

North Dakota Department of Emergency Services

Multi-year Training and Exercise Plan
January 1, 2020– June 30, 2023

PREFACE

The U.S. Department of Homeland Security (USDHS) Preparedness Directorate's Office of Grants and Training (G&T) requires that every State and Urban Area conduct a Multiyear Training and Exercise Plan Workshop (TEPW) annually. We have fully integrated our Training and Exercise planning process with the Hazard Mitigation Plan and THIRA process. A common group of stakeholders participates in the development of the ND enhanced Hazard Mitigation Plan, the Threat and Hazard Identification Risk Assessment (THIRA), development of State Preparedness Report (SPR), and Training and Exercise Planning Workshop. North Dakota conducted its last Multiyear TEPW January 22, 2020 and used the results of the workshop to assist in the development of this Multiyear Training and Exercise Plan (TEP).

The Training and Exercise Officer is responsible for the development and maintenance of the North Dakota Department of Emergency Services Training and Exercise Plan. Representatives of lead state agencies, the local emergency management community, and other community response and recovery partners are invited to participate in the process through needs assessments and stakeholder meetings. The plan is developed utilizing a structured planning process:

1. Identify training priorities
2. Identify resources and resource limitations
3. Establish a training and exercise schedule
4. Evaluate and revise as needed

The ND Department of Emergency Services Multi-year TEP is considered to be a living document that is updated and refined at least annually or more frequently as necessary. Updates/revisions will be based on tri-annual needs assessment, outcome stakeholder processes, class evaluations, exercise after action reports, state and federal legislative changes, policy/strategic plan changes, just in time training needs, and budgetary limitations. Plans and revisions are submitted to FEMA Region VIII Training Officer, and ND DES Preparedness Section Chief. The most recent TEP is also posted on the NDDDES Training and Exercise web page for immediate access by public and private stakeholders.

The North Dakota Multiyear TEP is the roadmap for North Dakota to prepare for the mission areas described in the National Preparedness Goal. The State of North Dakota is pursuing a coordinated homeland security strategy that combines enhanced planning, new equipment purchases, innovative training, and realistic exercises to strengthen North Dakota's emergency prevention, protection, mitigation, response, and recovery capabilities. Training and exercises play a crucial role in this strategy, providing North Dakota with a means of attaining, practicing, validating, and improving new capabilities. For that reason, our TEP is based on the ND THIRA and enhanced Hazard Mitigation Plan. Key state agencies, local emergency management, non-governmental organizations, and private partners have invested many hours in these processes. The results of that activity, along with class evaluations, emergency management performance grant (EMPG) requirements, and NDDDES internal staff needs provide the basis of our training and exercise plan

The State's training and exercise programs are administered by the North Dakota Department of Emergency Services, Division of Homeland Security, in coordination with the state agencies that

are assigned in the State Emergency Operations Plan. The training and exercise agenda described in this plan is a guide for all State-level response agencies, as well as any tribal, county or municipal response agencies receiving State homeland security funds. It is recognized that throughout the course of time, priorities may change as a result of new threats and hazards or new direction from elected and appointed officials. These new or changed priorities will often result in changes to the training and exercise schedule. The plan helps prepare North Dakota to optimally address the natural, adversarial, and technological hazards that it faces. Engaging the whole community in training and exercises allows all parties to evaluate their capabilities and, therefore, improve on their level of preparedness. This plan considers the effects of natural hazards, technological hazards and adversarial threats, as identified in the State Emergency Operations Plan (SEOP) and supporting documents. This plan analyzes the impacts of these hazards and adversarial threats, and actions required to continue essential services and ensure public safety.

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DOCUMENT MAINTENANCE

This document will be evaluated for accuracy of policies and procedures; and for continued applicability of training and exercise schedule to current identified needs at least annually. The Training and Exercise Officer is responsible to evaluate this training and exercise plan during the first quarter of each year.

Throughout the year the planned training and exercise schedule is maintained by the Training and Exercise staff. Prior to each scheduled event, the training and exercise staff determine the feasibility of providing planned events based on the occurrence of real emergency/disaster incidents and changing situations. At least annually, during the first quarter of each year, Training and Exercise staff will maintain the Training and Exercise plan by reviewing the training and exercise plan, identifying any changes needed, and extending the plan to include the next calendar year, thus maintaining a three year projected plan.

During the first quarter of each year, the Training and Exercise Officer will revise the plan to reflect new needs, align with updated threat and hazard priorities, and address policy and procedures changes that may have occurred based on identified and implemented improvement actions. The revised plan will include a three-year period of time from the date of revision. Upon verbal approval of the Preparedness Section Chief, the revised Training and Exercise Plan is posted to the North Dakota Department of Emergency Services website and submitted to Region VIII training and exercise staff.

DOCUMENT PURPOSE

The purpose of the Multi-year Training and Exercise Plan (TEP) is to document an organization's overall training and exercise program priorities for a specific multi-year time period. These priorities are linked to corresponding core capabilities (National Preparedness Goal, Second Edition, Sept. 2015), and, a rationale based on our Threat and Hazard Identification Risk Assessment (THIRA), State Preparedness Report (SPR), existing strategic guidance, corrective actions from previous exercises, needs assessment surveys, training and exercise planning workshop, and other factors. This Multi-year TEP identifies the training and exercises that will help the organization build and sustain the core capabilities needed to address its program priorities. Local, tribal, or state officials that identify a need for courses in addition to those included in this plan, may submit requests to NDDDES training and exercise staff. Additional classes may be added to the training schedule as time and resources allow.

The Multi-year TEP lays out a combination of progressively building exercises – along with the associated training requirements – which address the priorities identified in the Training and Exercise Planning Workshop (TEPW). A progressive, multi-year exercise program enables North Dakota Department of Emergency Services to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved. Further, by including training requirements in the planning process, we can address known shortfalls prior to exercising capabilities.

Included in this Multi-year TEP is a training and exercise schedule, which provides a graphic illustration of the proposed exercises and training classes scheduled for the years January 1, 2020 through June 30, 2023.

PROGRAM PRIORITIES

We are committed to protecting the lives of the citizens of North Dakota and ensuring the safety of all within our communities. Knowledge and training prepare our emergency managers and first responders to accomplish this mission. The North Dakota Department of Emergency Services (NDDDES) Training and Exercise Program coordinates a training and exercise program to prepare Emergency Management and emergency responders [including, but not limited to, law enforcement, fire services, emergency medical services, public health, healthcare providers, volunteer organizations, NDDDES Reserve Corps Team, whole community partners providing critical infrastructure services, and other state agencies] to manage a variety of natural, technological, and adversarial threats throughout all five mission areas—prevention, protection, mitigation, response, and recovery. We strive to accomplish this goal with the following objectives:

- Maintain a constant state of evaluation of capabilities and assessment of training and exercise needs through regular needs assessment surveys, class evaluations, stakeholder processes, verbal feedback/training requests, internal and external requirements, mandates, and deficiencies identified in the corrective action process.
- Coordinate and facilitate training opportunities to address identified learning needs and capability gaps, utilizing on-line classes, state provided classes, bordering states' classes, and classes provided by National Domestic Preparedness Consortium and/or Rural Domestic Preparedness Consortium.
- Provide exercises to regularly test the skills and abilities of state personnel, as well as the plans, policies, procedures, equipment, and facilities of state agencies.
- Manage an improvement process based on lessons learned in the evaluation of exercises and real events.
- Ensure state instructors are knowledgeable in principles of adult education and subject matter experts in the course content they are presenting.

North Dakota Department of Emergency Services maintains records of all classes and exercises we sponsor. Class files include a class/course description, date of class, and roster of students successfully completing the training. In addition, we maintain a computer data base of individual student training records to include NDDDES sponsored classes and select FEMA Independent Study classes. Students and local emergency response agencies are also expected to maintain their own training records. Class training records are kept for a minimum of 6 years.

Exercise after action reports include an Improvement Plan. Improvement plan activities are identified as “high”, “medium” or “low” priority based on the impact on life safety, incident stabilization, and property protection; as well as, the correlation to core capability priorities identified in the ND THIRA. Improvement plan progress is assessed and documented

throughout the year. The Training and Exercise Officer is responsible for monitoring the Improvement Plan.

The creation of effective capabilities-based exercise programs begins with a multi-year Training and Exercise Plan (TEP), which establishes overall exercise program priorities and outlines a multi-year schedule of training and exercise activities designed to address those priorities and validate core capabilities.

Beginning in 2018 and continuing to the present we are fully integrating the TEPW with the mitigation hazard identification and THIRA processes. A series of meetings with a core group of whole community stakeholders participate in multiple meetings and group activities to identify and prioritize hazards, planning and operational gaps, and training and exercise needs.

The North Dakota Department of Emergency Services Training and Exercise Program will be based on the principles of HSEEP. The resulting plan will demonstrate a carefully planned, broad based, progressive and increasingly complex training and exercise program.

Training Guidelines

Admission Guidelines

Registration for ND Department of Emergency Services sponsored classes is available on our website at <https://www.des.nd.gov/events> . Registrations should be submitted at least two weeks prior to the start date to assure that printed materials are available for all participants. However, if space is available, ND Department of Emergency Services will be flexible in accepting late registrations.

Applications to Emergency Management Institute, The Center for Domestic Preparedness, and other National Domestic Preparedness Consortium schools are accepted up to two weeks prior to the course start date, however; space may be limited, and courses often fill in advance. Therefore, applications should be submitted as soon as possible to ensure enrollment. Additional information on the National Domestic Preparedness Consortium schools is provided in subsequent sections of this document.

FEMA Student ID Number (SID)

A FEMA Student Identification (SID) number is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA organization. The FEMA SID uniquely identifies an individual throughout the FEMA organization and all of its agencies. A FEMA SID is required to register for and participate in any training provided by FEMA agencies. Register for FEMA student ID at <https://cdp.dhs.gov/femasid/>. The FEMA SID is required for registration for NDDDES sponsored classes.

Attendance

Programs are scheduled to present the maximum amount of information in the shortest period of time. Participants must attend a minimum of 80% of the scheduled class time to be eligible to take the final exam and/or receive a certificate of completion. Participants who miss class time may be required to complete additional assignments to demonstrate knowledge or skills required for successful class completion.

Professional Education Credit

The North Dakota Department of Emergency Services makes every effort to obtain approval of select classes for education credit from The North Dakota Commission on Peace Officer Standards and Training (P.O.S.T.) and North Dakota Department of Emergency Medical Services.

Travel Reimbursement

In many cases, NDDDES will reimburse appropriate participants for meals and lodging at the state rates. Course announcements will identify when reimbursement is available for each class offered.

Cancellation

Every effort is made to provide courses that address the needs of emergency managers and emergency responders. However, a minimum number of participants may be required for some courses. In addition, an active emergency response involving key training staff or expected participants will take precedence over training. Therefore, NDDDES reserves the right to cancel any program. All applicants will be notified promptly of any re-scheduled or cancelled courses.

Students that must cancel course attendance should notify NDDDES of the cancellation as soon as possible so that others may be admitted to the class.

Independent Study Courses

Independent Study Courses are on-line courses offered by the Emergency Management Institute and other training venues such as Texas Engineering and Extension Service (TEEX). The independent study courses listed below are recommended for local, county, and tribal emergency managers, and other first responders by the ND Department of Emergency Services. Refer to <http://www.training.fema.gov/IS> and <http://teex.com/index.cfm> to get more detailed information and to view other Emergency Management Institute and TEEX independent study course offerings.

Professional Development Series

The Professional Development Series is a collection of eleven independent study courses. In addition to a certificate of completion for each course, a certificate for completion of the series is issued when all eleven courses are successfully completed. This series fulfills a requirement for Emergency Management Performance Grant (EMPG) funded personnel at the local and state level. The following courses are included in the Professional Development Series:

Introduction to Incident Command System (IS-100c)

This course provides training and resources for personnel who require a basic understanding of the Incident Command System (ICS). This course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

Study Hours: 2

Basic Incident Command System for Initial Response (IS 200.c)

This course provides the context for ICS within initial response and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

Prerequisites: IS-100 *Introduction to the Incident Command System* is required; Completion of IS 700.A, *National Incident Management System (NIMS), An Introduction* is recommended.

Study Hours: 4

An Introduction to the National Incident Management System (NIMS) (IS 700.b)

This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

Study Hours: 3

National Response Framework (NRF), an Introduction (IS 800.c)

This course introduces participants to the concepts and principles of the National Response Framework. The goal of this course is to familiarize participants with the National Response Framework and the ways it is applied in actual response situations.

Study Hours: 3

An Introduction to Exercises (IS 120.c)

This Independent Study course introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and identifies the five phases of the exercise process.

Study Hours: 5

Fundamentals of Emergency Management (IS-230.d)

This course introduces the student to the fundamentals of emergency management. This course presents emergency management as an integrated system with resources and capabilities networked together to address all hazards.

Study Hours: 6

Emergency Planning (IS-235.c)

This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.

Study Hours: 5

Leadership and Influence (IS-240.b)

Being able to lead others—to motivate them and commit their energies and expertise to achieving the shared mission and goals of the emergency management system—is a necessary and vital part of every emergency manager’s, planner’s, and responder’s job. The goal of this course is to improve your leadership and influence skills.

Study Hours: 3

Decision Making and Problem Solving (IS 241.b)

Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your decision-making skills.

Study Hours: 2

Effective Communication (IS-242.b)

Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your communication skills.

Study Hours: 8

Developing and Managing Volunteers (IS-244.b)

The goal of this course is to strengthen abilities to prepare for and manage volunteers before, during, and after a severe emergency or major disaster.

Study Hours: 4

In addition to the Professional Development Series, there are many on line courses available. The following are also highly recommended for those whose roles relate to the subject matter.

How to be an Exercise Evaluator (IS – 130.a)

This Independent Study course introduces the basics of emergency management exercise evaluation and improvement planning. It also provides the foundation for exercise evaluation concepts and practices as identified in the Homeland Security Exercise and Evaluation Program.

Required prerequisite: An Introduction to Exercises IS 120.c

Study Hours: 3

The Role of Voluntary Organizations in Emergency Management (IS – 288.a)

This independent study course provides a basic understanding of the history, roles and services of disaster relief voluntary agencies in providing disaster assistance. It is appropriate for both the general public and those involved in emergency management operations.

Study Hours: 10

Basic Emergency Operations Center Functions (IS – 2200)

This course is designed to introduce the role, design, and function of the Emergency Operations Center (EOC) and the supportive relationship as a NIMS Command and Coordination component of the Multiagency Coordination System.

Study Hours: 4

AWR160 - Terrorism Awareness for Emergency First Responders

WMD (Weapons of Mass Destruction) Awareness-Level Training Course is a four-hour program that provides emergency responders with awareness-level instruction on recognition, avoidance,

isolation, and notification techniques in a WMD environment. The course covers prevention and deterrence and chemical, biological, radiological, nuclear, and explosive (CBRNE) hazards and is NFPA 472 compliant.

Study Hours: 4 hours

Emergency Management Basic Academy

NDDDES Training and Exercise Program will be providing the Emergency Management Basic Academy in North Dakota. Completion of the Basic Academy fulfills a requirement for Emergency Management Performance Grant (EMPG) funded personnel at the local and state level as an alternative to the Professional Development Series of online classes. Four instructors were trained in the spring of 2018 and approved to teach this series of courses through the Emergency Management Institute (EMI). The 2020-2023 schedule provides opportunities to complete the Basic Academy in Bismarck, ND. The following courses are included in the Basic Academy:

- L0101 Foundations of Emergency Management
- L0102 Science of Disasters
- L0103/G0235 Emergency Planning
- L0146 Homeland Security Exercise Evaluation Program
- L0105 Public Information and Warning

Emergency Management Institute (EMI)

Through its courses and integrated programs, EMI serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of state, local, and tribal government officials; volunteer organizations; FEMA's disaster workforce; other Federal agencies; and the public and private sectors to minimize the impact of disasters and emergencies on the American public. EMI offers resident courses in Emmitsburg, MD (E-Courses) and non-resident courses offered in a state or local jurisdiction. Resident courses are free of charge. In addition, EMI will provide for transportation and housing, while participating in courses. Participants must purchase a meal ticket for the time on campus. Non-resident courses may be taught by EMI staff (L-Courses) or by local subject matter experts or trainers from other states (G-Courses) using course materials prepared by EMI. A minimum of 20 students may be required for local courses to be offered. If a local jurisdiction is interested in bringing in a non-resident course, it is required they work through the NDDDES Training and Exercise Staff.

For information on Emergency Management Institute courses please review the EMI course catalog at the following web location: <https://training.fema.gov/emicourses/>

Center for Domestic Preparedness (CDP)

The Center for Domestic Preparedness (CDP) offers a wide selection of resident and non-resident courses. Go to <http://cdp.dhs.gov> for a complete listing of CDP Course offerings. All courses are free of charge. For resident courses CDP will provide transportation, housing, and meals while participating in courses. If a local jurisdiction is interested in bringing in a non-resident course it is required that they work through the NDDes Training and Exercise Staff.

National Domestic Preparedness Consortium

The National Domestic Preparedness Consortium (NDPC) is a professional alliance sponsored through the Department of Homeland Security/FEMA National Preparedness Directorate. The NDPC includes seven schools that offer a wide variety of training for first responders. Contact NDDes Training and Exercise Staff for further assistance on enrollment. <https://www.ndpc.us/>

Position Specific – Incident Management Courses

These courses are designed to provide Incident Management Team (IMT) [ND has an Emergency Management Support Team (EMST)] members with a robust understanding of their duties and responsibilities, while serving on an active team. Courses vary from 2 days to 5 days depending on the position and may be offered in North Dakota by our qualified instructors, regionally or as EMI resident courses. Prerequisites may also vary, but generally include ICS courses through the 400 level. Apply for admission to position specific courses through the NDDes Training and Exercise Officer.

Position Specific – Incident Commander

Position Specific – Safety Officer

Position Specific – Public Information Officer Course

Position Specific – Liaison Officer Course

Position Specific – Operations Section Chief Course

Position Specific – Planning Section Chief Course

Position Specific – Situation Unit Leader Course

Position Specific – Resource Unit Leader Course

Position Specific - Logistics Section Chief Course

Position Specific – Finance/Administration Section Chief Course

Position Specific – Situation Unit Leader Course

Position Specific – Communications Unit Leader

Position Specific - Documentation Unit Leader Course

Position Specific – Plans Support Unit Leader Cours

Training and Exercise Assessments

THIRA and State Preparedness Report

We have fully integrated our Training and Exercise planning process with the Hazard Mitigation Plan and THIRA process. A large group of stakeholders has been identified and serve the combined purpose of providing recommendations for the Hazard Mitigation Plan, Training and Exercise Plan and THIRA report.

The following natural and technological hazards and adversarial threats have been identified for North Dakota.

#	Hazard/Threat	#	Hazard Threat
1	Cyberattack	8	Hazardous Materials
2	Flood	9	Space Weather
3	Severe Winter Weather	10	Dam Failure
4	Severe Summer Weather	11	Criminal, Terrorist or Nation-State Attack
5	Fire	12	Geologic Hazards
6	Infectious Diseases & Pest Infestations	13	Civil Disturbance
7	Drought	14	Transportation Incident

The 2019 State Progress Report indicates Training and/or Exercise gaps for the following core capabilities:

- Operational Communications
- Public Information and Warning
- Planning
- Operational Coordination
- Intelligence and Information Sharing
- Infrastructure Systems
- Situational Assessment
- Cybersecurity
- Fire Management and Suppression
- Logistics and Supply Chain Management
- Mass Search and Rescue
- Public Health, Healthcare, and Emergency Medical Services
- Economic Recovery
- Health and Social Services
- Housing

Training and Exercise Workshop

The ND Training and Exercise Workshop was held January 22, 2020. Invited participants included key state agency representatives, National Weather Service, NDDDES Regional Coordinators, ND Emergency Management Association Board Members, FEMA Region VIII representatives, ND National Guard, and ND Governor's Office.

Participants were briefed on the State Preparedness Report outcomes, training events from the past year, and exercise events and identified after action improvement plans from the past year. Participants were then broken into work groups to define the priority core capabilities to be addressed through training and/or exercise events in the coming year. Workgroups also provided recommendations on exercise scenarios and specific training and exercise objectives.

The workgroups identified the following priority core capabilities:

- Operational Communications*
- Public Information and Warning
- Planning
- Community Resilience*
- Intelligence and Information Sharing
- Environmental Response
- Critical Transportation (especially as it relates to evacuation)*
- Cybersecurity
- Access Control and Identity Verification
- Mass Care

*Indicates a correlation to national priorities identified in the 2020 Emergency Management Performance Grant Program Notice of Funding Opportunity.

The workgroups also identified the following recommendations for exercises in the coming three years:

- Operations centers functional exercises
- Evacuation tabletop exercise
- Cybersecurity workshop and ransomware tabletop exercise
- Radio communications interoperability drills
- Hazardous Materials exercises
- Active assailant lockdown drill
- Access control/credentialing in shelter situation functional exercise

Needs Assessment Survey

The Training and Exercise Officer and Training and Exercise Specialist attended regional emergency management meetings in the four regions of ND in December 2019, January 2020, and March 2020 to meet with local emergency managers. One of the objectives of these meetings was to collect information on training needs and to provide the needs assessment

survey forms to local emergency managers. In addition, needs assessment forms were emailed to local emergency managers on January 31, 2020.

Surveys resulted in the identification of the following training and exercise priority core capabilities:

- Operational Communications
- Public Information and Warning
- Operational Coordination
- Infrastructure Systems
- Planning
- Community Resilience
- Intelligence and Information Sharing
- Environmental Response
- Situational Assessment
- Cybersecurity
- Physical Protective Measures

Specific classes identified as high priority by survey respondents include:

- ICS 300
- ICS 400
- Continuity of Operations
- Basic Academy
- Introduction to NDDDES to be provided more frequently
- Training on local emergency operations plans
- Training on THIRA

Priority Core Capabilities

Based on 2019 Training Needs Assessment, the 2020 Training and Exercise Planning Workshop, the State Preparedness Report, review of previous year's after action reports, discussion at regional meetings, grant requirements, direction from elected officials, and other factors the following priorities are selected for the North Dakota multi-year training and exercise plan.

The identified priorities and exercise schedule may or may not address the capabilities that cross all mission areas, i.e. planning, operational coordination, and public information and warning; as well as intelligence and information sharing and situational assessment (which ND treats as common core capabilities) as it is assumed that they will be included in some way in most training events and all exercises.

Additional core capabilities may be included in the training and exercise schedule based on previous assessments and corresponding training that has already been scheduled.

Operational Coordination

Mission Area:

Response and Recovery

Description:

Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Corresponding Threat/Hazard:

This core capability is applicable to all threats and hazards included in the ND threats and hazards list.

Rationale:

An effective response that restores community lifelines and saves lives is dependent on the ability to establish an operational structure consistent with the National Incident Management System. This facilitates the integration of local, state, tribal, and federal resources. It is critical for responders, government agencies, and non-governmental partners to be knowledgeable and practiced in implementing all aspects of NIMS.

Supporting Training Courses and Exercises:

Incident Command 300 and 400, G2300 Intermediate Emergency Operations Center Functions, G191 Emergency Operations Center/Incident Command System Interface, G402 National Incident Management System for Senior and Elected Officials.

Public Information and Warning

Mission Area:

Prevention, Response, Recovery

Description:

Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.

Corresponding Threat/Hazard:

Cyber Attack; Flood; Severe Winter Weather; Severe Summer Weather; Infectious Disease and Pest Infestations; Hazardous Materials; Dam Failure; Criminal, Terrorist or Nation-State Attack.

Rationale:

Since North Dakota's experience with the unlawful Dakota Access Pipeline protest in 2016, local and state agencies have had an increased recognition of the need for timely, accurate public information. The importance of early implementation of a Joint Information System/Center has resulted in state agencies and local response organizations identifying public information officers and sending them for formal training. We have historically filled classes on public information

and warning and the needs assessment surveys and planning workgroups indicate this is an on-going need.

Supporting Training Courses and Exercises:

G290 Basic Public Information Officer, G291 Joint Information Center/Joint Information System, L105 Public Information and Warning

Planning

Mission Area:

Mitigation, Response, Recovery

Description:

Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical level approaches to meet defined objectives.

Corresponding Threat/Hazard:

This core capability is applicable to all threats and hazards included in the ND threats and hazards list.

Rationale:

There is a recognition that all key state agencies and response partners need more in depth understanding of state plans, the role of each responding agency, planning process during a response, and a confirmation that multiple plans are well integrated.

Supporting Training Courses and Exercises:

G235 Planning, ICS 300

Cyber Security

Mission Area:

Protection, Response

Description:

Protect against damage to, the unauthorized use of, and/or the exploitation of (and, if needed, the restoration of) electronic communications systems and services (and the information contained therein).

Corresponding Threat/Hazard:

Cyber-attack on the energy sector

Cyber-attack on the state data systems

Rationale:

A cyber-attack on the energy sector would have a significant impact on life safety issues in North Dakota. Loss of power for an extended period of time would leave private homes and

institutions without heat or air conditioning and cascading impacts to key critical infrastructure systems (i.e. telecommunications, financial institutions, fuel supplies, health and medical systems, etc.). It would also result in the loss of the ability to pump fuel; loss of the ability to pump water to water treatment facilities and storage towers; disrupt retail sales of food, bottled water, medications and other essentials. It is important to educate public and private organizations on the risks, prevention, and rapid response to cyber threats.

State data systems are a prime target for attack, and we have not fully explored the impacts of the loss of data or functionality of the system.

Supporting Training Courses and Exercises:

As this threat has been previously identified in our training and exercise plan, we have been engaged in the training and exercise process over the past several years. Beginning with Operation Binder Clip exercise in January 2016 the level of awareness of the vulnerability of our infrastructure to a cyber-attack has increased. Subsequent training events and exercises on cybersecurity have been well attended.

We are also in the process of developing a reserve corps of technologists who could respond to restore state data and telecommunications system following a cybersecurity attack. This team will need role specific training as the program is implemented.

Community Resilience

Mission Area:

Mitigation, Response, Recovery

Description:

Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

Corresponding Threat/Hazard:

Cyberattack, Flood, Severe Winter Weather, Severe Summer Weather, Drought, Infectious Disease and Pest Infestation

Rationale:

The rural nature of North Dakota often leaves many families and individuals separated by distance from resources and services. Families and small communities especially need to develop an attitude of resilience and plan to be able to support themselves and assist their neighbors in times of stress.

Operational Communications

Mission Area:

Response

Description:

Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

Corresponding Threats/Hazards:

This core capability is applicable to all threats and hazards included in the ND threats and hazards list.

Rationale:

Communication is the key to effective implementation of all mission areas. One of the strengths identified in our past exercises is the strong relationships between government and private agencies. The willingness to share information and resources is demonstrated in every exercise. However, it is important to maintain this attitude and preserve the knowledge of how a variety of communications systems are used to ensure a coordinated system of information sharing. Frequently mentioned in local jurisdictions' after-action reports is the need for refresher training on the Bank 5 structure for radio communications. Our Regional Coordinators continue to provide Bank 5 training to fire departments and jurisdictions upon request. Additionally, as we transition to truncated radio systems, training for responders, and state radio staff will be necessary to assure familiarity with new equipment and system functionality.

Environmental Response/Health, and Safety

Mission Area:

Response

Description:

Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

Corresponding Threat/Hazard:

Hazardous Materials, Infectious Disease and Pest Infestations,

Rationale:

Many hazardous materials are common in North Dakota related to our oil industry, farming industry, and traveling through the state on our roadways, railroads, and via pipeline.

Infectious diseases and pest infestations, especially at a pandemic level could provide many new challenges, not previously encountered. It will critical to protect first responders and healthcare workers; or grain crops in our agriculture state.

Methodology and Tracking

All planned exercises will be developed by using the priorities and core capabilities described in the Priority Core Capabilities section. The building block method of exercise design will also be followed, as described in IS-120.c, An Introduction to Exercises.



Depending on the type and extent of each exercise, independent evaluators, and/or participants will provide exercise evaluations. When independent evaluators are used, they will fill out provided Exercise Evaluation Guides. Feedback from agency officials, evaluators, participant surveys, hot washes, and Exercise Evaluation Guides will then be compiled and collated. An After Action Report/Improvement Plan will then be written and filed after each exercise, in accordance with HSEEP recommendations.

Multi-year Training Schedule

A training event often applies to more than one capability; however, for the purpose of this plan/schedule the event is listed next to the primary capability being addressed.

Core Capability	Training
Planning	<i>L0103/G0235 Planning: Emergency Operations: Dec 2020, Mar 2023 (Basic Academy)</i>
	<i>AWR 237 Climate Adaptation Planning: Sept 2020</i>
Public Information and Warning	<i>G 290 Basic PIO: Sept 2020, Apr 2021, Sept 2021, Apr 2022, Sept 2022, Apr 2023</i>
	<i>G 291 Joint Information Center/Joint Information Systems: Sept 2020, Apr 2021, Sept 2021, Apr 2022, Sept 2022, Apr 2023</i>
Operational Coordination	<i>L449 Incident Command System Curricula, Train the Trainer: Oct 2021</i>
	<i>Introduction to ND Emergency Services: June 2020, Nov 2020, June 2021, Nov 2021, June 2022, June 2023</i>
	<i>G 2300 Intermediate Emergency Operations Center Functions: July 2020, 2022</i>
	<i>G191 Emergency Operations Center/Incident Command System Interface: Mar 2021, 2023</i>
	<i>L 548 COOP Program Managers Train the Trainer: Feb 2021</i>
	<i>Public Assistance Delivery Model training for NDDDES Volunteer Reservists: On-going as needed</i>
	<i>Emergency Management Support Team Training: On-going as needed</i>
Operational Communications	<i>Bank 5 Refresher: On-going upon request</i>
	<i>Truncated Radio Systems Training, TBD</i>
	<i>Telecommunications Service Priority: Sept 2020 (Conference)</i>

Cyber Security	<i>Cybersecurity Reserve Team Training: On-going as needed</i>
	<i>AWR 136 Essentials of Community Cybersecurity: Oct 2021</i>
	<i>MGT 384 Community Preparedness for Cyber Incidents: Oct 2021</i>
	<i>MGT 385 Community Cybersecurity Exercise Planning: Oct 2021</i>
Economic Recovery	<i>G 270.4 Recovery from Disaster—The Local Government Role: Jan. 2021</i>
Environmental Response/Health & Safety	<i>Mail Handling Training and Exercise: Dec 2020, 2021, 2022</i>
	<i>PER 212 Operational Level Response to HazMat/WMD Incidents: May 2022</i>
	<i>PER 272 Emergency Responder Hazardous Materials Technician for CBRNE Incidents: Oct 2022</i>
Mass Search and Rescue	<i>PER 213 Wide Area Search and Rescue: Sept 2020</i>
Community Resilience	<i>G318 Local Mitigation Planning Workshop: June 2020</i>
	<i>L 213 Unified Hazard Mitigation Grant Assistance: Application Review and Evaluation: May 2021</i>
	<i>L 214 Unified Hazard Mitigation Grant Assistance: Project Implementation and Closeout: May 2021</i>
	<i>AWR 228 Community Resilience: Aug 2020</i>
	<i>MGT 381 Business Continuity Planning: July 2021</i>
Miscellaneous	<i>Emergency Management Accreditation Program Standards Training: Sept 2020</i>
	<i>Group Facilitation: Dec 2020, 2022</i>
	<i>DES New Employee Orientation: On-going</i>

Basic Academy	<i>L 101 Foundations of Emergency Management: Oct 2020, Jan 2023</i>
	<i>L0102 Science of Disasters: Nov 2020, Feb 2023</i>
	<i>L0103/G0235 Planning: Emergency Operations: Dec 2020, Mar 2023</i>
	<i>L0146 (L0104) Exercise Design (HSEEP): Jan 2021, Apr 2023</i>
	<i>L0105 Public Information and Warning: Feb 2021, May 2023</i>
Conferences	<i>NDDDES/EMA Conference: Sept 2020, 2021, 2022</i>

NDDES Multi-year Exercise Schedule January 1, 2020 – December 31, 2020

Core Capability	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cyber Security												
Operational Communications												
Operational Coordination												
Planning												
Public Information and Warning												
Environmental Response/Health and Safety												
Community Resilience												

NDDES Multi-year Exercise Schedule January 1, 2021 – December 31, 2021

Core Capability	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cyber Security												
Operational Communications					Amber Alert Functional/ Full Scale	WARNEX and Fraire Barracks Tornado Drill				COOP/COG Functional		
Operational Coordination		Annual Flood Preparation	Annual Flood Preparation/Response	Annual Flood Preparation/Response								
Planning												
Public Information and Warning												
Environmental Response Health and Safety												
Community Resilience												

NDDES Multi-year Exercise Schedule January 1, 2022 – December 31, 2022

Core Capability	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cyber Security												
Operational Communications					Amber Alert Functional/ Full Scale					State Agencies Tabletop Scenario TBD		
Operational Coordination		Annual Flood Preparation	Annual Flood Preparation/Response	Annual Flood Preparation/Response							WARNEX and Fraire Barracks Tornado Drill	
Planning												
Public Information and Warning												
Environmental Response Health and Safety												
Community Resilience												

NDDDES Multi-year Exercise Schedule January 1, 2023 – December 31, 2023

Core Capability	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cyber Security												
Operational Communications												
Operational Coordination												
Planning												
Public Information and Warning												
Environmental Response Health and Safety												
Community Resilience												

NDDDES Smart Restart Guidelines for Training and Exercise Activities



The ND Dept. of Emergency Services will abide by the ND Smart Restart Guidelines for Large Gatherings as it relates to COVID-19 and any future identified health risks. The NDDDES guidelines may be more restrictive and in no cases will be less restrictive. The ND Smart Restart Guidelines may be found here: <https://ndresponse.gov/covid-19-resources/covid-19-business-and-employer-resources/nd-smart-restart>

Critical

- All NDDDES Training and Exercise activities will be canceled and rescheduled for a later date.

High

- If practicable, classes and exercises will be conducted virtually. Classes and exercises that must be done in person (ex. drills, functional, and full scale exercises) will be canceled and rescheduled for a later date.
- Microsoft Teams will be the preferred electronic platform; however, other systems or methods may be used if they provide a demonstrable operational advantage.

Moderate

- If practicable, classes and exercises will be conducted virtually.
- Reasonable efforts will be made to conduct classes and exercises in the largest room available.
- Classes can be up to 50% certificate of occupancy for that room but no more than 40 persons.
- Students will be screened with temperature check and declaration of being symptom free prior to admittance to class each day.

- Students will be physically spaced 6 ft. apart.
- Hand sanitizer will be provided for each table and break area.
- High touch areas such as coffee dispensers will be frequently disinfected.
- Each student shall be required to wear a face mask when physical distancing cannot be maintained.
- Cancel classes of any size where distancing cannot be maintained.

Low

- If practicable, classes and exercises will be conducted virtually.
- Reasonable efforts will be made to conduct classes and exercises in the largest room available.
- Classes can be up to 75% certificate of occupancy for that room but no more than 40 persons.
- Students will be screened with temperature check and declaration of being symptom free prior to admittance to class each day.
- Students will be physically spaced 6 ft. apart.
- Hand sanitizer will be provided for each table and break area.
- High touch areas such as coffee dispensers will be frequently disinfected.
- Each student shall be required to wear a face mask when physical distancing cannot be maintained.
- Cancel classes of any size where distancing cannot be maintained.

New Normal

- Normal occupancy and activities can resume with heightened cleaning, standard precautions, and awareness of health guidelines.
- Students that exhibit symptoms of respiratory illness, may be excluded from class.