

December 2012



Fort Bend County

Multiyear Training and Exercise Plan 2013-2015

PREFACE

Fort Bend County, Texas, is a part of the Houston urban area and has recently updated its Multiyear Training and Exercise Plan (MTEP).

The Fort Bend County MTEP is the roadmap to accomplish the county's priorities described in its homeland security strategy. Fort Bend County is pursuing a coordinated homeland security strategy that combines enhanced planning, innovative training, and realistic exercises to strengthen its emergency preparation and response capabilities. The county's homeland security strategy requires a comprehensive countywide planning effort that represents a multijurisdictional, multidisciplinary effort towards emergency management preparedness. Training and exercises play a crucial role in this strategy, providing Fort Bend County with a means of attaining, practicing, validating, and improving its priority core capabilities.

Fort Bend County's training and exercise programs are coordinated by the Fort Bend County Office of Emergency Management in conjunction with its jurisdictions, as well as, as a number of nongovernmental agencies, local hospitals, local school districts, and the American Red Cross. The plan helps prepare Fort Bend County to most effectively address any natural or human-caused hazards it faces.

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POINTS OF CONTACT

Multiyear Training and Exercise Planning Group

Fort Bend County

Fort Bend County Health and Human Services (FBCHHS)

Name: Melanie Manville
Title: Public Information Officer/Training Coordinator
Phone: 281-238-3551
E-mail: melanie.manville@co.fort-bend-tx.us

Fort Bend County Office of Emergency Management (FBCOEM)

Name: Alan Spears
Title: Deputy Emergency Management Coordinator
Phone: 281-238-3415
E-mail: alan.spears@co.fort-bend-tx.us

Name: Doug Barnes
Title: Senior Planner
Phone: 281-238-3417
E-mail: douglas.barnes@co.fort-bend.tx.us

Name: Caroline Egan
Title: Planning Coordinator
Phone: 281-238-3419
E-mail: caroline.egan@co.fort-bend.tx.us

Name: April Redix
Title: Administrative Manager
Phone: 281-342-6185
E-mail: april.redix@co.fort-bend.tx.us

Name: Edward Norman
Title: Planner
Phone: 713-213-7496
E-mail: edward.norman@co.fort-bend.tx.us

Fort Bend County Public Transportation Department

Name: James Hoss
Title: Operations Manager
Phone: 281-633-7433

E-mail: james.hoss@co.fort-bend-tx.us

Fort Bend County Sheriff's Office

Name: Reggie Powell

Title: Sergeant, Patrol/SWAT

Phone: 832-473-7923

E-mail: powellreg@co.fort-bend-tx.us

Jurisdictions

Kendleton Representative

Name: Alfred J. Smallwood

Title: Emergency Management Coordinator

Phone: 832-439-1524

E-mail: ajsmall12@aol.com

Missouri City Representative

Name: Judy Lefevers

Title: Emergency Management Coordinator

Phone: 281-403-4305

E-mail: jlefevers@missouricitytx.gov

Richmond Representatives

Name: Ray Burciaga

Title: Emergency Management Coordinator

Phone: 281-232-6871

E-mail: rayburciaga@richmondffd.com

Name: Kay Moss

Title: Assistant Emergency Management Coordinator

Phone: 281-232-6871

E-mail: kaymoss@richmondffd.com

Sugar Land Representative

Name: Steve Sbrusch

Title: Sergeant, Patrol/SWAT

Phone: 281-275-2521

E-mail: ssbrusch@sugarlandtx.gov

Hospitals

Memorial Hermann Sugar Land Hospital Representative

Name: Brenda Tuntland

Title: Education
Phone: 281-725-5464
E-mail: brenda.tuntland@memorialhermann.org

Schools

Katy Independent School District (ISD) Representative

Name: John Bremer
Title: Emergency Management Coordinator
Phone: 281-642-5479
E-mail: johncbremmer@katyisd.org

Wharton County Junior College (WCJC) Representative

Name: Jim Baylor
Title: Chief
Phone: 979-532-6465
E-mail: baylorj@wcjc.edu

Federal Agencies

U.S. Department of Homeland Security (DHS) Representative

Name: Mike Macha
Title: Protective Security Advisor
Phone: 713-205-1078
E-mail: michael.macha@dhs.gov

Fort Bend County Multiyear Training and Exercise Plan

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Section 1

PURPOSE

The purpose of the Fort Bend County Multiyear Training and Exercise Plan (MTEP) is to identify the top priorities for improving the emergency management capabilities of the county and define the cycle of training and exercise activities that will provide the most value in strengthening core capabilities over the next three years. It is a dynamic document that will be updated and refined annually and become a self-sustaining training and exercise program. The Fort Bend County MTEP provides a roadmap for Fort Bend County and its jurisdictions to follow in accomplishing the priorities described in this document. Each priority is linked to a corresponding national mission area, and if applicable, an improvement plan (IP) action. The priority is further linked to the associated core capabilities that would facilitate accomplishment of the priority and the training and exercises that will help Fort Bend County and its jurisdictions obtain those capabilities and achieve that priority.

Included in the Fort Bend County MTEP is the training and exercise schedule, which provides a tentative schedule of the proposed exercise and training activities for the years 2013–2015. It is representative of the natural progression of training and exercises that should take place in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) progressive approach.

1.1 Top Threats

On November 16, 2012, a workshop, hosted by the Fort Bend County Office of Emergency Management, was conducted to gain input from the multiyear training and exercise planning group, regarding the training and exercises that should be pursued over the next three years. The multiyear training and exercise planning group reviewed the hazards listed in the Fort Bend County Hazard Mitigation Plan to help determine the threats that Fort Bend County faces and answer the question, “How prepared do we need to be?” The hazards listed in the Fort Bend Hazard Mitigation Plan include the following:

- Flood
- Coastal storms (hurricane, tropical storm)
- Severe thunderstorms/high winds
- Wildfire
- Drought
- Dam and levee failure
- Excessive heat
- Winter storms

The multiyear training and exercise planning group added the following hazards to the list:

- Public Health Emergencies

- Pandemic influenza
- Cyber threats
- Hazardous materials incidents
- Train derailment
- Terrorism
 - Active shooter
 - Aerosolized anthrax
 - Improvised Explosive Devices (IEDs)
- Large special events
- Pipeline incidents

The purpose of the MTEP is to strengthen Fort Bend County's ability to prevent, protect against, mitigate the effects of, respond to, and recover from these incidents. The Fort Bend County multiyear training and exercise planning group assessed the capabilities and preparedness levels across the county, including the jurisdictions, to determine which were the most critical and address the top threats Fort Bend County faces. Those priorities are discussed in more detail in the next section. That assessment of core capabilities is followed by a list of the training and exercises Fort Bend County feels will improve its ability to carry out the tasks most needed to strengthen those countywide core capabilities.

Section 2

PROGRAM PRIORITIES

The Fort Bend County multiyear training and exercise planning group focused on the top priority core capabilities that need to be in place to meet the county's top threats. The multiyear training and exercise planning group completed the following assessment process to determine those program priorities:

- Reviewed an analysis of improvement plans (IPs) from previous exercises in the county.
- Discussed program training and exercise requirements.
- Reviewed grant training and exercise requirements.
- Identified the priority core capabilities for participating organizations and Fort Bend County overall.
- Identified exercises to be conducted over the next three years.
- Identified training to be conducted over the next three years.
- Developed a calendar listing the training and exercises to be conducted over the next three years.

In determining the priority core capabilities for the county, the multiyear training and exercise planning group reviewed the priority core capabilities for their individual organizations, then identified the core capabilities that should be priorities for Fort Bend County. Core capabilities were identified in accordance with the National Preparedness Goal. The National Preparedness Goal identifies 31 core capabilities that are essential for the nation to “prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.” The core capabilities in the National Preparedness Goal replace the target capabilities that were used to categorize training and exercise priorities in the previous Fort Bend County Multiyear Training and Exercise Plan (MTEP). The core capabilities are organized by the mission areas of prevention, protection, mitigation, response, and recovery. The core capabilities chart in Appendix C shows each of the core capabilities and the mission areas they fall under. The multiyear training and exercise planning group identified the following top priority core capabilities for Fort Bend County:

- Operational coordination
- Operational communication
- Public information and warning
- Public health and medical services
- Fatality management services

The multiyear training and exercise planning group also identified priority core capabilities for each participating organization. Appendix B lists the priority core capabilities for each participating organization.

Each of core capabilities is fully addressed in the U.S. Department of Homeland Security's (DHS) National Preparedness Goal. Fort Bend County's training and exercise program will be focused on supporting and achieving these capabilities.

The following is a further description of those priority core capabilities, including a brief description of the importance of that capability to Fort Bend County and its jurisdictions, an outline of improvement ideas relative to that capability and any associated priority capabilities, and ideas for cycles of specific planning, training, and exercise activities that would strengthen this capability for Fort Bend County. Fort Bend County Health and Human Services (FBCHHS) maintains its own MTEP. For additional information relating to Fort Bend County Public Health program priorities, please reference Appendix A FBCHHS MTEP.

2.1 Core Capability: Operational Coordination

According to the National Preparedness Goal, the operational coordination core capability establishes and maintains a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

The operational coordination core capability corresponds to the following national mission areas:

- Prevention
- Protection
- Mitigation
- Response
- Recovery

The operational coordination core capability corresponds to the following former target capabilities:

- Emergency operations center (EOC) management
- On-site incident management

IP References: The AARs and IPs developed following the exercises listed below identified the need for improved operational coordination:

- FBCHHS Site Call Down Drill, conducted March 2012
- FBCHHS Point of Dispensing (POD) FSE, conducted May 2012
- Fort Bend County Office of Emergency Management (FBCOEM) Pipeline Explosion Functional Exercise (FE), conducted December 2010
- Katy Independent School District (ISD) FSE
- Memorial Hermann Hospital Hurricane Exercise, conducted December 2011

Training: During the training and exercise planning workshop (TEPW), the multiyear training and exercise planning group identified training to improve operational coordination. The table below lists the training identified by the group, the agency seeking or hosting the training, and dates if the training has been scheduled.

Table 2-1
Operational Coordination Training

Operational Coordination Training Course	Agency	Date
Incident Command System (ICS) 100 – Introduction to ICS	FBCOEM/City of Richmond	Monthly/Ongoing
ICS 300 – Intermediate ICS for Expanding Incidents	FBCOEM	January 2013 April 2013
ICS 400 – Advanced ICS, Command and General Staff	FBCOEM	January 2013 April 2013
National Incident Management System (NIMS) 700	FBCOEM/City of Richmond	Monthly/Ongoing
Community Emergency Response Teams (CERT) Continuation	FBCOEM	January 2013 April 2013 July 2013 October 2013
EOC Position-Specific Training	FBCOEM	May 2013 December 2013
Incident Management Team (IMT)	FBCOEM	June 2013
Large Special Events and Operational Coordination Training –Texas Engineering Extension Service (TEEX) Course	Katy ISD	Not scheduled
Continuity of Operations (COOP)	City of Sugar Land	Not scheduled
May Day Training for Fire Departments within Fort Bend County	FBCOEM	Not scheduled
Downed Aircraft	FBCOEM	Not scheduled
Levee Improvement District (LID) Training	FBCOEM	Not scheduled

Exercises: The table below lists the exercises identified by the multiyear training and exercise planning group to improve operational coordination, and the agency seeking or hosting the training.

Table 2-2
Operational Coordination Exercises

Operational Coordination Exercise	Agency	Date
FBCOEM No-Notice Exercise	FBCOEM	April 2013 (Tentative)
CERT Workshop	FBCOEM	February 2013
IMT Activation Drill	FBCSO	March 2013 September 2013
Tornado FSE	Katy ISD	March 2013
Pipeline Tabletop Exercise (TTX)	City of Missouri City	March 2013

Operational Coordination Exercise	Agency	Date
COOP TTX	City of Sugar Land	April 2013
Hurricane Functional Exercise (FE)	Katy ISD	May/June 2013
Emergency Preparedness Seminar	FBCOEM	May 2013
Improvised Explosive Device (IED) FE	FBCOEM	July 2013
IMT Activation Drill	FBC Sheriff's Office	September 2013
Large Event TTX	Katy ISD	September 2014
Fire Evacuation Drill	Wharton County Junior College (WCJC)	April 2013 October 2013 April 2014 October 2014 April 2015 October 2015
On-Site Incident Management	FBCOEM	Not scheduled
Train Derailment TTX	FBCOEM	August 2014
Terrorism FSE	City of Richmond	November 2014

2.2 Core Capability: Operational Communications

According to the National Preparedness Goal, the operational communications core capability seeks to ensure the capacity for timely communications in support of security, situational awareness, and operations by all means available, among and between affected communities in the impact area and all response forces.

The operational communications core capability corresponds to the following national mission area:

- Response

The operational communications core capability corresponds to the following former target capability:

- Communication

IP References: The AARs and IPs developed following the exercises and real incidents listed below identified the need for improved operational communications:

- FBCHHS Notification and Technology Drills, report prepared March 2012
- FBCHHS POD Setup FSE, conducted May 2012
- FBCHHS Technology Drill, conducted January 2012
- FBCOEM Addicks Barker TTX, conducted September 2010
- FBCOEM Addicks Barker FE, conducted March 2012

- FBCOEM Dow Pipeline TTX, conducted November 2010
- FBCOEM Pipeline Explosion FE, conducted December 2010
- FBCOEM Hurricane Danielle Exercise, conducted June 2010
- FBCOEM Winter Weather Incident, occurred February 2011
- City of Sugar Land Hurricane Don Exercise, conducted October 2012

Training: During the TEPW, the multiyear training and exercise planning group identified training to improve operational communications. The table below lists the training identified by the group, the agency seeking or hosting the training, and dates if the training has been scheduled.

Table 2-3
Operational Communications Training

Operational Communications Training Course	Agency	Date
Radio Operations Training	FBCOEM	February 2013 May 2013 August 2013 November 2013
WebEOC Training	FBCOEM	March 2013 June 2013 September 2013
Dispatch Training for New Fire Dispatch Group	FBCOEM	Not scheduled
Technology Training	FBCHHS	July 2013 July 2014 July 2015
Communications/Notification Training	WCJC	Not scheduled

Exercises: The table below lists the exercises identified by the multiyear training and exercise planning group to improve operational communications, and the agency seeking or hosting the training.

Table 2-4
Operational Communications Exercises

Operational Communications Exercise	Agency	Date
Satellite Phones and Video Teleconference Drill	FBCOEM	Monthly
Technology Drill	FBCHHS	Monthly
Medical Reserve Corps (MRC) Notification Drill	FBCHHS	January 2013 April 2013 July 2013 October 2013 January 2014 April 2014

Operational Communications Exercise	Agency	Date
		July 2014 October 2014 January 2015 April 2015 July 2015 October 2015
Communications FE	FBCOEM	February 2013
Communications TTX	FBCOEM	August 2013
Communications FE	Public Transportation	Not scheduled
Staff Call Down Drill	FBCHHS	April 2013 April 2014 April 2015
Texas Public Health information Network Call Down Drill (TXPHIN)	FBCHHS	February 2013 February 2014 February 2015
Strategic National Stockpile (SNS) Call Down Drill	FBCHHS	May 2013 May 2014 May 2015

2.3 Core Capability: Public Information and Warning

According to the National Preparedness Goal, the public information and warning core capability seeks to deliver coordinated, prompt, reliable, and actionable information to the whole community using 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.

The public information and warning core capability corresponds to the following national mission areas:

- Prevention
- Protection
- Mitigation
- Response
- Recovery

The public information and warning core capability corresponds to the following former target capability:

- Emergency public information and warning

IP References: The AARs and IPs developed following the exercises and real incidents listed below identified the need for improved public information and warning:

- FBCOEM Addicks Barker FE, conducted March 2012

- FBCOEM Joint Information Center (JIC) FE, conducted October 2009

Training: During the TEPW, the multiyear training and exercise planning group identified training to improve public information and warning. The table below lists the training identified by the group, the agency seeking or hosting the training, and dates if the training has been scheduled.

Table 2-5
Public Information and Warning Training

Public Information and Warning Training Course	Agency	Date
Communications/Notification Training	WCJC	Not scheduled

Exercises: The table below lists the exercises identified by the multiyear training and exercise planning group to improve public information and warning, and the agency seeking or hosting the training.

Table 2-6
Public Information and Warning Exercises

Public Information and Warning Exercise	Agency	Date
Emergency Public Information Plan (EPIP) Workshop	FBCOEM/Houston Urban Area Security Initiative	September 2015

2.4 Core Capability: Public Health and Medical Services

According to the National Preparedness Goal, the public health and medical services core capability seeks to provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health and medical support and products to all people in need within the affected area.

The public health and medical services core capability corresponds to the following national mission area:

- Response

The public health and medical services core capability corresponds to the following former target capabilities:

- Emergency triage and pre-hospital treatment
- Epidemiological surveillance and investigation
- Isolation and quarantine
- Laboratory testing
- Mass prophylaxis
- Medical supplies management and distribution
- Medical surge

IP References: The AARs and IPs developed following the exercises and real incidents listed below identified the need for improved public health and medical services:

- FBCHHS Notification and Technology Drills, report prepared March 2012
- FBCHHS POD Setup FSE, conducted May 2012

Training: During the TEPW, the multiyear training and exercise planning group identified training to improve public health and medical services. The table below lists the training identified by the group, the agency seeking or hosting the training, and dates if the training has been scheduled.

Table 2-7
Public Health and Medical Services Training

Public Health and Medical Services Training Course	Agency	Date
Online POD Training	FBCHHS	Monthly
Learning Management System Online Training	FBCHHS	Monthly
POD Leadership Training	FBCHHS	February 2013 April 2013 June 2013 October 2013 December 2013 February 2014 April 2014 June 2014 October 2014 December 2014 February 2015 April 2015 June 2015 October 2015 December 2015
Community Assessment for Public Health Emergency Response (CASPER)	FBCHHS	February 2013 February 2015
Mobile Medical Unit Setup	FBCHHS	March 2013 November 2013 March 2014 November 2014 March 2015 November 2015
MRC Orientation	FBCHHS	March 2013 June 2013
POD Orientation	FBCHHS	September 2013 October 2013 November 2013

Exercises: The table below lists the exercises identified by the multiyear training and exercise planning group to improve public health and medical services, and the agency seeking or hosting the training.

Table 2-8
Public Health and Medical Services Exercises

Public Health and Medical Services Exercise	Agency	Date
POD Activation Drill	FBCHHS	January 2013 January 2014 January 2015
Personal Protective Equipment (PPE) Fit Testing Workshop	FBCHHS	March 2013 October 2013 March 2014 October 2014 March 2015 October 2015
Regional Cities Readiness Initiative TTX	FBCHHS	April 2013
TXPHIN Activation Drill	FBCHHS	May 2013 November 2013 May 2014 November 2014 May 2015 November 2015
SNS Setup FSE	FBCHHS	October 2013 October 2014 October 2015
SNS Facility Walk-Through Workshop	FBCHHS	October 2013 October 2014 October 2015
Regional SNS FSE	FBCHHS	November 2013
County Mass Casualty Drill	Memorial Hermann– Sugar Land	Not scheduled

2.5 Core Capability: Fatality Management Services

According to the National Preparedness Goal, the fatality management services core capability seeks to provide fatality management services, including body recovery and victim identification, working with state and local authorities to provide temporary mortuary solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved..

The fatality management services core capability corresponds to the following national mission area:

- Response

The fatality management services core capability corresponds to the following former target capability:

■ **Fatality management**

IP References: FBCHHS maintains its own MTEP. A copy of the FBCHHS MTEP can be found in Appendix A. Mass fatality services are identified as a priority for training and exercises under the FBCHHS MTEP.

Training: The FBCHHS MTEP identifies training to improve mass fatality services. The table below lists the training identified in the FBCHHS MTEP for mass fatality services.

Table 2-11
Mass Fatality Services Training

Mass Fatality Services Training Course	Agency	Date
Mass Fatality Training	FBCHHS	Monthly/Ongoing

Exercises: The table below lists the exercises identified in the FBCHHS MTEP to improve mass fatality services.

Table 2-12
Mass Fatality Services Exercises

Mass Fatality Services Exercise	Agency	Date
Mass Fatality Workshop	FBCHHS	July 2014
Mass Fatality TTX	FBCHHS	October 2014

2.6 Additional Core Capabilities

While not identified as the top priorities for Fort Bend County, additional core capabilities and their associated training and exercises were discussed by the multiyear training and exercise planning group. These additional core capabilities include the following:

- **Critical Transportation:** Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected area.
 - This core capability aligns with the citizen evacuation and shelter in place target capability.
 - The following exercises were discussed but not scheduled and placed on the training and exercise calendar:
 - ✓ Public transit exercise, Fort Bend County Public Transportation
 - ✓ Hurricane evacuation exercise, City of Kendleton
 - ✓ School evacuation exercise, City of Kendleton
 - ✓ Senior citizen center evacuation exercise, City of Kendleton

- **Cybersecurity:** Protect against damage to, the unauthorized use of, and/or the exploitation of (and, if needed, the restoration of) electronic communication systems and services (and the information contained therein).
 - This core capability does not align with any target capability.
 - The multiyear training and exercise planning group discussed the need for cybersecurity awareness training. DHS offers the training. This training was not placed on the training and exercise calendar.
- **Environmental Response/Health and Safety:** Ensure the availability of guidance and resources to address all hazards (including hazardous materials, acts of terrorism, and natural disasters) in support of the responder operations and the affected communities.
 - This core capability aligns with the following target capabilities:
 - ✓ Environmental health
 - ✓ Responder safety and health
 - ✓ WMD and hazardous materials (hazmat) response and decontamination
 - The following training and exercises were placed on the training and exercise calendar:
 - ✓ Personal protective equipment (PPE) fit testing workshop, March 2013
 - ✓ Improvised Explosive Device (IED) functional exercise, July 2013
 - ✓ Personal protective equipment (PPE) fit testing workshop, October 2013
 - ✓ Train derailment tabletop exercise, August 2014
 - ✓ Personal protective equipment (PPE) fit testing workshop, March 2014
 - ✓ Personal protective equipment (PPE) fit testing workshop, October 2014
 - ✓ Personal protective equipment (PPE) fit testing workshop, March 2015
 - ✓ Personal protective equipment (PPE) fit testing workshop, October 2015
 - The following training and exercises were discussed but not scheduled and placed on the training and exercise calendar:
 - ✓ Hazmat training, Memorial Hermann Hospital – Sugar Land
 - ✓ Train derailment/hazmat response training, FBCOEM
 - ✓ Nuclear safety training from the South Texas Nuclear Training Center, FBCOEM
 - ✓ Hazmat exercise, City of Stafford
- **Health and Social Services:** Restore and improve health and social services networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
 - This core capability does not align with any specific target capability.
 - The following training was scheduled and placed on the training and exercise schedule:
 - ✓ Psychological First Aid Training, FBCHHS, Ongoing

- ✓ Hospital functional exercise, FBCHHS, April 2014
- The following training and exercises were discussed but not scheduled and placed on the training and exercise calendar:
 - ✓ Suicide intervention training, WCJC
 - ✓ Non-violent crisis intervention training, Memorial Hermann Hospital – Sugar Land and the Fort Bend County Justice Center
- **Intelligence and Information Sharing:** Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning threats to the United States and its people, property, or interests; the development, proliferation, or use of weapons of mass destruction (WMDs); or any other matter bearing on national or homeland security by federal, state, local, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among federal, state, local, or private sector entities, as appropriate.
 - This core capability aligns with the information gathering and recognition of indicators and warnings target capability.
 - The following trainings and exercises were scheduled and placed on the training and exercise calendar. The exercises could contain elements of intelligence and information sharing:
 - ✓ Special Weapons and Tactics (SWAT) Team Training, FBCSO, Monthly
 - ✓ IMT Activation Drill, FBC Sheriff's Office, March 2013
 - ✓ Terrorism TTX, City of Richmond, July 2013
 - ✓ IED FE, FBCOEM, July 2013
 - ✓ IMT Activation Drill, FBC Sheriff's Office, September 2013
- **Interdiction and Disruption:** Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
 - This core capability aligns with the counter-terror investigation and law enforcement target capability.
 - The following training and exercises were scheduled and placed on the training and exercise calendar:
 - ✓ Active shooter tabletop exercise, Katy ISD, January 2013
 - ✓ Active shooter full scale exercise, Katy ISD, August 2013
 - The following training and exercises were discussed but not scheduled and placed on the training and exercise calendar:
 - ✓ Active shooter, disruptive student training, WCJC
 - ✓ Active shooter exercise, SWAT and KATY ISD

- **Mass Search and Rescue:** Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
 - This core capability aligns with the search and rescue (land-based) target capability.
 - The following training and exercises were discussed but not scheduled and placed on the training and exercise calendar:
 - ✓ Disaster medical training, Technical Rescue Team
 - ✓ Advanced rescue training, Technical Rescue Team
 - ✓ Downed aircraft training and exercise, Technical Rescue Team

Section 3

METHODOLOGY AND EVENT TRACKING

The previous section of the Fort Bend County Multiyear Training and Exercise Plan (MTEP) discussed the program priorities and capabilities along with the training and exercise needs for the county. All efforts were made to build on or eliminate duplicate training and exercises and to coordinate these training and exercise activities on a countywide basis. The Fort Bend County Office of Emergency Management will be the primary agency that will provide direction and oversight for the Fort Bend County MTEP.

The training and exercises chosen were deemed most important to help strengthen the program priorities for Fort Bend County and its jurisdictions. For each key area addressed, the multiyear training and exercise planning group decided upon a cycle, mix, and range of training courses and exercises that will allow the county to increase its preparedness through different and progressively difficult training courses and exercise activities. This multiyear training and exercise program will also be Homeland Security Exercise and Evaluation Program (HSEEP) compliant to ensure a consistent approach to planning, conducting, and evaluating the training and exercise activities along with implementing improvement planning that will result in a self-sustaining multiyear training and exercise program.

Section 4

MULTIYEAR TRAINING AND EXERCISE SCHEDULE

The following pages contain the Fort Bend County Multiyear Training and Exercise Plan (MTEP) schedule for the years 2013 through 2015. This schedule will be continually updated and distributed at least quarterly, with a major update annually to reflect the current planning for countywide training and exercise activities. FBCHHS maintains its own MTEP. For additional information relating to Public Health trainings and exercises, please reference the FBCHHS MTEP in Appendix A.

The MTEP schedule focuses on improving six key countywide priority core capabilities:

- A.** Improve operational coordination by improving emergency management collaboration within the county and the region.
- B.** Improve operational communications by coordinating with Fort Bend County departments and other jurisdictions and response agencies to improve communication protocols and provide training in radio usage and WebEOC.
- C.** Improve public information and warning by training and exercising staff on the Regional Emergency Public Information Plan and coordinating with other jurisdictions in the operation of a joint information center.
- D.** Improve public health and medical services by coordinating preparedness and response activities with local, regional, and state entities as well as local volunteers.
- E.** Improve fatality management services by training those with a role in a mass fatality incident and testing the Fort Bend County Mass Fatality Management Plan.

4.1 Exercise Schedule for 2013–2015

Draft Fort Bend County Training and Exercise Calendar 2013												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
FBCOEM	Patient Tracking MCI Drill											
	Satellite Phones and VTC Drill											
	CERT Continuation	Radio Operations Training	WebEOC	CERT Continuation	EOC Position-Specific Training	WebEOC	CERT Continuation	Radio Operations	WebEOC	CERT Continuation	Radio Operations Training	EOC Position-Specific Training
	ICS 300	NIMS 100/700	NIMS 100/700	ICS 300	MUD Training	IMT 0305	NIMS 100/700	NIMS 100/700	CERT	NIMS 100/700	NIMS 100/700	NIMS 100/700
	ICS 400	MUD TTX	WebEOC 213 RR Drill	ICS 400	Radio Operations Training	NIMS 100/700	IED FE	Communications TTX	NIMS 100/700		WebEOC 213 RR Drill	
	WebEOC 213 RR Drill	Communications FE		NIMS 100/700	CERT	LID TTX		MUD FE	WebEOC 213 RR Drill			
		CERT Workshop		COOP TTX	NIMS 100/700	JIC FSE						
				OEM No Notice Exercise (Tentative)	WebEOC 213 RR Drill							
				MTEP Workshop	Emergency Preparedness Seminar							
FBCHHS	HHS Online POD Training											
	HHS Psychological First Aid Training											
	HHS LMS Online Training											
	HHS Mass Fatality Training											
	HHS Technology Drill											
	Wilderness First Aid and CPR	HHS POD Leadership Training	HHS MRC Orientation	HHS POD Leadership Training	HHS TXPHIN Activation	HHS MRC Orientation	HHS Technology Training		HHS POD Orientation	HHS POD Orientation	HHS POD Orientation	HHS POD Orientation
	HHS MRC Notification Drill	CASPER Training	Mobile Medical Unit Setup	HHS MRC Notification Drill		HHS POD Leadership Training	HHS MRC Notification Drill		HHS Volunteer Management	HHS POD Leadership Training	Mobile Medical Unit Setup	HHS POD Leadership Training
	HHS POD Activation	HHS TXPHIN Call Down Drill	HHS MRC Notification Drill	HHS MRC Notification Drill						MRC Notification Drill	HHS TXPHIN Activation	

MULTIYEAR TRAINING AND EXERCISE SCHEDULE

Draft Fort Bend County Training and Exercise Calendar 2013												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
			MEP TTX	HHS Staff Call Down Drill						HHS SNS Facility Setup FSE	HHS SNS Regional Exercise	
			HHS PPE Fit Testing	HHS SNS Staff Call Down Drill						HHS PPE Fit Testing		
				Regional CRI TTX						HHS SNS Facility Walk-Through		
FBCSO	Monthly SWAT Training											
			SO IMT Activation Drill						SO IMT Activation Drill			
Katy ISD	Katy ISD – Active Shooter TTX		Katy ISD – Tornado FSE		Katy ISD – Hurricane Exercise FE			Katy ISD – Active Shooter FSE		Katy ISD – Large Events TTX		
Missouri City			MC – Pipeline TTX				MC – Hurricane FE					
City of Richmond	Richmond – NIMS 100/700						Richmond – Terrorism TTX					
WCJC				WCJC – Fire Evacuation Drill						WCJC – Fire Evacuation Drill		
Houston RCPI			Mass Fatality Management Symposium	Epidemiological Response and Regional Public Health Coordination TTX					SAR – Hurricane/Improvised Explosive Device (IED), AMOPS, CMIS TTX		Public Health Plan FSE (Exercise supported by PHEP and RCPI)	
				Mass Fatality TTX	CMOC and Regional Catastrophic Coordination FE							
Houston Urban		Community		Montgomery County	UASI	UASI Training and						

MULTIYEAR TRAINING AND EXERCISE SCHEDULE

Draft Fort Bend County Training and Exercise Calendar 2013												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Area Security Initiative (UASI)		Emergency Response Team (CERT) Rodeo		Chemical, Biological, Radiological, Nuclear, and High Yield Explosive (CBRNE) Response and Decon FSE	Improvement Planning Workshop (IPW)	Exercise Planning Workshop (TEPW)						
		Functional Needs Support Services (FNSS) Workshop						FNSS Seminar			Technical Rescue FSE (Disaster City)	
	Logistics Section Chief Training	Liaison Officer Training	Situation Unit Leader Training	Ops Section Chief Training	Communications Unit Leader (COML) Training	Resource Unit Leader Training	Supply Unit Leader Training	Finance/Admin Section Chief Training				
		Plans Section Chief Training			Incident Commander Training	Finance/Admin Section Leader Training						

Training and Exercise Key	Training	Seminar/Symposium	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise	Workshop
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MULTIYEAR TRAINING AND EXERCISE SCHEDULE

Draft Fort Bend County Training and Exercise Calendar 2014												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
FBCOEM	Satellite Phones and VTC Drill											
	Pt Tracking MCI Drill											
	WebEOC 213 RR Drill		WebEOC 213 RR Drill	MUDD TTX/FE	EOC Management Position-Specific Training			Train Derailment TTX	WebEOC 213 RR Drill		WebEOC 213 RR Drill	EOC Position-Specific Training
				MTEP Workshop								
FBCCHS	HHS Online POD Training											
	HHS Psychological First Aid Training											
	HHS LMS Online Training											
	HHS Mass Fatality Training											
	HHS POD Orientation Training											
	HHS Technology Drill											
	HHS MRC Notification Drill	HHS POD Leadership Training	Mobile Medical Unit Setup	HHS POD Leadership Training		HHS POD Leadership Training	HHS Technology Training		HHS Volunteer Management	HHS POD Leadership Training	Mobile Medical Unit Setup	
	HHS POD Activation Drill	TXPHIN Call Down	HHS PPE Fit Testing	HHS MRC notification drill	HHS TXPHIN Activation		HHS MRC Notification Drill			HHS MRC Notification Drill	HHS TXPHIN Activation	HHS POD Leadership Training
				HHS Staff Call Down	HHS MRC Notification Drill		Mass Fatality Workshop			HHS PPE Fit Testing		
				HHS SNS Staff Call Down Drill	HHS SNS Facility Walk-Through					HHS SNS Facility Walk-Through		
				HHS PHEP Hospital FE	HHS SNS Facility Setup FSE					HHS SNS Facility Setup FSE		
				HHS Volunteer Management						HHS Mass Fatality TTX		
FBCSO	Monthly SWAT Training											
Katy ISD									Katy ISD – Large Events FE			
City of Richmond											Richmond – Terrorism	

MULTIYEAR TRAINING AND EXERCISE SCHEDULE

Draft Fort Bend County Training and Exercise Calendar 2014												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
											FSE	
WCJC				WCJC – Fire Evacuation Drill						WCJC – Fire Evacuation Drill		
Houston RCPI					RCPI IPW	RCPI TEPW						
Houston UASI		FNSS Seminar; CERT Rodeo			UASI IPW	UASI TEPW						

Training and Exercise Key	Training	Seminar/Symposium	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise	Workshop
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MULTIYEAR TRAINING AND EXERCISE SCHEDULE

Draft Fort Bend County Training Calendar 2015												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
FBCOEM	Satellite Phones and VTC Drill											
	Pt Tracking MCI Drill											
	WebEOC 213 RR Drill		WebEOC 213 RR Drill	MTEP Workshop	EOC Position-Specific Training				WebEOC 213 RR Drill		WebEOC 213 RR Drill	EOC Position-Specific Training
					WebEOC 213 RR Drill				EPIP Validation Workshop		Train Derailment FE	
									Regional MTEP Workshop			
FBCCHS	HHS Online POD Training											
	HHS Psychological First Aid Training											
	HHS LMS Online Training											
	HHS Mass Fatality Training											
	HHS POD Orientation Training											
	HHS Technology Drill											
	HHS MRC Notification Drill	HHS POD Leadership Training	Mobile Medical Unit Setup	HHS POD Leadership Training		HHS POD Leadership Training	HHS Technology Training	HHS MRC Notification Drill	HHS SNS Inventory Control	HHS POD Leadership Training	Mobile Medical Unit Setup	
	HHS POD Activation	HHS CASPER Training	HHS PPE Fit Testing	HHS MRC Notification Drill	HHS TXPHIN Activation		HHS MRC Notification Drill		HHS MRC SE TX Round Up	HHS MRC notification drill	HHS TXPHIN Activation	HHS POD Leadership Training
		TXPHIN Call Down		HHS SNS Staff Call Down	HHS SNS Facility Setup FSE				HHS Volunteer Management	HHS SNS Facility Setup FSE		
				HHS Volunteer Management	HHS SNS Facility Walk-Through					HHS PPE Fit Testing		
										HHS SNS Facility Walk-Through		
FBCSO	Monthly SWAT Training											

MULTIYEAR TRAINING AND EXERCISE SCHEDULE

WCJC				WCJC – Fire Evacuation Drill						WCJC – Fire Evacuation Drill		
Houston RCPI					RCPI IPW	RCPI TEPW						
Houston UASI		Community Emergency Response Team (CERT) Rodeo			UASI IPW	UASI TEPW						

Training and Exercise Key	Training	Seminar/Symposium	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise	Workshop
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Appendix A

**FORT BEND COUNTY HEALTH AND HUMAN SERVICES
MULTIYEAR TRAINING AND EXERCISE PLAN**

Updated September 2012

Multi-Year Training and Exercise Plan

FY 2013-2015

Health & Human Services Fort Bend County, Texas



Public Health
Prevent. Promote. Protect.

Updated September 2012

PREFACE

Fort Bend County, Texas

Fort Bend County Health & Human Services (HHS) has recently updated its Multi-Year Training and Exercise Program. This document is to serve as an appendix to the Fort Bend County Office of Emergency Management's Multi Year Training & Exercise Program.

The Fort Bend County HHS Multi-Year TEP is the roadmap to accomplish the agency's priorities described in the Office of Emergency Management MTEP. HHS is pursuing a coordinated homeland security strategy that combines enhanced planning, new equipment purchases, innovative training, and realistic exercises to strengthen its emergency prevention and response capabilities. Because the county's homeland security strategy requires a comprehensive countywide planning effort that represents a multi-jurisdictional, multi-disciplined effort towards emergency management preparedness, HHS as one of those agencies has created its own MTEP. Each priority is linked to a corresponding Public Health Preparedness Capability set forth by the Centers for Disease Control & Prevention (CDC), and if applicable, an Improvement Plan (IP) action. The priority is further linked to the associated target capabilities that would facilitate accomplishment of the priority and the training and exercises that will help Fort Bend County HHS obtain those capabilities and achieve that priority.

HHS's training and exercise programs are coordinated by the Fort Bend County Health & Human Services, in conjunction with a number of county agencies including the Office of Emergency Management, local municipalities, and local hospitals.

Points of Contact (POCs)

Fort Bend County Multi-Year Training and Exercise Plan

Health & Human Services Public Health Preparedness

Mary desVignes-Kendrick

Director

Fort Bend County Health & Human Services

281-238-3512

md.kendrick@co.fort-bend.tx.us

Kaye Reynolds
Deputy Director

Fort Bend County Health & Human Services
281-238-3519

reynokay@co.fort-bend.tx.us

David Olinger
Public Health Preparedness Coordinator
Fort Bend County Health & Human Services
281-238-3515
olingdav@co.fort-bend.tx.us

Melanie Manville
Public Health Information & Training
Specialist
Fort Bend County Health & Human Services
281-238-3551
melanie.manville@co.fort-bend.tx.us

David Aaron
Strategic National Stockpile Coordinator
Fort Bend County Health & Human Services
281-238-3321
david.aaron@co.fort-bend.tx.us

Anthony Ryder
Epidemiologist

**Fort Bend County Health & Human
Services**

281-238-3553

anthony.ryder@co.fort-bend.tx.us

Medical Reserve Corps-Homeland Preparedness Project

Bill Ray
Medical Reserve Corps
bill@homelandpreparedness.org

Christine Manson de Rabe
Medical Reserve Corps
christinem@homelandpreparedness.org

Fort Bend County HHS Agencies

Anna Gonzales
Director of Social Services
281-342-7300
anna.gonzales@co.fort-bend.tx.us

Daniel Kosler
Director of Emergency Medical Services
281-342-7233
kosledan@co.fort-bend.tx.us

Dwight Marshall
Veteran Services Officer
281-341-4550
dwight.marshall@co.fort-bend.tx.us

Nancy Drake
Director of Clinical Health Services
281-342-6414
drakenan@co.fort-bend.tx.us

Troy Scalco
Director of Environmental Health
281-238-7469
scalctro@co.fort-bend.tx.us

Debbi Horrocks

Points of Contact (POCs)

Fort Bend County Multi-Year Training and Exercise Plan

Director of Animal Services
281-342-1512
debbi.horrocks@co.fort-bend.tx.us

Hospitals

Methodist Sugar Land Hospital
Scott Stover
Emergency Department Nursing Director
281-274-7129
sestover@tmhs.org

Memorial Hermann Sugar Land Hospital
Pam Schaeper-Noe, RN, CEN
Director of Emergency Services
281-725-5158
pam.schaeper-noe@memorialhermann.org

Oak Bend Medical Center

Nelda Petri
Facilities Management Services Coordinator
281-733-4423
npetri@obmc.org

St. Luke's Hospital Sugar Land
Dan Brightman
Emergency Management Coordinator
281-900-6974

Fort Bend County Office of Emergency Management

Edward Norman
edward.norman@co.fort-bend.tx.us
281-342-6185

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PURPOSE

Fort Bend County HHS Multi-Year Training and Exercise Plan

The purpose of the Fort Bend County HHS Multi-Year Training and Exercise Plan (TEP) is to identify the top priorities for improving the emergency management capabilities HHS and define the cycle of training and exercise activities that will provide the most value in strengthening those targeted capabilities over the next three years. It is a living document that will be updated and refined annually and become a self-sustaining training and exercise program. The Fort Bend County HHS Multi-Year TEP provides a roadmap for Fort Bend County HHS to follow in accomplishing the priorities described in this document. Each priority is linked to a corresponding Public Health Preparedness Capability set forth by the Centers for Disease Control & Prevention (CDC), and if applicable, an Improvement Plan (IP) action. The priority is further linked to the associated target capabilities that would facilitate accomplishment of the priority and the training and exercises that will help Fort Bend County HHS obtain those capabilities and achieve that priority.

Included in the Multi-Year TEP is the training and exercise schedule, which provides a graphic illustration of the proposed exercise and training activities that are scheduled for the years 2013-2015. It is representative of the natural progression of training and exercises that should take place in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) building-block approach.

PROGRAM PRIORITIES

Fort Bend County HHS Multi-Year Training and Exercise Plan

The top five priority capabilities for HHS are listed below:

1. Common Goals:

1. Community Preparedness & Participation

2. Response Strategy:

1. Emergency Operations Coordination
2. Fatality Management
3. Responder Safety & Health
4. Medical Surge
5. Medical Countermeasure Dispensing

Each of these priorities is fully addressed in the CDC Public Health Preparedness Capabilities list. Fort Bend County HHS's training and exercise program will be focused on supporting and achieving these capabilities.

The following is a further description of those top capabilities, including a brief description of the importance of that capability to Fort Bend County HHS, an outline of improvement ideas relative to that capability, any associated priority capabilities and ideas for cycles of specific planning, training and exercise activities that would strengthen this capability for Fort Bend County HHS.

Capability: Community Preparedness

Community preparedness is the ability of communities to prepare for, withstand, and recover — in both the short and long terms — from public health incidents. By engaging and coordinating with emergency management, healthcare organizations (private and community-based), mental/behavioral health providers, community and faith-based partners, state, local, and territorial, public health's role in community preparedness is to do the following:

- Support the development of public health, medical and mental/behavioral health systems that support recovery
- Participate in awareness training with community and faith-based partners on how to prevent, respond to, and recover from public health incidents
- Promote awareness of and access to medical and mental/behavioral health resources that help protect the community's health and address the functional needs (i.e., communication, medical care, independence, supervision, transportation) of at-risk individuals

- Engage public and private organizations in preparedness activities that represent the functional needs of at-risk individuals as well as the cultural and socio-economic, demographic components of the community
- Identify those populations that may be at higher risk for adverse health outcomes
- Receive and/or integrate the health needs of populations who have been displaced due to incidents that have occurred in their own or distant communities (e.g., improvised nuclear device or hurricane)

Functions and Associated Performance Measures: This capability consists of the ability to perform the functions listed below. At present there are no CDC-defined performance measures for these functions.

Function 1: Determine risks to the health of the jurisdiction

Function 2: Build community partnerships to support health preparedness

Function 3: Engage with community organizations to foster public health, medical and mental/behavioral health social networks

Function 4: Coordinate training or guidance to ensure community engagement in preparedness efforts

Capability: Emergency Operations Coordination

Emergency operations coordination is the ability to direct and support an event or incident with public health or medical implications by establishing a standardized, scalable system of oversight, organization, and supervision consistent with jurisdictional standards and practices and with the National Incident Management System.

Functions and Associated Performance Measures: This capability consists of the ability to perform the functions listed below. Associated CDC-defined performance measures are also listed below.

Function 1: Conduct preliminary assessment to determine need for public activation

Function 2: Activate public health emergency operations

Measure 1: Time for pre-identified staff covering activated public health agency incident management lead roles (or equivalent lead roles) to report for immediate duty.

Performance Target: 60 minutes or less

Function 3: Develop incident response strategy

Measure 1: Production of the approved Incident Action Plan before the start of the second operational period

Function 4: Manage and sustain the public health response

Function 5: Demobilize and evaluate public health emergency operations

Measure 1: Time to complete a draft of an After Action Report and Improvement Plan

Capability: Fatality Management

Fatality management is the ability to coordinate with other organizations (e.g., law enforcement, healthcare, emergency management, and medical examiner/coroner) to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/ behavioral health services to the family members, responders, and survivors of an incident.

Functions and Associated Performance Measures: This capability consists of the ability to perform the functions listed below. At present there are no CDC-defined performance measures for these functions.

Function 1: Determine role for public health in fatality management

Function 2: Activate public health fatality management operations

Function 3: Assist in the collection and dissemination of antemortem data

Function 4: Participate in survivor mental/behavioral health services

Function 5: Participate in fatality processing and storage operations

Capability: Responder Safety and Health

The responder safety and health capability describes the ability to protect public health agency staff responding to an incident and the ability to support the health and safety needs of hospital and medical facility personnel, if requested.

Functions and Associated Performance Measures: This capability consists of the ability to perform the functions listed below. At present there are no CDC-defined performance measures for these functions.

Function 1: Identify responder safety and health risks

Function 2: Identify safety and personal protective needs

Function 3: Coordinate with partners to facilitate risk-specific safety and health training

Function 4: Monitor responder safety and health actions

Capability: Medical Surge

Medical surge is the ability to provide adequate medical evaluation and care during events that exceed the limits of the normal medical infrastructure of an affected community. It encompasses the ability of the healthcare system to survive a hazard impact and maintain or rapidly recover operations that were compromised.

Functions and Associated Performance Measures: This capability consists of the ability to perform the functions listed below. At present there are no CDC-defined performance measures for these functions.

Function 1: Assess the nature and scope of the incident

Function 2: Support activation of medical surge

Function 3: Support jurisdictional medical surge operations

Function 4: Support demobilization of medical surge operations

Capability: Medical Countermeasure Dispensing

Medical countermeasure dispensing is the ability to provide medical countermeasures (including vaccines, antiviral drugs, antibiotics, antitoxin, etc.) in support of treatment or prophylaxis (oral or vaccination) to the identified population in accordance with public health guidelines and/or recommendations.

Functions and Associated Performance Measures: This capability consists of the ability to perform the functions listed below. At present there are no CDC-defined performance measures for these functions.

Function 1: Identify and initiate medical countermeasure dispensing strategies

Function 2: Receive medical countermeasures

Function 3: Activate dispensing modalities

Function 4: Dispense medical countermeasures to identified population

Function 5: Report adverse events

CAPABILITY CROSSWALK		
Public Health Preparedness Capabilities	DHS Capabilities	CDC Capabilities
Emergency Operations Coordination	Communications	Staff Call Down, Use of notification systems to send and receive critical health information (PIER, TX PHIN, Web EOC), Crisis & Emergency Risk Communication Plan (CERC), local redundant communication systems ability to notify key stake holders involved in a public health response, tactical communication
Community Preparedness, Volunteer Management	Community Preparedness & Participation	Notification of public health response plan partners to receive public health emergency messages, site activation, facility set-up
Public Health Surveillance & Epidemiological Investigation	Epidemiological Surveillance & Investigation	Capability to receive and respond to disease reports of urgent cases, outbreaks, or other public health emergency on a 24-7 basis
Emergency Operations Coordination	Emergency Coordination Center	All hazards response plan to contain an event, time it takes for public health agency staff with ICS functional responsibilities to report for duty
Responder Safety & Health	Responder Safety & Health	First responder prophylaxis plan
Medical Surge, Mass Care	Medical Surge	Hospital capacity including patient management and interoperability with public health & emergency management, hospitals and alternate care facilities coordination
Fatality Management	Fatality Management	
Medical Countermeasure Dispensing	Mass Prophylaxis	Management if SNS operations, tactical communication plan, dispensing, security

MULTI-YEAR TRAINING AND EXERCISE SCHEDULE

Fort Bend County HHS Multi-Year Training and Exercise Plan

The following pages contain the Fort Bend County HHS MTEP schedule for the years 2013 thru 2015. This schedule will be continually updated and distributed, at least quarterly, with a major update annually to reflect the current planning for countywide training and exercise activities.

The MTEP schedule focuses on improving five key priority capabilities:

- Emergency Operations Coordination
- Community Preparedness
- Fatality Management
- Responder Safety & Health
- Medical Surge
- Medical Countermeasure Dispensing

Fort Bend County Health & Human Services Multi-Year Training & Exercise Plan

FY2013	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
PRIORITY	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	April 2013	May 2013	June 2013	July 2013	Aug 2013
Emergency Operations Center	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill
											Technology Training	
	Web EOC 213 RR Drill		TXPHIN Activation		Web EOC 213 RR Drill	TXPHIN Call Down	Web EOC 213 RR Drill		TXPHIN Activation			
	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	
	EPIP Validation Workshop		Web EOC 213 RR Drill		Addicks Barker with OEM		OEM No Notice Exercise		Web EOC 213 RR Drill			
Community Preparedness	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation
	Regional MTEP Workshop	POD Leadership Training		POD Leadership Training		POD Leadership Training		POD Leadership Training		POD Leadership Training		
	MRC SE TX Round Up	MRC Notification Drill			MRC Notification Drill	CASPER Training		MRC Notification Drill			MRC Notification Drill	
	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training
	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training

	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training
Fatality Management												
Responder Safety & Health		PPE Fit Testing					PPE Fit Testing					
Medical Surge	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -31st)	EMTrack Drill (1 st -3 rd)
				Mobile Medical Unit Set-Up Training			Mobile Medical Unit Set-Up Training			Mobile Medical Unit Set-Up Training		
Medical Countermeasure Dispensing	Inventory Control	SNS Facility Set-Up							SNS Facility Set-Up			

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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**Items in italics are planned, but not confirmed*

Fort Bend County Health & Human Services Multi-Year Training & Exercise Plan

FY2014	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
PRIORITY	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	April 2014	May 2014	June 2014	July 2014	Aug 2014
Emergency Operations Center	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill
			OEM TTX								Technology Training	
	Web EOC 213 RR Drill		TXPHIN Activation		Web EOC 213 RR Drill	TXPHIN Call Down	Web EOC 213 RR Drill		TXPHIN Activation			
	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC
			Web EOC 213 RR Drill						Web EOC 213 RR Drill			
Community Preparedness	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation
		POD Leadership Training		POD Leadership Training		POD Leadership Training		POD Leadership Training		POD Leadership Training		
		MRC Notification Drill			MRC Notification Drill			MRC Notification Drill			MRC Notification Drill	
	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training
	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training
	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training

Fatality Management									Mass Fatality			
Responder Safety & Health		PPE Fit Testing					PPE Fit Testing					
Medical Surge	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)
	Mobile Medical Unit Set-Up Training			Mobile Medical Unit Set-Up Training			Mobile Medical Unit Set-Up Training			Mobile Medical Unit Set-Up Training		
Medical Countermeasure Dispensing	SNS Call-Down	SNS Closed POD med pickup	Regional Exercise			SNS Site Activation				SNS Facility Set-Up		

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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**Items in italics are planned, but not confirmed*

Fort Bend County Health & Human Services Multi-Year Training & Exercise Plan

FY2015	Quarter 2			Quarter 3			Quarter 4			Quarter 4		
PRIORITY	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	April 2015	May 2015	June 2015	July 2015	Aug 2015
Emergency Operations Center	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	Technology Drill	
			OEM TTX								Technology Training	
	Web EOC 213 RR Drill		TXPHIN Activation		Web EOC 213 RR Drill	TXPHIN Call Down	Web EOC 213 RR Drill		TXPHIN Activation			
	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC	VTC
			Web EOC 213 RR Drill						Web EOC 213 RR Drill			
Community Preparedness	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation	POD Orientation
		POD Leadership Training		POD Leadership Training		POD Leadership Training		POD Leadership Training		POD Leadership Training		
		MRC Notification Drill			MRC Notification Drill	CASPER Training		MRC Notification Drill			MRC Notification Drill	MRC Notification Drill
	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training	Online POD Training
	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training	Psychological First Aid Training
	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training	LMS Online Training

Fatality Management									Mass Fatality			
Responder Safety & Health		PPE Fit Testing					PPE Fit Testing					
Medical Surge	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)	EMTrack Drill (1 st -3 rd)
	Mobile Medical Unit Set-Up Training			Mobile Medical Unit Set-Up Training			Mobile Medical Unit Set-Up Training			Mobile Medical Unit Set-Up Training		
Medical Countermeasure Dispensing	SNS Call-Down	SNS Facility Set-Up				SNS Site Activation				SNS Throughput Exercise		

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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**Items in italics are planned, but not confirmed*

APPENDIX A:

LMS Available Courses with Descriptions

www.ftbend.togtraining.com

Category A Bioterrorism Agents-This training course provides an overview of the 6 Category A Bioterrorism Agents: Anthrax, Plague, Smallpox, Tularemia, Viral Hemorrhagic Fever, and Botulism

Crisis Communications Protocols/Media Relations Protocols-This interactive course gives students essential knowledge and tools to effectively communicate to the public, media, partners and stakeholders during public health emergencies. Students will also learn key components of FBCHHS' crisis communication plan.

Epidemiology 101: An Overview- This course covers basic epidemiology principles. It provides an overview of the concepts and methods generally used in the surveillance and investigation of health-related states or events.

Family Preparedness Planning- This interactive course introduces students to FBCHHS' functional role during emergency response. Students will also learn the value of effective planning. Finally, students will learn the necessary contents of an emergency supply kit.

Isolation and Quarantine Plan Overview- This seminar will provide an overview of Fort Bend County's Isolation and Quarantine Plan.

Lab Sample Packaging & Transport- This seminar will train on the steps required to properly package and transport a biological sample for laboratory testing, while ensuring safe handling and criminal evidence preservation.

Pandemic Influenza Situation Update and Plan Summary-This course introduces students to the functional roles and activities that will be performed by various agencies within Fort Bend County during a flu pandemic. Student will also learn to recognize the unique characteristics of a flu pandemic and describe appropriate actions that can be taken at the individual level.

Radio Communication Procedures- This seminar will train the recipient on the proper use of radio communications equipment and terminology within Fort Bend County.

SNS POD Operations and Security for Law Enforcement- This seminar will provide prospective POD security members with training on how to conduct POD site assessments, develop a site security plan, and perform effective POD security.

SNS POD Operations for Logistics Unit Lead-This seminar will provide an in depth look at SNS POD logistical operations, POD command and control, and the role and responsibilities of the POD Logistics Unit Lead.

SNS POD Operations for Operations Unit Lead: This seminar will provide an in depth look at SNS POD operations, POD command and control, and the role and responsibilities of the POD Operations Unit Lead.

SNS POD Operations for Planning Unit Leads: This seminar will provide an in depth look at SNS POD operations, POD command and control, and the role and responsibilities of the POD Planning Unit Lead.

SNS POD Operations for POD Supervisors: This seminar will provide an in depth look at SNS POD operations, POD command and control, and the role and responsibilities of the POD Supervisor.

Strategic National Stockpile Point of Dispensing Operations (POD): Overview: This training course will provide a summary on the federal Strategic National Stockpile Program and how it may be utilized in Fort Bend County during disasters. The course will also examine how individual mass pharmaceutical dispensing sites, known as Points of Dispensing (or PODs), will be established and operated.

The Role of Public Health in a Nuclear or Radiological Terrorism Incident: This course covers basic information on radiological and nuclear terrorism preparedness and response. It provides an overview of the basic principles of radiation, potential terrorist scenarios, and public health planning and response.

Web EOC 101: An Introduction: WebEOC 101 - An Introduction to WebEOC introduces new users, and existing users who wish to refresh their skills, to the basics of using WebEOC. This course explores basic concepts from how to log in to making position log entries.

Appendix B

CORE CAPABILITY PRIORITIES

The multiyear training and exercise planning group identified the following core capability priorities for Fort Bend County:

- Operational coordination
- Operational communications
- Public information and warning
- Public health and medical services
- Intelligence and information sharing
- Fatality management services

The core capability priorities of each organization participating in the multiyear training and exercise planning group are as follows:

- Fort Bend County Office of Emergency Management (FBCOEM)
 - Operational coordination
 - ✓ On-site incident management
 - ✓ EOC Management
 - Operational communications
 - Public information and warning
- Richmond, City of
 - Operational coordination
 - Operational communications
 - Public information and warning
- Fort Bend County Health and Human Services (FBCHHS)
 - Operational coordination
 - ✓ Emergency operations center (EOC) management
 - Operational communications
 - Public health and medical services
 - Public information and warning
 - Fatality management services
- Special Weapons and Tactics (SWAT) Team
 - Operational coordination
 - Operational communications

- Intelligence and information sharing
- Katy Independent School District (ISD)
 - Operational coordination
 - Operational communications
 - Public information and warning
- Kendleton, City of
 - Operational coordination
 - Operational communications
 - Public information and warning
- Memorial Hermann Hospital – Sugar Land
 - Operational coordination
 - Operational communications
 - Public information and warning
 - Long-term vulnerability reduction
- Wharton County Junior College (WCJC)
 - Operational coordination
 - Operational communications
 - Public information and warning
- Stafford, City of
 - Operational coordination
 - ✓ EOC management
 - Operational communications
 - Public information and warning
 - Public health and medical services
 - Mass casualty/mass fatality planning and coordination
- Fort Bend County Public Transportation
 - Operational communications

Appendix C

CORE CAPABILITIES LIST

The core capabilities from the National Preparedness Goal categories are listed below. The seven priority capabilities for Fort Bend County are highlighted.

Prevention	Protection	Mitigation	Response	Recovery
Planning Public information and warning Operational coordination				
Forensics and attribution	Access control and identity identification	Community resilience	Critical transportation	Economic recovery
Intelligence and information sharing	Cybersecurity	Long-term vulnerability reduction	Environmental response/health and safety	Health and social services
Interdiction and disruption	Intelligence and information sharing	Risk and disaster resilience assessment	Fatality management services	Housing
Screening, search, and detection	Interdiction and disruption	Threats and hazard identification	Infrastructure systems	Infrastructure systems
	Physical protective measures		Mass care services	Natural and cultural resources
	Risk management and protection programs and activities		Mass search and rescue operations	
	Screening, search, and detection		On-scene security and protection	
	Supply chain integrity and security		Operational communications	
			Public and private services and resources	
			Public health and medical services	
			Situational assessment	

Appendix D

TRAINING SCHEDULE

Training Schedule for 2013

Agency	Date(s)	Course Title	Location	Point of Contact

Training Schedule for 2014

Agency	Date(s)	Course Title	Location	Point of Contact

Training Schedule for 2015

Agency	Date(s)	Course Title	Location	Point of Contact

Appendix E

TRAINING COORDINATORS

Name	Agency
Caroline Egan Regional Planning Coordinator 281-238-3419 caroline.egan@co.fort-bend.tx.us	Fort Bend County Office of Emergency Management (FBCOEM)
Melanie Manville Public Information and Training Specialist 281-238-3551 melanie.manville@co.fort-bend.tx.us	Fort Bend County Health and Human Services (FBCHHS)

Appendix F

GRANT REQUIREMENTS

Emergency Management Preparedness Grant Program

The purpose of the FY 2012 Emergency Management Preparedness Grant (EMPG) Program is to provide grants to states to assist state, local, tribal, and territorial governments in preparing for all hazards, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.).

Multiyear Training and Exercise Plan

- Objective 3 under the EMPG Program, states that all grantees and sub-grantees are required each year to conduct training and exercise planning workshops. A multiyear training and exercise plan (MTEP) must be developed and updated yearly.
- The MTEP must incorporate linkages to the National Preparedness Goal.
- EMPG Program grantees must maintain a progressive exercise program that is consistent with the National Exercise Program base plan.

Exercise and Training Requirements

- The exercise program must include the performance of four quarterly exercises (that is, one exercise per quarter) of any type. This can include drills, tabletop exercises (TTXs), or functional exercises (FEs) as well as one full-scale exercise (FSE) within a 12-month period.
- A response to a real incident within a 12-month period may fulfill a single quarterly exercise requirement.
- All EMPG Program-funded personnel will participate in no less than 3 exercises in a 12-month period.
- An after action report (AAR)/improvement plan (IP) must be completed for each exercise and submitted to the Federal Emergency Management Agency (FEMA).
- Training activities under the EMPG Program must strategically align with National Preparedness Goal core capabilities.
- All EMPG Program-funded personnel must complete the following training and record proof of completion: National Incident Management System (NIMS) Training: IS 100, IS 200, IS 700, and IS 800; FEMA Professional Development Series: IS 120, IS 230, IS 235, IS 240, IS 241, IS 242, and IS 244.
- During each year of the period of performance of the award, grantees are required to share with their respective regional program analyst a training and exercise plan that includes a progressive exercise plan and schedule and a plan for training personnel.
- A quarterly performance progress report must be submitted and must include a list of EMPG Program-funded personnel along with the training completed and percent completion of the progressive exercise series to include percent completion of personnel participation.

Hospital Preparedness Program

The purpose of the Hospital Preparedness Program (HPP) is to improve surge capacity and enhance community and hospital preparedness for public health emergencies.

Multivear Training and Exercise Plan

- All healthcare coalitions (HCCs/HPP contractors) must complete and submit page 1 of the HPP Exercise and Training Plan (Notification of Exercise) for all TTXs, FEs, and FSEs scheduled to be conducted during SFY13/Budget Period (BP1) (current year).
- All HCCs/HPP contractors must complete and submit page 3 of the HPP Exercise and Training Plan (Training Matrix) reflecting all training scheduled that supports the development of any of the eight healthcare preparedness capabilities during SFY13/BP 1.
- The training and exercise schedules submitted to the Texas Department of State Health Services (DSHS) in April 2012 do not need to be resubmitted unless the HCC/HPP contractor makes changes to those schedules.
- The documentation described above must be submitted to the DSHS Exercise Team no later than January 11, 2013. These documents are to be submitted via e-mail to preparednessexercise@dshs.state.tx.us and copied to Norma Six, Ray Apodaca, and your DSHS HPP point of contact.

Exercise Requirements

- Conduct, document, and report one Homeland Security Exercise and Evaluation Program (HSEEP)-compliant FE or FSE within the five-year program period.*
- Ensure that each hospital, healthcare organization, and other member organizations of the coalition participate in at least one HSEEP-compliant regional or statewide FE or FSE within the five-year program period.
- Ensure the testing/validation of all eight healthcare preparedness capabilities in FEs or FSEs within the five-year program period.
- All FEs and/or FSEs must test/validate emergency operations coordination, information sharing, and, at a minimum, one additional healthcare preparedness capability.
- Exercises participants must include, at a minimum, public health, emergency management, and emergency medical services (EMS), along with hospitals, other healthcare providers, and other coalition member organizations.

*It may be necessary for an individual coalition to conduct multiple FEs or FSEs to make sure all hospitals, healthcare organizations, and other organizational members of the coalition participate in the required exercise.

Emergency Medical Task Force

The purpose of the Emergency Medical Task Force (EMTF) is to provide a well-coordinated response, offering rapid professional medical assistance to emergency operation systems during large-scale incidents.

Multiyear Training and Exercise Plan

- Complete and submit a completed HPP Exercise and Training Plan unless the EMTF exercises are included in the schedule submitted by the lead EMTF HPP contractor and are indicated as EMTF exercises. These exercise schedules are due to the DSHS Exercise Team no later than January 11, 2013.

Exercise Requirements

- Provide training for and exercise each of the rostered teams and assets using the developed staffing plans for each of the EMTF concepts, including the following:
 - AmBus team
 - Ambulance strike team,
 - Nurse strike team
 - Mobile medical unit
- Conduct a minimum of biannual call down drills (twice a year).
- Conduct at least one FE or FSE for each of the EMTF components during the term of this contract.

Public Health Emergency Preparedness and Strategic National Stockpile

The purpose of the Public Health Emergency Preparedness (PHEP) Program and Strategic National Stockpile (SNS) Program is to upgrade the ability of state, local, tribal, and territorial public health departments to effectively respond to a range of public health threats, including infectious diseases, natural disasters, and biological, chemical, nuclear, and radiological events. Preparedness activities funded by the PHEP cooperative agreement are targeted specifically for the development of emergency-ready public health departments that are flexible and adaptable.

Multiyear Training and Exercise Plan

- Using the DSHS Training and Exercise Plan template, all PHEP/SNS participants must submit an updated five-year exercise schedule indicating when, within the project period, the required medical countermeasures distribution and dispensing (MCDD) FSE will be conducted. These updated five-year exercise schedules are to be submitted to the DSHS Exercise Team no later than January 11, 2013. This same submission should also indicate the required PHEP preparedness exercises to be conducted by the organization. These are to be submitted via e-mail to preparednessexercise@dshs.state.tx.us.

Exercise Requirements**PHEP**

- Conduct, document, and report one preparedness exercise annually. This may be a TTX, FE, or FSE.
- Conduct one FSE within the five-year program period.

- Conduct, document, and report three of the five drills annually. These drills are as follows:
 - Staff notification, acknowledgement, and assembly
 - Site activation, acknowledgement, and assembly
 - Facility setup
 - Dispensing throughput
 - ✓ RealOpt modeling (as a substitute for dispensing throughput)
 - Documentation required for these drills is the properly completed data collection form and SNS short-form AAR/IP.

SNS

- Conduct, document, and report three of the five drills annually (see above).
- Conduct one staff notification, acknowledgement, and assembly drill quarterly.
- If one of these drills is to be used as one of the three of five required drills, the documentation required includes a properly completed data collection form and SNS short-form AAR/IP. Documentation for all other staff notification, acknowledgement, and assembly drills consists of the properly completed data collection form, which will be posted directly to SharePoint.
- Conduct or participate in one regional FSE within the five-year program period focusing on MCDD.
 - The following documentation is required for the MCDD FSE:
 - ✓ Midplanning conference minutes and roster
 - ✓ Master scenario events list
 - ✓ HSEEP-compliant exercise evaluation guides completed by the evaluators
 - ✓ Properly completed AAR/IP

Joint HPP-PHEP/SNS

Exercise Requirements

- Conduct one regional joint PHEP-HPP FSE within the five-year project period. Joint exercises should meet multiple program requirements, including HPP, PHEP, SNS, and CHEMPACK requirements.
- Stakeholders are reminded that FSEs, particularly the MCDD exercises, require coordination with and involvement of multiple response partners such as law enforcement (local and state), emergency management, transportation providers, and others. The scheduling of joint exercises should be coordinated with all response partners.

Technical Rescue and Urban Search and Rescue

The purpose of Technical Rescue and Urban Search and Rescue (USAR) is to provide a national rescue capability that provides lifesaving resources to victims of structural collapse.

Training and Exercise Requirements

- Provide US&R-related or US&R-required training for task force personnel, including the delivery of local US&R training courses or other courses specifically required by the US&R position descriptions or authorized by the US&R Branch. This should include equipment specific training provided by the manufacturer and authorized repair technician certification training to allow task forces to have members certified to conduct manufacturer-approved repairs in-house.
- As funding permits, conduct at least one task force mobilization or deployment exercise during the cooperative agreement period of performance. The task force is encouraged to exercise as many task force members as possible during this cooperative agreement.
 - A federal task force deployment defined as a task force arriving at a point of assembly during the period of performance would satisfy this requirement, as long as the activation order is filed within the cooperative agreement period of performance.
 - Non-federal task force deployments could satisfy this requirement, but a request to do so must be submitted to the US&R Branch for review and approval.
 - If a task force is deployed, those funds originally set aside for a deployment exercise may then be used for other US&R-approved items within the same budget category. This change must be addressed in the semiannual performance report. A budget change is only required when funds are moved to another program budget category.

More detailed exercise and evaluation criteria will be distributed by the US&R Branch within the FY 2012 period of performance, which will provide specific criteria for scheduled exercises conducted by the task force.

- Task forces should notify the US&R Branch of mobilization or FSEs as soon as the exercise is scheduled, but no later than 60 days before the exercise begins. Notification should be brief, but should include dates, scope of exercise, number of participants, and other agencies involved. The intent of this notification is to provide the US&R Branch planning information for administrative readiness evaluations (AREs) and scheduling joint exercises with other DoD/federal agencies. It does not take the place of and should not be confused with sanction request letters to obtain FEMA approval of task force sponsored training and exercises in accordance with Program Directive 2004-001.
- Submit an AAR within 90 days of the completion of a mobilization or FSE, or a training activity with a duration of more than 24 consecutive hours. Send the report to the attention of the US&R Branch chief and written in a format where lessons learned may be shared with other task forces in the National US&R Response System.
- Ensure training and exercise activities of the task force meet National US&R Response System standards, requirements, and certifications. Ensure training records for all task force personnel are kept in a central, secure location.

- Provide funding for expenses related to the acquisition, maintenance, training, and certification of US&R canine search teams. This statement is not related to the funding provided to host canine evaluations.
 - When authorized, ensure funds are distributed in support of hosting a National US&R Response System canine evaluation or preparation, as stated in accordance with canine evaluation schedules identified in Appendix I. When funding for the canine evaluations exceeds actual costs, the excess allocated funds may be redirected to other US&R Program activities that support the task force's canine program under Item 5. If remaining funds are used to cover costs under Section VIII, A, Item 14, include items and their cost in their semiannual performance report submission.
 - Provide third-party grant management training to assigned task force grant managers and assistants who have not previously attended training. Grant management training is mandatory for all US&R grant managers and assistants. Grant management training is optional but highly recommended for US&R program managers and other key personnel assigned to US&R administrative duties. Personnel should attend training from a facility that provides a grants certificate program and/or the US&R grant manager course. The task force will submit information regarding the program or classes to the grants assistance officer for written approval prior to registering or attending any classes. The grants assistance officer may be contacted for further information on classes offered. The following are examples of some grants management:
 - Managing Federal Grants and Cooperative Agreements for Recipients
 - Uniform Administrative Requirements: OMB Circular A-102 and 2 CFR Part 215
 - Cost Principles: 2 CFR Part 220 (A-21), 225 (A-87), 230 ((A-122), and FAR 31.2
 - Applying for Federal Grants and Cooperative Agreements
 - How to Prepare the Application Budget
 - Business Management Systems for Recipients
 - Audit of Federal Grants and Cooperative Agreements
- Every effort will be made to attend continuing education by task force grant managers and assistants during the cooperative agreement to stay current with regulation updates/changes.
- Provide Microsoft (MS) Access database and MS Excel training as needed to US&R logistics and program management personnel to maintain personnel, equipment, grant, financial, and accountability records. Program managers are authorized to use readiness funding to provide beginner, intermediate, and advanced MS Access Database and MS Excel training to program management personnel.

Appendix G

EXERCISE TYPES

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. They offer the following attributes:

- Informal discussions led by a seminar leader
- Lack of time constraints caused by real-time portrayal of events
- Low-stress environment that uses a number of instruction techniques such as lectures, multimedia presentations, panel discussions, case study discussions, expert testimony, and decision support tools
- Proven effectiveness with both small and large groups

Workshops. 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). Workshops provide an ideal forum for the following:

- Building teams
- Collecting or sharing information
- Obtaining consensus
- Obtaining new or different perspectives
- Problem solving of complex issues
- Testing new ideas, processes, or procedures
- Training groups in coordinated activities

In conjunction with exercise development, workshops are most useful in achieving specific aspects of exercise design such as the following:

- Determining evaluation elements and standards of performance
- Determining program or exercise objectives
- Developing exercise scenario and key events listings

A workshop may be used to produce new standard operating procedures (SOPs), emergency operations plans (EOPs), mutual aid agreements (MAAs), multiyear training and exercise plans (output of the training and exercise planning workshop [TEPW]), and improvement plans (IPs). To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined.

Potential topics and goals are numerous, but all workshops share the following attributes:

- Effective with small and large groups
- Facilitated, working breakout sessions

- Goals oriented toward an identifiable product
- Information conveyed through different instructional techniques
- Lack of time constraint from real-time portrayal of events
- Low-stress environment
- No-fault forum
- Plenary discussions led by a workshop leader

Tabletop Exercises (TTXs). 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 decision making 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. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTX methods are divided into two categories: basic and advanced. In a basic TTX, the scene set by the scenario materials remains constant. It describes an event or emergency and brings players up to the simulated present time. Players apply their knowledge and skills to a list of problems presented by the facilitator, problems are discussed as a group, and resolution is generally agreed upon and summarized by the leader. In an advanced TTX, play focuses on delivery of pre-scripted messages to players that alter the original scenario. The exercise facilitator usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Players discuss the issues raised by the problem, using appropriate plans and procedures. TTX attributes may include the following:

- Achieving limited or specific objectives
- Assessing interagency coordination
- Conducting a specific case study
- Examining personnel contingencies
- Familiarizing senior officials with a situation
- Participating in information sharing
- Practicing group problem solving
- Testing group message interpretation

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. Typical attributes include the following:

- A narrow focus, measured against established standards
- Instant feedback
- Performance in isolation
- Realistic environment

Functional Exercises (FEs). An FE, also known as a command post exercise (CPX), 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 (UC), 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.

The objective of an FE is to execute specific plans and procedures and apply established policies, plans, and procedures under crisis conditions, within or by particular function teams. An FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment. Attributes of an FE include the following:

- Evaluating the EOC, headquarters, and staff
- Evaluating functions
- Examining interjurisdictional relationships
- Measuring resource adequacy
- Reinforcing established policies and procedures

Full-Scale Exercises (FSEs). FSEs are multiagency, multijurisdictional exercises that test many facets of emergency response and recovery. They include many first responders operating under the ICS or UC 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. Other entities that are not involved in the exercise, but that would be involved in an actual incident, should be instructed not to respond.

An FSE provides an opportunity to execute plans, procedures, and MAAs in response to a simulated live incident in a highly stressful environment. Typical FSE attributes include the following:

- Activating personnel and equipment
- Allocating resources and personnel
- Analyzing memorandums of understanding (MOUs), SOPs, plans, policies, and procedures

- Assessing equipment capabilities
- Assessing interjurisdictional cooperation
- Assessing organizational and individual performance
- Demonstrating interagency cooperation
- Exercising public information systems
- Testing communications systems and procedures

Appendix H

ACRONYMS

Abbreviation	Term
AAR	After Action Report
AMOPS	Ambulance Operations
ARE	Administrative Readiness Evaluations
ASPR	Assistant Secretary for Preparedness and Response
CASPER	Community Assessment for Public Health Emergency Response
CatPro	Catastrophic Preparedness Response Operations
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CERT	Community Emergency Response Team
CMIS	Coordination of Multiple Incident Sites
CMOC	Catastrophic Medical Operations Center
COOP	Continuity of Operations
CRI	Cities Readiness Initiative
DHS	U.S. Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Assistance Team
DoD	Department of Defense
DSHS	Department of State Health Services
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EMTF	Emergency Medical Task Force
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPIP	Emergency Public Information Plan
ERT	Emergency Response Team

Abbreviation	Term
ESF	Emergency Support Function
FBC	Fort Bend County
FBCHHS	Fort Bend County Health and Human Services
FBCOEM	Fort Bend County Office of Emergency Management
FBCSO	Fort Bend County Sheriff's Department
FD	Fire Department
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
FSE	Full-Scale Exercise
GIS	Geographic Information System
Hazmat	Hazardous Materials
HCC	Healthcare Coalition
H-GAC	Houston-Galveston Area Council
HHS	Health and Human Services
HPP	Hospital Preparedness Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
ICP	Incident Command Post
ICS	Incident Command System
IED	Improvised Explosive Device
IMT	Incident Management Team
IP	Improvement Plan
IPW	Improvement Plan Workshop
IS	Independent Study
ISD	Independent School District
JIC	Joint Information Center
LID	Levee Improvement District

Abbreviation	Term
LMS	Learning Management System
MC	Missouri City
MCI	Mass Casualty Incident
MCDD	Medical Countermeasures Dispensing and Distribution
MEP	Master Exercise Practitioner
MRC	Medical Reserve Corps
MTEP	Multiyear Training and Exercise Plan
MUD	Municipal Utility District
NIMS	National Incident Management System
NRF	National Response Framework
Ops	Operations
PHEP	Public Health Emergency Preparedness
PHIN	Public Health Information Network
PIER	Public Information Emergency Response
PIO	Public Information Officer
POD	Point of Dispensing
PPD	Presidential Policy Directive
PPE	Personal Protective Equipment
Pt	Patient Tracking
PWE	Public Works and Engineering
RACES	Radio Amateur Civil Emergency Services
RCPG	Regional Catastrophic Planning Grant
RCPI	Regional Catastrophic Preparedness Initiative
RR	Resource Request
S&R	Search and Rescue
SAR	Search and Rescue
SETRAC	SouthEast Texas Regional Advisory Council
SNS	Strategic National Stockpile

Abbreviation	Term
SOP	Standard Operating Procedure
SWAT	Special Weapons and Tactics
TCL	Target Capabilities List
TDEM	Texas Division of Emergency Management
TEEX	Texas Engineering Extension Service
TEPW	Training and Exercise Planning Workshop
TTX	Tabletop Exercise
TXPHIN	Texas Public Health Information Network
U.S.	United States
UASI	Urban Area Security Initiative
UC	Unified Command
USAR	Urban Search and Rescue
UTL	Universal Task List
VTC	Video Teleconference Call
WCJC	Wharton County Junior College
WMD	Weapon of Mass Destruction