

November 2016



Fort Bend County

Multiyear Training and Exercise Plan 2017-2019

Fort Bend County Multiyear Training and Exercise Plan

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PURPOSE

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

Included in the Fort Bend County MTEP is the training and exercise schedule, which provides a tentative schedule of the proposed exercise and training activities for the years 2017–2019. It is representative of the natural progression of training and exercises that should take place in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) progressive approach.

A Training and Exercise Plan Workshop was held on October 19, 2016, hosted by the Fort Bend County Office of Emergency Management, to review and update County’s Multi-Year Training and Exercise Plan. This plan is reviewed and updated annually.

Top Threats

As part of the 2016 annual review of the Multiyear Training and Exercise Plan for 2017-2019, the Multiyear Training and Exercise Planning Group reviewed the hazards listed in the plan and the Fort Bend County Hazard Mitigation Plan to help determine the threats that Fort Bend County faces and answer the question, “How prepared do we need to be?” The hazards listed in the Fort Bend Hazard Mitigation Plan include the following:

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

The Multiyear Training and Exercise Planning Group added the following hazards to the list (in no particular order):

- Public Health Emergencies
 - High Consequence Infectious Diseases
 - Contaminated Water Supply
 - Bioterrorism
- Civil Disturbance/Unrest
- Cyber threats
- Hazardous materials incidents
- Large special events
 - 2017 Super Bowl
 - Fort Bend County Fair/Parade
 - Holiday events
 - New Year's Eve celebrations
 - Fourth of July events
 - Large concert venues events
 - Festival Site (Sugar Land)
 - Smart Financial Center (Sugar Land)
 - Stafford Centre (Stafford)
- Pipeline incidents
- Power Outages
- Terrorism
 - Active shooter
 - Improvised Explosive Devices (IEDs)
- Train derailment

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

PROGRAM PRIORITIES

The Fort Bend County Multiyear Training and Exercise Planning Group focused on the top priority core capabilities that need to be in place to meet the county's top threats. The Multiyear Training and Exercise Planning Group completed the following assessment process to determine those program priorities:

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

In determining the priority core capabilities for the county, the Multiyear Training and Exercise Planning Group reviewed the priority core capabilities for their individual organizations, then identified the core capabilities that should be priorities for Fort Bend County. Core capabilities were identified in accordance with the National Preparedness Goal. The National Preparedness Goal identifies 32 core capabilities that are essential for the nation to “prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.” The core capabilities are organized by the mission areas of prevention, protection, mitigation, response, and recovery. The core capabilities chart in Appendix B shows each of the core capabilities and the mission areas they fall under. The Multiyear Training and Exercise Planning Group identified the following top priority core capabilities for Fort Bend County:

- Operational Coordination
- Operational Communications
- Public Information and Warning
- Public Health, Healthcare, and Emergency Medical Services*
- Situational Assessment

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

The following is a further description of those priority core capabilities, including a brief description of the importance of that capability to Fort Bend County and its jurisdictions, an outline of improvement ideas relative to that capability and any associated priority capabilities,

and ideas for cycles of specific planning, training, and exercise activities that would strengthen this capability for Fort Bend County.

Fort Bend County Health and Human Services (FBC HHS) maintains its own MTEP. For additional information relating to Fort Bend County Public Health program priorities, please reference Appendix A - FBC HHS MTEP.

*Public Health uses the Public Health Preparedness Capabilities. These 15 capabilities can be consolidated under the Public Health and Medical Services core capability; however Public Health typically utilizes the Public Health Preparedness Capabilities during their trainings and exercises. Appendix C lists out the 15 Public Health Preparedness Capabilities.

Core Capability: Operational Coordination

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

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

- Prevention
- Protection
- Mitigation
- Response
- Recovery

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

- City of Sugar Land Active Shooter Full-Scale Exercise (FSE), conducted October 2014
- FBC HHS Community Assessment for Public Health Emergency Response (CASPER) FSE, conducted April 2015
- FBC HHS Point of Dispensing (POD) Setup FSE, conducted October 2014
- FBC HHS CASPER FSE, conducted May 2014
- FBC HHS Virtual Tabletop Exercise (VTTX) – BIO Hazmat, conducted August 2013
- FBC HHS POD Setup FSE, conducted May 2012
- FBC HHS Site Call Down Drill, conducted March 2012
- Fort Bend County Office of Emergency Management (FBC OEM) Highly Infectious Disease TTX, conducted February 2016
- FBC OEM VTTX – Flooding, conducted March 2016
- FBC OEM April 2016 Floods (aka “Tax Day Floods” - Real-World Incident), April 2016
- FBC OEM May-June 2016 River Flooding (Real-World Incident), May-June 2016

- FBC OEM Mobile, Voice, Data Redundancy (MVDR) [Trailer] Connectivity Drill, conducted February 2015
- FBC OEM Levee Improvement District TTX, conducted March 2015
- FBC OEM May-June 2015 Severe Weather / Flash Flooding / River Flooding (Real-World Incident), May-June 2015
- FBC OEM Recovery VTTX, conducted October 2015
- FBC OEM/City of Sugar Land Active Shooter FSE, conducted November 2015
- FBC OEM Kitty Hollow Dam Tabletop Exercise, conducted December 2015
- FBC OEM 2015 WebEOC Redundancy Drill, conducted December 2015
- FBC OEM 2014 WebEOC Redundancy Drill, conducted August 2014
- FBC OEM Municipal Utility District (MUD) Tabletop (TTX) Exercise, conducted March 2014
- FBC OEM No-Notice Functional Exercise (FE), conducted June 2013
- FBC OEM Levee Workshop, conducted February 2013
- Memorial Hermann Hospital Hurricane Exercise, conducted December 2011
- Houston Regional Catastrophic Preparedness Initiative (RCPI) Family Assistance Center Game, December 2013
- Houston RCPI/Texas Department of State Health Services 2013 Regional Allocation, Distribution, and Dispensing Strategic National Stockpile FSE, conducted November 2013

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

**Table 1
Operational Coordination Training**

Operational Coordination Training Course	Agency	Date
AWR-330: Incorporating Whole Community Inclusive Planning into the Emergency Management Process	Houston UASI	March 2017
Incident Command System (ICS) 100 – Introduction to ICS	FBC OEM/City of Sugar Land	Monthly/Ongoing
ICS 300 – Intermediate ICS for Expanding Incidents	FBC OEM	February 2017 June 2017 November 2017
ICS 300 – Intermediate ICS for Expanding Incidents	City of Sugar Land	December 2016
ICS 400 – Advanced ICS, Command and General Staff	FBC OEM	February 2017 June 2017 November 2017
ICS 400 – Advanced ICS, Command and General Staff	City of Sugar Land	December 2016

Operational Coordination Training Course	Agency	Date
Multi-Agency Resource Center (MARC) training	American Red Cross	February 2017
National Incident Management System (NIMS) 700	FBC OEM/City of Sugar Land	Monthly/Ongoing

Exercises: The table below lists the exercises identified by the Multiyear Training and Exercise Planning Group to improve operational coordination, and the agency seeking or hosting the training.

**Table 2
Operational Coordination Exercises**

Operational Coordination Exercise	Agency	Date
Addicks Barker Dam TTX	US Army CORPS of Engineers	March 2017
Alternate EOC FE	FBC OEM	June 2017
FBC Emergency Public Information/Joint Information Center FS	FBC OEM / FBC PIO Network	April 2017
FBC Fair/Parade	FBC OEM	September 2017 September 2018 September 2019
Levee Improvement District Communications FE	FBC OEM	August 2017
MARC Drill	FBC OEM	July 2017
MARC Workshop	FBC OEM / Fort Bend Recovers / American Red Cross	April 2017
OEM Partner Open House/ Seminar	FBC OEM	September 2017 September 2018 September 2019
Regional Emergency Public Information FE	FBC OEM / Houston UASI	July 2017
Donations Management FE	FBC OEM	March 2018

Core Capability: Operational Communications

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

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

- Response

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

- City of Sugar Land Active Shooter FSE, conducted October 2014
- FBC HHS POD Setup FSE, conducted May 2012
- FBC HHS Notification and Technology Drills, report prepared March 2012
- FBC HHS Technology Drill, conducted January 2012
- FBC OEM April 2016 Floods (aka “Tax Day Floods” - Real-World Incident), April 2016
- FBC OEM May-June 2016 River Flooding (Real-World Incident), May-June 2016
- FBC OEM MVDR [Trailer] Connectivity Drill, conducted February 2015
- FBC OEM May-June 2015 Severe Weather / Flash Flooding / River Flooding (Real-World Incident), May-June 2015
- FBC OEM/City of Sugar Land Active Shooter FSE, conducted November 2015
- FBC OEM 2015 WebEOC Redundancy Drill, conducted December 2015
- FBC OEM 2014 WebEOC Redundancy Drill, conducted August 2014
- FBC OEM Levee Improvement District (LID) TTX, conducted August 2013
- FBC OEM Levee Workshop, conducted February 2013
- FBC OEM Addicks Barker FE, conducted March 2012
- FBC OEM Winter Weather Incident, occurred February 2011
- City of Sugar Land Hurricane Don Exercise, conducted October 2012

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

**Table 3
Operational Communications Training**

Operational Communications Training Course	Agency	Date
WebEOC Training	FBC OEM	As needed
Technology Training	FBC HHS	July 2017 July 2018 July 2019

Exercises: The table below lists the exercises identified by the Multiyear Training and Exercise Planning Group to improve operational communications, and the agency seeking or hosting the training.

**Table 4
Operational Communications Exercises**

Operational Communications Exercise	Agency	Date
FB EOC Radio Drill	FBC OEM	Weekly
Video Teleconference Drill	FBC OEM	Monthly
Technology Drill	FBC HHS	Monthly
DSHS Public Health Radio Drill	FBC HHS	Monthly
SETRAC Radio Drill	FBC HHS	Monthly
Medical Reserve Corps (MRC) Notification Drill	FBC HHS	January 2017 April 2017 September 2017 January 2018 April 2018 September 2018 January 2019 April 2019 September 2019
MVDR Deployment /Connectivity Drill	FBC OEM	January 2017
Staff Call Down Drill	FBC HHS	April 2017 April 2018 April 2019
FBC EOC Communications Drill	FBC OEM	January 2017
Communications FSE	City of Stafford	February/March 2017
Levee Improvement District Communications FE	FBC OEM	August 2017
FBC Fair/Parade	FBC OEM	September 2017 September 2018 September 2019

Core Capability: Public Information and Warning

According to the National Preparedness Goal, the public information and warning core capability seeks to deliver coordinated, prompt, reliable, and actionable information to the whole community using clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.

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

- Prevention
- Protection

- Mitigation
- Response
- Recovery

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

- FBC HHS Virtual Tabletop Exercise (VTTX) – BIO Hazmat, conducted August 2013
- FBC OEM Highly Infectious Disease TTX, conducted February 2016
- FBC OEM VTTX – Flooding, conducted March 2016
- FBC OEM April 2016 Floods (aka “Tax Day Floods” - Real-World Incident), April 2016
- FBC OEM May-June 2016 River Flooding (Real-World Incident), May-June 2016
- FBC OEM May-June 2015 Severe Weather / Flash Flooding / River Flooding (Real-World Incident), May-June 2015
- FBC OEM VTTX - Recovery, conducted October 2015
- FBC OEM Kitty Hollow TTX, conducted December 2015
- FBC OEM MUD TTX, conducted March 2014
- FBC OEM LID TTX, conducted August 2013
- FBC OEM No-Notice FE, conducted June 2013
- FBC OEM Levee Workshop, conducted February 2013
- FBC OEM Addicks Barker FE, conducted March 2012
- Regional JIC Functional Exercise, conducted July 2013

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

**Table 5
Public Information and Warning Training**

Public Information and Warning Training Course	Agency	Date
G289/290/291 – Basic PIO Training	FBC OEM / Galveston OEM	December 2016 January 2017
Joint Information Center / Annex I Training	FBC OEM / FBC PIO Network	February 2017

Exercises: The table below lists the exercises identified by the Multiyear Training and Exercise Planning Group to improve public information and warning, and the agency seeking or hosting the training.

**Table 6
Public Information and Warning Exercises**

Public Information and Warning Exercise	Agency	Date
FBC Emergency Public Information/Joint Information Center FS	FBC OEM / FBC PIO Network	April 2017
Alternate EOC FE	FBC OEM	June 2017
Regional Emergency Public Information FE	FBC OEM / Houston UASI	July 2017

Core Capability: Public Health, Healthcare, and Emergency Medical Services

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

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

- Response

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

- FBC HHS CASPER FSE, conducted April 2015
- FBC HHS POD Setup FSE, conducted October 2014
- FBC HHS CASPER FSE, conducted May 2014
- FBC HHS POD Setup FSE, conducted May 2012
- FBC HHS Notification and Technology Drills, report prepared March 2012
- FBC OEM Highly Infectious Disease TTX, conducted February 2016
- FBC OEM VTTX - Recovery, conducted October 2015
- FBC OEM/City of Sugar Land Active Shooter FSE, conducted November 2015
- FBC OEM No-Notice FE, conducted June 2013

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

**Table 7
Public Health, Healthcare, and Emergency Medical Services Training**

Public Health and Medical Services Training Course	Agency	Date
Psychological First Aid Training	FBC HHS	Ongoing
Learning Management System Online Training	FBC HHS	Monthly
MRC Orientation	FBC HHS	Monthly
Online POD Training	FBC HHS	Monthly
POD Orientation	FBC HHS	Monthly
POD Leadership Training	FBC HHS	Even Numbered Months 2017 Even Numbered Months 2018 Even Numbered Months 2019
Mobile Medical Unit Setup	FBC HHS	January 2017 March 2017
Community Assessment for Public Health Emergency Response (CASPER)	FBC HHS	February 2017
EOC/Inventory Control Training	FBC HHS	October 2017

Exercises: The table below lists the exercises identified by the Multiyear Training and Exercise Planning Group to improve public health and medical services, and the agency seeking or hosting the training.

**Table 8
Public Health, Healthcare, and Emergency Medical Services Exercises**

Public Health and Medical Services Exercise	Agency	Date
POD Activation Drill	FBC HHS	January 2017 January 2018 January 2019
Personal Protective Equipment (PPE) Fit Testing Workshop	FBC HHS	March 2017 October 2017 March 2018 October 2018 March 2019 October 2019
SNS Facility Setup FSE	FBC HHS	April 2017 October 2017 April 2018 October 2018 April 2019 October 2019
SNS Facility Walk-Through Workshop	FBC HHS	May 2017 October 2017

Public Health and Medical Services Exercise	Agency	Date
		May 2018 October 2018 May 2019 October 2019
CASPER FSE	FBC HHS	April 2017

Core Capability: Situational Assessment

Situational Assessment, per the National Preparedness Goal, provides all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

The situational assessment core capability corresponds to the following national mission area:

- Response

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

- FBC OEM VTTX – Flooding, conducted March 2016
- FBC OEM April 2016 Floods (aka “Tax Day Floods” - Real-World Incident), April 2016
- FBC OEM May-June 2016 River Flooding (Real-World Incident), May-June 2016
- FBC OEM Levee Improvement District TTX, conducted March 2015
- FBC OEM/City of Sugar Land Active Shooter FSE, conducted November 2015
- FBC OEM 2015 WebEOC Redundancy Drill, conducted December 2015
- FBC OEM 2014 WebEOC Redundancy Drill, conducted August 2014

Training: During the TEPW, the Multiyear Training and Exercise Planning Group identified training to improve situational assessment. The table below lists the training identified by the group, the agency seeking or hosting the training, and dates if the training has been scheduled.

Table 9
Situational Assessment Training

Situational Assessment Training Course	Agency	Date
ICS Position Specific Training - Planning Section Chief	Houston UASI/Galveston County OEM	March 2017

Exercises: The table below lists the exercises identified by the Multiyear Training and Exercise Planning Group to improve situational assessment, and the agency seeking or hosting the training.

Table 10
Situational Assessment Exercises

Situational Assessment Exercise	Agency	Date
Addicks Barker Dam TTX	US Army CORPS of Engineers	March 2017
Alternate EOC FE	FBC OEM	June 2017
Levee Improvement District Communications FE	FBC OEM	August 2017
Cyber VTTX	FBC OEM	August 2017
FBC Fair/Parade	FBC OEM	September 2017 September 2018 September 2019

Additional Core Capabilities

While not identified as the top priorities for Fort Bend County, additional core capabilities were discussed by the multiyear training and exercise planning group. Trainings and exercises associated with these additional core capabilities were considered but not scheduled and/or placed on the training and exercise calendar. These additional core capabilities include the following:

- **Cybersecurity:** Protect against damage to, the unauthorized use of, and/or the exploitation of (and, if needed, the restoration of) electronic communication systems and services (and the information contained therein).
- **Environmental Response/Health and Safety:** Ensure the availability of guidance and resources to address all hazards (including hazardous materials, acts of terrorism, and natural disasters) in support of the responder operations and the affected communities.
- **Fatality Management Services:** Provide fatality management services, including body recovery and victim identification, working with state and local authorities to provide temporary mortuary solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.
- **Health and Social Services:** Restore and improve health and social services networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
- **Interdiction and Disruption:** Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.
- **Mass Search and Rescue Operations:** Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.
- **Recovery Core Capabilities,** to include:

- **Economic Recovery:** Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
- **Health and Social Services:** Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
- **Housing:** Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.
- **Natural and Cultural Resources:** Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.

METHODOLOGY AND EVENT TRACKING

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

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

MULTIYEAR TRAINING AND EXERCISE SCHEDULE

The following pages contain the Fort Bend County Multiyear Training and Exercise Plan (MTEP) schedule for the years 2017 through 2019. This schedule will be continually updated and distributed at least quarterly, with a major update annually to reflect the current planning for countywide training and exercise activities. FBC HHS maintains its own MTEP. For additional information relating to Public Health trainings and exercises, please reference the FBC HHS MTEP in Appendix A.

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

- A.** Improve operational coordination by improving emergency management collaboration within the county and the region.
- B.** Improve operational communications by coordinating with Fort Bend County departments and other jurisdictions and response agencies to improve communication protocols and provide training in radio usage and WebEOC.
- C.** Improve public information and warning by training and exercising staff on the Fort Bend County Emergency Operations Plan – Annex I: Emergency Public Information and the Regional Emergency Public Information Plan and coordinating with other jurisdictions in the operation of a joint information center.
- D.** Improve public health and medical services by coordinating preparedness and response activities with local, regional, and state entities as well as local volunteers.
- E.** Improve situational assessment by collaborating with Fort Bend County departments, jurisdictions, and partners to better identify essential elements of information to be shared before, during, and following a disaster.

Training and Exercise Schedule for 2017–2019

Training and Exercise Key	Training	Seminar/Symposium	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise	Workshop
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2017

Fort Bend County Training and Exercise Calendar 2017													
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
FBC OEM	Satellite Phones and VTC Drill												
	WebEOC Drill												
	FB EOC Radio Drill												
	Internal FBC OEM Radio Drill												
	NIMS 700/100/200	CERT	Citizens Support Team (CST)	CERT	MUD Training	CERT – Family Day Camp	NIMS 700/100/200	CERT	Disaster Finance Training	CERT	ICS 300 / ICS 400	CERT	
	NIMS 800	ICS 300 / ICS 400	Disaster Finance Training	NIMS 700/100/200		ICS 300 / ICS 400	NIMS 800	Cyber VTTX	MTEP Workshop	Citizens Support Team (CST)	VRC TTX	NIMS 700/100/200	
	MVDR Connectivity Drill (OEM)	CERT Drill (CERT Rodeo)	Addicks Barker Dam TTX (TBD)	NIMS 800		Alt EOC FE	MARC Drill	LID FE (Comms)	OEM Partner Open House/ Seminar	NIMS 700/100/200		NIMS 800	
	EOC Comms Drill	MARC Training		FBC EOC Refresher Seminar (full EOC Activation Roster)			Regional Emergency Public Information (EPI) FE		Fort Bend County Fair Parade (real world event)	NIMS 800		MVDR/860/ Quad Hook Up Drill	
		FBC Dept Head Seminar		MARC Workshop						FBC Cyber Disruption Plan Workshop			
		FBC JIC/Annex I Seminar		FBC PIO JIC FE						COOP TTX or FE			

Fort Bend County Training and Exercise Calendar 2017													
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
		Alt EOC Seminar											
FBC HHS	HHS Online POD Training												
	HHS Psychological First Aid Training												
	HHS LMS Online Training												
	HHS Mass Fatality Online Training												
	HHS POD Orientation Training												
	HHS Health & Safety Training (internal)												
	HHS Online Ebola Training												
	HHS Technology Drill												
	WebEOC Drill												
	VTC Drill												
	Mobile Medical Unit Setup Training	HHS POD Leadership Training	CASPER Training	HHS POD Leadership Training	HHS SNS Facility Walk-Thru	HHS POD Leadership Training			HHS POD Leadership Training	HHS MRC Notification Drill	HHS POD Leadership Training		HHS POD Leadership Training
	Mass Care Training	EOC / Inventory Control Training	HHS PPE Fit Testing	HHS MRC Notification Drill	POD Inventory Control Training	Communicable Disease Training				HHS Volunteer Management	HHS PPE Fit Testing		
	HHS MRC Notification Drill		Zika TTX	HHS Staff Call Down							HHS SNS Facility Walk-Through		
	HHS POD Activation Drill			Hurricane Drill							HHS SNS Facility Setup FSE		
	Mobile Medical Unit Setup Drill			Mobile Medical Unit Drill									
Houston Marathon FSE			HHS Volunteer Management										
			CASPER FSE										

Fort Bend County Training and Exercise Calendar 2017												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				HHS SNS Facility Setup FSE								
City of Missouri City												
City of Richmond												
City of Stafford			Communications FSE									
City of Sugar Land		Super Bowl Weekend										
Houston UASI		Operations Section Chief (Galveston OEM)	Incident Commander (FBC OEM)	Peer Planning Workshop			AFN TTX		UASI IPW	UASI TEPW		
			Plans Section Chief (Galveston OEM)							Peer Planning Workshop		
Regional Activities		CERT Rodeo										

Training and Exercise Key	Training	Seminar/Symposium	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise	Workshop
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Training and Exercise Key	Training	Seminar/Symposium	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise	Workshop
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2018

Fort Bend County Training and Exercise Calendar 2018													
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
FBC OEM	Satellite Phones and VTC Drill												
	WebEOC Drill												
	FB EOC Radio Drill												
	Internal FBC OEM Radio Drill												
	NIMS 700/100/200	CERT	Citizens Support Team (CST)	CERT	MUD Training	CERT – Family Day Camp	NIMS 700/100/200	CERT	MTEP Workshop	CERT	ICS 300 / ICS 400	CERT	
	NIMS 800	ICS 300 / ICS 400	VRC Drill	NIMS 700/100/200		ICS 300 / ICS 400	NIMS 800		OEM Partner Open House/ Seminar	Citizens Support Team (CST)			NIMS 700/100/200
	Donations Mgmt Seminar	CERT Drill (CERT Rodeo)	Donations Mgmt FE	NIMS 800			Animal Shelter Training		Animal Sheltering FE	NIMS 700/100/200			NIMS 800
	FBC Cyber Disruption Awareness Seminar							Fort Bend County Fair Parade (real world event)	NIMS 800				
FBC HHS	HHS Online POD Training												
	HHS Psychological First Aid Training												
	HHS LMS Online Training												
	HHS Mass Fatality Online Training												
	HHS POD Orientation Training												
	HHS Health & Safety Training (internal)												
	HHS Technology Drill												
	WebEOC Drill												
	VTC Drill												
	HHS MRC Notification Drill	HHS POD Leadership Training	HHS PPE Fit Testing	HHS POD Leadership Training	HHS SNS Facility Walk-Thru	HHS POD Leadership Training			HHS POD Leadership Training	HHS MRC Notification Drill	HHS POD Leadership Training		HHS POD Leadership Training
HHS POD Activation Drill			HHS MRC Notification Drill					HHS Volunteer Management	HHS PPE Fit Testing				

Fort Bend County Training and Exercise Calendar 2018												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Mobile Medical Unit Setup Drill			HHS Staff Call Down						HHS SNS Facility Walk-Through		
	Houston Marathon FSE			Hurricane Drill						HHS SNS Facility Setup FSE		
				Mobile Medical Unit Setup Drill						Region-wide CRI Distribution FSE		
				HHS Volunteer Management								
				CASPER FSE								
				HHS SNS Facility Setup FSE								
City of Missouri City												
City of Richmond												
City of Stafford												
City of Sugar Land												
Houston UASI				Peer Planning Workshop					UASI IPW	UASI TEPW		
										Peer Planning Workshop		
Regional Activities		CERT Rodeo										

Training and Exercise Key	Training	Seminar/Symposium	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise	Workshop
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Training and Exercise Key	Training	Seminar/Symposium	Drill	Tabletop Exercise	Functional Exercise	Full-Scale Exercise	Workshop
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2019

Fort Bend County Training and Exercise Calendar 2019													
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
FBC OEM	Satellite Phones and VTC Drill												
	WebEOC Drill												
	FB EOC Radio Drill												
	Internal FBC OEM Radio Drill												
	NIMS 700/100/200	CERT	Citizens Support Team (CST)	CERT	MUD Training	CERT – Family Day Camp	NIMS 700/100/200	CERT	MTEP Workshop	CERT	ICS 300 / ICS 400	CERT	
	NIMS 800	ICS 300 / ICS 400		NIMS 700/100/200		ICS 300 / ICS 400	NIMS 800		OEM Partner Open House/ Seminar	Citizens Support Team (CST)			NIMS 700/100/200
	CERT Drill (CERT Rodeo)		NIMS 800					Fort Bend County Fair Parade (real world event)	NIMS 700/100/200			NIMS 800	
									NIMS 800				
FBC HHS	HHS Online POD Training												
	HHS Psychological First Aid Training												
	HHS LMS Online Training												
	HHS Mass Fatality Online Training												
	HHS POD Orientation Training												
	HHS Health & Safety Training (internal)												
	HHS Technology Drill												
	WebEOC Drill												
	VTC Drill												
	HHS MRC Notification Drill	HHS POD Leadership Training	HHS PPE Fit Testing	HHS POD Leadership Training	HHS SNS Facility Walk-Thru	HHS POD Leadership Training			HHS POD Leadership Training	HHS MRC Notification Drill	HHS POD Leadership Training		HHS POD Leadership Training
HHS POD Activation Drill			HHS MRC Notification Drill					HHS Volunteer Management	HHS PPE Fit Testing				

Fort Bend County Training and Exercise Calendar 2019												
Agency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
	Mobile Medical Unit Setup Drill			HHS Staff Call Down						HHS SNS Facility Walk-Through		
	Houston Marathon FSE			Hurricane Drill						HHS SNS Facility Setup FSE		
				HHS Volunteer Management								
				CASPER FSE								
				HHS SNS Facility Setup FSE								
City of Missouri City												
City of Richmond												
City of Stafford												
City of Sugar Land												
Houston UASI				Peer Planning Workshop					UASI IPW	UASI TEPW		
										Peer Planning Workshop		
Regional Activities		CERT Rodeo										

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

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

Updated August 2016



Multi-Year Training and Exercise Plan

Submitting Organization/Jurisdiction: Fort Bend County Health & Human Services

Period Covered: FY-17 through FY-21

Person Completing: Kaila Thompson

Version 5.0

Updated 08/11/2016

Preface

The Fort Bend County Health & Human Services Multi-Year Training and Exercise Plan (MYTEP) is the roadmap to accomplish the organizational priorities in accomplishing the development and maintenance of the overall preparedness capabilities required to facilitate effective response to all hazards faced by Fort Bend County Health & Human Services. This organization is pursuing a coordinated preparedness strategy that combines enhanced planning, resource acquisition, innovative training and realistic exercises to strengthen its emergency preparedness and response capabilities. The training and exercises play a crucial role in providing the organization with a means of attaining, practicing, validating and improving its high-priority capabilities.

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PURPOSE

The purpose of the Fort Bend County Health & Human Services' (HHS) Multi-Year Training and Exercise Plan (MYTEP) is to identify the top priorities for improving the preparedness and response capabilities of HHS and define the cycle of training and exercise activities that will provide the most benefit in the development, refinement and maintenance of those capabilities.

Included in this document are training and exercise schedules providing a graphic illustration of the proposed activities for the years 2016 through 2021. This is a living document that will be updated and refined as needed.

PARTICIPATING ORGANIZATIONS & TRAINING IMPLEMENTATION

**All agencies listed below participate, host, implement and deliver trainings
for HHS-PHEP staff development**

Public Health Organizations:

Fort Bend County Health & Human Services

Healthcare Organizations/Facilities:

Regional Hospital Preparedness Coalition/SETRAC

Emergency Management Organizations:

Fort Bend County Office of Emergency Management, Fort Bend County Coordinating Committee, Fort Bend County Training & Exercise Committee, City of Sugarland, City of Rosenberg, City of Richmond, City of Stafford, Missouri City, City of Houston, Regional Collaboration Workgroup PHEP-C, Houston Urban Area Security Initiative (UASI)

Other Organizations:

Fort Bend ISD, Angel Staffing, Fort Bend County Road & Bridge, Fort Bend County Sheriff's Office, Homeland Preparedness Project (HPP), Fort Bend County Medical Reserve Corps (MRC), Texas Department of State Health Services (DSHS)

PROGRAM PRIORITIES

The Fort Bend County Health & Human Services MYTEP planning group focused its program priorities on the top priority capabilities that need to be in place to meet the top threats facing the organization as identified in the locally developed Texas Public Health Risk Assessment Tool (TPHRAT) and the Threat & Hazard Identification and Risk Assessment (THIRA), comply with any related grant-based requirements and improve the overall preparedness and response capabilities of the organization. The following assessment process was used to determine the MYTEP program needs:

- Comprehensive Preparedness Guide
- Jurisdictional Risk Assessment
- Gap Analysis (TXPHRAT)
- Employee Training Needs Assessment Survey (2/16/16 – 3/2/16)

The priority capabilities selected were based on a collective assessment of the CPG, Jurisdictional Risk Assessment, and TXPHRAT. Each priority is linked to a corresponding Public Health Preparedness Capability set forth by the Centers for Disease Control & Prevention (CDC), and if applicable, an Improvement Plan (IP) action. The priority is further linked to the associated target capabilities that would facilitate accomplishment of the priority and the training and exercises that will help Fort Bend County HHS obtain those capabilities and achieve that priority. For additional information on the Fort Bend County HHS Jurisdictional Risk Assessment, refer to the current TXPHRAT.

The top priority capabilities for the current budget period identified by the MYTEP planning group are listed below:

PHEP:

1. Community Preparedness
2. Public Health Surveillance and Epidemiological Investigation
3. Volunteer Management

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

Challenges and/or barriers towards accomplishing the above listed priority capabilities through training and exercising include:

- Staff time/participation
- Private sector willingness to invest resources and time

- Coordination with volunteers under no obligation to participate

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

I. Community Preparedness

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

- Support the development of public health, medical and mental/behavioral health systems that support recovery
- Participate in awareness training with community and faith-based partners on how to prevent, respond to, and recover from public health incidents
- Promote awareness of and access to medical and mental/behavioral health resources that help protect the community’s health and address the functional needs (i.e., communication, medical care, independence, supervision, transportation) of at-risk individuals
- Engage public and private organizations in preparedness activities that represent the functional needs of at-risk individuals as well as the cultural and socio-economic, demographic components of the community
- Identify those populations that may be at higher risk for adverse health outcomes
- Receive and/or integrate the health needs of populations who have been displaced due to incidents that have occurred in their own or distant communities (e.g., improvised nuclear device or hurricane)

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

Function 1: Determine risks to the health of the jurisdiction

Function 2: Build community partnerships to support health preparedness

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

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

Corresponding Capabilities:

Information Sharing:

- Prior to an incident, it is important to conduct exchanges of health-related information as well as issuing public health alerts.

Rationale: Past After Action Reports and program goals indicated working on community preparedness through increased education, volunteer training, and information exchange on various preparedness topics.

Supporting Training Courses and Exercises

- IS 100, 200, 700, 800, 300, & 400 courses for new staff/volunteers
- Tech Drills
- POD Leadership Training
- POD Orientation
- Casper Training
- Psychological First Aid Training
- Fort Bend County LMS Online Training: <http://ftbend.togtraining.com/>
 - Epidemiology 101
 - Family Preparedness Planning
 - Isolation and Quarantine Plan Overview
 - Lab Sample Packaging and Transport
 - Mass Fatality Management Plan Overview
 - Pandemic Influenza Plan Summary
 - Radio Communications Procedures
 - Crisis Communications Protocols/Media Relations Protocols (PIOs)
 - SNS POD Operations and Security for Law Enforcement
 - SNS POD Operations for Operations Unit Lead
 - SNS POD Operations for Logistics Unit Lead
 - SNS POD Operations for Planning Unit Lead
 - SNS POD Operations for POD Supervisors
 - Strategic National Stockpile Point of Dispensing Operations
 - Role of Public Health in a Nuclear or Radiological Terrorism Event
 - WebEOC 101
- MRC Notification Drill
- Community Preparedness Staff Training
- RHPC Conference
- Medical Reserve Corps SE Round-Up

II. Public Health Surveillance and Epidemiological Investigation

Public health surveillance and epidemiological investigation is the ability to create, maintain, support, and strengthen routine surveillance and detection systems and epidemiological investigation processes, as well as to expand these systems and processes in response to incidents of public health significance..

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

Function 1: Conduct public health surveillance and detection

Measure 1: Proportion of reports of selected reportable diseases received by a public health agency within the jurisdiction-required time frame

Function 2: Conduct public health and epidemiological investigations

Measure 1: Percentage of infectious disease outbreak investigations that generate reports

Measure 2: Percentage of infectious disease outbreak investigation reports that contain all minimal elements

Measure 3: Percentage of acute environmental exposure investigations that generate reports

Measure 4: Percentage of acute environmental exposure reports that contain all minimal elements

Function 3: Recommend, monitor, and analyze mitigation actions

Measure 1: Proportion of reports of selected reportable diseases for which initial public health control measure(s) were initiated within the appropriate time frame

Function 4: Improve public health surveillance and epidemiological investigation systems

Corresponding Capabilities:

Community Preparedness & Responder Safety & Health:

- Pre and Post Disaster, it is important to consistently monitor events for public health impact, prepare the community and prepare safety measures for response personnel.

Rationale: PHEP program goal to build up this capability for public health response within Fort Bend County.

Supporting Training Courses and Exercises

- IS 100, 200, 700, 800, 300, & 400 courses for new staff/volunteers
- Public Health Surveillance and Epidemiological Investigation Training
- Fort Bend County OEM Hurricane Exercises

III. Volunteer Management

Volunteer Management is the ability to coordinate the identification, recruitment, registration, credential verification, training and engagement of volunteers to support the jurisdictional public health agency’s response to incidents of public health significance.

Corresponding Capabilities:

Medical Countermeasure Dispensing:

- During a public health emergency, it is a responsibility to be able to provide medical counter measures to Fort Bend County residents.

Rationale: Past After Action Reports indicated that Medical Reserve Corp members need to increase and it is a PHEP program goal to see this capability continuously built up.

Supporting Training Courses and Exercises

- IS 100, 200, 700, 800, 300, & 400 courses for new staff/volunteers
- Volunteer Management Staff Training
- MRC Orientation
- All Exercises

Methodology and Event Tracking

The previous section of the MYTEP for Fort Bend County HHS discussed the program priorities and capabilities along with the training and exercise needs for the organization based on the review of results of the HHS Training Needs Assessment (TNA), TPHRAT and THRIA results for the applicable jurisdiction and applicable public health capabilities. All efforts were made to build on or eliminate duplicate training and exercises and to coordinate these training and exercise activities with all stakeholders and response partners. The Fort Bend County HHS's Public Health Emergency Preparedness Program is the agency that provides direction and oversight for the organization's MYTEP.

Fort Bend County Health & Human Services (FBCHHS) periodically conducts a TNA to ensure HHS staff is receiving the necessary training they need in order to prepare, respond, and recovery from public health emergencies in Fort Bend County (FBC). FBCHHS conducts the training needs assessment every three (3) years to update and inform the Multiyear Training and Exercise Plan (MYTEP). New employees will complete the TNA within six months of their hire date, and their results will be incorporated into the results from the last agency-wide TNA. For additional information, refer to the Training Needs Assessment Summary Report.

The training courses and exercises chosen were deemed most appropriate to assist in strengthening the program priority capabilities for Fort Bend County HHS. For each key area addressed, the planning group decided upon a cycle, mix and range of training courses/activities and exercises that will allow the organization to increase its preparedness through different and progressively difficult training courses and exercise activities. The results of the training activities and implementation of the corrective action recommendations resulting from exercises will be monitored to ensure a consistent approach to continually improve planning, training, and exercising to ensure full development of each public health capability.

In addition to classroom training sessions and exercises, Fort Bend County maintains an active online Learning Management System accessible to the public, volunteers, and staff. Training sessions can be completed as needed and helps to counteract issues of staff turnover, volunteer maintenance, etc. The LMS courses are reviewed annually and updated as needed to keep current with changing plans. Reports can be generated monthly, quarterly or as needed to track participation and completion rates. Courses maintained on the LMS are as follows:

- Epidemiology 101
- Family Preparedness Planning
- Isolation and Quarantine Plan Overview
- Lab Sample Packaging and Transport
- Mass Fatality Management Plan Overview
- Pandemic Influenza Plan Summary
- Radio Communications Procedures

- SNS POD Operations and Security for Law Enforcement
- SNS POD Operations for Operations Unit Lead
- SNS POD Operations for Logistics Unit Lead
- SNS POD Operations for Planning Unit Lead
- SNS POD Operations for POD Supervisors
- Strategic National Stockpile Point of Dispensing Operations
- Role of Public Health in a Nuclear or Radiological Terrorism Event
- WebEOC 101

NIMS Training and Compliance

Fort Bend County Health & Human Services is National Incident Management System (NIMS) compliant and actively uses this systematic approach to guide the organization’s planning, management and response to incidents involving all threats and hazards.

All new employees are required to take ICS 100 and ICS 700. ICS 200, 800, 300, and 400 are required based on the new employee’s role in HHS’ emergency operations and as required by department directors.

ICS 100, 200, 700, and 800 are completed online by the new employee via the FEMA Independent Study program. ICS 300 and 400 are classroom-based training, and are provided by FBC Office of Emergency Management instructors, or a regional partner, several times throughout the year. The new employee is responsible for forwarding certificates of completion to the PHEP Training Specialist for verification and documentation. The PHEP Training Specialist coordinates with FBCOEM by forwarding copies of all training and exercise certificates for FBCHHS staff.

The following chart displays training compliance as of May 2015:

Fort Bend County HHS: NIMS Training Summary

NIMS/ICS Training Summary	# of Staff Requiring Training	# of Staff Completed Training	% Complete
IS 100	344	317	92%
IS 200	148	146	99%
IS 300	43	43	100%
IS 400	32	32	100%
IS 700	344	320	93%
IS 800	142	140	99%
Psychological First Aid	186 (Optional Training)	36	19%

*Official Training Matrix Available Upon Request

Maintenance

The Fort Bend County Health & Human Services MYTEP will be reviewed annually by a multi-agency workgroup, to include law enforcement, fire marshal's office, hospitals, and ISD's. The PHEP Training Specialist will update the MYTEP to reflect changes in priorities within HHS and/or the FBC Office of Emergency Management. Changes will be based on a combination of results of the multi-agency workgroup review, previously conducted exercises, training, JRA, THIRA, TXPHRAT, Training Needs Assessment (including responses from new hires), and redirection of grant deliverables due to unexpected incidents. This plan will be reviewed in coordination with local partners, agencies, and departments during the annual MYTEP workshop. The updated document(s) will be submitted to DSHS Austin at: preparednessexercise@dshs.state.tx.us, CMU and regional DSHS staff.

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Training and Multi-Year Exercise Schedules

The following pages contain the Fort Bend County HHS training schedule for at least the current year and the exercise schedule for the years 2017 through 2021. This schedule will be updated annually to reflect the accomplishments and progress of the program as well as current planning for priority capability related training and exercise activities.

All scheduled exercises follow the Homeland Security Exercise and Evaluation Program (HSEEP) program management guidelines and the HSEEP Exercise Evaluation and Improvement Process methodology for building program capabilities and closing gaps. The purpose of all exercises in the MYTEP is to build PHEP capabilities in Fort Bend County.

The current MYTEP is based on the fifteen Capabilities established for the current grant cycle. This Plan is subject to modification pending updates to the Priorities and Capabilities set by CDC in the new grant cycle beginning FY-2018.

As part of the HSEEP process, an After Action Review is conducted following exercises and real world events resulting in a Process Improvement Plan. Gaps and improvements noted and included in the Process Improvement Plan are assigned a staff or agency responsible for completing the after action item and given a target date to have it completed. This may result in modifications to the MYTEP and/or the Workforce Development Plan.

Fig. 1: Depiction of the building-block approach for HSEEP



Fig. 2: Properties of the seven HSEEP exercise types

Utility/Purpose		Type of Player Action	Duration	Real-Time Play?	Scope
Discussion-Based Exercises	Familiarize players with current plans, policies, agreements, and procedures; develop new plans, policies, agreements, and procedures	Notional; player actions are imaginary or hypothetical	Rarely exceeding 8 hours	No	Varies
Seminar	Provide overview of new or current plans, resources, strategies, concepts or ideas	N/A	2-5 hours	No	Multi- or Single-agency
Workshop	Achieve specific goal or build product (e.g., exercise objectives, SOPs, policies, plans)	N/A	3-8 hours	No	Multi-agency/ Single function
Tabletop Exercise (TTX)	Assist senior officials in the ability to understand and assess plans, policies, procedures, and concepts	Notional	4-8 hours	No	Multi-agency/ Multiple functions
Game	Explore decision-making process and examine consequences of those decisions	Notional	2-5 hours	No (though some simulations provide real- or near-real-time play)	Multi-agency/ Multiple functions
Operations-Based Exercises	Test and validate plans, policies, agreements, and procedures; clarify roles and responsibilities; identify resource gaps	Actual; player action mimics reaction, response, mobilization, and commitment of personnel and resources	May be hours, days, or weeks, depending on purpose, type, and scope of the exercise	Yes	Varies
Drill	Test a single operation or function of an agency	Actual	2-4 hours	Yes	Single agency/ Single function
Functional Exercise (FE)	Test and evaluate capabilities, functions, plans, and staffs of Incident Command, Unified Command, intelligence centers, or other command/operations centers	Command staff actions are actual; movement of other personnel, equipment, or adversaries is simulated	4-8 hours or several days or weeks	Yes	Multiple functional areas/ Multiple functions
Full-Scale Exercise (FSE)	Implement and analyze plans, policies, procedures, and cooperative agreements developed in previous exercises	Actual	One full day or several days or weeks	Yes	Multi-agency/ Multiple functions

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BP-2017 Training Schedule

Please provide the following information for each training course to be conducted in Budget Period 2017.

1. Name of Training Course	2. Agency Providing Training	3. Applicable Capability	4. Frequency / Date(s)	5. Locations	6. Number & Type of Personnel Trained	7. Identified Gaps to be Addressed	8. Funding (PHEP, HPP, other)
EOC/Inventory Control Training	PHEP	C-3: EOC C-8 MCM	February 2017	FBC HHS-Rosenberg, TX	HHS Staff (# Trained TBD)	HHSCC Logistics	PHEP
ITEAMS Training	DSHS	C-3: EOC C-8 MCM	December 2016	TBD	PHEP Staff (2)	HHSCC Logistics	PHEP
POD Inventory Control Training	HPP	C-3: EOC C-8 MCM	May 2017	TBD	MRC (# Trained TBD)	POD Logistics	PHEP
POD Orientation	HPP	C-3: EOC	Monthly	FBC HHS-Rosenberg	MRC Volunteers (# Trained TBD)	POD Activation Training	PHEP
POD Leadership Training	HPP	C-1: Comm. Preparedness	Bi-Monthly	FBC HHS-Rosenberg, TX	MRC Volunteers (# Trained TBD)	Community POD Leaders	PHEP
CASPER Training	HPP	C-1: Comm. Preparedness	Oct. 2016	FBC HHS-Rosenberg, TX	HHS/MRC Volunteers (# Trained TBD)	Matching Vol. to area demographics	PHEP
Mobile Medical Unit (MMU) Training: Set-Up	HPP	C-5: Fatality Management	Jan. 2017 (Houston Marathon)	FBC HHS-Rosenberg, TX	HHS Staff/MRC Volunteers (# Trained TBD)	MMU Volunteer Team with Response Roles	PHEP
Online POD Training	PHEP	C-1: Comm. Preparedness, C-8 Med. Countermeasure	Monthly	Online	HHS Staff/MRC Volunteers (# Trained TBD)	Staff & Volunteer Education and Preparedness	PHEP
Psychological First Aid Training	PHEP	C-14: Responder Safety & Health	Monthly	Online	HHS Staff/MRC Volunteers (# Trained TBD)	Staff, Volunteers, First Responder Mental	PHEP

						Health	
LMS Online Training:	PHEP	C-1 Comm. Preparedness, C-7 Mass Care, C-13 Public Health/Epi., C-8 Medical Countermeasure	Monthly	Online	HHS Staff/MRC Volunteers (# Trained TBD)	Staff & Volunteer Education and Preparedness	PHEP
Mass Fatality Online Training	PHEP	C-7: Mass Care	Ongoing	Online	HHS Staff/MRC Volunteers (# Trained TBD)	Staff & Volunteer Preparedness	PHEP
ICS 300/400	FBC OEM	C-1: Comm. Preparedness	Ongoing	Richmond, TX	HHS Staff/MRC Volunteers (# Trained TBD)	Staff & Volunteer Preparedness	OEM
Staff Health & Safety Training	PHEP	C-14: Responder Safety & Health	Ongoing	Rosenberg, TX	HHS Staff MRC Volunteers (# Trained TBD)	Responder Field Safety	HHS-EMS
Ebola Training	PHEP	P-1 & P-2	Online/Ongoing	Houston, TX	HHS Staff		PHEP
PPE Donning & Doffing	FBC OEM	P-1	Sept. 2016	Rosenberg, TX	HHS Staff & Community Partners		FBC HHS
Additional Internal Staff Trainings (Psych. First Aid, ERHMS, IS-FEMA)	PHEP	P-1, P-2, P-3, C-3, C-6, C-8, C-14	Ongoing Online & as Scheduled for HHS Staff/Vols	Online/Rosenberg, TX	HHS Staff MRC Volunteers (# Trained TBD)		FBC HHS
Communicable Disease Training	DSHS	P-1, P-2	June 2017	Houston, TX	HHS Epidemiologists		FBC HHS/PHEP
Preparedness Symposium	SETRAC	TBD (Depends upon agenda)	Oct. 2017	Galveston, TX	HHS & PHEP staff (# TBD)	TBD	FBC HHS/PHEP/SETRAC
NACCHO	NACCHO	TBD	April 2017	Atlanta,	HHS &	TBD	FBC

Preparedness Summit		(Depends upon agenda)		GA	PHEP staff (# TBD)		HHS/PHEP
Texas Division of Emergency Management Conference	TDEM	TBD (Depends upon agenda)	April 2017	San Antonio, TX	HHS, PHEP, and OEM (# TBD)	TBD	PHEP/OEM/FBC HHS
Future Staff Trainings for BP 2018-2019							
Chemical, Biological, and Conventional Terrorism		C- 7, C-8, C-14, C-5	2017 & 2018	Rosenberg, TX	HHS Staff	Staff Preparedness	FBC HHS
Hazardous Materials Event		C-14	2017	Rosenberg, TX	HHS Staff	Staff Preparedness	FBC HHS
Biological Disease Outbreak/Pandemic Influenza		C-7, C-13, C-8, C-10, C-12, C-14	2018	Rosenberg, TX	HHS Staff	Staff Preparedness	FBC HHS
Tornado, Flood, Hurricane & Tropical Storm		C-1, C-2, C-3, C-4, C-7, C-13, C-8, C-15	2019	Rosenberg, TX	HHS Staff	Staff Preparedness	FBC HHS
WebEOC, FBCHHS Emergency Plans, HHS-ICS		C-1, C-3, C-6,	2017	Rosenberg, TX	HHS Staff	Staff Preparedness	FBC HHS
HHS Public Health Emergency Response/Tech Drill Training		C-3, C-6, C-14, C-15	2018	Rosenberg, TX	HHS Staff	Staff Preparedness	FBC HHS
HHSCC Training, Public Health Surveillance		C-3, C-13, C-6	2019	Rosenberg, TX	HHS Staff	Staff Preparedness	FBC HHS

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1. Topic of training course	2. Target audience	3. Applicable capability	4. Gaps to be addressed	5. Funding type	6. Primary challenges to offering this training?
Mental Health/ Disaster Behavioral Health	Staff, Volunteers, First Responders	C-14: Responder Safety & Health C-15: Volunteer Management	Not being the expert on the issue and having to coordinate outside resources	TBD	<input type="checkbox"/> Lower priority <input checked="" type="checkbox"/> Lack of trained personnel to provide the training <input checked="" type="checkbox"/> Lack of subject matter experts to inform development of the training <input checked="" type="checkbox"/> Lack of personnel due to funding to develop or deliver the training <input type="checkbox"/> Other _____
					<input type="checkbox"/> Lower priority <input type="checkbox"/> Lack of trained personnel to provide the training <input type="checkbox"/> Lack of subject matter experts to inform development of the training <input type="checkbox"/> Lack of personnel due to funding to develop or deliver the training <input type="checkbox"/> Other _____
					<input type="checkbox"/> Lower priority <input type="checkbox"/> Lack of trained personnel to provide the training <input type="checkbox"/> Lack of subject matter experts to inform development of the training <input type="checkbox"/> Lack of personnel due to funding to develop or deliver the training <input type="checkbox"/> Other _____

Duplicate Rows as needed

Exercise Types & Purpose

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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PURPOSE

The purpose of training and exercising is to create a motivated, skilled and effective workforce through which program organizational/exercise goals are achieved.

TRAINING

PHEP will host internal staff trainings over plans and preparedness capabilities to educate our staff and improve effectiveness and productivity in emergencies.

DRILL

In a drill, participants:

- Gain training on new equipment.
- Test new procedures.
- Practice and maintain skills.
- Prepare for more complex exercises.

TABLE-TOP EXERCISE (TTX)

In a TTX, participants:

- Identify strengths and shortfalls.
- Enhance understanding of new concepts.
- Seek to change existing attitudes and perspectives.

FUNCTIONAL

In an FE, participants:

- Evaluate management of Emergency Operations Centers, command posts, and headquarters.
- Assess the adequacy of response plans and resources.

FULL-SCALE

In an FSE, participants:

- Assess plans and procedures under crisis conditions.
- Evaluate coordinated responses under crisis conditions.

WORKSHOP

In a workshop, participants:

- Develop new ideas, processes, or procedures.
- Collect or share information.

Exercise Schedule

Fort Bend County HHS			Multi-Year Exercise Schedule							BP-2016		
Training Facilitator/ Lead Organization	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	July 2015	Aug. 2015	Sept. 2015	Oct. 2015	Nov. 2015	Dec. 2015	Jan. 2016	Feb. 2016	March 2016	April 2016	May 2016	June 2016
Fort Bend County HHS	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3
Fort Bend County HHS	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3
Fort Bend County HHS	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3
Fort Bend County HHS			MRC Notification DR P-1				MRC Notification DR P-1			MRC Notification DR P-1		
Fort Bend County HHS		Medication Screening Form Drill C-8					Pod Activation DR C-8			Staff Call-Down DR P-3		
Fort Bend County OEM	EOC Radio Drill C-6	EOC Radio Drill C-6	EOC Radio Drill C-6	EOC Radio Drill C-6	EOC Radio Drill C-6	EOC Radio Drill C-6	EOC Radio Drill C-6	EOC Radio Drill C-6	EOC Radio Drill C-6	Hurricane DR P-2, EOC Radio Drill C-6	EOC Radio Drill C-6	EOC Radio Drill C-6

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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Fort Bend County HHS	Ebola & Communicable Disease Training P-1, P-2			PPE Fit Test WS C-14	PPE Donning/Doffing P-1, C-14			PPE Donning/Doffing P-1, C-14	PPE Fit Test WS C-14			
Fort Bend County HHS				SNS Facility Set-up FSE C-10						SNS Facility Set-up FSE C-10		
Fort Bend County HHS			Volunteer Management WS P-3	Facility Walk Through WS P-2						Volunteer Management WS P-3	Facility Walk Through WS P-2	
Fort Bend County HHS			Volunteer Management Training P-3	POD EX FSE P-1/C-8/P-3	PH Epi Training P-2			Mass Care Training C-7	Community Preparedness training P-1	CASPER FSE P-1/P-2/P-3		
Houston Marathon Committee/ SETRAC	SETRAC Radio DR C-6	SETRAC Radio DR C-6	SETRAC Radio DR C-6	SETRAC Radio DR C-6	SETRAC Radio DR C-6	SETRAC Radio DR C-6	Houston Marathon FSE P-3/C-7 & Radio DR	SETRAC Radio DR C-6	SETRAC Radio DR C-6	SETRAC Radio DR C-6	SETRAC Radio DR C-6	SETRAC Radio DR C-6
Texas Department of State	Public Health Radio	Public Health Radio DR	Public Health Radio	Public Health Radio	Public Health	Public Health	Public Health Radio DR	Public Health	Public Health Radio	Public Health Radio DR	Public Health Radio	Public Health Radio

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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Health Services	DR C-6	C-6	DR C-6	DR C-6	th Radio DR C-6	h Radio DR C-6	C-6	h Radio DR C-6	DR C-6	C-6	DR C-6	DR C-6
Fort Bend County HHS	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14	Internal Staff Training Opportunities P-1, P-2, P-3, C-3, C-6, C-8, C-14

Priority 1 Capability 1: Community Preparedness	Priority 2 Capability 13: Public Health Surveillance and Epidemiological Investigation	Priority 3 Capability 15: Volunteer Management
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HPP & PHEP Capabilities	
Capability 1: Community Preparedness/Healthcare System Preparedness	Capability 2: Community Recovery/Healthcare System Recovery
Capability 3: Emergency Operations Coordination	Capability 4: Emergency Public Information and Warning
Capability 5: Fatality Management	Capability 6: Information Sharing
Capability 7: Mass Care	Capability 8: Medical Countermeasures Dispensing
Capability 9: Medical Material Management and Distribution	Capability 10: Medical Surge
Capability 11: Non-Pharmaceutical Intervention	Capability 12: Public Health Laboratory Testing
Capability 13: Public Health Surveillance and Epidemiological Investigation	Capability 14: Responder Safety and Health
Capability 15: Volunteer Management	

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Exercise Schedule												
Fort Bend County HHS			Multi-Year Exercise Schedule							BP-2017		
Training Facilitator/ Lead Organization	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	July 2016	Aug. 2016	Sept. 2016	Oct. 2016	Nov. 2016	Dec. 2016	Jan. 2017	Feb. 2017	March 2017	April 2017	May 2017	June 2017
Fort Bend County HHS	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3
Fort Bend County HHS	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3
Fort Bend County HHS	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3
Fort Bend County HHS			MRC Notification DR C-1			Fatality Mgmt Training C-5	MRC Notification DR C-1			MRC Notification DR C-1		
Fort Bend County HHS				POD Training HHS Staff C-8			Pod Activation DR C-8			Staff Call-Down DR C-8		
Fort Bend County OEM			PPE Training for HHS Staff C-14							Hurricane DR P-3		

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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Fort Bend County HHS				PPE Fit Test WS C-14			Mass Care Training for HHS Staff C-7		PPE Fit Test WS C-14			
Fort Bend County HHS				SNS Facility Set-up FSE P-2			MMU Set-Up C-7		Zika TTX P-3	SNS Facility Set-up FSE P-2		
Fort Bend County HHS			Volunteer Management WS C-8/C-15	Facility Walk Through WS C-8					CASPER Training for HHS Staff C-2	Volunteer Management WS C-8/C-15	Facility Walk Through WS C-8	
Fort Bend County HHS										CASPER FSE P-3		
Houston Marathon Committee/ SETRAC						MMUD R P-1	Houston Marathon FSE C-15/C-7			MMU DR P-1		

Priority 1 Capability 5: Fatality Management	Priority 2 Capability 10: Medical Surge	Priority 3 Capability 13: Public Health Surveillance and Epidemiological Investigation
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HPP & PHEP Capabilities	
Capability 1: Community Preparedness/Healthcare System Preparedness	Capability 2: Community Recovery/Healthcare System Recovery
Capability 3: Emergency Operations Coordination	Capability 4: Emergency Public Information and Warning
Capability 5: Fatality Management	Capability 6: Information Sharing
Capability 7: Mass Care	Capability 8: Medical Countermeasures Dispensing
Capability 9: Medical Material Management and Distribution	Capability 10: Medical Surge
Capability 11: Non-Pharmaceutical Intervention	Capability 12: Public Health Laboratory Testing
Capability 13: Public Health Surveillance and Epidemiological Investigation	Capability 14: Responder Safety and Health
Capability 15: Volunteer Management	

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Exercise Schedule

Fort Bend County HHS			Multi-Year Exercise Schedule									BP-2018	
Training Facilitator/ Lead Organization	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	July 2017	Aug. 2017	Sept. 2017	Oct. 2017	Nov. 2017	Dec. 2017	Jan. 2018	Feb. 2018	March 2018	April 2018	May 2018	June 2018	
Fort Bend County HHS	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	Tech DR P-1	
Fort Bend County HHS	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	Web DR P-1	
Fort Bend County HHS	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	VTC DR P-1	
Fort Bend County HHS			MRC Notification DR P-1				MRC Notification DR P-1			MRC Notification DR P-1			
Fort Bend County HHS							Pod Activation DR P-2			Staff Call-Down DR P-3			
Fort Bend County OEM										Hurricane DR P-1			
Fort Bend County HHS				PPE Fit Test WS C-14					PPE Fit Test WS C-14				

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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Fort Bend County HHS				SNS Facility Set-up FSE C-10			MMU Set Up			SNS Facility Set-up FSE C-10		
Fort Bend County HHS			Volunteer Management WS P-3	Facility Walk Through WS P-2						Volunteer Management WS P-3	Facility Walk Through WS P-2	
Fort Bend County HHS										CASPER FSE P-1/P-3		
Houston Marathon Committee/ SETRAC							Houston Marathon FSE P-3/C-7					

Priority 1 Capability 3: Emergency Operations Coordination	Priority 2 Capability 9: Medical Material Management and Distribution	Priority 3 Capability 11: Non-Pharmaceutical Intervention
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HPP & PHEP Capabilities	
Capability 1: Community Preparedness/Healthcare System Preparedness	Capability 2: Community Recovery/Healthcare System Recovery
Capability 3: Emergency Operations Coordination	Capability 4: Emergency Public Information and Warning
Capability 5: Fatality Management	Capability 6: Information Sharing
Capability 7: Mass Care	Capability 8: Medical Countermeasures Dispensing
Capability 9: Medical Material Management and Distribution	Capability 10: Medical Surge
Capability 11: Non-Pharmaceutical Intervention	Capability 12: Public Health Laboratory Testing
Capability 13: Public Health Surveillance and Epidemiological Investigation	Capability 14: Responder Safety and Health
Capability 15: Volunteer Management	

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Exercise Schedule

Fort Bend County HHS			Multi-Year Exercise Schedule									BP-2019		
Training Facilitator/ Lead Organization	Quarter 1			Quarter 2			Quarter 3			Quarter 4				
	July 2018	Aug. 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	March 2019	April 2019	May 2019	June 2019		
Fort Bend County HHS	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3		
Fort Bend County HHS	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3	Web DR C-3		
Fort Bend County HHS	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3		
Fort Bend County HHS			MRC Notification DR C-15				MRC Notification DR C-15			MRC Notification DR C-15				
Fort Bend County HHS							Pod Activation DR C-8			Staff Call-Down DR C-8				
Fort Bend County OEM										Hurricane DR C-7				
Fort Bend County HHS				PPE Fit Test WS C-14					PPE Fit Test WS C-14					

Fort Bend County HHS				SNS Facility Set-up FSE C-10			MMU Set-UP			SNS Facility Set-up FSE C-10		
Fort Bend County HHS			Volunteer Management WS C-8	Facility Walk Through WS C-8						Volunteer Management WS C-8	Facility Walk Through WS C-8	
Fort Bend County HHS										CASPER FSE C-1/C-3		
Houston Marathon Committee/ SETRAC							Houston Marathon FSE C-3/C-7					
Texas DSHS/PHEPC				Region-wide CRI Distribution FSE C-1/C-3 /C-4/C-6/C-8/ C-9/C-15								

Priority 1 <i>TBD (Pending grant cycle)</i>	Priority 2 <i>TBD (Pending grant cycle)</i>	Priority 3 <i>TBD (Pending grant cycle)</i>
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HPP & PHEP Capabilities	
Capability 1: Community Preparedness/Healthcare System Preparedness	Capability 2: Community Recovery/Healthcare System Recovery
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Capability 5: Fatality Management	Capability 6: Information Sharing
Capability 7: Mass Care	Capability 8: Medical Countermeasures Dispensing
Capability 9: Medical Material Management and Distribution	Capability 10: Medical Surge
Capability 11: Non-Pharmaceutical Intervention	Capability 12: Public Health Laboratory Testing
Capability 13: Public Health Surveillance and Epidemiological Investigation	Capability 14: Responder Safety and Health
Capability 15: Volunteer Management	

Exercise Schedule

Fort Bend County HHS			Multi-Year Exercise Schedule									BP-2020	
Training Facilitator/ Lead Organization	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan. 2020	Feb. 2020	March 2020	April 2020	May 2020	June 2020	
Fort Bend County HHS	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	
Fort Bend County HHS	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	
Fort Bend County HHS	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	
Fort Bend County HHS			MRC Notification DR C-15				MRC Notification DR C-15			MRC Notification DR C-15			
Fort Bend County HHS							Pod Activation DR C-8			Staff Call-Down DR C-8			
Fort Bend County OEM										Hurricane DR C-7			
Fort Bend County HHS				PPE Fit Test WS C-14					PPE Fit Test WS C-14				

TRAINING	DRILL	TTX	FUNCTIONAL	FSE	WKSHOP
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Fort Bend County HHS				SNS Facility Set-up FSE C-10			MMU Set Up			SNS Facility Set-up FSE C-10		
Fort Bend County HHS			Volunteer Management WS C-8	Facility Walk Through WS C-8						Volunteer Management WS C-8	Facility Walk Through WS C-8	
Fort Bend County HHS										CASPER FSE C-1/C-3		
Houston Marathon Committee/ SETRAC							Houston Marathon FSE C-3/C-7					

Priority 1 <i>TBD (Pending grant cycle)</i>	Priority 2 <i>TBD (Pending grant cycle)</i>	Priority 3 <i>TBD (Pending grant cycle)</i>
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HPP & PHEP Capabilities	
Capability 1: Community Preparedness/Healthcare System Preparedness	Capability 2: Community Recovery/Healthcare System Recovery
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Capability 9: Medical Material Management and Distribution	Capability 10: Medical Surge
Capability 11: Non-Pharmaceutical Intervention	Capability 12: Public Health Laboratory Testing
Capability 13: Public Health Surveillance and Epidemiological Investigation	Capability 14: Responder Safety and Health
Capability 15: Volunteer Management	

Fort Bend County HHS			Multi-Year Exercise Schedule									BP-2021	
Training Facilitator/ Lead Organization	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	July 2020	Aug. 2020	Sept. 2020	Oct. 2020	Nov. 2020	Dec. 2020	Jan. 2021	Feb. 2021	March 2021	April 2021	May 2021	June 2021	
Fort Bend County HHS	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	Tech DR C-3	
Fort Bend County HHS	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	Web EOC DR C-3	
Fort Bend County HHS	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	VTC DR C-3	
Fort Bend County HHS			MRC Notification DR C-15				MRC Notification DR C-15			MRC Notification DR C-15			
Fort Bend County HHS							Pod Activation DR C-8			Staff Call-Down DR C-8			
Fort Bend County OEM										Hurricane DR C-7			
Fort Bend County HHS				PPE Fit Test WS C-14					PPE Fit Test WS C-14				

				SNS Facility Set-up FSE C-10			MMU Set Up			SNS Facility Set-up FSE C-10		
Fort Bend County HHS			Volunteer Management WS C-8	Facility Walk Through WS C-8						Volunteer Management WS C-8	Facility Walk Through WS C-8	
Fort Bend County HHS										CASPER FSE C-1/C-3		
Houston Marathon Committee/ SETRAC							Houston Marathon FSE C-3/C-7					

Priority 1 <i>TBD (Pending grant cycle)</i>	Priority 2 <i>TBD (Pending grant cycle)</i>	Priority 3 <i>TBD (Pending grant cycle)</i>
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HPP & PHEP Capabilities	
Capability 1: Community Preparedness/Healthcare System Preparedness	Capability 2: Community Recovery/Healthcare System Recovery
Capability 3: Emergency Operations Coordination	Capability 4: Emergency Public Information and Warning
Capability 5: Fatality Management	Capability 6: Information Sharing
Capability 7: Mass Care	Capability 8: Medical Countermeasures Dispensing
Capability 9: Medical Material Management and Distribution	Capability 10: Medical Surge
Capability 11: Non-Pharmaceutical Intervention	Capability 12: Public Health Laboratory Testing
Capability 13: Public Health Surveillance and Epidemiological Investigation	Capability 14: Responder Safety and Health
Capability 15: Volunteer Management	

Appendix A: Fort Bend County/Local/Regional Available Training Courses with Descriptions

Available Training Courses with Descriptions for HHS Employees

ICS 100- Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

ICS 200- ICS for Single Resources and Initial Action Incidents, s designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.

ICS 700- National Incident Management System (NIMS) An Introduction, This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

ICS 800- National Response Framework, An Introduction, The course introduces participants to the concepts and principles of the National Response Framework.

ICS 300- Intermediate ICS for Expanding Incidents, provides training and resources for personnel who require advanced application of the ICS. The course expands upon information covered in the ICS-100 and ICS-200 courses. This course is intended for individuals who may assume a supervisory role in expanding incidents or Type 3 incidents.

ICS 400- Advanced ICS for Command and General Staff, This course provides training and resources for personnel who require advanced application of the ICS. This course expands upon information covered in ICS-100 through ICS-300 courses. These earlier courses are prerequisites for ICS-400.

POD Leadership Training- Leadership staff includes people who would be supervising POD staff, such as unit leaders and group supervisors. Training consists of POD management, staffing, overview of ICS positions, and Medical Reserve Corps leadership roles.

POD Orientation- describes how medication and/or vaccine will be dispensed to a large number of people, potentially everyone in Fort Bend County, within 48 hours, in the event the population is

exposed to a naturally occurring public health emergency such as pandemic influenza or to a hazardous bioagent such as anthrax or smallpox.

Casper Training- The Community Assessment for Public Health Emergency Response (CASPER) is an epidemiologic technique designed to provide household based information about a community. Training provides an overview of the CASPER methodology, its uses, and the local capabilities required to conduct a CASPER in Fort Bend County.

Psychological First Aid Training- A full-scale public health response to disasters must attend to both the physical and mental health needs of affected groups. Psychological First Aid is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster and terrorism. This training is completed online.

Medical Reserve Corps Notification Drill- This drill takes place quarterly and is a systems drill and training.

Community Preparedness Staff Training- This training addresses both personal and workplace emergency preparedness as well as what Fort Bend County HHS is doing in the community to help residents prepare.

Southeast Texas Regional Advisory Council (SETRAC) Regional Health Care Preparedness Coalition (RHPC) Conference- this training better prepares the healthcare and preparedness community and first responders for public health emergencies and other disasters. Training offers a series of sessions on public health and safety. Topics on the agenda include discussions on hospital preparedness, cyber security, mass casualty events and radiological and biological terrorism incidents.

Medical Reserve Corps SE Round-Up- The local MRC units of Brazoria, Ft Bend, Galveston, Harris and Montgomery Counties host a volunteer training annually to semi-annually for MRC, health workers, and the general public. Trainings include Psychological First Aid, Wilderness First Aid, and Sheltering etc.

Tech Drills- HHS conducts monthly technology drills on its main systems of use for emergency; these include WebEOC, TXPHIN, Phone, Digital Radio, and Email. At least once annually, this drill will be conducted outside of regular business hours.

Appendix B: LMS Available Courses with Descriptions

LMS Available Courses with Descriptions

www.ftbend.togtraining.com

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

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

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

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

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

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

Mass Fatality Management: An Overview of Fort Bend County's Plans-This training course provides the student with an overview of Fort Bend County's Mass Fatality Management Plan and Mass Fatality Field Operations Guide. Students will learn about command and control during a mass fatality incident, temporary morgues, and Family Assistance Centers (FACs).

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

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

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

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

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

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

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

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

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

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

Appendix C: Grant Requirements

DSHS, PHEP/SNS Exercise Requirements Summary as of 6/24/15

Public Health Emergency Preparedness / Strategic National Stockpile 2016 Requirements

The Contractor will:

1. Submit programmatic reports as directed by DSHS in a format specified by DSHS. Contractor will provide DSHS other reports, including financial reports, and any other reports that DSHS determines necessary to accomplish the objectives of this contract and to monitor compliance;
2. Submit Performance Measures to DSHS within an established timeframe designated by DSHS as required by the CDC.
3. Submit the Mitigation Plan due to DSHS within an established timeframe designated by DSHS;
4. Submit the Emergency Support Function 8 plans developed in accordance with the Texas Department of Emergency Management (TDEM) and DSHS Planning Standards within 30 days of request from DSHS.
5. Submit by the last day of every month a list of all reported clusters and information on investigation findings on the tracking sheet provided by the DSHS
6. Submit a current Multi-Year Training & Exercise Plan that covers FY16 through FY21 to DSHS by July 6, 2015, using the template provided by DSHS. In accordance with HSEEP guidelines, contractors must conduct or participate in a Multi-year Training and Exercise Workshop with all applicable agencies and submit an agenda and a participant roster as documentation of attendance.
7. Complete and submit the Operational Readiness Review (ORR) provided by DSHS to DSHS SNS SharePoint **20 business days** prior to review;
 - a. Provide updated Point of Dispensing (POD) standards data for submission to DSHS SNS SharePoint by April 1, 2016;
 - b. Perform and submit metrics on three SNS operation drills (at pre-identified POD locations and existing call down rosters) and submit After Action Reviews/Improvements sixty days after completion of the drill **OR** by April 1, 2016. Acceptable drills include:
 - i. Staff Call Down;
 - ii. Facility Set-up;
 - iii. POD Activation;

- iv. Dispensing Throughput; and
 - v. RealOpt usage;
 - c. Submit above items listed in 8. (b) to PreparednessExercise@dshs.state.tx.us by April 1, 2016.
- 8. Submit the Mid-Year Report due to DSHS within an established timeframe designated by DSHS.
- 9. Complete an End-Of-Year performance report in a format specified by DSHS no later than August 15, 2016.
- 10. Conduct or participate in, at least, one Preparedness Exercise which includes evaluation of capabilities and objectives in accordance to the Contractor's exercise plan and developed in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards. Contractor will submit to DSHS an exercise notification following the Concept and Objectives meeting in accordance with timeframes established in DSHS Exercise Guidance. A joint after action report/improvement plan must be submitted within 60 days of the exercise to the DSHS Exercise Team mailbox (preparednessexercise@dshs.state.tx.us). The After Action Report must also include a Corrective Action Plan. These exercises may include a tabletop exercise, a functional exercise, or a full-scale exercise to test preparedness and response capabilities, but not associated with Strategic National Stockpile (SNS).
- 11. Designate a member of the PHEP program to attend, in person, the PHEP all four (4) quarterly meetings of the contract term. If the designee is unable to attend the first meeting in person, the Contractor must petition DSHS in writing requesting an exemption and proposal for attending a subsequent quarterly meeting.
- 12. Complete all additional reporting requirements. Due dates will be listed in the most current DSHS reporting schedule, to be released no later than August 3, 2015.

Ebola 2016 Requirements

MAY	15	Contract Start Date
JUNE	15	Submit Work Plan outlining activities and deliverables.
	30	May B-13 and Support Doc.
JULY	15	Ebola Collaboration Quarterly Report
	30	June B-13 and Support Doc.
AUGUST	31	July B-13 and Support Doc.
	13	1st Quarter FSR
2016		
SEPTEMBER	30	Concept of Operations Plan for responding to Ebola or highly infectious diseases
	30	August B-13 and Support Doc.
OCTOBER	15	Ebola Collaboration Quarterly Report
	31	September B-13 and Support Doc.
NOVEMBER	30	October B-13 and Support Doc.
	30	2nd Quarter FSR
DECEMBER	31	November B-13 and Support Doc.
JANUARY	15	Ebola Collaboration Quarterly Report
	31	December B-13 and Support Doc.
FEBRUARY	29	January B-13 and Support Doc.
	29	3rd Quarter FSR
MARCH	31	February B-13 and Support Doc.
APRIL	15	Ebola Collaboration Quarterly Report
	30	March B-13 and Support Doc.
MAY	31	April B-13 and Support Doc.
	31	4th Quarter FSR
JUNE	30	May B-13 and Support Doc.
JULY	31	June B-13 and Support Doc.
AUGUST	31	July B-13 and Support Doc.
	31	5th Quarter FSR
2017		
SEPTEMBER	30	August B-13 and Support Doc.
OCTOBER		
NOVEMBER	14	September B-13 and Support Doc.
	14	Final FSR

Appendix D: Sample Exercise Objectives

Sample Exercise Objectives for Fort Bend County PHEP Exercises (Operations and Discussion Based)

Sample Exercise Objectives (Operations-Based)

The following are sample objectives for an operations-based exercise. Planning team members should limit the number of objectives to **four** or **five**. These objectives may be combined or modified as needed; the objectives listed here do not constitute an all-inclusive list. The selected objectives should be based on the exercise scope, type (i.e., drill, functional exercise, full-scale exercise), scenario, and/or subject. For example, a drill with a scenario involving an explosive device should include objectives that focus on law enforcement and bomb squad issues.

1. Evaluate the capability to implement the Incident Command System (ICS) in response to a terrorist incident and effectively transition to a Unified Command.
2. Exercise the local coordination and integration of internal and external response resources by the local ICS.
3. Assess the ability to establish and maintain multiagency and multijurisdictional communications in response to a terrorist incident.
4. Examine the ability of local response agencies to implement victim, personnel, equipment, and facility decontamination in a mass-casualty incident.
5. Assess the capability of response personnel to detect, identify, monitor, and respond to the effects of a hazard/agent.
6. Examine the ability to provide effective prehospital emergency medical care in response to a terrorist incident. Assess the ability to conduct triage, treatment, and transport operations.
7. Assess ways to reduce the conflicting requirements for protection of a crime scene and evidence collection with the need to perform victim rescue operations.
8. Exercise the ability to activate, staff, and operate the local Emergency Operations Center (EOC).
9. Assess the adequacy of local plans for the flow of public information and the interface with, and use of, media resources.
10. Assess the ability of local medical facilities to respond to the effects of a terrorist incident. Implement decontamination, treatment, and patient-tracking procedures for both transported and self-referred patients.

Sample Exercise Objectives (Discussion-Based)

The following are sample objectives for a discussion-based exercise. Planning team members should limit the number of objectives to four or five. These objectives may be combined or modified as needed; the objectives listed here do not constitute an all-inclusive list. The selected objectives should be based on the scope, type (i.e., seminar, workshop, tabletop exercise [TTX]), scenario, and/or subject of the exercise. For example, a TTX with a terrorism scenario involving a biological agent should include objectives that focus on medical and public health issues.

Interagency Planning and Coordination Objectives

1. **Community Response Plans.** Assess the adequacy of local, communitywide, and agency-specific plans to respond to a terrorist incident. Identify shortfalls in resources, limits in capabilities, and conflicts in planning.
2. **Local Decision making Process.** Exercise the local decision making process, and identify areas that need refinement. Identify key actions to be taken and who will take them.
3. **Public-Private Sector Interface.** Examine interactions between public and private sectors during the threat or actual occurrence of a terrorist incident.
4. **Interfacing with Local, State, and Federal Agencies.** Examine the interface and understanding among local, State, and Federal agencies in the conduct of incident management activities.
5. **Awareness of Federal Plans.** Expand the local response community's understanding of Federal directives and plans (e.g., National Incident Management System [NIMS], National Response Framework [NRF]) and Federal agencies' roles in responding to a terrorist threat.

Resource Coordination Objectives

1. **Awareness of State and Federal Capabilities.** Broaden the understanding of local authorities and responders regarding the capabilities available from State and Federal agencies in responding to a terrorist incident.
2. **Local Resource Coordination.** Determine strengths and weaknesses in local coordination and integration of response resources. Identify critical issues and potential solutions.
3. **Mutual Aid Agreements.** Review interjurisdictional mutual support compacts or agreements (between adjacent communities, inter-State, and nationwide).
4. **Implementation of External Assets.** Examine factors involved in the request, receipt, use, and integration of external response assets by local Incident Command System (ICS) protocols. Identify interoperability shortcomings, including potential time delays, that will impede rapid assimilation of external resources. Propose potential long-term solutions and short-term workarounds.
5. **Deployment of External Resources.** Develop an understanding of deployment considerations for external resources, potential time delays in receipt of external support, and inherent effects at the local level. Assess the local capability of distributing and administering medicines and other treatment to victims.

Threat/Hazard-Related Issues

- 1. Threat Preparation.** Examine various threats posed by a terrorist incident and the implications to the local medical and response communities (e.g., attack detection, mass casualties, points of dispensing, patient tracking).
- 2. Criminal Investigations.** Discuss ways to integrate response efforts with the need to investigate the nature and cause of a terrorist incident including security, evidence collection, and interview procedures and protocols. Examine requirements for protection of a crime scene and evidence collection in a contaminated environment.
- 3. Detection.** Assess the capability of local response personnel to detect, identify, monitor, and respond to the effects of a chemical, biological, radiological, nuclear, or high-yield explosives (CBRNE) agent.

Medical and Public Health

- 1. Medical Capabilities.** Determine major shortcomings in local medical capabilities to identify and treat casualties resulting from a terrorist incident. Identify the means to obtain resources, and assess the impact of delays in their receipt.
- 2. Disposition of Remains.** Discuss factors that would affect the handling of substantial numbers of contaminated remains.
- 3. Remediation and Reconstitution.** Assess the local response community's ability to contain agent contamination including decontamination and use of personal protective equipment (PPE). Identify available methods of decontamination for structures, response equipment, healthcare facilities, and personnel, as well as reconstitution of equipment and supplies.
- 4. Affected Area Access and Quarantine.** Review plans for area access control and quarantine issues.
- 5. Medical Monitoring and Surveillance.** Review the local medical, emergency medical transport, and public health department capabilities to recognize, identify, monitor, and respond to a terrorist incident.

Public Information and Media

- 1. Public Information.** Discuss options to provide timely information to the population and assist in minimizing chaos. Review plans to preclude dissemination of conflicting data.
- 2. Media Control.** Assess the adequacy of local plans for interface with and use of media resources. Discuss how media will be coordinated when State and Federal agencies are involved.

Exercise Name	Type / Capability	Purpose	Draft Objectives/Capabilities	Expected Participants
Tech DR	3	To test email, telephone, and radio systems.	Ensure staff proficiency with communications technology.	FBCHHS Staff
WebEOC DR	3	To test staff ability to log into and post in WebEOC.	Ensure staff proficiency with incident management technology	FBCHHS Staff
VTC DR	3	To test video teleconferencing hardware and software.	Validate communication capability across the county and regionally.	FBCHHS Staff
MRC Notification DR	1	To test volunteer activation system.	Continuous volunteer engagement and verification of contact data.	MRC
Medication Screening Form Drill	8	To test system capacity with medical screening forms.	Create statewide awareness of online screening tool and test system capacity	FBCHHS Staff, MRC, APEX Innovations, DSHS, other LHDs
EOC Radio Drill	6	To test radio connection with FBC OEM.	Coordinate with county EOC and test radio system.	FBCHHS Staff, FBC OEM, county partners
POD Activation DR	8	To test notification and response system with POD site administrators.	Coordinate POD activation with community partners.	FBCHHS Staff, POD Site partners
Staff Call-Down DR	15	To test staff activation system and response times.	Maintain staff readiness	FBCHHS Staff
Hurricane DR	13	To exercise response operations	Activate and follow Departmental Emergency Operations Plans	FBCHHS, OEM, county departments
SNS Facility Set-up FSE	10	To test staff and volunteer abilities to set up a POD.	Coordinate with local ISDs and other partners for POD activation.	FBCHHS Staff, MRC
CASPER FSE	1, 13, 15	To test staff and volunteer capability to conduct a door-to-	Train and exercise staff and MRC volunteers on initial recovery	FBCHSS Staff, MRC

		door public health survey.	operations	
POD EX FSE	1, 8, 15	To test staff and volunteer capability to coordinate with DSHS to achieve distribution and dispensing of medical countermeasures.	Coordinate a regional response among LHDs, DSHS, and other response partners.	FBCHHS Staff, MRC, DSHS
Houston Marathon FSE	1, 10, 15	To test staff and volunteer capability to deploy and demobilize the mobile medical unit.	Provide first aid to marathon runners. Provide medical support in the event of real world incident.	FBCHHS Staff, MRC

Appendix E. Fort Bend County Health & Human Services Training Participants by Department

Training Participants by Department

Animal Services- Director, Assistant Director, Animal Services Officer 1 & 2, Adoption Assistant, Receptionist, Admin. Assistant

Clinical Health- Director, Epidemiologist, Risk Reduction Specialist, Registered Nurse, Licensed Vocational Nurse, Outreach Specialist, TB Case Manager, Risk Reduction Supervisor, Community Service Aide

Emergency Medical Service- Director, Assistant Chief, Battalion Chief, Lieutenant, Paramedic I, II, EMT Basic & Intermediate, Administrative Support, Department Coordinator, Community Paramedic Coordinator, Community Paramedic, Data Analyst,

Environmental Health- Director, Investigator, Inspector, Sanitarian, Development Coordinator, Administrative Coordinator, Clerk I, Chief Sanitarian, Clerk II

Health & Human Services Administration- Director, Deputy Director, Public Health Preparedness Coordinator, Emergency Planning Coordinator, Recreation Assistant, Receptionist, Project Specialist, Administrative Assistant, Clerk III, Public Information Specialist

Indigent Health- Health Care Manager, Billing Specialist, Clerk II, Clerk III, Eligibility Supervisor

Social Services- Director, Coordinator, Eligibility Worker, Receptionist, Clerk, Lead Eligibility Worker, Administrative Assistant, Case Worker

Veterans Services- Veterans Services Officer, Assistant Veterans Services Officer, Administrative Secretary

Appendix F. Just In Time Training

The response tasks for a Public Health Emergency can vary and involve a number of responders of different backgrounds. To ensure an effective and efficient response, proper training of responders for their assigned tasks is necessary.

Fort Bend County Health & Human Services will provide Just-In-Time (JIT) training and materials to help prepare responders for various aspects and tasks involved during a Public Health Emergency response. This training is intended to prepare volunteers, internal staff without previous training, and supplemental staff provided through the State, local organizations, or regional partners. This training also serves as a refresher for trained staff immediately prior to deployment.

JITT provided during an incident will be incident and task-specific. FBCHHS maintains a catalog of JITT for the most common or likely types of responses. The primary format for this JITT is the online Learning Management System (LMS): self-paced courses designed to take one hour to complete. These courses are available at <http://www.ftbend.togtraining.com>. Whenever possible, responders will be provided with links for the appropriate courses so they can complete them prior to their deployment. If a responder is not able to complete the course prior to deployment, they will be provided with a computer, internet connection, and location to complete the course at the staging area prior to deployment. LMS courses include:

- Category A Bioterrorism Agents
- Crisis Communications Protocols/Media Relations Protocols
- Epidemiology 101: An Overview
- Family Preparedness Planning
- Isolation and Quarantine Plan Overview
- Lab Sample Packaging and Transport
- Mass Fatality Management: An Overview of Fort Bend County's Plans
- Pandemic Influenza Situation Update and Plan Summary
- Radio Communications Procedures
- SNS POD Operations and Security for Law Enforcement
- SNS POD Operations for Logistics Unit Lead
- SNS POD Operations for Operations Chiefs
- SNS POD Operations for Planning Unit Leads
- SNS POD Operations for POD Commanders
- Strategic National Stockpile Point of Dispensing Operations: An Overview
- The Role of Public Health in a Nuclear or Radiological Terrorism Incident
- WebEOC 101 - An Introduction

In addition to the electronic LMS courses, FBCHHS maintains classroom JITT for several response types. This JITT material will be presented to responders before they are deployed by an appropriate subject matter expert from among the FBCHHS staff. This material is stored on the Fort Bend County shared network drive, and is accessible to all HHS staff. Additional copies of the material are maintained on USB drives and in hard copy in the PHEP office, in case the shared network becomes available. This JITT includes:

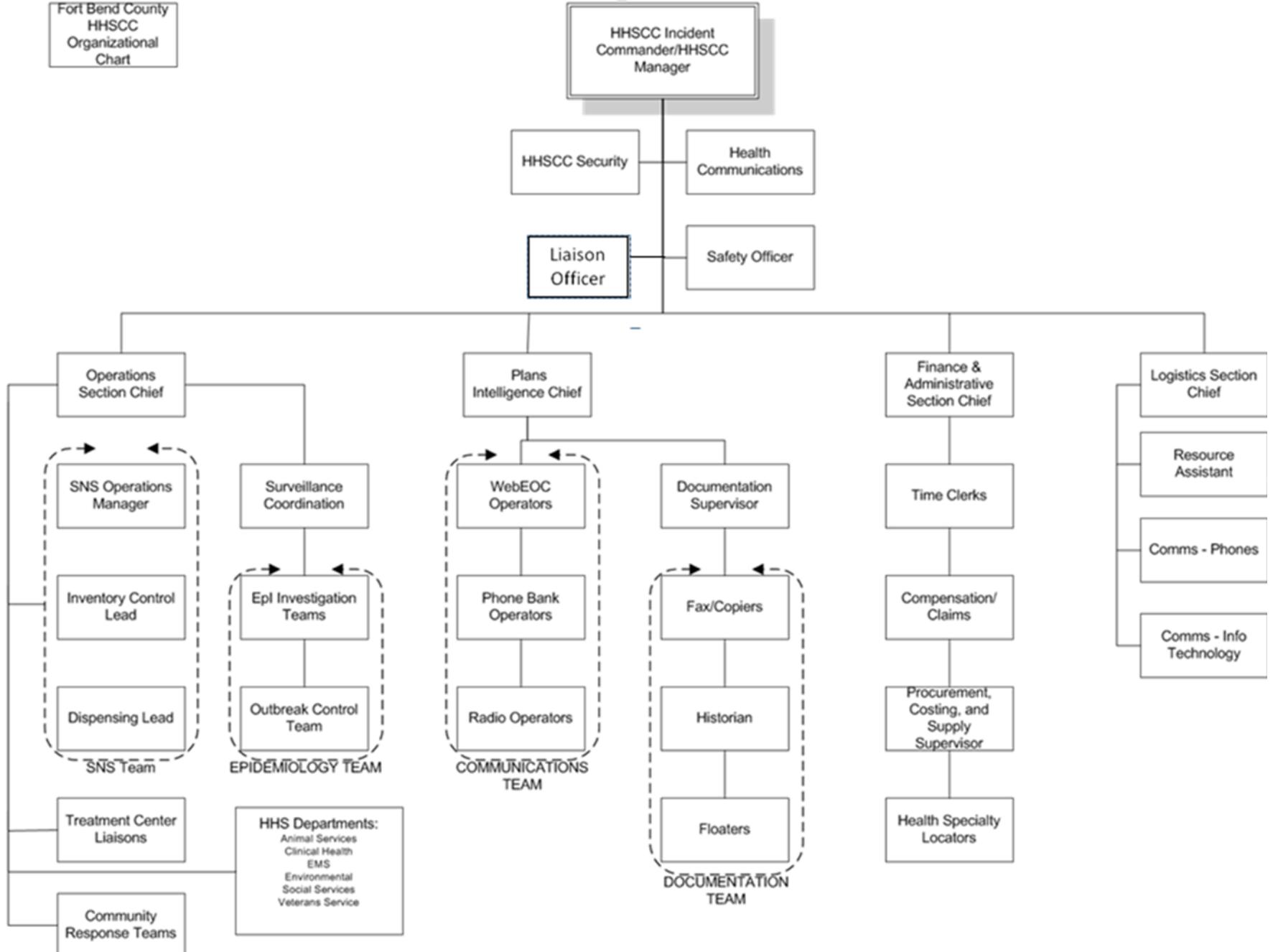
- Community Assessment for Public Health Emergency Response (CASPER)
- SNS POD Staff Positions
- SNS Screening Tool (video)
- Health and Human Services Coordination Center (HHSCC) Positions
- Functional Needs Support Services Training Videos

JITT will be reviewed every two (2) years by PHEP staff. This review shall incorporate appropriate subject matter experts to ensure the material is up to date, as well as student feedback. Updates to online LMS training may be subject to the availability of funding; FBCHHS staff may develop material to supplement LMS training as needed rather than re-developing an LMS course in its entirety.

New JITT material may be created in response to emerging threats as needed, or as directed by the FBCHHS Administration. FBCHHS Coordination Center Leadership Staff (Identified by assigned position on HHSCC org chart fig. 3) will be responsible for creating the JITT.

**Fig. 3. HHSCC Organization Chart
(Next Page)**

Fort Bend County
HHSCC
Organizational
Chart



End

Appendix B

CORE CAPABILITIES LIST

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

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience	Infrastructure Systems	
Interdiction and Disruption		Long-Term Vulnerability Reduction	Critical Transportation	Economic Recovery
Screening, Search, and Detection		Risk and Disaster Resilience Assessment	Environmental Response/Health and Safety	Health and Social Services
Forensics and Attribution	Access Control and Identity Identification	Threats and Hazard Identification	Fatality Management Services	Housing
	Cybersecurity		Fire Management and Suppression	Natural and Cultural Resources
	Physical Protective Measures		Logistics and Supply Chain Management	
	Risk Management for Protection Programs and Activities		Mass Care Services	
	Supply Chain Integrity and Security		Mass Search and Rescue Operations	
			On-scene Security, Protection, and Law Enforcement	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

Appendix C

PUBLIC HEALTH PREPAREDNESS CAPABILITIES

According to the *Public Health Preparedness Capabilities: National Standards for State and Local Planning*, the CDC identified the following 15 public health preparedness capabilities (shown in their corresponding domains) as the basis for state and local public health preparedness:

Biosurveillance

- Public Health Laboratory Testing
- Public Health Surveillance and Epidemiological Investigation

Community Resilience

- Community Preparedness
- Community Recovery

Countermeasures and Mitigation

- Medical Countermeasure Dispensing
- Medical Materiel Management and Distribution
- Non-Pharmaceutical Interventions
- Responder Safety and Health

Incident Management

- Emergency Operations Coordination

Information Management

- Emergency Public Information and Warning
- Information Sharing

Surge Management

- Fatality Management
- Mass Care
- Medical Surge
- Volunteer Management

Appendix D

TRAINING COORDINATORS

Name	Agency
Caroline Egan Regional Planning Coordinator 281-238-3419 caroline.egan@fortbendcountytx.gov	Fort Bend County Office of Emergency Management (FBC OEM)
Yaneth Public Health Information Specialist 281-238-3551 yaneth.calderon@fortbendcountytx.gov	Fort Bend County Health and Human Services (FBC HHS)

Appendix E

EXERCISE TYPES

Seminars. Seminars are generally used to orient participants to or provide an overview of authorities, strategies, plans, policies, procedures, protocols, response resources, or concepts and ideas. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures. They offer the following attributes:

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

Workshops. Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is on achieving or building a product (such as a plan or a policy). Workshops provide an ideal forum for the following:

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

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

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

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

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

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

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

Tabletop Exercises (TTXs). TTXs involve senior staff members, elected or appointed officials, or other key personnel in an informal setting discussing simulated situations. This type of exercise is intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs are typically aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions. In contrast to the scale and cost of operations-based exercises and games, TTXs can be cost-effective tools when used in conjunction with more complex exercises. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

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

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

Drills. A drill is a coordinated, supervised activity usually used to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills. Typical attributes include the following:

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

Functional Exercises (FEs). An FE, also known as a command post exercise (CPX), is designed to test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. FEs generally focus on exercising the plans, policies, procedures, and staffs of the direction and control nodes of the Incident Command System (ICS), Unified Command (UC), and emergency operations centers (EOCs). Generally, incidents are projected through an exercise scenario with event updates that drive activity at the management level. Movement of personnel and equipment is simulated.

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

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

Full-Scale Exercises (FSEs). FSEs are multiagency, multijurisdictional exercises that test many facets of emergency response and recovery. They include many first responders operating under the ICS or UC to effectively and efficiently respond to and recover from an incident. An FSE focuses on implementing and analyzing the plans, policies, and procedures developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. The events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. It is conducted in a real-time, stressful environment that closely mirrors a real incident. First responders and resources are mobilized and deployed to the scene where they conduct their actions as if a real incident had occurred (with minor exceptions). An FSE simulates the reality of operations in multiple functional areas by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel in a highly stressful environment. Other entities that are not involved in the exercise, but that would be involved in an actual incident, should be instructed not to respond.

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

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

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

Appendix F ACRONYMS

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

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

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

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