STATE OF MARYLAND

MULTI-YEAR TRAINING AND EXERCISE PLAN (MYTEP)

2019-2020

JANUARY 2019

Signature Page

The State of Maryland is committed to a consistent and inclusive approach to ensuring all stakeholders have the tools they need to save lives, protect public health and safety, and protect property and the environment.

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Overview

The Maryland Emergency Management Agency (MEMA) Training and Exercise (T&E) Branch is comprised of emergency management professionals who have expertise in a variety of emergency management-related topics, as well as the Homeland Security Exercise and Evaluation Program (HSEEP).

As the Maryland State Administrative Agency (SAA), all requests for training through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Preparedness Directorate (NPD), National Training and Education Division (NTED), National Domestic Preparedness Consortium (NDPC) must be approved by MEMA.

State partners can requests training offerings through MEMA, and can request that the MEMA T&E Branch provide assistance with the development and facilitation of exercises. The MEMA T&E Branch will attempt to fulfill requests for training and exercises based on staff availability and program priorities.

The Process for Setting Training and Exercise Program Priorities

MEMA sets training and exercise priorities based on a variety of inputs, including the vision and priorities of MEMA's senior leadership, legal and federal requirements, plan requirements, threats/hazards and risk assessment data, and an assessment of the State's ability to perform and deliver core capabilities[1] during exercises and real-world events (as captured in corrective actions outlined in Improvement Plans (IPs), as well as feedback from internal and external State agency partners.

The State of Maryland has pursued a coordinated emergency management and homeland security strategy that combines enhanced planning, innovative training, and realistic exercises to strengthen the State's emergency prevention, protection, response, recovery, and mitigation mission areas. Training and exercises play a critical role in these strategies, providing the State with a means of developing, practicing, validating, and improving capabilities.

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[1] FEMA, Core Capabilities, available at *https://www.fema.gov/core-capabilities* (last visited June 28, 2016) (the 32 core capabilities identified in the National Preparedness Goal are organized according to the five mission areas).

MEMA Senior Leadership

Internally, MEMA's training and exercise priorities relate, in part, to the ability of MEMA and State Emergency Operations Center (SEOC) staff to perform the SEOC essential functions, including supporting information and resource management.

Legal and Federal Requirements

The Maryland Code, Public Safety Article, Title 14. Emergency Management (Title 14) defines emergency management and notes that its purpose is, "[t]o ensure that the State will be adequately prepared to deal with emergencies···" Additionally, the Governor of Maryland's Executive Order 01.01.2013.06, Maryland Emergency Preparedness Program (MEPP EO), assigns MEMA the primary responsibility and authority for emergency preparedness policy, and coordinating response, recovery, and hazard mitigation efforts. Both Title 14 and the MEPP EO identify planning, training, exercise, and reporting activities that must be accomplished and maintained to support the State's emergency management and preparedness goals, including conducting and participating in training, and participating in exercises.

Federal requirements also influence various State-level programs, for example, the State of Maryland must maintain the means to protect communities from radiological exposure during a radioactive release from a Fixed Nuclear Facility (FNF). MEMA is responsible for the oversight of the State's Radiological Emergency Preparedness Program (REPP), and follows the guidance criteria developed by the NRC and FEMA – this includes a variety of training and exercise requirements.

Moreover, the State of Maryland receives federal grant funding under the following grant programs: Emergency Management Preparedness Grant (EMPG), Hazard Mitigation Grant Program (HMGP), Urban Area Security Initiative (UASI), and State Homeland Security Grant Program (SHSGP). These grant programs are tied to training requirements set forth by the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). In order to maintain compliance with the federal grant program training requirements, the State of Maryland requires MEMA staff members to complete the training requirements included in Table 1, below.

Plans, Threats/Hazards and Risk Assessment Data, and Assessments

Plans

The MEMA T&E Branch works to coordinate efforts to ensure that training is offered on all plans that are developed, and exercises are conducted to test the plans.

Threats/Hazards and Risk Assessment Data

The Threat and Hazard Identification and Risk Assessment (THIRA) is submitted by the State to FEMA on an annual basis, in accordance with federal requirements. The THIRA is a risk assessment tool that helps evaluate the impacts of a hazard – including natural, human-caused, and technological hazards – on the State's ability to perform its core capabilities before, during, and following a disaster. Additionally, the THIRA helps to identify what activities need to be sustained, and what resources (i.e., plans, organization, equipment, **training and exercises**) are necessary to sustaining said activities to ensure the continued performance of core capabilities. The information that emerges from this process, which involves interviewing State agencies to identify their ability to perform their capabilities and what they need in order to do so, can be used to support decision making, including related to identifying needed training and exercises.

Assessments

The MEMA T&E Branch also seeks to align training and exercise priorities with corresponding State priorities. These priorities emerge based on the vision and priorities of their senior leadership, as well as needs identified through participation in exercises and real-world events, as captured in After Action Reports/Improvement Plans (AAR/IPs) and the Corrective Action Program (CAP), which is being implemented to track and validate corrective actions using WebEOC.

Identification of Program Priorities

The program priorities for the current training and exercise cycle (2018-2019), as documented in this Training and Exercise Plan, were identified by the Maryland Emergency Management Agency in partnership with other State agencies during the Training and Exercise Planning Workshop (TEPW) based on the process described above.

Grant Funding Requirements

As noted above, in order to maintain compliance with the federal grant program training requirements, the State of Maryland requires MEMA staff members to complete

the training requirements included in Table 1, below. The online offerings are available through Federal Emergency Management Agency (FEMA) Independent Study Program, and the in person offerings are sponsored by MEMA and can be registered for using the MEMA Learning Management System (LMS), described below. These training offerings may also be useful to local emergency managers and staff as they provide a foundation in emergency management concepts.

Table 1 – Required Training

Course Name	Course Description	Available At
IS-100, Introduction to Incident Command System	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).	http://training.fema.gov/is/courseoverview.aspx?code=IS-100.b
IS-200.B, ICS for Single Resources and Initial Action Incidents	ICS 200 is 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.	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-200.
IS-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.	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-700.a
IS-800,National Response Framework, An Introduction	The course introduces participants to the concepts and principles of the National Response Framework (NRF)	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-800.b
120a.Introduction to Exercises or IS 139 Exercise Design	IS 120.A introduces the basics of emergency management exercises. It also builds a foundation for subsequent exercise courses, which provide the specifics of the Homeland Security Exercise and Evaluation Program (HSEEP) and the National Standard Exercise Curriculum (NSEC).	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-120.a
IS-230.D Fundamentals of Emergency Management	The goal of this course is to introduce you to the fundamentals of emergency management. This course presents emergency management as an integrated system with resources and capabilities networked together to address all hazards. This is the first course in the Federal Emergency Management Agency (FEMA) Emergency Management Institute's independent study Professional Development Series.	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-230.d

Course Name	Course Description	Available At
IS-235.c Emergency Planning	This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-235.c
IS-240.b, Leadership and Influence	Being able to lead others—to motivate them and commit their energies and expertise to achieving the shared mission and goals of the emergency management system—is a necessary and vital part of every emergency manager's, planner's, and responder's job	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-240.b
IS-241.a, Decision Making and Problem Solving	Being able to make decisions and solve problems effectively is a necessary and vital part of the job for every emergency manager, planner, and responder.	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-241.b
IS-242.b, Effective Communication	Being able to communicate effectively is a necessary and vital part of the job for every emergency manager, planner, and responder. This course is designed to improve your communication skills.	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-242.b
IS-244.a or b, Developing and Managing Volunteers	The goal of this course is to strengthen abilities to prepare for and manage volunteers before, during, and after a severe emergency or major disaster.	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-244.b
ICS-300, Intermediate ICS for Expanding Incidents	ICS-300 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.	https://memamaryland.csod.com/client/memamaryland/default.aspx
ICS-400, Advanced ICS Complex Incidents	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.	https://memamaryland.csod.com/client/memamaryland/default.aspx
IS-701, NIMS Multi-Agency Coordination System (MACS)	This course introduces Multiagency Coordination (MAC) Systems as described in the National Incident Management System (NIMS), and shows how these systems can be used to improve incident response. MAC Systems consist of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system. After taking this course, you should be able to improve the overall coordination with, and support for, incident management by developing and operating	http://www.training.fema.gov/is/courseoverview.aspx?code=IS-701.a

Course Name	Course Description	Available At
	within MAC Systems. While this course discusses the Incident Command System (ICS), it is not a substitute for ICS 400, Advanced ICS Command and General Staff—Complex Incidents.	

Program Priorities for the 2019-2020 Training and Exercise Cycle

In support of all priorities and capabilities, the following training will be offered continuously throughout 2018:

- NIMS ICS requirements, to include: ICS 100, 200, 300, and 400
- All Hazards Position-Specific Course Training (AHPSC)
- Advanced Professional Series Certification (APS)
- WebEOC Training

The table below lists available training resources.

Table 2 – Training Resources

Training	Link
FEMA On-Line Courses	FEMA Independent Study Home Page
Resident/Non-Resident Emergency Management Institute (EMI) Courses	FEMA Training EMI Courses
National Training and Education Division (NTED)	National Training and Education Division Home Page
National Domestic Preparedness Consortium (NDPC)	National Domestic Preparedness Consortium Home Page
Center for Domestic Preparedness (CDP)	Center for Domestic Preparedness Home Page
DHS Technical Assistance (TA) Program	DHS Technical Assistance Home Page
MEMA LMS	MEMA LMS Home Page

Priority 1 – Planning

Mission Area: All

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

Corresponding Core Capabilities

- Planning
- Operational Coordination
- Public Information and Warning
- Logistics and Supply Chain Management
- Operational Communications

Rationale

Refer to specific corrective actions as noted in After Action Reports (AARs) and/or Improvement Plans (IPs).

Table 3 – Corrective Actions (Relevant Improvement Plan Action Items)

Activity/Incident	Recommended Action
Spring Governor's Table Top Exercise (TTX) 2018	Establish conduit between State and local area agencies.
Spring Governor's TTX 2018	Review plans for Vigilant Guard FSE.
Spring Governor's TTX 2018	A list of designated school shelters need to be developed and shared with local and State agencies.
Cyber Disruption TTX 2018	Revise State Cyber Disruption Plan.
2018 State Agency Training and Exercise Plan Workshop (TEPW)	Revise the Multi-Agency Emergency Repatriation Plan that is comprised of multiple State agencies.
2018 State Agency TEPW	Ensure that State COOP Plans contain an infrastructure protection plan component.
2018 State Agency TEPW	Foster and encourage integration with more federal agencies when developing future plans.
2018 State Agency TEPW	Develop State Improvised Nuclear Device (IND)/Biological Hazard Plans.

Supporting Training Courses

The following training courses are available online or in person and will be promoted by the MEMA T&E Branch.

Table 4 – Training Courses

Training	Agency(ies)	Date
Introduction to Maryland Emergency Management System (MEMS)	All State Agencies	2019/2020
Public Assistance Training	All State Agencies	2019/2020
Maryland Planners Course	All State Agencies	2019/2020
Fundamentals of Grants Management	All State Agencies	2019/2020
Resource Management Training for State Emergency Operations Center (SEOC) Reps	All State Agencies	2019/2020
Public Information Officer Awareness	All State Agencies	2019/2020
Learning Management System (LMS) Training	All State Agencies	2019/2020
Debris Management	All State Agencies	2019/2020
Access and Functional Needs Documentation Development	All State Agencies	2019/2020
WebEOC 8.4 Training	All State Agencies	2019/2020
SEOC Position-Specific Training	All State Agencies	2019/2020
ICS 300/400	All State Agencies	2019/2020
Homeland Security Exercise and Evaluation Program (HSEEP)	All State Agencies	2019/2020
L0449 ICS Train the Trainer	All State Agencies	2019/2020
SIGNAL Training	All State Agencies	2019/2020
MGT 453 Radiological Emergency Preparedness Plan (REPP) Course	All State Agencies Local Jurisdictions	2019/2020

Table 5 – APS Certification Required Courses

Training	Agency(ies)	Date
G 775 EOC Management and Operations or IS775 EOC Management and Operations	All State Agencies	2019/2020
G191 Incident Command System/Emergency Operations Center Interface, or E/L449 ICS Train the Trainer*	All State Agencies	2019/2020
G557 Rapid Assessment Workshop	All State Agencies	2019/2020
G205 Recovery from Disaster, the Local Government Role or E210 Recovery from Disaster, the Local Government Role*	All State Agencies	2019/2020

G393 Mitigation for Emergency Managers or G318 Local Mitigation Planning — All State Agencies — 2019/2020

Table 6 – APS Certification Elective Courses
(Note: Any five of the elective courses can be taken)

Training	Agency(ies)	Date
G288 Local Volunteer and Donations Management or IS 288.a The Role of Voluntary Organizations in Emergency Management (Independent Study)	All State Agencies	2019/2020
G364 Multi-Hazard Emergency Planning for Schools or L363 Multi-Hazard Planning for Higher Education*	All State Agencies	2019/2020
IS703 NIMS Resource Management (Independent Study)	All State Agencies	2019/2020
G202 Debris Management or E202 Debris Management Planning for State, Local and Tribal Officials*	All State Agencies	2019/2020
G386 Mass Fatalities	All State Agencies	2019/2020
G361 Flood Fight Operations	All State Agencies	2019/2020
IEMC one of the IEMC courses E900*	All State Agencies	2019/2020
G108 Community Mass Care and Emergency Assistance	All State Agencies	2019/2020
G358 Evacuation and Re-entry Planning	All State Agencies	2019/2020
G290 Basic Public Information Officer, or E388 Advanced Public Information Officer or E/L952 All Hazards Public Information Officer*	All State Agencies	2019/2020
G271 Hazardous Weather and Flood Preparedness or IS271 Anticipating Hazardous Weather and Community Risk (Independent Study)	All State Agencies	2019/2020
G272 Warning Coordination	All State Agencies	2019/2020
E/L/G/ Homeland Security Exercise and Evaluation K146 Program (HSEEP)	All State Agencies	2019/2020
G235 Emergency Planning or IS 235.c (Independent Study)	All State Agencies	2019/2020
G141 Instructional Presentation and Evaluation Skills or E/L141 Instructional Presentation and Evaluation Skills	All State Agencies	2019/2020

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

Supporting Exercises

The following exercises will be promoted by the MEMA T&E Branch.

Table 7 – Supporting Exercises

Exercise	Participating Organizations	Tentative Date
Governors Cabinet Quarterly TTX Series 2019/2020	Governor's Cabinet Secretaries	2019/2020
CALVEX Dress Rehearsal	Multiple State Agencies	Q1 2019
CALVEX FSE	Multiple State Agencies	September 21, 2019
MEMAC Quarterly Drill	Multiple State Agencies	2019/2020
EMAC Quarterly Drill	Multiple State Agencies	2019/2020
Active Assailant Workshop	Multiple State Agencies	2019
Peach Bottom Dress Rehearsal	Multiple State Agencies	2020
Peach Bottom Graded Exercise	Multiple State Agencies	2020
Regional CCTA TTX(s)	Multiple State Agencies	2019
Statewide CCTA TTX	Multiple State Agencies	2019/2020
Statewide CCTA FSE	Multiple State Agencies	2020

Priority 2 – Operational Coordination
Mission Area: All

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

Corresponding Core Capabilities
- Operational Coordination
- Intelligence and Information Sharing

Rationale
Refer to specific corrective actions as noted in After Action Reports (AARs) and/or Improvement Plans (IPs). See Table 3-Corrective Actions, Table 4-Training Courses, and Table 5-Supporting Exercises.

Priority 3 – Logistics and Supply Chain Management
Mission Area: Response

Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

Corresponding Core Capabilities
- Logistics and Supply Chain Management
- Situations Assessment
- Public and Private Services
- Operational Coordination
- Operational Communication

Rationale
Refer to specific corrective actions as noted in After Action Reports (AARs) and/or Improvement Plans (IPs). See Table 3-Corrective Actions, Table 4-Training Courses, and Table 5-Supporting Exercises.

Priority 4 – Operational Communication
Mission Area: Response

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

Corresponding Core Capabilities
- Operational Communications
- Operational Coordination
- Public Information and Warning
- Public and Privates Services

Rationale
Refer to specific corrective actions as noted in After Action Reports (AARs) and/or Improvement Plans (IPs). See Table 3-Corrective Actions, Table 4-Training Courses, and Table 5-Supporting Exercises.

Scheduling and Tracking

MEMA has implemented a Learning Management System (LMS) site, which is the Maryland State Government system used to manage and track all MEMA- coordinated, sponsored, and controlled training throughout the State. Jurisdiction and State agencies, if applicable, will advertise training activities and exercises via the LMS Event Calendar and the training announcement emails. These schedules are reviewed and updated periodically. Training or exercise activities to be entered into the schedule include:

- Multi-disciplinary
- Multi-jurisdictional
- Federal grant funded

Training and Exercise personnel can access the LMS system by visiting the LMS webpage:

MEMA Learning Management System (LMS)

Figure 1 – MEMA LMS

Appendix A – Exercise Schedule(s)

Exercise Name	Date	Lead Agency	Program Priority
WebEOC 8.4 Drill	2019/2020	MEMA	Planning Operational Coordination Logistics and Supply Chain Management
Governor's Quarterly TTX	2019/2020	MEMA	Planning Operational Coordination Logistics and Supply Chain Management Operational Communication
Peach Bottom Graded Exercise	2020	MEMA	Planning Operational Coordination Logistics and Supply Chain Management Operational Communication
Calvert Cliffs Nuclear Power Plant Plume Exposure FSE (Calvex)	2019	MEMA	Planning Operational Coordination Logistics and Supply Chain Management Operational Communication
Maryland Emergency Management Assistance Compact (MEMAC) Quarterly Drills	2019/2020	MEMA	Logistics and Supply Chain Management
Emergency Management Assistance Compact (EMAC) Quarterly Drills	2019/2020	MEMA	Logistics and Supply Chain Management
National Disaster Medical System (NDMS) FSE	2019	MIEMSS	Planning Operational Coordination Operational Communication
Active Assailant Workshop	2019	MSP	Planning Operational Coordination Operational Communication

Exercise Name	Date	Lead Agency	Program Priority
Regional CCTA TTX(s)	2019	MEMA	Planning Operational Coordination Operational Communication
Statewide CCTA TTX	2019/2020	MEMA	Planning Operational Coordination Operational Communication
Statewide CCTA FSE	2020	MEMA	Planning Operational Coordination Operational Communication

Appendix B – Training Schedules

Training Title	Date	Lead Agency	Location	Program Priority
WebEOC 8.4	2019/2020	MEMA	Reisterstown, MD	Planning Operational Coordination Logistics and Supply Change Management Operational Communications
SEOC Position-Specific Training	2019/2020	MEMA	Reisterstown, MD	Planning Operational Coordination Logistics and Supply Change Management Operational Communications
HSEEP	2019/2020	MEMA	Reisterstown, MD	Planning Operational Coordination Logistics and Supply Change Management Operational Communications
ICS 300/400	2019/2020	MEMA	Reisterstown, MD	Planning Operational Coordination Logistics and Supply Change Management Operational Communications
MGT 453 REPP Course	2019/2020	MEMA	Annapolis, MD	Planning Operational Coordination Logistics and Supply Change Management Operational Communications
Introduction to Maryland Emergency Management	2019/2020	MEMA	Reisterstown, MD	Planning

Training Title	Date	Lead Agency	Location	Program Priority
System (MEMS)				
State Family Reunification Plan Review	2019/2020	MDHS	TBD	Planning
Active Shooter Training (Non-traditional Facilities)	2019/2020	MSP	TBD	Planning Operational Coordination
Resource Management Training for State Emergency Operations Center (SEOC) Reps	2019/2020	MEMA	Reisterstown, MD	Planning Operational Coordination Logistics and Supply Chain Management
State Mass Care Shelter Strategy Overview	2019/2020	MDHS	TBD	Planning
Learning Management System (LMS) Training	2019/2020	MEMA	Reisterstown, MD	Planning
Maryland Housing Assistance	2019/2020	TBD	TBD	Planning
Access and Functional Needs Documentation Development	2019/2020	TBD	TBD	Planning

Appendix C – Acronyms and Definitions

Acronym	Definition
AAR	After Action Report
AHPSC	All Hazards Position-Specific Course
APS	Advanced Professional Series
CALVEX	Calvert Cliffs Emergency Exercise
CCTA	Complex Coordinated Terrorist Attack
CDP	Center for Domestic Preparedness
COOP	Continuity of Operations Plan
DHS	Department of Homeland Security
DoIT	Department of Information and Technology
EMI	Emergency Management Institute
EOP	Emergency Operation Plan
ESF	Emergency Support Function
FE	Functional Exercise
FEMA	Federal Emergency Management Agency
FSE	Full Scale Exercise
HSEEP	Homeland Security Exercise and Evaluation Program
HMP	Hazard Mitigation Plan
ICS	Incident Command System
IP	Improvement Plan
LMS	Learning Management System
LSCMS	Logistics Supply Chain Management System
MDHS	Maryland Department of Human Services
MDNG	Maryland National Guard

Acronym	Definition
MEMA	Maryland Emergency Management Agency
MJOC	Maryland Joint Operations Center
MOU	Memorandum of Understanding
MSDE	Maryland State Department of Education
MSP	Maryland State Police
MYTEP	Multi-Year Training and Exercise Plan
NIMS	National Incident Management System
NDPC	National Domestic Preparedness Consortium
NTED	National Training and Education Division
REPP	Radiological Emergency Preparedness Plan
SEOC	State Emergency Operations Center
TA	DHS Technical Assistance Program
T&E	Training & Exercise
TTX	Table Top Exercise