



West Virginia

**DIVISION  
HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT**

**Training and Exercise Plan**

**2019**

# ADMINISTRATIVE HANDLING INSTRUCTIONS

The title of this document is the West Virginia 2019-2020 Training and Exercise Plan. This document fulfills a grant requirement for the State Homeland Security Grant and the Emergency Management Performance Grant.

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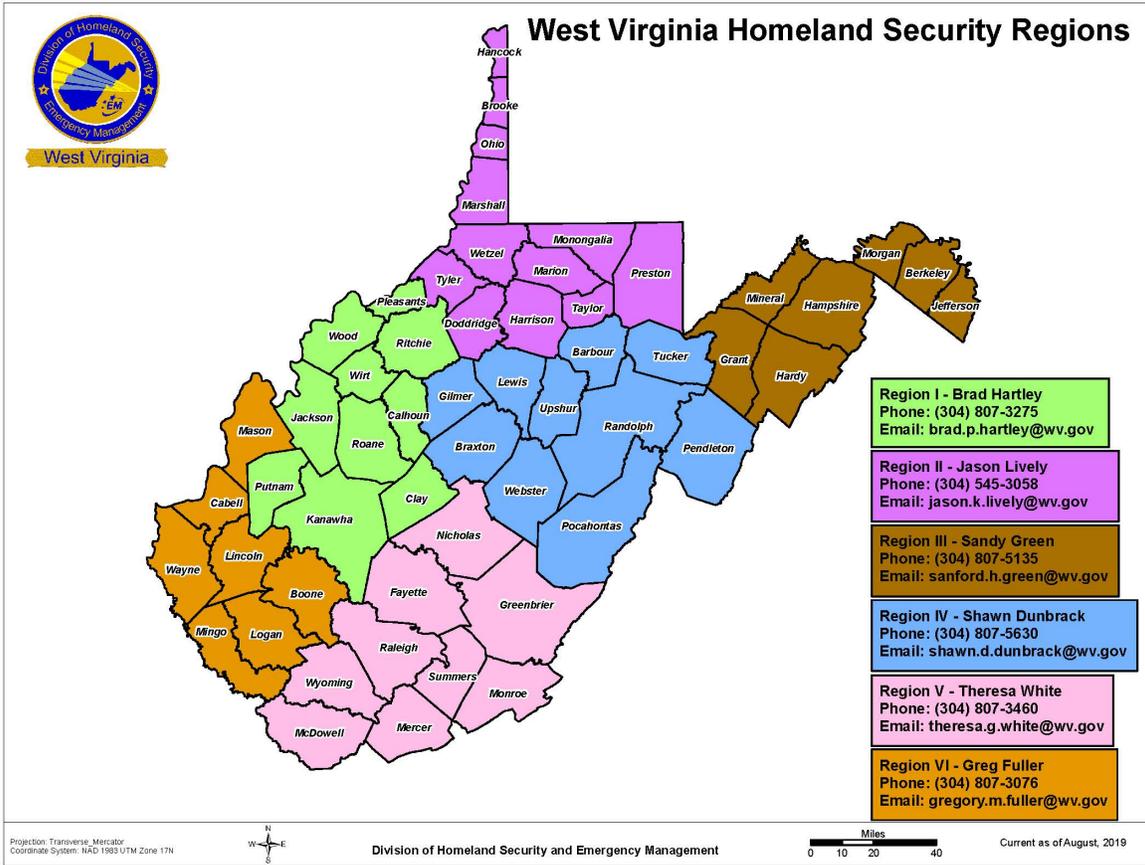
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# WEST VIRGINIA HOMELAND SECURITY REGIONS AND AREA LIAISONS



# CONTENTS

<b>Administrative Handling Instructions .....</b>	<b>1</b>
<b>Homeland Security Map.....</b>	<b>2</b>
<b>Table of Contents .....</b>	<b>3</b>
<b>Assessment &amp; Analysis Findings.....</b>	<b>4</b>
<b>General Training Recommendations.....</b>	<b>5</b>
<b>Appendix A: Training Schedule 2019-2020.....</b>	<b>6</b>
<b>Appendix B: Exercise Schedule 2019-2020 .....</b>	<b>9</b>
<b>Appendix C: Types of Exercises.....</b>	<b>10</b>
<b>Appendix D: Core Capabilities Chart.....</b>	<b>12</b>

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# ASSESSMENT & ANALYSIS

State agencies and local jurisdictions have completed a variety of assessments and exercises in recent years which have helped to clarify gaps and opportunities for improvement. Relative to training and exercising, these assessments identify consistent and recurring themes.

- Historically, training has focused on nationally developed courses and curriculum which mostly contains federal policy, doctrine and theory; as well as best practices from across the country.
- To effectively incorporate state specific information, new or supplemental curriculum may need to be developed. This will require drawing from a range of expertise. In many locations, the condition of written plans and procedures make it difficult for instructors to familiarize and instruct on how services are provided in the locales where the course participants work.
- The probability of increasing the number of paid personnel is very limited in most jurisdictions and/or disciplines, so we need to deliberately incorporate volunteers in our training program.
- Sensible cross training needs to be done to increase the potential for personnel to be skilled in needed functions, and for continuity purposes. Application of these personnel in any capability assessment needs to be realistic as a person can only fill a specific role (or perhaps a limited number of responsibilities) during an actual incident.
- Due to the very limited personnel in some agencies, and the unique reality in various jurisdictions, a dispersed training model may be most useful for some topics.
- THIRA – Additional education is needed to increase the understanding of the Threat and Hazard Identification and Risk Assessment (THIRA) including the intent of the process, the correct procedure for completing and submitting the THIRA tool, and how the information submitted will be used. Better understanding how the THIRA process relates to other capability building efforts (i.e., planning, NIMS, training/exercises, grants) is also needed.
- NIMS – Beyond the specific training requirements for individual agencies and disciplines, there is still inconsistent and incorrect application of ICS courses to allow the state to grow leadership capacity across disciplines and jurisdictions. Training requirements need to be more specifically tailored according to an individual's responsibilities rather than just herding people en masse through general courses. Practically that means more position-specific training is needed, and more opportunities for on-the-job training needs to be developed.
- Grant Management - Training needs to continue to be offered for grant development and management as numerous sub-grantees still have challenges with basic grant

paperwork. Programmatically, many agencies still need help articulating what they need and what benefits the grant will produce in language consistent with the National Preparedness System.

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# APPENDIX A: CURRENT 2019-2020 TRAINING SCHEDULE

**Foundations of Emergency Management (Part 1)** Basic EM Academy - Flatwoods 2019-03-19 2019-03-20

**Foundations of Emergency Management (Part 2)** Basic EM Academy - Flatwoods 2019-04-16 2019-04-18

**Foundations of Emergency Management (Part 3)** Basic EM Academy - Flatwoods 2019-05-14 2019-05-16

**Foundations of Emergency Management (Part 4)** Basic EM Academy - Flatwoods 2019-06-11 2019-06-12

**Science of Disaster Basic EM Academy** - Flatwoods 2019-07-16 2019-07-18

**Planning Basic EM Academy** - Flatwoods 2019-08-13 2019-08-14

**Public Information and Warning Basic EM Academy** - Flatwoods 2019-09-17 2019-09-18

**ICS-300** State Police Academy 2019-02-05 2019-02-07

**Social Media Engagement Strategies PER-343** State Police Academy 2019-02-12 2019-02-12

**Social Media Tools and Techniques PER-344** State Police Academy 2019-02-13 2019-02-13

**WV Flood Tool WEBINAR** 2019-02-06 2019-02-06

**Advisory Flood Heights in WV WEBINAR** 2019-02-20 2019-02-20

**WV Model Floodplain Ordinance WEBINAR** 2019-03-06 2019-03-06

**A352 Proper Installation of a Manufactured Home in the Floodplain** Web-based Only (664) WEBINAR 2019-03-20 2019-03-20 13 of 50

**A353 Basics of Floodplain Management Basics of Floodplain Management (665)** Parsons 2019-07-10 2019-07-10 30 of 30

**A354 Sport Event Risk Management AWR-167 (666)** Charleston 2019-05-02 2019-05-03 34 of 50

**A355 Basics of Floodplain Management Basics of Floodplain Management (667)** New Cumberland 2019-09-12 2019-09-12 30 of 30

**A356 Basics of Floodplain Management Basics of Floodplain Management (668)** Parkersburg 2019-10-17 2019-10-17 30 of 30

**A357 Basics of Floodplain Management Basics of Floodplain Management (669)** Pineville 2019-11-06 2019-11-06 30 of 30

**A358 Basics of Floodplain Management Basics of Floodplain Management (670)** Charleston 2019-12-04 2019-12-04 30 of 30

## APPENDIX B: CURRENT 2019-2020 EXERCISE SCHEDULE

The following exercises have been scheduled in 2019. Additional exercises will be added once they are finalized.

Date	Exercise Description	Location
Jan 17, 2019	BVPS IPX SRTF Dry Run	DHSEM
Feb 20, 2019	BVPS Field Sampling Team (Dry Run)	Coonskin Park
Feb 21-22, 2019	BVPS Field Sampling backup Date	Coonskin Park
Feb 22-24, 2019	WSJ Table Top Exercise, ROC	Glen Jean
Mar 12, 2019	BVPS Field Sampling Team Evaluation	Coonskin Park
Mar 12, 2019	BVPS SRTF Evaluation	Coonskin Park
Apr 10-15, 2019	WSJ Command Post Exercise	Glen Jean
May 1, 2019	BVPS WVSEOC Red Mini Drill	Coon Skin
May 14, 2019	Table Top Pandemic Flu	Elkins
May 18, 2019	Strawberry Festival	Buckhannon
May 21, 2019	Table Top Opioid Overdose	Beaver
Jun 28, 2019	SEOC Activation TTX	DHSEM
Jun 25, 2019	Region 4 Improvement Planning Workshop	Randolph 911
July 10-11, 2019	WSJ Communication Exercise Phase I	Glen Jean
July 17, 2019	WSJ Communication Exercise Phase II	Glen Jean
July 10-11, 2019	WSJ Communication Exercise Phase I FSE	Glen Jean
Jul 19, 2019	WSJ Communication Exercise Phase II FSE	Glen Jean
Jul 21, 2019	World Scout Jamboree	Glen Jean
Aug 6, 2019	HS Region 3 Table Top	Charles Town
Aug 8, 2019	Table Top Lightning Strike Response	Huntington
Aug 14, 2019	DHSEM Mini Drill	DHSEM
Aug 27, 2019	Randolph Co. FR Exercise, Seminar	Randolph 911
Aug 28, 2019	HSEEP Workshop	Flatwoods
Aug 29, 2019	SERC Conference Seminar	Canaan
Sep 7, 2019	Full Scale Lightning Strike	Huntington
Sep 23, 2019	SIRN Conference Seminar	Canaan
Sep 25, 2019	Hospital Evacuation Table Top	Charleston
Sep 26, 2019	SEOC Activation TTX	DHSEM
Oct 26, 2019	Search & Rescue FSE	Moundsville
Nov 2019	State-Wide TEPW Workshop	TBD
Dec 3, 2019	FEMA Region 3 TEPW Workshop	Philadelphia
Dec 3, 2019	Distribution Management Plan Seminar	DHSEM

# 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

<u>Prevention</u>	<u>Protection</u>	<u>Mitigation</u>	<u>Response</u>	<u>Recovery</u>
<b>Planning</b>				
<b>Public Information and Warning</b>				
<b>Operational Coordination</b>				
<b>Intelligence and Information Sharing</b>		<b>Community Resilience</b>	<b>Infrastructure Systems</b>	
<b>Interdiction and Disruption</b>		<b>Long-term Vulnerability Reduction</b>	<b>Critical Transportation</b>	<b>Economic Recovery</b>
<b>Screening, Search, and Detection</b>		<b>Risk and Disaster Resilience Assessment</b>	<b>Environmental Response / Health and Safety</b>	<b>Health and Social Services</b>
<b>Forensics and Attribution</b>	<b>Access Control and Identity Verification</b>	<b>Threat and Hazards Identification</b>	<b>Fatality Management</b>	<b>Housing</b>
	<b>Cybersecurity</b>		<b>Fire Management and Suppression</b>	<b>Natural and Cultural Resources</b>
	<b>Physical Protective Measures</b>		<b>Logistics and Supply Chain Management</b>	
	<b>Risk Management for Protection Programs and Activities</b>		<b>Mass Care</b>	
	<b>Supply Chain Integrity and Security</b>		<b>Mass Search and Rescue</b>	
			<b>On-Scene Security, Protection and Law Enforcement</b>	
			<b>Operational Communications</b>	
			<b>Public Health, Healthcare, and Emergency Medical Services</b>	
			<b>Situational Assessment</b>	