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INTRODUCTION
(User Guide)

This plan emphasizes the comprehensive approach to emergency management. Comprehensive Emergency Management (CEM) strives to take an integrated approach that considers:

1. All-hazards that pose a risk to Springfield-Greene County, including natural, technological, and human-caused.

2. All levels of government and the private sector.

This document will focus on the preparedness phase of emergency management and is divided into the following sections:

Annex I: **Planning**

Annex II: **Training**

Annex III: **Exercises**

Annex IV: **Public Education**

There are numerous plans and procedures that interface with the Whole-Community Emergency Preparedness Plan. These documents are not included as part of the Emergency Preparedness Plan but are referenced when necessary and appropriate.

In 2003, the Springfield-Greene County Office of Emergency Management revised the Springfield-Greene County All-Hazards Emergency Operations Plan (EOP) to include a "preparedness" annex addressing the need for an all-hazards approach to emergency preparedness. This document represents a revised and expanded version of that document and has been transitioned to a stand-alone plan in order to ensure a comprehensive approach to disaster preparedness.

RISK ASSESSMENT

The Greene County Threat and Hazard Identification and Risk Assessment (THIRA), identifies hazards that pose a threat to the jurisdiction. Although the THIRA is a component of the Mitigation Plan, it constitutes the foundation on which all of the county's emergency planning is based. These hazards are identified below:

Natural	Technological	Human-Caused
Weather: • Damaging Wind • Drought • Extreme Cold • Extreme Heat • Flood • Hail • Ice and Snow • Lightning • Tornado Other: • Animal Disease • Communicable Disease • Earthquake • Land Subsidence (Sinkholes) • Wildfire	• Airplane Crash • Cave/Mine Collapse • Dam Failure • Hazardous Materials • Power Failure • Train Derailment • Urban Fire	• Biological • Chemical • Civil Unrest • Cyber • Explosives • Nuclear • Radiological • Sabotage • Targeted Violence • Waste

PROMULGATION STATEMENT (OFFICIAL APPROVAL)

The Emergency Preparedness Plan, when used properly, will assist local government officials to prepare for local disaster events, ultimately resulting in effective response and recovery efforts for the community. This plan will become official when signed by the Greene County Administrator.

7 SEPT 2018

Chris Coulter
County Administrator
Greene County, Missouri

Date

COUNTY OF
GREENE

PROMULGATION STATEMENT (OFFICIAL APPROVAL)

The Emergency Preparedness Plan, when used properly, will assist local government officials to prepare for local disaster events, ultimately resulting in effective response and recovery efforts for the community. This plan will become official when signed by the City Manager.

Jason Gage   10 - 2 - 18

Jason Gage   Date
City Manager
Springfield, Missouri

PREPAREDNESS PLAN

FOREWORD

The purpose of this Emergency Preparedness Plan is to ensure that Greene County responders and citizens are prepared to save lives, minimize injuries, protect property and the environment, preserve the functioning of government, insure constituted authority and maintain economic activities essential to the survival and recovery from natural and human-caused hazards.

The Emergency Preparedness Plan outlines actions to be taken by Springfield and Greene County departments and agencies and other participating organizations, which will:

1. Outline the policies and process whereby Springfield and Greene County will create plans and undergo the planning process for the Emergency Management Program.

2. Support a formal, documented training program for ensuring that relevant training is provided to Emergency Management Program officials, emergency management/response personnel, and the public.

3. Outline the formal process for systematically conducting exercises consistent with the hazards identified by Springfield-Greene County *(see **Greene County Multi-Jurisdictional All-Hazard Mitigation Plan**)* whereby capabilities will be evaluated and corrective action plans will be implemented.

4. Outline a Public Education program which will define the process and strategy for informing the public concerning threats to life, safety, and property.

The Emergency Preparedness Plan does <u>not</u> attempt to deal specifically with operational elements conducted during a disaster response nor is it concerned with preparedness initiatives that are outside the realm and scope of the Emergency Management Program.

The Emergency Preparedness Plan is to be used as a tool to help Springfield and Greene County prepare for an emergency/disaster with the greatest possible efficiency in this era of limited resources.

PREPAREDNESS PLAN

Mission Areas

The Springfield-Greene County All-Hazards Plans account for activities before, during, and after emergency operations. Mission Areas were established for the various actions to be performed within the scope of this plan. *"Preparedness, which includes Prevention and Protection"* is also included in this plan.

1. *Prevention*

   Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Prevention focuses specifically on imminent terrorist threats, including on-going attacks or stopping imminent follow-on attacks. Prevention also includes activities such as intelligence, law enforcement, and homeland defense as examples of activities conducted to address and resolve the threat.

   The Prevention mission area relies on ongoing support activities from across all mission areas that prepare the community in preventing an imminent terrorist threat. These activities include information sharing efforts that directly support local communities in preventing terrorism and other activities that are precursors or indicators of terrorist activity and violent extremism.

2. *Protection*

   Protection safeguards against acts of terrorism and man-made or natural disasters. It focuses on actions to protect the community, our vital interests.

   This may include defense against Weapons of Mass Destruction (WMD) threats, defense of agriculture and food, critical infrastructure protection, protection of key leadership and events, transportation security, immigration security, and cybersecurity.

3. *Mitigation*

   Mitigation includes resources to reduce loss of life and property by lessening the impact of disasters. It is focused on the premise that individuals, the private and nonprofit sectors, communities, critical infrastructure, are made more resilient when the consequences and impacts, the duration, and the financial and human costs to respond to and recover from adverse incidents are all reduced.

   Across community planning, housing, information systems, critical infrastructure, public health, healthcare, and future land use, Mitigation is an understanding of the threats and hazards that feed into the assessment of risk and disaster resilience in the community. Mitigation links the long-term activities of the community to reduce or eliminate the risk of threats and hazards developing into disasters and the impacts of the disasters that occur.

The establishment of trusted relationships among leaders in a community prior to a disaster can greatly reduce the risks to life, property, the natural environment, and well-being.

4. *Response*

Response includes resources necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. It is focused on ensuring that the county is able to effectively respond to any threat or hazard, including those with cascading effects. Response emphasizes saving and sustaining lives, stabilizing the incident, rapidly meeting basic human needs, restoring basic services and technologies, restoring community functionality, establishing a safe and secure environment, and supporting the transition to recovery.

Catastrophic incidents require a broader range of partners to deliver equal access other than those routinely addressed. Community involvement is a vital link to providing additional support to response personnel and may often be the primary source of manpower in the first hours and days after an incident. Community members should be encouraged to train, exercise, and partner with emergency management officials.

A catastrophic incident with cascading events may impact the execution of applicable laws and policies. Certain circumstances may trigger legal and policy exceptions that better aid delivery of response needs. Local government should identify applicable laws and policies with their respective counsel in the pre-planning phase.

5. *Recovery*

Recovery includes resources necessary to assist communities to recover effectively. Support for recovery ensures a continuum of care for individuals to maintain and restore health, safety, independence and livelihoods, especially those who experience financial, emotional, and physical hardships. Recovery capabilities support well-coordinated, transparent, and timely restoration, strengthening, and revitalization of infrastructure and housing; an economic base; health and social systems; and a revitalized cultural, historic, and environment.

Community and government leaders have primary responsibility for planning and coordinating all aspects of their recovery and ensuring that the Community Organizations Active in Disasters (COAD) that play a key role in recovery are included and actively engaged. Following an incident, a well-coordinated management process allows recovery and community leaders to maintain open and transparent communication, share decision making, expand and engage traditional and non-traditional partners, identify needs and priorities more effectively, reallocate and share existing resources, and identify other potential resources and expertise from both inside and outside the community.

RECORD OF CHANGES

The Springfield-Greene County Whole-Community Emergency Preparedness Plan will be updated on annual basis. All updates to the plan will be prepared and distributed by the Springfield-Greene County Office of Emergency Management (OEM).

Change Number	Date of Change	Section	Changes
1	12/2017	All	Updated footer to 2018
2	01/18	All	Added "technological" to list of disasters
3	02/18	All	Updated formatting and changed font
4	08/18	All	Grammatical/spelling errors changed
5	02/18	Intro	Added Presidential Directive 8
6	08/18	Into	Updated Acronym list
7	10/18	Intro	Added Signed City and County Promulgation Statements
8	12/2017	Annex I	Updated footer to 2018
9	02/18	Annex I	Added Planning Timeline
10	12/2017	Annex I	Added COG to list of plans
11	12/2017	Annex I	Changed title of Preparedness Plan to "Whole-Community Emergency Preparedness Plan"
12	12/2017	Annex I	Grammatical/spelling errors changed
13	12/2017	Annex I	Added USB distribution of plans
14	12/2017	Annex I	Revised Plan Matrix table
15	02/18	Annex II	Grammatical/spelling errors changed
16	02/18	Annex II	Updated training courses
17	02/18	Annex IV	Added CERT Organization Chart
18	02/18	Annex IV	Added HometownREADY Organization Chart
19	02/18	TEP	Added current TEP

ACRONYMS

AAR	After-Action Report		**DHSS**	Department of Health and Senior Services (MO)
AHJ	Authority Having Jurisdiction		**DMAT**	Disaster Medical Assistance Team (HHS)
ARC	American Red Cross		**DMORT**	Disaster Mortuary Response Team (HHS)
APHIS	Animal and Plant Health Inspections Service (USDA)		**DMT**	Disaster Medical Team (MO)
AVIC	Area Veterinarian in Charge		**DNR**	Department of Natural Resources (MO)
B-NICE	Biological, Nuclear, Incendiary, Chemical, and Explosive		**DOC**	Department Operations Center
			DOD	Department of Defense (U.S.)
BERT	Greene County Bioterrorism Emergency Response Team		**DOE**	Department of Energy (U.S.)
			DOJ	Department of Justice (U.S.)
BOP	Bureau of Prisons (Dept. of Justice)		**DOT**	Department of Transportation (MO & U.S.)
CAD	Contagious Animal Disease			
CBO	Community Based Organization		**DRC**	Disaster Recovery Center (FEMA)
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive		**DSCA**	Defense Support of Civil Authorities (DOD)
CDC	Center for Disease Control (HHS)		**DWI**	Disaster Welfare Inquiry (ARC)
CEM	Comprehensive Emergency Management		**EAS**	Emergency Alert System
CEO	Chief Elected Official		**ECC**	Springfield-Greene County Emergency Communications Center
CEPF	Chemical Emergency Preparedness Fund			
CERCLA	Comprehensive Environmental Response Compensation and Liability Act		**EMAC**	Emergency Management Assistance Compact
			EMPG	Emergency Management Performance Grant
CERT	Community Emergency Response Team (FEMA)			
			EMS	Emergency Medical Services
CFR	Code of Federal Regulations		**EOC**	Emergency Operations Center
CMA	Chemical Manufacturer's Association		**EOP**	Emergency Operations Plan
COAD	Community Organizations Active in Disasters		**EPA**	Environmental Protection Agency (U.S.)
			EPCRA	Emergency Planning and Community Right-to-Know Act
COG	Continuity of Government			
COOP	Continuity of Operations Plan		**EPP**	Emergency Planning Program
COP	Common Operating Picture		**ER**	Emergency Room
CP	Command Post		**ESF**	Emergency Support Function
CSR	Code of State Regulations (MO)		**FAD**	Foreign Animal Disease
CST	Civil Support Team - (MOANG)		**FADD**	Foreign Animal Disease Diagnostician
CTP	Counter-Terrorism Plan		**FBI**	Federal Bureau of Investigation
DCC	Donation Collection Center		**FCO**	Federal Coordinating Officer (FEMA)
DFO	Disaster Field Office (FEMA)		**FDA**	Food and Drug Administration
DHS	Department of Homeland Security			

FEMA	Federal Emergency Management Agency
FMD	Foot and Mouth Disease
FOG	Field Operations Guide
FOSC	Federal On-Scene Coordinator (also OSC)
FPD	Fire Protection District
FRC	Federal Resource Coordinator
FSA	Farm Service Agency
GSA	Government Services Agency (U.S.)
HAN	Health Alert Network
HHS	Health and Human Services (U.S.)
HIRA	Hazard ID Risk Assessment
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Evaluation and Exercise Program
HSIN	Homeland Security Information Network
HSOC	Homeland Security Operations Center (DHS)
HSPD	Homeland Security Presidential Directive
HSRT	Homeland Security Response Team
IAP	Incident Action Plan
ICP	Incident Command Post
ICS/IMS	Incident Command System/Incident Management System
IGA	Intergovernmental Agreement
IP	Improvement Plan
IST	Incident Support Team (MO)
JFO	Joint Field Office (U.S.)
JIC	Joint Information Center
JOC	Joint Operations Center
LEPC	Local Emergency Planning Committee
MACC	Multi-Agency Coordination Center (Region D)
MADDL	Missouri Animal Disease Diagnostic Laboratory
MCI	Mass Casualty Incident
MDA	Missouri Department of Agriculture
MDC	Missouri Department of Conservation

MERC	Missouri Emergency Response Commission
MIAC	Missouri Information Analysis Center
MRC	Medical Reserve Corps. (DHSS)
MSHP	MO State Highway Patrol
MONG	Missouri National Guard
MOU	Memorandum of Understanding
NBC	Nuclear, Biological, and Chemical
NCS	National Communications System
NDMS	National Disaster Medical System (U.S.)
NDCP	National Domestic Preparedness Consortium
NDPO	National Domestic Preparedness Office (FBI)
NFPA	National Fire Protection Agency
NIMS	National Incident Management System (U.S.)
NIRT	Nuclear Incident Response Team (DHS)
NMRT	National Medical Response Team (FEMA)
NOAA	National Oceanic and Atmospheric Administration
NPO	Non-Profit Organization
NRC	National Response Center
NRP	National Response Plan (U.S.)
NRT	National Response Team (EPA)
NSSE	National Special Security Event
NTED	National Training and Exercise Division
NWS	National Weather Service
OEM	Office of Emergency Management
OEP	Office of Emergency Preparedness (HHS)
OSC	On-Scene Coordinator
OSHA	Occupational Safety & Health Administration
OSLGCP	Office of State and Local Government Coordination and Preparedness
PDA	Preliminary Damage Assessment
PDD	Presidential Decision Directive
PFO	Principle Federal Official
PIO	Public Information Officer

POC	Point of Contact		**SOG**	Standard Operating Guidelines
RERT	Radiological Emergency Response Team (EPA)		**SOP**	Standard Operating Procedures
			SRT	Special Response Team (Springfield PD)
RETCO	Regional Emergency Transportation Coordinator (DOT)		**TEP**	Training and Exercise Program
			TEPW	Training and Exercise Planning Workshop
RHSOC	Regional Homeland Security Oversight Committee		**THIRA**	Threat and Hazard Identification and Risk Assessment
RSF	Recovery Support Function		**TRS**	Trunked Radio System
RsMO	Revised Statue of Missouri		**TSA**	Transportation Security Administration
SCO	State Coordinating Officer		**UC**	Unified Command
SEMA	State Emergency Management Agency (MO)		**USACE**	U.S. Army Corps of Engineers
			USAR	Urban Search & Rescue Team (FEMA)
SEOC	State Emergency Operations Center		**USSS**	U.S. Secret Service
SEOP	State Emergency Operations Plan		**USDA**	Department of Agriculture (U.S.)
SFLEO	Senior Federal Law Enforcement Official		**WMD**	Weapons of Mass Distruction
SIOC	Strategic Information and Operations Center (US)		**WPS**	Wireless Priority Service (FEMA)
SFO	Senior Federal Official		**VMAT**	Veterinary Medical Assistance Team (FEMA)
SME	Subject Matter Expert			

DEFINITION OF TERMS

A

Action Plan: An action plan contains emergency response objectives that reflect the overall priorities and supporting activities for a designated period. The plan should be shared with supporting agencies.

Activation: At a minimum, a designated official of the emergency response agency that implements the appropriate ESF to the scope of the emergency and the agency's role in response to the emergency.

After Action Report (AAR): A report covering response actions, modifications to plans and procedures, training needs, and recovery activities. After Action Reports by the EOC after any emergency that requires a declaration of an emergency or any functional or full-scale exercise. Reports are required within 90 days.

Agency: An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, non-profit) that offers a particular kind of assistance. In IMS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance).

American Red Cross (ARC): A national volunteer agency that provides disaster relief to individuals and families. The ARC is the lead non-profit organization for shelters and shelter feeding. They also provide disaster welfare inquiries.

Area Command: A field organization established to:

- Oversee the management of multiple incidents that are each being handled by an IMS organization.
- Oversee the management of a large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Authority Having Jurisdiction (AHJ): An organization, office or an individual responsible for approving equipment, materials, an installation, or a procedure.

B

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be co-located with a base.

Base Flood: A term that is used by the National Flood Insurance Program to indicate the minimum size of a flood. It is used by a community as a basis for its floodplain management regulations that is presently required by regulations to be that flood which has a one-percent chance of being equaled or exceeded in any given year. Also known as a 100-Year Flood or one-percent chance flood.

Base Flood Elevation (BFE): The computed elevation to which floodwater is anticipated to rise during the base flood. Base Flood Elevations (BFEs) are shown on Flood Insurance Rate Maps (FIRMs) and on the flood profiles. The BFE is the regulatory requirement for the elevation or flood proofing of structures. The relationship between the BFE and a structure's elevation determines the flood insurance premium.

Biosecurity: A system designed to protect a group of living organisms from all types of infectious agents (i.e. viral, bacterial, fungal and parasitic).

BSE: Bovine Spongiform Encephalopathy, is a slowly progressive, degenerative fatal disease affecting the central nervous system of adult cattle. Also known as "Mad Cow" disease. A disease similar to BSE occurs in sheep and is called Scrapie. The human form of this condition is called, Creutzfeldt-Jakob disease.

C

Camp: A geographical site, within the general incident area, separate from the Incident Base. It is equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

Casualty Collection Points (CCP): *(See "Field Treatment Sites")*

Catastrophic Incident: Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. All catastrophic events are Incidents of National Significance.

Chain of Command: A series of command, control, executive, or management positions in their order of authority.

Civil Air Patrol (CAP): A civilian auxiliary of the United States Air Force that provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Civil Disorder: Any incident intended to disrupt community affairs that require police intervention to maintain public safety including riots, mass demonstrations, and terrorist attacks.

Civil Transportation Capacity: The total quantity of privately owned transportation services, equipment, facilities, and systems from all transportation modes nationally or in a prescribed area of a region.

Clear Text: The use of plain English in radio communication transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Code of Federal Regulations (CFR): "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.

Command: The act of directing and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (*See "Incident Command Post"*)

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC. At the EOC, they would report to the EOC Director, but may be designated as Coordinators.

Community Right-to-Know (EPCRA): Legislation requiring the communication of local chemical use and storage to local agencies or the public.

Complex: Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to a Unified Command.

Comprehensive Emergency Management: An all-hazards approach for organizing and managing emergency protection efforts. There are four phases in the process: mitigation, preparedness, response, and recovery.

Consequence Management: Predominantly an emergency management function including measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP.

Continuity of Government: All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

Contingency Plan: A supporting plan that deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Convergent Volunteer: A volunteer that has not been pre-registered as a Disaster Service Worker and has spontaneously volunteered to assist during a time of disaster or emergency. The ARC, working through MOVOAD, is the lead non-profit agency in providing intake and referral for convergent volunteers during a disaster.

Coordination: The process of systematically analyzing a situation, developing relevant information and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc..

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency and jurisdictional representatives at the incident.

Credible Threat: A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP.

D

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

Declaration: The formal action by the President to make a State eligible for a major disaster or emergency assistance.

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a disaster.

Defense Support to Civil Authorities (DSCA): Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Department Operations Center (DOC): An EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health, or local water district. Department Operations Centers may be used at all levels above the field response level, depending upon the impact of the emergency.

Designated Area: Any emergency or major disaster-affected portion of a State that has been determined eligible for Federal assistance.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident.

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Service Center: A facility in which disaster victims can obtain further assistance with their application preparation.

Disaster Service Worker: A person registered with a disaster council or the Governor's Office of Emergency Services engaging in disaster service without pay or other consideration. It also includes public employees and any unregistered person impressed into service during a state of emergency, or a local emergency by a person having authority to command the aid of citizens in the execution of his duties.

Disaster Support Area (DSA): A pre-designated facility usually located at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees and for the subsequent movement of casualties to treatment facilities.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

E

Emergency: A condition of disaster or of extreme peril to the safety of persons and property that is caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions.

Emergency Alert System (EAS): A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management Director (EMD): The individual within each local jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Medical Services (EMS): Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to relevant hazards.

Emergency Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (if applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes:

- Instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.).
- Status information on the disaster situation (number of deaths, injuries, property damage, etc.).
- Other useful information (state/federal assistance available).

Emergency Public Information System: The network of information officers and their staffs who operate at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities.

Emerging Infectious Disease: New or recurring infectious diseases of people, domestic animals, and/or wildlife; including identification, etiology, pathogenisis, zoonotic potential, and ecological impact.

EOC Action Plan: The plan developed at the EOC that contains objectives, tasks/actions to be taken, assignments and supporting information for the next operational period (See Action Plan).

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Exercise Scenario: Background detail (domestic, international, political, military) against which an exercise is conducted.

Expedient Shelter: Any shelter constructed in an emergency or crisis on a "crash basis" by an individual, family, or small group of families.

F

Federal Agency (Federal Definition): Any department, independent establishment, government corporation, or other agency of the executive branch of the federal government including the United States Postal Service, but not including the American Red Cross.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency (FEMA): Agency created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Resource Coordinator (FRC): The Federal official appointed to manage Federal resource support activities related to non-Stafford Act incidents. The FRC is responsible other Federal departments and agencies using interagency agreements and MOUs.

FEMA-State Agreement: A formal legal document between FEMA and the affected State stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. It is signed by the FEMA Regional Director, or designee, and the Governor.

Field Coordination Center: A temporary facility established by the State Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OEM mutual aid

regional coordinator and is supported by mobile communications and personnel provided by OEM and other agencies.

Field Operations Guide (FOG): A pocket size manual of instructions on the application of the Incident Management System.

Field Treatment Site (FTS): A location within a jurisdiction that is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (personnel and supplies). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Finance Section: One of the five primary functions; is responsible for all costs and financial considerations.

Flood Hazard Boundary Map (FHBM): The official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

Flood Insurance: Insurance coverage provided under the National Flood Insurance Program (NFIP).

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Function: The five major activities in IMS: Management, Operations, Planning, Logistics, and Finance.

Food and Nutrition Service (FNS) Disaster Task Force: The Food Security Act of 1985 (Pub. Law 99-198) requires the Secretary of Agriculture to establish a disaster task force to assist states in implementing and operating various disaster food programs.

Foreign Animal Disease (FAD): A disease not endemic to the United States. Also known as trans-boundary diseases in some countries. Examples of FAD include Foot-and-Mouth disease, Newcastles disease, Avian Influenza (high pathogenic), and African Swine Fever.

G

Geographic Information Systems (GIS): A GIS is a computer system capable of capturing, storing, analyzing, and displaying geographically referenced information; that is, data identified according to location. Practitioners also define a GIS as including the procedures, operating personnel, and spatial data that go into the system.

H

Hazard: Any source of danger or element of risk to people or property.

Hazard Area: A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazard Identification and Risk Assessment (HIRA): A list of hazards and potential hazards that could affect a jurisdiction and the risks associated with them.

Hazardous Material: A substance or combination of substances that, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident (Stationary): Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials as well as sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation): Any spill during transport of material that is potentially a risk to health and safety.

Hazard Mitigation: A cost-effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Grant Program (HMGP): Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards, including the actions needed to minimize future vulnerability to identified hazards.

Humane Society: Has responsibility to provide animal control services. In a disaster they will establish shelters for pets and coordinate all animal welfare and control services.

Homeland Security Presidential Directive (HSPD): A sequentially numbered executive order issued by the President to instruct Federal departments and agencies on specified homeland security procedures to implement or incorporate.

I

Immediate Need: A logistical request that needs to be filled immediately.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan (IAP): The plan developed at the field response level that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located with other incident facilities. This function should be designated by a flashing green light.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. IMS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident of National Significance: Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, non-governmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and prevention activities.

Incident Support Team (IST): A multi-agency/multi-jurisdiction team for extended incidents. It is a designated team of trained personnel from different departments, organizations, agencies, and jurisdictions, activated to support incident management at incidents that extend beyond one operational period.

Individual Assistance (IA): Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State, local governments, or disaster relief organizations.

Infected Zone: Within this zone, there is an intensive epidemiologic investigation of farm animals and wildlife. This is the zone closest to the infected premises. Also known as the quarantine or control area.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At the EOC, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Infrastructure: The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples include utilities, bridges, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

In-Kind Donations: Donations other than cash (usually materials or professional services) for disaster survivors.

Interagency Modeling and Atmospheric Assessment Center (IMAAC): An interagency center responsible for production, coordination and dissemination of consequence predictions for an airborne hazardous material release. The IMAAC generates the single Federal prediction of atmospheric dispersions and their consequences.

J

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA Disaster Field Office and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central focal point for all news media at the scene of the incident.

Joint Operations Center (JOC): The focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident. The JOC becomes a component of the JFO when the National Response Plan is activated.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

L

Landing Zone (LZ): Any designated location where a helicopter can safely take off and land.

Lifelines: A general term including all systems for storing, treating, and distributing such things as fuel, communications, water, sewage, and electricity.

Life-Safety: Refers to the joint consideration of both the life and physical well being of individuals.

Local Assistance Center (LAC): A facility established by local government within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations, and certain representatives of the private sector.

Local Emergency: The existence of conditions of a disaster or extreme peril to the safety of persons or property within the territorial limits of a city or county. Which may be caused by such conditions as; air pollution, fire, flood, severe storms, epidemic, riot, earthquake or other conditions, other than from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Logistics Section: One of the five primary functions; is responsible for providing facilities, services, and materials for the incident or at an EOC.

M

Major Disaster: Any hurricane, tornado, storm, flood, high-water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In the field or the EOC, this is a top-down management activity that involves a three-step process to achieve the desired goal. The steps are: establishing the objectives; selecting appropriate strategy(s) to achieve the objectives; and directing assignments associated with the selected strategy.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Media: All means of providing information and instructions to the public, including radio, television, and newspapers.

Message Center: The Message Center is a part of the Incident or EOC Communications Center that is co-located or placed adjacent to it. It receives records, and routes information to appropriate locations at an incident or within an EOC.

Mission Assignment: A term used by DHS/FEMA to support the federal operations in a Stafford Act, or major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

Mitigation [also called Prevention]: Pre-event planning and actions that aim to lessen the effects of a potential disaster.

Mobilization: The process and procedures used by all organizations; federal, state, and local for activating, assembling, and transporting resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multi-Agency Command Center (MACC): An interagency coordination center established by DHS/USSS during NSSEs as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency centers (e.g. police command posts, Secret Service security rooms, etc.) and other interagency centers.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-Jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In IMS these incidents will be managed under Unified Command.

Multipurpose Staging Area (MSA): A pre-designated location having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

N

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968, which makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of the size or complexity. To provide for interoperability and compatibility among, Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as ICS: multi-agency coordination systems, training, identification and management of resources, qualification and certification, and the collection, tracking, and reporting of incident information and incident resources.

National Response Center (NRC): A national communications center for activities related to oil and hazardous substance response actions. The NRC is located in Washington, D.C. at the DHS/U.S. Coast Guard Headquarters.

National Response Team (NRT): Providing technical assistance, resources and coordination on preparedness, planning, response and recovery activities for emergencies involving hazardous substances, pollutants and contaminants, hazmat, oil, and weapons of mass destruction in natural and technological disasters and other environmental incidents of national significance.

National Special Security Event (NSSE): A designated event that, by virtue of it's political, economic, social, or religious significant, may be the target of terrorism or other criminal activity.

National Warning System (NWS): The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

O

Office of Emergency Management (OEM): Office of Emergency Management (OEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information.

100 Year Flood: The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions; is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the Field Response Level can include Branches, Divisions, Groups, Task Forces, Team, Single Resources, and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

P

Planned Need: A logistical request that can be filled during the next operational period.

Planning Meeting: A meeting held as needed throughout the duration of an incident, emergency, or disaster to select specific strategies and tactics for incident control operations and for service and support planning. The planning meeting is a major element in the development of the Action Plan.

Planning Section: One of the five primary functions; is responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation.

Political Subdivision: Includes any city, county, district, or other local governmental agency or public agency authorized by law.

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer (PIO): The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency.

R

Radio Amateur Civil Emergency Services (RACES): An emergency service designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with OEM to provide emergency communications support.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the Regional Director for a particular emergency or major disaster.

Relocatees: An individual who is relocated from a hazard area to a low risk area with the possibility of not returning.

Remedial Movement: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident.

Rescue Group: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources area described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Restricted Zone: An area around an infected or presumed infected facility, where livestock or human movement is strictly controlled or eliminated. The size of this zone is dependent on weather, terrain, livestock concentrations, etc.

S

Salvation Army: A worldwide religious organization that provides disaster relief to individuals and families. The Salvation Army is the lead non-profit organization for mass feeding and clothing.

Search: Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC (e.g., Operations, Planning, Logistics, and Finance.

Section Chief: The title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance.

Sensitive Facilities: Facilities in reception areas that will not normally be used as lodging facilities for relocatees. The facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Span of Control: The supervisory ratio maintained within an IMS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimum.

Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

State Agency: Any department, division, independent establishment, or agency of the executive branch of the state government.

State Emergency Management Agency (SEMA): An OEM agency operated at the state level.

State Emergency Operations Center (SEOC): An EOC facility operated at the state level.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a state of war, which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

Supporting Materials: Refers to the attachments that may be included with an Incident Action Plan. (e.g. communications, map, safety, traffic, and medical plans).

Surveillance Zone: Initially, this would include the entire affected state and those in close proximity to infected zone.   This zone would be modified pending evaluation of tracing surveillance results. Within this zone responders carefully monitor concentration points, tracing contacts with infected animals and premises, perhaps conducting vaccination of livestock in a buffer zone around infected farms.

T

Tactical Direction: Direction given by the Operations Section Chief at the field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and leaders.

Technical Specialists: Personnel with special skills that can be used anywhere within the IMS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides, disease agents, oil spills on land, coastal waters or inland water systems; and debris from space.

Terrorism: The unlawful use of force or violence, committed by a group(s) against people or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Triage: A process of rapidly classifying patients on the basis of the urgency of treatment that is needed. The prioritizing of medical care based on the nature and severity of illness or complaint, history, signs and symptoms, general appearance, vital signs, and a brief physical assessment.

U

Unified Command: In IMS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unity of Command: The concept by which each person within an organization reports to one, and only one, designated person.

Urban Search and Rescue: The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

V

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group. (*See Convergent Volunteers*)

Volunteer and Donations Coordination Center: Facility from which volunteer and donations management occurs. Requirements may include space for phone bank, meeting/training space, and warehouse space.

Volunteer Organizations Active in Disaster (VOAD): An organization that promotes cooperation in service delivery during and after a disaster.

Vulnerability: The susceptibility of life, property, or the environment to a specified dangerous event.

Vulnerability Analysis: A study of the degree to which populations, structures, and land areas are vulnerable to hazards.

W

Weapons of Mass Destruction (WMD): As defined in Title 18, U.S.C. §2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Wireless Priority Service (WPS): WPS allows authorized personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

PREPAREDNESS STRATEGY

The principle of disaster preparedness partners with mitigation to enhance the resilience and readiness of the community before disaster strikes. These two key pillars, mitigation and preparedness, are half of the critical components of Emergency Management. As such, the value of preparedness cannot be overstated.

The Springfield-Greene County Office of Emergency Management (OEM) will lead the preparedness efforts identified in this plan. It is recognized that strategic plans are only as valid as the implementation strategy to accomplish them.

The four primary components of the Preparedness Plan are planning, training, exercises, and public education. It is the responsibility of the OEM Director to ensure continual review, implementation, and update of the Preparedness Plan. Authority to execute, evaluate, and enhance the four components are delegated to the Planning Specialist for the planning component, the Training/Exercise Specialist for the training and exercise components, and the Public Information Officer for the public education component . All OEM staff will participate and support the successful implementation of all four preparedness components, coordinating with internal staff and community partners.

The community as a whole is ultimately responsible for its level of disaster preparedness. Every measure of preparedness is an investment capitalized with safe and effective response and recovery efforts. The community emergency management program is stronger with every initiative of disaster preparedness made by citizens, schools, businesses, media, churches, public safety responders, and local leaders.

The four primary components of this plan will be updated at least annually. Weaknesses will be identified and enhancements made as resources allow.

NATIONAL INCIDENT MANAGEMENT SYSTEM

The local preparedness principles of planning, training, and exercises are influenced by the National Incident Management System (NIMS) principles set by the Department of Homeland Security and the Federal Emergency Management Agency. The Greene County Commission and City Council of Springfield formally adopted NIMS as the standard for local incident management, in accordance with Presidential Policy Directive (PPD) – 8, *National Preparedness*.

It is mutually agreed upon by both jurisdictions that the Springfield-Greene County Office of Emergency Management (OEM) Director will serve as the primary point of contact as the coordinator for the incident management system implementation.

Training rosters for courses located at the Springfield-Greene County OEM will be kept at the OEM for a period of at least four years. Trainings not conducted entirely at the local level will be maintained by each agency or department.

GREENE COUNTY NIMS ADOPTION RESOLUTION

Greene County Commission

NOW, THEREFORE, BE IT RESOLVED BY

WHEREAS, the President in Homeland Security Presidential Policy Directive-8 (PPD-8), directed the Secretary of the Department of Homeland Security, to develop, and administer, a National Preparedness Goal to include the National Incident Management System (NIMS), which could provide a consistent nationwide approach for Federal, State local and tribal governments to work together more effectively and efficiently to prevent, protect, mitigate, respond to and recover from emergency incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State, local and tribal homeland security partners has been , and will continue to be, vital to the development of effective implementation and utilization of a comprehensive National Incident Management System; and

WHEREAS, it is necessary and desirable that all Federal, State, and local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management ; and
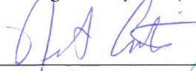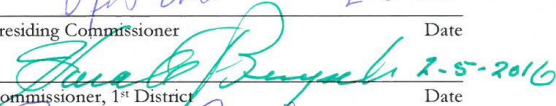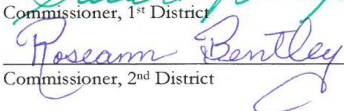
WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualifications standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disaster; and

WHEREAS, the National Incident Management System standardized procedures for managing personnel, communication, facilities and resources will further improve the County's ability to utilize funding to enhance local agency readiness, maintain first responder safety and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the county, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9/11 Commission) , the National Fire Protection Association (NFPA), National Fire Chiefs Association, the National Police Chiefs and Sheriffs Associations, and the National Emergency Management Association (NEMA) have all recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, We, the County Commission of Greene County, Missouri, do hereby adopt the National Incident Management System (NIMS) as the county standard for incident management.

Presiding Commissioner	2-5-16
	Date
Commissioner, 1st District	2-5-2016
	Date
Commissioner, 2nd District	2/5/16
	Date

One-rdg: _____ X _____
P. Hrngs:_____
Pgs. _____ 172 _____
Filed: _2-16-16_____

Sponsored by: _____ Fulnecky _____

COUNCIL BILL NO.: _____ 2016- 049 ____   RESOLUTION NO.: _10260_____

A Resolution

1
2   ADOPTING the National Incident Management System (NIMS) to serve as a policy
3   guideline allowing the City to integrate the process into their everyday working
4   environment.
5   _____
6
7   WHEREAS, the Secretary of Homeland Security has developed a NIMS and
8   requires each city to adopt and implement the use of said NIMS; and
9
10   WHEREAS, this Council desires to adopt the attached NIMS as a tool in the City of
11 Springfield, Missouri.
12
13   NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
14 SPRINGFIELD, MISSOURI, as follows, that:
15
16   Section 1 – The NIMS, attached hereto as "Exhibit A," and incorporated herein by
17 reference, is hereby adopted as a tool to be used in developing a strategy for statewide
18 compliance with the NIMS.
19
20   Section 2 – This resolution shall be effective immediately upon adoption.
21
22
23 Passed at meeting: _February 22, 2016_____
24
25   _Robert L Stephen_____
26   Mayor
27
28 Attest: _____ Anta J Cotter _____, City Clerk
29
30
31 Filed as Resolution: _February 22, 2016____
32
33
34 Approved as to form: _____, City Attorney
35
36
37 Approved for Council Action: _____, City Manager

1 of 172

ANNEX I: PLANNING

ANNEX I: PLANNING

I.   PURPOSE

Besides the major benefit of providing guidance during an emergency, developing emergency plans has other advantages. You may discover unrecognized hazardous conditions that would aggravate an emergency situation and you can work to eliminate them. The planning process may bring to light deficiencies, such as the lack of resources (equipment, trained personnel, supplies), or items that can be rectified before an emergency occurs. In addition an emergency plan promotes safety awareness and shows the jurisdiction's commitment to the safety of its citizens.

II.   SITUATION AND ASSUMPTIONS

   A.   Situation

   1. The Springfield-Greene County Emergency Management Program has in place many plans that build the foundational framework for enhancing the disaster resilience of the jurisdiction. These plans include but are not limited to:

   a. Greene County Multi-Jurisdictional Hazard Mitigation Plan
   b. Springfield-Greene County Emergency Preparedness Plan
   c. Springfield-Greene County All-Hazards Emergency Operations Plan
   d. Springfield-Greene County Recovery Plan
   e. Continuity of Operations Plan(s)
   f. Continuity of Government Plan
   g. Springfield-Greene County Emergency Management Strategic Plan
   h. Springfield-Greene County Training and Exercise Plan

   2. Agency specific planning, organizational Standard Operations Procedures (SOPs) and Standard Operating Guidelines (SOGs), and planning not directly affiliated with the Emergency Management Program occurs throughout Springfield and Greene County on a regular basis and is not considered a part of the overall Springfield-Greene County emergency planning strategy.

   3. Laws and ordinances exist that govern and extend authority to emergency management and other organizations involved in preparedness.

   4. Memorandums of Understanding (MOUs), Intergovernmental Agreements (IGAs), ordinances, orders, etc. will conform to all applicable rules and will be deemed to be in full force and effect until acted upon.

   5. Plans, policies, and procedures will be reviewed, updated and maintained on a regular basis.

   6. The Springfield-Greene County Emergency Management Program utilizes an all-hazards approach to planning which focuses on the strengthening of core capabilities and essential functions that are utilized during all natural, technological, and human-caused hazards identified in the Greene County Multi-Jurisdictional Hazard Mitigation Plan.

7. The Springfield-Greene County Office of Emergency Management (OEM) has been delegated responsibility for the organization, maintenance, revision, and upkeep of all plans designated as a part of the Emergency Management Program.

8. During the formal planning process, stakeholder input is solicited and incorporated into the plans.

9. Finalized plans will be implemented through adoption by the governing bodies that are represented within the plan.

B. **Assumptions**

1. The plans implemented by the Springfield-Greene County Emergency Management Program accurately reflect the Emergency Management strategy of the jurisdiction.

2. Assistance in the form of grants, service offerings, and direct assistance for planning will continue to be available from the State and Federal level.

3. Information received by the needs assessments and exercise/real incident corrective action plans will provide an accurate means of providing data for the revision of plans maintained by the Emergency Management Program.

4. Stakeholders and partnering agencies will act in accordance with the plans created during all four phases of comprehensive emergency management: mitigation, preparedness, response, and recovery.

III. **PLANNING OVERVIEW**

A. **General**

The Office of Emergency Management will coordinate emergency planning activities under the direction of the appropriate elected officials or their designees. The planning will follow the hazards identified in the Greene County Multi-Jurisdictional Hazard Mitigation Plan and incorporate a comprehensive strategy that encompasses all mission areas of emergency management: mitigation, preparedness, prevention/protection, response, and recovery.

Departments, authorities, agencies, and all private response organizations bear the responsibility of ensuring their personnel are sufficiently trained on the plans that have been implemented by the Springfield-Greene County Emergency Management Program.

B. **Formal Plans**

1. **Greene County Multi-Jurisdictional Hazard Mitigation Plan**

   a. The Greene County Multi-Jurisdictional Hazard Mitigation Plan was prepared by the local Mitigation Planning Taskforce. This task force included representatives from fire protection districts, public school districts, higher education

institutions, municipalities, and various representatives from the departments in both City of Springfield and Greene County government. The Local Mitigation Planning Task Force met under the terms set forth under a grant received from the Missouri State Emergency Management Agency (SEMA).

b. The Greene County Multi-Jurisdictional Hazard Mitigation Plan is the result of a collaborative effort between citizens, businesses, industry, institutions, and voluntary agencies throughout Greene County.

c. The Plan is a five-year blueprint for the future, aimed at making Greene County, and the jurisdictions within, disaster resistant by reducing or eliminating long-term risk of loss of life and property from the full-range natural and human-caused hazards.

2. **Springfield-Greene County Emergency Preparedness Plan**

a. The purpose of the Emergency Preparedness Plan is to ensure that Greene County responders and citizens are prepared to save lives, minimize injuries, protect property and the environment, preserve the functioning of government, insure constituted authority and maintain economic activities essential to the survival and recovery from natural, technological, and human-caused hazards.

b. The Emergency Preparedness Plan outlines actions to be taken by Springfield and Greene County departments and agencies and other participating organizations, which will:

- Outline the policies and process whereby Springfield and Greene County will create plans and undergo the planning process for the Emergency Management Program.
- Support a formal, documented training program for ensuring that relevant training is provided to Emergency Management Program officials, emergency management/response personnel, and the public.
- Outline the formal process for systematically conducting exercises consistent with the hazards identified by Springfield-Greene County *(see Greene County Multi-Jurisdictional Hazard Mitigation Plan)* whereby capabilities will be evaluated and corrective action plans will be implemented.
- Outline a Public Education program which will define the process and strategy for informing the public concerning threats to life, safety, and property.

3. **Springfield-Greene County All-Hazards Emergency Operations Plan (EOP)**

a. The Emergency Operations Plan (EOP) establishes policies and procedures that will allow the respective governments of Springfield and Greene County to maximize their emergency response capabilities. Its purpose is to assign responsibilities, develop procedures, and identify resources that will give local officials the best comprehensive emergency management capability possible,

considering available resources.

b. This plan and its supporting documents, if used, will assist local government officials in meeting their responsibility to protect the lives and property of the constituency. It concentrates on actions that:

- Ensure prompt and proper responses.
- Minimize suffering.
- Eliminate conditions caused by shortages of materials or services.
- Enhance the speed whereby the jurisdiction can return to a pre-disaster state, and
- Promote the well being of the community.

c. This document explains in basic terms how emergency operations will be controlled and the relationship of the various participating agencies.

4. **Springfield-Greene County Recovery Plan**

a. The Recovery Plan establishes a means of effective coordination to accomplish recovery tasks resulting from a natural, technological, or human-caused disaster or emergency.

b. The Recovery Plan addresses the processes and procedures that must take place in order to enable the jurisdiction to return to at minimum a semblance of normalcy following a disaster.

d. The Recovery Plan addresses both short and long term recovery priorities and provides guidance for the restoration of critical functions, services, vital resources, facilities, programs, and infrastructure to the affected areas within Springfield and Greene County.

e. Ten different Recovery Support Functions (RSFs) have been identified from lessons learned from past incidents/events. These RSFs provide a guideline to assist in the short and/or long term recovery process. The RSFs outlined in the plan are:

- RSF 1 COAD
- RSF 2 MARC
- RSF 3 PIO
- RSF 4 Debris Management
- RSF 5 Mental and Spiritual Health
- RSF 6 Community Health
- RSF 7 Resource Management – Donations
- RSF 7 Resource Management – Volunteers
- RSF 8 Community Planning
- RSF 9 Economic Planning

5. **Springfield-Greene County Training and Exercise Plan (TEP)**

   a. The Training and Exercise Plan (TEP) is the strategic training and exercise plan that outlines the goals, capabilities, and strategies for the Springfield-Greene County Emergency Management Training and Exercise Programs.
   b. The TEP enables the Springfield-Greene County Emergency Management Program and partnering agencies to coordinate exercises to strategically focus on the building up of core capabilities and essential functions in an all-hazards environment.
   c. A multi-year training and exercise schedule is contained within the TEP which graphically illustrates the proposed training and exercise activities scheduled for three years. This schedule was derived from a coordinated process with various stakeholders working together to develop a schedule that utilized a "building block" approach to conducting training and exercises with increasing complexity.
   d. While the TEP is a stand-alone document, it is also included as an appendix to the Emergency Preparedness Plan.

6. **Springfield-Greene County Emergency Management Strategic Plan**

   a. The Springfield-Greene County Emergency Management's Mulit-Year Strategic Plan acts as a blueprint for the present and future direction of the Emergency Management Program.
   b. Strategic planning is done every three years. The goals, objectives, and milestones are reviewed on a quarterly basis and updated annually.
   c. The Springfield-Greene County Office of Emergency Management has been delegated the responsibility for the Emergency Management Program functions within the City of Springfield and Greene County and as such is responsible for formalizing the emergency management strategic initiatives contained within this plan.
   d. Unlike the other plans maintained by the Springfield-Greene County Emergency Management Program, the Strategic Plan encompasses all phases of emergency management holistically and establishes goals and strategies for increasing the resilience of the jurisdiction by providing a plan for how all phases of emergency management will be systematically strengthened.
   e. The Strategic Plan implements emergency management goals and objectives from the community-wide local emergency operations plan as well as initiatives for responsibilities that are specifically delegated to the Springfield-Greene County Office of Emergency Management.

7. **Continuity of Operations Plan(s) (COOP)**

   a. COOP plans have been developed for agencies that are designated as performing essential functions within the Springfield-Greene County Emergency Management Program.

b. The COOP plans identify and describe how essential functions will be continued and recovered in an emergency or disaster.
c. These plans at minimum:

- Identify essential positions and lines of succession
- Provide for the protection or safeguarding of:

  o Critical applications
  o Communications resources
  o Vital records/databases
  o Processes and functions that must be maintained during response activities

- Identify and prioritize applications, records, processes, and functions to be recovered if lost.

8. **Continuity of Government Plan (COG)**

a. The COG Plan identifies how the constitutional responsibilities for Springfield-Greene County will be preserved, maintained, or reconstituted.
b. The COG Plan identifies a succession of leadership, delegation of emergency authority, and information regarding the command and control of the jurisdiction.
c. Continuity of government procedures for both the City of Springfield and Greene County as individual entities is contained within the COG Plan.

C. **Prevention**

By avoiding or stopping a threatened or an actual act of terrorism will lessen the impact to the community and it citizens. Communication and inter-governmental intelligence sharing must be a vital and foundational component in the prevention of counter terrorism activities.

Prevention includes those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. Prevention focuses specifically on imminent terrorist threats, including on-going attacks or stopping imminent follow-on attacks.

Prevention also includes activities such as intelligence, law enforcement, and homeland defense as examples of activities conducted to address and resolve the threat.

The Prevention mission area relies on ongoing support activities from across all mission areas that prepare the community in preventing an imminent terrorist threat. These activities include information sharing efforts that directly support local communities in preventing terrorism and other activities that are precursors or indicators of terrorist activity and violent extremism.

Information gathering sources:

1. Missouri Information Analysis Center (MIAC)
2. Homeland Security Information Network (HSIN)
3. Law Enforcement Partners
4. Federal Partners

D. **Protection**

The current worldview lends itself to individuals involving intentional acts. Protection of the general public is always the highest priority during any technical or human-caused incident. Protective actions for the public must be selected and implemented based on the hazards present, time available, and distance from the hazard, available shielding, transportation, and egress routing. Protective actions for the public may include:

1. In-Place Protection: In-place protection orders keep the affected public indoors and provides temporary (duration of several hours) protection from chemical, biological or radiological contaminants, or other toxic agents that may have been released in the environment. During in-place protections, citizens will immediately go indoors and seal windows, doors, vents, etc., to protect themselves from the contaminant.

2. Evacuation: An evacuation order removes residents from an affected area and relocates them to a mass care shelter or other similar facility.

3. Ingestion Advisory: The Department of Public Health will make recommendations as to the need to ban any affected crops, contaminated milk, water, or other tainted food or drug.

4. Quarantine: The Director of the Department of Public Health has the authority to isolate or quarantine residents and visitors to the community in the event of a public health emergency. The Department of Public Health does not have enforcement authority. Once an isolation or quarantine order issue has been ordered, law enforcement personnel will be responsible for its enforcement.

III. **PLAN MAINTENANCE**

A. **General**

Continual evaluation, maintenance, revision, and corrective actions are paramount to an effective planning process and ultimately a successful Emergency Management Program. The Springfield-Greene County Emergency Management Program has established a method and schedule for the maintenance and review of plans, policies, and procedures as follows:

    B.   **Maintenance Schedule**

      1.   **Greene County Multi-Jurisdictional Hazard Mitigation Plan**

        a. Every five years, the Springfield-Greene County Office of Emergency Management reviews the plan and includes any needed updates (this process will occur informally on an annual basis with the plan rewrite every five years in conjunction with the Emergency Operations Plan rewrite).

        b. Minor changes to the plan between major revisions can be implemented at the discretion of the local Mitigation Planning Team without the need for re-adoption by each of the jurisdictions represented in the plan.

        c. Significant changes to the plan which alter its functionality, including the five-year rewrite, must be re-adopted by each jurisdiction represented in the plan.

        d. A record of changes for major and minor revisions between re-write cycles will be maintained within the plan.

        e. The plan will be reviewed for any necessary updates following any major disaster that may occur in Greene County.

        f. As changes are made to the plan, the revisions may be distributed to the participating jurisdictions in one of the following ways as deemed appropriate by the local Mitigation Planning Team:

- Printed "hard copy" revisions will be kept at the Office of Emergency Management.
- Digital "PDF" copies of the revisions may be electronically mailed to the contact on file for each of the agencies or jurisdictions that have been assigned a copy of the plan.
- USB thumb drives of the plan and its revisions may be distributed to the contact on file for each of the agencies or jurisdictions that have been assigned a copy of the plan.

        g. The responsibility for including distributed revisions into the plan resides with the individual agencies or jurisdictions who have been assigned a copy of the plan.

        h. Additional information regarding this plan maintenance cycle can be found in the *Greene County Multi-Jurisdictional Hazard Mitigation Plan, p.1-7.1*.

      2.   **Springfield-Greene County Emergency Preparedness Plan**

        a. The Springfield-Greene County Emergency Preparedness Plan will be reviewed at a minimum annually.

        b. Minor changes to the plan can be implemented at the discretion of the Springfield-Greene County Office of Emergency Management without the need for re-adoption.

        c. Significant changes to the plan or major adjustments to any of the annexes contained within the plan must be presented for re-adoption.

        d. Annually, the plan will be revised to include the most recently revised version of the TEP. This annual addition does not warrant a re-adoption of the plan as a

whole unless there are other major changes to the sections of the plan as a result of the annual Training and Exercise Planning Workshop (TEPW).

e. A record of changes for major and minor revisions between re-write cycles will be maintained within the plan.

f. As changes are made to the plan, the revisions will be distributed to the Emergency Management Program agencies who have been assigned a copy of the plan in one of the following ways as deemed appropriate by the Springfield-Greene County Office of Emergency Management:

- Printed "hard copy" revisions will be kept at the Office of Emergency Management.
- Digital "PDF" copies of the revisions may be electronically mailed to the contact on file for each of the agencies that have been assigned a copy of the plan.
- USB thumb drives of the plan and its revisions may be distributed to the contact on file for each of the agencies or jurisdictions that have been assigned a copy of the plan.

g. The responsibility for including distributed revisions into the plan resides with the individual agencies who have been assigned a copy of the plan.

3. **Springfield-Greene County All-Hazards Emergency Operations Plan (EOP)**

a. The Springfield-Greene County All-Hazards Emergency Operations Plan will be reviewed at a minimum annually.

b. The OEM will instigate an annual update of the plan by all agencies to include but not limited to, updated contact information, lessons learned from recent exercise or events, etc.

c. Update of this plan will be accomplished as follows:

- Each agency or department with assigned responsibilities will review this plan and advise of any necessary revisions.
- Each agency will report their concurrence of the plan to the OEM.
- The Mayor and City Council of Springfield and the Greene County Commission will sign the promulgation document for all departments (if necessary).

d. Minor changes to the plan can be implemented at the discretion of the Springfield-Greene County Office of Emergency Management without the need for re-adoption.

e. Significant changes to the plan or major adjustments to any of the Emergency Support Functions that directly affect the functionality of the plan must be presented for re-adoption.

f. Every year, the OEM will instigate an update process of the plan, organizing all primary and support agencies to review and rewrite relevant portions of the plan. Reformatting options will be considered at this time.

g. This plan will additionally be updated as required based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc. These updates may not necessarily correspond to the annual review and update cycle.

h. A record of changes for major and minor revisions between re-write cycles will be maintained within the plan.

i. As changes are made to the plan, the revisions will be distributed to the Emergency Management Program agencies who have been assigned a copy of the plan in one of the following ways as deemed appropriate by the Springfield-Greene County Office of Emergency Management:

- Printed "hard copy" will be kept at the Office of Emergency Management.
- Digital "PDF" copies of the revisions that may be electronically mailed to the contact on file for each of the agencies that have been assigned a copy of the plan.
- USB thumb drives of the plan and its revisions may be distributed to the contact on file for each of the agencies or jurisdictions that have been assigned a copy of the plan.

j. The responsibility for including distributed revisions into the plan resides with the individual agencies who have been assigned a copy of the plan.

4. **Springfield-Greene County Recovery Plan**

a. The Springfield-Greene County Recovery Plan will be reviewed at a minimum annually.

b. The OEM will instigate an annual update of the plan by all agencies to include but not limited to, updated contact information, lessons learned from recent exercise or events, etc.

c. Update of this plan will be accomplished as follows:

- Each agency or department with assigned responsibilities will review this plan and advise of any necessary revisions.
- Each agency will report their concurrence of the plan to the OEM.
- The Mayor and City Council of Springfield and the Greene County Commission will sign the promulgation document for all departments (if necessary).

d. Minor changes to the plan can be implemented at the discretion of the Springfield-Greene County Office of Emergency Management without the need for re-adoption.

e. Significant changes to the plan or major adjustments to any of the sections of the plan must be presented for re-adoption.

f. Every five years, the OEM will instigate a thorough analysis of the plan, organizing all agencies to review and rewrite relevant portions of the plan. Reformatting options will be considered at this time.

    g.   This plan will additionally be updated as required based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc. These updates may not necessarily correspond to the annual review and update cycle.

    h.   A record of changes for major and minor revisions between re-write cycles will be maintained within the plan.

    i.   As changes are made to the plan, the revisions will be distributed to the Emergency Management Program agencies who have been assigned a copy of the plan in one of the following ways as deemed appropriate by the Springfield-Greene County Office of Emergency Management:

- Printed "hard copy" revisions will be kept at the Office of Emergency Management.
- Digital "PDF" copies of the revisions may be electronically mailed to the contact on file for each of the agencies that have been assigned a copy of

    j.   The responsibility for including distributed revisions into the plan resides with the individual agencies who have been assigned a copy of the plan.

5.   **Springfield-Greene County Training and Exercise Plan (TEP)**

    a.   The Springfield-Greene County Multi-Year Training and Exercise Plan will be reviewed and updated annually.

    b.   At the annual TEPW, all partnering agencies will work to coordinate the capabilities that will be the core foundation of the training and exercise focus for the next three years. These updates will be incorporated into a revised TEP which will be distributed to all partnering agencies as well as included into the annual update to the Springfield-Greene County Whole-Community Preparedness Plan.

    c.   Minor changes to the plan can be implemented at the discretion of the Springfield-Greene County Office of Emergency Management without the need for re-adoption.

    d.   This plan will additionally be updated as required based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc. These updates may not necessarily correspond to the annual review and update cycle.

    e.   Annually, the updated TEP will be distributed to the agencies who participated in the TEPW. The updated TEP may be distributed in one of the following ways as deemed appropriate by the Springfield-Greene County Office of Emergency Management.

- Printed "hard copy" of the updated plan may be distributed to each agency or that has been assigned a copy of the plan.
- Digital "PDF" copies of the plan may be electronically mailed to the contact on file for each of the agencies that have been assigned a copy of the plan.

6.   **Springfield-Greene County Emergency Management Strategic Plan**

   a.   It is the responsibility of the Springfield-Greene County Emergency Management Director to ensure continual review, implementation, and update of the Emergency Management Strategic Plan.

   b.   Every three years, the Emergency Management Strategic Plan will be rewritten. At this time, Emergency Program related goals, objectives, and milestones will be reviewed and implemented into the Plan.

   c.   The Plan will be reviewed annually at the Springfield-Greene County Office of Emergency Management Annual Retreat. Modifications and changes to the plan will be mutually agreed on at that time. The Director will recognize those changes with a printed, annual update of the plan distributed to all staff members and key jurisdictional stakeholders.

   d.   The goals, objectives, and milestones are evaluated on a quarterly basis and revised when necessary.

7.   **Continuity of Operations Plan(s) (COOP)**

   a.   The Springfield-Greene County COOP Plans will be reviewed and updated every two years or as deemed necessary.

   b.   The OEM will instigate the update of the plans by all agencies to include but not limited to, updated contact information, lessons learned from recent exercise or events, etc.

   c.   Update of this plan will be accomplished as follows:

   - Each agency or department with primary essential function responsibilities in the Springfield-Greene County Emergency Management Program will review their agency specific COOP Plan.
   - Each agency will either report to OEM acceptance of the current plan with no changes, or submit a revised copy of the plan with changes made.
   - Each revised plan will be distributed by the agency to their relevant personnel.
   - A final revised copy will be kept at the Springfield-Greene County Office of Emergency Management.

   d.   COOP Plans addressing essential functions for the Springfield-Greene County Emergency Management Program may be created at the agency, organization, or jurisdictional level. Authority to adopt the plan will remain with the department head/director or applicable authority.

   e.   Minor changes to the plan can be implemented for each COOP Plan at the discretion of their agency without the need for re-adoption.

   f.   Significant changes to the plan will require re-adoption by the agency, organization, or jurisdiction.

   g.   The COOP Plans may additionally be updated as required based on deficiencies identified through drills and exercises, changes in local government structure,

technological changes, etc. These updates may not necessarily correspond to the annual cycle. The need for these updates will be at the discretion of each individual agency having authority over the plan.

h. A record of changes for major and minor revisions between re-write cycles will be maintained within the plan.

8. **Continuity of Government Plan (COG)**

   a. The Springfield-Greene County COG Plan will be reviewed at a minimum every two years.
   b. The OEM will initiate an annual update of the plan by all agencies to include but not limited to, updated contact information, lessons learned from recent exercise or events, etc.
   c. Update of this plan will be accomplished as follows:

      • Each agency or department with assigned responsibilities will review this plan and advise of any necessary revisions.
      • Each agency will report their concurrence of the plan to the OEM.
      • The Mayor and City Council of Springfield and the Greene County Commission will sign the promulgation document for all departments (if necessary).

   d. Minor changes to the plan can be implemented at the discretion of the Springfield-Greene County Office of Emergency Management without the need for re-adoption.
   e. Significant changes to the plan or major adjustments to any of the sections of the plan must be presented for re-adoption.
   f. Every five years, the OEM will initiate a thorough analysis of the plan, organizing all agencies to review and rewrite relevant portions of the plan. Reformatting options will be considered at this time.
   g. This plan will additionally be updated as required based on deficiencies identified through drills and exercises, changes in local government structure, technological changes, etc. These updates may not necessarily correspond to the annual review and update cycle.
   h. A record of changes for major and minor revisions between re-write cycles will be maintained within the plan.
   i. As changes are made to the plan, the revisions will be distributed to the Emergency Management Program agencies who have been assigned a copy of the plan in one of the following ways as deemed appropriate by the Springfield-Greene County Office of Emergency Management:

      • Printed "hard copy" will be kept at the Office of Emergency Management.
      • Digital "PDF" copies of the revisions that may be electronically mailed to the contact on file for each of the agencies that have been assigned a copy of the plan.

j. The responsibility for including distributed revisions into the plan resides with the individual agencies who have been assigned a copy of the plan.
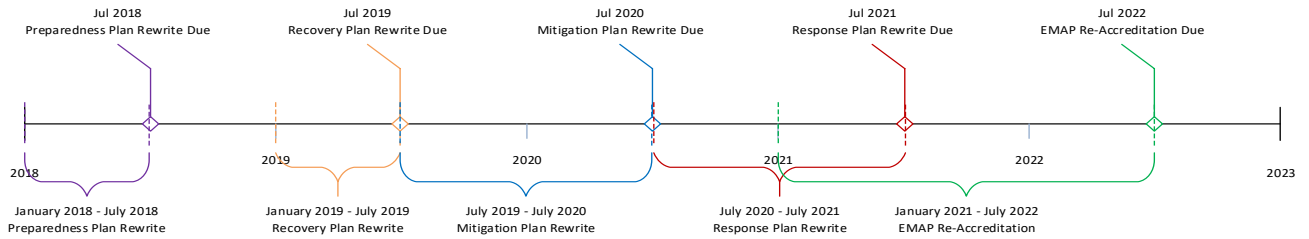
APPENDIX I

Plan Maintenance Matrix

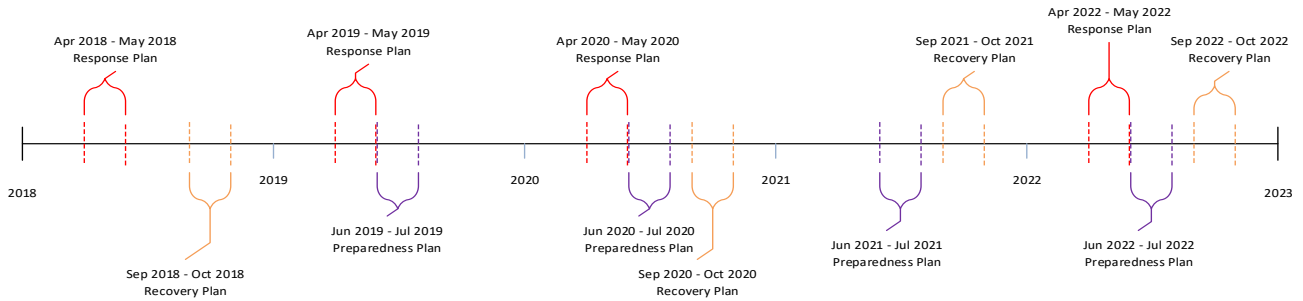|	Maintenance Cycle	Primary Responsible Agency	Last Annual Update	Last Rewrite
Greene County Multi-Jurisdictional Hazard Mitigation Plan	Annual review and update; 5 year rewrite	Springfield-Greene County Office of Emergency Management	2015	2015
Springfield-Greene County Whole-Community Emergency Preparedness Plan	Annual review and update; 5 year rewrite	Springfield-Greene County Office of Emergency Management	2015	2018
Springfield-Greene County All-Hazards Emergency Operations Plan	Annual review and update; 5 year rewrite	Springfield-Greene County Office of Emergency Management	2018	2015
Springfield-Greene County Recovery Plan	Annual review and update; 5 year rewrite	Springfield-Greene County Office of Emergency Management	2015	2018
Springfield-Greene County Training and Exercise Plan	Annual review and update	Springfield-Greene County Office of Emergency Management	2015	2018
Springfield-Greene County Emergency Management Strategic Plan	Monthly review and annual update; 3 year plan rewrite	Springfield-Greene County Office of Emergency Management	2014	2018
Continuity of Operations Plan(s) (COOP)	Biennial review and update	Each Agency or Department	2015	2018
Continuity of Government Plan (COG)	Biennial review and update	Springfield-Greene County Office of Emergency Management	2016	2018

APPENDIX II

2018-2022 Planning Timeline

2018-2022 Plan Rewrite Schedule

Jul 2018 Preparedness Plan Rewrite Due	Jul 2019 Recovery Plan Rewrite Due	Jul 2020 Mitigation Plan Rewrite Due	Jul 2021 Response Plan Rewrite Due	Jul 2022 EMAP Re-Accreditation Due

2018   2019   2020   2021   2022   2023

January 2018 - July 2018 Preparedness Plan Rewrite	January 2019 - July 2019 Recovery Plan Rewrite	July 2019 - July 2020 Mitigation Plan Rewrite	July 2020 - July 2021 Response Plan Rewrite	January 2021 - July 2022 EMAP Re-Accreditation

2018-2022 Plan Update Schedule

Apr 2018 - May 2018 Response Plan

Apr 2019 - May 2019 Response Plan

Apr 2020 - May 2020 Response Plan

Apr 2022 - May 2022 Response Plan

Sep 2021 - Oct 2021 Recovery Plan

Sep 2022 - Oct 2022 Recovery Plan

2018   2019   2020   2021   2022   2023

Sep 2018 - Oct 2018 Recovery Plan

Jun 2019 - Jul 2019 Preparedness Plan

Jun 2020 - Jul 2020 Preparedness Plan

Sep 2020 - Oct 2020 Recovery Plan

Jun 2021 - Jul 2021 Preparedness Plan

Jun 2022 - Jul 2022 Preparedness Plan

*The Mitigation Plan is updated quarterly

ANNEX II: TRAINING

ANNEX II: TRAINING

I.   PURPOSE

Training provides first responders, homeland security officials, emergency management officials, private and non-governmental partners, and other personnel with the knowledge, skills, and abilities needed to perform key tasks required by specific capabilities. Organizations should make training decisions based on information derived from the assessments, strategies, and plans developed in previous steps of the Preparedness Cycle. This training annex provides the foundation for the philosophy and methodology that Springfield-Greene County will utilize in its training program.

II.   SITUATION AND ASSUMPTIONS

A.   Situation

1.   The Springfield-Greene County Emergency Management Program has in place a training program composed of training needs assessment, curriculum, course evaluations, and records of training.

2.   The training program relies heavily on training providers outside of Springfield and Greene County. These providers include but are not limited to:

   a.   State of Missouri Emergency Management Agency (SEMA)
   b.   Federal Emergency Management Agency (FEMA)
   c.   The National Domestic Preparedness Consortium (NDPC)
   d.   Local and National Certified Training Contractors

3.   Agency specific training, on-the-job training, and training not directly affiliated with the Emergency Management Program occurs throughout Springfield and Greene County on a regular basis and is not considered a part of the training program.

4.   Internal and external mandates and requirements, such as the National Incident Management System (NIMS), will influence some of the trainings being offered.

5.   Springfield-Greene County, in a collaborative effort with local, state, regional, and federal partners, has established a Multi-Year Training and Exercise Plan (TEP). This plan is updated annually.

6.   Springfield-Greene County will utilize the TEP as a guideline for prioritizing and requesting, and scheduling training being offered.

7.   Springfield-Greene County will utilize and incorporate Homeland Security Exercise and Evaluation Program (HSEEP) principles and templates in creating the TEP.

B.   Assumptions

1.   Responders will continue to receive agency and job specific training in accordance with their organization's Standard Operating Procedures (SOP). This is training that will not formally be scheduled through the TEP.

2.   Assistance in the form of grants, service offerings, and direct assistance for training will continue to be available from the State and Federal level.

3.   Information received by the needs assessment and exercise/real incident corrective action plans will provide an accurate means of prioritizing the trainings needed to build the local capabilities of Springfield-Greene County.

III.   CONCEPT OF OPERATIONS

A.   General

Under the direction of the appropriate elected officials or their designees, the Office of Emergency Management will coordinate emergency preparedness activities in accordance with the All-Hazards Emergency Operations Plan to assure the provision of training programs for all planning, support, and response agencies. Departments, authorities, agencies, and all private response organizations bear the responsibility of ensuring their personnel are sufficiently trained.

B.   Training Needs Assessment

1.   **Training and Exercise Planning Workshop (TEPW)**

a.   Springfield-Greene County will conduct a training needs assessment and TEPW annually.

b.   Prior to the annual TEPW, the Springfield-Greene County Office of Emergency Management will conduct a needs assessment via questionnaire which is distributed to stakeholders representing partnering agencies in accordance with whole community concepts.

c.   During the annual TEPW, Springfield-Greene County Office of Emergency Management (OEM) will collect the necessary data to begin writing a Training and Exercise Plan which will be distributed to representatives from partnering agencies. The needs assessment will address all personnel with responsibilities in the Emergency Management Program, including but not limited to:

- Emergency management/emergency response staff
- Emergency Support Function (ESF) agencies
- Key public officials

- State and Federal partner agencies
  Local private and non-governmental agencies that are key stakeholders in the Emergency Management Program

d. Springfield-Greene County Office of Emergency Management will compile results from the needs assessment along with:

- Current internal and external training requirements (such as NIMS)
- Deficiencies identified in the corrective action process during exercises and real incidents
- Training priorities contained in the State and Federal homeland security strategy and State of Missouri Multi-year Training and Exercise Plan

e. All compiled results will be categorized within core capabilities and training needs will be discussed and prioritized at the annual TEPW. The product of this workshop will be the updated Multi-Year Training and Exercise Plan (TEP). Information received by the needs assessment and exercise/real incident corrective action plans will provide an accurate means of prioritizing the trainings needed to build the local capabilities of Springfield-Greene County.

2. **Internal and External Training Requirements and Mandates**

a. **Federal Requirements**

- Springfield-Greene County has adopted NIMS as the standard and practice by which incidents will be managed.
- NIMS requires organizations to meet a minimum level of personnel training as a condition for receiving federal preparedness assistance.
- NIMS Training requirements:

  "The NIMS documents integrate best practices into a comprehensive framework for use by emergency management and response personnel in an all-hazards context nationwide. HSPD-5 requires all Federal departments and agencies to adopt NIMS and to use it in their individual incident management programs and activities, as well as in support of all actions taken to assist state, tribal, and local governments. State, tribal, and local governments are not required to participate in NIMS or adopt these best practices. As applied to non-Federal entities, NIMS documents contain guidance that is not legally binding. However, in order to participate in NIMS, it is necessary for entities to adhere to the standards, practices, and/or minimum criteria presented in the NIMS guidance documents. It is also important to note that although a State, tribal, or local government or NGO is not required to apply for Federal preparedness assistance, HSPD-5 requires Federal departments and agencies to make adoption of NIMS by State, tribal, and local governments and NGOs a condition for Federal preparedness assistance, through grants, contracts, and other activities."

ANNEX II: TRAINING

*(see **National Incident Management System: Training Program,** p. 1-2)*

- NIMS training requirements are met through the regularly scheduled NIMS course offerings. The primary public safety agencies and stakeholders within Springfield-Greene County are responsible for the tracking of the NIMS training of their employees.

- Incident Command System (ICS) Courses

    o Incident Command System courses ICS-100: Introduction to ICS and ICS-200 ICS for Single Resources and Initial Action Incidents as well as NIMS and National Response Framework courses IS-700 and IS-800 are currently available through the FEMA Emergency Management Institute (EMI) Independent Study Program. Stakeholders who require this level of training in accordance with the NIMS implementation plan will be provided with the opportunity to complete these courses.
    o Non-independent study or "direct delivery" offerings of these courses may also be made available at the discretion of the Springfield-Greene County Office of Emergency Management.
    o Incident Command System courses ICS-300: Intermediate ICS and ICS-400: Advanced ICS will be offered at least once annually within Greene County in order to provide an opportunity for the training of responders who will be acting in a supervisory role during an expanding incident.

- "Direct delivery" ICS courses in Greene County may be offered in one or more of the following ways:

    o Local Greene County ICS trainers who have completed the FEMA ICS Train-the-Trainer curriculum and have a certificate on file with the Springfield-Greene County Office of Emergency Management.
    o Missouri Emergency Management Agency sponsored course offerings with State approved instructors.
    o Contracted course offerings with training organizations who provide the State approved instructors.

- NIMS implementation training information as directed to local jurisdictions from the State of Missouri is located in Appendix A of this annex. Additional courses may be added or deleted as the NIMS program is adapted.

b. **State Requirements**

The State of Missouri requires all local emergency management personnel to complete the following emergency management courses through the FEMA Independent Study Program at a minimum as a requirement for receiving Emergency Management Performance Grant (EMPG) funding. These courses must be completed within twelve months of hire:

- o   IS-100 – Introduction to the Incident Command System
- o   IS-200 – ICS for Single Resources and Initial Action Incidents
- o   IS-700 – National Incident Management System, An Introduction
- o   IS-800 – National Response Framework, An Introduction
- o   IS-120 – An Introduction to Exercises
- o   IS-230 – Fundamentals of Emergency Management
- o   IS-235 – Emergency Planning
- o   IS-240 – Leadership and Influence
- o   IS-241 – Decision Making and Problem Solving
- o   IS-242 – Effective Communication
- o   IS-244 – Developing and Managing Volunteers
- o   L/G-146 – Homeland Security and Evaluation Program (HSEEP)

- Additionally, the State of Missouri requires exercise officers and management personnel involved in the design and evaluation of exercises to complete the following emergency management course as a requirement for receiving Emergency Management Performance Grant (EMPG) funding. This course must be completed within twenty-four months of hire.

- Training records for courses completed by the Emergency Management Director and Springfield-Greene County Office of Emergency Management staff will be kept on file at the OEM.

c. **Local Requirements**

- As written in the Emergency Operations Plan, the designated spokespersons for emergency management-related public information include:

- o   The Springfield-Greene County OEM Director or designee
- o   The Springfield-Greene County OEM Public Information Officer
- o   The City of Springfield Public Information Officer

The identified spokespersons for the local emergency management are encouraged to acquire essential courses related to emergency public information. At a minimum, the identified spokesperson shall have completed at least one of the following courses:

- o   IS-702: The National Incident Management System Public Information Systems
- o   IS-29: Public Information Officer Awareness
- o   IS-242: Effective Communications
- o   G-290: Basic Public Information Officers
- o   MGT-318: Public Information in WMD/Terrorism Incidents
- o   E-388: Advanced Public Information Officer

C.   Training Program Management

1.   **Training Focus**

   a.   The focus of the Springfield-Greene County Training Program is to provide appropriate and relevant training to program officials, emergency management/response personnel, and the public.
   b.   Training will be conducted in accordance with the priorities established in the Springfield-Greene County TEP.
   c.   Emergency personnel shall receive and maintain training consistent with their current and potential responsibilities.
   d.   Specialized training related to the hazards identified by Springfield-Greene County (*see Greene County Multi-Jurisdictional Hazard Mitigation Plan*) will be included in the training program.

2.   **Training Curriculum**

   a.   Springfield-Greene County will utilize established curricula from the State and Federal level for strengthening capabilities within the Emergency Management Program. These curriculum may include, but are not limited to:

Emergency Management Professional Development Series (PDS) Curriculum

PDS	
	FEMA IS-120: An Introduction to Exercises
	FEMA IS-230: Fundamentals of Emergency Management
	FEMA IS-235: Emergency Planning
	FEMA IS-240: Leadership and Influence
	FEMA IS-241: Decision Making and Problem Solving
	FEMA IS-242: Effective Communication
	FEMA IS-244: Developing and Managing Volunteers

Updated February 7, 2018

National Incident Management System (NIMS) Curriculum

ICS and NIMS Courses	
	FEMA IS-100: Introduction to Incident Command System
	FEMA IS-200: ICS For Single Resources
	FEMA G-300: Intermediate ICS for Expanding Incidents
	FEMA G-400: Advanced ICS for Command and General Staff
	FEMA IS-700: NIMS, An Introduction
	FEMA IS-702: NIMS Public Information Systems
	FEMA IS-703: NIMS Resource Management
	FEMA IS-706: NIMS Intrastate Mutual Aid, An Introduction
	FEMA IS-800: National Response Framework, An Introduction

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Emergency Management Advanced Professional Series (APS) Curriculum

APS Required	FEMA G-775 EOC Management and Operations **OR** IS-775 EOC Management and Operations
	FEMA G-191 ICS/EOC Interface **OR** E-947 EOC/ IMT Interface **OR** E/L-449 ICS Train the Trainer*
	FEMA G-557 Rapid Assessment Workshop
	FEMA G-205 Recovery from Disaster, the Local Government Role **OR** E-210 Recovery from Disaster, the Local Government Role
	FEMA G-393 Mitigation for Emergency Managers **OR** G-318 Local Mitigation Planning
APS Elective (Must Complete 5)	FEMA G-288 Local Volunteer and Donations Management
	FEMA G-364 Multi-Hazard Emergency Planning for Schools **OR** L-363 Multi-Hazard Planning for Higher Education*
	FEMA IS-703 NIMS Resource Management
	FEMA G-202 Debris Management **OR** E-202 Debris Management Planning for State, Local and Tribal Officials*
	FEMA G-386 Mass Fatalities
	FEMA G-361 Flood Fight Operations
	FEMA G-110 Emergency Management Operations Course for Local Governments **OR** one of the following IEMC courses E-900, E-905, E-910, E-915, E-920, E-930, E-945 and E-947*
	FEMA G-108 Community Mass Care and Emergency Assistance
	FEMA G-358 Evacuation and Re-entry Planning
	FEMA G-290 Basic Public Information Officer **OR** E-388 Advanced Public Information Officer **OR** E/L 952 All-Hazards Public Information Officer*
	FEMA G-271 Hazardous Weather and Flood Preparedness **OR** IS-271 Anticipating Hazardous Weather and Community Risk
	FEMA G-272 Warning Coordination
	FEMA E/L/G-146 Homeland Security Exercise and Evaluation Program (HSEEP)
	FEMA G-366 Planning for the Needs of Children in Disaster
	FEMA G-235 Emergency Planning
	FEMA E/L/G-141 Instructional Presentation and Evaluation Skills

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* All substitute E or L courses are subject to the Approval of the State Training Officer

MISCELLANEOUS REQUIRED OEM STAFF TRAININGS

Other	MERC-001 Hazardous Materials Incident Response: Awareness (SEMA)
	TEEX MGT-314 Enhanced All-Hazards Incident Management/Unified Command
	National Weather Service Tactical Weather Spotter Course (completed annually)
	Amateur Radio License
	Watch Officer Program Task Book
	WebEOC

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(*Training Program Management – Training Curriculum Continued)*

b. Training courses within these established training curricula will be offered through federal, state, and local channels. Each agency or department within the City of Springfield and Greene County is responsible for ensuring that personnel are registered for courses within these curricula that apply to their current and future job responsibilities.

c. It is the responsibility of each agency or department to maintain their personnel records for courses completed within these established curricula.

d. Many courses within these curricula will require attendance to state-sponsored training. This training may require travel outside the jurisdiction.

3. **Course Offerings**

The Springfield-Greene County Emergency Management Program will utilize local, state, and federal course offerings to satisfy the training needs identified within the TEP.

a. **Local Offerings**

- Springfield-Greene County has limited supporting resources and capabilities to sponsor and conduct extensive emergency management related training.
- For training needs that are not able to be presented with local instructors, the Springfield-Greene County Office of Emergency Management will coordinate with State and Federal Training programs to facilitate the needed training.

- Springfield-Greene County may offer the following courses through local instruction if the resources are available:

  o ICS 300: Intermediate ICS
  o ICS 400: Advanced ICS

- Curriculum, records of training, and instructor records for local course offerings will be kept on file at the Springfield-Greene County Office of Emergency Management.
- Agency specific training, on-the-job training, and training not directly affiliated with the Emergency Management Program occur throughout Springfield and Greene County on a regular basis and is not considered a part of the formal Emergency Management Training Program.

State Sponsored Training

- The State of Missouri Emergency Management Agency (SEMA) Emergency Management Training curriculum will act as the primary means for the facilitation of Emergency Management Training in Springfield-Greene County.

  *"The Emergency Management Training (EMT) curriculum delivered by SEMA offers an extensive array of training opportunities for State and local emergency managers, public officials, members of volunteer relief organizations, and professionals in related fields. The EMT program has proven itself to be a comprehensive and effective vehicle to train state and local officials in disaster mitigation, preparedness, response, and recovery." (see **SEMA Emergency Management Training Online Portal**)*

- Training priorities established at the TEPW and included in the TEP will be provided to the SEMA Training Office.
- Any training that cannot be provided locally will be requested through the Springfield-Greene County Office of Emergency Management who will initiate a course request to SEMA for the training.
- SEMA courses offered in this manner are provided at no cost to the attendees. SEMA will pay for lodging and meals for those traveling more than 50 miles (one-way) to the course and staying in a hotel while attending the course.

- SEMA courses may include but are not limited to:

  - FEMA DPS/APDS Courses
  - Hazardous Materials Training
  - NIMS/ICS Training
  - Tactical Operations/Response Training
  - General Emergency Management/EOC Training
  - Local or Regional Offerings of FEMA EMI Courses
  - Locally Requested Offerings from the National Domestic Preparedness Consortium (NDPC)

- Registration for these course offerings will be done through the online SEMA training schedule and course registration system.
- Curriculum, course evaluations, and records of training for State-sponsored course offerings will be kept on file at the SEMA Training Division.

b. **Missouri Emergency Response Commission (MERC) / Local Emergency Planning Committee (LEPC) Sponsored Training**

- The Greene County LEPC through funding from the MERC provides local hazardous materials related training for emergency responders.
- The Greene County LEPC has two primary funding sources for this training:

  - Chemical Emergency Preparedness Fund (CEPF)

    - These funds are available to provide training throughout the year as funds are available.
    - When providing CEPF Funded courses, a Course Registration Form needs to be provided to the MERC Training Coordinator. The MERC will assist in making sure all requirements are met for the course delivery and will also post the course to the SEMA Training Web site for student registration.

c. **Federally Sponsored Training**

- Federally established/sponsored programs may be utilized to meet the identified training needs of personnel or departments in Springfield-Greene County. These programs may include, but are not limited to:

  - The National Domestic Preparedness Consortium (NDPC)
  - The National Fire Academy
  - The Emergency Management Institute
  - Other independent course offerings from the FEMA National Training and Exercise Division (NTED)

- Application and approval for any federally sponsored training will be

handled through the State of Missouri Emergency Management Agency or the Missouri Office of Homeland Security.
- Federally sponsored training may in some instances be delivered locally via a mobile offering or may require the trainee to attend the course outside of the jurisdiction.
- Requests for federally sponsored training will be made through the Springfield-Greene County Office of Emergency Management who will coordinate with the SEMA Training office.
- All federally sponsored training that is brought into Missouri via a mobile offering will be coordinated and approved by SEMA. Registration for these course offerings will be done through the online SEMA training calendar and course registration system.
- SEMA will conduct and maintain course evaluations and records of training for all federal courses conducted locally.

D. Training Records Management

1. **Local Training**

   a. For training conducted entirely at the local level (ICS-300 and ICS-400), Springfield-Greene County will maintain training rosters for only those courses offered.
   b. The following records will be maintained:

      - Names of individuals receiving training
      - Type of training conducted

   c. Training rosters will be kept at the Springfield-Greene County Office of Emergency Management for a period of at least four years.
   d. Records for agency specific training, FEMA independent study training, or training not conducted entirely at the local level will be maintained by each agency or department.
   e. For course instructors, SEMA maintains all names and qualifications.

2. **State/Federal Sponsored Training**

   a. For training sponsored, coordinated, or hosted by the State of Missouri, SEMA will maintain training records for courses offered.
   b. The following records will be maintained:

      - Names of individuals receiving training
      - Type of training conducted
      - Names and qualifications of trainers

   c. Training records will be maintained at the SEMA Training office for a period of 50 years.

d. Records for federal courses taken by local personnel through FEMA are downloaded and reconciled to the SEMA's training database at minimum quarterly. This ensures that all federal courses that personnel from Springfield-Greene County take are maintained in their respective training records at the State level.

e. Springfield-Greene County is not directly responsible for maintaining the training records for state or federally sponsored courses, but may request training records from SEMA as needed or deemed necessary by the Emergency Management Program.

f. Individuals who have taken State or Federally sponsored courses can print a transcript of their training by accessing their account in the SEMA Training portal.

APPENDIX 1

State of Missouri NIMS Compliance Training Guidance

NIMS Training Matrix

All Emergency Responders	First-Line Supervisors	Mid-Level Response Supervisors	Senior-Level Response Managers	Elected/Appointed Officials***	Emergency Operations Center (EOC)/Multi-Agency Coordination System (MACS) Personnel**
IS100 (4 hrs) Introduction to the Incident Command System	IS100 (4 hrs) Introduction to the Incident Command System	IS100 (4 hrs) Introduction to the Incident Command System	IS100 (4 hrs) Introduction to the Incident Command System	IS100 (4 hrs) Introduction to the Incident Command System	IS100 (4 hrs) Introduction to the Incident Command System
IS700 (4 hrs) NIMS, an Introduction	IS700 (4 hrs) NIMS, an Introduction	IS700 (4 hrs) NIMS, an Introduction	IS700 (4 hrs) NIMS, an Introduction	IS700 (4 hrs) NIMS, an Introduction	IS700 (4 hrs) NIMS, an Introduction
	IS200 (12 hrs) ICS for Single Resources and Initial Action Incidents	IS200 (12 hrs) ICS for Single Resources and Initial Action Incidents	IS200 (12 hrs) ICS for Single Resources and Initial Action Incidents	Recommended Core Course: G402 ICS Overview for Executive/Senior Officials (2 hrs)*	IS800 (3 hrs) National Response Framework (NRF), an Introduction
		IS800 (3 hrs) National Response Framework (NRF), an Introduction	IS800 (3 hrs) National Response Framework (NRF), an Introduction	Recommended Additional Course: G191 (8 hrs)*, ICS/EOC Interface	G191(8 hrs)* ICS/EOC Interface
		ICS/G300 (18 hrs)* Intermediate ICS for Expanding Incidents	ICS/G300 (18 hrs)* Intermediate ICS for Expanding Incidents		G775 (16 hrs) EOC Management and Operations
			ICS/G400 (14 hrs)* Advanced ICS, Command and General Staff-Complex Incidents		IS706 (2.5 hrs) NIMS Intrastate Mutual Aid-an Introduction
					IS701 (5 hrs) Multi-Agency Coordination System (MACS) Course

* Available in classroom setting only
** Individuals who will be working in MACS including EOCs should take IS700, IS100, IS800, and other NIMS courses related to emergency management responsibilities.
*** Elected/Appointed officials should as a minimum complete the IS100 and IS700 in order to have the baseline knowledge needed to work within NIMS and ICS.
Revised: October 21, 2016

ANNEX II: TRAINING

For the purpose of the NIMS Training Matrix, the categories of responders are those <u>as assigned during an incident</u>, not that of normal day-to-day assignments.

All Emergency Responders

- Emergency Management Personnel
- Emergency Medical Services Personnel
- Firefighters
- First Responders and Disaster Workers
- Governmental Administrative Personnel
- Hazardous Materials Personnel
- Health Care and Hospital Staff
- Law Enforcement Personnel
- Public Health Personnel
- Public Safety Communications Personnel
- Public Works/Utility Personnel
- Skilled Support Personnel
- Volunteers
- Other emergency management, response, and support personnel

First Line Supervisors

- First Line Supervisors
- Single Resource Leaders
- Field Supervisors
- Other emergency management/response personnel that require a higher level of ICS/NIMS training

Mid-Level Response Supervisors

- Middle Management
- Strike Team Leaders
- Task Force Leaders
- Unit Leaders
- Division/Group Supervisors
- Branch Directors
- Multi-Agency Coordination System/Emergency Operations Center Staff

Senior-Level Response Managers

- Command and General Staff
- Department heads with Multi-Agency Coordination System responsibilities
- Area/Incident/Unified Commanders
- Emergency Managers
- Multi-Agency Coordination System/Emergency Operations Center Managers

Multi-Agency Coordination System (MACS)/Emergency Operations Center (EOC) Personnel

- Personnel working within an EOC or other element of the MACS

For further guidance please refer to the *NIMS Training Program* (September 2011) at: http://www.fema.gov/pdf/emergency/nims/nims_training_program.pdf. The guidance within the *NIMS Training Program* on Federal, State, and local training is not absolute. Incident and/or event complexity determines emergency and incident response personnel responsibilities as well as recommended audience for NIMS curriculum coursework delivery.

ANNEX III: EXERCISES

ANNEX III: EXERCISES

I.   PURPOSE

Exercises assess and validate the speed, effectiveness and efficiency of capabilities, and test the adequacy of policies, plans, procedures, and protocols in a risk-free environment. Aside from actual events, they provide the best means of evaluating target capabilities. This exercise annex provides the foundation for the philosophy and methodology that Springfield-Greene County will utilize in its exercise program.

II.   SITUATION AND ASSUMPTIONS

    A.   Situation

        1.   The Springfield-Greene County Emergency Management Program has a comprehensive exercise program that regularly tests the skills, abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities of the overall Emergency Management Program.

        2.   The Springfield-Greene County Exercise Program is modeled after and adheres to the best practices and principles outlined in the federal Homeland Security Exercise and Evaluation Program (HSEEP).

        3.   Agency specific exercises such as seminars, workshops, and drills occur throughout Springfield and Greene County on a regular basis and are not considered a part of the exercise program.

        4.   Internal and external mandates and requirements (such as exercises required for specific grant funding) may influence some of the exercises being conducted.

        5.   Springfield-Greene County, in a collaborative effort with local, state, regional, and federal partners, has established a Multi-Year Training and Exercise Plan (TEP). This is updated annually.

        6.   Springfield-Greene County will utilize the TEP as a guideline for prioritizing and scheduling exercises.

        7.   Springfield-Greene County utilizes and incorporates HSEEP principles and templates in creating the TEP.

    B.   Assumptions

        1.   Responders will continue to conduct or participate in job or organization specific exercises in accordance with their organization's Standard Operating Procedures (SOP). These exercises will not formally be scheduled through the TEP.

        2.   Assistance in the form of grants, service offerings, and direct assistance for exercises will continue to be available from the Regional, State, and Federal level.

3.   Information received by the needs assessment and exercise/real incident corrective action plans will provide an accurate means of prioritizing the exercises needed to build the local capabilities of Springfield-Greene County.

III.   CONCEPT OF OPERATIONS

A.   General

Under the direction of the appropriate elected officials or their designees, the Office of Emergency Management will coordinate emergency preparedness activities in accordance with the All-Hazards Emergency Operations Plan to assure the inclusion of exercises for all planning, support, and response agencies. Departments, authorities, agencies, and all private response organizations bear the responsibility of ensuring their personnel contribute and participate in the Springfield-Greene County Exercise Planning Program (EPP).

B.   Exercise Needs Assessment

1.   **Training and Exercise Planning Workshop (TEPW)**

a.   Springfield-Greene County will conduct a needs assessment and TEPW annually. FEMA states the following regarding a TEPW:

"The TEPW establishes the strategy and structure for an exercise program. In addition, it sets the foundation for the planning, conduct, and evaluation of individual exercises. The purpose of the TEPW is to use the guidance provided by elected and appointed officials to identify and set exercise program priorities and develop a multi-year schedule of exercise events and supporting training activities to meet those priorities. This process ensures whole community exercise initiatives are coordinated, prevents duplication of effort, promotes the efficient use of resources, avoids overextending key agencies and personnel, and maximizes the efficacy of training and exercise appropriations. TEPWs are held on a periodic basis (e.g., annual or biennial) depending on the needs of the program and any grant or cooperative agreement requirements." (FEMA HSEEP April 2013 p. 2-2)

b.   During the annual TEPW, Springfield-Greene County Office of Emergency Management will collect the necessary data to begin writing a Training and Exercise plan which will be distributed to representatives from partnering agencies.

- Annually, the TEPW will result in an update of the Greene County TEP.
- The TEP outlines the prioritized exercise objectives and   capabilities and establishes the multi-year training and exercise schedule.
- Springfield-Greene County utilizes a building-block approach to exercise scheduling and program management.

c. The needs assessment will address personnel with responsibilities in the Emergency Management Program, including but not limited to:

- Emergency management/emergency response staff
- Emergency Support Function (ESF) agencies
- Key public officials
- State and Federal partner agencies
- Local private and non-governmental agencies that are key stakeholders in the Emergency Management Program

d. Needs assessment will be done at the annual TEPW and exercise needs will be categorized within core capabilities and exercise initiatives will be prioritized and added to the TEP.

e. Springfield-Greene County Office of Emergency Management will compile results from the needs assessment into the TEP along with:

- Current internal and external exercise requirements.
- Deficiencies identified in the corrective action process during exercises and real incidents
- Exercise priorities contained in the State and Federal homeland security strategy and State of Missouri Multi-year Training and Exercise Plan

2. **Internal and External Training Requirements and Mandates**

a. **Federal Requirements**

- HSEEP methodology and tools will be utilized in formal exercise design for Springfield-Greene County. FEMA Homeland Security Exercise and Evaluation Program April 2013 explains the purpose of HSEEP:

  "The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. Exercises are a key component of national preparedness—they provide elected and appointed officials and stakeholders from across the whole community with the opportunity to shape planning, assess and validate capabilities, and address areas for improvement." (FEMA HSEEP April 2013, p. Intro-1)

- Exercises for the jurisdiction will be established and coordinated through the TEPW, utilizing the HSEEP Exercise Cycle.

Exercise Cycle

b. **State Requirements**

- The State of Missouri Emergency Management Agency (SEMA) requires local emergency management programs to conduct exercises as a requirement for receiving Emergency Management Performance Grant (EMPG) funding. The guidelines set forth by SEMA are as follows:

  o Recipients of EMPG funding are required to ensure that all EMPG funded personnel actively participate in three exercises during a twelve month period.
  o The State requires that all EMPG funded personnel must participate in no less than two discussion-based exercises (seminar, workshop, table-top, game) and one operations-based exercise (drill, functional, full-scale) per calendar year. In keeping with maintaining a progressive exercise program, all EMPG funded personnel are required to participate in a full-scale exercise a minimum of once every three years.
  o After Action Reports/Improvement Plans are submitted to SEMA and utilize the AAR formatting template provided by HSEEP.

- The State of Missouri will maintain a database of AARs and corrective actions for all jurisdictions receiving EMPG funding.

C. **Exercise Program Management**

1. **Exercise Focus**

   a. The focus of the Springfield-Greene County Exercise Planning Program (EPP) is to provide a self-sustaining system for regularly testing the skills, abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities of the Emergency Management Program.

b.   The Exercise Planning Program utilizes a capabilities-based approach to exercise program management, foundation, design, development, conduct, evaluation, and improvement planning. Capabilities-based planning is defined by HSEEP as:

*"Planning, under uncertainty, to build capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning is the basis for guidance such as the National Preparedness Goal. (**FEMA HSEEP April 2013, p. Glossary-1)***

c.   Springfield-Greene County will utilize the HSEEP preparedness cycle for exercise program and project management

d.   The exercise program will utilize a range of plausible scenarios based on the hazards identified by Springfield-Greene County (*see **Greene County Multi-Jurisdictional Hazard Mitigation Plan, Introduction: Hazard Analysis, p. 3-1.2***). While the exercise program will be tailored to the jurisdiction's identified hazards, the approach will be capabilities-based as opposed to hazard-based.

e.   The Exercise Planning Program Committee includes several members of the community which:

   i.   Coordinates whole-community, multi-disciplinary exercises to test community emergency operations plans
   ii.   Hosts regular exercise planning meetings with multiple representatives from the Springfield-Greene County community
   iii.   Presents the local annual Training and Exercise Planning Workshop (TEPW) as a community
   iv.   Communicates with the whole community and have working knowledge of exercises to be carried out each year

f.   The Training and Exercise Specialist at the Springfield-Greene County OEM will chair the EPP. Members that are elected to the EPP will serve 2-year terms in positions based on discipline (i.e. hospitals, law enforcement, fire, EMS, etc.).

2.   **Exercise Project Management**

The Springfield-Greene County Emergency Management Program is designed to support capabilities-based planning through a cyclical process of planning, training, exercising, and improvement planning.

a. **Strategy Planning**

- The strategic objectives for the Springfield-Greene County Exercise program are established through a needs assessment prior to the annual Training and Exercise Planning Workshop (TEPW). The Springfield-Greene County Office of Emergency Management will conduct this needs assessment via questionnaire which is distributed to stakeholders representing partnering agencies in accordance with whole community concepts.

  As planning and training increase in complexity, Springfield and Greene County will also increase their capability to perform critical tasks. The greatest benefit can be achieved through a building-block approach that exposes agencies and exercise participants to gradually increasing levels of complexity, as illustrated by the following example:
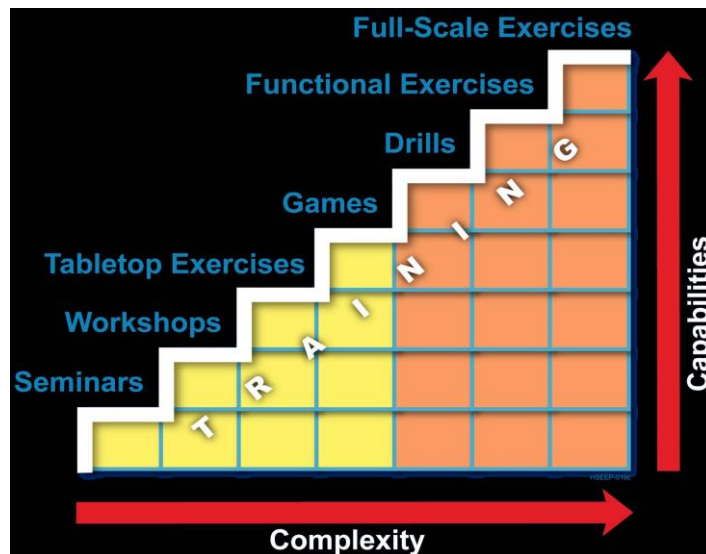
  o   The choice of exercises to be scheduled and implemented will focus on the end result of increasing capabilities and building upon lessons learned from previous exercises.

b. **Exercise Design and Development**

The Springfield-Greene County exercise program will utilize a systematic exercise design process based on HSEEP guidance. This process can test the skills, abilities, and experience of emergency personnel as well as the plans, policies, procedures, equipment, and facilities of the program and may include the following steps:

- Consult Needs Assessment – Exercises will be based upon core capabilities identified in the TEP and THIRA (completed every 3 years). These capabilities reflect needs or shortfalls identified by Springfield-Greene County.
- Define Scope – The Scope for the exercise will be established. The scope will be based on a range of factors including agency participation, available time, financial constraints, and complexity required for achieving the desired outcome.
- Define Purpose – The purpose for the exercise will be established. This purpose should address specific needs or shortfalls in capabilities as identified within the TEP as well as lessons learned from previous exercises or real-world events.

    o Create Objectives – Exercise objectives serve as the cornerstone of exercise design and development and should provide the foundation of the entire exercise. Objectives should be clear, concise, and focused on participant performance. According to **HSEEP: April 2013 p. 3-11**, objectives should be: specific, measurable, achievable, relevant, and time-bound (SMART) to facilitate effective scenario design, exercise conduct, and evaluation.
    o Establish a Narrative or Scenario - The narrative (scenario) is the key element in the exercise that drives the participant actions. It is important for the scenario to facilitate the accomplishment of the design objectives and provide a realistic framework for the players to make decisions.
    o Create Major/Minor Events - Major and minor events will be created in order to drive play and lead the participants to make decisions based on the plans, policies, and procedures that Springfield-Greene County Currently has in place. These events may be integrated into a Master Scenario Events List (MSEL).

D. **Corrective Actions/Improvement Planning**

1. **Exercise Evaluation / Improvement Planning Process**

Although the evaluation phase comes towards the end of the exercise cycle, the process and thinking regarding evaluation are present all the way through.

a. Springfield-Greene County will, when possible, utilize Exercise Evaluation and Improvement Processes outlined by HSEEP which may include the following:

- Plan and Organize the Evaluation - Planning the evaluation is part of the exercise design and objectives development process. The exercise planning team will determine what information needs to be collected, who collects it, and how it will be collected. Additionally, the HSEEP Exercise Evaluation Guide templates will be utilized when possible for evaluators to capture information during exercise observation and data analysis.

- Observe the Exercise and Collect Data – Evaluators assigned to the exercise will collect data, record observations during the exercise, and collect additional data from records and logs, as well as attend the Hot Wash.

- Analyze Data – Evaluators will utilize the data collected to identify discrepancies between what happened and what was supposed to happen and offer recommendations for improvement to address those gaps. This analysis will be based on the plans, policies, and procedures that are currently in place for the agencies and capabilities being exercised.

- Develop the Draft After-Action Report (AAR) – The AAR is a record of what happened during the exercise or real-world event. It is used to implement changes and improve jurisdictional capabilities. The AAR provides feedback to participating jurisdictions on their performance during an exercise. It should summarize lessons learned, discuss what happened, analyze the performance of activities, and recommend improvements based on that analysis. The Springfield-Greene County Office of Emergency Management template will be utilized when possible or feasible in order to facilitate a standardized format throughout the Emergency Management Program.

- Conduct After-Action Meeting – The After-Action Meeting provides the exercise agencies with an opportunity to comment on the draft AAR and develop a draft Improvement Plan (IP) to address any areas for corrective actions identified.

- Identify Corrective Actions – Corrective actions will be established to address deficiencies revealed during the exercise or real-world event. These corrective actions will be used to revise relevant plans, policies, and procedures or add necessary resources for the Emergency Management Program.

- Finalize AAR/IP – The IP will be finalized and included as a part of the finalized AAR. This AAR/IP will be disseminated within the Emergency Management Program to key stakeholders, participating agencies, and selected partners. Delivery of the AAR/IP may be physically printed or delivered digitally at the discretion of the Exercise Director or primary organization having responsibility of the exercise.

- Track Implementation – The AAR/IP will designate a responsible organization, agency, or position that is assigned specific responsibility for identified corrective actions. After the AAR/IP is finalized, this designated individual will have responsibility for reporting the status of corrective actions.

  o Exercises established at the annual TEPW and listed in the TEP will utilize the Improvement Plan in the AAR/IPs to track the corrective actions of exercises and real-world events. The Springfield-Greene County Office of Emergency Management has been assigned specific responsibility for this process.

  o These corrective actions will be used to revise relevant plans and identify and procure, if possible, additional resources needed.

- Real-world events that result disaster declarations, instigate at minimum EOC level 2 activations, span multiple operational periods, or are of a complex nature will utilize this evaluation process and result in an after-action report in conjunction with corrective actions that will be used to revise relevant plans, policies, and procedures.

- Formal evaluation/corrective action procedures may not be utilized for exercises that are of a limited scope or complexity as well as some discussion based exercises. The determination of whether an exercise meets these criteria will be at the discretion of the Exercise Planning Team and the agency with primary responsibility for the exercise being conducted.

2. **Self-Sustaining Exercise Program**

It is the goal of the Springfield-Greene County Emergency Management Program to build and maintain a self-sustaining exercise program.

a. The Springfield-Greene County Exercise Planning Program (EPP) will be cyclic in nature and be built upon exercise projects that continually refine and revise the plans, policies, and procedures employed by the jurisdiction.
b. Exercises will offer a variety of complexities to ensure that corrective actions and revisions have increased the overall capabilities of the jurisdiction.

ANNEX IV: PUBLIC EDUCATION

ANNEX IV: PUBLIC EDUCATION

I. PURPOSE

The education of the public concerning local hazards and preparedness options must be a priority to build a disaster-resilient community. When citizens are given the ability to prepare themselves for disaster, the demand for assistance placed on public safety agencies following an incident will, ideally, be reduced. This public education annex lays out the foundation for the Springfield-Greene County Office of Emergency Management's approach to preparedness through public education.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Springfield-Greene County Office of Emergency Management (OEM) has created and maintains a robust website that includes preparedness information for a variety of hazards. This online presence serves as a vital resource to citizens.

2. Greene County has a group of trained citizen volunteers in place via its Community Emergency Response Team (CERT) program. This team has been providing preparedness education and training to the public since 2003 and utilizes an all-hazards approach to enhance disaster resiliency within the community.

3. The OEM has established the HometownREADY initiative as a way to combine disaster preparedness training with a focus on community engagement. This initiative encompasses three core programs that together promote the vision of the office – to become the most disaster resilient community in America. The programs include CERT, business resilience and community engagement, focused on outreach to faith, school and non-governmental organization-based platforms.

4. In addition to providing hands-on training opportunities, the OEM facilitates public presentations focusing on disaster preparedness and the office's role in disaster response. These presentations heavily emphasize the importance of disaster preparedness by the public and provide numerous avenues for those in attendance to find more related information and/or training.

5.   OEM has successfully utilized the media, primary through press releases and interviews, to provide consistent reminders of disaster preparedness steps to initiate and/or maintain.

6.   OEM has a robust and active social media presence for informational and educational purposes via multiple channels, including Facebook, Twitter, Instagram, a dedicated YouTube channel and a Pinterest page that serves as a posting board for disaster and safety related topics.

B.   Assumptions

1.   The public will use skills and information learned through training, presentations, traditional and/or social media to establish and enhance preparedness efforts.

2.   Preparedness measures taken by the public will be implemented correctly and be effective in mitigating hazards on both an individual and community level.

3.   An informed public will recognize that preparedness is an ongoing process, not a one-time task that can be completed and summarily forgotten.

4.   Social media has become an important and critical tool in providing the public with fast and efficient disaster related facts as well as being a credible place for education and information dissemination. In addition, the ability to engage in a two-way dialogue with citizens is an integral component to the enhancement of public education and preparedness initiatives of the office.

III.   CONCEPT OF OPERATIONS

A.   General

The Office of Emergency Management will coordinate public education activities in accordance with the hazards identified in the All-Hazards Emergency Operations Plan to ensure that preparedness steps taken by the public will be in support of that plan. Responsibility for making such disaster preparedness training and education opportunities available to the public is borne by the appropriate staff of the Office of Emergency Management and coordinated by the Public Information Officer as well as the Deputy Director and Training and Exercise Coordinator (for CERT related activities).

B. **Public Education Needs Assessment**

1. **Training Programs Assessments**

   a. Quarterly meetings will be held with CERT members to help determine areas of current and future public education needs.
   b. The HometownREADY initiative will be reviewed and updated on a continual basis to better serve the needs of its programs.

2. **Public Assessments**

   Assessment of preparedness content for public presentations and media releases will be guided by:

   a. Actual local and non-local events
   b. Seasonal patterns of disasters
   c. Response to public surveys conducted as funding allows, and
   d. Specific requests asked of OEM staff.

C. **Public Education Program Management**

1. **Public Education Focus**

   a. The primary focus of the public education program is to provide the people of Springfield-Greene County with information they can use to effectively prepare themselves and their domiciles for disaster.
   b. The public education program, under the CERT program, may also be utilized to identify qualified volunteers in Springfield-Greene County to be called upon as assets during pre-planned events or disaster situations.

2. **Public Education Strategy Planning**

   The Springfield-Greene County Emergency Management Public Education Program is designed to provide accurate and timely information to the public concerning threats to life, safety, property and the environment.

   a. Curriculum

      - The curriculum behind the Springfield-Greene County Emergency Management Public Education Program is devised through examination of historic data and collaboration between local emergency management officials and members of the community to determine hazards pertinent to the community.
      - The Office of Emergency Management coordinates with local partner agencies to share disaster preparedness and severe weather related information via pamphlets, brochures and other educational print and electronic items created by the respective agencies as appropriate for the

audience and target message. Examples include information generated by the Red Cross, United Way, Missouri Department of Health and Senior Services and FEMA.

- Basic training received through the Greene County CERT program is defined by the training program outlined by FEMA for the national CERT program. Additional topics may be covered by Greene County trainers, but no topics included by FEMA are removed.

- OEM's social media channels will provide a venue through which to share educational and informational material with the general public, and as an added tool in the efforts of public education, will provide a venue through which to receive two-way communication with citizens and address their educational material questions and requests.

b. Education Campaigns

- Severe Weather Awareness Campaigns: Recognizing that weather conditions in Southwest Missouri are diverse, the OEM must take action to generate public awareness of the hazards associated with each season's weather patterns. Each year, OEM participates in a weeklong Severe Weather Awareness Week, initiated by the National Weather Service, which provides educational resources and preparedness messaging related to the various types of severe weather that impacts the Ozarks. In addition, OEM takes the opportunity to highlight on a seasonal basis disaster preparedness and severe weather awareness items relevant to that season.

  Weather hazards typically addressed are as follows:

  o January/February: Winter Weather, Extreme Cold
  o March/April/May: Severe Thunderstorms, Tornadoes, Flooding
  o June/July/August: Lightning, Flooding, Extreme Heat and Pet Preparedness
  o September/October: General Disaster Preparedness/Fire Weather
  o November/December: Winter Weather/Snowstorms

- National Preparedness Month: The OEM supports preparedness education during the month of September, recognized as National Preparedness Month. Initiatives include press releases, social media campaign, public presentations and participation in coordinated community events.

- Public Presentations: The OEM strives to fulfill all public presentation requests related to disaster preparedness, severe weather awareness and the four phases of emergency management. Presentations will be tailored specifically for the needs of the requesting agency by the presenter. OEM will also participate in community events such as the annual Severe Weather Expo facilitated by the National Weather Service, Springfield, MO as well as the annual Safe and Sound Expo hosted by media partner KY3 News.

- The Office of Emergency Management will partner with local agencies as requested to coordinate disaster preparedness and safety messaging to the community. Examples include the Red Cross Pillowcase Project, Springfield Public School's Red Cross Preparedness Backpack and Personal Kit Initiative and Springfield-Greene County Health Department's Child Safe Facility Program.

D. **Corrective Actions/Improvement Planning**

1. **Public Education Quality Evaluation**

   a. Quarterly meetings are held between CERT members and the Greene County OEM to ensure that local volunteer training and education needs are being met.
   b. HometownREADY program coordinators work to establish disaster preparedness training that is customized to the requesting agency or organization.
   c. As funding allows, the OEM will conduct public surveys to evaluate the level of citizen preparedness in Springfield-Greene County. Past efforts have been collaborated among the Greene County Community Organizations Active in Disasters (COAD), Local Emergency Planning Committee (LEPC), and the OEM.
   d. As appropriate, the OEM will follow up with local requestors for community oriented presentations and trainings for an evaluation of the material presented and make corrective adjustments as necessary.
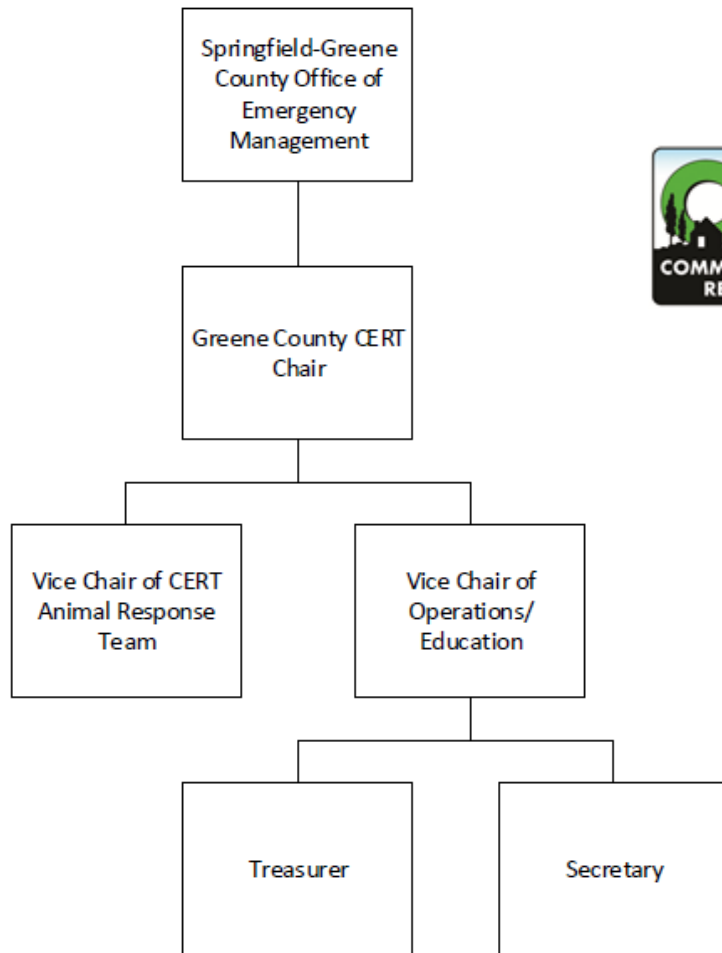
APPENDIX 1

HometownREADY Organization Chart
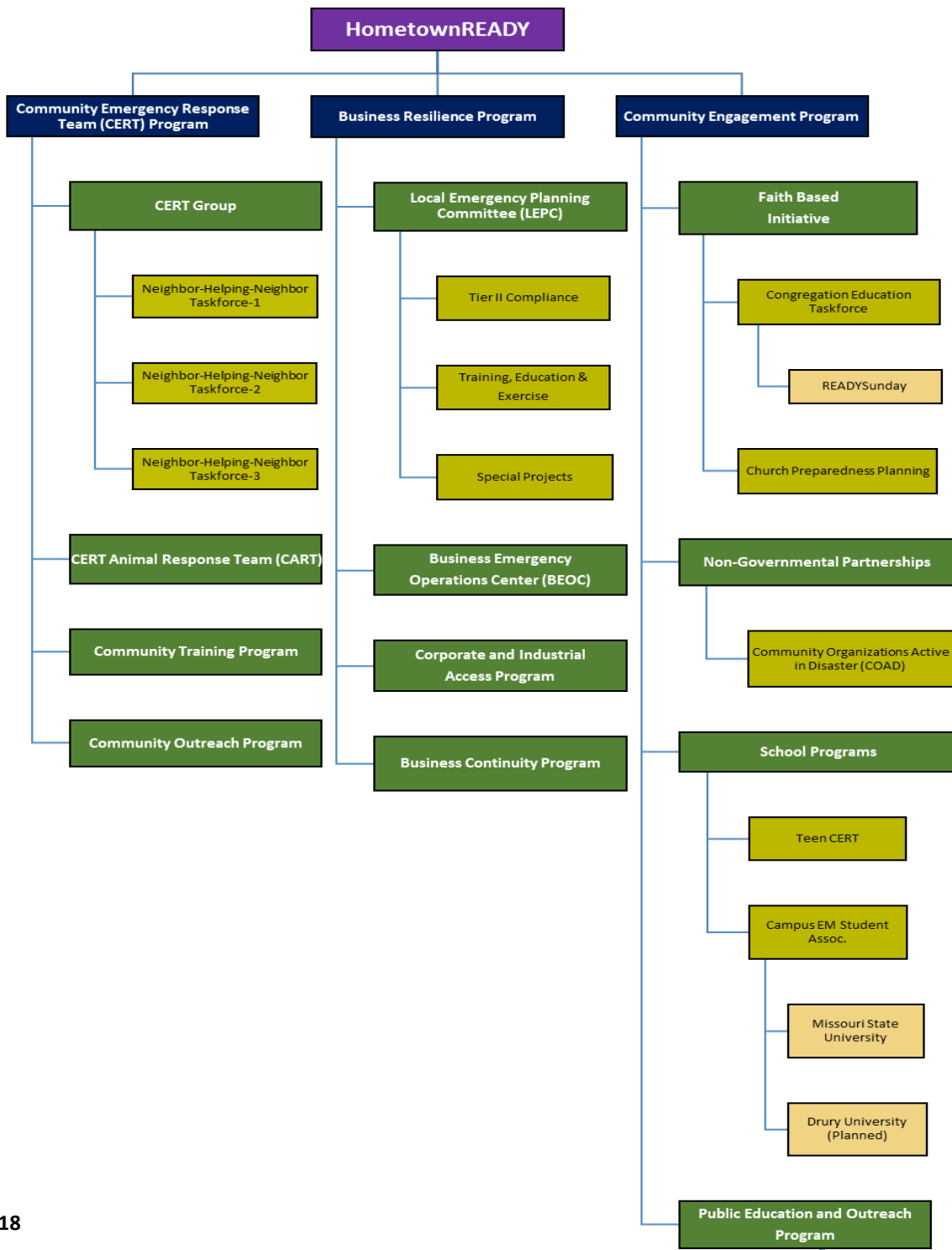
APPENDIX II

CERT Organization Chart

GREENE COUNTY

COUNTY

Multi-Year Training & Exercise Plan (MYTEP)

2019-2021

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CONTENTS

EXECUTIVE SUMMARY

Overview

The Springfield-Greene County Office of Emergency Management hosted the annual Greene County Training and Exercise Planning Workshop (TEPW) on June 19, 2018, in the Training Room of the Springfield-Greene County Public Safety Center. The intent of the TEPW is to collectively review current strategies and grant deliverables, develop a plan to increase preparedness through training and exercises, and to synchronize and coordinate training and exercise scheduling to prevent duplication of effort. To accomplish this, the workshop uses guidance provided by community agencies to identify and set exercise program priorities, and to develop a multi-year schedule of exercise events and supporting training activities to meet those priorities. The priorities identified at the workshop inform the Multi-Year Training and Exercise Plan (MYTEP).

This process requires participants to be familiar with the National Preparedness Goal and National Preparedness System; have a working knowledge of the Homeland Security Exercise and Evaluation Program (HSEEP); have access to organizational plans, policies, procedures, and other relevant documents such as After-Action reports; and, have the authority to establish or revise organizational priorities. Support for the Greene County TEPW was provided by 15 participants in attendance, representing Springfield-Greene County OEM, City of Springfield Public Works, City of Ash Grove, City of Willard, City of Strafford, Fair Grove Fire Protection District, Cox Health, Ozarks Technical College, and Catholic Charities of Southern Missouri.

The workshop was conducted by Lisa Davis, Training and Exercise Officer with Springfield-Greene County Office of Emergency Management. It began with an overview of the whole-community Greene County Exercise Program and the purpose of the workshop, explaining the role of the TEPW in creating the MYTEP. An overview of the HSEEP methodology and a Capabilities-Based Planning approach was also presented, emphasizing the recommended progressive approach to exercises. The event concluded with Workshop Activities designed to identify priority Core Capabilities, exercises, and trainings. Factors for consideration such as threats and hazards, areas for improvement, external sources and requirements, and accreditation standards or regulations were identified and linked to priority Core Capabilities. Subsequently, potential exercises and trainings were identified and a multi-year schedule was discussed.

The major hazards of concern identified at the workshop include: Cyber Security, Flooding, and Hazardous Materials. The priority Core Capabilities identified include: Planning; Operational Coordination; Cyber Security; and Public Health, Healthcare, and Emergency Medical Services. A list of requested training courses to support the exercise program priorities were submitted at the Region D TEPW to be submitted to the state. The products of the TEPW are contained in Appendixes A, B, and C. The TEPW Agenda is included in Appendix D. A complete list of participants is included in Appendix E.

This MYTEP covers a three-year period from 2019 through 2021. This county-wide plan is administered by the Springfield-Greene County Office of Emergency Management. The training and exercise goals outlined in this document may be refined as circumstances deem necessary.

Accomplishments

The following items are the significant accomplishments of the TEPW:

- Selected the following core capabilities as the priorities for 2019:

  - Planning
  - Operational Coordination
  - Cyber Security
  - Public Health, Healthcare, and Emergency Medical Services

- Developed the Greene County MYTEP for 2019-2021, incorporating training and exercise calendars for the inclusive years.

- The TEPW process positions Greene County to collectively benefit from whole-community participation as well as more efficiently and effectively developed exercises and training.

POINTS OF CONTACT (POCS)

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PURPOSE

The purpose of this Multi-Year Training and Exercise Plan (MYTEP) is to document the overall Greene County training and exercise program priorities for the years 2019 through 2021. It is a living document updated and refined annually. These priorities are linked to corresponding core capabilities, which were chosen according to strategic guidance, threat assessments, corrective actions from previous exercises, and other factors. This MYTEP identifies the training and exercises that will help Greene County build and sustain the core capabilities needed to address its training and exercise program priorities.

The goal of the MYTEP is to lay 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 county agencies 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, agencies can address known shortfalls prior to exercising capabilities.

Included in this MYTEP is a training and exercise schedule, which provides a graphic illustration of the proposed activities scheduled for the years 2019-2021.

PROGRAM PRIORITIES

In the development of the Greene County exercise program priorities, factors for consideration such as threats and hazards, areas for improvement, external sources and requirements, and accreditation standards or regulations were utilized to identify priority Core Capabilities. National and organizational threats and hazards were examined using Threat and Hazard Identification and Risk Assessment (THIRA) and local risk assessments through the hazard vulnerability analysis contained in the 2015 Greene County Mitigation Plan. Organizational strengths, exercise and real-world event corrective actions, and areas for improvement were considered, as well as external sources and requirements such as industry reports, state or national preparedness reports and homeland security strategies and policies. Accreditation standards, grant or funding-specific requirements, Occupational Safety and Health Administration (OSHA) regulations, and legislative requirements were given consideration as well. The four identified 2019 Core Capability priorities are listed below. Matching of the Core Capability priorities with supporting exercises and training are shown in Appendix A and Appendix B.

1. Planning

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

Mission Areas:

- Prevention
- Protection
- Mitigation
- Response
- Recovery

Rationale:

- CMS Regulations
- Active Shooter Hazard

Supporting Training Courses:

- AWR308 Natural Disaster Awareness for Caregiver of Senior Citizens: Building Senior Resilience
- AWR310 Natural Disaster Awareness for Community Leaders
- L363 Multi-Hazard Planning for Higher Education
- MGT405 Mobilizing Faith-Based Community Organizations in Preparing for Disaster
- PER334 Search & Rescue in Community Disasters

2. Operational Coordination

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

Mission Areas:

- Prevention
- Protection
- Mitigation
- Response
- Recovery

Rationale:

- Active Shooter Hazard
- Hazardous Materials Hazard
- Need identified for more ICS training

Supporting Training Courses:

- AWR232 Mass Fatalities Planning & Response for Rural Communities
- AWR342 Maturing Public Private Partnerships
- G290 Basic Public Information Officer
- G300 ICS 300
- G358 Evacuation & Re-entry Planning
- G400 ICS 400
- G402 ICS for Executives & Senior Officials
- G449/L449 ICS Train-the-Trainer
- G775 EOC Management & Operations
- L146 HSEEP
- MGT340 Crisis Leadership & Decision Making for Elected Officials
- MGT346 EOC Emergency Operations & Planning for All-Hazards Events
- MGT404 Sports & Special Events Incident Management
- PER326 Surface Transportation Emergency Preparedness & Security for Freight by Rail or Highway
- PER330 Surface Transportation Emergency Preparedness & Security for Mass Transit & Passenger Rail
- PER331 Surface Transportation Emergency Preparedness & Security for Senior Officials or Administrators

3. Cyber Security

Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

Mission Areas:

- Protection

Rationale:

- Identified vulnerability through past cyber attack

Supporting Training Courses:

- MGT384 The EOC's Role in Community Cyber Security
- MGT385 Community Cyber Security Exercise Planning
- MGT452 Physical & Cybersecurity for Critical Infrastructure

4. Public Health, Healthcare, and Emergency Medical Services

Provide life-saving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support and products to all affected populations.

Mission Areas:

- Response

Rationale:

- Identified vulnerability

Supporting Training Courses:

- MGT439 Pediatric Disaster Response and Emergency Preparedness

Methodology and Tracking

The requested training courses were selected to support exercises planned to strengthen identified Core Capability priorities for Greene County. An After-Action Report (AAR) and Improvement Plan (IP) will be created for each exercise conducted to identify strengths, areas for improvement, any necessary corrective actions, and a plan to make those improvements. These documents, along with the Corrective Actions Plan (CAP) Sheet which provides a continuous summary of all necessary corrective actions, will assist in tracking progression and improvement.

APPENDIX A: CORE CAPABILITY CROSSWALK

Table A-1 below, crosswalks Greene County exercises with identified core capability priorities for 2019.

Table A-1: Greene County Core Capability and Exercise Crosswalk

Exercise	Quarter/Year	Responsible Agency	Planning	Operational Coordination	Cyber Security	Public Health, Healthcare, and EMS
Airport FSE	2nd Quarter 2021	Springfield-Branson National Airport	X	X		X
EOC FSE	4th Quarter Every 3 Years 2019	GCOEM	X	X	X	X
EOC TTX	1st Quarter 2019	GCOEM	X	X	X	X
Great Shakeout Drill	4th Quarter Every Year	FEMA		X		
Mercy/Cox Hospitals FSE	3rd Quarter Every 3 Years 2020	Mercy/Cox Hospitals	X	X		X
MODOT FSE	4th Quarter Every Year	MODOT	X	X		
PAM TTX	1st Quarter Every Year	MERC	X	X		
Statewide Tornado Drill	1st Quarter Every Year	National Weather Service		X		
TEPW-County	2rd Quarter Every Year	GCOEM	X	X	X	X
TEPW-Regional	2nd Quarter Every Year	SEMA	X	X		

APPENDIX B: TRAINING AND EXERCISE CALENDARS

Trainings, exercises, dates, and participation are subject to change based on the needs and availability of Springfield-Greene County Office of Emergency Management and partner resources and personnel.

Table B-1: Greene County Annual Training Calendar

2019									
Month	ICS 300	ICS 400	WebEOC	Healthcare Preparedness Seminar	Tactical Storm Spotter	Basic Storm Spotter	Squall Line Tornadoes	Flash Flooding	Incident/Fire Weather
Jan					X				
Feb				X		X			
Mar			X						
Apr	X						X		
May		X							
Jun									
Jul								X	
Aug	X								
Sep		X	X						
Oct									X
Nov									
Dec									

Table B-2: Training Descriptions

Training	Description
ICS 300	Intermediate Incident Command System Training for ICS Supervisors and EOC Staff. This is a 2.5 day class. Pre-requisites include FEMA IS-100, 200, 700 & 800. Please contact WUSM Emergency Management for pre-approval before registering for this course.
ICS 400	This course provides training and resources for personnel who require advanced application of ICS. This course expands upon information covered in ICS 100 through ICS 300, which are prerequisites for this course.
Healthcare Preparedness Seminar	This seminar will focus on disaster preparedness for healthcare providers such as hospice and home health.
Tactical Storm Spotter	This seminar is intended for groups with dedicated two-way communication such as EM, Fire, Police, Dispatch, and Amateur Radio. As in the basic spotter training, this course will discuss types of severe storms, their appearance on radar, associated cloud features, and related hazards. The course will also address tactics to effectively deploy spotters and keep them safe when spotting, and how to efficiently communicate critical spotter information to the National Weather Service. Suggested prerequisite: Basic Storm Spotter.
Basic Storm Spotter	The goal of this seminar is to provide baseline training for all spotters, covering the procedures for spotting (including communication and spotter report criteria) and safety considerations for all hazards.
Squall Line Tornadoes	This course is intended for Media, EM, Fire, Police, Dispatch, Amateur Radio, and Parks. It focuses on radar features associated with squall line hazards including tornadoes, damaging straight-line winds, and flash flooding as well as NWS warning strategies for squall lines and storm spotting.
Flash Flooding	This course is intended for Media, EM, Flood Plain Managers, Fire, Police, Dispatch, Parks, and DOT. It discusses flash flooding in the Ozarks, small basin and urban flash flooding, and flash flood hot spots.
Incident/Fire Weather	This course is intended for Rural Fire, Dispatchers, and EM. It focuses on the wildland fire environment, weather's influence on grassland and forest fuels, Red Flag Warnings, and forecasts for public venue events and HAZMAT incidents.
WebEOC	This web-based information management system that provides a single access point for the collection and dissemination of emergency or event-related information. This training is intended for emergency response partners.

Table B-3: Greene County Multi-Year Training and Exercise Calendar

	Seminars	Workshops	Tabletops	Drills	Functional	Full-Scale
2019-2021						
Quarter	Level of Complexity					
2019 (Year One)						
1st	-Basic Spotter -Tactical Spotter -WebEOC		-EOC TTX	-Statewide Tornado Drill		
2nd	-Healthcare Seminar -Squall Line Tornadoes	-County TEPW -Regional TEPW				
3rd	-Flash Flooding -WebEOC					
4th	-Incident/Fire Weather			-Great Shakeout Drill		-EOC FSE -MODOT FSE
2020 (Year Two)						
1st	-Basic Spotter -Tactical Spotter -WebEOC		-EOC TTX	-Statewide Tornado Drill		
2nd	-Healthcare Seminar -Squall Line Tornadoes	-County TEPW -Regional TEPW				
3rd	-Flash Flooding -WebEOC					-Mercy/Cox Hospitals FSE
4th	-Incident/Fire Weather			-Great Shakeout Drill		-MODOT FSE
2021 (Year Three)						
1st	-Basic Spotter -Tactical Spotter -WebEOC		-EOC TTX	-Statewide Tornado Drill		
2nd	-Healthcare Seminar -Squall Line Tornadoes	-County TEPW -Regional TEPW				-Airport FSE
3rd	-Flash Flooding -WebEOC					
4th	-Incident/Fire Weather			-Great Shakeout Drill		-MODOT FSE

APPENDIX C: REQUESTED COURSES

Capability	Course
Cyber Security	MGT384 The EOC's Role in Community Cyber Security
Cyber Security	MGT385 Community Cyber Security Exercise Planning
Cyber Security	MGT452 Physical & Cybersecurity for Critical Infrastructure
Operational Coordination	AWR232 Mass Fatalities Planning & Response for Rural Communities
Operational Coordination	AWR342 Maturing Public Private Partnerships
Operational Coordination	G290 Basic Public Information Officer
Operational Coordination	G300 ICS 300
Operational Coordination	G358 Evacuation & Re-entry Planning
Operational Coordination	G400 ICS 400
Operational Coordination	G402 ICS for Executives & Senior Officials
Operational Coordination	G449/L449 ICS Train-the-Trainer
Operational Coordination	G775 EOC Management & Operations
Operational Coordination	L146 HSEEP
Operational Coordination	MGT340 Crisis Leadership & Decision Making for Elected Officials
Operational Coordination	MGT346 EOC Emergency Operations & Planning for All-Hazards Events
Operational Coordination	MGT404 Sports & Special Events Incident Management
Operational Coordination	PER326 Surface Transportation Emergency Preparedness & Security for Freight by Rail or Highway
Operational Coordination	PER330 Surface Transportation Emergency Preparedness & Security for Mass Transit & Passenger Rail
Operational Coordination	PER331 Surface Transportation Emergency Preparedness & Security for Senior Officials or Administrators
Planning	AWR308 Natural Disaster Awareness for Caregiver of Senior Citizens: Building Senior Resilience
Planning	AWR310 Natural Disaster Awareness for Community Leaders
Planning	L363 Multi-Hazard Planning for Higher Education
Planning	MGT405 Mobilizing Faith-Based Community Organizations in Preparing for Disaster
Planning	PER334 Search & Rescue in Community Disasters
Public Health, Healthcare & EMS	MGT439 Pediatric Disaster Response and Emergency Preparedness

APPENDIX D: AGENDA

**Springfield-Greene County
Training & Exercise Planning Workshop
June 19, 2018**

AGENDA

➢ Greene County Exercise Program

➢ TEPW Purpose

➢ Capabilities-Based Planning Overview

➢ HSEEP Overview

➢ Workshop Activities

➢ Closing Remarks

APPENDIX E: EMPG EXERCISE REQUIREMENTS

TRAINING BULLETIN

1/23/2018

EMPG FUNDED PERSONNEL

The State requires that all EMPG-funded personnel must actively participate in three (3) exercises per calendar year, to include the following:

☐ Two (2) discussion-based exercises.

- Seminar
- Workshop
- Tabletop
- Game

☐ One (1) operations-based exercise.

- Drill
- Functional
- Full-Scale

☐ A full-scale exercise once every (3) years at a minimum.

When participating in an exercise, be sure to obtain Point of Contact information and a copy of the Sign-In Sheet (must include signatures) and turn them in to the OEM Training & Exercises Officer.

EMPG
Emergency Management
Performance Grant

APPENDIX F: LEPC EXERCISE REQUIREMENTS

Missouri Emergency Response Commission

LEPC Exercises

Exercises must involve hazmat response to be considered an LEPC exercise

Exercises must test the plan (or component of the plan) for the county; or region if the hazmat plan is regionally based

Exercises should be progressive by year

- Year 1 - Seminar or Workshop (ex: Hazmat Plan points of contact validation, how to handle a facility chemical inventory or response plan request)
- Year 2 - Tabletop Exercise (TTX)
- Years 3 & 4 - Functional Exercise (tests a specific different area of the plan each year)
- Year 5 - Full Scale Exercise

Minimum requirements for TTX or full scale exercise

- Notification & Warning
- Communications
- Coordination and control
- Public safety (evacuation/shelter in-place)
- Resource management

Sample objectives

- Examine key response challenges associated with a hazardous Chemical release/spill
- Become familiar with resources and agencies that would respond to a hazmat incident
- Identify gaps and shortfalls in current hazmat plans, policies and procedures
- Identify and share best practices and lessons learned
- Develop innovative and practical applications
- Improve understanding of complexities and enhance local response effectiveness

PAM Exercises may be used to satisfy LEPC requirements if it tests the county (or region) plan

Information to provide to MERC

- Exercise objectives
- Signed attendance roster
- After actions report / Improvement plan

Sample TTXs are available by contacting the MERC

1/26/2018

APPENDIX G: PARTICIPANT SIGN-IN SHEET

Springfield-Greene County Office of Emergency Management
911-Emergency Communications Center

Room: TRAINING ROOM	Date: 6/19/2018	CODE: Student 1st Floor
Event Name: TEPW	Operational Period: 4	Op Time: 9am

#	Print Name	Badge #	Agency	Phone	Signature	Time In	Time Out
1	John Elam	44	CoxHealth	417-880-0979		8:20	10:50
2	Jacob Marler	45	Ash Grove	417-693-0811		8:50	1100
3	Kirk Juvenes	46	SGF Public Works	417 864-1938		8:55	10:43
4	Jon Rowe	47	Willard	417-742-5303		9:00	1045
5	JD London	48	OTC	417-447-6988		0900	1100
6	Jason Henery	49	CoxHealth	827-9631		0904	
7	Erich Hissim	50	FGFPD	417 619-0900		0908	1042
8	Spence Bodenhamer	51	STILAFFOry	417-736-2154		0910	1045
9	Brenda Tunes	52	CCSomo	417-848-1438		0926	10:42
10	WESLEY MANN	—	OEM	417-869-6040			
11	Brandon Surgnier	—	OEM	417-829-0555			
12	Tyrel Floyd	—	OEM	869-6040		0900	11:00
13	Lindsey Merrill	—	OEM				
14	Sam Foster	—	OEM				
15	Leo Davis	—	OEM				

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