

State of Vermont

Multi-year Training and Exercise Plan

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Preface

The U.S. Department of Homeland Security (DHS) Grants Programs Directorate requires that every State and Urban Area conduct a Multi-year Training and Exercise Plan Workshop (TEPW) annually. As a result, Vermont recently conducted its 2014-2016 Multi-year TEPW and has since produced this Multi-year Training and Exercise Plan (TEP).

The Vermont Multi-year Training & Exercise Plan is the roadmap for Vermont to accomplish the priorities described in the Vermont State Homeland Security Strategy. Vermont has pursued a coordinated Homeland Security Strategy that combines enhanced planning, new equipment purchases, innovative training, and realistic exercises to strengthen Vermont's prevention, protection, response, recovery and mitigation mission areas. Training and exercises play a crucial role in this strategy, providing Vermont with a means of attaining, practicing, validating, and improving new capabilities within each of the mission areas.

The State's training and exercise programs are administered by the Vermont Division of Emergency Management & Homeland Security, Federal Agencies, State Agencies, and local governments. The training and exercise agenda described in this plan is binding for all State-level agencies, as well as any municipal response agencies receiving State homeland Security funds. The plan helps prepare Vermont to optimally address both the natural and technical hazards that it faces.

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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 therefore 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 Vermont State Homeland Security Strategy, and can provide a roadmap for the Vermont Division of Emergency Management & Homeland Security 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 activities that are scheduled for the years 2014-2016.

PROGRAM PRIORITIES

By joining together representatives from federal, state and local agencies with an interest in the subject of training and exercising, the Vermont Training and Exercise Working Group was able to identify priorities and develop common goals and objectives in order to create this multi-year plan. Each agency drew upon their experiences, previous exercises and requirements to develop a cohesive and comprehensive plan. During this workshop program priorities were identified which included the following core capabilities and associated definitions;

- **Operational Coordination**: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
- **Planning**: 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.
- **Public Information**: 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.
- **Community Resilience**: Lead the integrated effort to recognize, understand, communicate, plan, and address risks so that the community can develop a set of actions to accomplish Mitigation and improve resilience.

Operational Coordination

This priority relates to the ability for an Emergency Operations Center to be successfully operated. This includes both local and state Operations Centers. This priority also relates to the ability to successfully handle an incident from the incident site.

Corresponding Core Capabilities:

- Operational Coordination

Rationale:

Most references to Emergency Operations Center Management include provisions for additional training, identification of staffing and development of comprehensive plans. Training regarding the difference between an Emergency Operations Center and Incident Command Post and their functions is also noted in Improvement Plans.

Additional training, both classroom and practical application of the Incident Command System are necessary to improve this capability.

Supporting Training Courses and Exercises:

- Incident Command Post/Emergency Operations Center Interface - Division of Emergency Management & Homeland Security
- How to develop an Emergency Operations Center – Division of Emergency Management & Homeland Security
- Emergency Management Director (EMD) training – Division of Emergency Management & Homeland Security
- DisasterLAN (DLAN) training – Division of Emergency Management & Homeland Security
- Continuity of Operations Plan/State Emergency Operations Plan – Division of Emergency Management & Homeland Security & Department of Buildings & General Services
- Incident Command System Training:
 - ICS 100 - Vermont Police Academy & Vermont Fire Academy
 - ICS 200 - Vermont Police Academy & Vermont Fire Academy
 - ICS 300 - Vermont Police Academy & Vermont Fire Academy
 - MGT 312 – Vermont Police Academy & Vermont Fire Academy

- ICS 402 - Vermont Police Academy & Vermont Fire Academy
- Position Specific Incident Command Training:
 - Planning Section Chief - Vermont Police Academy
 - Incident Commander - Vermont Police Academy
 - Operations Section Chief - Vermont Police Academy
 - Logistics Section Chief - Vermont Police Academy
- Practical ICS Training (NIMS City) – Division of Emergency Management & Homeland Security & Vermont Police Academy
- Military Liaison – Vermont National Guard
- Hazmat Operations – Vermont Division of Fire Services & Vermont Fire Academy

Planning

This priority relates to a host of Planning activities including, but not limited to the development of Emergency Operations Plans, Mitigation Plans, Continuity of Operations and Government Plans, Communications Plans, and written Standard Operating Procedures and Mutual Aid Agreements.

Corresponding Core Capabilities:

- Planning

Rationale:

Several types of plans have been identified in After Action Reports as needing improvement or development. Examples of plans identified include: Emergency Operations Plans, School Safety Plans, Standard Operating Procedures, Communications Plans, Public Information Plans, Written Mutual Aid Agreements, Mass Casualty Incident Plans and Safety Plans.

Supporting Training Courses and Exercises:

- Train locals on State Emergency Operations Plan – Division of Emergency Management & Homeland Security
- Shelter in Place – Vermont Division of Fire Safety
- Commodities distribution – Vermont National Guard & Division of Emergency Management & Homeland Security
- Senior leaders roles and responsibilities – Division of Emergency Management & Homeland Security
- Shelter management – American Red Cross & Vermont Agency on Agriculture, Food & Markets

- Local Emergency Operations Plan (EOP) Development training – Division of Emergency Management & Homeland Security
- Local Emergency Operations Plan (EOP) Annex Specific Training - Division of Emergency Management & Homeland Security
 - School Safety Plans
 - Continuity of Operations Plans
 - Communications Plan Development
 - Public Information Plans
 - Medical Surge and Mass Care Plans

Public Information and Warning

This priority relates to the ability to provide the public with accurate and timely information relating to incidents and what they can do to protect themselves. This priority has a focus on local jurisdictions who have repeatedly asked for training in this area.

Corresponding Core Capabilities:

- Public Information and Warning

Rationale:

Most references to Public Information and Warning include provisions for additional training and the development of comprehensive plans that are designed to provide accurate and timely notification to the public during an incident, including pre-incident warnings and post incident recovery information.

Supporting Training Courses and Exercises:

- Train locals on available communications networks – Division of Emergency Management & Homeland Security Public Information Officer Training
- VAlert Training
- DisasterLan (DLAN) Training
- Standardized Shelter in Place Training

Community Resilience

This priority relates to preparing communities and citizens to take care of their self during an incident to reduce the burden placed on emergency responders and to reduce the level of recovery necessary following an incident.

Corresponding Core Capabilities:

- Planning

Rationale:

Community resilience is a measure of the sustained ability of a community to utilize available resources to respond to, withstand, and recover from adverse situations. Community resilience requires participation from the whole community to improve response and recovery, and to plan for disaster recovery over the long term.

Supporting Training Courses and Exercises:

- Train local communities to respond, withstand and recover from adverse situations – Division of Emergency Management & Homeland Security Division of Emergency Management & Homeland Security
 - Shelter-in-Place Training –Vermont Division of Fire Services
 - Volunteer Management Training - Division of Emergency Management & Homeland Security
 - Emergency Manager training on how to reach out to citizens - Division of Emergency Management & Homeland Security
 - FEMA Disaster Documents Training – FEMA & Division of Emergency Management & Homeland Security
 - Vermont Emergency Response Volunteers (VERV)Training – Vermont Department of Health
 - Community Emergency Response Teams (CERT) Training - Division of Emergency Management & Homeland Security
 - Voluntary Organizations Active in Disasters (VOAD) Training - Voluntary Organizations Active in Disasters

METHODOLOGY AND TRACKING

This section will describe how the training courses and exercise were chosen and how they will be tracked with respect to progression and improvement. Our methodology will:

- Challenge participants with increasingly advanced coursework and scenarios.
- Incorporate, reinforce, and verify lessons observed.
- Identify demonstrated capabilities and areas in need of improvement.
- Provide a means of evaluation and corrective action for exercises.

Trainings and exercises were chosen based on identified needs from the past years exercise Improvement Plans and real world incidents. In addition to the Improvement Plans, trainings and exercises have been identified based on the National guidance in both of these areas.

MULTI-YEAR TRAINING AND EXERCISE SCHEDULE

SEE THE ATTACHED TRAINING AND EXERCISE SCHEDULE