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January 8, 2019

MEMORANDUM & COVER LETTER

TO: The Honorable Ralph S. Northam, Governor
The Honorable Thomas K. Norment, Jr., Co-Chairman of the Senate Finance Committee
The Honorable Emmet W. Hanger, Jr., Co-Chairman of the Senate Finance Committee
The Honorable S. Chris Jones, Chairman of the House Appropriations Committee
Mr. Daniel Timberlake, Director of the Department of Planning and Budget

VIA: The Honorable Brian J. Moran, Secretary of Public Safety and Homeland Security

FROM: Jeffrey D. Stern, State Coordinator

SUBJECT: 2018 NIMS Training & Exercise Report

In accordance with the 2018 Appropriations Act Item 399(C), I hereby submit the Virginia Department of Emergency Management 2018 NIMS Training Report. Please contact me if you have questions or need additional information concerning this report.

Please note that since this is the first mandated report, it only reflects the report period of July 1, 2018 through October 1, 2018. Subsequent reports will contain detail on the entire fiscal year.

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

2018 NIMS Training & Exercise Report

2018 Appropriations Act Item 399(C)

January 2019

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PREFACE

Pursuant to a new appropriation for statewide multidisciplinary emergency management training, Item 399(C) of the 2018 Appropriations Act reads as follows:

This appropriation includes \$500,000 in the first year and \$500,000 in the second year from the general fund for the Department of Emergency Management to conduct multidisciplinary training, regional training and exercises related to man-made and natural disaster preparedness, including training consistent with the National Incident Management System (NIMS). Training shall involve, but is not to be limited to, local and state law enforcement, fire services, emergency medical services, public health agencies, and affected private and nonprofit entities, including colleges and universities. Training may be conducted with a state, local or federal agency or agencies having the capability or responsibility to coordinate or assist in emergency preparedness. The agency shall submit a report detailing the number and types of training and exercises conducted, the costs associated with such training and exercises, and challenges and barriers to ensuring that state and local agencies are ready and able to respond to emergencies and natural disasters. The report shall be submitted to the Governor, Secretary of Public Safety and Homeland Security, the Chairmen of the House Appropriations and Senate Finance Committees, and the Department of Planning and Budget by October 1 of each year.

This report is a summary of the number and types of training and exercises VDEM conducted, the costs associated with such training and exercises, and the challenges and barriers to ensuring that state and local agencies are ready and able to respond to emergencies and natural disasters.

Please note that since this is the first mandated report, it only reflects the report period of July 1, 2018 through October 1, 2018.

NIMS TRAINING & EXERCISES (July 1 through October 1, 2018)

United the Right 2 Training and Exercise Preparations

Training was conducted FY18 in preparation for the Unite the Right 2 (UTR2) demonstration which took place in August 2018 in Charlottesville, Northern Virginia, and Washington, DC. Training and exercises conducted prior to July 1, 2018 are listed as related to the UTR2, but were funded from prior fiscal year funds.

Training Classes:

- Planning Software (Previstar) New Software Training
 - January 19, 2018- Completed
 - February 12, 2018- Completed

- L0102: Science of Disaster
 - April 9, 2018- Completed

- L0103: Planning: Emergency Operations
 - April 12, 2018- Completed (23 students)

- ICS 300: Intermediate ICS for Expanding Incidents
 - June 5, 2018- Completed (34 students)

- MGT 457: On-Scene Crisis Leadership & Decision Making for Haz Mat Incidents
 - April 16, 2018- Completed (13 students)

- MGT 458: Building Whole Community Engagement through Local Emergency Planning Committees (LEPC)
 - April 17, 2018- Completed (7 students)

- G191: ICS/EOC Interface Workshop
 - May 24, 2018 (39 students)

- ICS 400: Advanced ICS Command and General Staff- Complex Incidents
 - July 25, 2017- cancelled due to low enrollment

Training conducted from July 1 – September 30, 2018

- G775: EOC Operations and Management
 - July 30, 2018- Completed (14 students)

- ICS 402: ICS for Executives and Senior Officials
 - August 2
 - August 9

Exercises:

- Emergency Operations Center (EOC) Functional Exercise at Charlottesville EOC, June 2018
- After Action Report (AAR) meeting on Functional Exercise, July 2018

NIMS Training and Exercises FY2019 - Item 399(C) of the 2018 Appropriations Act

Course	Description	# Conducted	Cost
L-105	Public Information and Warning: This course introduces students to the role of the Public Information Officer (PIO) in emergency management. Students are also introduced to basic of the Integrated Public Alert and Warning System (IPAWS).	1	\$1,720
L-146	Homeland Security Exercise Evaluation Program: This 2-day period of instruction is for those individuals that are directly involved in the planning, design and evaluation of training exercises. The intermediate-level training course incorporates exercise guidance and best practices from the HSEEP Volumes. It is an interactive course that allows participants to share personal lessons learned and best practices while gaining practical experience. In addition to the instructor-led course presentations, the course includes small group activities, videos, group discussions, and introductions to HSEEP and related initiatives such as supporting technology (e.g., HSEEP Toolkit) and capabilities-based planning (e.g., UTL and TCL). This approach provides participants with hands-on experience that readily translates to real-world exercise responsibilities. Activities include creating exercise documentation, conducting planning conferences and briefings, and practicing exercise evaluation.	2	\$2,130
G-191	Incident Command System/Emergency Operations Center Interface: This one-day course works best when delivered to Incident Command System and Emergency Operations Center personnel from the same community. The course provides an opportunity for participants to begin developing an ICS/EOC interface for their community. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.	1	\$370

G-205	Recovery From Disaster, The Local Government Role: This resident course is designed for local disaster recovery teams consisting of emergency managers, city/county administrators, public works directors, building inspectors, and community planners. The course focuses on the roles and responsibilities of each team member, and provides guidance on developing a local disaster recovery plan. Best practices in disaster recovery are summarized in a toolkit included in the course materials. Participants are given the opportunity to develop an outline of their own recovery plan during the course.	1	\$370
ICS-300	Intermediate ICS for Expanding Incidents: The 18 hour Intermediate Incident Command System (ICS) course is intended for those who could fill supervisory level positions during an incident. The course will permit the student to develop an ICS organizational structure, list staffing requirements, prepare a briefing, lead or participate in a planning meeting, identify resources, develop goals, prepare an action plan and become familiar with the National Incident Management System (NIMS).	13	\$4,810
ICS-400	Advanced Incident Command System: This 14 hour course is designed for a multidiscipline audience of staff who would likely serve as incident commanders in an ICS structure. Topics include command and general staff, unified command, major incident management, area command, and multiagency coordination. The course includes group activities, a tabletop exercise, and a final examination. The target audience for this course is senior personnel who are expected to perform in a decision-making capacity in an Area Command or Multiagency Coordination Entity.	6	\$3,480
ICS-402	Incident Command System Overview for Executives/Senior Officials: This 2 to 4-hour course is designed to provide a broad-level orientation to the Incident Command System (ICS) for Executives and Senior Officials (including elected officials, city/county managers, agency administrators, etc.). Topics include Part 1: What Is ICS?, Part 2: ICS Organization & Features, Part 3: Unified & Area Command, Part 4: Coordination & Incident Management Assessment, Part 5: NIMS Preparedness. Course presentation should also include review of the following locality-specific documents: Local and State laws/policies relevant to incident management, Local and State incident management roles and responsibilities, Local Emergency Operations Center procedures and the Local Emergency Operations Plan (EOP).	3	\$1,110

G-775	Emergency Operations Center (EOC) Management and Operations: This 2 1/2 day course provides the participant with training in the methods and procedures to effectively manage and operate an emergency operations center (EOC) during crisis situations. The course identifies considerations affecting site selection and design for an effective EOC; staffing, training, and briefing EOC personnel; and operating and managing an EOC during various emergency situations. This course is especially valuable for senior emergency management officials and any individual designated to serve in an EOC during emergency events.	1	\$1,660
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Training: VDEM spent \$15,650 on training in the first quarter of FY 2019.

Exercises: In the first quarter FY19, TEED participated in the Charlottesville Emergency Operations Center Functional Exercise After Action Meeting, which cost approximately \$300.

The following reflects FY19 account balance:

Funds Allocated	\$500,000
Fund Used to Date	\$ 15,950
Funds Remaining	----- \$484,050

CHALLENGES AND BARRIERS TO TRAINING AND EXERCISING

The challenges and barriers described herein reflect issues related to training and exercising in a multidisciplinary environment.

Concurrent FEMA Curricula Updates to NIMS

The Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI) establish the curricula for the National Incident Management System (NIMS). EMI is updating several NIMS courses. However, the exact schedule and timing has not been provided by FEMA. VDEM anticipates having to conduct update training for approximately 50 adjunct NIMS instructors to ensure we train our stakeholders on the most updated NIMS curriculum. This will likely occur towards the last quarter of this fiscal year and crossover into Fiscal Year 2020.

Lack of Instructors & Students to Fill Available Classes in Rural Areas

There is an historical challenge of finding enough instructors and enough students to fill classes, especially in the rural regions. Small localities have a difficult time being able to break away for a two-day course due to limited staffing. Additionally, training often requires back-fill and overtime costs within their respective departments.

Ongoing Response Operations Result in Cancellations or Postponements

Courses are subject to cancellation during response operations, whether they are occurring at the local level or are statewide events. Disaster operations, especially during hurricane season, can result in training staff being reassigned to field operations or to functions within the Virginia Emergency Support Team in the Virginia Emergency Operations Center (VEOC). During Hurricane Florence, two classes were postponed and conducted two months later.