



**2017-2019**

**MULTI-YEAR TRAINING AND  
EXERCISE PLAN**

Boone County

Office of

Emergency Management

February 2017

## **PREFACE**

The Boone County Office of Emergency Management utilizes a coordinated preparedness strategy that combines enhanced planning, resource acquisition, innovative training, and realistic exercises to strengthen its emergency preparedness response capabilities. Training and Exercises play a crucial role in providing the organization with a means of attaining, practicing, validating and improving its high-priority capabilities for emergency preparedness.

The Boone County Office of Emergency Management Training and Exercise Plan (TEP) is part of Boone County's strategy for emergency preparedness and is intended to provide the County with consistent training program information. The Boone County Office of Emergency Management coordinates the delivery of training and exercises to facilitate the improvement of the County's ability to deliver specific capabilities for emergency operations. To achieve this, Boone County participated in the State of Missouri Training and Exercise Planning Workshop (TEPW), the Region F Training and Exercise Planning Workshop (TEPW) and conducted a local Training and Exercise Planning Workshop (TEPW) to produce this Multi-Year Training and Exercise Plan (TEP).

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## PURPOSE

The purpose of the Multi-Year Training and Exercise Plan (TEP) is to document Boone County's overall training and exercise program priorities for the 2017-2019 period. It is a living document that can be updated and refined annually or on an as needed basis. 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 Boone County build and sustain the core capabilities needed to address its training and exercise program priorities.

The 2017-2019 Multi-year Training and Exercise Plan is a strategic plan to provide a roadmap in accomplishing 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.

Each priority is linked to an associated capability, and the training and exercises that will help Boone County obtain those capabilities to achieve priorities. Capabilities-based planning provides the foundation for developing exercise program priorities, identifies sets of capabilities to exercise, determines the conditions and scenarios that should be included and addressed in exercise, and sets the performance threshold training and exercises work to evaluate and validate.

In addition to the above, the Multi-Year TEP coordinates training and exercise to reduce duplication of effort and over extension of resources. Included in this Multi-year TEP is a training and exercise schedule, which provides a graphic illustration of the proposed activities scheduled for the years 2017 through 2019. It is representative of the natural progression of training and exercises that should take place in accordance with the building-block approach.

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## PROGRAM PRIORITIES

As part of its continuous preparedness efforts, Boone County Office of Emergency Management met with community partners to discuss and identify community training priorities as outlined within this document. Based on the U.S. Department of Homeland Security (DHS) National Preparedness Goal, and the National Incident Management System (NIMS) training program, Boone County Office of Emergency Management is committed to the national priorities defined within the National Preparedness Goal, the training standards presented within the NIMS Training Program, and the exercise guidelines outlined in the Homeland Security Exercise and Evaluation Program (HSEEP).

### National Preparedness Goal

*Presidential Policy Directive 8: National Preparedness (PPD-8)* describes the Nations approach to preparing for the threats and hazards that pose the greatest risk to the security of the United States. National preparedness is the shared responsibility of the whole community. Every member contributes, including individuals, communities, the private and nonprofit sectors, faith based organization, and federal, State, and local governments. Success is defined as, “a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.”

### National Incident Management System (NIMS) Training Program

*Homeland Security Presidential Directive 5: National Incident Management System (HSPD-5)* directs the Department of Homeland Security to develop a National Incident Management System (NIMS) to provide a consistent national approach for Federal, State, tribal, and local governments, the private sector, and nongovernmental organizations (NGO) to work together to prepare for, respond to, recover from and mitigate domestic incidents, regardless of cause, size, or complexity. Adoption of NIMS is encouraged to all stakeholders – Federal, State, tribal, and local governments; private sector organizations; critical infrastructure owners and operators; and NGOs involved in emergency management. In addition, adoption, and implementation of NIMS by State, tribal, and local organizations is a condition for receiving Federal preparedness assistance through grants, contracts, and other activities.

The *NIMS Training Program* lays out a conceptual framework that maintains a systematic process for the development of training courses and personnel qualifications. This process produces trained and qualified emergency management personnel. The framework facilitates the systematic development of these courses and qualification by translating functional capabilities (defined in NIMS) into position, core competencies, training, and personnel qualifications. The NIMS Training Program sets a sequence of goals, objectives, and action items for the NIC, which administer NIMS training nationally, and for stakeholders, who run their respective NIMS training and education programs.

## Homeland Security Exercise and Evaluation Program (HSEEP)

The *Homeland Security Exercise and Evaluation Program (HSEEP)* provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. Exercises are key components of national preparedness – they provide elected and appointed officials and stakeholders from across the whole community with the opportunity to shape planning, assess and validate capabilities, and address areas for improvement. In this way, the use of HSEEP – in line with the National Preparedness Goal and the National Preparedness System – supports efforts across the whole community that improve our national capacity to build, sustain, and deliver core capabilities.

### Preparedness Assessment and Prioritization

The Boone County Office of Emergency Management along with stakeholders and community partners, conducted a Training and Exercise Planning Workshop (TEPW) on February 8, 2017. This TEPW in conjunction with participation in State and Regional TEPWs, current threat and hazard identification and risk assessments, capabilities assessments, past After-Action Reports (AARs) and Improvement Plans (IPs) informed the development of the following priorities:

- Develop effective and efficient processes, procedures, and standard operating guidelines for the Boone County Emergency Operations Center (EOC).
- Continue to build key relationships between stakeholders, response agencies, and partner organizations within our community.
- Implement the use of the newly acquired RAVE Emergency Alerts system to notify responders and the community of disaster, emergency preparedness, or safety information.
- Effectively use social media and traditional methods of communication to convey disaster, emergency preparedness, or safety information to the public.
- Increase interoperable communications among stakeholders to provide better situational awareness, incident management, and a more resilient community.
- Increase situational awareness for all stakeholders by utilizing effective situation reporting methods.
- Train stakeholders and responders on the use of WebEOC for effective situational reporting, and incident management.
- Increase ability to assess the scope, magnitude and impact of disaster to appropriately determine short and long-term recovery efforts and resource needs through “whole community” coordination.

## FEMA CORE CAPABILITIES

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

### Identified Core Capabilities:

***Economic Recovery*** Return economic and business activities (including food and agriculture) to healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.

***Operational Communication*** 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.

***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.

***Public Information and Warning*** 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 and, as appropriate, the actions being taken and the assistance being made available.

***Situational Assessment*** Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.



## Priority

Develop effective and efficient processes, procedures, and standard operating guidelines for the Boone County Emergency Operations Center (EOC).

### Corresponding Core Capabilities:

- Operational Coordination

### Rationale:

Boone County Office of Emergency Management is a newly developed and expanded department within the Boone County Government organization. With the development of the new office, a new facility, the Boone County Emergency Communications Center, where the Boone County Emergency Operations Center is located, was completed September 2016. For this reason, the Boone County Office of Emergency Management is focusing on development and refinement of processes, procedures, and standard operating guidelines for the Boone County Emergency Operations Center (EOC) in coordination with our community partners to ensure efficient operations in the event of disaster.

### Supporting Training Courses and Exercises:

- EOC Activation Workshops 1-5
- EOC Activation Functional Exercise
- FMACC Functional Exercise
- LEPC Tabletop Exercise
- G402 Incident Command Systems (ICS) Overview for Executives & Senior Officials
- ICS 300 Intermediate Incident Command System
- ICS 400 Advanced Incident Command System
- E0930 Community-Specific Integrated Emergency Management Course

## Priority

Continue to build key relationships between stakeholders, response agencies, and partner organizations within our community.

### Corresponding Core Capabilities:

- Operational Coordination

### Rationale:

Boone County is committed to employing a “whole community” approach to emergency preparedness, planning, response, mitigation, and recovery. The partnerships within the community are considered our greatest asset in midst of disaster. All trainings and exercises are developed and executed with this goal in mind.

### Supporting Training Courses and Exercises:

- All training and exercises.

### Priority

Implement the use of the newly acquired RAVE Mobile Safety emergency alerts system to notify responders and the community of disaster, emergency preparedness, or safety information.

### Corresponding Core Capabilities:

- Public Information and Warning

### Rationale:

In September 2016, Boone County acquired and implemented the Rave Mobile Safety emergency alerts system. This notification system is to be utilized not only to propagate emergency information to the public, but also be utilized as an internal notification system between Boone County and responding agencies within the community. It is imperative the system is fully tested to ensure all stakeholders are familiar with the new system. This is the primary means of disaster notification within the County of disaster response activation.

### Supporting Training Courses and Exercises:

- EOC Activation Workshops 1-5
- EOC Activation Functional Exercise
- E0930 Community-Specific Integrated Emergency Management Course

### Priority

Effectively use social media and traditional methods of communication to convey disaster, emergency preparedness, or safety information to the public.

### Corresponding Core Capabilities:

- Public Information and Warning

### Rationale:

Based on the 2016 training course, PER 304 Social Media for Natural Disaster Response and Recovery attended by Boone County Office of Emergency Management staff in July 2016, it was determined that social media become a priority for the department. In today's rapidly changing technological environment, it is imperative for the agency to master the use of social media for crisis communication to better protect our community and become a leader in our industry.

### Supporting Training Courses and Exercises:

- PER344 Social Media Tools & Techniques
- G90 Basic PIO Training

### Priority

Increase interoperable communications among stakeholders to provide better situational awareness, incident management, and a more resilient community.

### Corresponding Core Capabilities:

- Operational Communication

### Rationale:

As noted in the After-Action Report/Improvement Plan for the Active Assailant Tabletop Exercise Part 1 of 3 conducted on May 12, 2016, and the After-Action Report/Improvement Plan for the Active Assailant Full-Scale exercise conducted on November 21, 2016, interoperable communications is a concern; there is a need to test the capacity of the JCIC channel, as well as, determine a means of communication between all responding agencies. Due to the difference in frequencies used by local responders, interoperable communications are limited; however, Boone County Joint Communications is actively working to find viable solutions that allow cross-over communications between the frequency used by University of Missouri and those used by City of Columbia and Boone County.

### Supporting Training Courses and Exercises:

- EOC Activation Functional Exercise
- FMACC Functional Exercise
- E0930 Community-Specific Integrated Emergency Management Course

### Priority

Increase situational awareness for all stakeholders by utilizing effective situation reporting methods.

### Corresponding Core Capabilities:

- Situational Awareness

### Rationale:

As mentioned above, Boone County is committed to employing a “whole community” approach to emergency preparedness, planning, response, mitigation, and recovery. The partnerships

within the community are considered our greatest asset in midst of disaster. All trainings and exercises are developed and executed with this goal in mind. To achieve a “whole community” approach to emergency management within the County, it is imperative all stakeholders have efficient and broad situational awareness to properly make the decisions expected of them during disaster.

### **Supporting Training Courses and Exercises:**

- All trainings and exercises.

### **Priority**

Train stakeholders and responders on the use of WebEOC for effective situational reporting, and incident management.

### **Corresponding Core Capabilities:**

- Situational Awareness

### **Rationale:**

To ensure all stakeholders have efficient and broad situational awareness to properly make the decisions expected of them during disaster, all stakeholders must have understanding and capacity to operate virtual incident management software application, WebEOC. Currently, the Boone County Office of Emergency Management utilizes the State of Missouri Emergency Management Agency’s WebEOC portal for incident management and situational reporting for both local and statewide incidents and events.

### **Supporting Training Courses and Exercises:**

- EOC Activation Functional Exercise
- FMACC Functional Exercise
- WebEOC Operator Training
- E0930 Community-Specific Integrated Emergency Management Course

## Priority

Increase ability to assess the scope, magnitude and impact of disaster to appropriately determine short and long-term recovery efforts and resource needs through “whole community” coordination.

### Corresponding Core Capabilities:

- Economic Recovery

### Rationale:

Boone County will carry out a “whole community” approach throughout the duration of disaster. Boone County will work with all stakeholders, and community partner agencies to return the community, including infrastructure and economic activities to operations. This includes the debris management, cost documentation pertaining to disaster, and coordination with State and Federal agencies in the event of a presidential disaster declaration in a continued effort to increase disaster recovery and resilience.

### Supporting Training Courses and Exercises:

- EOC Activation Workshops 1-5
- EOC Activation Functional Exercise
- FMACC Functional Exercise
- LEPC Tabletop Exercise
- Region F Healthcare Coalition Recovery Tabletop Exercise
- E0930 Community-Specific Integrated Emergency Management Course
- G0202 Debris Management Planning for State, Tribal & Local Officials
- G0556 Local Damage Assessment

## **METHODOLOGY AND TRACKING**

Trainings and exercises will be evaluated based on a combination of participant feedback and evaluation in accordance with the Homeland Security Exercise Evaluation Program (HSEEP). All exercises and real-world incidents will be followed up with a detailed After-Action Report/Improvement Plan. These documents will determine future trainings and exercises conducted by the County.

The Boone County Multi-Year Training and Exercise Plan methodology and tracking process will:

- Challenge participants with increasingly advanced coursework and scenarios.
- Incorporate, reinforce, and verify lessons learned from trainings and exercises, as well as, real-world incidents.
- Identify demonstrated capabilities and areas in need of improvement.
- Provide a means of evaluation and corrective action for exercises; and
- Ensure a method to share lessons learned and best practices from training courses and exercises with all stakeholders, community partners, and citizens via the Boone County Office of Emergency Management website.

## STATE AND REGION F TEPW OUTCOMES

### State TEPW Outcomes

#### Core Capabilities:

- Cybersecurity
- Economic Recovery
- Environmental Response/Health and Safety
- Mass Care Services
- Mass Search and Rescue Operations
- Operational Communication
- Operational Coordination
- Planning
- Public Health, Healthcare, and Emergency Medical Services
- Public Information and Warning

#### Exercises:

- 2017 Pipeline Exercise
- 2017 Cyber Guard
- 2017 Nuclear Weapon Accident/Incident Exercise (NUWAIX)

### Region F TEPW Outcomes

#### Core Capabilities:

- Operational Coordination
- Operational Communication
- Public Information and Warning
- Access Control and Identity Verification
- Cybersecurity
- Planning
- Economic Recovery

#### Exercises:

- 2017 Healthcare Coalition Recovery Tabletop
- 2017 FMACC Exercise

### 2017 Training and Exercise Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<ul style="list-style-type: none"> <li>• MU Vehicle Attack Tabletop Exercise (Jan. 23)</li> <li>• G402 – Incident Command Systems (ICS) Overview for Executives &amp; Senior Officials (Jan. 23)</li> <li>• NWS Storm Spotter Training (Feb. 23)</li> <li>• ICS 300 Intermediate Incident Command System (Feb. 25-26)</li> <li>• EOC Activation Workshop 1 (Feb. 28)</li> <li>• EOC Activation Workshop 2 (Mar. 9)</li> <li>• EOC Activation Workshop 3 (Mar. 28)</li> <li>• 2017 Pipeline Exercise (Mar 16)</li> </ul>			<ul style="list-style-type: none"> <li>• LEPC TTX Exercise (Apr. 18)</li> <li>• 2017 NUWAIX Exercise (Apr. 4-7)</li> <li>• EOC Activation Workshop 4 (Apr. 11)</li> <li>• EOC Activation Workshop 5 (May 11)</li> <li>• Region F HCC Recovery TTX (May 15)</li> <li>• 2017 Cyber Guard (May 23-25)</li> <li>• PER344 Social Media Tools &amp; Techniques (Jun. 6)</li> <li>• FMACC Exercise (Apr. 25)</li> </ul>				<ul style="list-style-type: none"> <li>• EOC Activation Functional Exercise (Jun. 22)</li> </ul>			<ul style="list-style-type: none"> <li>• G90 Basic PIO Training (Oct. 24-26)</li> <li>• Simulated Emergency Test (SET) Exercise (TBD)</li> <li>• 2017 Pipeline Exercise (TBD)</li> <li>• E0930 Community-Specific Integrated Emergency Management Course (Nov. 13-16)</li> <li>• ICS 400 Advanced Incident Command System (TBD)</li> </ul>	

- Scheduled Event
- Tentative Event
- Regional Event
- State Event
- National Event

**\*Schedule is subject to updates, revisions, and changes at any time**



### 2018 Training and Exercise Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<ul style="list-style-type: none"> <li>Storm Spotter Training (TBD)</li> <li>WebEOC Operator Training (TBD)</li> <li>ICS 300 Intermediate Incident Command System (TBD)</li> <li>Columbia College Active Shooter Tabletop Exercise (TBD)</li> <li>Columbia College Active Shooter Full-Scale Exercise (TBD)</li> </ul>			<ul style="list-style-type: none"> <li>ICS 400 Advanced Incident Command System (TBD)</li> </ul>			<ul style="list-style-type: none"> <li>Active Shooter Full-Scale Exercise (TBD)</li> </ul>			<ul style="list-style-type: none"> <li>Simulated Emergency Test (SET) Exercise (TBD)</li> </ul>		

- Scheduled Event
- Tentative Event
- Regional Event
- State Event
- National Event

**\*Schedule is subject to updates, revisions, and changes at any time.**

### 2019 Training and Exercise Schedule

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<ul style="list-style-type: none"> <li>• Storm Spotter Training (TBD)</li> <li>• WebEOC Operator Training (TBD)</li> <li>• ICS 300 Intermediate Incident Command System (TBD)</li> </ul>			<ul style="list-style-type: none"> <li>• ICS 400 Advanced Incident Command System</li> </ul>			<ul style="list-style-type: none"> <li>• Columbia Regional Airport Triennial Exercise (TBD)</li> </ul>			<ul style="list-style-type: none"> <li>• Simulated Emergency Test (SET) Exercise (TBD)</li> </ul>		

- Scheduled Event
- Tentative Event
- Regional Event
- State Event
- National Event

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