

Multi-Year Training/Exercise Plan 2016 - 2018

State of Montana



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PREFACE

The Department of Homeland Security (DHS) requires that every state conduct an annual *Multi-Year Training and Exercise Plan Workshop* (TEPW). In the spring of 2016, Montana Disaster and Emergency Services (MT DES) began collecting input from partners at the Tribal, State, and local level, and incorporated quantitative and qualitative inputs into a final State *Training and Exercise Plan* (TEP).

The TEP is the framework for Montana to accomplish the priorities described in the State's Homeland Security Strategy. Montana has pursued a coordinated homeland security strategy that emphasizes collaboration among Federal, Tribal, State, local, and private partners to jointly plan and prepare for man-made and natural emergencies and disasters. Training and exercises play a crucial role in this strategy, providing Montana with means of attaining, practicing, validating, and improving core capabilities as described in the National Preparedness Goal (NPG).

MT DES regularly coordinates with training and exercise sponsors to address capability gaps throughout the state. The Multi-Year TEP is a living document that is based upon priorities established by the State of Montana *2015 Threat and Hazard Risk Identification and Risk Assessment – State Preparedness Report* (THIRA-SPR), other assessments such as existing Pre-Disaster Mitigation Plans (PDM) and After-Actions Reviews/Improvement Plans (AAR/IPs) from exercises.

Training and exercise strategies identified in this TEP are also identified as priorities based on state and local assessments as well as discussion and feedback with local and tribal jurisdictions and state agencies.

To provide comment on this plan, please send an email to mtdesplans@mt.gov

PURPOSE

This Multi-Year Training and Exercise Plan (TEP) provides overall guidance for identifying, planning, conducting, coordinating or supporting emergency preparedness training and exercises done in the State of Montana. When scheduling or supporting new trainings or exercises, this plan should be used as a guide to address identified emergency preparedness gaps and needs. This plan may also be used as a reporting tool in order to comply with federal grant requirements.

Montana's training and exercise program and this TEP follows the Federal Emergency Management Performance Grant (EMPG) guidelines. Local, county and tribal jurisdictions should follow the EMPG guidance provided by the state.

SCOPE

This TEP is for MT DES, but may be referenced by local and tribal jurisdictions to assist with the development of their Training and Exercise Plans. The TEP is a roadmap for Montana to accomplish the training and exercise priorities, strategic goals, and readiness objectives.

ROLES AND RESPONSIBILITIES

MT DES roles and responsibilities are to:

- Prepare and execute the State TEP
- Provide technical assistance and support to the "Whole Community"
- Coordinate regional training and exercise collaboration
- Coordinate training and exercise requests

CONCEPT OF OPERATIONS

The vision of MT DES is to create a disaster resilient Montana. This TEP assists with achieving that vision by developing and maintaining effective training and exercise programs that increase awareness, capability, and confidence in Montana's readiness.

The chosen training and exercises are intended to:

- Close identified gaps
- Provide the knowledge and skills needed to save lives, stabilize the incident, and mitigate and recover from the damage
- Protect public health and safety, property, the environment and the economy
- Test and examine existing plans, skills and procedures

MT DES works with county and tribal jurisdictions to collectively analyze local, regional, tribal and state AAR/IPs from exercises, trainings and planned or spontaneous real-world events to identify weaknesses and success. In addition, AAR/IPs are used to prioritize state training and exercise assistance to jurisdictions and Montana Emergency Support function (ESF) partners. The TEP is part of a multi-agency, multi-jurisdictional approach, providing a rational and practical path of learning (training), practice and

testing (exercise) focused on building the skills needed to successfully prepare for, mitigate, respond to, and recover from the impacts of the natural, technological and human-caused threats and hazards most likely to be faced in Montana.

MT DES works with state agencies, as well as county and tribal jurisdictions to collectively analyze local, regional, tribal, and state AAR/IPs from exercises, trainings and real-world planned or spontaneous incidents. The AAR/IPs are used to identify regional or state-wide deficiencies in addition to prioritizing state training and exercise assistance to jurisdictions and to Montana Emergency Support Function (ESF) partners.

The identified trainings and exercises will assist in closing identified gaps, provide knowledge and skills need needed to save lives, protect public health and safety, and protect property and the environment.

Assessments

Montana performs numerous assessments that determine training and exercise needs. These assessments include (but not limited to):

- Threat and Hazard Identification and Risk Assessment (THIRA)
- State Preparedness Report (SPR)
- Calculated Priority Risk Index/Pre-Disaster Mitigation (PDM)
- Exercise After Action Reviews (AAR/IP)
- National Preparedness Report (NPR)
- Montana Legislative Audits
- Training and Exercise Plan Workshops (TEPW) with state agencies, and county and tribal jurisdictions

The TEP is in agreement with the common gaps identified through local and state assessments. However it may not align with every assessment due to unique jurisdictional needs and variations of the different assessments. Other factors, such as nationwide concern over rail transport of crude oil products, cyber-attacks, and terrorism, or other locally or state driven lists of priorities and identified needs may also influence the TEP.

Priority Core Capabilities

Each identified priority is linked to Core Capabilities and, if applicable, an Improvement Plan (IP) action. Training and exercising the priorities and associated core capabilities will help the State enhance or maintain the capabilities.

Below, a description of core capabilities is included, along with a list of training and exercises that can be conducted to support improvements. (Note: Several trainings & exercises are applicable to two or more core capabilities-for clarity, events shall only be listed once)

State Identified Core Capability Priorities

Statewide assessments have identified the following Core Capabilities as priorities that either need to be sustained or enhanced.

- Cybersecurity
- Health & Social Services
- Mass Care Services
- Public Information and Warning
- Operational Coordination

Training

Training Priorities

Training to address the identified needs may be provided or coordinated by the local jurisdictions or provided and coordinated by the State. Training priorities identified by the Local or Tribal jurisdictions may be a locally identified need, while not identified as a statewide need. MT DES will assist the local and tribal jurisdictions with training request by offering, or coordinating trainings whenever possible. Local jurisdictions are encouraged to address their locally identified training needs and seek assistance from MT DES when necessary.

State, Local and Tribal priorities are identified through assessments such as AARs and Training and Exercise Workshops (TEPW). The intent of the TEPW is to identify training and exercise needs of the jurisdictions and include those needs into statewide Training and Exercise plan.

The following are specific topics that were identified as training needs:

- Public Information Officer: Awareness thru Advanced PIO certification/qualification
- Social Media: Awareness thru Advanced
- Incident Command System (ICS): 100 thru 400
- Cybersecurity: Awareness thru Advanced
- Train Derailment: First responders
- Operational Coordination Workshop
- Training and Exercise Planning Workshop
- Web EOC
- Situation Analyst Montana (SAM)
- Command Presence class
- Amateur Radio
- Public Warning and Notification class
- Principals of Emergency Management
- Agency representative classes
- Volunteer Management
- Leadership and Influence

Requested New Trainings

Some trainings require development to address needs specific to Montana and its jurisdictions have been identified. These trainings can be modified from existing trainings to reflect rural and frontier capabilities.

Training that have been requested but require some development include:

- Rural/Frontier Emergency Operation Center (EOC)
 - Training scalable for Montana jurisdictions
- Professional Development Series (PDS)
 - For all Coordinators
 - Refresher
 - Two days maximum duration
 - Performed on the East and West side of the states and performed annually
- County Coordinator's Workshop
 - For New Coordinators
 - Refresher
 - Two day maximum duration
- Urban Search and Rescue training (capability scalable to jurisdiction)

Available Trainings

Trainings that have been identified as readily available are identified below, and grouped according to a priority Core Capability.

Planning (All mission areas):

Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

Training and Exercises that support this Core Capability include:

- FEMA G230 Fundamentals of Emergency Management
- FEMA G235 Emergency Planning
- FEMA L580 Emergency Management Framework for Tribal Governments
- RDPC AWR148 Crisis Management for School-Based Incidents
- RDPC MGT403 Response Planning for Functional Needs
- Indian Nations Preparedness and Health Summit
- MT DES *HSEEP* Workshop
- MT DES State Training & Exercise Planning Workshop
- MT DES Coordinator's Workshop
- MT DES Frontier Montana Exercise Workshop
- State Conference on Emergency Preparedness
- State/Tribal/Regional/Local *Senior Officials* Workshop
- Indian Nations Preparedness and Health Summit

Public Information and Warning (All mission areas):

Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available as appropriate.

Training and Exercises that support this Core Capability include:

- FEMA G289 *PIO Awareness*
- FEMA G290 *PIO Basic*
- FEMA G291 *Joint Information System/Center for Public Information Officers (PIO)*
- FEMA L953 *NIMS/ICS All-Hazard Public Information Officer*
- NDPTC PER300 *Social Media for Natural Disaster Response & Recovery*
- L0388 *Advance PIO Course*
- National Weather Service *Social Media Workshops*
- MT DES *Social Media for Emergency Managers Workshop*
- MT DES *JIC/JIS PIO Workshop & Exercise*
- Regional *Severe Weather Virtual Tabletop Exercise*

Operational Coordination (All mission areas):

Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of Core Capabilities.

Training and Exercises that support this Core Capability:

- ICS/IS-100 *Introduction to ICS* (Classroom delivery)
- ICS-200 *ICS for Single Resources and Initial Action Incidents*
- ICS-300 *Intermediate Incident Command System*
- ICS-400 *Advanced Incident Command System*
- ICS-402 *ICS Overview for Executives and Senior Officials*
- IS-700 *NIMS – An Introduction* (Classroom delivery)
- IS-701 *NIMS Multiagency Coordination* (Classroom delivery)
- FEMA G191 *EOC/ICS Interface Workshops*
- FEMA G775 *EOC Operations and Management*
- MT DES *WebEOC Workshops*
- MT DES *State Duty Officer Workshops*
- MT DES *Local Government Disaster Information Manual Workshops*
- Fallon County *Annual Gathering of Local Emergency Managers*
- MT DES *State EOC Operations & Planning Training & Exercises*
- MT DES *State EOC Integrated Emergency Management Full-Scale Exercise*
- FEMA G191 *EOC/ICS Interface Supplemental Drill*

Operational Communications: (Response mission area)

Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

Training and Exercises that support this core capability:

- USDHS-OEC All-Hazards ICS Communications Technician Course
- USDHS-OEC *Communications Unit Leader* Functional Exercise
- Montana DPHHS *Communications* Exercises
- All Topics from Public Information and Warning as well

Cybersecurity: Protection mission area

Protect against damage to, the unauthorized use of, and/or the exploitation of (and, if needed, the restoration of) electronic communications systems and services (and the information contained therein).

Training and Exercises that support this core capability:

- Provide training on procedures for a Cyber Security event
- Standard Awareness Training
- TEEEX AWR135 Promoting Community Cybersecurity
- TEEEX AWR136 Essentials of Community Cybersecurity

Exercise

Montana's exercise program is required to participate in a minimum of five progressively complex exercises annually, with one exercise being classified as a full scale. EMPG also requires the local jurisdictions to participate in a minimum of three exercises annually. The Exercise and Training Program tracks, supports and provides technical assistance local exercise programs.

MT DES requires that all local, regional, and state exercises funded through the State Homeland Security Grant Program (HSGP) be designed, conducted and evaluated in accordance with the *Homeland Security Exercise and Evaluation Program* (HSEEP). HSEEP is the national standard for exercise implementation and evaluation, and as such, the State of Montana has adopted HSEEP as the standard.

Exercises should be designed so that each one increases in complexity and scope from previous exercises, based on the HSEEP Building Block approach. Additionally, trainings and exercises should use a cyclical approach. Once a plan, policy, or procedure is developed then training is provided, the plan is exercised, and the corrective actions and lessons learned are documented in the *After-Action Review/Improvement Plan* (AAR/IP) format. The plan, policy, or procedure is then updated based upon gaps identified in the exercise. Then the cycle begins again. Use of the building block approach ensures a successful progression in exercise complexity and allows for the appropriate training and preparation to occur prior to participation in exercises.

Exercise Priorities

Exercises to address the identified needs should be provided or coordinated by the local jurisdictions. Exercise priorities identified by the local or tribal jurisdiction may not be identified as a statewide need. Regardless, the local and tribal jurisdiction should focus their efforts on locally identified needs. MT DES will assist the local and tribal jurisdictions with exercise technical assistance whenever possible. The local and tribal jurisdictions are encouraged to address their locally identified exercise needs, and seek assistance from MT DES for assistance when necessary. MT DES will occasionally host state sponsored exercises where local and tribal jurisdictions may agree to participate.

The following are specific topics that were identified as exercise needs statewide:

- Public information Social Media, Joint Information Centers
- Emergency Operations Center (One to three positions & training must be scalable to fit small jurisdictions)
- WebEOC
- Situation Analyst Montana
- Active Shooter (Seminar through Full Scale)
- Cybersecurity
- Train Derailment
- Mass Care
- Volunteer Management
- ESF partners included in exercises
- Exercises course development and implementation;
- AAR/IP Documentation workshop
- Frontier Montana HSEEP course
- Mini-Tabletop exercises (TTX) developed for LEPCs, TERCs

PLAN MAINTENANCE

In order to provide an effective training and exercise program, MT DES will update this TEP annually by:

- Performing Training and Exercise Workshops (TEPWs)
- Reviewing assessments, including the THIRA/SPR and AARs.
- Reviewing input from ESF partners, State leadership and policy group officials
- Review federal documents such as the National Preparedness Report, Notice of Funding Opportunities, and Information Bulletins.
- Consulting with the State Emergency Response Commission (SERC) and its associated committees as appropriate.

ATTACHMENT 1: MULTI-YEAR TRAINING & EXERCISE SCHEDULE

State of Montana Multi-Year Training/Exercise Plan (TEP) 2016

Jurisdiction	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
State of Montana	ICS-400 (D3)	E-956 AH Liaison Course (D1)	AWR-148 Crisis Management for School/LE (D6) (TBD)	ICS 100, 200 (MTNG)
	AWR-330 Whole Community Planning (D1,2,3,4,5)	G-289 PIO Awareness Workshop (D2)	G-235 Emergency Planning (D6-DPHHS)	IS-700, 800 (MTNG)
	G-367 Emergency Planning for Campus Executives (D3)	E-954 AH Safety Officer Course (D3)	L-146 HSEEP (D3)	ICS -300 (MTNG)
	MGT-418 Training ID and Preparedness Planning (STO/TtT)	AWR-148 Crisis Management for School/LE (D2)	ICS-300 Dept of Corrections (D1)	
		ICS 100, 200		
		IS-700, 800		
		ICS-400		

State of Montana Multi-Year Training/Exercise Plan (TEP) 2017

Jurisdiction	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
State of Montana	<p>MT DES TEPW (TBD)</p> <p>ICS 300 (TEEX- Dept of Corrections)</p>	<p>G-289 PIO Awareness Workshop</p> <p>ICS 100, 200</p> <p>IS-700, 800</p> <p>ICS-400</p>	<p>L-388 Advanced PIO Course</p>	<p>ICS 300</p> <p>NIMS Position Specific Course</p>

State of Montana Multi-Year Training/Exercise Plan (TEP) 2018

Jurisdiction	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
State of Montana	MT DES TEPW (TBD)	G-289 PIO Awareness Workshop	NIMS Position Specific Course	ICS 300
	VG2018 Exercise	ICS 100, 200		
		IS-700, 800		
		ICS-400		

ATTACHMENT 2: TRAINING & EXERCISE PLAN EXAMPLE

Jurisdictions are highly encouraged to develop a *Training & Exercise Plan (TEP)* that lists upcoming planned training and exercises. Whether drafted at a formal *Training & Exercise Planning Workshop (TEPW)* or created and updated through platforms such as the LEPC or informal working groups, the TEP should list a progressive sequence of activities intended to meet gaps in priority core capabilities. The TEP can be as simple as a one-page document and considered a "living" plan. The TEP, at a minimum, will show planned activities for the upcoming eighteen months and be updated as needed with newly scheduled activities. The plan should be updated and reviewed to reflect changes in jurisdictional priority core capabilities; status towards progress in meeting identified gaps; and changes in funding, personnel, and availability of formal trainings.

MT County Priority Core Capabilities:

- Public Information & Warning
- Planning
- Operational Coordination
- Mass Care Services

Quarter/Calendar Year (CY)	Training	Exercises
3rd Quarter CY 2015	FEMA G290 Basic Public Information Officer	Public Warning Responsibilities Workshop – County Courthouse
	ICS-200 ICS for Single Resources & Initial Action Incidents	
	ICS-300 Intermediate ICS	City Evacuation Notification - Tabletop Exercise
4th Quarter CY 2015	Social Media Workshop	County EOC Activation Drill
	NWS Weather Spotters Workshop	Train Derailment – Public Information and Warning Drill – City
1st Quarter CY 2016		Train Derailment – Unified Command Tabletop Exercise
	FEMA G235 Fundamentals of Emergency Planning	Mass Sheltering Tabletop
	ICS-400 Advanced ICS	Johnstown Dam EAP Drill
2nd Quarter CY 2016	No training	Train Derailment – EOC Functional Exercise
3rd Quarter CY 2016	Community Emergency Response Team Training	Senior Officials Workshop: Review EOP Responsibilities

ATTACHMENT 3: MT DES TRAINING RESOURCE LIST

1. Emergency Management Institute

<https://training.fema.gov/emcourses/schedules.aspx>

2. Center for Domestic Preparedness Expertise: Prevention, deterrence and response to CBRNE hazards and healthcare/public health mass casualty

<https://cdp.dhs.gov/>

3. National Center for Biomedical Research and Training at Louisiana State University

Expertise: Biological, law enforcement, and agroterrorism response

<http://www.ncbrt.lsu.edu/>

4. National Nuclear Security Administration/CTOS-Center for Radiological/Nuclear Training at the Nevada National Security Site

Expertise: Prevention and response to radiological/nuclear attacks

<http://www.ctosnnsa.org/>

5. The Energetic Materials Research and Testing Center at New Mexico Tech

Expertise: Explosive and incendiary attacks

<http://www.emrtc.nmt.edu/training/>

6. Texas A&M Engineering Extension Service, National Emergency Response and Rescue Training Center

Expertise: Cybersecurity, crisis communications, executive and elected official's education, hazardous materials awareness and operations, health and medical services, incident management, infrastructure protection, search and rescue, threat and risk assessment, and training gap analyses

<http://www.teex.org/nerrtc/>

7. National Disaster Preparedness Training Center at University of Hawaii

Expertise: Natural disasters, coastal communities, islands & territories & underserved at-risk populations

<https://ndptc.hawaii.edu/>

8. Transportation Technology Center, Inc., Security and Emergency Response Training Center

Expertise: Prevention, deterrence response and recover to explosive related events

<http://sertc.org/>

9. The Rural Domestic Preparedness Consortium, led by The Center for Rural Development, is a DHS funded program providing training and resources to rural first responders. RDPC courses are offered both in-person and online, and are provided at no cost. More information about the RDPC can be found in the overview.

<https://www.ruraltraining.org>

ATTACHMENT 4: 2016 TEPW INFORMATION

2016 TEPW Outcomes

- *Cultivate new and strengthened existing relationships with stakeholders*
- *Promote whole community readiness through sound training/exercise forecasting*
- *Expand local and regional collaboration*
- *Sustain operational communication/coordination*
- *Strive for continuous improvement process*

Helena delivery

20 attendees / 8 agencies

Missoula delivery

18 attendees / 8 jurisdictions / 3 agencies / 1 private industry

Lewistown delivery

22 attendees / 11 jurisdictions / 3 agencies / 2 private industry

Miles City delivery

13 attendees / 6 jurisdictions / 3 agencies / 1 private industry

Indian Nations delivery

25 attendees / 6 tribes / 7 agencies

TEPW Summary

The Statewide Training and Exercise Planning Workshop (TEPW) is conducted in order to capture the training and exercise needs of the local jurisdictions and incorporate them into a statewide plan.

In the future, if local jurisdictions require training that highlights the training assessment process, MT DES has the ability to deliver the Jurisdiction Training Assessment Process Course, certified by the National Domestic Preparedness Consortium's (NDPC); *Readiness: Training Identification and Preparedness Planning upon request.*

The goal of *Readiness: Training Identification and Preparedness Planning* is to teach participants how to create effective training. By evaluating their abilities to meet their emergency operations plans (EOP) using traditional and national preparedness tools, participants can answer the following critical readiness questions:

- *How prepared do we need to be?*
- *How prepared are we?*
- *How do we prioritize efforts to close the gaps?*

Agencies that plan and train together are much better equipped to successfully respond together. In this course, participants will learn a Jurisdiction Training Assessment Process in which an integrated assessment team creates a jurisdictional profile and evaluates their abilities to fully implement their EOP. Participants will be able to identify and catalog training goals and identify ways to meet them by prioritizing training efforts, developing improvement plans, and implementing a course of action. The Jurisdiction Training Assessment course is the bridge between planning together and training together. It consists of the following five steps:

- Form an assessment team
- Identify training needs through gap analysis
- Identify priorities, personnel, and frequency of training goals
- Identify sources that can provide the training needed to complete the plan
- Create a Multi-Year training plan/training goals

Training and Exercise Summary

MT DES is available to develop or customize training and exercises to meet the state, or the individual district, and local needs including conducting classes or exercises during including evenings and weekends. With respect to the budget, ample notification is appreciated. Attempts will be made to offer split training sessions (2-4 hours once per week for a month) and/or half day classes to meet the needs.