT Functional May 2014, 2015, 2016 (NDDDES)
East IMAT Functional July 2014, 2015, 2016 (NDDDES)
West IMAT Functional August 2014, 2015, 2016 (NDDDES)
Joint IMAT Functional November 2014, 2015, 2016 (NDDDES)

CALENDAR OF SCHEDULED TRAINING COURSES

ICS – 300: Fargo 12/2/2013
ICS – 400: Fargo 12/4/2013
ICS – 300/400: Hettinger 12/9/2013
Basic Public Information Officer 1/7/2013
State Emergency Operations Planning 1/13/2014
Hazardous Weather – Floods 2/4/2014
Evacuation & Re-entry Planning 2/5/2014
ICS – 300: Bismarck 2/25/2014
Effective Communications: Bismarck 3/4/2014
Multi-hazard Emergency Planning for Schools 3/11-13/2014 (pending EMI scheduling)
ICS – 400: Bismarck 3/18/2014
Hazardous Materials Contingency Planning: Dickinson 3/25/2014
Hazardous Materials Contingency Planning: Minot 3/27/2014
Hazardous Materials Contingency Planning: Bismarck 4/3/2014
Hazardous Weather – Tornados 4/15/2014
Mass Care Management 4/16/2014

Effective Communications: Jamestown 5/7/2014
Essentials of Community Cyber Security 5/13/2014
The EOC's Role in Community Cyber Security 5/13/2014
Hazardous Materials Contingency Planning: Fargo 5/29/2014
Intro to Emergency Services 6/3/2014
Joint Information Center Planning 6/19/2014
Exercise Design 6/25/2014
TRANSCAER Firefighter training – crude oil & ethanol fires July 2014 (tentative date)
THIRA 8/12/2014 (tentative date)
Effective Communications: Devils Lake 8/19/2014
ICS – 300: Devils Lake 8/26/2014
Wide Area Search & Rescue September 2014 (tentative date)
Effective Communications: Stanley 9/24/2014
Emergency Planning 9/30/2014
ICS – 400: Devils Lake 10/15/2014
HazMat Conference 10/29-31/2014
Basic Public Information Officer January, 2015
Recovery From Disaster February, 2015
ICS – 300/400: Williston February, 2015
Vulnerable Populations Planning 1st Quarter 2015
Intro to Emergency Services June, 2015
Joint Information Center Planning June, 2015
Search & Rescue Conference: Jamestown September 2015
Group Facilitation November, 2015
Basic Public Information Officer January, 2016
Integrated Emergency Management Course, 1st Quarter, 2016
Intro to Emergency Services June, 2016
ICS – 300/400: Bismarck March, 2016
TRANSCAER Firefighter training July 2016
HazMat Conference October 2016

Note: All training courses are conducted in Bismarck unless otherwise noted.

NDDDES Multi-year Exercise Schedule July 1, 2013 – December 31, 2013

| Core Capability | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|-----------------------------|------------|--------------------------------------|------------|
| Cyber Security | | | | | | | | | | | | |
| Operational Coordination | | | | | | | | | West IMAT WebEOC Functional | | Joint IMAT Winter Weather Functional | |
| Situational Assessment | | | | | | | | | | | | |
| Critical Transportation | | | | | | | | | | | | |
| Infrastructure Systems | | | | | | | | | | | | |

NDDES Multi-year Exercise Schedule January 1, 2014 – December 31, 2014

| Core Capability | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|--------------------------|---------------------|------------------------------|-------------------|--------------------------|---|--------------------|-----|-----|-------------------------------|-----|---|-----|
| Cyber Security | | NDDES Policy Seminar | | FEMA Cyber Security VTTX | | | | | | | Cyber Security Table Top – All Agencies | |
| Operational Coordination | | Governor's Tornado Table Top | Annual Flood Prep | Annual Flood Prep | Amber Alert Drill WARNEX and Fraire Barracks Tornado Drill | Tornado Full Scale | | | Radiological Device FEMA VTTX | | Training and Exercise Planning Workshop | |
| Situational Assessment | | | | | | | | | | | | |
| Critical Transportation | | | | | | | | | | | | |
| Infrastructure Systems | Mail Handling Drill | | | | | | | | | | | |

NDDES Multi-year Exercise Schedule January 1, 2015 – December 31, 2015

| Core Capability | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
|--------------------------|-----|-------------------|-------------------|-------------------|-------------------|---|-------------------------|-----|-----|------------------------------------|---|-----|--|
| Cyber Security | | | | | | | Cyber Threat Functional | | | | | | |
| Operational Coordination | | Haz-Mat Table Top | Annual Flood Prep | Annual Flood Prep | Pandemic Flu VTTX | Amber Alert Drill WARNEX and Fraine Barracks Tornado Drill | | | | Pandemic Flu Functional/Full Scale | Training and Exercise Planning Workshop | | |
| Situational Assessment | | | | | | | | | | | | | |
| Critical Transportation | | | | | | | | | | | | | |
| Infrastructure Systems | | | | | | | | | | | | | |

NDDES Multi-year Exercise Schedule January 1, 2016 – June 30, 2016

| Core Capability | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|--------------------------|-----|--|-------------------|-------------------|-----|---|-----|-----|-----|---|-----|-----|
| Cyber Security | | | | | | | | | | | | |
| Operational Coordination | | IEMC Course and Functional Exercise Possible HazMat Incident | Annual Flood Prep | Annual Flood Prep | | Amber Alert Drill WARNEX and Fraire Barracks Tornado Drill | | | | Training and Exercise Planning Workshop | | |
| Situational Assessment | | | | | | | | | | | | |
| Critical Transportation | | | | | | | | | | | | |
| Infrastructure Systems | | | | | | | | | | | | |

Some recurrent exercises listed on page 6.

Color Key: Based on threat/hazard

| | | | | | | | |
|----------------|---------|-------|--------------|-----|----------|--------------|------|
| Cyber Security | Haz Mat | Flood | Winter Storm | IED | Pandemic | Summer Storm | TEPW |
|----------------|---------|-------|--------------|-----|----------|--------------|------|

