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September 27, 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, Ph.D., State Coordinator

SUBJECT: 2019 National Incident Management System (NIMS) Training & Exercise Report

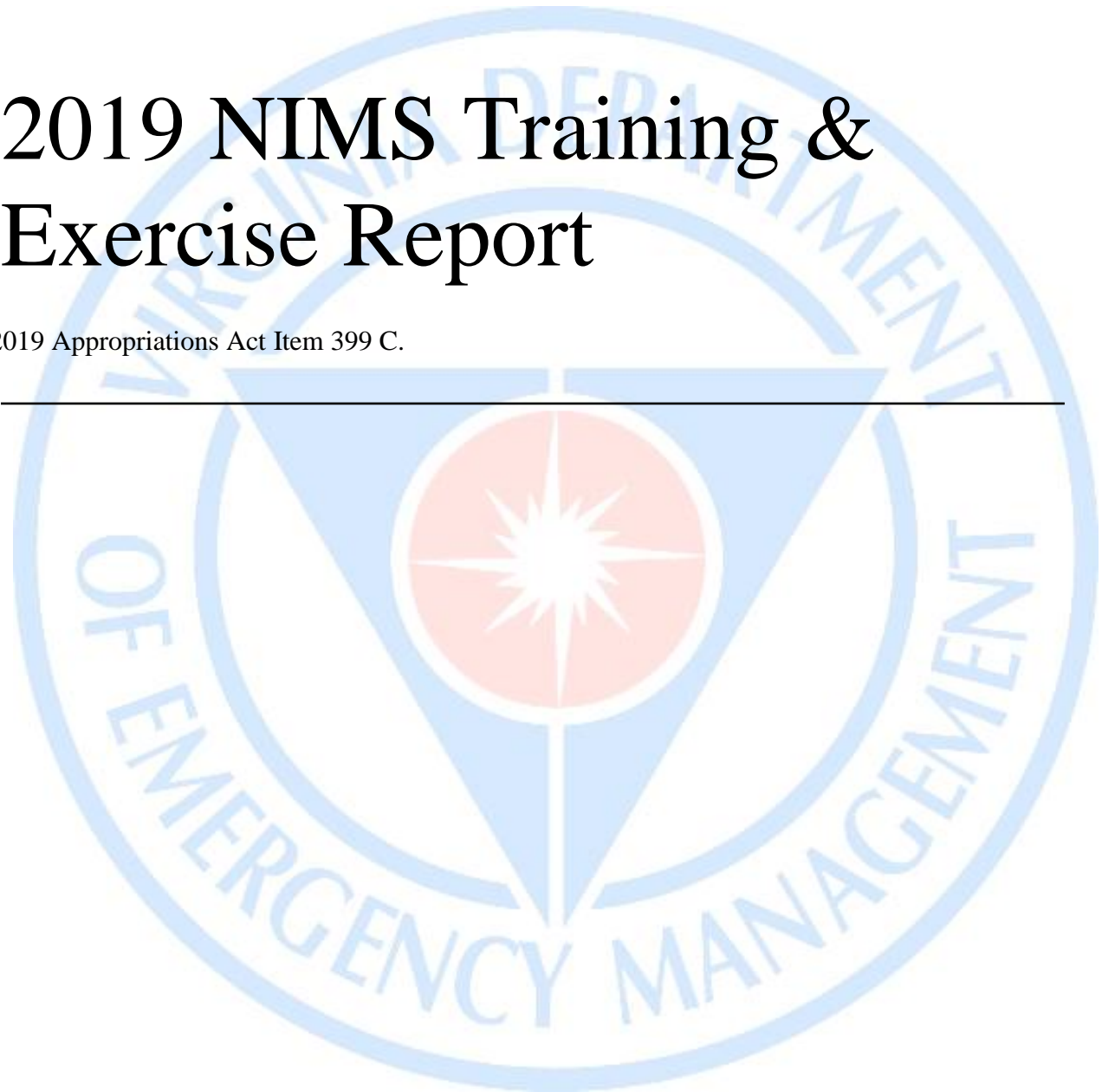
In accordance with the 2019 Appropriations Act Item 399 C., I hereby submit the Virginia Department of Emergency Management (VDEM) 2019 NIMS Training Report. Please contact me if you have questions or need additional information concerning this report.

*Saving lives through effective emergency management and homeland security.
“A Ready Virginia is a Resilient Virginia.”*

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

2019 NIMS Training & Exercise Report

2019 Appropriations Act Item 399 C.



September 2019

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Preface

Item 399 C. of the 2019 Appropriations Act reads as follows:

- C. 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.

National Incident Management System (NIMS) Training & Exercises

Training Category	Course Name	Course Number	Course Description	# for FY19	Cost per Course	Total Cost for FY19
Advance Professional Series	Incident Command System/Emergency Operations Center Interface	G191	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.	8	\$2,277	\$18,216
Advance Professional Series	Recovery From Disaster, The Local Government Role	G205	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.	2	\$2,277	\$4,554
Advance Professional Series	Volunteer and Donations Management	G288	This two-day workshop addresses the planning considerations and operational requirements for an effective volunteer and donations management system at the local level. A special emphasis is placed on the importance of collaborative partnerships between local government, voluntary agencies, and community organizations as the key to success in volunteer and donations management. The course is taught by subject matter experts from government and voluntary agencies.	2	\$2,277	\$4,554
Advance Professional Series	Basic Public Information Officer	G290	This two day course is designed for the new or less experienced Public Information Officer (PIO) and focuses on essential emergency PIO functions. The course will teach PIOs how to write a news release, conduct an on-camera interview and prepare awareness campaigns. The class is a prerequisite for the Advanced Public Information Course (E388) at the Emergency Management Institute. Elective for Advanced Professional Series (APS) certification.	2	\$2,277	\$4,554

Advance Professional Series	Joint Information System/Center Planning for Public Information Officers	G291	This one-day course is designed to equip Public Information Officers (PIOs) to establish and operate in a Joint Information System/Center (JIS/JIC). The purpose of the course is to build on the solo PIO competencies gained in the Basic PIO courses and apply those skills in an expanding incident. Participants will also gain a working knowledge of operational practices for performing PIO duties within the NIMS multiagency coordination system.	2	\$2,277	\$4,554
Advance Professional Series	Mitigation for Emergency Managers	G393	Participants are required to bring a copy of their community's mitigation plan to class, if available. If the jurisdiction does not have a mitigation plan, or the plan is incomplete, the participant should bring the community's hazard analysis or any other parts of the plan that may be completed. The course is designed to enable the non-technical emergency worker to acquire skills in the use of mitigation. It provides training in how to perform mitigation activities fundamental to reducing and eliminating long-term risk from hazards. It also addresses the important roles of the emergency program manager (or other local government representative) in mitigation: motivator, coordinator, and monitor in local implementation of the National Mitigation Strategy.	1	\$2,277	\$2,277
Advance Professional Series	Management of Spontaneous Volunteers in Disasters:	G489	This course aims to introduce the keys to success in managing large numbers of spontaneous volunteers in disasters. Its underlying assumption is that much of the volunteer help is indeed needed, and that with basic emergency management coordination skills, the volunteer resources can often be put to effective use, making a positive difference in the affected community. The course will discuss the benefits spontaneous volunteers can bring to relief efforts and the challenges they may bring if not coordinated effectively. In addition, the course will examine planning considerations regarding spontaneous volunteers. Special emphasis is also placed on how to make full use of a Volunteer Reception Center—the backbone of any well-organized spontaneous volunteer management program.	2	\$676	\$1,351

Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	Advanced Concepts and Issues in the Emergency Management Community and Profession	E0454	The goal of Advanced IV is to provide EM professionals with critical skills that are needed to engage the challenges associated with the broader regional, national and international EM community. Advanced IV is designed to provide participants with an understanding of these broader issues and the opportunity to apply the knowledge and skill gained through the previous three courses and the research project work to the broader strategic EM arena.	2	\$2,777	\$5,554
Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	Foundations of Emergency Management	L0101	FEMA recognizes the need to tie training programs to an established set of emergency management competencies and to a Career Development Program through a progressive training and education system that includes the entry-level Academy, called the National Emergency Management Basic Academy. Training objectives for this course are based on the newly established emergency manager competencies that the National Emergency Management Association; the International Association of Emergency Managers; and state, local, territorial, and tribal emergency management professionals have established in coordination with EMI. The following topics in emergency management are covered in this course: history; legal issues; intergovernmental and interagency context; influencing and organizing; social vulnerability issues; managing stress; collaboration, preparedness, and team-building; mitigation, response, prevention, and protection; ethical decision-making; recovery; technology; administration; and the future.	2	\$2,777	\$5,554
Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	Science of Disasters	L0102	This course in the Emergency Management Basic Academy is designed to provide the participants with an overview of scientific principles and concepts that shape our increasingly dangerous world.	2	\$2,777	\$5,554

Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	Planning: Emergency Operations	L0103	This course in the Emergency Management Basic Academy is designed to give basic concepts and planning steps to those new to the field of emergency management so that they may apply planning discipline and skills to challenges in their jobs. The course content includes emergency management planning doctrine and steps to take to accomplish writing plans and using them to deal with special events, which are common challenges for all jurisdictions. The content also derives from Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans and its six-step planning process and inclusive Whole Community philosophy. Likewise, doctrine from Comprehensive Preparedness Guide 201, Threat and Hazard Identification and Risk Analysis, is included in the course. Special event planning is then explained in the course and table group activities to analyze plans for special events are conducted.	2	\$2,777	\$5,554
Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	Public Information and Warning:	L0105	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).	2	\$2,777	\$5,554
Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	Emergency Management Professional Program Basic Academy Train the Trainer	L0110	The Basic Academy Train-the-Trainer consists of two days of discussions about course objectives, how to set up and facilitate the class, time management, and other general topics. The last three days consist of student teach backs that summarize portions of the Basic Academy course subject matter and describe activities and exercises with time for critique and questions.	1	\$2,777	\$2,777

Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	Homeland Security Exercise Evaluation Program	L0146	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.	7	\$2,777	\$19,439
Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	WebEOC	Various	These courses are designed to teach users the foundations of WebEOC, Virginia's crisis-disaster management software. Participants will be introduced to logging into WebEOC and all of the boards used for situation awareness and sharing information.	44	\$2,777	\$122,188
Advance Professional Series	Local Damage Assessment	G556	This one day course is designed to enable the direction of emergency response personnel and resources to the most appropriate areas and help identify the need for additional resources during an emergency or disaster. The course is intended for State and local officials who are responsible for assessing, collecting, and reporting damages during and after any event that causes damage of private, public, and critical infrastructure.	2	\$558	\$1,116
Incident Command System (ICS)	Intermediate ICS for Expanding Incidents	ICS300	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).	53	\$2,277	\$120,681

Incident Command System (ICS)	Advanced Incident Command System	ICS400	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.	30	\$2,277	\$68,310
Incident Command System (ICS)	Incident Command System Overview for Executives/Senior Officials	ICS402	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).	4	\$2,277	\$9,108
Advance Professional Series	Rapid Needs Assessment	G557	This one-day workshop is designed to assist communities in developing a plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster. This intelligence is used to prioritize response activities, allocate available resources, and specifically request resources from other sources to save and sustain lives.	2	\$2,277	\$4,554
Advance Professional Series	Emergency Operations Center (EOC) Management and Operations	G775	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	6	\$2,277	\$13,662

			emergency events.			
Emergency Management Basic Academy & Advance Academy (Includes WebEOC)	VEST	Various	These courses are designed to provide VEST participants sustainment training, Training provides basic awareness training.	28	\$2,512	\$70,334
TOTAL				206		\$499,999

Summary Statistics

- Total students trained: 3,813
- Total courses: 206
- Total cost: \$499,999

Unite the Right Rally

In addition to significant preparation conducted in FY18 for the Unite the Right Rally 2 demonstration, which took place in August 2018 in Charlottesville, Northern Virginia, and Washington, DC, VDEM also conducted the following training in the first two months of FY19 as well (these were captured above):

- G775 - EOC Operations and Management (July 30, 2018)
- ICS 402 - ICS for Executives and Senior Officials (August 2 & 9, 2019)
- After Action Report (AAR) meeting on Functional Exercise (July 2018)

Incident Management Teams

VDEM has been working to train the Commonwealth of Virginia Incident Management Team, and has conducted, and is planning, a number of trainings in FY20, which will draw from the FY20 appropriation.

- L962 – All Hazards Position Specific Planning Section Chief (August 12-16, 2019) 10 students \$19,265
- L967 – All Hazards Position Specific Logistics Section Chief (August 26-30, 2019) 19 students \$24,478
- O305 – All Hazards Incident Management Team IHIMT (September 16-20, 2019) 29 students \$42,471
- L956 – All Hazards Position Specific Liaison Officer (October 16-17, 2019)
- L952 – All Hazards Position Specific Public Information Officer (October 21-25, 2019)
- L964 – All Hazards Position Specific Situation Unit Leader (November 4-8, 2019)
- L965 – All Hazards Position Specific Resource Unit Leader (November 19-22, 2019)

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) establishes the curricula for the National Incident Management System (NIMS). VDEM continues to implement NIMS and ICS changes that EMI develops and publishes on a regular and recurrent schedule, and VDEM works to ensure our instructors have the most up-to-date curriculum.

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 its respective departments.

Ongoing Response Operations Result in Cancellations or Postponements

When real-world emergencies occur at the local and state level, VDEM's courses are subject to cancellation. 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). For example, during Hurricane Florence, two classes were postponed and conducted two months later.