

# Multiyear Training and Exercise Plan

---

## Local Emergency Planning Committee #6

**April 14, 2009**

## PREFACE

### Local Emergency Planning Committee #6

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. As a result, Local Emergency Planning Committee #6 (LEPC 6) recently conducted its 2009-2011 Multiyear TEPW and has since produced this Multiyear Training and Exercise Plan (TEP).

The LEPC 6 Multiyear TEP is the roadmap for response agencies to accomplish the priorities described within this plan. The LEPC 6 and surrounding response agencies have pursued a coordinated strategy that combines enhanced planning, new equipment purchases, innovative training, and realistic exercises to strengthen LEPC 6 emergency prevention and response capabilities. Training and exercises play a crucial role in this strategy, providing LEPC 6 with a means of attaining, practicing, validating, and improving new capabilities.

The LEPC 6 training and exercise programs are administered by the LEPC 6 Training Sub-Committee, in coordination with the local emergency response agencies. The training and exercise agenda described in this plan will be managed by the LEPC 6 Training Sub-Committee and the opportunities detailed in this calendar will be offered to all LEPC 6 jurisdictions. The plan helps prepare LEPC 6 to optimally address both the natural and technical hazards that it faces.

## POINTS OF CONTACT (POCs)

Local Emergency Planning Committee #6

---

### **LEPC Point of Contact:**

Name: Lisa Hecht  
Office: Marlboro Town Office  
Title: LEPC 6 Chairperson  
Address: P.O. Box 380, Marlboro VT  
Phone: 802-257-0918

### **Training and Exercise Point of Contact:**

Name: Peter Lynch  
Office: Brattleboro Fire Dept.  
Title: Deputy Chief  
Address: 103 Elliot St. Brattleboro VT  
Phone: 802-254-4831

# TABLE OF CONTENTS

Local Emergency Planning Committee #6

<b>Preface</b> .....	<b>ii</b>
<b>Points of Contact (POCs)</b> .....	<b>iii</b>
<b>Purpose</b> .....	<b>1</b>
<b>Program Priorities</b> .....	<b>1</b>
I. Communications .....	1
II. NIMS/ICS.....	1
III. Expanded Regional Collaboration .....	1
IV. Planning .....	1
V. Community Preparedness and Participation .....	1
<b>Methodology and Improvement Tracking</b> .....	<b>5</b>
<b>Multiyear Training and Exercise Schedule</b> .....	<b>6</b>

## PURPOSE

---

### Local Emergency Planning Committee #6

The purpose of the Multiyear Training and Exercise Plan (TEP) is to provide a framework for training and exercise efforts to the LEPC 6 area. It is a living document that will be updated and refined annually. The Multiyear TEP provides a roadmap for LEPC 6 to follow in accomplishing the priorities described in this document. Each priority is linked to a corresponding National Priority, 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 the jurisdiction obtain those capabilities and achieve that priority.

Included in the Multiyear TEP is the training and exercise schedule, which provides graphic illustration of the proposed activities, scheduled for the years 2009-2011. It is representative of the natural progression of training and exercises that should take place in accordance with the building-block approach. As planning and training increase in complexity, jurisdictions increase their capability to perform critical tasks. The greatest benefit can be achieved through a building-block approach that exposes program participants to gradually increasing levels of complexity. The cycle does not always proceed from least complex to most, but the most important thing to remember is that whichever cycle is chosen should increase capability and build upon lessons learned from previous trainings and exercises.

## PROGRAM PRIORITIES

---

### Local Emergency Planning Committee #6

By joining together representatives from state and local agencies with an interest in the subject of training and exercising, the participating LEPC 6 jurisdictions were able to develop common goals and objectives in order to develop this multi-year plan. Each agency drew upon their experiences, previous exercises and requirements to develop a cohesive and comprehensive plan.

The following goals and corresponding objectives were incorporated into the training and exercise plan:

1. Communications

- a. Goal: Utilize effective communications mechanisms to prepare for and respond to incidents.
- b. Objectives:
  - i. Become familiar with DisasterLAN
  - ii. Provide education regarding the RACES program
  - iii. Enhance interpersonal communications through exercises
  - iv. Enhance interagency communications through exercises
  - v. Provide emergency public information and warning training
  - vi. Provide seminar and information regarding VCOMM

2. NIMS/ICS

- a. Goal: Expand the use and familiarization of NIMS and ICS within the LEPC 6 District.
- b. Objectives:

- i. Become more familiar with NIMS and ICS
  - ii. Explore the roles of Incident Management and Unified Command
  - iii. Discuss the use of NIMS and ICS
  - iv. Demonstrate the use of NIMS and ICS
  - v. Expand participation in NIMS and ICS activities to include non-traditional responders
- 3. Expanded Regional Collaborations
  - a. Goal: Expand multi-agency and multi-jurisdictional participation and collaboration
  - b. Objectives:
    - i. Define the role of LEPC 6
    - ii. Identify resources available within the LEPC 6
    - iii. Encourage multi-agency and multi-jurisdiction participation in trainings and exercises
    - iv. Promote the development and use of Mutual Aid Agreements
- 4. Planning
  - a. Goal: Enhance planning and pre-planning efforts
  - b. Objectives:
    - i. Improve interagency collaboration
    - ii. Identify appropriate collaborative agencies
    - iii. Identify proper context for collaboration
    - iv. Develop non-Vermont Yankee emergency response plans (e.g. new “Basic Emergency Operations Plan”, School Crisis Plans, Hazard Mitigation Plans)
    - v. Identify capabilities and resources available within the borders of LEPC 6
- 5. Community Preparedness and Participation
  - a. Goal: Increase the preparedness of the public through volunteer outreach and education
  - b. Objectives:
    - i. Educate the public regarding the roles and responsibilities of LEPC 6
    - ii. Increase volunteer recruitment
    - iii. Increase the use of underutilized resources
    - iv. Provide shelter management training
    - v. Ensure the communication of a common message to the public

Listed below are the corresponding National Priority reference(s) to Improvement Plan (IP) action (if applicable), associated capabilities from the Target Capabilities List (TCL), and the training and exercises LEPC 6.

## **I. UTILIZE EFFECTIVE COMMUNICATIONS MECHANISMS TO PREPARE FOR AND RESPOND TO INCIDENTS.**

LEPC 6 would like to enhance their interpersonal and technological communications capabilities to more effectively prepare for and respond to incidents.

### **Corresponding National Priorities:**

- Strengthen Interoperable and Operable Communications Capabilities

**Associated Capabilities:**

- Communications
- Emergency Public Information and Warning

**Training Courses and Exercises that support this Priority and Associated Capabilities:**

- Training:
  - DisasterLAN
  - Public Information
  - RACES
  - VCOMM
- Exercise:
  - Tabletop, Functional and Full Scale Exercise
  - Seminar on VCOMM
  - PIO seminar

**II. EXPAND THE USE AND FAMILIARIZATION OF NIMS AND ICS WITHIN THE LEPC 6 DISTRICT**

LEPC 6 would like its membership to become more proficient in NIMS, specifically ICS.

**Corresponding National Priorities:**

- Implement the National Incident Management System and National Response Framework
- Expand Regional Collaboration

**Associated Capabilities:**

- Onsite Incident Management
- Planning

**Training Courses and Exercises that support this Priority and Associated Capabilities:**

- Training:
  - ICS/NIMS
- Exercise:
  - Workshop for plans
  - Tabletop, Functional and Full Scale Exercise

**III. EXPAND MULTI-AGENCY AND MULTI-JURISDICTIONAL PARTICPATION AND COLLABORATION**

The members of LEPC 6 would like to encourage more cross-participation and interagency coordination. They expressed the desire to have a comprehensive regional training and exercise plan.

**Corresponding National Priorities:**

- Expand Regional Collaboration
- Implement the NIMS and the NRF
- Strengthen Interoperable and Operable Communications Capabilities
- Strengthen Planning and Citizen Preparedness Capabilities

**Associated Capabilities:**

- Planning
- Communications
- Community Preparedness and Participation

**Training Courses and Exercises that Support this Priority and Associated Capabilities:**

- Training:
  - NMS/ICS
- Exercises:
  - Seminar on LEPC 6 roles and responsibilities
  - Seminar to identify resources around the LEPC
  - Tabletop, Functional and Full Scale Exercises

#### **IV. ENHANCE PLANNING AND PRE-PLANNING EFFORTS**

LEPC 6 would like to increase their ability to effectively prepare for and respond to events and incidents through enhanced planning and pre-planning efforts.

**Corresponding National Priority:**

- Strengthen Planning and Citizen Preparedness Efforts
- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework

**Associated Capabilities:**

- Planning
- Communications

**Training Courses and Exercises that Support this Priority and Associated Capabilities:**

- Training:
  - NIMS/ICS
- Exercises:
  - Workshop to Develop/Update Plans
  - Tabletop, Functional and Full Scale Exercises

## **V. INCREASE THE PREPAREDNESS OF THE PUBLIC THROUGH VOLUNTEER OUTREACH AND EDUCATION**

LEPC 6 recognizes that preparedness begins at the individual level and would like to increase citizen preparedness. They would also like to encourage increased participation in volunteer activities.

### **Corresponding National Priority:**

- Strengthen Planning and Citizen Preparedness Capabilities
- Strengthen Interoperable and Operable Communications Capabilities
- Expand Regional Collaboration

### **Associated Capabilities:**

- Planning
- Communications
- Mass Care
- Community Preparedness and Participation

### **Training Courses and Exercises that Support this Priority and Associated Capabilities:**

- Training:
  - Shelter Management
  - Public Information
- Exercise:
  - Tabletop, Functional and Full Scale Exercise
  - Seminar on LEPC 6 roles and responsibilities
  - Seminar to identify resources around the LEPC
  - PIO seminar

---

## **METHODOLOGY AND EVENT TRACKING**

---

### **Local Emergency Planning Committee #6**

This section will describe how the training courses and exercise were chosen and how they will be tracked with respect to progression and improvement. Our methodology will:

- Challenge participants with increasingly advanced coursework and scenarios
- Incorporate, reinforce, and verify lessons learned
- Identify demonstrated capabilities and areas in need of improvement
- Provide a means of evaluation and corrective action for exercises
- Ensure a method to share lessons learned and best practices from training courses and exercises

Trainings and exercises were chosen based on identified needs from the past three years exercise Improvement Plans (IP) and the training needs survey that was conducted in the months leading up to the Workshop, as well as lessons learned from real-world incidents. In addition to the IP, trainings and exercises have been identified based on the National guidance in both of these areas.

MULTIYEAR TRAINING AND EXERCISE SCHEDULE

Year 1: 2009

	January	February	March	April	May	June	July	August	September	October	November	December
		Shelter Management	VCOMM Seminar NFA Leadership III (March 14 and 15) HAZMAT Operations - Putney Red Cross Introduction to Radiological Response	Seminar - LEPC 6	ICS 200	RACES Seminar			Seminar - LEPC 6	ICS 300	State Emergency Management Conference	
		DisasterLAN Training		ICS 402	MGT313 - Williston				School Crisis Seminar	EOP Workshop		
<b>LEPC Exercises</b>									DisasterLAN Training		Tabletop Initial Planning Conference	
<b>VY</b>		Tabletop Exercise / Functional Exercise	Functional Exercise	Functional Exercise	Potential extra prep exercise	Full Scale Evaluated						

**Year 2: 2010**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>LEPC Exercises VY</b>	ICS300	EOP Workshop		COMMUL ICS 402	DisasterLAN Training ICS 200					ICS 300	DisasterLAN Training	
			Functional Exercise Initial Planning Conference	Tabletop Final Planning Conference	TTX Conduct / Functional Midterm Planning MSEL	Tabletop After Action Conference	Functional Final Planning Conference / Full Scale Initial Planning Conference		Functional Exercise	Functional After Action Conference		

**Year 3: 2011**

	January	February	March	April	May	June	July	August	September	October	November	December
	ICS300			ICS 402	ICS 200					ICS 300		
<b>LEPC Exercises</b>		Full Scale Midterm Planning and MSEL			Full Scale Final Planning Conference		Full Scale Exercise		Full Scale After Action Conference			
<b>VY</b>					Full Scale Evaluated Ingestion Pathway							