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STATE HANDBOOK

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FEDERAL COORDINATION

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) has refined the State Homeland Security Assessment and Strategy (SHSAS) process that was originally established in Fiscal Year (FY) 1999 to assess threats, vulnerabilities, capabilities, and needs related to preparedness for weapons of mass destruction terrorism incidents at the state and local level. The FY 2003 ODP SHSAS process will allow state and local jurisdictions to update their assessment data to reflect post-September 11, 2001, realities, as well as to identify progress on the priorities outlined in their initial homeland security strategies.

As identified in the National Strategy for Homeland Security, the challenge in securing the nation from terrorist attacks is “to develop interconnected and complementary systems that are reinforcing rather than duplicative and that ensure essential requirements are met.” In an effort to be consistent with and support implementation of the National Strategy, ODP coordinated the revision, development, and implementation of the SHSAS with federal agencies, state representatives, and state and local associations. This coordination has ensured that the assessment and strategy process is aligned with and focuses on the six critical mission areas, as defined by the National Strategy. Those critical mission areas include: intelligence and warning, border and transportation security, domestic counterterrorism, protecting critical infrastructure, defending against catastrophic terrorism, and emergency preparedness and response.

Intelligence and Warning: ODP worked directly with the Federal Bureau of Investigation (FBI) to refine the threat assessment component of the SHSAS from the original process developed in FY 1999. The refined threat assessment utilizes the FBI’s numeric system to assess Potential Threat Elements in state and local jurisdictions. Additionally, state and local representatives will be strongly encouraged to work with their local FBI Joint Terrorism Task Forces and WMD Coordinators to reinforce and align threat assessment efforts as they implement the SHSAS. The FBI also provided support to ODP by reviewing the assessment tool and offering guidance on the roll-out of the SHSAS to state and local jurisdictions.

Border and Transportation Security: ODP coordinated with the Transportation Security Administration (TSA) to revise, develop, and implement the SHSAS in an effort to ensure accountability in border and transportation security. TSA reviewed assessment materials to provide information on areas of potential overlap with other federal programs and identified areas of the SHSAS that will be leveraged to support existing TSA data collection needs.

Domestic Counterterrorism: The Nation’s emergency response agencies will be directly involved in the assessment and strategy process. To complete the threat, vulnerability, and needs assessment components of the SHSAS, state and local jurisdictions will form working groups that include federal, state, and local emergency response authorities. These authorities are critical in the effort to prevent and interdict terrorist activity within the United States.

Protecting Critical Infrastructure and Key Assets: To align the goals of the assessment process with the initiatives outlined in the National Strategy, the Information Analysis and Infrastructure Protection (IAIP) Directorate of the U.S. Department of Homeland Security will be involved in the implementation of the revised SHSAS. Additionally, the IAIP will utilize the data generated from the vulnerability assessment component of the assessment process to assist in the implementation of homeland security measures.

The U.S. Department of Agriculture (USDA) also provided support to ODP during the development of the assessment tool to coordinate and ensure the protection of the agricultural sector's critical infrastructure. The USDA reviewed the assessment and strategy template and offered guidance on the roll-out of the SHSAS to state and local jurisdictions. Collaboration with the USDA resulted in the addition of an optional agricultural assessment, a component that allows state and local jurisdictions to address potential agricultural targets, and to determine current agricultural terrorism response capabilities and needs.

To strengthen the protection of the Nation's public health sector's infrastructure, and to ensure that the needs of the public health discipline are met, ODP also coordinated with the Centers for Disease Control and Prevention (CDC) on the development of the assessment process. CDC reviewed the assessment and strategy template and offered guidance on the roll-out of the SHSAS to state and local jurisdictions. The refined SHSAS marks a major national effort to collect public health preparedness information as a component of a comprehensive homeland security program.

Defending Against Catastrophic Threats: Through the development of the state strategies, the SHSAS will help fulfill the initiatives identified by the National Strategy in this area. Working with state and local representatives from all emergency responder disciplines, each state will develop a homeland security strategy that focuses on new approaches, organization, and procedures for preventing terrorist use of nuclear weapons, detecting chemical and biological materials and attacks, and improving response capabilities. The states may use the "State Template Initiative" developed by the President's Homeland Security Advisory Council in coordination with the threat, risk, and needs assessment data from the SHSAS as a basis for developing their strategies and creating integrated homeland security plans.

Emergency Preparedness and Response: ODP coordinated with the Federal Emergency Management Agency (FEMA) to develop the FY 2003 SHSAS process and to ensure that all necessary response assets can be brought together quickly and effectively. FEMA representatives attended multiple review sessions and meetings to review the assessment and strategy template and offer guidance on the roll-out of the SHSAS to state and local jurisdictions. Working with FEMA representatives has and will continue to assist in consolidating federal response plans and building a national system for incident management in cooperation with state and local governments.

Other federal partners and professional associations that are involved in the revision, development, and implementation of the FY 2003 SHSAS process include the Environmental Protection Agency (EPA), the National Governors' Association (NGA), the National Association of Counties (NACo), the National Association of City and County Health Officials (NACCHO), and the Association of State and Territorial Health Officials (ASTHO). These partners reviewed assessment materials, provided information on areas of potential overlap with other programs, and enabled continuous information sharing across all disciplines.

As a result of ODP's coordination and working relationships with federal agencies, state representatives, and state and local professional associations, the State Homeland Security Assessment and Strategy process will allow the federal government to obtain vital information on the capabilities and needs of emergency responders on a national scale. The refined process will also serve as a planning tool for state and local jurisdictions, and will assist ODP and its partners in better allocating federal resources for homeland security.



ASSESSMENT OVERVIEW

INTRODUCTION

Thank you for participating in the Office for Domestic Preparedness (ODP) Fiscal Year 2003 State Homeland Security Assessment and Strategy (SHSAS) Program. This handbook is designed to be used by the State Administrative Agency (SAA) for your state to update the state's State Homeland Security Strategy (SHSS) and allocate domestic preparedness resources. It will serve as a guide for completing a revision to your SHSS and in submitting risk, capabilities, and needs assessments for your state.

Each step in the assessment and strategy development process is addressed here along with detailed instructions for entering and submitting the required data using the ODP Online Data Collection Tool. Furthermore, the handbook includes resources that will assist you in analyzing jurisdiction assessment information.

In this revision to the state strategy, you should discuss trends that have been identified through the execution of the original state strategy—including new and revised state and local policies and procedures, issues encountered with internal coordination conducted among the participating state and local agencies, and changes in threat and vulnerability.

The original State Domestic Preparedness Strategy provided vital information to states, ODP, and the national leadership critical to evaluating the needs of emergency responders. Never before have these precise requirements been as well identified for planning, organizing, equipping, training, and exercising local jurisdictions and states to respond to a Weapon of Mass Destruction (WMD) terrorism incident. This initial strategy from each state was the first step toward ensuring that all states and territories have prepared jurisdictions to respond to a WMD terrorism incident. The revision you are about to commence provides further enhancement to the level of preparedness already achieved.

ODP has developed additional assistance for states and jurisdictions, particularly through the State Assistance Plan (SAP), which details ODP resources available to meet state needs as identified in their original strategy and submission assessment. All states are also familiar with the extensive state and local technical assistance programs that have been provided by ODP for over two years. Added to this are two recently published documents—products of over two years of effort by a group of emergency response and training subject matter experts convened by ODP:

Training Strategy for ODP with Implications for WMD Training: This document formalizes the ODP WMD Training Strategy. It also clearly identifies the training development process and ingredients for top-quality training. It identifies the emergency response disciplines and details the WMD related tasks each discipline should be able to perform (www.ojp.usdoj.gov/odp).

Emergency Responder Guidelines: This document provides a detailed description of critical tasks each discipline must master to be designated as trained to one of three WMD Training Levels—awareness, performance, and planning/management (www.ojp.usdoj.gov/odp).

When completed, your SHSS should provide a comprehensive blueprint for the coordination and enhancement of efforts to counter WMD terrorism incidents, as well be used for related federal, state, local, and private resources within your state. All information requested for the completion of the needs assessment is designed for use in the development of the SHSS.

As previously mentioned, this is a process of revision rather than an entirely new effort for the state and jurisdictions. It should be an update to the process started in 1999 and will not require new work in all cases. The State Handbook is designed for use at the state level by the governor-appointed SAA. This process includes a separate and distinct Jurisdiction Handbook that covers the assessments and information requirements necessary for the state to draft the SHSS. Each handbook is an instruction manual for the online system and a stand-alone process guide for the state and jurisdiction. Forms included are taken directly from the online system.

PURPOSE

The SHSS is designed to give the state one comprehensive planning document that includes all needs for response to a WMD terrorism incident irrespective of the sources of funding. The State Handbook is provided to assist the SAA in revising and submitting the next version of the state's SHSS that is due to ODP by December 31, 2003. Remember that ODP funding is only one source for making the strategy a reality for the state. Other federal, state, local, and private funding can be used to reduce the identified state and local needs and requirements. The needs identified should not be restricted to any one funding source, but rather, reflect what is required to respond effectively and efficiently to WMD terrorism incidents in the state.

ASSISTANCE

Technical assistance for the online system is available from the OJP Helpline, 888-549-9901.

Content assistance for the SHSAS Process can be obtained through your ODP state point-of-contact by telephone or e-mail (askcsd@ojp.usdoj.gov).

TECHNICAL ASSISTANCE NEEDED TO COMPLETE THIS ASSESSMENT AND STRATEGY

If you need assistance in completing the SHSS or jurisdictional assessments, forward your requests to your assigned ODP Program Manager. Upon review and approval, your request will be forwarded to the Technical Assistance Branch.

LIST OF SAA POINTS-OF-CONTACT AND SAA TRAINING COORDINATORS

See the ODP web site to obtain a current listing of SAA points of contact at www.ojp.usdoj.gov/odp.

RELATIONSHIP TO THE PREVIOUS ASSESSMENT TOOL

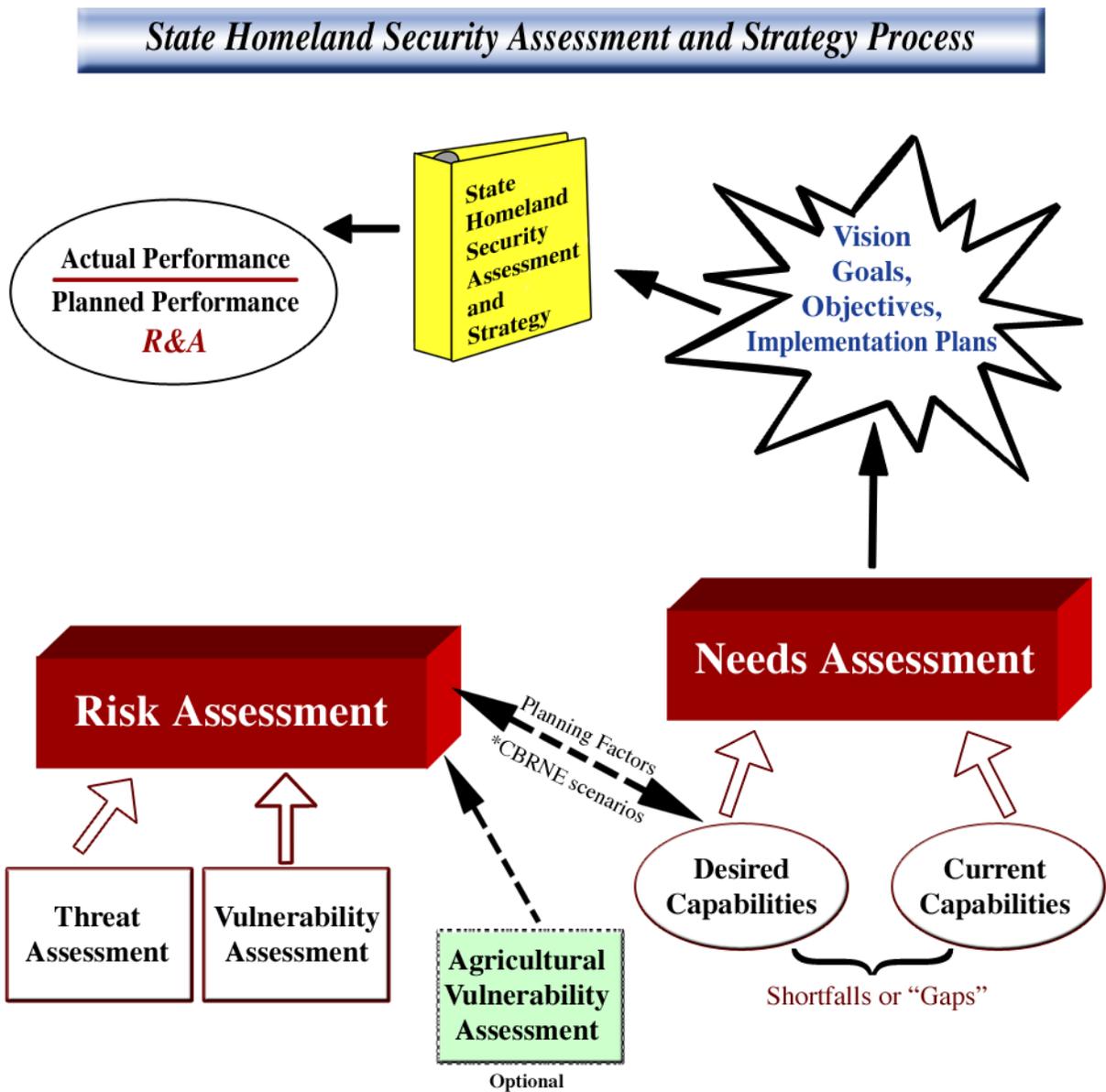
In 1999, the State Domestic Preparedness Program was established. ODP facilitated five regional meetings that briefed each SAA on the program. Soon afterwards, program guidelines were provided to each SAA for completion of the assessment and strategy development process.

The initial SDPS process was developed and released to all states and territories in 2000 by the ODP (then called the Office for State and Local Domestic Preparedness Support). Submission of the strategy was a condition of the state's receipt of grants under the FY 1999 State Domestic Preparedness Equipment Program. This strategy was separate from and subsequent to the FY 1999 State Domestic Preparedness Equipment Program application. The needs assessments and state strategies covered fiscal years 1999, 2000, and 2001 and were submitted by all 50 states, the District of Columbia, the Commonwealth of Puerto Rico, and all US Territories. This condition was subsequently increased in scope to include ODP equipment funding for FY 2002.

In 2000-2001, additional funding was provided as a supplementary initiative to the FY 1999 State Domestic Preparedness Equipment Program and to other recipients in the FY 2000 programs. These guidelines included guidance for conducting jurisdiction threat, vulnerability, capabilities, and needs assessments and developing a SDPS. Both the jurisdiction assessments and the state strategy were required before future funding to the states would be approved. All states and territories were subsequently required to submit their SDPS by December 15, 2001.

STATE HOMELAND SECURITY ASSESSMENT AND STRATEGY PROCESS

The diagrams on the following pages depict, in a macro view, the overall SHSAS development process. The jurisdictions are responsible for conducting the assessment portions and gathering other WMD incident response information for submission to the state. The state receives, reviews, and analyzes the information and data received from the jurisdictions, adding state-specific WMD incident response information. The state then develops the detailed vision, goals, objectives, and implementation steps to complete development of the strategy. Finally, the developed strategy is submitted to ODP.



*CBRNE: Chemical, Biological, Radiological, Nuclear, Explosive

Figure 1: State Homeland Security Assessment and Strategy Process

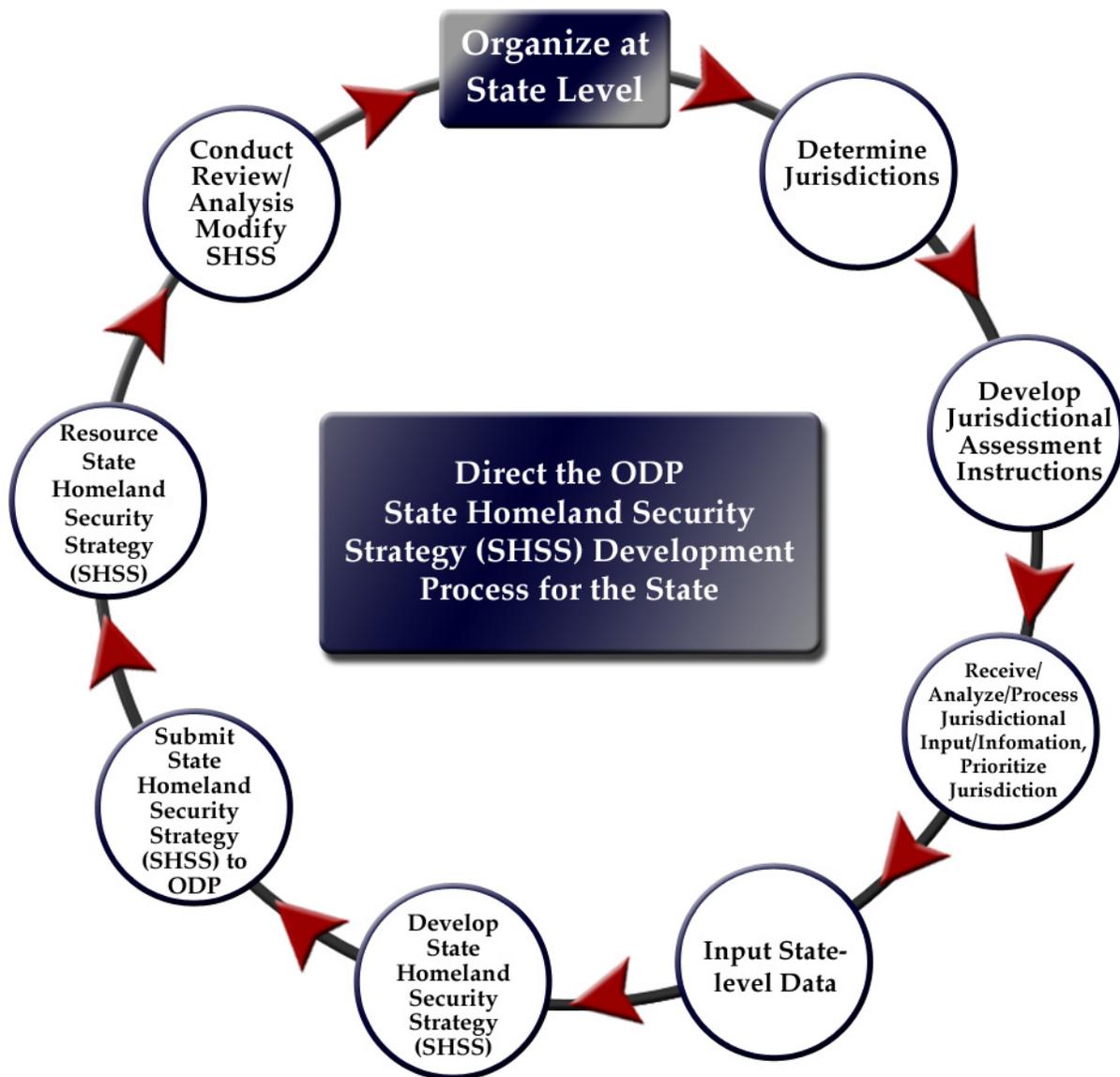


Figure 2: State Assessment and Strategy Development Process

REVISIONS TO THE FY 1999 STATE DOMESTIC PREPAREDNESS STRATEGY PROCESS

Once the previous SDPS process was completed, lessons learned, as well as best practices, were recorded for inclusion in further process guideline documents. A primary improvement noted was the need for two separate handbooks, one for jurisdiction assessments and one for state strategy development. Subsequently, jurisdiction and state handbooks were developed for use by agencies at both levels.

The general models for the process at the jurisdiction and state levels remain unchanged. The following shows the revisions for each section in the assessment and strategy development process.

ORGANIZE AT THE STATE LEVEL

No changes.

DETERMINE JURISDICTIONS

No changes.

DEVELOP JURISDICTION ASSESSMENT INSTRUCTIONS

- Separate Jurisdiction Assessment Handbook developed for issue to the states.
- States continue to have the responsibility to develop state directed guidance for the conduct of the jurisdiction assessments.
- States have the responsibility to assist jurisdictions in conducting jurisdiction assessments.

THREAT ASSESSMENT

The threat assessment measures the existence of potential threat elements (PTE) located within the jurisdiction and measures several factors regarding PTE existence, capabilities, targeting, motivations, and history. The following revisions have been made:

- When reporting WMD threat history, measure events taking place from January 1, 2000 to December 31, 2002.

- The acronym BNICE (biological, nuclear, incendiary, chemical, and explosive) has been replaced with CBRNE (chemical, biological, radiological, nuclear, and explosive).
- The State should report:
 - The total number of responses to suspected WMD threats and/or incidents; and
 - The number of WMD threats and/or incidents determined to be criminal.

VULNERABILITY ASSESSMENT

In addition to the basic vulnerability assessment which provides a consistent means to evaluate jurisdictions, an optional Agriculture Vulnerability Assessment has been added. (The first assessment, the Basic Vulnerability Assessment, is a required submission from all jurisdictions. The second and optional assessment is the Agricultural Vulnerability Assessment.) Changes/enhancements include:

- The updated Potential Target List is a guide for jurisdictions that includes potential sites for the Basic and Agricultural Vulnerability Assessments.
- A revised, one-page Individual Target Vulnerability Assessment is included for both the Basic and Agricultural Vulnerability Assessments.
- New or revised Factor/Value indicators have been added to the Basic Vulnerability Assessment:
 - Level of Visibility – revised description;
 - Criticality of Target – revised description;
 - Impact Outside the Jurisdiction – replaced “Value of Target to PTE;”
 - PTE Access to the Target – revised description;
 - Target Site Population – increased maximum population value from 5,000 to 50,000+; and
 - Collateral Mass Casualties – increased maximum value from 5,000 to 50,000+.

The agricultural assessment follows the basic assessment format with the changes below:

- “Impact Upon the Industry” instead of “Impact Outside the Jurisdiction.”
- “Capacity of Facility” instead of “Target Site Population.”
- “Product Distribution Area” instead of “Collateral Mass Casualties.”

For both the basic and agricultural assessment, the revised rating collection for online input will request the highest target raw score and the resulting vulnerability rating after using the key.

RISK ASSESSMENT PROFILE

- The risk profile has been removed from the assessment tool.

PUBLIC HEALTH ASSESSMENT

- There is no separate Public Health assessment.

LINK BETWEEN THREAT/VULNERABILITY AND CAPABILITY/NEEDS ASSESSMENTS

A planning factor tool is available to assist jurisdictions/states with the capabilities assessment process:

Planning Factor One: The types of WMD CBRNE materials that could potentially be used during an incident.

Planning Factor Two: The approximate number of civilian/responders affected by the WMD terrorism incident.

CAPABILITIES ASSESSMENT

- The term “Emergency First Responders” was replaced with “Emergency Responders.”
- Three response disciplines were added with precise definitions of each in the Handbook:
 - Governmental Administrative;
 - Health Care; and
 - Public Safety Communications.

- TIER levels have been replaced with “WMD Response Levels:”
 - Definitions are available for all WMD response levels;
 - There are more precise definitions for WMD response levels;
 - Total number in discipline;
 - Total number of personnel desired at a given WMD Response Level; and
 - Total number of personnel equipped/trained at desired WMD Response Level.
- Automatic percentage calculated for capabilities. Entries for Required/Current Capabilities by discipline are no longer required to be completed by the jurisdiction. These will be automatically displayed for each discipline once the WMD Desired Response Level by Discipline is entered.

WMD TASKS BY DISCIPLINE

Task by discipline worksheets note discipline-specific tasks and queries to determine current capability and requirement gaps in the following areas:

Planning: Are there appropriate plans and procedures in place to accomplish the task?

Organization: If a specialized team will accomplish the task, is this organizational component in place?

Equipment: Is the discipline equipped to perform the task?

Training: Is the discipline trained to perform the task?

Exercises: Is the task associated with the response plan exercised using realistic CBRNE scenarios?

NEEDS ASSESSMENT — PLANNING

- Added to the Jurisdiction and State Handbooks.
- Current emergency operation plan (or similarly named plan).
- Current terrorism incident annex (or similarly named plan).
- Strength (full time/part time) of the discipline if capability exists.
- Discipline capabilities of the jurisdiction/state.
- Mutual aid provided/received.

NEEDS ASSESSMENT — ORGANIZATION

- Added to the Jurisdiction and State Handbooks.
- Emergency response teams:
 - Type of response teams using general definitions provided;
 - Strength of teams; and
 - Mutual aid provided/received by teams (jurisdiction only).

NEEDS ASSESSMENTS — EQUIPMENT

- Added to the Jurisdiction and State Handbooks.
- Three-year projections no longer required.
- New equipment list, based on Standardized Equipment List (SEL) with annotation for Authorized Equipment List (AEL), with price ranges.

NEEDS ASSESSMENTS — TRAINING

Training has been revised in accordance with the recently published “Training Strategy for the Office of Domestic Preparedness with Implications for WMD Training” and the “Emergency Responder Guidelines.” These products are the result of an extensive two-year effort conducted under the auspices of ODP with qualification from subject matter experts from all the emergency response disciplines (www.ojp.usdoj.gov/odp).

- Added to the Jurisdiction and State Handbooks.
- Three-year Projections no longer required.
- New Training Level definitions:
 - Awareness Training Level.
 - Performance Training Level:
 - Defensive.
 - Offensive.
 - Planning/Management Training Level.
- Matrix provided for all ODP WMD Terrorism Incident Response training provided as an annex to the document.

- Emergency Response Training Sites collect the local training capability for jurisdiction training sites and disciplines trained at each site.

NEEDS ASSESSMENT — EXERCISES

- Added to the Jurisdiction and State Handbooks.
- Three-year projections no longer required.
- ODP exercise definitions with FEMA exercise equivalents provided in Appendix B, “Office for Domestic Preparedness Exercise Definitions,” on page 72.
- List frequency of exercises.
- List scope of exercise participation.

REQUIRED TECHNICAL ASSISTANCE

- Added to the Jurisdiction and State Handbooks.
- Three-year Projections no longer required.
- As the working group completes each assessment section, the working group identifies desired technical assistance.
- A rollup of technical assistance that would benefit the jurisdiction or description of specific assistance required.
- Disciplines who are projected to participate.
- The frequency of delivery of TA.
- Only required Technical Assistance will be reported.
- New technical assistance definitions:
 - General technical assistance;
 - State technical assistance; and
 - Information management technical assistance.
- Updated list of technical assistance types.

ADDITIONAL TRAINING INFORMATION

This form has been eliminated with pertinent information moved to other input forms in the training solution area.

EMERGENCY RESPONSE TEAM CAPABILITY SURVEY

This form has been eliminated with pertinent information moved to other input forms in the organization solution area.

EMERGENCY RESPONSE CAPABILITY SURVEY

This form has been eliminated with pertinent information moved to other input forms in the planning solution area.

SUBMIT ASSESSMENT TO SAA

A status list of sections for final review by the jurisdiction before submission to SAA has been updated to include revised/removed sections previously listed.

DEVELOP THE STATE HOMELAND SECURITY STRATEGY

The entire SHSS can now be completed using the ODP online System. Portions of the SHSS will be automatically populated based on previous entries made by both jurisdiction and state level working groups during assessments. The six sections to be completed include:

Section I — Introduction: Submit any initial comments the SAA wishes regarding the completion of the SHSS. Portions of this section will be automatically populated.

- Purpose
 - **Vision:** A definition and example is provided to help the SAA working group to construct a meaningful vision statement.
 - **Focus:** An example is provided for the SAA working group to construct focus statements.
 - **Coordination:** Describes the state's process of including decision-making authorities and emergency response disciplines
- Description of Jurisdictions
- Jurisdiction Assessment Process

Section II — State Risk Profile: All reports in this section are automatically populated.

Section IV — State Capabilities and Needs Profile: Capabilities for each solution area, to include jurisdictional and agricultural components, will be addressed in this section.

- **Plans:** The automatic population of previously entered EOP/TIA information for state and jurisdictions will be provided here. Additional information required for the state's strategy to improve state and local planning will be discussed.
- **Organizations:** The automatic population of previously entered information regarding emergency response teams and mutual aid capabilities for the state will be provided here. Additional information required regarding the state's plans to address jurisdictions that lack coverage through mutual aid and regional response team capabilities will be discussed.
- **Equipment:** The automatic population of previously entered information regarding state and jurisdiction emergency response equipment will be provided here. Additional information required regarding the state's strategy to improve equipment compatibility, especially communications, will be discussed.
- **Training:** The automatic population of previously entered information regarding jurisdiction and state training capabilities will be provided here. Additional information required regarding the state's strategy to improve response capabilities through training will be discussed.
- **Exercises:** Information required regarding the state's strategy to improve response capabilities through exercises will be discussed.

Section V — Goals, Objectives, and Implementation Steps: A development process for the construction of goals, objectives, and implementation steps has been included in this section. Examples of each are provided as a reference for the SAA working group. Once completed the user will be able to review work completed and make revisions, if desired.

- **Goals:** The ODP online System may be used to generate goals. Text box fields are provided for the SAA working group to use for entry. The user will be able to enter additional goals if required.
- **Solution Area:** The online system may be used to select a solution area (planning, organization, equipment, training, and exercises) that categorize objectives developed. A solution area must be developed for each goal.
- **Objectives:** The online system may be used to develop objectives for each solution area selected. Multiple objectives can be developed for each goal.

- **Implementation Steps:** This new term has taken the place of implementation plans used in the previous SDPS. The online system may be used to develop implementation steps for each objective. Multiple implementation steps can be developed for each objective.

Section VI – Prioritizing Objectives: Once objectives for all solution areas have been developed, each must be prioritized by solution area in order of importance or planned completion. The user will designate a High, Medium, or Low priority for each solution area objective in the text box provided.

Section VII – Evaluation Plan for the SHSS: The development of an evaluation plan is discussed in this section and guides the SAA working group through the process required to perform R&A on the SHSS. Additional options to print, download, or preview the SHSS are available as well.

SUBMIT STATE HOMELAND SECURITY STRATEGY TO ODP

The deadline for strategy submission is December 31, 2003

SECTION

1

STATE REGISTRATION AND ASSESSMENT PROFILE SETUP

SYSTEM REQUIREMENTS

To use the ODP Online Data Collection Tool, you need:

- One of the following web browsers:
 - Microsoft Internet Explorer version 5.5 or higher;
 - Netscape version 4.78 or higher; or
 - AOL version 6.0 or higher.
- Internet access (56K modem or higher recommended).
- Super VGA (800x600) or higher resolution monitor with 256 colors.
- Session cookies enabled in your browser.

ACCESS THE STATE ASSESSMENT AND STRATEGY ONLINE SYSTEM

There are important features to understand about the submission of the strategy. First, state assessments and information are collected and submitted by jurisdictions to the state. Second, state information is rolled-up in state summaries. Third, all submissions to ODP are to be made online via the website, www.ojp.usdoj.gov/odp.

To gain initial access to the State Assessment and Strategy Online System:

- Access the ODP website at www.ojp.usdoj.gov/odp.
- Use the registration “wizard” to complete the initial registration process.
- Click “State Based Needs Assessment.”
- Click “State Level Data Entry Module.”
- Click “State Administrative Agency.”
- If you have not previously registered, click “Register New User,” otherwise “Sign In” with your User ID and Password.

Sign-In

If you have already registered to participate in this assessment, please use your user id and password to sign-in below. If you are a new user without a user id and password, please click on [Register New User](#).

Sign-In

Please log into the system with your assigned user id and password.

User ID:

Password:

- Select your state and either point of contact or representative.

Registration

Please select your state and your requested role in the assessment process. Fields marked with an asterisk (*) are required.

Registration Form

* State:

* User Type:

- Complete the registration form—remember to designate an ID and Password.

Registration Form

Please fill out the following fields and press 'Submit Registration Request' when complete. Please make sure this information is correct and current. Fields marked with an asterisk (*) are required. All electronic correspondence will be sent to the point of contact e-mail address, so please make certain this address is correct. If you do not have a permanent e-mail address, you will be required to establish one.

Organization Information	
* Organization Name	<input type="text"/>
*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
* City	<input type="text"/>
County	<input type="text"/>
State	New Hampshire
*Zip Code <small>123-45-6789</small>	<input type="text"/> - <input type="text"/>
Jurisdiction Information	
Registration requests must include a jurisdiction name defined by your appropriate state agency.	
*Jurisdiction Name	<input type="text"/>
User Information	
*Name Prefix:	<input type="text"/>
*User First Name	<input type="text"/>
* User Last Name	<input type="text"/>
* Phone Number	<input type="text"/>
Phone Ext	<input type="text"/>
Fax Number	<input type="text"/>
* User E-Mail Address	<input type="text"/>
User ID and Password	
Please assign yourself a username and password. Keep this information in a confidential place.	
* User ID	<input type="text"/>
* Password (at least 8 characters long)	<input type="text"/>
* Password (confirmation)	<input type="text"/>

Please make sure all the above information is correct before submitting the request for registration. Before you can participate in the assessment, the State Administrative Agency coordinator needs to approve your request. As soon as your registration is approved, you will receive an e-mail notification.

Please remember the username and password you selected. This will be required for you to login to this system.

Once ODP approves your registration, you may access the state assessment and strategy entry process using the ID and Password you created in the final step above.

Successful Registration

Your registration request has been successfully submitted. This request will be processed by the state administrative agency and an e-mail notification will be sent to you. You will be able to submit your assessment input only after your registration is approved.

Please remember the username and password you selected. This will be required for you to login to this system.

ASSESSMENT LISTING/INDEX

After successfully registering, the first screen you will see will be the Assessment Listing box shown below. Enter the required information.

[Assessment Index](#) | [Assessment Listing](#)

Assessment Listing

[Create a new assessment](#)

Filter Assessment Listing

Jurisdiction	Metropolis County	
Fiscal Year	2003	<input type="button" value="Refresh"/>
Due Date	02/06/2004	

Select an assessment below

Assessment	Status	Last Updated
First Attempt at Assessment	Not submitted	3/18/03 (10:03 PM CST)
Jurisdiction Assessment	Not submitted	4/11/03 (08:30 AM CST)
Special Conditions Assessment	Not submitted	3/9/03 (05:26 AM CST)

After completing the information in the Assessment Listing box, click on the Assessment Index tab. This is the initial screen you will see after logging into the system for all future work. This screen serves as an index/homepage that displays all of the work you have currently completed, progress you have made on given sections to date, and sections remaining to be completed.

Assessment: State

[Switch to a Different Assessment](#) | [Rename this assessment](#)

Assessment Section	Status
Assessment Profile	Complete
Basic Section	Status
Risk	
Threat Assessment	Incomplete
Vulnerability Assessment	Incomplete
Vulnerability Survey	Incomplete
Planning Factors	<i>not required</i>
Capabilities	
Response Levels	Complete
Tasks	Incomplete
Needs	
Planning	Incomplete
Organization	Incomplete
Equipment	Incomplete
Training	Incomplete
Exercises	Incomplete
Recommendations	
Recommendations	<i>not required</i>
Agricultural Section	Status
Risk	Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Vulnerability Assessment	Incomplete
Vulnerability Survey	Incomplete
Planning Factors	<i>not required</i>
Capabilities	Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Response Levels	Complete
Tasks	Incomplete
Needs	Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Planning	Incomplete
Organization	Incomplete
Equipment	Incomplete
Training	Incomplete
Exercises	Incomplete
Recommendations	Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Recommendations	<i>not required</i>

ASSESSMENT PROFILE SETUP

Before proceeding to the Basic Assessment tool, you must first complete the Assessment Profile. You can access the profile by clicking on the hyperlink labeled “Assessment Profile” listed under the Assessment Section of the Assessment Index. The Assessment Profile Setup allows you to provide standardized information regarding state capabilities that will be automatically populated in those areas of the assessment where numerical capabilities will be used to calculate specific needs.

In Box Profile

Assessment Profile

Metropolis(2003)Jurisdiction Assessment

Discipline	Jurisdiction Capability	# Full Time Personnel	# Volunteer Personnel	# Total
Law Enforcement	<input checked="" type="radio"/> Yes <input type="radio"/> No	50	15	65
Emergency Medical Services	<input checked="" type="radio"/> Yes <input type="radio"/> No	80	40	120
Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No	30	0	30
Fire Service	<input checked="" type="radio"/> Yes <input type="radio"/> No	15	30	45
HazMat	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	0	10
Public Works	<input checked="" type="radio"/> Yes <input type="radio"/> No	12	3	15
Governmental Administrative	<input checked="" type="radio"/> Yes <input type="radio"/> No	25	0	25
Public Safety Communications	<input checked="" type="radio"/> Yes <input type="radio"/> No	20	20	40
Health Care	<input checked="" type="radio"/> Yes <input type="radio"/> No	30	20	50
Public Health	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	5	15

Cancel Calculate Next

In Box Profile

Assessment Details

Assessment Details

Jurisdiction: Metropolis

Fiscal Year: 2003

Assessment Name:

Cancel Save

In order to standardize state entries made regarding current emergency response capability, you should review the following general definitions:

Full Time Personnel: A full-time employee works within a specific discipline as a primary personnel resource who is paid for service or as applicable to the local or state jurisdiction.

Volunteer Personnel: A volunteer works within a specific discipline as an unpaid personnel resource or as applicable to the local or state jurisdiction.

Law Enforcement (LE): Individuals who, on a full-time or voluntary basis, work for agencies at the local and municipal level with responsibility as sworn law enforcement officers.

Emergency Medical Services (EMS): Individuals who, on a full-time, part-time, or volunteer basis, serve as first responders, EMT (basic, intermediate, and paramedic) on ground-based and aero-medical services to provide pre-hospital care, through ambulance service, rescue squad, or medical engine company.

Emergency Management (EMA): Organizations that are directed to coordinate preparedness, recovery, and mitigation for WMD terrorism incidents at the jurisdiction level.

Fire Services (FS): Individuals at the jurisdiction level—who on a full-time, volunteer, or part-time basis—provide life safety services including fire suppression, rescue, arson investigation, public education, and prevention.

Public Works (PW): Organizations and individuals that make up the public/private infrastructure for the construction and management of these roles at the jurisdiction level.

Governmental Administrative (GA): Elected and appointed officials responsible for public administration of community health and welfare during a WMD terrorism incident.

Public Safety Communications (PSC): Individuals at the jurisdiction level—who, on a full-time, part-time, or volunteer basis—through technology, serve as a conduit and link persons reporting an incident to response personnel and emergency management, to identify an incident occurrence and help to support the resolution of life safety, criminal, environmental, and facilities problems associated with a WMD terrorism incident.

Health Care (HC): Clinical, forensic, and administrative personnel in hospitals, physician offices, clinics, and other facilities responsible for providing medical care to include surveillance (passive and active), diagnosis, laboratory evaluation treatment, mental health support.

Public Health (PH): Personnel whose responsibilities include preventing epidemics and the spread of disease, protecting against environmental hazards, preventing injuries, promoting and encouraging healthy behaviors, and responding to disasters and assisting communities in recovery, assuring the quality and accessibility of health services, epidemiology investigators, evidence collection, and fatality management for humans and animals.

Terrorism Early Warning (TEW) Group: The TEW follows a networked approach, integrating law enforcement, fire, public health, and emergency management agencies to address the intelligence needs for terrorism and critical infrastructure protection. The TEW integrates local-federal echelons and operates pre-, trans-, and post-incident. It relies on open source

intelligence for scanning monitoring trends and potentials that influence training and doctrinal needs. During an actual incident, the TEW provides consequence projection to identify potential courses of action for the unified command structure.

AGRICULTURAL ASSESSMENT COMPONENT

An optional agricultural assessment component has been developed in coordination with the U. S. Department of Agriculture for state use. This assessment addresses potential agricultural targets, planning factors, response levels and tasks by discipline. There are also agricultural components included in the planning, organization, equipment, training, exercises, and technical assistance portions of the assessment. Those jurisdictions within the state that have substantial agricultural industry resources, activities, or enterprises, may be encouraged to complete the agricultural component in addition to the basic assessment.

You can disable any or all of the individual sections of the Agricultural Assessment at any time by clicking on the corresponding radio button under the Agricultural Section of the Assessment Index (the default setting is “Enabled”). Doing so will remove the agricultural assessment from the completed task list, allowing you to bypass this optional portion of the process without showing the assessment as incomplete.



Note

The Agricultural Assessment has been enabled and will remain active for jurisdiction working group completion unless the working group chooses to disable it.

Agricultural Section	Status	Enable?
Risk		Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Vulnerability Assessment	Incomplete	
Vulnerability Survey	Incomplete	
Planning Factors	not required	
Capabilities		Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Response Levels	Complete	
Tasks	Incomplete	
Needs		Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Planning	Incomplete	
Organization	Incomplete	
Equipment	Incomplete	
Training	Incomplete	
Exercises	Incomplete	
Recommendations		Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Recommendations	not required	

If the state opts to complete the agricultural assessment, those sections where an agricultural component exists will be introduced for completion in each section. Once the state working group has completed the basic assessment, within each agricultural section, an option will be available for the working group to deactivate any section they do not wish to complete. If a section has not been completed or deactivated, it will be shown as incomplete and require the working group to

return to that portion of agricultural assessment in order to complete remaining work needed for submission.

DEFINE STATE JURISDICTIONS

In order for the SAA to construct the SHSS, jurisdictions within the state are required to complete local assessments of required and current capabilities representing needs for planning, organization, equipment, training, and exercises. Once solution area needs have been documented, the jurisdiction may request additional technical assistance provided through ODP to help facilitate a specific process within each solution area to ensure a proper assessment has been completed.

In order to initiate the assessment process, the SAA must first designate jurisdictions within the state in which assessments will take place. The SAA is responsible for assuring that its strategy represents the entire state and all programs, response disciplines, and levels of government involved in domestic preparedness within the borders of the state. For this process, a jurisdiction is defined as the responsible entity for providing a coordinated response to a WMD terrorism incident. The SAA will define each jurisdiction within the state by providing a specific description of the jurisdiction in this section.

The SAA must complete the process of defining jurisdictions within the state before jurisdictions may register and participate in the risk, capabilities, and needs assessment process. Once the SAA has completed the process of defining jurisdictions, each should be notified of registration requirements for entering assessment data using the jurisdiction handbook. The notification process of all participating jurisdictions will be conducted at the discretion of the SAA. Once participating jurisdictions have been notified of the process required for registration and received the jurisdiction handbook for guidance, they may begin assessment entry process.

The following steps are required for the SAA to register each jurisdiction within the State:

Step 1 Jurisdiction Name

The SAA should enter each jurisdiction using a meaningful name that will assist users to identify themselves during the registration process.

Users | Jurisdictions

Jurisdiction Management - Add Jurisdiction

Jurisdiction Name: Metropolis

Census Geo-Entity:

- Alexandria
- Manassas Park
- Manassas City
- Franklin City
- Galax City
- Stafford
- Highland
- Harrisonburg

Population: 15619

Calculate Population

Add



Note

If using a jurisdiction identified in the 2000 Census, use the name given to their jurisdiction in the data box. This will link all census data to the state strategy and mapping tool.

Step 2 Jurisdiction Description

The SAA should describe the jurisdiction by identifying the coverage area, which may include a city, county, parish, or metro-area using any combination of municipalities, counties, parishes, or regions. Provide enough information so that users will be able to identify their respective jurisdiction.

Users | Jurisdictions

Jurisdiction Management - Add Jurisdiction

Jurisdiction Name: Metropolis

Census Geo-Entity:

- Alexandria
- Manassas Park
- Manassas City
- Franklin City
- Galax City
- Stafford
- Highland
- Harrisonburg

Population: 15619

Calculate Population

Add



Note

If state jurisdictions are to have unique boundaries other than traditional cities or counties, it will be important to describe how each is comprised. If the description does not sufficiently describe the make up of the jurisdiction, ODP may deny the state's registration.

When you have completed these steps, click “Add.” This will display the jurisdiction you just entered, and you will have the ability to make changes or delete the entry, if necessary. In addition to these actions, the SAA may also designate those jurisdictions that choose not to participate in the assessment

process. The SAA can also include all jurisdictions, regardless of participation, to ensure a full accounting of established jurisdictions existing within the state.

Users Jurisdictions

Jurisdiction Management

Jurisdiction Name	Population	Actions
Metropolis	100000	Details Delete Update
Smallville	100000	Details Delete Update
The County	100000	Details Delete Update
Largeville	100000	Details Delete Update

USER MANAGEMENT

The State Administrator is responsible for managing user authorizations by Use the following interfaces to enter specific data regarding authorized users. From the User List table, you can sort users based on type, role, status and organization.

Users Jurisdictions

User List

User Type: Status:

User Role: Sort by:

User Name	Home Organization	Status	Date Submitted
Craig Benson	New Hampshire	Active	02/18/2003
Robert Frost	New Hampshire	Active	02/11/2003

Under “Additional Organization Management,” you can edit or delete individual user information, roles assigned, and other organizational data.

Users Jurisdictions

Additional Organization Management

User Information

Name: Craig Benson
 Home Organization: New Hampshire
 UserId: craig.benson

Jurisdiction	Roles Assigned	Action
Rockingham County Region	Jurisdiction Basic Assessor Jurisdiction Agricultural Assessor	Edit/Delete

To Assign role(s) for the highlighted jurisdiction, please select the appropriate role(s) and click the "Save" button.

Jurisdiction:

Roles for Stafford County Region

Jurisdiction Administrator
 Jurisdiction Basic Assessor
 Jurisdiction Agricultural Assessor

Under “User Management,” you can edit the roles assigned to individual users, toggle user status between active/inactive, and manage passwords.

The screenshot displays the 'User Management' interface with the following sections:

- Organization Information:**
 - Organization Name: State of New Hampshire
 - Address Line 1: 20 Park St
 - Address Line 2:
 - City: Concord
 - County:
 - State: New Hampshire
 - Zip Code: 03301-3412
 - Home Organization: New Hampshire
- User Information:**
 - Name Prefix: Mr.
 - First name: Craig
 - Last name: Benson
 - Phone Number: 603-269-5555
 - Phone Extension:
 - Fax Number: 603-296-5555
 - Email Address: craig.benson_test@state.nh.us
 - Id: craig.benson
- User Roles for New Hampshire:**
 - State Basic Assessor
 - State Agriculture Assessor
 - State Administrator
- User Status:**
 - Inactive
- User Password:**
 - Change User Password:
 - New Password:
 - Confirm New Password:

Buttons: 'Add Additional Organizations', 'Cancel', and 'Save'.

When you have completed any user management entries, click the “Save” button to continue.



SECTION

2

RISK ASSESSMENT

Once you access the risk assessment portion of the online tool, the following options will enable the state to construct specific reports that will display numerical risk data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. The risk assessment profiles submitted by jurisdictions consist of four parts. Each summarizes risk data submitted by jurisdictions in the state using the online system.

- Jurisdictional Threat and Vulnerability.
- Legal WMD Hazard Environment.
- Jurisdictional Threat Environment.
- WMD/Terrorism-related Incidents.

You can access the Reports interface by clicking “Reports” in the main browser window.

PLANNING FACTORS

This optional process is recommended to assist those states that may need additional guidance during the capabilities assessment.

To assist states during this process, five specific planning factor worksheets have been developed. Each worksheet addresses a separate WMD CBRNE material. As the working group completes this process, the following planning factors should be developed:

- Establish the types of WMD CBRNE materials that could possibly be used during an incident within the state.
- Identify the number of persons affected by the WMD terrorism incident. This estimated count represents a maximum need that ensures the state will have

the information required for proper resource allocations to emergency responders.

Working Group Threats Vulnerabilities Survey Planning

Planning Factors

Metropolis (2003): State Assessment

Planning Factors Description

This optional process is recommended to assist those states that may need additional guidance during the capabilities assessment.

To assist states during this process, five specific planning factor worksheets have been developed. Each worksheet addresses a separate WMD CBRNE material. As the working group completes this process, the following planning factors should be developed:

- Establish the types of WMD CBRNE materials that could possibly be used during an incident within the state.
- Identify civilians/responders affected by the WMD terrorism incident. This estimated count represents a maximum need that ensures the state will have the information required for proper resource allocations to emergency responders.

Planning Factor Worksheets

In order to use the planning factor worksheets for the development of possible incidents within the state, click on the following highlighted text link: [Planning Factor Worksheets \(Reference Handbook Section A, page 16\)](#)

Previous Next

There are key assumptions that should be made as the state working group completes the Planning Factor worksheets:

- Use the concept of “Planning Factors” regarding CBRNE components in your state. Planning factors will help you determine potential incidents rather than worst-case scenarios. Potential incidents represent the most probable kind of WMD incident that could occur at a potential target located in your state based upon the unique infrastructure and its attractiveness to any potential terrorist elements or individuals. Remember: releases from existing CBRNE facilities could be accidental or intentional. For planning purposes, treat all WMD incidents as potential terrorist acts until proven otherwise.
- Consider an attack against a facility, site, system, or special event within your state that would produce death, injuries, or infrastructure damage which would overwhelm a jurisdiction's emergency response capabilities, including any mutual aid agreements/assistance pacts. When determining scenarios for planning purposes, it will be important to concentrate your efforts on a particular target or set of targets, and to determine the number of affected persons who would be incapacitated during an attack.

Once you have carefully considered potential CBRNE scenarios, you will be better equipped to determine what disciplines will be required for response, as well as the resources each will need in order to increase capabilities to the desired response level. Keep CBRNE scenarios realistic and concentrate planning factors on potential incidents.

PLANNING FACTOR WORKSHEETS

To use the planning factor worksheets for the development of possible incidents within the state, follow these steps:



Note

To print the Planning Factor Worksheets (the Reference Handbook, Appendix A, "Planning Factors Worksheets," on page 17), click on the hyperlink.

Step 1 List Potential Targets

Record potential targets using the Planning Factor Worksheets for each potential CBRNE material.

Planning Factors						
Chemical		Evacuated Victims				Deceased
Site/Target	Potential (✓)	Non-Injured	Walking	Stretcher	"Worried Well"	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Max Value Total						

Step 2 Likelihood of Specific Use of CBRNE on Target

Determine if the listed potential target is a likely location for the CBRNE material listed in the top left hand corner of each worksheet. If so, note this by placing a check mark in the "Potential" column for each likely target.

Step 3 Project Affected Individuals

For each site listed as potential, project the number of individuals possibly affected by the CBRNE materials listed under each planning factor (Evacuated-Non-Injured, Evacuated-Walking, Evacuated-Stretcher, "Worried Well").

Step 4 Number of Deceased

Project the number of deceased individuals.

Step 5 Determine Maximum Score

Determine the “Maximum Value Total” for each planning factor. Look for the highest estimated number for each planning factor and carry it to the bottom of the worksheet. The highest planning factor numbers may be found in different targets.

Step 6 Potential Scenarios

For each CBRNE material selected as a potential risk for the state, insert the highest estimated numbers for each planning factor into the maximum values worksheet.

You have now completed the maximum estimated numbers for persons affected by the CBRNE materials determined likely for your state. These planning figures should be kept for review—they will be useful when determining equipment, training, exercise and needs.

SECTION

3

CAPABILITIES ASSESSMENT

Now that you have completed the Risk Assessment, the next step is to examine the desired and current capabilities of your state's emergency responders. The purpose of conducting this assessment is to assist states in identifying the planning, organization, equipment, training, and exercises needed to safely and effectively respond to WMD incidents. State authorities will also use the assessment data to assist them in preparing/updating the SHSS.

In order to begin this three-step process, you should use the planning factors to help guide emergency responder disciplines through the assessment process (Fire Services, HazMat, EMS, Law Enforcement, Public Works, Public Health, Healthcare, Governmental Administration, Public Safety Communications, and Emergency Management Agency). A list of Discipline Definitions has been provided and can be reviewed by clicking on the hyperlink (the Reference Handbook, Appendix B, "Discipline Definitions," on page 12). Next, complete the following tasks:

Step One: Use the planning factors to establish CBRNE materials likely to be used during a WMD terrorism incident in order to help determine desired and current capabilities needed by each discipline to respond appropriately.

Step Two: Use the same planning factors to establish a numerical focus of affected individuals who may become incapacitated during a WMD terrorism incident.

Step Three: Apply the designated factors to planning, organization, equipment, training, and exercises in order to identify gaps.

In order to document these needs, the state working group will be required to use the online tool to input desired and current capabilities. Specific information needed for this portion of the assessment includes:

- The number of emergency responders from each discipline.
- The number of emergency responders from each discipline desired at each WMD response level.

- The number of emergency responders from each discipline currently equipped and trained to desired WMD response levels.

The following sections will provide step-by-step instructions for the online entry of this data.

DESIRED RESPONSE CAPABILITIES

You should now determine the WMD response level identified as necessary by the state working group for emergency responders. These capabilities should be based on planning factor estimates. The result of these increased capabilities would enable the state to properly equip, train, and exercise responder assets to respond to a WMD incident in a safe and efficient manner in accordance with state response plans. An additional capability of conducting simultaneous operations may also be achieved.

In order to determine realistic desired response capabilities for each discipline, review the WMD Response Level Definitions (see the Reference Handbook, Appendix B, "WMD Response Level Definitions," on page 15). You can also review them by clicking on the hyperlink.

Using the planning factors for guidance, the working group should determine what WMD response level each discipline should achieve or maintain.

DETERMINE RESPONSE LEVELS FOR EACH DISCIPLINE

As each online screen is displayed, the state may:

- Select a discipline from the menu to assess.
- Select those WMD response level capabilities needed to respond to a WMD terrorism incident. Each response level should be assessed independently from others.
- Determine the total number of personnel desired at the WMD response level.
- Designate the total number of personnel currently equipped and trained at the desired level.

The online system will automatically calculate a percentage of the discipline currently able to respond at the desired WMD response level for each discipline screen.

Review the WMD Response Levels by Discipline prior to online entry (the Reference Handbook, Appendix B, "WMD Response Levels by Discipline," on page 17). This information can be reviewed by clicking on the hyperlink.

Follow these steps in order to complete the state WMD response levels for each discipline:

Step 1 Select a Discipline

Select the discipline to be assessed for WMD response level capabilities. Once a discipline is selected, emergency responder guidelines and the number of personnel entered previously will be displayed automatically.

Law Enforcement		Total Personnel: 80	
Level	# of Personnel Desired at Level	# Currently Equipped and Trained at Desired Level	% Ready at Desired Level
Level 0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level 4	<input type="text"/>	<input type="text"/>	<input type="text"/>



Note

If the state requires the “Total Number in Discipline” to be revised, this option is available by returning to the assessment profile in Section 1 and adjusting the number of personnel in the discipline once completed. All personnel numbers will be automatically revised to reflect the change.

Step 2 Total Number of Personnel Desired at Response Level

For each discipline, using planning factors and the descriptions of each WMD response level, determine the number of personnel desired at each response level. Input the number of responders needed to sustain this response level in the space provided for “Total Number of Personnel Desired at Response Level.”

Step 3 Total Number Currently Equipped and Trained at Desired Level/ Percent Ready at Desired Level

For each discipline, using the number of responders desired at a certain WMD response level, input the total number of those responders who are currently equipped and trained to operate at that level. Upon completion of these entries, an automatic percentage of discipline readiness will be calculated.

To ensure proper response by discipline, develop a methodology to determine the task by discipline requirements. To assist jurisdictions, ODP Task By Discipline online worksheets are available for use by the state. In order to review WMD Tasks by Discipline, click on the hyperlink(the Reference Handbook, Appendix A, "WMD Task by Discipline," on page 37).

At this point, you have established planning factors, likely incidents, and determined desired WMD response levels for each discipline. The working group can now examine specific tasks desired by responders during a WMD terrorism incident. Once you have determined appropriate tasks-by-discipline, you should then assess current capabilities.

Using these tasks, current capabilities are determined through questions posed to the state working group members who represent each respective discipline:

- What are the specific tasks desired by each discipline to respond appropriately to likely incidents?
- Are there appropriate plans and procedures in place to accomplish the task?
- If a specialized team will accomplish the task(i.e., task force, SWAT team, etc.), is this organizational component in place?
- Is the discipline equipped to perform the desired task for potential incidents?
- Has the discipline trained to perform these tasks?
- Has the task associated with the response plan been exercised using realistic CBRNE scenarios?

Once the WMD Tasks by Discipline have been reviewed, the state may perform the following steps:

Step 1 Select a Discipline

Select the discipline to be assessed and then choose Edit/View from the Action menu provided. All sample tasks will be populated automatically once this step has been completed.

Response Levels Tasks

WMD Tasks by Discipline

Metropolis(2003).Jurisdiction Assessment

Discipline	# of Tasks	Action
Law Enforcement	20 of 20 completed	Edit / View

Previous Next

Step 2 Evaluate Desired Tasks for Each Discipline

For each emergency response discipline, use planning factors and potential incidents to determine tasks needed to respond to a WMD terrorism incident from the sample tasks provided. If the sample tasks do not include specific tasks desired by the state for this discipline, add additional tasks by pressing the “Add Specialized Task” button.

To complete this portion of the assessment, use the following definitions for the terms “Yes,” “No,” “Partial,” and “N/A”:

Yes: *The state possesses all of the requirements for the specified task.*

No: *The state possess no capabilities with regard to the expressed requirements for the specific task.*

Partial: *The state possesses moderate capabilities, but still lacks complete compliance with the expressed requirements.*

N/A: *N/A entries may indicate one or more of the following: The listed task does not apply to specific CBRNE material. The category (plan/procedures, organization, equipment, training, exercises) does not apply to CBRNE material. The state did not establish planning factors for the CBRNE marked N/A; the listed task is completed at the jurisdiction level rather than the state level.*

Response Levels
Tasks

WMD Tasks by Discipline: Law Enforcement

The State(2003):State Assessment

Task: Coordinate intelligence collection Displaying 1-2 of 20 Tasks

Task Not Applicable

	Plans/Procedures	Organization	Equipped	Trained	Exercised
Chemical	<input type="text"/>				
Biological	<input type="text"/>				
Radiological	<input type="text"/>				
Nuclear	<input type="text"/>				
Explosive	<input type="text"/>				

Task: Know and recognize types of agents Task Not Applicable

Task Not Applicable

	Plans/Procedures	Organization	Equipped	Trained	Exercised
Chemical	<input type="text"/>				
Biological	<input type="text"/>				
Radiological	<input type="text"/>				
Nuclear	<input type="text"/>				
Explosive	<input type="text"/>				

Once the “Add Specialized Task” button has been clicked, the entry screen will be displayed without a sample task. In its place, there will be a text box for the jurisdiction to input a specialized task not listed in the sample tasks provided. Once the task has been entered, press the “Save” button to be taken back to the original screen with the newly displayed task generated.

	Plans/Procedures	Organization	Equipped	Trained	Exercised
Chemical	▼	▼	▼	▼	▼
Biological	▼	▼	▼	▼	▼
Radiological	▼	▼	▼	▼	▼
Nuclear	▼	▼	▼	▼	▼
Explosive	▼	▼	▼	▼	▼

Tasks for Discipline Completed

Once the state has completed all tasks for a discipline, notification will be made at the bottom of the screen that there are no further tasks that remain to be addressed for this discipline. The state will then be given the following options:

Select another discipline in order to assess desired tasks. This action will save all completed work thus far for those disciplines previously assessed.

RESPONSE CAPABILITY NEEDS — REPORTS

At this point, you have completed the desired and current WMD response level capabilities and task by discipline assessments have now been completed. These capabilities were determined by:

- The “Planning Factor” Worksheets, which established a numerical focus for affected individuals.
- The determination of the jurisdiction’s “Potential Incidents,” which focused efforts on particular CBRNE materials in order to identify resource needs.
- “Task by Discipline” work conducted, which provided the state working group with specific desired capabilities for each discipline needed to respond appropriately.

To display the current work performed by the state working group, the following response level capability reports are available for review by accessing the Reports interface. These reports will allow you to review both current and desired capabilities documented for each discipline.

WMD Response Level by Discipline: Reports those desired and current capabilities as documented by the state that are needed to respond to CBRNE scenarios for each discipline.

Tasks by Discipline: Reports the tasks desired by each discipline in order to respond to the likely CBRNE scenarios and designates whether the discipline is capable of performing each.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available on the Reports interface. Once a request for change is initiated by the SAA, the jurisdiction's assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.



SECTION
4

NEEDS ASSESSMENT

OVERVIEW

The state is ready to move into the five solution areas associated with the state domestic preparedness strategy (planning, organization, equipment, training, and exercises). Each solution area has been assessed at the jurisdiction level using data developed from local planning factors, potential incidents, and specific tasks by discipline needed by each emergency responder. The information collected from these assessments will determine needs to increase emergency responder capabilities to respond to a WMD terrorism incident effectively.

Once the completion of these assessments have been accomplished at the jurisdiction level, the SAA working group can be led through online data entry requirements needed to document all needed and current state needs. Once state level entry requirements have been completed, the state will have the capability to review all jurisdiction assessment information submitted using the online system for each listed solution area.

Planning: Assesses planning conducted to ensure emergency responders have an updated emergency operation plan and terrorism incident annex to provide direction in the event of a WMD incident.

Organization: Assesses organizational efforts addressed through the construction of emergency response teams and written mutual aid agreements.

Emergency Response Equipment: Assesses those desired and current resources needed to respond to likely incidents that may occur determined through planning factors, WMD response levels by discipline, and specific tasks needed by each discipline.

Training: Assesses desired and current WMD training needed by each discipline using training guidelines provided for increased capabilities.

Exercises: Assesses required and current exercise needs to properly exercise plans.

Technical Assistance needs for each above solution area will be collected once the state has completed assessment entries for that specific area. All TA entries submitted within each solution area will be available as an output report for the state in the TA section. These reports will help states to target specific needs associated with improving capabilities related to an appropriate response to WMD terrorism incidents.

NEEDS ASSESSMENT — PLANNING

Emergency Operation Plans (EOP) and Terrorism Incident Annex (TIA)

In this section, the SAA will be led through the online process required to provide the state with specific information regarding a current EOP and TIA. The SAA should indicate the following:

- Does the state have a current EOP?
- If so, when was the plan last updated?
- Does the state have a current TIA?
- If so, when was the annex last updated?
- Does the current emergency operation plan address specified issues?



Note

If the state answers “No” to having a current EOP, the second portion of the survey regarding when the plan or annex was updated will not be required.

Survey Emergency Responders Tech Assistance

Needs Assessment - Planning The State(2003):State Assessment

Emergency Operations Plans and Terrorism Incident Annex

Emergency Operation Plan Yes No
 Your plan was last updated

Terrorism Incident Annex Yes No
 Your annex was last updated

Do your plans address any of the following issues:

Continuity of Operations Yes No
 Continuity of Government Yes No
 Mass Decontamination Yes No
 Isolation Yes No
 Quarantine Yes No
 Recovery and Restoration Yes No
 Volunteers Yes No
 Donated Resources Yes No
 Resource Management Yes No
 Mass Casualties Yes No
 Evacuation Yes No
 Interoperable Communications Yes No

NEEDS ASSESSMENT — PLANNING ROLLUP

Once the state completes the entry portion of the assessment process for planning, the SAA will have the ability to construct specific reports that will show the results of jurisdictions surveyed regarding the existence of a jurisdiction emergency operation plan, terrorism incident annex, strength of emergency response capabilities, mutual aid provided and received as well as full-time and part-time personnel available for emergency response. To assist the state in the review process of jurisdiction assessments regarding these inquiries, customized reports are available. Report options will enable the state to construct specific reports that will display assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab to access the Reports interface.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available on the Reports interface. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

TECHNICAL ASSISTANCE INPUT — PLANNING

For each solution area, there is a list of available Technical Assistance (TA). Once desired TA has been selected, a final output report for TA needs selected by the state in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to request technical assistance for the state, complete the following steps.

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. Select one of the following choices:

- Develop/Update Emergency Operations Plan.
- Develop/Update Response Protocols.
- Develop/Update WMD/Terrorism Incident Annex.
- Facilitation of Working Group.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Survey Emergency Responders Tech Assistance

Technical Assistance Input - Planning

The State(2003):State Assessment

Is Technical Assistance required for this Solution Area? Yes No

Add Technical Assistance Request

Technical Assistance Type (If Other, please specify)

Participating Disciplines

- Law Enforcement
- Emergency Medical Services
- Emergency Management
- Fire Service
- Public Works
- Governmental Administrative
- Public Safety Communications
- Health Care
- Public Health

Frequency of Delivery

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the state. Select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

NEEDS ASSESSMENT — ORGANIZATION

The state organization solution area examines the number of state personnel within each emergency response team listed. To start this process the state should complete the Emergency Response Team survey. This survey will provide updated information regarding each state emergency response team capability.

State Emergency Response Teams

The following tasks are required:

- Indicate a team capability within the state.
- If capability exists, indicate the number of teams available in the state.
- If capability exists, indicate the number of personnel per team.
- If there are additional emergency response teams located in the state these teams should be reported under the “Other” category.

Totals for these teams will be calculated automatically once both the number of teams and the number of personnel on each team is input.

In order to standardize entries made regarding current state emergency response team capabilities, the following general definitions are provided.

Regional HazMat: Individuals, who on a full-time, part-time, or volunteer basis, identify, characterize, provide risk assessment, and mitigate/control the release of a hazardous substance or potentially hazardous substance, through a regional response.

Decontamination Teams: Decontamination teams consist of individuals with responsibility for initiating and conducting decontamination operations necessary to maintain the health of contaminated individuals as well as the safety of non-contaminated individuals and physical facilities.

SWAT: Special Weapons and Tactics unit that will search for any potential suspects, provide protection for ongoing operations, and conduct high threat searches or execute no-knock warrants.

Bomb Squad: Special unit that conducts an immediate search and recognizes suspect package or secondary device in order to conduct render safe procedures.

Technical Rescue: Specialized emergency response personnel who are trained to apply special knowledge, skills and equipment to safely resolve unique and/or complex rescue situations.

Heavy Rescue: Specialized emergency response personnel who are trained to use strategy, tactics and operations for locating, extricating and treating victims of structural collapse.

Public Health Team: State Public Health Leadership and staff including health inspectors, sanitarians, physicians, educators, laboratory and epidemiological staff that respond to disasters to assist communities in recovery, assuring the quality and accessibility of health services.

Civil Support Team: The WMD Civil Support Teams are established to deploy rapidly to assist a local incident commander in determining the nature and extent of an attack or incident; provide expert technical advice on WMD response operations; and help identify and support the arrival of follow-on state and federal military response assets. Each team consists of 22 highly skilled, full-time members of the Army and Air National Guard.

Using the team definitions provided, the SAA working group should perform the following steps in order to complete the state emergency response team survey input required for this section.

Step 1 Type of State Team

Designate state capability for each team. If the state currently has a specific team capability, the SAA working group should answer “Yes” under “State Capability.”

Teams Tech Assistance

Needs Assessment - Organization

The State(2003): State Assessment

Type of Team	Have Capability	Number of Teams	# of Personnel per Team	Total
Regional HazMat	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Decontamination Teams	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
SWAT	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Bomb Squad	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Technical Rescue	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Heavy Rescue	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Public Health Team	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Civil Support Team	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	

Calculate

Previous Save Next

Step 2 Number of Teams and Total Members

If you indicated you had state capability, enter the number of emergency response teams and personnel per team in the text boxes provided. Once entered, the “Total” column will be calculated automatically by the online system.

Once the state completes data input, press the “Save” button to proceed to the next portion of this section.

NEEDS ASSESSMENT — ORGANIZATION ROLLUP

Once the state completes the entry portion of the assessment process for the organization solution area, the SAA will have the ability to construct specific reports that will show the results of jurisdictions surveyed regarding the existence of emergency response teams, written mutual aid agreements, and the number and strength of these teams. To assist the state in the review process of jurisdiction assessments regarding these inquiries customized reports are available. Report options will enable the state to construct specific reports that will display assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click on the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the

jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

TECHNICAL ASSISTANCE INPUT — ORGANIZATION

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the state in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section. In order to select TA for the state, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. Select one of the following choices:

- Identify Additional Response Team Requirements.
- Identify Response Team Equipment.
- Identify Additional Response Team Staffing Needs.
- Develop Additional Response Team Protocols.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Teams Tech Assistance

Technical Assistance Input - Organization Metropolis(2003).Jurisdiction Assessment

Is Technical Assistance required for this Solution Area? Yes No

Add Technical Assistance Request

Technical Assistance Type (If Other, please specify)

Participating Disciplines

- Law Enforcement
- Emergency Medical Services
- Emergency Management
- Fire Service
- HazMat
- Public Works
- Governmental Administrative
- Public Safety Communications
- Health Care
- Public Health

Frequency of Delivery

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries required by the state. Select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

NEEDS ASSESSMENT — EQUIPMENT

The state will be led through the online data entry requirements needed to document equipment required by state emergency responders and current on-hand/on-order equipment. The following tasks will be accomplished.

Select the specific items of equipment for each state discipline:

- Enter the unit price of the specific equipment type.
- Assign the equipment to a specific discipline for use during a state response.
- Number of equipment pieces currently needed for an appropriate state response.

- Number of equipment pieces currently on-hand or on order by the state.
- Once both the required and current entries are input for all designated state disciplines that require equipment, a gap for specific discipline need will be calculated automatically.

For your assistance in estimating equipment costs, Sample price ranges are provided (the Reference Handbook, Appendix B, "ODP State Domestic Preparedness Equipment Program Standardized Equipment List," on page 37). In order to review this document, click on the hyperlink provided.

The following steps will guide the state through the remainder of the online entry process required for equipment entry.

Step 1 Add Equipment

Select Add Equipment to begin populating the equipment list.

Equipment Tech Assistance R & D Needs R & D Funding

Needs Assessment - Equipment Metropolis(2003).Jurisdiction_Assessment

Equipment Category	Equipment Type	Quantity	Discipline	Unit Cost	Total Cost	Actions
PPE: Level A	Chemical Resistant Boots, Steel or Fiberglass Toe and Shank	Curr O/H: 20	(10) Fire Service (10) HazMat			Update
		Total Reqd: 40	(20) Fire Service (20) HazMat			Delete
		Total Gap: 20	(10) Fire Service (10) HazMat	\$75	\$1500	

[Add Equipment](#) [Continue](#)

Step 2 Equipment Category

Select the equipment category.

Equipment Tech Assistance R & D Needs R & D Funding

Needs Assessment - Equipment

The State(2003):State Assessment

Equipment Category: (Select equipment category)

Equipment Type: Standardized Equipment List (SEL) (Select equipment type)

Unit Cost:

		Total Number That Should Be On Hand	Current/ On Hand or On Order
Quantity for Each Discipline	Law Enforcement	<input type="text"/>	<input type="text"/>
	Emergency Medical Services	<input type="text"/>	<input type="text"/>
	Emergency Management	<input type="text"/>	<input type="text"/>
	Fire Service	<input type="text"/>	<input type="text"/>
	HazMat	<input type="text"/>	<input type="text"/>
	Public Works	<input type="text"/>	<input type="text"/>
	Governmental Administrative	<input type="text"/>	<input type="text"/>
	Public Safety Communications	<input type="text"/>	<input type="text"/>
	Health Care	<input type="text"/>	<input type="text"/>
	Public Health	<input type="text"/>	<input type="text"/>

Previous Add Equipment

Step 3 Equipment Type

Select the equipment type required by the state. This is accomplished by clicking on the drop-down list of standardized equipment. Items included in the ODP Authorized Equipment List (AEL) and that may be purchased with ODP equipment grant funding are denoted by an asterisk.



Note

If the equipment you intended to select has not been included in the AEL, it can still be selected as required equipment by the state.

Equipment Type – other equipment

If the equipment type desired by the state is not listed, the state may select an “other equipment” category type located at the bottom of the SEL drop-down menu. Once selected, a drop-down menu will be displayed with all previously entered “other” equipment. The state should review the menu for the equipment type desired. If the equipment is not located, the state may write-in the specific equipment type by selecting “other.”

Step 4 Equipment Unit Cost

Once the equipment type is selected a unit cost range will be displayed with the equipment type. Using the cost range, the state should then estimate the unit cost for the selected equipment type.



Note

Equipment not listed on the SEL will have no cost ranges assigned. The state should enter cost estimates for other equipment.

Step 5 Designate Discipline(s) that Need Equipment

Select the discipline(s) that require equipment.

Step 6 Total Equipment that should be On-hand

Using the equipment type selected, designate the amount of equipment each discipline should have on-hand. Place this number in the column titled “Total Number That Should Be On Hand,” adjacent to the discipline receiving the equipment.

Step 7 Current Equipment On-Hand or On Order

Using the equipment type selected, designate the amount of equipment currently on-hand or on order. Place this number in the column titled “Current/On-Hand or On Order,” adjacent to the discipline addressed.

Once all required fields have been entered, press the “Add Equipment” button. This action will accept the data entered and display it for review. As additional equipment is selected, input, and submitted, it will be displayed.

Follow these same steps until the required and current equipment online entry has been completed at the state level.

As equipment is entered, it will be displayed along with all accumulated pieces of equipment entered online previously by the state. The resulting online screen will provide the following information:

Equipment Category

The equipment category (Operational Equipment, Personal Protection Equipment, Detection, Decontamination, CBRNE Search & Rescue Equipment, Interoperable Communications Equipment, Terrorism Incident Prevention Equipment, Explosive Device Mitigation and Remediation, WMD Technical Rescue, Physical

Security Enhancement, CBRNE Logistical Support Equipment, Medical Supplies and Limited Types of Pharmaceuticals) selected by the state working group.

Equipment Type

The specific type of equipment desired by the state to properly equip emergency responders to respond to WMD terrorism incidents.

Quantity

Three important focus points for the state are reported based on the data provided during the “Add Equipment” phase of the entry process. All reports are generated automatically. No additional entry is required unless the jurisdiction uses the Update or Delete option. The focus points are:

- The specific quantity of equipment type required by the state.
- The specific quantity of the same equipment type currently on-hand or on order.
- The gap required to be filled.

Discipline

Three important focus points for the state are generated automatically. The focus points are:

- The number of specific pieces of equipment needed by each discipline.
- The number of same pieces of equipment currently on-hand or on order.
- The gap required to be filled for each discipline listed.

Unit Cost

The previously reported unit cost of the specific equipment type.

Total Cost

Automatically calculates and displays the total cost of all specific equipment types selected to fill the required needs for each discipline.

Action

Option for the state to update or delete portions of the equipment entry previously submitted.

NEEDS ASSESSMENT — EQUIPMENT ROLLUP

Once the state completes the entry portion of the assessment process for the equipment solution area, the SAA will have the ability to construct specific reports that will show the results of jurisdiction assessments regarding required and current equipment needs. To assist the state in the review process of jurisdiction assessments regarding equipment, customized reports are available. Report options will enable the state to construct specific reports that will display assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

TECHNICAL ASSISTANCE INPUT — EQUIPMENT

For each solution area, there is a list of available TA. Once the desired TA has been selected, a final output report for TA needs selected by the state in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section. In order to select TA for the jurisdiction, complete the following steps:

Step 1 **Type of Assistance**

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Maintenance and Calibration of Specific Equipment.
- Use of Chemical Protective Clothing.
- Use of Equipment.
- Establish Standardized Equipment Lists.
- Identifying Interoperability Needs.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the state. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

RESEARCH AND DEVELOPMENT

The state has now assessed required and current equipment needs to respond appropriately to a WMD terrorist incident. During the equipment assessment portion of the online process, was the SAA working group able to close equipment gaps discovered? Were equipment requirements satisfied through on-hand resources or found using the SEL? If not, did the SAA working group determine that resources are unavailable due to technology shortfalls? The above is designed to lead the state to suggest research and development (R&D) ideas to ODP in order to address these issues. ODP is a conduit for state and local agencies to the Federal R&D community. Federal researchers need accurate information about user requirements if the technology they develop is going to be useful.

To ensure existing R&D needs are addressed, states are asked to respond to the following survey to address technology shortfalls requiring R&D.

The state should consider responder capabilities most urgently needed. Do not identify deficiencies caused from the lack of currently available equipment, but rather shortfalls caused because there is no effective product or technology available. The following are examples of needed capabilities:

- The capability to quickly, and from a safe distance, detect explosives contained within vehicles prior to entering a tunnel.
- The capability to perform real-time detection, identification, and measurement of all biological agents.

TECHNOLOGY NEEDS STATEMENT

The screenshot shows a web-based form with a navigation bar at the top containing four tabs: 'Equipment', 'Tech Assistance', 'R & D Needs', and 'R & D Funding'. The 'R & D Needs' tab is selected. Below the navigation bar is a dark blue header with the text 'Research & Development - Technology Needs Statement' and a small red text 'The State(2003):State Assessment' on the right. The main content area has a grey header 'Technology Needs Statement' followed by the instruction: 'Comment on known capability shortfalls found during the equipment assessment process within your jurisdiction. Remember, R&D does not cover personnel shortfalls.' Below this is a large, empty text input field with a vertical scrollbar on the right. At the bottom of the form are three buttons: 'Previous', 'Save', and 'Next'.

FUNDING RECOMMENDATIONS

The next portion of this section deals with state recommendations for funding allocations at the federal level to existing R&D currently under way. Using the table below review all R&D efforts and determine those your state would fund before others by applying a percentage of effort to those selected. Your selections should add up to no more than a total of 100%. It is not necessary to address all

R&D efforts. Only those R&D efforts your state deems worthy of funding need be selected.

Listed for your review are definitions of all R&D selections listed in the table below.

Personal Protective Equipment: Personal Protective Equipment (PPE) refers to respiratory apparatus, clothing, and other equipment designed to protect persons from chemical, biological, and physical hazards. PPE must protect users against military and civilian threat agents including those referenced by the National Fire Fighters Act chemical hazards list. This category does not include technologies such as bulletproof armor.

Personal Protection: Personal Protection includes technologies for physical protection of persons and vehicles such as bullet proof armor, vehicle armor, and personnel duress alarm systems. This category does not include technologies for PPE.

Decontamination: Decontamination includes the capabilities for mobile, easy to operate, decontamination systems and decontaminants for decontaminating victims and first responders of both biological and chemical agents.

Collective Protection: Collective Protection describes buildings, shelters, and filtration systems designed to protect against an attack that employs biological or chemical agents. Collective Protection factors include: special filtration to remove biological and chemical agent from the airflow, contamination protection including over-pressurization and sealing, safe rooms within buildings to protect personnel, and other emerging technologies.

Physical Security: Physical Security includes safeguards to identify and reduce vulnerabilities in physical assets, e.g., buildings, tunnels, terminals, stadiums, and places where large groups of persons congregate. This category includes technologies for surveillance, intrusion detection, specialized CBRNE detection for entrances and crowd protection.

Detection, Identification, and Measurement of Chemical Agents: Detection, Identification, and Measurement of Chemical Agents includes equipment and technologies for point and long-range detection of chemical agents including (but not limited to) nerve agents: GA, GB, GD, GF, and CX; vesicants: HD, H, and L, and CX; cyanide: AC and CK; pulmonary agent: GB; riot control agents: CS and CN; and industrial chemicals.

Detection and Measurement of Radiological Hazards: Detection and Measurement of Radiological Hazards includes technologies for point and long-range detection of radiological hazards.

Detection, Identification, and Measurement of Biological Agents: Detection, Identification, and Measurement of Biological Agents includes the capability for real-time detection with low false alarm rates, identification to the “strain,” and measurement. Biological Agents include (but are not limited to) Bacteria: Anthrax, Cholera, Plague, Tularemia, and Q Fever; Viruses: Smallpox, Venezuelan Equine Encephalitis, and Viral Hemorrhagic; and Biological Toxins: Botulinum, Staphylococcal Enterotoxin B, Ricin, and T-2 Mycotoxins.

Recognition and Characterization of Covert Biological Attacks: Recognition and Characterization of Covert Biological and Chemical Attacks includes technologies that will detect and alert emergency managers at the onset of a population contracting a disease. This includes detection of known agents as well as genetically engineered organisms.

Explosives Detection: Explosives Detection includes technologies for standoff detection, cargo screening, monitoring and detection in cargo containers, and explosive and hazardous liquid detection.

CBR Device Disablement and Disposal: The capability for Chemical, Biological, and Radiological Disablement and Disposal include appropriate defeat and disposal procedures based on the results of diagnostic procedures. This is complicated since CBR agents and materials may be containerized in plastic, metal, or a variety of other materials. First responder technicians need the capability to identify the presence of an agent, and be able to select the proper containment vessels for safe disposal.

Modeling, Simulation, and Information Management: Modeling, simulation, and information management (abbreviated as M&S) tools could provide valuable assistance to decision makers when preparing for, and planning the response to a WMD incident. This includes models for threat and vulnerability assessments capable of displaying blast effects, agent transport (whether via air, water or food pathways), and human exposure in complex urban environments. Other M&S needs include interactive simulation-based training tools for first responders and emergency managers.

Tactical Operations Support: Tactical Operations Support included technologies for assisting managers and first responders to plan for and perform their duties in response to a WMD incident. Examples of these technologies are specialized PDAs and communications systems.

Improvised Device Defeat: Improvised Device Defeat includes technologies for electric fusing component detection, radio frequency (RF) electronic fusing component disruption, and portable diagnostics systems.

Search and Rescue: Search and Rescue includes technologies that will enhance present capabilities used to locate humans in collapsed buildings and similar hazard areas.

Medical Therapeutics and Vaccines: Medical Therapeutics and Vaccines includes the capability for medical professionals to have sufficient sets of therapeutic substances and devices (e.g., auto-injectors) that can be administered to the victims of a chemical or biological attack. This category includes the capability to quickly produce and distribute new vaccines and to invent vaccines for newly developed agents. The present civilian supply of therapeutics and vaccines must be increased to be able to meet unforeseen contingencies. Research is needed to determine the correct quantities of each therapeutic and vaccine for contingencies. Finally, the supply chain (storage and distribution) for contingency therapeutics and vaccines must be developed.

Psychological Effects: Psychological Effects includes the capability to determine from the survivors and first responders of a WMD incident those who are

suffering normal reactions to abnormal experiences from those in need of long-term therapy. The long-term therapy group will also include persons suffering from organic neurological impairment as a result of a WMD incident.

Step 1 Apply Percentages

Using the table below, review all R&D efforts and determine those your state would fund before others by applying a percentage of effort to those selected. Your selections should add up to a total of 100%. It is not necessary to address all R&D efforts. Only those R&D efforts your state deems worthy of funding need be selected.

Equipment
Tech Assistance
R & D Needs
R & D Funding

Research & Development - Funding Recommendations

The State(2003):State Assessment

Funding Recommendations	
Personal Protective Equipment	0 %
Personal Protection	0 %
Decontamination	0 %
Collective Protection	0 %
Physical Security	0 %
Detection, Identification, and Measurement of Chemical Agents	0 %
Detection and Measurement of Radiological Hazards	0 %
Detection, Identification, and Measurement of Biological Agents	0 %
Recognition and Characterization of Covert Biological Attacks	0 %
Explosive Detection	0 %
CBR Device Disablement and Disposal	0 %
Modeling, Simulation, and Information Management Tools	0 %
Tactical Operations Support	0 %
Improvised Device Defeat	0 %
Search and Rescue	0 %
Medical Therapeutics and Vaccines	0 %
Psychological Effects	0 %
Other: <input style="width: 350px; height: 20px;" type="text"/>	0 %
Total Percent Allocated	0%

Step 2 Add Other Topic(s)

If the state has other R&D efforts to address, post those R&D topics in the text boxes at the bottom of the table.

Step 3 Calculate Percentages

Upon clicking the “Calculate” button, the “Total Percent Allocated” amount is updated to reflect your entries. Finalize your entries so that they total 100% and click the “Next” button to move on to the next section.

RESEARCH AND DEVELOPMENT ROLLUP

Once the state completes the R&D information requested, the SAA will have the ability to construct specific reports that will summarize R&D entry information submitted. To assist the state in the review process of this information, customized reports are available. Report options will enable the state to construct specific reports that will display R&D data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

NEEDS ASSESSMENT — TRAINING

The next step in the online entry process is the assessment of training for the state. In this section, the state will collect the training needs of the state emergency responders. Three specific assessment issues will be assessed in this section:

- State emergency responders who are currently trained to appropriate levels in order to respond to a WMD terrorism incident, recognize the use of a possible WMD, and take appropriate action.
- State discipline responders who require training at appropriate WMD training levels in order to increase capabilities to perform specific tasks required during a WMD terrorism incident.

- State emergency responders who need training, and the specific courses that are needed to increase their ability to respond to a WMD terrorism incident. Refer to the ODP WMD Training Program for assistance with courses offered by ODP.

In order for the state to designate the status of training for all emergency responder disciplines in the state, it will be important to review the definitions of WMD training levels listed in the Training Level Definitions located in the next section. While there are some similarities to the standard HazMat training levels, these training levels are tailored for responding to a WMD terrorism incident.

TRAINING LEVEL DEFINITIONS

Awareness Training Level: Addresses training needs for emergency responders who are likely to witness or discover an incident involving the terrorist/criminal use of WMD or who may be sent out to initially respond or support the response to the report of such an incident. Generally, all actions to be taken by these individuals should be conducted from within the cold zone. Should personnel find themselves in the warm or hot zones, they are to remove themselves and to encourage others, if ambulatory, to move to a staging area away from the immediate threat and attempt to minimize further contamination. The requisite competencies for this level of training are to recognize (*RECOGNITION*) a WMD terrorism incident and to notify (*NOTIFICATION*) appropriate authorities of the incident.

Performance Training Level: Addresses training needs for emergency responders who will be responding to or supporting the response to the scene of a potential WMD terrorism incident or hazardous materials incident for the purpose of protecting nearby persons, property, or the environment from the effects of the incident. These responders are to provide the personnel to conduct on-scene operations within at least the warm zone and/or hot zone (if properly trained and equipped) that has been set up on the scene of a potential WMD or hazardous materials incident in order to control and mitigate the incident. This performance level is divided into two sub-levels with a separate set of training guidelines for each.

Performance—Defensive: (This training level replaces the former Operations WMD Training Level.) The emergency responders trained to this sub-level will be fully capable of working in the warm and cold zones and support those responders working in the hot zone. They are trained to respond in a defensive fashion without actually trying to mitigate the effects of the incident. Their function is to contain the incident from a safe distance, keep effects from spreading, and prevent exposures.

Performance—Offensive: (This training level replaces the former Technician WMD Training Level.) The emergency responders trained to this sub-level will be fully capable of working in the hot zone, and at times in the other zones at the incident scene, as required. WMD emergency responders at this level are individuals who respond to WMD incidents and potential WMD incidents for the purpose of mitigating the effects of the incident or treating victims. They assume a more aggressive role than emergency responders at Performance—Defensive, in

that they will approach the point of release in order to mitigate the incident and treat affected victims.

Planning/Management Training Level: (This training level replaces the former Incident Command WMD Training Level.) Addresses training needs for emergency responders who are expected to be part of the incident management team, or support for the response to a potential WMD terrorism incident or hazardous materials incident (*PLANNING/MANGEMENT*). These response managers/leaders will be involved at a minimum in the planning for, mitigation against, managing of, and recovery from scene operations and support functions. They are expected to manage the resources brought to the incident and to assist the incident commander in bringing the incident to a successful termination. Generally, all of the actions to be taken by these emergency responder manager/supervisors should be conducted from within the cold zone. As access is required, there may be times these duties and functions are accomplished within the warm zone.

ODP Guidance Documents and References

ODP has developed guidance material which is available to assist the state with training requirements.

- ODP Training Strategy Emergency Response Guidelines <http://www.ojd.usdoj.gov/odp>.
- ODP Course Catalog <http://www.ojd.usdoj.gov/odp>.

STATUS OF TRAINING

Once the SAA working group has reviewed the WMD training level definitions, they should be used to assess all emergency responder disciplines (Law Enforcement – LE, Emergency Medical Services – EMS, Emergency Management Agency – EMA, Fire Services – FS, HazMat – HZ, Public Works – PW, Governmental Administrative – GA, Public Safety Communications – PSC, Healthcare – HC, and Public Health – PH) as applicable at the state level in order to report both the required and current status of training for each emergency responder discipline.

The SAA working group should perform the following tasks in order to input the required and current training for state emergency responders.

- Assess the training needs for each discipline addressing the three WMD training levels (Awareness, Performance, and Planning/Management).

- For each WMD training level there will be three assessment inquiries:
 - The number of personnel within each discipline desired to be WMD trained;
 - The number of personnel who are currently WMD trained; and
 - Number of personnel who are not WMD trained to the desired level.

In order for automatic calculations to be reported, you must provide the following entries for each WMD training level:

Step 1 Number of Personnel Who should be WMD Trained

Using the total number of response personnel for each emergency response discipline, enter the number of personnel that should be trained to the particular WMD training level.

Status
Locations
Tech Assistance

Needs Assessment - Training

The State(2003):State Assessment

	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH	Total
Total Number Personnel	80	20	20	20	20	20	20	20	20	20	280
Awareness											
Number Should be WMD Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Number WMD Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Number <u>Not</u> Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Performance - Offensive											
Number Should be WMD Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Number WMD Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Number <u>Not</u> Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Performance - Defensive											
Number Should be WMD Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Number WMD Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Number <u>Not</u> Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Planning/Management											
Number Should be WMD Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Number WMD Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								
Number <u>Not</u> Trained	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>								

Step 2 Number of Discipline within State Who are currently WMD Trained

Enter the total number of personnel within the state who are currently trained at the WMD training level.

Step 3 Number of Discipline in State Who are Not WMD Trained

The final step automatically displays the resulting number of state emergency responders who are not WMD trained to the desired level.

Estimated Backfill Costs by Discipline

While no assessment of cost for training state disciplines is required for the assessment process, ODP has provided estimated backfill costs for each discipline and in some cases sub-disciplines for your review. This resource may assist the state with budgetary concerns associated with estimating training costs required to increase current capabilities for state emergency responders.

Estimated Backfill Costs by Discipline	
First Responder Discipline	Estimated Hourly Overtime
Law Enforcement (LE)	\$30.00– 52.50
Emergency Medical Services (EMS)	\$22.50– 45.00
Emergency Management Agency (EMA)	\$30.00– 72.00
Fire Service (FS)	\$22.50– 37.50
HazMat (HZ)	\$30.00– 45.00
Public Works (PW)	\$22.50– 52.50
Governmental Administrative (GA)	N/A
Public Safety Communication (PSC)	\$15.00– 21.00
Health Care (HC):	
Doctors	\$108.00 –216.00
Nurses and Techs	\$22.50– 45.00
Support Staff	\$15.00– 21.00
Public Health (PH):	
High Technical/Specialized	\$37.50– 60.00
General	\$27.00– 37.50

Emergency Response Training Locations or Venues

The next step in the data entry process is to record those state locations or venues (i.e., service academies, state universities, others) where training for emergency responders is currently conducted.

In this section, the state should perform the following tasks:

- Enter the specific name for each training location or venue within the state.

- Indicate those disciplines that can receive WMD training from these locations or venues.

List only those locations or venues that the state currently uses as training facilities. Jurisdiction locations should not be listed.

Status Locations Tech Assistance

Training - Locations or Venues (Optional) The State(2003):State Assessment

Location or Venue Name	Disciplines Trained									
	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH
<input type="text"/>	<input type="checkbox"/>									
<input type="text"/>	<input type="checkbox"/>									

Add More

Previous Save Next

NEEDS ASSESSMENT — TRAINING ROLLUP

Once the state completes the entry portion of the assessment process for the training solution area, the SAA will have the ability to construct specific reports that will show the results of jurisdiction assessments regarding required and current training needs. To assist the state in the review process of jurisdiction assessments regarding training, customized reports are available. Report options will enable the state to construct specific reports that will display assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

TECHNICAL ASSISTANCE INPUT — TRAINING

For each solution area, there is a list of available TA. Once the desired TA has been selected, a final output report for TA needs selected by the state in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the state, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Determining Training Needs.
- Evaluate Developed WMD Training Courses.
- Identify Training Resources.
- Determine Training Costs.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

The screenshot shows a web form titled "Technical Assistance Input - Training" with a breadcrumb trail: Status > Locations > Tech Assistance. The form includes a header "The State(2003):State Assessment" and a question "Is Technical Assistance required for this Solution Area?" with radio buttons for "Yes" and "No" (selected). Below this is a section "Add Technical Assistance Request" containing a "Technical Assistance Type" dropdown menu (with "Select Technical Assistance Type" as the current selection), a text input field for "(If Other, please specify)", and a list of checkboxes for "Participating Disciplines": Law Enforcement, Emergency Medical Services, Emergency Management, Fire Service, HazMat, Public Works, Governmental Administrative, Public Safety Communications, Health Care, and Public Health. At the bottom, there is a "Frequency of Delivery" dropdown menu (with "Select Frequency" as the current selection) and three buttons: "Previous", "Save and Add", and "Next".

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the state. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years)

NEEDS ASSESSMENT — REQUIRED EXERCISES

During this portion of the online entry process, the state will review work completed thus far to prepare for both required WMD exercises needed by the state to address likely scenarios within their community and those exercises already projected to take place.

Before the state designates required exercises, they should review the ODP Exercise Definitions (the Reference Handbook, Appendix B, "Office for Domestic Preparedness Exercise Definitions," on page 72). To do so, click on the hyperlink. Completed work that will assist the state in establishing required exercises are:

- Planning factors established earlier, which designated a numerical focus of affected civilian/responders.
- State scenarios defining specific CBRNE materials that were likely to be used during an attack.
- Specific Tasks By Discipline established for each emergency responder.

By using these previously established tools, the state will be able to determine the following online input for required exercises.

REQUIRED CAPABILITIES — ADD EXERCISES

“Required Exercises” are the number and type of exercises necessary to adequately exercise their local plans. These exercises may or may not be required by state or local guidelines.

Using the online screen for “Add Required Exercises,” perform the following tasks:

- Determine type of exercise required by the state and planning guidelines.
- Identify the CBRNE materials employed in the exercise scenario.

- Indicate the number of responder participants who will take part in this exercise.

 **Note**

Exercise “participants” include planners, controllers, simulators, observers, and players. “Players” are defined as “those individuals who act in the role they would in the event of a real incident.”

- Estimate total cost of the exercise.
- Indicate the frequency of jurisdiction exercises.
- Determine disciplines that will participate in the exercise.
- Identify and include any other disciplines using the “Other” category that are not listed but will participate.
- Identify the scope of participation.

To begin the entry process for required exercises, perform the following steps:

Step 1 Type of Exercise

Document the type of planned exercise.

Required
Planned
Tech Assistance

Needs Assessment - Required Exercise
The State(2003):State Assessment

Type of Exercise

Hazard

Number of Participants

Total Estimated Cost

Exercise Frequency

Participating Disciplines

<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Emergency Medical Services
<input type="checkbox"/> Emergency Management	<input type="checkbox"/> Fire Service
<input type="checkbox"/> HazMat	<input type="checkbox"/> Public Works
<input type="checkbox"/> Governmental Administrative	<input type="checkbox"/> Public Safety Communications
<input type="checkbox"/> Health Care	<input type="checkbox"/> Public Health

Other:

Scope of Participation

If this exercise's scope is "mutual aid", "regional", or "state", please select the jurisdictions that will participate in the exercise.

Scope of Participation

Participating Jurisdictions

Step 2 Hazard (Chemical, Biological, Radiological, Nuclear, Explosive)

Identify the CBRNE material to be used during the planned scenario.

Step 3 Number of Participants

Indicate the number of responder participants who will take part in this exercise.

Step 4 Total Estimated Cost

Estimate a total cost of the exercise.

Step 5 Exercise Frequency

Indicate the frequency of state exercises.

Step 6 Participating Disciplines

Determine disciplines that will participate in the exercise.

Step 7 Additional Participating Disciplines

Identify and include any other disciplines using the “Other” category that are not listed but will participate.

Step 8 Scope of Participation

Determine the scope of participation for the state. Use the drop-down menu to select local, mutual aid, regional, or state participation. Click “Select Jurisdictions” to select the pre-defined jurisdictions or to add additional jurisdictions.

Required | Planned | Tech Assistance

Required Exercise - Participating Jurisdictions

The State(2003):State Assessment

Pre-Defined Jurisdictions

There are no pre-defined jurisdictions available yet.

New Jurisdictions

Add additional jurisdictions that will participating in this exercise.

Once the required exercise has been entered, click the “Add More” button to proceed to the next screen, which will display the required exercise for review. Click on the “Update” or “Delete” hyperlink located under “Action” in order to revise or delete the exercise.

Required | Planned | Tech Assistance

Needs Assessment - Required Exercises

Type of Exercises	Hazard	Number of Participants	Cost	Frequency	Participating Disciplines	Other Disciplines	Action
Seminar	Chemical	25	50000	Annually	HZ EMA LE FS	<ul style="list-style-type: none"> Forest Service 	Update Delete
Tabletop	Nuclear	25	15000	Biannually	HZ		Update Delete

NEEDS ASSESSMENT — PLANNED EXERCISES

You have now completed the required exercise portion of the online process. The next step is to input currently planned exercises. As a rule, planned exercises are those that the state has approved and funded for execution. The working group will perform the same tasks previously conducted during the entry of required exercises; however there will be no priority requirement during the input of planned exercises.

- Document the type of planned exercise.
- Identify the CBRNE material to be used during the planned exercise scenario.
- Indicate the number of participants who will take part in the planned exercise.



Note

Exercise “participants” include planners, controllers, simulators, observers, and players. “Players” are defined as “those individuals who act in the role they would in the event of a real incident.”

- Estimate a total cost for the planned exercise.
- Indicate the frequency of jurisdiction exercises.
- Set a target date for the planned exercise.
- Determine disciplines that will participate in the planned exercise.
- Identify and include any other disciplines using the “Other” category that are not listed but will participate.
- Identify the scope of participation.

In order to start the input process for currently planned exercises, perform the following steps:

Step 1 **Planned Exercise**

Indicate whether or not you have any planned exercises by selecting either “Yes” or “No,” then click “Next.”

Required Planned Tech Assistance

Needs Assessment - Planned Exercise

The State(2003):State Assessment

Do you have any exercises planned? Yes No

Next

Step 2 **Planned Exercise Date**

Set a target date for the planned exercise.

Step 3 **Type of Exercise**

Document the type of planned exercise.

Step 4 **Hazard (Chemical, Biological, Radiological, Nuclear, Explosive)**

Identify the CBRNE material to be used during the planned exercise scenario.

Step 5 **Number of Participants**

Indicate the number of participants who will take part in the planned exercise.

Step 6 **Total Estimated Cost**

Indicate the number of participants who will take part in the planned exercise.

Step 7 **Exercise Frequency**

Indicate the frequency of the exercises.

Required Planned Tech Assistance

Needs Assessment - Planned Exercise

The State(2003):State Assessment

Planned Date Format MM/DD/YYYY

Type of Exercise

Hazard

Number of Participants

Total Estimated Cost

Exercise Frequency

Participating Disciplines

Law Enforcement
 Emergency Medical Services
 Emergency Management
 Fire Service
 HazMat
 Public Works
 Governmental Administrative
 Public Safety Communications
 Health Care
 Public Health

Other:

Scope of Participation

If this exercise's scope is "mutual aid", "regional", or "state", please select the jurisdictions that will participate in the exercise.

Scope of Participation

Participating Jurisdictions

Step 8 Participating Disciplines

Determine disciplines that will participate in the planned exercise.

Step 9 Additional Participating Disciplines

Identify and include any other disciplines using the “Other” category that are not listed but will participate.

Step 10 Scope of Participation

Determine the scope of participation for the state. Use the drop-down menu to select local, mutual aid, regional, or state participation. Click “Select Jurisdictions” to select the pre-defined jurisdictions or to add additional jurisdictions.

Required Planned **Tech Assistance**

Planned Exercise - Participating Jurisdictions Metropolis(2003)-Jurisdiction Assessment

Pre-Defined Jurisdictions
There are no pre-defined jurisdictions available yet.

New Jurisdictions
Add additional jurisdictions that will participating in this exercise.

Once the required exercise has been entered, proceed to the next screen, which will display the required exercise for review. Follow on-screen instructions to save, update, or delete the exercise.

Required Planned **Tech Assistance**

Needs Assessment - Planned Exercises

Type of Exercises	Hazard	Number of Participants	Cost	Frequency	Participating Disciplines	Other Disciplines	Action
Tabletop	Chemical	50	57000	Annually	EMS GA PW FS EMA HC LE		Update Delete

NEEDS ASSESSMENT — EXERCISES ROLLUP

Once the state completes the entry portion of the assessment process for the exercise solution area, the SAA will have the ability to construct specific reports that will show the results of jurisdiction assessments regarding required and planned exercises. To assist the state in the review process of jurisdiction assessments regarding exercises, customized reports are available. Report options will enable the state to construct specific reports that will display assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be

placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

TECHNICAL ASSISTANCE INPUT — EXERCISES

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the state in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section. In order to select TA for the state, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Exercise Program Design and Development.
- Exercise Planning.
- Exercise Evaluation.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries required by the state. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

NEEDS ASSESSMENT — TECHNICAL ASSISTANCE

During the completion of the assessment process for each solution area, the state was asked to select TA that may help the SAA working group to better perform assessments for required and current capabilities to respond to a WMD terrorism incident. The input process for assistance selected by the state is reported here in the TA solution area as an output for state review. This roll up of information allows needs determined by the state to be matched with current TA offered by ODP and other federal agencies.

ODP administers a State Homeland Security Assessment and Strategy Program. TA is direct assistance to state and local jurisdictions to improve capabilities for program development, planning, and operational performance related to response to WMD terrorism incidents. It is jurisdiction-specific problem solving (scanning, analyzing, communications, partners, responding, assessing) performed in conjunction with the jurisdiction's representatives. The State Homeland Security Assessment and Strategy Program <http://www.ojp.usdoj.gov/odp/ta/tech.htm> provides TA in three areas:

General Technical Assistance: General TA provides general overall assistance to state and local jurisdictions for preparedness to respond to WMD terrorist incidents. The following are some examples of this TA:

- Develop/Update response plans.
- Develop/Update response protocols.
- Develop WMD/Terrorism Incident Annex template.
- Develop/Update Emergency Operations Plan.
- Facilitation of working groups.
- Chemical Protective Clothing Team Assistance.
- Maintenance and Calibration for Specific Equipment.

- Use of Equipment.
- Domestic Preparedness Equipment Technical Assistance Program.
- Review of State statutes and emergency authorities.
- Planning and implementation of Crisis Management Center.
- Critical Incident Protocol: Public and Private Partnership.
- Other TA as requested (specified by jurisdiction/state).

State Strategy Technical Assistance: Provides assistance to states in meeting the needs assessment and comprehensive planning requirements under ODP State Domestic Preparedness Equipment Support Program. Specifically, this TA will assist states in:

- Using the assessment tools for completion of the required needs and threat assessments.
- Developing their SHSS.
- Developing state goals and objectives.

Information Management Technical Assistance: Provides assistance to state and local jurisdictions in accessing information and resources on domestic preparedness, WMD, and counter terrorism issues through a variety of mechanisms.

- **State and Local Domestic Preparedness Support HELPLINE (1-800-368-6498):** The Helpline is a *non-emergency*, toll-free number resource available for use by state and local emergency responders across the United States. The Helpline provides general information on all of the ODP programs and information on the characteristics and control of WMD materials, defensive equipment, mitigation techniques, and available federal assets. The helpline can also be contacted via e-mail askcsd@ojp.usdoj.gov.
- **Domestic Preparedness Support Information Clearinghouse:** A virtual library of information and resources on domestic preparedness, counter terrorism, and WMD issue is available to state and local jurisdictions. Its goal is to enhance the capacity and preparedness of state and local jurisdictions to respond to WMD domestic terrorism incidents through the use of a search and retrieval system which includes a variety of abstracts, publications, videos, articles, templates, models, samples, and links to other sites. Resources can be viewed online, downloaded, linked, or ordered through the National Criminal Justice Reference Service (NCJRS) Clearinghouse.
- **Target Listservs:** Provide electronic dissemination of information on WMD, domestic preparedness, and counter terrorism issues. The listservs have been developed and are currently maintained by ODP.

(To subscribe to the Domestic Preparedness Support Listserv please send a message to listproc@lists.aspensys.com. In the body of the message write "Subscribe ODPS Firstname Lastname". Also include agency name, street address, state and zip code).

- **Equipment Technical Assistance:** Training on the use and maintenance of specialized WMD response equipment is offered under ODP Domestic Preparedness Equipment Support Program. Provided by mobile training teams, this assistance will be delivered on site in eligible jurisdictions. This TA will provide:
 - Training on the use, sustainment, and maintenance of equipment.
 - Training to technicians on maintenance and calibration of test equipment.
 - Maintenance and/or calibration of equipment.
 - Assistance in refurbishing used or damaged equipment.

The overarching goal of the State Homeland Security Assessment and Strategy Program is to provide specialized assistance to state and local governments to enhance their capacity to prepare for and respond to threats or acts of terrorism involving weapons of mass destruction. A primary objective is to enhance the ability of state and local governments to develop, plan, and implement an effective state strategy for WMD preparedness. To request TA, refer the Reference Handbook, Appendix B, "Protocol for Technical Assistance Needed to Complete Assessments," on page 78. To access this document online, click on the hyperlink provided.

TECHNICAL ASSISTANCE — REPORT BY SOLUTION AREA

TA selected by the state and input within each solution area has been rolled up at the state level for review as an output by the working group. The report will include the following:

- The solution area where the TA is needed.
- TA requested or a description of "other" assistance required.
- Disciplines projected to receive the selected TA.
- Frequency of delivery projected for the selected TA.

TA selected by the state in each solution area is displayed here for state review. A description of each segment of the report is provided.

Solution Area Technical Assistance

This portion of the report displays the solution area where the selected TA is needed within the state.

Technical Assistance Type

Displays the type of TA selected by the state. If “other” TA has been input, a description of the assistance needed will be included.

Frequency of TA Delivery

Displays the number of deliveries desired by the state using pre-designated frequency titles.

Participating Disciplines

Displays projected disciplines that will participate during the delivery of TA.

If the state desires to update or delete the reported TA selection, this option is available by clicking on the “Update/Delete” command. This action will allow the state to revise the TA currently requested or delete the entire TA selection for this solution area.

NEEDS ASSESSMENT — TECHNICAL ASSISTANCE ROLLUP

Once the state has reviewed all requested TA at the state level, the SAA will have the ability to construct specific reports that will show the results of jurisdiction requests for TA. To assist the state in the review process of jurisdiction TA requests, customized reports are available. Report options will enable the state to construct specific reports that will display requested TA submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.



SECTION

5

JURISDICTIONAL PRIORITIZATION MATRIX

Once the state working group has completed the online registration process and described how each jurisdiction will be designated, a list of those jurisdictions will be automatically populated in the Jurisdictional Prioritization Matrix. This matrix provides output results regarding decisions made to prioritize jurisdictions in the order in which they will receive resources to increase current capabilities for response to WMD terrorism incidents.

In order to start the prioritization process, you should first select one of two options available for jurisdiction prioritization.

Jurisdiction Prioritization Tool

This is an analytical tool which allows the SAA to develop a method for prioritizing participating jurisdictions in the state assessment process. The prioritization method selected during this process will be unique to the state. Evaluation factors and weighting applied to the jurisdiction assessment submissions will determine the ranking each jurisdiction receives. Once completed, the jurisdiction is then scored.

The state working group may use the Jurisdictional Prioritization Tool (JPT) to automatically prioritize jurisdictions in the Jurisdiction Prioritization Matrix. Each time a prioritization scenario is initiated, the results will be revised to show current jurisdiction prioritization desires. You may construct as many different weighting factor scenarios as needed. To assist you with this tool, a JPT Job Aid is available for review. In order to access the JPT or the job aid, click on the specific hyperlink provided.

Manual Jurisdiction Prioritization

If the state working group does not wish to use the JPT to help prioritize jurisdictions, an option is available to prioritize all participating jurisdictions manually here in the Jurisdictional Prioritization Matrix. If this option is desired,

click the “Manual Prioritization Entry” button. This will override the automatic population feature in the JPT and allow you to manually enter jurisdictions in order of priority established through factors designated by the SAA working group.

Regardless of whether the state decides to prioritize jurisdictions using the JPT or, to do so manually, the results will automatically populate Appendix B in the SHSS.



Note

The state is required to prioritize all jurisdictions. If the prioritization matrix is not completed before the SHSS is ready for submission, it will be shown as incomplete.

SECTION
6

RECOMMENDATIONS: STATE/LOCAL

This is the last section of the state needs assessment. During this portion of the online process, the SAA working group is asked to submit recommendations to ODP regarding improvements to the assessment and strategy development process. Input from the jurisdiction regarding cooperative activities that should be implemented, enhanced, or changed to assist domestic preparedness efforts would be helpful. Specific recommendations and suggestions should include those that will assist ODP with its equipment, training, exercise, and TA programs.

STATE RECOMMENDATIONS



Note

Record recommendations with supporting justification below. Your recommendation should be less than 4000 characters.

Recommendations

Recommendations: State/Local

The State(2003):State Assessment

State Recommendations

Record recommendations with supporting justification below. Your recommendation should be less than 4000 characters.

Previous
Save
Next

JURISDICTION RECOMMENDATIONS

Follow the on-screen instructions to view recommendations.

Jurisdiction comments are not automatically submitted to ODP. Select or de-select those comments the state will use as a supplement to its recommendations.

STATE HOMELAND SECURITY STRATEGY (SHSS) - OVERVIEW

The SHSS document is designed to provide a blueprint for comprehensive planning for homeland security efforts, as well as for the use of related federal, state, local, and private resources within the state before, during, and after WMD/Terrorism events. All information requested for the completion of the jurisdiction assessments is designed for use in the development of the SHSS. The SHSS provides the state with an opportunity to develop their state plan for applying resources to improve their preparedness and response to WMD terrorism events. The SHSS will address the scope, nature, and extent of the challenge faced by emergency responders and explain the state's strategy for utilizing state planning, organization, equipment, training, and exercise resources as well as any other resources available that will enhance efforts to increase prevention and response capabilities.

The following is a step-by-step guide for the states to use in developing their revised strategies online. This is the only format offered to guide the state in developing this strategy submission. It is included in the State Handbook to reduce the number of publications the state needs to track and maintain. The intent is not to require states to write an entire new strategy but rather to improve upon their existing strategies. If the state has portions of the 1999 SDPS they wish to include in the current SHSS, it is important that they be incorporated so that continued efforts to satisfy remaining goals can be continued and finally completed. Areas and sections that remain the same can simply be copied to the revised submission format. The SHSS is designed to be a stand-alone document that reflects the state's plan for prevention and response enhancements. The priorities established for each area (Planning, Organization, Equipment, Training, and Exercises) during the development process feed into the goals and objectives for improvement of state capabilities for response to a catastrophic WMD incident.

Revision to jurisdiction assessments and the SHSS may be funded by the administrative portion of the ODP grant funds provided to states for FY 2003.

The request for and execution of the equipment and exercises portions of the grant are not contingent upon states submitting a revised strategy. The execution of portions of the FY 2003 grant can be used to fulfill needs identified in the states' currently submitted and approved strategy. Submitting a revised State Homeland Security Strategy will be a condition of the state's eligibility for grant funds from ODP for FY 2004. States should complete the SHSS by December 31, 2003.

There are three key points for the submission of the strategy:

- All state submissions are to be made electronically using the ODP online data collection tool. www.ojp.usdoj.gov/odp.
- State information is collected and submitted by jurisdiction.
- State information is rolled-up in state summaries.

The following guide is provided as a template for your SHSS.

SECTION I. INTRODUCTION

In *Strategic Planning for Public and Nonprofit Organizations*, John Bryson asserts that "...typically a vision is more important to implementing strategy than it is to formulating it..." The reason for this is the development of strategy is usually driven by what you are trying to accomplish. A vision is all encompassing because it answers the question – "What will success look like?" It should be realistic and credible, well articulated, and easily understood by both members of the organization and its customers and clients. Vision statements that are not plausible can lead to a reduction in morale in an organization. Additionally, it should not be unreachable. The vision statement should orient people's energies and serve as a guide to action. In summary, it should challenge and inspire people to want to achieve the state's response concept.

Creating a vision is a collaborative effort and begins with intuition. Organizations should "brainstorm" what they would like future success to look like. Metaphors and drawings are helpful techniques to use in creating a vision. The goal is to find language and images of a vision that the organization's members can relate. Great vision statements not only inspire and challenge, but are meaningful enough so that every employee can relate it to his or her job.

VISION DEFINITION: *A combination of the priority issues resulting from strengths, weaknesses, opportunities, threats and the state’s concept of response provide the basis for developing a vision. A vision is a guiding image of what success looks like. A universal rule of strategic planning is that you will never be greater than the vision that guides you. For example, no athlete ever made it to the Olympics by mistake; instead, a compelling vision of his or her stellar performance inevitably guides the many years of work before entering the Olympics. The state vision statement should stretch people’s expectations, performance, and aspirations.*

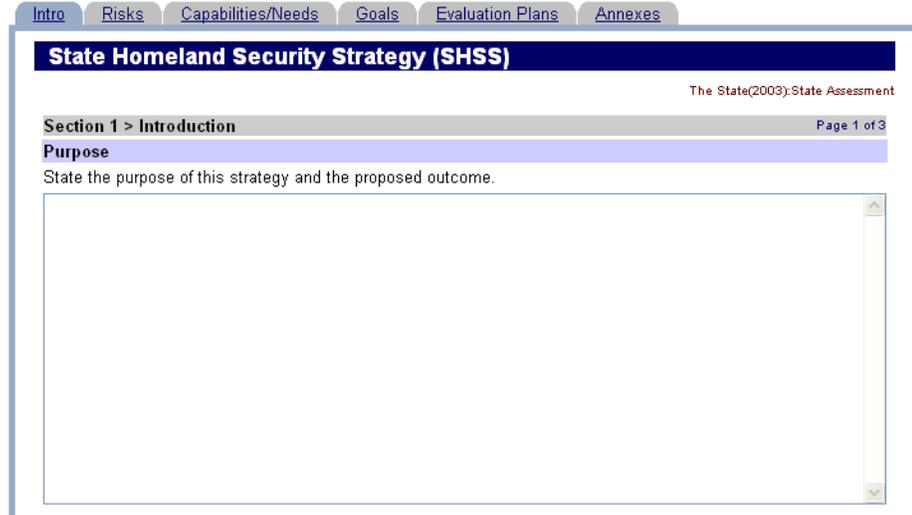
VISION EXAMPLE: *Provide the citizens of the state with a properly planned, organized, equipped, trained, and exercised emergency response force capable of responding to the jurisdiction’s most probable weapons of mass destruction (WMD) terrorism incident.*

FOCUS DEFINITION: *This should describe succinctly how the state intends to achieve its state vision. The state may have as many focus points as they feel necessary in order to achieve the vision.*

- FOCUS EXAMPLE:**
- *The state will respond to WMD terrorism incidents by providing resources to jurisdictions for local response efforts.*
 - *The state will use existing organizations and systems to insure correct plans and procedures are in place.*
 - *The state will integrate response systems.*
 - *The state will use all available federal, state, and local resources.*

A. Purpose

State the purpose of this strategy and the proposed outcome.

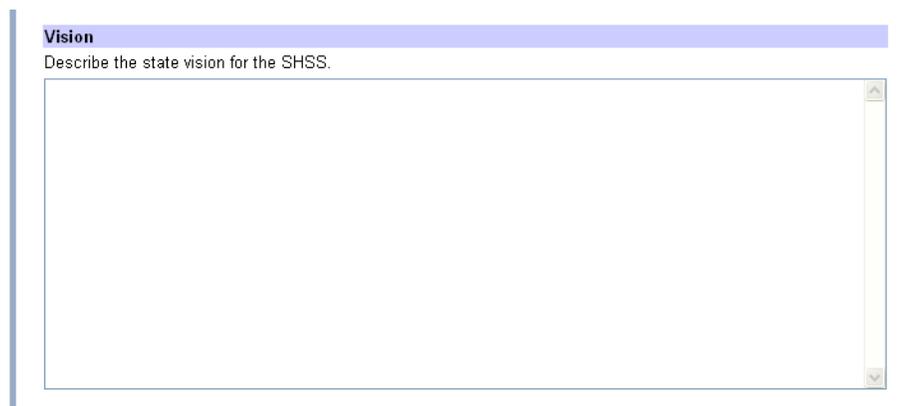


The screenshot shows a web application interface for the State Homeland Security Strategy (SHSS). At the top, there are navigation tabs: Intro, Risks, Capabilities/Needs, Goals, Evaluation Plans, and Annexes. Below the tabs is a dark blue header with the text "State Homeland Security Strategy (SHSS)" and "The State(2003):State Assessment" on the right. The main content area is titled "Section 1 > Introduction" and "Page 1 of 3". Underneath, there is a section titled "Purpose" with a light blue background. Below the "Purpose" section, there is a text box containing the instruction "State the purpose of this strategy and the proposed outcome." and a large empty text area for input.

B. Describe the state vision for the SHSS

When developing a vision statement, the state should consider these points:

- The most desirable and feasible state for the organization to be in to accomplish its mission.
 - The more memorable the vision, the better the odds of success.
 - The greater the commitment to the vision, the better the odds of success.
- This text box can be directly edited anytime prior to submission of the SHSS.



The screenshot shows a web application interface for the State Homeland Security Strategy (SHSS). It features a section titled "Vision" with a light blue background. Below the "Vision" section, there is a text box containing the instruction "Describe the state vision for the SHSS." and a large empty text area for input.

C. Describe the focus for the SHSS



Note

This text box can be directly edited anytime prior to submission of the SHSS.

The screenshot shows a web form with a purple header bar containing the word "Focus". Below the header is a text area with the prompt "Describe the focus for the SHSS." and a vertical scrollbar on the right side. At the bottom of the form, there are three buttons: "Previous" on the left, "Save" in the center, and "Next" on the right.

D. Coordination

1. Describe the organization at the state-level for strategy development and approval. Describe the process used to complete the strategy to include the decision-making authority.
2. Describe state efforts to ensure coordination of strategy development and assessment activities among emergency response agencies within the state.

Describe the state's efforts to ensure that emergency response disciplines listed below were represented in the development of the state strategy.

- Law Enforcement (LE)
- Emergency Medical Services (EMS)
- Emergency Management Agencies (EMA)
- Fire Services (FS)
- Hazardous Materials (HazMat)
- Governmental Administrative (GA)
- Public Safety Communications (PSC)
- Public Works (PW)
- Health Care (HC)
- Public Health (PH)



Note

This text box can be directly edited anytime prior to submission of the SHSS.

Intro Risks Capabilities/Needs Goals Evaluation Plans Annexes

State Homeland Security Strategy (SHSS) The State(2003):State Assessment

Section 1 > Introduction Page 2 of 3

Coordination

Describe the organization at the state-level for strategy development and approval.

Describe state efforts to ensure coordination of strategy development and assessment activities among emergency response agencies within the state.

E. Description of Jurisdictions

Describe state jurisdictions used throughout the remainder of this strategy and the approving authority at the state-level. Provide the rationale used for determining jurisdictions. Explain how your state strategy encompasses the entire state.

Intro Risks Capabilities/Needs Goals Evaluation Plans Annexes

State Homeland Security Strategy (SHSS) The State(2003):State Assessment

Section 1 > Introduction Page 3 of 3

Description of Jurisdictions

Describe state jurisdictions used throughout the remainder of this strategy and the approving authority at the state-level. Provide the rationale used for determining jurisdictions. Explain how your statewide strategy encompasses the entire state.

F. Describe the process used to complete the jurisdiction assessments.

Provide an overview including specific instructions issued to jurisdictions on guidance provided for the completion of assessments in Annex C – State Implementation Plan for Development of the SHSS.

Note

This text box can be directly edited anytime prior to submission of the SHSS.

Jurisdiction Assessment Process

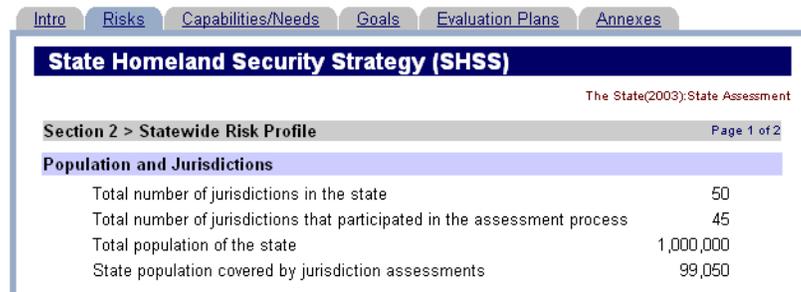
Describe the process used to complete the jurisdiction assessments. Provide an overview including specific instructions issued to jurisdictions on guidance provided for the completion of assessments.

Note

If the SAA working group requires this automatically calculated entry to be revised, click here to return to [Section 2: Define State Jurisdictions](#).

A. Total number of jurisdictions in the state.

This entry will be pre-populated from state work completed.



The screenshot shows a web application interface for the State Homeland Security Strategy (SHSS). At the top, there are navigation tabs: Intro, Risks, Capabilities/Needs, Goals, Evaluation Plans, and Annexes. Below the tabs is a header for 'State Homeland Security Strategy (SHSS)' with the text 'The State(2003):State Assessment' on the right. Underneath, it says 'Section 2 > Statewide Risk Profile' and 'Page 1 of 2'. The main content area is titled 'Population and Jurisdictions' and contains a table with the following data:

Population and Jurisdictions	
Total number of jurisdictions in the state	50
Total number of jurisdictions that participated in the assessment process	45
Total population of the state	1,000,000
State population covered by jurisdiction assessments	99,050

B. Total number of jurisdictions that participated in the assessment process.

This entry will be pre-populated from state work completed.



Note

If the SAA working group requires this automatically calculated entry to be revised, click here to return to Section 2: Define State Jurisdictions.

C. Total population of the state.

This entry will be pre-populated from state work completed.

D. State population covered by jurisdiction assessments.

This entry will be pre-populated from state work completed.



Note

This automatically calculated entry can be revised at the jurisdiction level by returning to Section 2: Threat Assessment Working Group.

E. Threats: An assessment of the Potential Threat Elements (PTE) in the state.

1. Number of jurisdictions in the following Threat Rating categories. (These entries will be pre-populated from jurisdiction work completed.):
 - a. Low = 1
 - b. Moderate = 2-4
 - c. High = 5-10



Note

These automatically calculated entries can be revised at the jurisdiction level by returning to Section 2: Jurisdiction Threat Profile.

Potential Threat Elements		
Number of jurisdictions in the following Threat Rating categories:		
Low (1)	Medium (2-4)	High (5-10)
15	30	5

2. Total number of PTE state. (This entry will be pre-populated from jurisdiction work completed.)



Note

This automatically calculated entry can be revised at the jurisdiction level by returning to Section 2: Jurisdiction Threat Profile.

Total number of Potential Threat Elements statewide 11,204
--

3. Jurisdiction PTE WMD capabilities documented. (These entries will be pre-populated from jurisdiction work completed.)



Note

These automatically calculated entries can be revised at the jurisdiction level by returning to Section 2: Jurisdiction Threat Profile.

4. The history of past acts of terrorism committed within the state. (These entries will be pre-populated from jurisdiction work completed.)

- a. Total number of responses to suspected WMD Threats/Incidents



Note

These automatically calculated entries can be revised at the jurisdiction level by returning to Section 2: Jurisdiction Threat Profile.

- b. Number of Threats/Incidents determined to be criminal



Note

These automatically calculated entries can be revised at the jurisdiction level by returning to Section 2: Jurisdiction Threat Profile.

Hazard	PTE WMD Capabilities Documented	Suspected WMD Threats/Incidents	WMD Threats/Incidents Determined Criminal
Chemical	100	50	0
Biological	10	5	1
Nuclear	0	0	0
Radiological	50	15	1
Explosive	100	90	30
Total:	260	160	32

F. Vulnerability: An assessment of vulnerability of potential critical targets (in general terms) within the state.

1. Number of jurisdictions in the following Vulnerability Rating Categories. (These entries will be pre-populated from jurisdiction work completed.):
 - a. Low = 1-5
 - b. Moderate = 6-9
 - c. High = 10-12



Note

These automatically calculated entries can be revised at the jurisdiction level by returning to Section 2: Vulnerability Assessment – Final Rating.

Vulnerability		
Number of jurisdictions in the following Vulnerability Rating categories:		
Low (1-5)	Medium (6-9)	High (10-12)
3	38	9

2. Total number of CBRNE sites in the state. (These entries will be pre-populated from jurisdiction work completed.)



Note

These automatically calculated entries can be revised at the jurisdiction level by returning to Section 2: Vulnerability Assessment – Final Rating.

Hazard	Number of Sites
Chemical	100
Biological	10
Nuclear	0
Radiological	50
Explosive	100
Total:	260

G. Agricultural Vulnerability: An assessment of agricultural vulnerability (in general terms) within the State.

1. Number of jurisdictions that participated in the Agricultural Vulnerability Assessment. (This entry will be pre-populated from jurisdiction work completed.):

Agricultural Vulnerability
Total number of jurisdictions that participated in the Agricultural Vulnerability Assessment 7

2. Number of jurisdictions in the following Agricultural Vulnerability Rating Categories. (These entries will be pre-populated from jurisdiction work completed.):
 - a. Low = 1-5
 - b. Moderate = 6-9
 - c. High = 10-12

 **Note**

These automatically calculated entries can be revised at the jurisdiction level by returning to Section 6: Agricultural Vulnerability Assessment – Final Rating.

Number of jurisdictions in the following Agricultural Vulnerability Rating categories:		
Low (1-5)	Medium (6-9)	High (10-12)
2	4	1
<input type="button" value="Previous"/>	<input type="button" value="Save"/>	<input type="button" value="Next"/>

 **Note**

This text box can be directly edited anytime prior to submission of the SHSS.

H. Jurisdiction Prioritization

Describe the method used at state level to prioritize all participating jurisdictions.

A list of jurisdictions, in priority order, will be pre-populated from the Jurisdiction Prioritization Tool, Annex B-Jurisdiction Prioritization List.

Intro Risks Capabilities/Needs Goals Evaluation Plans Annexes

State Homeland Security Strategy (SHSS)

The State(2003):State Assessment

Section 2 > Statewide Risk Profile Page 2 of 2

Jurisdiction Prioritization

Describe the method used at the state level to prioritize all participating jurisdictions.

Previous Save Next

SECTION III. STATE CAPABILITIES AND NEEDS PROFILE

In the 1999 SDPS Toolkit, states were directed to focus their planning efforts on four solution areas: Equipment, Training, Exercises, and Technical Assistance. For this revision, focus of activities should be on the more traditional solution areas that can be used to improve capabilities by eliminating current response shortcomings/deficiencies. These solution areas are: Plans, Organizations, Equipment, Training, and Exercises. These are generally accepted solutions to bridge gaps between current capabilities and required capabilities. In this part of the state strategy, it is critical that the activities and efforts of all response disciplines be covered.

The following are the solution areas to address:

A. Plans

1. Indicate if the state has an emergency operation plan (EOP). (This entry will be pre-populated from state work completed.)

- Indicate if the state has a terrorism incident annex (TIA). (This entry will be pre-populated from state work completed.)



Note

If the SAA working group requires this automatically calculated entry to be revised, click here to return to Section 4: “Needs Assessment — Planning”.

- List the total percentage of jurisdictions with both an EOP and TIA. (This entry will be pre-populated from jurisdiction work completed.)



Note

This automatically calculated entry can be revised at the jurisdiction level by returning to Section 4: “Needs Assessment — Planning” on page 26.

Intro	Risks	Capabilities/Needs	Goals	Evaluation Plans	Annexes
State Homeland Security Strategy (SHSS)					
					The State(2003):State Assessment
Section 3 > Statewide Capabilities and Needs Profile Page 1 of 3					
Plans					
Does the state have an Emergency Operation Plan (EOP)? Yes					
Does the state have a Terrorism Incident Annex (TIA)? No					
Total percentage of jurisdictions with both an EOP and TIA 40%					

B. Organizations

Number of emergency response teams within the state and number of those teams that provide/receive mutual aid. (This entry will be pre-populated from jurisdiction/state work completed.)



Note

If the SAA working group requires this automatically calculated entry to be revised, click here to return to Section 4: “Needs Assessment — Organization”.

Type of Team	Total Number of Teams	Number Receiving Mutual Aid	Number Providing Mutual Aid
HazMat	100	50	0
Decontamination	10	5	1
SWAT	50	15	20
Bomb Squad	50	15	1
Technical Rescue	10	0	1
USAR	15	0	3
Heavy Rescue	10	2	3
MMRS	2	2	0
Public Health	121	50	30

Previous Save Next

C. Equipment

Emergency response equipment: The state’s total shortfall regarding equipment resources needed to reach the desired response level for all categories. (This entry will be pre-populated from state work completed.)



Note

If the SAA working group requires these automatically calculated fields to be revised, click here to return to Section 4: “Needs Assessment — Equipment.”

Intro Risks Capabilities/Needs Goals Evaluation Plans Annexes

State Homeland Security Strategy (SHSS)

The State(2003):State Assessment

Section 3 > Statewide Capabilities and Needs Profile Page 2 of 3

Equipment

The state’s total shortfall regarding equipment resources needed to reach the desired response level for all categories:

	Total Equipment Required	Total Equipment On-Hand	Total Equipment Shortfall	% Equipment Fill	Total Required Value	Total On-Hand Value	Total Shortfall Value	% Value Fill
Personal Protective Equipment	5	3	2	65	100,000	70,000	30000	65
Explosive Device Mitigation & Remedation	5	3	2	65	100,000	70,000	30000	65
WMD Technical Rescue Equipment	5	3	2	65	100,000	70,000	30000	65
Aeroperable Communications Equipment	5	3	2	65	100,000	70,000	30000	65
Detection Equipment	5	3	2	65	100,000	70,000	30000	65
Decontamination Equipment	5	3	2	65	100,000	70,000	30000	65
Physical Security Enhancement	5	3	2	65	100,000	70,000	30000	65
General Support Equipment	5	3	2	65	100,000	70,000	30000	65
Medical Supplies & Pharmaceuticals	5	3	2	65	100,000	70,000	30000	65
TOTAL	50	15	20	650	1,000,000	700,000	300,000	65

Previous Save Next

D. Training

List the total percent of all emergency responders within the state needing training at each training level by discipline. (These entries will be pre-populated from jurisdiction/state work completed.)



Note

If the SAA working group requires these automatically calculated fields to be revised, click here to return to Section 4: “Needs Assessment — Training.”

Intro Risks Capabilities/Needs Goals Evaluation Plans Annexes

State Homeland Security Strategy (SHSS)

The State(2003):State Assessment

Section 3 > Statewide Capabilities and Needs Profile Page 3 of 3

Training

Total percentage of all emergency responders within the state needing training at each training level by discipline

Training Category	% Needing WMD Training										
	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH	All Disciplines
Awareness	10	10	20	20	20	10	15	20	10	15	15
Performance - Defensive	80	80	60	60	60	80	70	60	80	70	70
Performance - Offensive	70	70	50	50	50	70	60	50	70	60	60
Planning/Management	80	80	60	60	60	80	70	60	80	70	70

E. Exercises

List the total number of exercises by type within the state. (These entries will be pre-populated from jurisdiction/state work completed.)



Note

If the SAA working group requires these automatically calculated fields to be revised, click here to return to Section 4: "Needs Assessment — Exercises."

Exercises

Total number of exercises requested within the state

Exercise Requested by Type						
Seminar	Workshop	Tabletop	Drill	Functional/CPX	Full Scale	Game
200	157	72	48	30	21	12

SECTION IV. GOALS, OBJECTIVES, IMPLEMENTATION STEPS

The information and data gathered from jurisdiction and state agencies, analyzed by the SAA, identifies current capabilities and projected needs and serves as the basis for the SHSS.

The SHSS should identify the financial or personnel resources needed to meet the objectives, set priorities for implementing the objectives, allocate resources, and establish time frames for accomplishing the objectives. The strategy should consider the use of all federal, state, local, and private resources that are available to the state and jurisdictions.

A comprehensive strategy should contain broad-based goals that address areas of response enhancement within the state. The state should have at least one goal that addresses each of the following areas: Prevention, Response, and Recovery. For each goal, the state should establish objectives (at least one per goal) and implementation plans for each objective. Plans, organizations, equipment, training, and exercises, are areas for consideration in reducing shortfalls in response capabilities. The following provides a more detailed explanation of goals, objectives, and implementation steps

Goal: A target that the state wants to achieve regarding an improved level of capability.

- Helps an organization achieve its vision.
- Focuses on the long term.
- Broad in scope.

The goals for your state strategy should be broad statements of intent that relate upward to your vision. Goals are statements of continuing intended results that are both necessary and sufficient to the vision. They orient the vision towards results by transitioning an organization's thinking from ideal to real, forming a basic road map toward the fulfillment of the organization's vision. Goals identify how an organization intends to address its identified critical issues. They are designed to drive actions and represent the general end toward which an organization is directed.

Objectives: Specific statements of desired achievement that support the goal.

- Support the attainment of long range goals.
- Focus on the short term.

An objective should be:

- **Specific** – Detailed, particular or focused; the reader should be able to identify what is to be achieved and accomplished.
- **Measurable** – Quantifiable; provides a standard for comparison; a specific result; so you will know when you achieve it.
- **Achievable** – The objective is not beyond staff member's ability.
- **Results-oriented** – States a specific outcome.
- **Time-limited** – State the duration; when the objective will be achieved; a target date.

Objectives should address efforts needed to increase capabilities within the plans, organization, equipment, training, and exercises solution areas. Objectives relate upward to goals. Each goal previously developed should consist of objectives that, when accomplished provide the important steps necessary to achieve the mission, vision, and goals.

Implementation Steps: The implementation steps provide a road map to the accomplishment of the objective. It shifts the state's focus from the development of a response concept, vision, goals, and objectives to acting upon it.

Each goal must have at least one objective. The objective must be measurable and address a desired capability within each solution area. Once an objective has been established, implementation steps should be constructed that will provide guidance to the state on how the objective will be achieved.

Example:

Goal 1: Develop a regional response capability to ensure incident response coverage in areas not currently covered.	
Objectives	Implementation Steps
<p>Planning</p> <p>1. Develop a regional response plan for the state for WMD terrorism incident response by October 2004.</p>	<p>1. Analyze state response capabilities from jurisdiction assessments.</p> <p>2. Develop requirements for the areas within the state that do not currently have response coverage.</p> <p>3. Assess the availability of response organizations in the areas or in adjacent areas that may provide response coverage.</p> <p>4. Develop mutual aid agreements that will provide requisite coverage in currently uncovered areas.</p> <p>5. Develop the plan to organize, equip, train, and exercise regional response capability.</p>
<p>Organizing</p> <p>1. Develop the organizational structure for three regions by October 2004.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
<p>Equipping</p> <p>1. Equip three regional response teams by December 2004.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
<p>Training</p> <p>1. Train three regional response teams by March 2004.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
<p>Exercising</p> <p>1. Conduct a full-scale exercise to validate the operations on one regional response team by May 2004.</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>

The following steps will guide the state through the entry process required to enter state goals, objectives, and implementation steps.

Once the state has submitted each goal, objective, and implementation step, the listed options will be available:

- Entry of a new goal.
- Entry of a new objective.
- Review work completed.
- Save work and continue.

Step 1 Goal

Enter a goal the SAA working group has designed to increase current capabilities within the state.

The screenshot shows a web application interface for the State Homeland Security Strategy (SHSS). At the top, there are navigation tabs: Intro, Risks, Capabilities/Needs, Goals, Evaluation Plans, and Annexes. Below the tabs is a dark blue header with the text "State Homeland Security Strategy (SHSS)". To the right of the header, it says "The State(2003):State Assessment". Below the header is a breadcrumb trail: "Section 4 > Goals, Objectives, and Implementation Steps" and "Page 1 of 2". The main heading is "Goal". Below the heading is a text input field with the placeholder text "Enter a goal the SAA working group has designed to increase current capabilities within the state".

Step 2 Solution Area

Select the one solution area (planning, organization, equipment, training, exercises) that supports the objective in the next step by using the drop-down menu provided.

The screenshot shows a form element for selecting a solution area. It consists of a text input field with the placeholder text "Solution Area" and a dropdown menu with the text "Select Solution Area" and a downward arrow.

Step 3 Objective

Enter the objective the SAA working group has designed to support the stated goal within the selected solution area.

The screenshot shows a web application interface for entering an objective. At the top, there is a heading "Objective". Below the heading is a text input field with the placeholder text "Enter the objective the SAA working group has designed to support the stated goal within a selected solution area". Below the text input field is a form element for selecting a solution area, consisting of a text input field with the placeholder text "Solution Area" and a dropdown menu with the text "Select Solution Area" and a downward arrow. Below the solution area selection is a large text input field for entering the objective.

Step 4 Implementation Steps

Enter the implementation steps the SAA working group has designed to complete each objective. If additional steps are required, select the “Add Additional Step” button to automatically generate an additional text box.

Once the state has completed the entry process for the first goal, objective, and implementation steps, the state should select one of the following options.

- Enter a “New Goal” that will begin the entry process for objectives and implementation steps to be added as before.
- Enter a “New Objective” that supports the current goal and develop supporting implementation steps for the current solution area as before.
- “Review” work completed thus far by the SAA working group and make revisions if needed.
- “Save and Continue” to the prioritization portion of the SHSS. The state may return to this portion of the process at any time if additional work is required.

The screenshot shows a web form titled "Implementation Steps". Below the title is the instruction: "Enter the implementation steps the SAA working group has designed to complete each objective". The form contains four numbered text input fields (1, 2, 3, 4) with vertical scroll bars on the right. Below the fields is an "Add Additional Steps" button. At the bottom are "Previous", "Save", and "Next" buttons.

Step 5 Review and Update

Once the state selects the “Review” button, the following screen will display all goals, objectives, and implementation steps completed thus far.

If the state requires that existing goals, objectives, or implementation steps be revised, this option is available during the “Review” process by selecting the “Update” button. Once initiated the state will be guided through the process required for posting revisions to work already completed.

State Homeland Security Strategy (SHSS)

The State(2003) State Assessment

Section 4 > Goals, Objectives, and Implementation Steps Page 2 of 2

Review

Goal: Develop a regional response capability to ensure incident response coverage in areas not currently covered.

Objectives	Implementation Steps
<p>Planning: Develop a regional response plan for the state for WMD terrorism incident response by October 2004.</p>	<ol style="list-style-type: none"> 1. Analyze statewide response capabilities from jurisdiction assessments. 2. Develop requirements for the areas within the state that do not currently have response coverage. 3. Assess the availability of response organizations in the areas or in adjacent areas that may provide response coverage. 4. Develop mutual aid agreements that will provide requisite coverage in currently uncovered areas. 5. Develop the plan to organize, equip, train, and exercise regional response capability.
<p>Organization: Develop a regional response plan for the state for WMD terrorism incident response by October 2004.</p>	<ol style="list-style-type: none"> 1. Assess the availability of response organizations in the areas or in adjacent areas that may provide response coverage. 2. Develop mutual aid agreements that will provide requisite coverage in currently uncovered areas. 3. Develop the plan to organize, equip, train, and exercise regional response capability.

Goal: Develop the ability to respond to releases or potential releases of WMD/CBRNE materials as part of the initial response to the incident or support of this response for the purpose of protecting nearby persons, the environment, or property from the effects of the release.

Objectives	Implementation Steps
<p>Equipment: Develop a regional response plan for the state for WMD terrorism incident response by October 2004.</p>	<ol style="list-style-type: none"> 1. Assess the availability of response organizations in the areas or in adjacent areas that may provide response coverage. 2. Develop mutual aid agreements that will provide requisite coverage in currently uncovered areas. 3. Develop the plan to organize, equip, train, and exercise regional response capability.
<p>Training: Develop a regional response plan for the state for WMD terrorism incident response by October 2004.</p>	<ol style="list-style-type: none"> 1. Develop mutual aid agreements that will provide requisite coverage in currently uncovered areas. 2. Develop the plan to organize, equip, train, and exercise regional response capability.
<p>Exercises: Develop a regional response plan for the state for WMD terrorism incident response by October 2004.</p>	<ol style="list-style-type: none"> 1. Analyze statewide response capabilities from jurisdiction assessments. 2. Develop requirements for the areas within the state that do not currently have response coverage. 3. Assess the availability of response organizations in the areas or in adjacent areas that may provide response coverage.

SECTION V. EVALUATION PLAN FOR THE SHSS

To ensure the success of the strategic plan, the organization or agency must ensure it has a review and analysis (R&A) process to monitor progress, compile key management information, track trends, and keep the strategy on track. The performance measurements developed in the previous section are linked to an R&A process designed to determine if goals and objectives are achieved and whether the right elements are being measured. The R&A process enhances the plan's flexibility by providing the opportunity to validate internal and external facts and assumptions and to allow for adaptation and revision as conditions alter.

The R&A Process: An R&A process is implicit during normal operations and management of the organization or agency, taking into account trends and other changing priorities over the life of the plan. The frequency of review and analysis is determined by the strategic planning team and the top-level management. Some styles of doing so include:

- Using the strategic plan's key elements as a framework for monthly business meetings;
- Conducting a formal R&A on a quarterly basis; and
- Conducting an annual R&A to reassess and update the entire strategic plan as necessary. This annual review may also revise and/or modify objectives for the out year of the strategic plan's time frame.

Most revisions that come about as a result of the R&A process focus on objectives, time frame, and measurements. However, the core elements of the strategic plan—the response concept, vision, and goals—rarely change over its time frame.

Evaluation: The state's evaluation plan should include a description of the tools that the state has in place (or will have in place) to evaluate the impact of the SHSS on its response capability and the programs and projects funded to implement the state strategy. It should also set forth a time frame and process for conducting formal reviews, as described above, and should include the following concerns:

- How often should R&A take place?
- What exactly should be reviewed?
- Who will be responsible for performing these reviews?

Reporting Requirements: The state must consider all required reporting requirements when determining the frequency of the R&A because its SHSS will be funded from more than one source. Existing reporting requirements may be used as a basis for R&A, including financial reviews, progress reports and final administrative reports.

THE ROLE OF THE SAA

The SAA is responsible for establishing a formal plan to evaluate the effectiveness of its strategy in improving its ability to respond to a WMD terrorism incident within an all-hazards framework. For example:

Planning Objectives: Planning objectives might be measured by the number of jurisdiction plans that have been updated;

State Objectives: A measurement of a state objective might be the number and type of new or improved response teams established, equipped, and trained;

Equipment Acquisitions: The amount of equipment ordered and received, by type and discipline, is a potential measure of success for equipment acquisition;

Training Objectives: Training objectives might be measured by the number of individuals and teams that have successfully completed requested training by course and discipline; and

Exercise Effectiveness: The impact of exercises can be measured by results documented in the formal After Action Report for each exercise.

Additionally, a subjective appraisal of the state's progress toward preparedness for response can be covered in the narrative.



Note

This text box can be directly edited anytime prior to submission of the SHSS.

Intro
Risks
Capabilities/Needs
Goals
Evaluation Plans
Annexes

State Homeland Security Strategy (SHSS)

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Evaluation Plan

To ensure the success of the strategic plan, the organization or agency must ensure it has a review and analysis (R&A) process to monitor progress, compile key management information, track trends, and keep the strategy on track. Additionally, a subjective appraisal of the state's progress toward preparedness for response can be covered in the narrative.

Previous
Save
Next

A. Annex A — List of All Jurisdictions

This entry will be pre-populated from state work completed.



Note

If the SAA working group requires this automatically populated field to be revised, click here to return to Section 2: “Define State Jurisdictions.”

The screenshot shows a web application interface for the State Homeland Security Strategy (SHSS). At the top, there are navigation tabs: Intro, Risks, Capabilities/Needs, Goals, Evaluation Plans, and Annexes. The main header reads "State Homeland Security Strategy (SHSS)" with a sub-header "The State(2003):State Assessment". Below this, there is a section for "Annexes" with a sub-section "Annex A - List of all jurisdictions" highlighted in blue. The list includes: County, Fairfax County, Loudon County, Metropolis, Reston, and Smallville. At the bottom of the list, there are three buttons: "Previous", "Save", and "Next".

B. Annex B — Jurisdiction Prioritization List.

This entry will be pre-populated from state work completed.



Note

If the SAA working group requires this automatically populated field to be revised, click here to return to Section 6: “Jurisdiction Prioritization Matrix.”

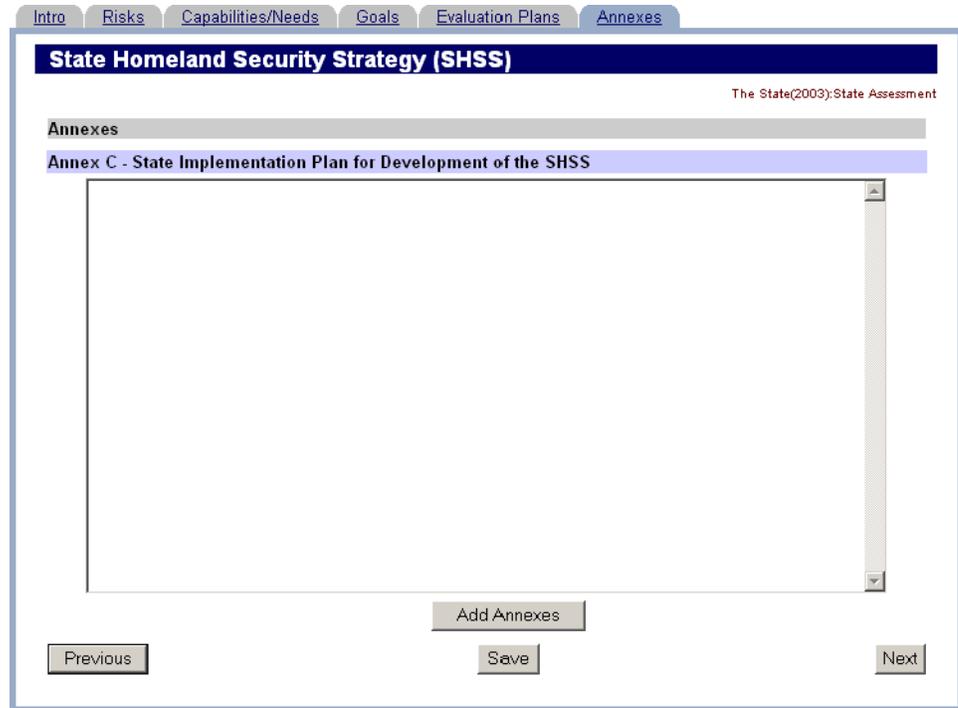
The screenshot shows a web application interface for the State Homeland Security Strategy (SHSS). At the top, there are navigation tabs: Intro, Risks, Capabilities/Needs, Goals, Evaluation Plans, and Annexes. The main header reads "State Homeland Security Strategy (SHSS)" with a sub-header "The State(2003):State Assessment". Below this, there is a section for "Annexes" with a sub-section "Annex B - Jurisdiction Prioritization List" highlighted in blue. The list includes: Metropolis, Fairfax County, Reston, Loudon County, County, and Smallville. At the bottom of the list, there are three buttons: "Previous", "Save", and "Next".

C. Annex C — State Implementation Plan for Development of the SHSS

Attach any state produced guidance to the jurisdictions for completion of the jurisdiction assessments and submission to the SAA.

Note

If an annex is not used, please state “This annex was not used.” in the text box provided. This text box can be directly edited anytime prior to submission of the SHSS.



If you desire to use further annexes, click on the “Add Annex” button. This will display an additional annex text box that will be listed in alphabetical order behind the previous annexes completed earlier.

Additional annexes can be generated to address agriculture vulnerability and other state specific areas not included in the main body of the strategy, if desired.

REPORT OPTIONS FOR THE SHSS

As the SAA working group constructs the SHSS, there may be a need to print or download current work completed for review by the SAA representative and/or his designees. To view options, click on the Report Interface tab.



SECTION
8AGRICULTURAL
VULNERABILITY
ASSESSMENT

Once the state accesses the vulnerability assessment portion of this tool, the following options will enable the state to construct a report that will display numerical agricultural vulnerability data submitted online by each reporting jurisdiction. This report, once customized, is generated automatically. Each summarizes data submitted by jurisdictions in the state using the online system.

To start the report options selection process for each of these reports, access the report interface.

AGRICULTURAL PLANNING FACTORS FOR POTENTIAL INCIDENTS — OPTIONAL

Once the state has completed the Agricultural Vulnerability Assessments, a determination should be made regarding possible biological scenarios seen as potential for the state. This process is recommended to assist the state with additional guidance in determining the Agricultural Capabilities Assessment.

To assist states during this process, specific agricultural planning factor worksheets have been developed. As the state works through the process, the following planning factors should be developed:

- Establish the type of scenario as a biological incident.
- Approximate number of animals/plants affected by the biological incident. This estimated count represents a maximum need that ensures the state will have the information required for proper resource allocations to emergency responders.

There are key assumptions that should be made as the agricultural working group completes the Agricultural Planning Factor worksheets:

- Use the concept of “Agricultural Planning Factors” regarding biological components in your state. Agricultural Planning Factors will help the state determine potential incidents rather than worst-case scenarios. Potential incidents represent the most probable kind of agricultural incident that could occur at a potential agricultural target located in your state based upon the unique infrastructure and its attractiveness to any potential terrorist elements or individuals.
- Consider an attack against an agricultural facility, site, system, or special event within your state that would produce animal death and/or plant contamination damage that would overwhelm the state’s agricultural emergency response capabilities, including any mutual aid agreements/assistance pacts. When determining a biological scenario for planning purposes, it will be important to concentrate your efforts on a particular target or set of targets, and determine the number of affected animals/plants that would be affected during an attack.

Planning

Agricultural Planning Factors for Potential Incidents

The State(2003): State Assessment

Planning Factors Description

This optional process is recommended to assist those states that may need additional guidance during the capabilities assessment.

To assist states during this process, five specific planning factor worksheets have been developed. Each worksheet addresses a separate WMD CBRNE material. As the working group completes this process, the following planning factors should be developed:

- Establish the types of WMD CBRNE materials that could possibly be used during an incident within the state.
- Identify civilians/responders affected by the WMD terrorism incident. This estimated count represents a maximum need that ensures the state will have the information required for proper resource allocations to emergency responders.

Planning Factor Worksheets

In order to use the planning factor worksheets for the development of possible incidents within the jurisdiction, click on the following highlighted text link: [Planning Factor Worksheets \(Reference Handbook Section A, page 16\)](#)

Previous Next

Once the biological scenario is identified, the state will be better equipped to make decisions on what disciplines will be required for response, as well as what resources each will need to increase capabilities to the desired response level. Keep CBRNE scenarios realistic and concentrate agricultural planning factors on potential incidents.

AGRICULTURAL PLANNING FACTOR WORKSHEETS — ANIMALS

This section of the Agricultural Vulnerability Assessment may be completed off-line by the working group using the worksheets in the Reference Handbook, Appendix C "Agricultural Planning Factors Worksheet—Animals," on page 8.

In order to use the agricultural planning factor worksheets for the development of possible incidents within the state, follow these steps:

To print the Agricultural Planning Factor Worksheets (the Reference Handbook, Appendix C "Agricultural Planning Factors Worksheets," on page 9), click on the hyperlink.

Step 1 List Potential Agricultural Targets (Animals)

Determine the top ten potential agricultural target sites developed during the agricultural vulnerability assessments for animals. Record these potential agricultural targets using the Agricultural Planning Factor Worksheets.

Planning Factors					
Biological		Agricultural Impact			
Site/Target	Potential (✓)	Dead Animals	Symptomatic	Exposed No Symptoms	Possibly Exposed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Max Value Total					

Step 2 Likelihood of Biological Incident on an Agricultural Target

Determine if the listed potential agricultural target is a likely location for a biological incident. If so, note this by placing a check mark in the "Potential" column for each likely agricultural target.

Step 3 Project Affected Animals

Project the number of animals possibly affected by the biological incident and list under each planning factor (Dead Animals, Symptomatic, Exposed No Symptoms, and Possibly Exposed), for each agricultural site listed as potential.

Step 4 Determine Maximum Score

Determine the “Maximum Score” for each agricultural planning factor. Look for the highest estimated number for each planning factor and carry it to the bottom of the worksheet. The highest agricultural planning factor numbers may be found in different targets.

Step 5 Potential Scenarios

Insert the highest estimated numbers for each planning factor into the maximum values worksheet.

	Maximum Evacuation	
	Max Contaminated	Max Possibly Contaminated
Biological		

You have now completed the maximum estimated numbers for animals affected by a biological incident. The next agricultural planning factor to review deals with affected plants.

AGRICULTURAL PLANNING FACTOR WORKSHEETS — PLANTS

This section of the Agricultural Vulnerability Assessment may be completed off-line by the working group using the worksheets in the Reference Handbook, Appendix C "Agricultural Planning Factor Worksheets – Plants," on page 10.

Step 1 List Potential Agricultural Targets (Plants)

Determine the top ten potential agricultural target sites for plants developed during the agricultural vulnerability assessments. Record these potential agricultural targets using the Agricultural Planning Factor Worksheets for biological incidents.

Planning Factors			
Biological		Agricultural Impact	
Site/Target	Potential (✓)	Contaminated	Possibly Contaminated
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Max Value Total			

Step 2 Likelihood of a Biological Incident on an Agricultural Target

Determine if the listed potential agricultural target is a likely location for a biological incident. If so, note this by placing a check mark in the “Potential” column for each likely agricultural target.

Step 3 Project Affected Plants

Project the number of plants (bushels) possibly affected by the biological incident and list under each planning factor (Contaminated, Possibly Contaminated), for each agricultural site listed as potential.

Step 4 Determine Maximum Score

Determine the “Maximum Score” for each agricultural planning factor. Look for the highest estimated number for each planning factor and carry it to the bottom of the worksheet. The highest agricultural planning factor numbers may be found in different targets.

Step 5 Potential Scenarios

Insert the highest estimated numbers for each agricultural planning factor into the maximum values worksheet. You have now completed the maximum estimated numbers for plants affected by a biological incident. These agricultural planning figures should be kept for review by the state. They will be useful when

determining agricultural equipment, training, exercise, and technical assistance needs.

	Maximum Evacuation	
	Max Contaminated	Max Possibly Contaminated
Biological		

SECTION

9

CAPABILITIES ASSESSMENT — AGRICULTURAL

The next step in the online process is to examine the desired and current agricultural capabilities of the state's emergency responders who will assist in the response to an agricultural incident. The purpose of conducting the agricultural capabilities and needs assessment is to assist states in identifying agricultural planning, organization, equipment, training, and exercises they will need to safely and effectively respond to agricultural incidents. State authorities will also use the assessment data to assist them in the preparing/updating of the SHSS.

In order to begin this three-step process, the state should use the agricultural planning factors to help guide emergency responder disciplines (Law Enforcement—LE, Emergency Medical Services—EMS, Emergency Management—EMA, HazMat—HM, Fire Service—FS, Public Works—PW, Governmental Administrative—GA, Public Safety Communications—PSC, Health Care—HC, Public Health—PH) through the agricultural assessment process.

A list of Discipline Definitions (the Reference Handbook, Appendix B, "Discipline Definitions," on page 12) has been provided and can be reviewed by clicking on the hyperlink. The following are tasks required for entry:

Step One: Use the agricultural planning factors in response to a biological incident to help determine desired and current agricultural capabilities needed to respond appropriately.

Step Two: Use the same agricultural planning factors to establish a numerical focus of affected animals and/or plants during a biological incident.

Step Three: Apply the designated factors to agricultural planning, organization, equipment, training, and exercises in order to identify gaps.

In order to document these needs, the state will be required to use the online tool to input desired and current agricultural capabilities. Specific information required for this portion of the assessment include the:

- Number of emergency responders needed to respond to the incident.
- Number of emergency responders desired at each agricultural WMD response level.
- Number of emergency responders currently equipped and trained to desired agricultural WMD response levels.

The following sections will provide step-by-step instructions for the online entry of this information.

DESIRED RESPONSE CAPABILITIES — AGRICULTURE

The state should now determine the agricultural WMD response level. These capabilities should be based on the state's agricultural planning factor estimates. The result of these increased capabilities would enable the state to properly equip, train, and exercise responder assets to respond to an agricultural incident in a safe and effective manner in accordance with state response plans. An additional capability of conducting simultaneous operations may also be achieved.

In order to determine realistic response capabilities, the state work group should review Agricultural WMD Response Level Definitions (the Reference Handbook, Appendix B, "WMD Response Level Definitions," on page 15). These definitions can be reviewed by clicking on the hyperlink.

Using the agricultural planning factors for guidance, the working group should determine what agricultural WMD response level disciplines should gain to maintain control of the incident.

DETERMINE AGRICULTURAL RESPONSE LEVELS FOR RESPONDERS

This section of the Agricultural Vulnerability Assessment may be completed off-line by the working group using the worksheets in the Reference Handbook, Appendix B, "WMD Response Levels by Discipline," on page 17.

As each online screen is displayed:

- Determine the overall number of emergency responders needed to respond to the incident.
- Select those agricultural WMD response level capabilities needed to respond to an agricultural incident.
- Determine the overall number of personnel desired at the agricultural WMD response level.

- Designate the overall number of personnel currently equipped and trained at the desired level.

The online system will automatically calculate a percentage of personnel currently able to respond at the desired agricultural WMD response level.

The working group should review the Agricultural WMD Response Levels for Responder Personnel (the Reference Handbook, Appendix C "Determine Agricultural WMD Response Levels for Responder Personnel," on page 12) prior to online entry. This information can be reviewed by clicking on the hyperlink.

Follow these steps to complete the state agricultural WMD response levels.

Step 1 Total Number of Personnel Involved in Response

For the state response level, enter the total number of personnel involved in a response in the space provided. This number represents the entire strength of the response, not just those designated as specialized responders. Record this number in the space designated as “Total Number of Responders.”

The screenshot displays the 'Agricultural Desired Response Capabilities' web application. At the top, there are tabs for 'Response Levels' and 'Tasks'. The main title is 'Agricultural Desired Response Capabilities' with a subtitle 'The State(2003):State Assessment'. Below the title, it says 'Displaying 1-1 of 1 Disciplines'. The main content area is titled 'Agriculture' and features a 'Total Personnel: 0' input field. Below this is a table with four columns: 'Level', '# of Personnel Desired at Level', '# Currently Equipped and Trained at Desired Level', and '% Ready at Desired Level'. The table has five rows for 'Level 0', 'Level 1', 'Level 2', 'Level 3', and 'Level 4', each with empty input boxes. At the bottom of the form, there are four buttons: 'Previous', 'Calculate', 'Save', and 'Next'.

Step 2 Total Number of Responders Desired at Level

Using agricultural planning factors and the descriptions of each agricultural WMD response level for the state, determine the number of personnel desired at each response level. Input the number of responders needed to sustain this response level in the space provided for “Total Number of Personnel Desired at Response Level.”

Step 3 Number of Responders Equipped and Trained at Level/ Percent Ready at Level

Using the number of responders desired at a certain agricultural WMD response level, input the total number of those responders who are currently equipped and trained to operate at that level. Upon completion of these entries, an automatic percentage of discipline readiness will be calculated.

AGRICULTURAL WMD TASK FOR RESPONSE

This section of the Agricultural Vulnerability Assessment may be completed off-line by the working group using the worksheets in the Reference Handbook, Appendix C "Agricultural WMD Tasks for Response," on page 14.

To ensure proper response for the state, a methodology to determine the state agricultural task requirements should be developed. To assist states, ODP has developed online agricultural task worksheets for their use.

The state has established agricultural planning factors, potential incidents, and determined needed agricultural WMD response levels. The working group can now examine specific tasks required by the state during an agricultural incident. Once agricultural tasks are determined, the state should then assess current capabilities.

The screenshot displays a web application interface titled "Agricultural WMD Tasks for Response". At the top, there are two tabs: "Response Levels" and "Tasks", with "Tasks" selected. Below the title bar, the text "The State(2003):State Assessment" is visible. The main content area features a table with the following structure:

Discipline	# of Tasks	Action
Agriculture	0 of 19 completed	Edit / View

At the bottom of the interface, there are two buttons: "Previous" on the left and "Next" on the right.

Current capabilities using these agricultural tasks are determined through questions posed to the state:

- What are the specific agricultural tasks required by the state to respond appropriately to a biological incident?
 - The agricultural tasks listed are general responsibilities that may be carried out for plants and/or animal agricultural incidents.
 - If the task responsibility lies at the jurisdiction level, the state should indicate this by entering an "N/A" in the space provided.
- Are there appropriate plans and procedures in place to accomplish the task?
- If a specialized agricultural team will accomplish the task, are these organizational components in place? (i.e., task force, SWAT team, etc.)

- Are responders equipped to perform the needed agricultural task for a biological incident?
- Have responders trained to perform these tasks?
- Has the task associated with the response plan been exercised using a realistic biological incident as the planning scenario?

In order to review Agricultural WMD Tasks for Response (the Reference Handbook, Appendix C "Agricultural WMD Tasks for Response," on page 14), click on the hyperlink. Once the Agricultural WMD Tasks for Response have been reviewed, the state may perform the following steps.

Step 1 Evaluate Agricultural Tasks

Using planning factors and potential incidents, determine agricultural tasks needed to respond to an agricultural WMD terrorism incident from the sample agricultural tasks provided. If the sample tasks do not include specific agricultural tasks desired by the state, add additional tasks by clicking the “Add Specialized Agricultural Task” button. Follow the on-screen directions to complete this process.

The screenshot displays the 'Agricultural WMD Tasks for Response: Agriculture' interface. At the top, there are tabs for 'Response Levels' and 'Tasks'. The main title is 'Agricultural WMD Tasks for Response: Agriculture'. Below the title, it indicates 'The State(2003):State Assessment' and 'Displaying 1-2 of 19 Tasks'. The first task is 'Task: Develop a plan for the jurisdiction's (local or state) effort to respond to and/or support the response to an agricultural WMD terrorism incident'. To the right of this task is a checkbox labeled 'Task Not Applicable'. Below the task description is a table with five columns: 'Plans/Procedures', 'Organization', 'Equipped', 'Trained', and 'Exercised'. The row for 'Biological' has dropdown menus for each of these columns. The second task is 'Task: Develop, organize, and staff required agricultural response teams', also with a 'Task Not Applicable' checkbox and a similar table with dropdown menus for 'Biological'. At the bottom of the interface, there are buttons for 'Previous', 'Add Specialized Task', 'Cancel', and 'Next'.

Response Levels Tasks

Task by Discipline: Agriculture

The State(2003):State Assessment

Add Specialized Task

Task:

Biological

Plans/Procedures	Organization	Equipped	Trained	Exercised
<input type="text"/>				

Cancel Save

Step 2 Determine Current Capabilities for the State

Click on those agricultural tasks that can and cannot currently be accomplished by the state. If the task is not applicable this should be recorded as well. Current capability of each agricultural task is determined through questions posed to the state.

- For the agricultural task listed, are there appropriate plans and procedures in place to accomplish the task?
- If a specialized agricultural response team will accomplish the task, are these organizational components in place? (i.e., task force, SWAT team, etc.)
- Is the state equipped to perform the agricultural task?
- Has the discipline trained to perform these tasks?
- Has this task associated with the response plan been exercised using a realistic biological incident as the planning scenario?

To complete this portion of the assessment, use the following definitions for the terms “Yes,” “No,” “Partial,” and “N/A”:

Yes: *The state possesses all of the requirements for the specified task.*

No: *The state possesses no capabilities with regard to the expressed requirements for the specific task.*

Partial: *The state possesses moderate capabilities, but still lacks complete compliance with the expressed requirements.*

***N/A:** N/A entries may indicate one or more of the following: The listed task does not apply to specific CBRNE material. The category (Plan/Procedures, Organization, Equipment, Training, Exercises) does not apply to CBRNE material. The state did not establish planning factors for the CBRNE marked N/A; The listed task is completed at the jurisdiction level rather than the state level.*

AGRICULTURAL RESPONSE CAPABILITY NEEDS — REPORTS

Desired and current agricultural WMD response level capabilities and agricultural task assessments have now been completed. These capabilities were determined by:

- The “Agricultural Planning Factor” Worksheets, which established a numerical focus for affected animals/crops and plants.
- An established biological incident used for the state to base needs.
- “Agricultural Tasks for Response Personnel” work conducted, which provided the state with specific capabilities needed to respond appropriately.

In order to display the current work performed by the state, the following agricultural response level capability reports are available for review by accessing the Reports interface. These reports will allow the state to review both desired and current capabilities documented.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available on the Reports interface. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

SECTION
10AGRICULTURAL NEEDS
ASSESSMENTAGRICULTURAL NEEDS ASSESSMENT — PLANNINGEMERGENCY OPERATION PLANS (EOP) AND AGRICULTURAL
INCIDENT ANNEX (AIA)

In this section, the SAA will be led through the online process required to provide the state with specific information regarding a current EOP and AIA. The SAA should indicate the following:

- Does the state have a current EOP?
- If so, when was the plan last updated?
- Does the state have a current AIA?
- If so, when was the annex last updated?
- Does the current emergency operation plan address specified issues?

**Note**

If the state answers “No” to having a current EOP, the second portion of the survey regarding when the plan or annex was updated will not be required.

Survey Emergency Responders Tech Assistance

Agricultural Needs Assessment - Planning

The State(2003):State Assessment

Terrorism Incident Annex (TIA)

Terrorism Incident Annex Yes No

Your annex was last updated

Does your TIA address any of the following issues:

Mass Decontamination Yes No

Isolation Yes No

Quarantine Yes No

Recovery and Restoration Yes No

Volunteers Yes No

Donated Resources Yes No

Resource Management Yes No

AGRICULTURAL NEEDS ASSESSMENT — PLANNING ROLLUP

Once the state completes the entry portion of the agricultural assessment process for planning, the SAA will have the ability to construct specific reports that will show the results of jurisdictions surveyed regarding the existence of a jurisdiction emergency operation plan and agricultural incident annex. To assist the state in the review process of jurisdiction assessments regarding these inquiries customized reports are available. Report options will enable the state to construct specific reports that will display agricultural assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the jurisdiction in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the state, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Develop/Update Response Protocols.
- Develop/Update Agricultural Incident Annex.
- Facilitation of Working Group.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Survey Emergency Responders Tech Assistance

Agricultural Technical Assistance Input - Planning

The State(2003):State Assessment

Is Technical Assistance required for this Solution Area? Yes No

Add Technical Assistance Request

Technical Assistance Type (If Other, please specify)

Participating Disciplines

- Law Enforcement
- Emergency Medical Services
- Emergency Management
- Fire Service
- Public Works
- Governmental Administrative
- Public Safety Communications
- Health Care
- Public Health

Frequency of Delivery

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will need the selected technical assistance. If other disciplines need technical assistance, enter them using the “Other” category and describe in the comments section.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the state. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

AGRICULTURAL NEEDS ASSESSMENT — ORGANIZATION

The state organization program area examines the number of state personnel within each emergency response team listed who may respond to an agricultural incident. To start this process, the state should complete the Emergency Response Team survey. This survey will provide updated information regarding each state emergency response team capability.

AGRICULTURAL EMERGENCY RESPONSE TEAMS

The following tasks are required:

- Indicate a team capability within the state.
- If the capability exists, indicate the number of teams available in the state.
- If the capability exists, indicate the number of personnel per team.
- If there are additional agricultural emergency response teams located in the state these teams should be reported under the “Other” category.

Totals for these agricultural teams will be calculated automatically once both the number of teams and the number of personnel on each team is input.

In order to standardize jurisdiction entries made regarding current agricultural emergency response team capabilities, the following general definitions are provided:

Regional HazMat: Individuals, who on a full-time, part-time, or volunteer basis, identify, characterize, provide risk assessment, and mitigate/control the release of a hazardous substance or potentially hazardous substance, through a regional response.

Decontamination Teams: Decontamination teams consist of individuals with responsibility for initiating and conducting decontamination operations necessary to maintain the health of contaminated individuals as well as the safety of non-contaminated individuals and physical facilities.

Public Health Team: State Public Health Leadership and staff including health inspectors, sanitarians, physicians, educators, laboratory and epidemiological staff that respond to disasters to assist communities in recovery, assuring the quality and accessibility of health services.

Civil Support Team: The WMD Civil Support Teams are established to deploy rapidly to assist a local incident commander in determining the nature and extent of an attack or incident; provide expert technical advice on WMD response operations; and help identify and support the arrival of follow-on state and federal military response assets. Each team consists of 22 highly skilled, full-time members of the Army and Air National Guard.

Agricultural Assessment and Sampling Team: Specialized group at the state level that assess the on-scene situation, collects and sends additional samples for laboratory analysis, if needed, and alert Emergency Programs Staff at USDA.

Agriculture Emergency Response Team: Specialized group at the state level that coordinates with local government authorities (i.e. County Judge, Emergency Management Coordinator, County Sheriff, etc.) and the appropriate State Disaster District or equivalent to provide notification of a suspicious foreign animal disease.

Using the team definitions provided, the SAA working group should perform the following steps in order to complete the state emergency response team survey input required for this section.

Step 1 Type of Agricultural Team

Designate state capability for each team. If the state currently has a specific team capability, the SAA working group should answer “Yes” under “State Capability.”

Teams Tech Assistance

Agricultural Needs Assessment - Organization

The State(2003):State Assessment

Type of Team	Have Capability	Number of Teams	# of Personnel per Team	Total
Regional HazMat	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Decontamination Teams	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Public Health Team	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Civil Support Team	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Agricultural Assessment and Sampling Team	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	
Agricultural Emergency Response Team	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	

Calculate

Previous Save Next

Step 2 Number of Teams and Total Members

If you indicated you had state capability, enter the number of emergency response teams and personnel per team in the text boxes provided. Once entered, the “Total” column will be calculated automatically by the online system.

AGRICULTURAL NEEDS ASSESSMENT — ORGANIZATION ROLLUP

Once the state completes the entry portion of the assessment process for the organization agricultural program area, the SAA will have the ability to construct specific reports that will show the results of jurisdictions surveyed regarding the existence of agricultural emergency response teams, written mutual aid agreements, and the number and strength of these teams. To assist the state in the review process of jurisdiction assessments regarding these inquiries customized reports are available. Report options will enable the state to construct specific reports that will display assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the state in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the state, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Identify Additional Agricultural Response Team Requirements.
- Identify Agricultural Response Team Equipment.
- Identify Additional Response Team Staffing Needs.
- Develop Additional Agricultural Response Team Protocols.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

The screenshot shows a web application interface for 'Agricultural Technical Assistance Input - Organization'. At the top, there are two tabs: 'Teams' and 'Tech Assistance'. The main heading is 'Agricultural Technical Assistance Input - Organization' with a sub-heading 'The State(2003):State Assessment'. Below this, there is a question: 'Is Technical Assistance required for this Solution Area?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. Underneath is a section titled 'Add Technical Assistance Request'. It contains a dropdown menu for 'Technical Assistance Type' with the text 'Select Technical Assistance Type' and a small arrow. Below the dropdown is a text input field with the placeholder '(If Other, please specify)'. To the right of this field is a list of checkboxes under the heading 'Participating Disciplines'. The disciplines listed are: Law Enforcement, Emergency Medical Services, Emergency Management, Fire Service, HazMat, Public Works, Governmental Administrative, Public Safety Communications, Health Care, and Public Health. At the bottom of the form, there is a dropdown menu for 'Frequency of Delivery' with the text 'Select Frequency'. There are three buttons at the bottom: 'Previous', 'Save and Add', and 'Next'.

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries required by the state. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

AGRICULTURAL NEEDS ASSESSMENT — EQUIPMENT

The state will be led through the online data entry requirements needed to document equipment needed by state emergency responders and current on-hand/on-order equipment to address agricultural incidents. The following input will be accomplished:

- Select the specific items of equipment for each state discipline.
- Enter the unit price of the specific equipment type.
- Assign the equipment to a specific discipline for use during a state response.
- Number of equipment pieces currently needed for an appropriate state response.
- Number of equipment pieces currently on-hand or on order by the state.

Once both the needed and current entries are input for all designated disciplines that need equipment, a gap for specific discipline need will be calculated automatically.

For your assistance in estimating equipment costs, sample price ranges are provided (see the Reference Handbook, Appendix B, "ODP State Domestic Preparedness Equipment Program Standardized Equipment List," on page 37). In order to review this document, click on the hyperlink provided.

The following steps will guide the state through the remainder of the online entry process required for equipment entry:

Step 1 Add Equipment

Select Add Equipment to begin populating the equipment list.

Equipment Tech Assistance R & D Needs R & D Funding

Agricultural Needs Assessment - Equipment The State(2003):State Assessment

Equipment Category	Equipment Type	Quantity	Discipline	Unit Cost	Total Cost	Actions
Detection Equipment: Biological	Grab Sampling Tubes	Curr O/H: 10	(5) Fire Service (5) Law Enforcement			Update
		Total Req'd: 20	(10) Fire Service (10) Law Enforcement			Delete
		Total Gap: 10	(5) Fire Service (5) Law Enforcement	\$50	\$500	

[Add Equipment](#) [Continue](#)

Step 2 Equipment Category

Select the equipment category by clicking on the drop-down menu.

Equipment Tech Assistance R & D Needs R & D Funding

Agricultural Needs Assessment - Equipment The State(2003):State Assessment

Equipment Category: (Select category) -

Equipment Type: Standardized Equipment List (SEL) (Select type)

Unit Cost:

Quantity for Each Discipline		Total Number That Should Be On Hand	Current/ On Hand or On Order
	Law Enforcement	<input type="text"/>	<input type="text"/>
	Emergency Medical Services	<input type="text"/>	<input type="text"/>
	Emergency Management	<input type="text"/>	<input type="text"/>
	Fire Service	<input type="text"/>	<input type="text"/>
	HazMat	<input type="text"/>	<input type="text"/>
	Public Works	<input type="text"/>	<input type="text"/>
	Governmental Administrative	<input type="text"/>	<input type="text"/>
	Public Safety Communications	<input type="text"/>	<input type="text"/>
	Health Care	<input type="text"/>	<input type="text"/>
Public Health	<input type="text"/>	<input type="text"/>	

Step 3 Equipment Type

Select the equipment type needed by the state to respond to an agricultural incident. This is accomplished by clicking on the drop-down list of standardized equipment. Items included in the ODP Authorized Equipment List (AEL) and that may be purchased with ODP equipment grant funding are denoted by an asterisk.



Note

If the equipment you intended to select has not been included in the AEL, it can still be selected as needed equipment by the state.

Equipment Type – other equipment

If the equipment type desired by the state is not listed, the state may select an “other equipment” category type located at the bottom of the drop-down menu. Once selected, a drop-down menu will be displayed with all previously entered “other” equipment. The state should review the menu for the equipment type desired. If the equipment is not located, the state may write-in the specific equipment type by selecting “other.”

Step 4 Equipment Unit Cost

Once the equipment type is selected a unit cost range will be displayed with the equipment type. Using the cost range, the state should then estimate the unit cost for the selected equipment type.



Note

Equipment not listed on the SEL will have no cost ranges assigned. The jurisdiction should enter cost estimates for other equipment.

Step 5 Designate Discipline(s) that Need Equipment

Select the discipline(s) that need equipment.

Step 6 Total Equipment that should be On-hand

Using the equipment type selected, designate the amount of equipment each discipline should have on-hand. Place this number in the column titled “Total Number That Should Be On Hand,” adjacent to the discipline receiving the equipment.

Step 7 Current Equipment On-Hand or On Order

Using the equipment type selected, designate the amount of equipment currently on-hand or on order to respond to an agricultural incident. Place this number in the column titled “Current/On-Hand or On Order”, adjacent to the discipline addressed.

Once all required fields have been entered, press the “Add Equipment” button. This action will accept the data entered and display it for review.

Follow these same steps until the needed and current equipment online entry has been completed at the state level.

As equipment is entered, it will be displayed along with all accumulated pieces of equipment entered online previously by the state. The resulting online screen will provide the following information:

Equipment Category

The equipment category (Operational Equipment, Personal Protection Equipment, Detection, Decontamination, CBRNE Search & Rescue Equipment, Interoperable Communications Equipment, Terrorism Incident Prevention Equipment, Explosive Device Mitigation and Remediation, WMD Technical Rescue, Physical Security Enhancement, CBRNE Logistical Support Equipment, Medical Supplies and Limited Types of Pharmaceuticals) selected by the state working group.

Equipment Type

The specific type of equipment desired by the state to properly equip emergency responders to respond to an agricultural incident.

Quantity

Three important focus points for the state. Each is reported based on the data provided during the “Add Equipment” phase of the entry process. All reports are generated automatically. No additional entry is required unless the state uses the “Update or Delete” option. The focus points are:

- The specific quantity of equipment type needed by the state to respond to an agricultural incident.
- The specific quantity of the same equipment type currently on-hand or on order.
- The gap needed to be filled.

Discipline

Three important focus points for the state are generated automatically. The focus points are:

- The number of specific pieces of equipment needed by each discipline needs for response to an agricultural incident.
- The number of same pieces of equipment currently on-hand or on order.

- The gap needed to be filled for each discipline listed.

Unit Cost

The previously reported unit cost of the specific equipment type.

Total Cost

Automatically calculates and displays the total cost of all specific equipment types selected to fill the required needs for each discipline.

Action

Option for the state to update or delete portions of the equipment entry previously submitted.

AGRICULTURAL NEEDS ASSESSMENT — EQUIPMENT ROLLUP

Once the state completes the entry portion of the assessment process for the equipment agricultural program area, the SAA will have the ability to construct specific reports that will show the results of jurisdiction assessments regarding needed and current equipment needs for an agricultural incident response. To assist the state in the review process of jurisdiction assessments regarding equipment, customized reports are available. Report options will enable the state to construct specific reports that will display agricultural assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

AGRICULTURAL TECHNICAL ASSISTANCE INPUT — EQUIPMENT

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the state in each solution

area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the state, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Maintenance and Calibration for Specific Equipment.
- Use of Chemical Protective Clothing.
- Use of Equipment.
- Establish Standardized Equipment Lists.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will need the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries desired by the state. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

AGRICULTURAL RESEARCH AND DEVELOPMENT

The state has now assessed needed and current equipment needs to respond appropriately to an agricultural incident. During the equipment assessment portion of the online process, was the agricultural working group able to close equipment gaps discovered? Were equipment needs satisfied through on-hand resources or found using the SEL? If not, did the agricultural working group determine that resources are unavailable due to technology shortfalls? The above is designed to lead the state to suggest agricultural research and development (R&D) ideas to ODP in order to address these issues. ODP is a conduit for state and local agencies to the Federal R&D community. Federal researchers need accurate information about user needs if the technology they develop is going to be useful.

To ensure existing R&D needs are addressed, states are asked to respond to the following survey to address technology shortfalls requiring agricultural R&D.

The state should consider their responders most urgently needed capabilities at the state level. Do not identify deficiencies caused from the lack of currently available equipment, but rather shortfalls caused because there is no effective product or technology available. The following are examples of R&D:

- The capability to quickly, and from a safe distance, detect explosives contained within vehicles prior to entering a tunnel.
- The capability to perform real-time detection, identification, and measurement of all biological agents.

TECHNOLOGY NEEDS STATEMENT

Equipment Tech Assistance **R & D Needs** R & D Funding

Agricultural Research & Development - Technology Needs Statement

The State(2003):State Assessment

Technology Needs Statement

Comment on known capability shortfalls found during the equipment assessment process within your jurisdiction. Remember, R&D does not cover personnel shortfalls.

Previous Save Next

FUNDING RECOMMENDATIONS

The next portion of this section deals with state recommendations for funding allocations at the federal level to existing R&D currently under way. Using the table below review all R&D efforts and determine those your state would fund before others by applying a percentage of effort to those selected. Your selections should add up to no more than a total of 100%. It is not necessary to address all R&D efforts. Only those R&D efforts your state deems worthy of funding need be selected.

Listed for your review are definitions of all R&D selections listed below.

Personal Protective Equipment: Personal Protective Equipment (PPE) refers to respiratory apparatus, clothing, and other equipment designed to protect persons from chemical, biological, and physical hazards. PPE must protect users against military and civilian threat agents including those referenced by the National Fire Fighters Act chemical hazards list. This category does not include technologies such as bulletproof armor.

Personal Protection: Personal Protection includes technologies for physical protection of persons and vehicles such as bullet proof armor, vehicle armor, and personnel duress alarm systems. This category does not include technologies for PPE.

Decontamination: Decontamination includes the capabilities for mobile, easy to operate, decontamination systems and decontaminants for decontaminating victims and first responders of both biological and chemical agents.

Collective Protection: Collective Protection describes buildings, shelters, and filtration systems designed to protect against an attack that employs biological

or chemical agents. Collective Protection factors include: special filtration to remove biological and chemical agent from the airflow, contamination protection including over-pressurization and sealing, safe rooms within buildings to protect personnel, and other emerging technologies.

Physical Security: Physical Security includes safeguards to identify and reduce vulnerabilities in physical assets, e.g., buildings, tunnels, terminals, stadiums, and places where large groups of persons congregate. This category includes technologies for surveillance, intrusion detection, specialized CBRNE detection for entrances and crowd protection.

Detection, Identification, and Measurement of Chemical Agents: Detection, Identification, and Measurement of Chemical Agents includes equipment and technologies for point and long-range detection of chemical agents including (but not limited to) nerve agents: GA, GB, GD, GF, and CX; vesicants: HD, H, and L, and CX; cyanide: AC and CK; pulmonary agent: GB; riot control agents: CS and CN; and industrial chemicals.

Detection and Measurement of Radiological Hazards: Detection and Measurement of Radiological Hazards includes technologies for point and long-range detection of radiological hazards.

Detection, Identification, and Measurement of Biological Agents: Detection, Identification, and Measurement of Biological Agents includes the capability for real-time detection with low false alarm rates, identification to the “strain,” and measurement. Biological Agents include (but are not limited to) Bacteria: Anthrax, Cholera, Plague, Tularemia, and Q Fever; Viruses: Smallpox, Venezuelan Equine Encephalitis, and Viral Hemorrhagic; and Biological Toxins: Botulinum, Staphylococcal Enterotoxin B, Ricin, and T-2 Mycotoxins.

Recognition and Characterization of Covert Biological Attacks: Recognition and Characterization of Covert Biological and Chemical Attacks includes technologies that will detect and alert emergency managers at the onset of a population contracting a disease. This includes detection known agents as well as genetically engineered organisms.

Explosives Detection: Explosives Detection includes technologies for standoff detection, cargo screening, monitoring and detection in cargo containers, and explosive and hazardous liquid detection.

CBR Device Disablement and Disposal: The capability for Chemical, Biological, and Radiological Disablement and Disposal include appropriate defeat and disposal procedures based on the results of diagnostic procedures. This is complicated since CBR agents and materials may be containerized in plastic, metal, or a variety of other materials. First responder technicians need the capability to identify the presence of an agent, and be able to select the proper containment vessels for safe disposal.

Modeling, Simulation, and Information Management: Modeling, simulation, and information management (abbreviated as M&S) tools could provide

valuable assistance to decision makers when preparing for, and planning the response to a WMD incident. This includes models for threat and vulnerability assessments capable of displaying blast effects, agent transport (whether via air, water or food pathways), and human exposure in complex urban environments. Other M&S needs include interactive simulation-based training tools for first responders and emergency managers.

Tactical Operations Support: Tactical Operations Support included technologies for assisting managers and first responders to plan for and perform their duties in response to a WMD incident. Examples of these technologies are specialized PDAs and communications systems.

Improvised Device Defeat: Improvised Device Defeat includes technologies for electric fusing component detection, radio frequency (RF) electronic fusing component disruption, and portable diagnostics systems.

Search and Rescue: Search and Rescue includes technologies that will enhance present capabilities used to locate humans in collapsed buildings and similar hazard areas.

Medical Therapeutics and Vaccines: Medical Therapeutics and Vaccines includes the capability for medical professionals to have sufficient sets of therapeutic substances and devices (e.g., auto-injectors) that can be administered to the victims of a chemical or biological attack. This category includes the capability to quickly produce and distribute new vaccines and to invent vaccines for newly developed agents. The present civilian supply of therapeutics and vaccines must be increased to be able to meet unforeseen contingencies. Research is needed to determine the correct quantities of each therapeutic and vaccine for contingencies. Finally, the supply chain (storage and distribution) for contingency therapeutics and vaccines must be developed.

Psychological Effects: Psychological Effects includes the capability to determine from the survivors and first responders of a WMD incident those who are suffering normal reactions to abnormal experiences from those in need of long-term therapy. The long-term therapy group will also include persons suffering from organic neurological impairment as a result of a WMD incident.

If the state has other agricultural R&D efforts they would like to address during this time, post those R&D topics in the text box at the bottom of the table.

Equipment Tech Assistance R & D Needs R & D Funding

Agricultural Research & Development - Funding Recommendations

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Funding Recommendations	
Personal Protective Equipment	0 %
Personal Protection	0 %
Decontamination	0 %
Collective Protection	0 %
Physical Security	0 %
Detection, Identification, and Measurement of Chemical Agents	0 %
Detection and Measurement of Radiological Hazards	0 %
Detection, Identification, and Measurement of Biological Agents	0 %
Recognition and Characterization of Covert Biological Attacks	0 %
Explosive Detection	0 %
CBR Device Disablement and Disposal	0 %
Modeling, Simulation, and Information Management Tools	0 %
Tactical Operations Support	0 %
Improvised Device Defeat	0 %
Search and Rescue	0 %
Medical Therapeutics and Vaccines	0 %
Psychological Effects	0 %
Other: <input style="width: 300px;" type="text"/>	0 %
Total Percent Allocated	0%

AGRICULTURAL RESEARCH AND DEVELOPMENT ROLLUP

Once the state completes the agricultural R&D information requested, the SAA will have the ability to construct specific reports that will summarize agricultural R&D entry information submitted. To assist the state in the review process of this information, customized reports are available. Report options will enable the state to construct specific reports that will display agricultural R&D data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click on the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the

jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

AGRICULTURAL NEEDS ASSESSMENT — TRAINING

The next step in the agricultural needs assessment for the state is the assessment of training for the state. In this section, the state will collect the training needs of state emergency responders. Three specific assessment issues will be assessed in this section.

- State emergency personnel who are currently trained to appropriate levels in order to respond to an agricultural incident, recognize the use of a possible biological agent, and take appropriate action.
- State discipline personnel who require training at appropriate WMD training levels in order to increase capabilities to perform specific tasks required during an agricultural incident.
- State personnel who need training, and the specific courses that are needed to increase their ability to respond to a WMD terrorism incident. Refer to the ODP WMD Training Program for assistance with courses offered by ODP.

In order for the state to designate the status of training for all emergency responder disciplines in the state who will respond to an agricultural incident, it will be important for the state to review the definitions of WMD training levels listed in Training Level Definitions located in the next section. While there are some similarities to the standard HazMat training levels, these training levels are tailored for response to a WMD incident.

TRAINING LEVEL DEFINITIONS

Awareness Training Level: Addresses training needs for emergency responders who are likely to witness or discover an incident involving the terrorist/criminal use of WMD or who may be sent out to initially respond or support the response to the report of such an incident. Generally, all actions to be taken by these individuals should be conducted from within the cold zone. Should personnel find themselves in the warm or hot zones, they are to remove themselves and to encourage others, if ambulatory, to move to a staging area away from the immediate threat and attempt to minimize further contamination. The requisite competencies for this level of training are to recognize (*RECOGNITION*) a WMD terrorism incident and to notify (*NOTIFICATION*) appropriate authorities of the incident.

Performance Training Level: Addresses training needs for emergency responders who will be responding to or supporting the response to the scene of a potential WMD terrorism incident or hazardous materials incident for the purpose of protecting nearby persons, property, or the environment from the

effects of the incident. These responders are to provide the personnel to conduct on-scene operations within at least the warm zone and/or hot zone (if properly trained and equipped) that has been set up on the scene of a potential WMD or hazardous materials incident in order to control and mitigate the incident. This performance level is divided into two sub-levels with a separate set of training guidelines for each.

Performance—Defensive: (This training level replaces the former Operations WMD Training Level.) The emergency responders trained to this sub-level will be fully capable of working in the warm and cold zones and support those responders working in the hot zone. They are trained to respond in a defensive fashion without actually trying to mitigate the effects of the incident. Their function is to contain the incident from a safe distance, keep effects from spreading, and prevent exposures.

Performance—Offensive: (This training level replaces the former Technician WMD Training Level.) The emergency responders trained to this sub-level will be fully capable of working in the hot zone, and at times in the other zones at the incident scene, as required. WMD emergency responders at this level are individuals who respond to WMD incidents and potential WMD incidents for the purpose of mitigating the effects of the incident or treating victims. They assume a more aggressive role than emergency responders at Performance—Defensive, in that they will approach the point of release in order to mitigate the incident and treat affected victims.

Planning/Management Training Level: (This training level replaces the former Incident Command WMD Training Level.) Addresses training needs for emergency responders who are expected to be part of the incident management team, or support for the response to a potential WMD terrorism incident or hazardous materials incident (*PLANNING/MANGEMENT*). These response managers/leaders will be involved at a minimum in the planning for, mitigation against, managing of, and recovery from scene operations and support functions. They are expected to manage the resources brought to the incident and to assist the incident commander in bringing the incident to a successful termination. Generally, all of the actions to be taken by these emergency responder manager/supervisors should be conducted from within the cold zone. As access is required, there may be times these duties and functions are accomplished within the warm zone.

ODP GUIDANCE DOCUMENTS AND REFERENCES

ODP has developed guidance material which is available to assist the state with training requirements.

- ODP Training Strategy Emergency Response Guidelines
<http://www.ojd.usdoj.gov/odp>.
- ODP Course Catalog <http://www.ojd.usdoj.gov/odp>.

AGRICULTURAL STATUS OF TRAINING

Once the state agricultural working group has reviewed the WMD training level definitions, they should be used to assess all emergency responder disciplines (Law Enforcement – LE, Emergency Medical Services – EMS, Emergency Management Agency – EMA, Fire Services – FS, HazMat – HZ, Public Works – PW, Governmental Administrative – GA, Public Safety Communications – PSC, Healthcare – HC, and Public Health – PH) as applicable at the state level in order to report both the required and current status of training for each emergency responder discipline who may respond to an agricultural incident.

The SAA working group should perform the following tasks in order to input the required and current training for state emergency responders who may respond to an agricultural incident.

- Assess the training needs for each discipline addressing the three WMD training levels (Awareness, Performance, and Planning/Management).
- For each WMD training level there will be three assessment inquiries:
 - The number of personnel within each discipline that desires to be WMD trained to respond to agricultural incidents;
 - The number of personnel who are currently WMD trained to respond to agricultural incidents; and
 - The number of personnel who are not WMD trained to the desired level.

In order for automatic calculations to be reported, you must provide the following entries for each WMD Training Level:

Step 1 **Number of Personnel Who Should be WMD Trained**

Using the total number of response personnel for each emergency response discipline, enter the number of personnel that should be trained to the particular WMD training level.

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	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH	Total
Total Number Personnel	80	20	20	20	20	20	20	20	20	20	280
Awareness											
Number Should be WMD Trained	<input type="text"/>										
Number WMD Trained	<input type="text"/>										
Number <u>Not</u> Trained	<input type="text"/>										
Performance - Offensive											
Number Should be WMD Trained	<input type="text"/>										
Number WMD Trained	<input type="text"/>										
Number <u>Not</u> Trained	<input type="text"/>										
Performance - Defensive											
Number Should be WMD Trained	<input type="text"/>										
Number WMD Trained	<input type="text"/>										
Number <u>Not</u> Trained	<input type="text"/>										
Planning/Management											
Number Should be WMD Trained	<input type="text"/>										
Number WMD Trained	<input type="text"/>										
Number <u>Not</u> Trained	<input type="text"/>										

Step 2 Number of Discipline within the State Who are currently WMD Trained

Enter the total number of personnel within the state who are currently trained at the WMD training level.

Step 3 Number of Discipline in State Who are Not WMD Trained

The final step automatically displays the resulting number of state emergency responders who are not WMD trained to the desired level.

Estimated Backfill Costs by Discipline

While no assessment of cost for training state disciplines is required for the assessment process, ODP has provided estimated backfill costs for each discipline and in some cases sub-disciplines for your review. This resource may assist the

state with budgetary concerns associated with estimating training costs required to increase current capabilities for emergency responders.

Estimated Backfill Costs by Discipline	
First Responder Discipline	Estimated Hourly Overtime
Law Enforcement (LE)	\$30.00– 52.50
Emergency Medical Services (EMS)	\$22.50– 45.00
Emergency Management Agency (EMA)	\$30.00– 72.00
Fire Service (FS)	\$22.50– 37.50
HazMat (HZ)	\$30.00– 45.00
Public Works (PW)	\$22.50– 52.50
Governmental Administrative (GA)	N/A
Public Safety Communication (PSC)	\$15.00– 21.00
Health Care (HC):	
Doctors	\$108.00 –216.00
Nurses and Techs	\$22.50– 45.00
Support Staff	\$15.00– 21.00
Public Health (PH):	
High Technical/Specialized	\$37.50– 60.00
General	\$27.00– 37.50

AGRICULTURAL EMERGENCY RESPONSE TRAINING LOCATIONS OR VENUES

The next step in the data entry process is to record those state locations and venues (i.e., service academies, community college, others) where training for emergency responders is currently conducted.

In this section, the state should perform the following tasks:

- Enter the specific facility name for each training location or venue where agricultural emergency response training is conducted in the state.
- Indicate those disciplines that can receive agricultural WMD training from these locations or venues.

List only those facilities that the state uses as training locations or venues. Jurisdiction locations should not be listed.

Status Locations Tech Assistance

Agricultural Training - Locations or Venues (Optional)

The State(2003):State Assessment

Location or Venue Name	Disciplines Trained									
	LE	EMS	EMA	FS	HZ	PW	GA	PSC	HC	PH
<input type="text"/>	<input type="checkbox"/>									

AGRICULTURAL NEEDS ASSESSMENT — TRAINING ROLLUP

Once the state completes the entry portion of the agricultural assessment process for the training program area, the SAA will have the ability to construct specific reports that will show the results of jurisdiction assessments regarding required and current training needs required to respond to an agricultural incident. To assist the state in the review process of jurisdiction assessments regarding training, customized reports are available. Report options will enable the state to construct specific reports that will display assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

AGRICULTURAL TECHNICAL ASSISTANCE INPUT — TRAINING

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the state in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the state, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Determining Training Needs.
- Evaluate Developed WMD Training Courses.
- Identify Training Resources.
- Determine Training Costs.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries required by the state. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

The next step in the process deals with the state's required and planned exercises. During this portion of the online entry process, the state should review work completed thus far to prepare for both required agricultural exercises needed by the state to address a biological scenario and those agricultural exercises already projected to take place.

Before the state designates required agricultural exercises, they should review the ODP Exercise Definitions (the Reference Handbook, Appendix B, "Office for Domestic Preparedness Exercise Definitions," on page 72). To review the ODP Exercise Definitions, click on the hyperlink. Completed work that will assist the state with establishing required exercises are:

- Agricultural Planning factors established earlier, which designated a numerical focus of affected animals and plants for a biological incident.
- Specific agricultural tasks for responders established for by the working group.

By using these previously established tools, the jurisdiction will be able to determine the following online input for required agricultural exercises.

REQUIRED CAPABILITIES — REQUIRED AGRICULTURAL EXERCISES



Note

This section of the Agricultural Needs Assessment may be completed off-line by the working group using the worksheets in the Reference Handbook, Appendix C "Agricultural Needs Assessment – Required Exercises," on page 90.

Required agricultural exercises are the number and type of exercises the state needs to adequately exercise their agricultural incident plans. These agricultural exercises may or may not be required by state guidelines.

Using the online screen for "Add Required Exercises," the state may perform the following tasks:

- Determine the type of agricultural exercise required by the state and planning guidelines.
- Indicate the number of responder participants who will take part in this exercise.



Note

Exercise “participants” include planners, controllers, simulators, observers, and players. “Players” are defined as “those individuals who act in the role they would in the event of a real incident.”

- Estimate the total cost of the exercise.
- Indicate exercise frequency.
- Determine disciplines that will participate in the agricultural exercise.
- Identify and include any other disciplines using the “Other” category that are not listed but will participate.
- Identify the scope of participation.

In order to start the entry process for required agricultural exercises, perform the following steps:

Step 1 Type of Agricultural Exercise

Select the type of agricultural exercise required by the state using the state planning factors and CBRNE scenarios.

Required
Planned
Tech Assistance

Agricultural Needs Assessment - Required Exercise

The State(2003):State Assessment

Type of Exercise

Number of Participants

Total Estimated Cost

Exercise Frequency

Participating Disciplines

<input type="checkbox"/> Law Enforcement <input type="checkbox"/> Emergency Management <input type="checkbox"/> HazMat <input type="checkbox"/> Governmental Administrative <input type="checkbox"/> Health Care Other: <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Fire Service <input type="checkbox"/> Public Works <input type="checkbox"/> Public Safety Communications <input type="checkbox"/> Public Health <input type="button" value="Add More"/>
---	---

Scope of Participation

If this exercise's scope is "mutual aid", "regional", or "state", please select the jurisdictions that will participate in the exercise.

Scope of Participation

Participating Jurisdictions

Step 2 Number of Participants

Indicate the number of responder participants who will take part in this agricultural exercise.

Step 3 Total Estimated Cost

Estimate a total cost of this agricultural exercise.

Step 4 Exercise Frequency

Indicate exercise frequency.

Step 5 Participating Disciplines

Determine disciplines that will participate in the agricultural exercise.

Step 6 Additional Participating Disciplines

Identify and include any other disciplines, using the “Other” category, that are not listed but will participate.

Step 7 Scope of Participation

Determine the scope of participation for the state. Use the drop-down menu to select local, mutual aid, regional, or state participation. Click “Select Jurisdictions” to select the pre-defined jurisdictions or to add additional jurisdictions.

Required Planned Tech Assistance

Agricultural Required Exercise - Participating Jurisdictions

The State(2003):State Assessment

Pre-Defined Jurisdictions

There are no pre-defined jurisdictions available yet.

New Jurisdictions

Add additional jurisdictions that will participating in this exercise.

Add More

Cancel Save

Once the required exercise has been entered, proceed to the next screen, which will display the required exercise for review. Follow on-screen instructions to save, update, or delete the exercise.

CURRENT CAPABILITIES — PLANNED AGRICULTURAL EXERCISES

This section of the Agricultural Needs Assessment may be completed off-line by the working group using the worksheets in the Reference Handbook, Appendix C "Agricultural Current Capabilities – Planned Exercises," on page 92.

At this point, you have completed the required agricultural exercise portion of the online process. The next step is to input currently planned agricultural exercises. As a rule, planned exercises are those exercises that the state has approved and funded for execution.

- Document the type of planned exercise.
- Identify the CBRNE material to be used during the planned exercise scenario.
- Indicate the number of participants who will take part in the planned exercise.



Note

Exercise “participants” include planners, controllers, simulators, observers, and players. “Players” are defined as “those individuals who act in the role they would in the event of a real incident.”

- Estimate a total cost of the planned exercise.
- Indicate the frequency of agricultural exercises.
- Set a target date for the planned agricultural exercise.
- Determine disciplines that will participate in the planned exercise.
- Identify and include any other disciplines using the “Other” category that are not listed but will participate.
- Identify the scope of participation.

In order to start the input process for currently planned agricultural exercises, perform the following steps:

Step 1 Indicate Planned Exercises

Select “Yes” or “No,” then click “Next.”

Required Planned **Tech Assistance**

Agricultural Needs Assessment - Planned Exercise

The State(2003):State Assessment

Do you have any exercises planned? Yes No

Next

Step 2 Projected Exercise Date

Set a target date for the planned agricultural exercise.

Required Planned **Tech Assistance**

Agricultural Needs Assessment - Planned Exercise

The State(2003):State Assessment

Planned Date Format MM/DD/YYYY

Type of Exercise

Hazard

Number of Participants

Total Estimated Cost

Exercise Frequency

Participating Disciplines

Law Enforcement Emergency Medical Services

Emergency Management Fire Service

HazMat Public Works

Governmental Administrative Public Safety Communications

Health Care Public Health

Other:

Scope of Participation

If this exercise's scope is "mutual aid", "regional", or "state", please select the jurisdictions that will participate in the exercise.

Scope of Participation

Participating Jurisdictions

Step 3 Type of Agricultural Exercise

Determine the type of agricultural exercise needed by the state and planning guidelines.

Step 4 Hazard (Chemical, Biological, Radiological, Nuclear, Explosive)

Identify the CBRNE material to be used during the planned exercise scenario.

Step 5 Number of Participants

Indicate the number of responder participants who will take part in this exercise.

Step 6 Total Estimated Cost

Estimate a total cost of the planned exercise.

Step 7 Exercise Frequency

Indicate the frequency of agricultural exercises.

Step 8 Participating Disciplines

Determine disciplines that will participate in the planned exercise.

Step 9 Additional Participating Disciplines

Identify and include any other disciplines using the “Other” category that are not listed but will participate.

Step 10 Scope of Participation

Determine the scope of participation for the state. Use the drop-down menu to select local, mutual aid, regional, or state participation. Click “Select Jurisdictions” to select the pre-defined jurisdictions or to add additional jurisdictions.

Required Planned Tech Assistance

Agricultural Planned Exercise - Participating Jurisdictions

The State(2003):State Assessment

Pre-Defined Jurisdictions

There are no pre-defined jurisdictions available yet.

New Jurisdictions

Add additional jurisdictions that will participating in this exercise.

Once the required exercise has been entered, proceed to the next screen, which will display the required exercise for review. Follow on-screen instructions to save, update, or delete the exercise.

AGRICULTURAL NEEDS ASSESSMENT — EXERCISES ROLLUP

Once the state completes the entry portion of the agricultural assessment process for the exercise program area, the SAA will have the ability to construct specific reports that will show the results of jurisdiction assessments regarding required and planned agricultural incident exercises. To assist the state in the review process of jurisdiction assessments regarding exercises, customized reports are available. Report options will enable the state to construct specific reports that will display assessment data submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, perform the following steps.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the highlighted jurisdiction name, which will invoke the “Request Change” function. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

AGRICULTURAL TECHNICAL ASSISTANCE INPUT — EXERCISES

For each solution area, there is a list of available TA. Once desired TA has been selected, a final output report for TA needs selected by the jurisdiction in each solution area will be provided. The output report of the selected TA will be available for review in the Technical Assistance section.

In order to select TA for the state, complete the following steps:

Step 1 Type of Assistance

Select the TA description that would benefit your state, or describe the specific assistance desired in the text box provided. From the drop-down box, select one of the following choices:

- Exercise Program Design and Development.
- Exercise Planning.
- Exercise Evaluation.

If the “Other Technical Assistance Description” text box is used, you must fully describe the assistance desired.

Step 2 Disciplines Requiring Technical Assistance

Determine what disciplines will require the selected TA.

Step 3 Frequency of Delivery

Project the frequency of TA deliveries required by the state. Use the drop-down menu to select one of the following: (once/six months, annually, once/two-years, once/three-years, once/four-years, once/five-years).

REQUIRED TECHNICAL ASSISTANCE

During the completion of the agricultural assessment process for each solution area, the state was asked to select TA that may help the agricultural working group to better perform assessments for required and current capabilities to respond to an agricultural incident. The input process for assistance selected by the state is reported here in the Technical Assistance solution area as an output for state review. This roll up of information allows needs determined by the state to be matched with current TA offered by ODP and other federal agencies.

Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) administers a State and Local Domestic Preparedness Technical Assistance Program. TA is direct assistance to state and local jurisdictions to improve capabilities for program development, planning, and operational performance related to response to WMD terrorism incidents. It is jurisdiction-specific problem solving (scanning, analyzing, communications, partners, responding, assessing) performed in conjunction with the jurisdiction’s representatives. The State and Local Domestic Preparedness Technical Assistance Program <http://www.ojp.usdoj.gov/odp/ta/tech.htm> provides TA in three areas:

General Technical Assistance: General TA provides general overall assistance to state and local jurisdictions for preparedness to respond to WMD terrorist incidents. The following are some examples of this TA:

- Develop/Update response plans.

- Develop/Update response protocols.
- Develop WMD/Terrorism incident annex template.
- Develop/Update Emergency Operations Plan.
- Facilitation of working groups.
- Chemical Protective Clothing Team Assistance.
- Maintenance and Calibration for Specific Equipment.
- Use of Equipment.
- Domestic Preparedness Equipment Technical Assistance Program.
- Review of State statutes and emergency authorities.
- Planning and implementation of Crisis Management Center.
- Critical Incident Protocol: Public and Private Partnership.
- Other TA as requested (specified by jurisdiction/state).

State Strategy Technical Assistance: Provides assistance to states in meeting the needs assessment and comprehensive planning requirements under ODP State Domestic Preparedness Equipment Support Program. Specifically, this TA will:

- Using the assessment tools for completion of the required needs and threat assessments.
- Developing their SHSS.
- Developing state goals and objectives.

Information Management Technical Assistance: Provides assistance to state and local jurisdictions in accessing information and resources on domestic preparedness, WMD, and counter terrorism issues through a variety of mechanisms.

- **State and Local Domestic Preparedness Support HELPLINE (1-800-368-6498):** The Helpline is a *non-emergency*, toll-free number resource available for use by state and local emergency responders across the United States. The Helpline provides general information on all of the ODP programs and information on the characteristics and control of WMD materials, defensive equipment, mitigation techniques, and available federal assets. The helpline can also be contacted via e-mail at askcsd@ojp.usdoj.gov.
- **Domestic Preparedness Support Information Clearinghouse:** A virtual library of information and resources on domestic preparedness, counter terrorism, and WMD issues available to state and local jurisdic-

tions. Its goal is to enhance the capacity and preparedness of state and local jurisdictions to respond to WMD domestic terrorism incidents through the use of a search and retrieval system which includes a variety of abstracts, publications, videos, articles, templates, models, samples, and links to other sites. Resources can be viewed online, downloaded, linked, or ordered through the National Criminal Justice Reference Service (NCJRS) Clearinghouse.

- **Target Listservs:** Provides electronic dissemination of information on WMD, domestic preparedness, and counter terrorism issues. The listservs have been developed and are currently maintained by ODP. (To subscribe to the Domestic Preparedness Support Listserv please send a message to listproc@lists.aspensys.com. In the body of the message write "Subscribe ODPS Firstname Lastname." Also include agency name, street address, state, and zip code.)
- **Equipment Technical Assistance:** Training on the use and maintenance of specialized WMD response equipment is offered under ODP' Domestic Preparedness Equipment Support Program. Provided by mobile training teams, this assistance will be delivered on site in eligible jurisdictions. This TA will provide:
 - Training on the use, sustainment, and maintenance of specialized equipment;
 - Provide training to technicians on maintenance and calibration of test equipment;
 - Provide maintenance and/or calibration of equipment; and
 - Assist in refurbishing used or damaged equipment.

The overarching goal of the State and Local Domestic Preparedness TA Program is to provide specialized assistance to state and local governments to enhance their capacity to prepare for and respond to threats or acts of terrorism involving weapons of mass destruction. A primary objective is to enhance the ability of state and local governments to develop, plan, and implement an effective state strategy for WMD preparedness. To request technical assistance, refer to Protocol for TA Needed to Complete the Assessments (the Reference Handbook, Appendix B, "Protocol for Technical Assistance Needed to Complete Assessments," on page 78). To access this document online, click the hyperlink.

TECHNICAL ASSISTANCE — REPORT BY AGRICULTURAL SOLUTION AREA

TA selected by the state as an input within each solution area has now been rolled up at the state level for review as an output by the agricultural working group. The report will include the following:

- The agricultural solution area where the technical assistance is needed.

- The TA requested or a description of “other” assistance required.
- Disciplines projected to receive the selected TA.
- The frequency of delivery projected for the selected TA.

Agricultural Solution Area

This portion of the report displays the agricultural solution area where the selected TA is needed within the state.

If the state desires to update or delete the reported TA selection, this option is available by clicking on the “Update/Delete” command. This action will allow the state to revise the TA currently requested or delete the entire TA selection for this agricultural solution area.

AGRICULTURAL NEEDS ASSESSMENT

TECHNICAL ASSISTANCE ROLLUP

Once the state has reviewed all requested agricultural TA at the state level, the SAA will have the ability to construct specific reports that will show the results of jurisdiction requests for agricultural TA. To assist the state in the review process of jurisdiction TA requests, customized reports are available. Report options will enable the state to construct specific reports that will display requested TA submitted online by each reporting jurisdiction. Each of these reports, once customized, is generated automatically. To begin the report options selection process, click the “Reports” tab.

REQUEST JURISDICTION MAKE CHANGES

If the SAA determines that changes need to be made after reviewing jurisdictional data, this option is available by clicking on the “Reports” tab. Once a request for change is initiated by the SAA, the jurisdiction’s assessment process will be placed on hold and the information will be unavailable for state rollup until the jurisdiction revises/addresses the questionable information. The description of these changes should not exceed more than 4000 characters.

SECTION
11

AGRICULTURAL RECOMMENDATIONS: STATE/LOCAL

STATE RECOMMENDATIONS

The state has come to the last section of the state agricultural assessment. During this portion of the online process the agricultural working group is asked to submit recommendations to ODP regarding improvements to the agricultural assessment. Input from the jurisdiction regarding cooperative activities that should be implemented, enhanced, or changed to assist domestic preparedness efforts would be helpful. Specific recommendations and suggestions should include those that will assist ODP with its equipment, training, exercise, and TA programs.

STATE AGRICULTURAL RECOMMENDATIONS

Proceed to the next portion of this section where all jurisdiction agricultural recommendations can be reviewed.

State Recommendations

Record recommendations with supporting justification below. Your recommendation should be less than 4000 characters.

Previous

Save

Next

Jurisdiction Recommendation Summaries

Follow the on-screen instructions to view recommendations.

Jurisdiction comments are not automatically submitted to ODP. Select or de-select those comments the state will use as a supplement to state recommendations.

SECTION 12

SUBMIT HOMELAND SECURITY STRATEGY

You must now return to the Assessment Index to ensure that you have completed all portions of the state assessment. If there are any sections labeled “Incomplete,” click on the link provided to return to any incomplete sections. If you deactivated the Agricultural Assessment, all associated agricultural sections will be listed as not required. Once all sections of the assessment are displayed as being completed, you may then submit the State Assessment and Strategy to ODP.

Assessment: State		
Switch to a Different Assessment Rename this assessment		
Assessment Section	Status	
Assessment Profile	Complete	
Basic Section	Status	
Risk		
Threat Assessment	Incomplete	
Vulnerability Assessment	Incomplete	
Vulnerability Survey	Incomplete	
Planning Factors	not required	
Capabilities		
Response Levels	Complete	
Tasks	Incomplete	
Needs		
Planning	Incomplete	
Organization	Incomplete	
Equipment	Incomplete	
Training	Incomplete	
Exercises	Incomplete	
Recommendations		
Recommendations	not required	
Agricultural Section	Status	
Risk		Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Vulnerability Assessment	Incomplete	
Vulnerability Survey	Incomplete	
Planning Factors	not required	
Capabilities		Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Response Levels	Complete	
Tasks	Incomplete	
Needs		Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Planning	Incomplete	
Organization	Incomplete	
Equipment	Incomplete	
Training	Incomplete	
Exercises	Incomplete	
Recommendations		Enable? <input checked="" type="radio"/> Yes <input type="radio"/> No
Recommendations	not required	
<input type="button" value="Save Settings"/>		



GLOSSARY

A

AAR

After Action Report or After Action Review (Exercises)

Actual Occurrence

An “actual occurrence” is defined as any natural, technological, national security or terrorism incident that has happened in your jurisdiction for which a coordinated emergency response or recovery operation was required. This includes both large-scale incidents that have resulted in a presidential declaration of an emergency or major disaster and those occurrences of a lesser magnitude, which require significant state and/or local response and recovery activities.

Alpha radiation

One of the three main types of radiation (alpha, beta, and gamma) emitted from radioactive materials. Alpha particles are the heaviest and most highly charged of these type particles. However, they cannot travel more than a few inches in air and are completely stopped by a piece of paper. A human’s outermost layer of dead skin can stop even the most energetic alpha particle; however, if ingested through eating, drinking, or breathing, particles can become an internal hazard.

APHL

Agency for Public Health Laboratories

ARC

American Red Cross. A quasi-governmental organization that’s purpose is to provide relief of suffering and welfare activities during war and disaster. The ARC operates under a congressional charter and is financially supported by public donations. Internationally, it operates in accordance with the Treaty of Geneva. It is the national organization with Primary Agency responsibility in the Federal Response Plan (FRP) for Emergency Support Function 6 (ESF6)—Mass Care.

Assessment

The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

ASTHO

Association for State and Territorial Health Officials

Atropine

An anti-cholinergic used as an antidote for nerve agent poisoning to blocks the effects of the neurotransmitter or chemical causing the over-stimulation.

ATSDR

Agency for Toxic Substances and Disease Registry

Awareness Training Level

Addresses training requirements for emergency responders who are likely to witness or discover an incident involving the terrorist/criminal use of weapons of mass destruction (WMD) or who may be sent out to initially respond or support the response to the report of such an incident. Generally, all actions to be taken by these individuals should be conducted from within the cold zone. Should personnel find themselves in the warm or hot zones, they are to remove themselves and to encourage others, if ambulatory, to move to a staging area away from the immediate threat and attempt to minimize further contamination. The requisite competencies for this level of training are to recognize (*RECOGNITION*) a WMD terrorism incident and to notify (*NOTIFICATION*) appropriate authorities of the incident.

B

BATF

Bureau of Alcohol, Tobacco and Firearms. A law enforcement agency within the U.S. Department of the Treasury whose responsibilities include enforcing federal laws and regulations regarding explosives and arson.

Beta radiation

One of the three main types of radiation (alpha, beta, and gamma) emitted from radioactive materials. Beta particles are smaller and travel much faster than alpha particles. They can travel several millimeters through skin tissue but generally do not penetrate far enough to reach vital organs. Exposure to beta particles from outside the body is not normally considered a serious hazard. However, skin burns may result if the skin is exposed to large amounts of beta radiation for long periods of time. If removed from the skin shortly after exposure, beta-emitting materials will not cause serious burns. Like alpha particles, they are considered to be an internal hazard if ingested by eating, drinking, or breathing. Beta contaminants can also enter the body through unprotected open wounds.

Blister agent

A chemical agent (also called a vesicant) that causes severe blistering and burns to the eyes, skin, and tissues of the respiratory tract. Exposure is through liquid or vapor contact. Also referred to as mustard agents.

Blood agent

A chemical agent that interferes with the ability of the blood to transport oxygen and causes asphyxiation. These agents cause human injury by interfering with cell respiration (the exchange of oxygen and carbon dioxide between blood and tissues).

C

Catastrophic Disaster Response Group (CDRG)

Representatives from the federal departments and agencies that have Federal Response Plan (FRP) support responsibilities. The group's primary role is that of a centralized liaison and coordination group available at the call of the chairperson. Based in Washington, D.C., Its members have timely access to the appropriate policy makers in their respective federal departments and agencies to facilitate decisions on problems and policy issues. The CDRG oversees the national-level response support effort and coordinates the efforts of the Emergency Support Functions (ESF) primary and support agencies in supporting federal regional requirements. The CDRG brings to bear all federal authorities, resources, capabilities and expertise that can contribute to an enhanced federal response capability.

CBIRF

Chemical and Biological Incident Response Force. A U.S. Marine Corps organization located at Camp Lejeune, North Carolina. CBIRF is tailored for short notice deployment (within four hours of notification for the advance elements). It maintains a 24-hour on-call status. CBIRF capabilities include chemical and biological hazard detection and identification, casualty extraction, personnel decontamination, and medical triage, treatment and stabilization.

CBRNE

Common acronym pertaining to the five major categories of terrorism incidents: chemical, biological, radiological, nuclear, and explosive weapons or materials.

CDC

Centers for Disease Control and Prevention

Choking agent

A chemical agent that causes physical injury to the lungs. In extreme cases, membranes swell and lungs fill with liquid, which can result in asphyxiation. Death is caused by a lack of oxygen. Also referred to as pulmonary agents.

CIRG	Critical Incident Response Group. A field element of the FBI, located at the FBI Academy in Quantico, Virginia, designed to provide a rapid federal response and assistance capability to WMD/terrorism incidents in which the FBI has jurisdiction. Its Crisis Management Unit consists of diverse elements that provide tactical and technical operational capabilities in hostage negotiations, criminal investigations, crime scene analysis, intelligence, special weapons and tactics, and so on.
CISM	Critical Incident Stress Management. A formal program designed to reduce the psychological impact of the incident and educate the emergency responders and the public about stress and ways to deal with it by alleviating adverse reactions to a catastrophic incident such as a WMD/terrorism mass casualty incident. The program's professional counseling services focus on the emergency responders during the response phase of the incident (defusing sessions) and the emergency responders and incident victims through support groups and outreach seminars that assist in handling grief and stress.
Cold Zone	A hazardous material response term referring to the clean (uncontaminated) area outside the inner perimeter where the command post and necessary support functions are located; special protective clothing is not required in this area. Also referred to as the clean zone, green zone, or support zone.
Command Post Exercise	A functional exercise is designed to focus on testing and evaluating the centralized operations capability and response of various units of government, volunteer sector and private industry in a simulated real-time environment. This level of exercise involves Emergency Operations Center (EOC) personnel and a group of facilitators who represent the incident and response capabilities of the jurisdiction. The functional exercise should include, at a minimum, direction and control and three additional emergency management functions from the list.
ConPlan	An acronym used by the FBI to denote the U.S. Government Interagency Domestic Terrorism Concept of Operations Plan. The ConPlan is an unclassified multi-agency document.

Consequence Management A term defined in both PDD-39 and the Terrorism Incident Annex to the Federal Response Plan (FRP). It refers to measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of a WMD/terrorism incident. State and local governments exercise primary authority to respond to the consequences of a WMD/terrorism incident; the federal government provides assistance and support as required. Consequence management is a multifunctional response coordinated by emergency management. The FEMA has been assigned responsibility as the Lead Federal Agency (LFA) for consequence management.

Crisis Management A term defined in both PDD-39 and the Terrorism Incident Annex to the Federal Response Plan (FRP). It refers to measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The federal government exercises primary authority to prevent, preempt, and terminate threats or acts of terrorism and to apprehend and prosecute the perpetrator(s); state and local jurisdictions provide assistance as required. Crisis management is predominantly a law enforcement response activity. The Department of Justice (DOJ) has been assigned responsibility as the Lead Federal Agency (LFA) for crisis management; the DOJ has assigned lead responsibility for operational response to the FBI.

CST Civil Support Team. A U.S. Army term for an Army National Guard detachment with the mission of providing WMD assistance and support to, and at the request of, local responders. Their capabilities include detection, sample collection, and reconnaissance of nuclear radiation and chemical biological agents. Currently, there are 10 CSTs (WMD) stationed across the nation. One CST (WMD) is located in each FEMA region. Congress has authorized the activation of an additional 22 CSTs.

CSTE Council of State and Territorial Epidemiologists

CT Counter-Terrorism

D

Decontamination Teams Decontamination teams consist of individuals with responsibility for initiating and conducting decontamination operations necessary to maintain the health of contaminated individuals as well as the safety of non-contaminated individuals and physical facilities.

DEST

Domestic Emergency Support Team. A federal interagency team of analysts and advisors from the FBI, FEMA, DOD, DOE, PHS, and EPA that is rapidly deployed (assembled and ready for transport within four hours) to WMD/terrorism incidents. It is designed to be mission-tailored specific to the type of incident and provides advice and guidance to the FBI on scene commander. Its rapid deployment allows it to be the nucleus around which interagency representation in the FBI-led Joint Operations Center (JOC) may be formed. The DEST Team Leader is appointed by the Director, FBI. The team can be task organized to deploy any combination of the capabilities including: crisis management, hostage negotiators, information management (Rapid Start), hostage rescue, and hazardous materials (chemical, biological, and nuclear). NOTE: Effective March 1, 2003, under the Department of Homeland Security plan, the DEST transfers from the Department of Justice to the Department of Homeland Security.

DFO

Disaster Field Office. The temporary office established in or near the disaster/incident area from which the Federal Coordinating Officer (FCO), his/her staff, the Emergency Response Team (ERT), and the State Coordinating Officer (SCO), his/her staff, and the regional response organizations coordinate response and recovery activities.

DHHS

Department of Health and Human Services.

DMAT

Disaster Medical Assistance Team. A group of professional and paraprofessional medical personnel, supported by a logistical and administrative staff, designed to provide emergency medical care during WMD incidents. They are designed to be a rapid response element to supplement local medical care until other federal or contract assets can be mobilized and deployed or the incident is resolved. Each team has a sponsoring organization such as a major medical center, public health or safety agency, non-profit, public or private organization that enters into a Memorandum of Understanding (MOU) with the DHHS Public Health Service (PHS). The DMAT sponsor organizes the team, recruits members, and coordinates training and the deployment of the team. They are primarily a community resource available to support local and state requirements; however, as a national asset they can be federalized to provide interstate assistance. DMAT deploys to disaster sites with sufficient supplies and equipment to sustain themselves for 72 hours while providing medical care at a fixed or temporary medical care site.

DMORT	Disaster Mortuary Operational Response Team. DMORTs are directed by the National Disaster Medical System (NDMS) and are organized around the ten FEMA Regions. They are a group of private citizens, each certified and licensed in their particular field of expertise, who are activated in the event of an emergency incident. When activated, they work under the guidance of local authorities. DMORTs provide technical assistance and personnel to recover, identify, and process deceased remains. The teams are composed of funeral directors, medical examiners, coroners, pathologists, forensic experts, fingerprint specialists, forensic odontologists, dental assistants, and X-ray technicians. The NDMS, in support of the DMORT program, maintains a Disaster Portable Morgue Unit (DPMU) in Gaithersburg, Maryland.
DOD	Department of Defense. The Primary Agency responsible for Emergency Support Function 3 (ESF3)--Public Works and Engineering in the Federal Response Plan (FRP).
DOE	Department of Energy. The Primary Agency responsible for Emergency Support Function 12 (ESF12)--Energy in the Federal Response Plan (FRP).
DOJ	Department of Justice
Domestic Terrorism	Involves groups or individuals who are based and operate widely within the United States and are directed at elements of our government or population without foreign direction.
DOT	Department of Transportation. The Primary Agency responsible for Emergency Support Function 1 (ESF1)--Transportation in the Federal Response Plan (FRP).
DT	Domestic Terrorism
E	
EFR	Emergency First Responder
EMA	Emergency Medical Agency
EMAC	Emergency Medical Assistance Compact
Emergency	A term used by FEMA and defined in the Stafford Act as “any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

Emergency Operations Plan (EOP)

A planning document that 1) assigns responsibility to organizations and individuals for implementing specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; 2) sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated; 3) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery operations; and 4) identifies steps to address mitigation issues during response and recovery activities

Emergency Responder

Local police, emergency medical services, emergency management services, fire service, hazardous material services, public works, governmental administrative personnel, public safety communication, healthcare personnel, and public health agencies who during and incident take action to save lives, protect property, and meet basic human needs.

Emergency Support Functions (ESF)

The Federal Response Plan (FRP) details 12 ESFs to coordinate operations during federal involvement in a disaster/incident: transportation, communications, public works and engineering, fire fighting, information and planning, mass care, resource support health and medical services, urban search and rescue, hazardous materials, food, and energy. An ESF is a functional area of response activity established to facilitate coordinated federal delivery of assistance required during the immediate response phase after a major disaster to save lives, protect property and public health, and maintain public safety. ESFs represent those types of federal assistance which the state likely will need most because of the overwhelming impact of a disaster on state resources.

EMS

Emergency Medical Services

EOC

Emergency Operations Center; the protected site from which civil government officials (city/county and state) exercise direction and control prior to and during an emergency incident.

EPA

Environmental Protection Agency. The Primary Agency responsible Emergency Support Function 10 (ESF10)--Hazardous Materials in the Federal Response Plan (FRP).

ERT

Emergency Response Team. The FEMA group, composed of a headquarters element and a regional element that is deployed by the Director, FEMA to the scene of a disaster/incident to coordinate the overall federal response.

F

FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer. The senior federal official appointed by the President in accordance with the provisions of the Stafford Act. The FCO represents the President for the purpose of coordinating the administration of federal relief activities in the designated area. Additionally, the FCO is delegated and performs those responsibilities of the Director, FEMA outlined in Executive Order 12148 and those responsibilities delegated to the FEMA Regional Director in Title 44 Code of Federal Regulations, Part 205. These responsibilities include authority for the tasking of federal agencies to provide assistance and support to the incident as deemed necessary.
FEMA	Federal Emergency Management Agency. The federal agency responsible for consequence management planning, coordination, and federal response and recovery efforts. The Primary Agency responsible for Emergency Support Function 5 (ESF5)--Information and Planning and Emergency Support Function 9 (ESF9)--Urban Search and Rescue in the Federal Response Plan (FRP).
Fire Service (FS)	Individuals, who on a full-time, volunteer, or part-time basis, provide life safety services including fire suppression, rescue, arson investigation, public education, and prevention.
FOIA	Freedom of Information Act.
FRP	Federal Response Plan. The FRP establishes a process for the systemic, coordinated, and effective delivery of federal assistance and support to address the consequences of any major disaster or emergency declared under the Stafford Act (as amended). It describes the structure and responsibilities for organizing, coordinating, and deploying federal resources to augment state and local response and recovery efforts. These federal resources are provided by 27 federal departments and agencies and the American Red Cross. These essential resources are grouped into 12 Emergency Support Functions (ESFs). Each ESF has a primary federal agency responsible for the delivery of the specific ESF's assistance and support and is supported by other designated agencies.

Full-Scale Exercise

A *Full-Scale Exercise* tests the basic elements within crisis and consequence management operations, plans and organizations in a stressful and realistic environment. They include the mobilization of personnel and resources, actual movement of responders, equipment, and resources required to demonstrate coordination and response capabilities. Agencies and participants are actively involved in a full-scale exercise.

Functional Training Exercise (FE)

The *Functional Training Exercise* is designed to test and evaluate individual capabilities, multiple functions, or activities within a function or interdependent groups of functions. This format is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activity. In contrast to the *Full-Scale Exercise* (*see definition*), the objective of the *Functional Exercise* is to demonstrate the execution of specific plans and procedures, and the direct application of established policy, plans, and procedures under emergency conditions, within or by a particular function. The Functional Exercise simulates the reality of operations in a functional area to the maximum degree possible by presenting complex and realistic problems requiring rapid and effective responses by trained personnel in a highly stressful environment. Through documented evaluation and subsequent corrective action, the capabilities of the functional area are improved and weaknesses are reduced or eliminated.

G

Gamma radiation

One of the three main types of nuclear radiation (alpha, beta, and gamma) emitted from radioactive materials. Because gamma rays are pure energy they are the most penetrating type of nuclear radiation. They can travel great distances quickly and penetrate most materials creating serious problems for humans because they can attack all tissues and organs. Gamma radiation has very distinct short-term symptoms. Acute radiation sickness occurs when a human is exposed to a large amount of radiation in a short period of time.

Governmental Administrative (GA)

Elected and appointed officials responsible for public administration of community health and welfare during a WMD terrorism incident.

H

Hazardous Materials Personnel (HZ)

Individuals, who on a full-time, volunteer, or part-time basis, identify, characterize, provide risk assessment, and mitigate/control the release of a hazardous substance or potentially hazardous substance.

HazMat

Hazardous Materials

Health Care (HC)

Clinical, forensic, and administrative personnel in hospitals, physician offices, clinic, and other facilities responsible for providing medical care to include surveillance (passive and active), diagnosis, laboratory evaluation treatment, mental health support.

Hot Zone

A hazardous material response term referring to the area immediately around the incident where serious threat of harm exists. It should extend far enough to prevent adverse effects from CBRNE agents to personnel outside the zone. Entry into the hot zone requires specialized training in the use of proper personal protective equipment (PPE). Also referred to as the exclusion zone or red zone.

I

IC

Incident Commander. The person responsible for the overall management of the incident, approval of action plans, and providing direction and control for the command and staff sections of the incident command structure. In a Unified Command structure, the IC collaborates and consults with the chiefs and experts from the other disciplines involved in the response.

ICDDC

Interstate Civil Defense and Disaster Compact

ICP

Incident Command Post. The facilities used by the IC and his/her staff to effectively command and manage an emergency incident.

Incident Command System (ICS)

The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

IT

International Terrorism

J

JIC

Joint Information Center. The central facility for all media to assemble and exchange and receive information concerning an emergency. The JIC is usually established by the JOC (FBI). Media representatives are informed of incident activities and incidents through public information officials (PIO) from all participating local, state, and federal departments and agencies who are co-located at the JIC.

JOC

Joint Operations Center. The JOC is established by the FBI and serves as the federal equivalent of an Emergency Operations Center (EOC). It is a unified federal command center with the purpose of directing and coordinating the federal crisis management response to the incident, managing the criminal investigation, preventing any additional incidents, and coordinating federal consequence management response assets until the Disaster Field Office (DFO) is established by FEMA.

JTTF

Joint Terrorism Task Force

JTWG

Joint Terrorism Working Group

Jurisdiction

Typically counties and cities within a state, but states may elect to define differently in order to facilitate their assessment process. (State-specific definition other than counties or cities should be specified.) The responsible entity for providing coordinated responses to a WMD terrorist incident.

L

L

Law Enforcement (LE)	Individuals, full-time, or on a voluntary basis, who work for agencies at the local, municipal, and state levels with responsibility as sworn law enforcement officers.
LEPC	Local Emergency Planning Committee. A term used in the Emergency Planning and Community Right-to-Know Act (EPCRA) (42 U.S.C. 11001; 1986). EPCRA, also known as Title III of SARA (Superfund Amendments and Reauthorization Act), was enacted by Congress as the national legislation on community safety. It was designed to help local communities protect public health, safety, and the environment from chemical hazards. To implement EPCRA Congress required each state to appoint a State Emergency Response Commission (SERC) and required each SERC to divide their state into emergency planning districts and to name a Local Emergency Planning Committee (LEPC) for each district. Broad representation by fire fighters, hazardous materials specialists, health officials, government and media representatives, community groups, industrial facilities, and emergency managers helps ensure that all the necessary perspectives are represented on the LEPC.
Level A Protection	The level of personal protective equipment (PPE) required in situations where the material is considered acutely vapor-toxic to the skin and hazards are unknown. Full encapsulation, airtight chemical suit with a self contained breathing apparatus (SCBA) or supplied air breathing apparatus (SABA).
Level B Protection	The level of PPE required in situations where the environment is not considered acutely vapor-toxic to the skin but may cause respiratory effects. Chemical splash suit or full-coverage non-airtight chemical suit with SCBA or SABA.
Level C Protection	The level of PPE required to prevent respiratory exposure but not to exclude possible skin contact. Chemical splash suit with air purifying respirator (cartridge respirator).
Level D Protection	The level of PPE required when the atmosphere contains no known hazard, when splashes, immersions, inhalation, or contact with hazardous levels of any chemical is precluded. Work uniform such as coveralls, boots, leather gloves, and hard-hat.
LFA	Lead Federal Agency. A term used in Presidential Decision Directive 39 (PDD-39) to delegate which federal department is responsible for coordinating the federal government's crisis and consequence response efforts.
LPHA	Local Public Health Agency
LPHS	Local Public Health System

M

Major disaster

A term used by FEMA and defined in the Stafford Act as “any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Metropolitan Medical Response System (MMRS)

Metropolitan Medical Response System

Mutual Aid

Cities and counties that seek additional resources from member communities to strengthen their response and recovery efforts.

N

NACCHO

National Association for County and City Health Officials

NDMS

National Disaster Medical System. A cooperative asset-sharing partnership between DHHS, DOD, FEMA, VA, state and local governments, private sector businesses, and civilian volunteers. Its purpose is to provide a single integrated national medical response capability to assist state and local jurisdictions manage the medical and health effects of a WMD incident that overwhelms the local health care resources. NDMS is directed and managed by DHHS Office of Emergency Preparedness (OEP).

Nerve agent

A chemical agent that interferes with the central nervous system. Exposure is primarily through skin and eye contact with the liquid and secondarily through inhalation of the vapor. Three distinct symptoms associated with nerve agents are pinpointed pupils, extreme headache, and severe tightness in the chest.

NFPA

National Fire Protection Association

O

ODP	Office for Domestic Preparedness
OES	Office of Emergency Services
OJP	Office of Justice Programs
OSC	On Scene Commander. A term used to designate the FBI person who provides leadership and direction to the federal crisis management response. The FBI OSC may or may not be the regional Special Agent in Charge (SAC).

P

Pathogen	Any living organism (e.g., bacteria, fungi, and virus) capable of producing serious disease or death. A pathogenic agent is a biological agent capable of causing serious disease or death.
Performance Training Level	<p>Addresses training requirements for emergency responders who will be responding to or supporting the response to the scene of a potential WMD terrorism incident or hazardous materials incident for the purpose of protecting nearby persons, property, or the environment from the effects of the incident. These responders are to provide the personnel to conduct on-scene operations within at least the warm zone and/or hot zone (if properly trained and equipped) that has been set up on the scene of a potential WMD or hazardous materials incident to control and mitigate the incident. This performance level is divided into two sub-levels with a separate set of training guidelines for each.</p> <p><i>Performance – Defensive:</i> The emergency responders trained to this sub-level will be fully capable of working in the warm and cold zones and support those responders working in the hot zone. They are trained to respond in a defensive fashion without actually trying to mitigate the effects of the incident. Their function is to contain the incident from a safe distance, keep effects from spreading, and prevent exposures. (This training level replaces the former Operations WMD Training Level.)</p>

Performance – Offensive: The emergency responders trained to this sub-level will be fully capable of working in the hot zone, and at times in the other zones at the incident scene, as required. WMD emergency responders at this level are individuals who respond to WMD incidents and potential WMD incidents for the purpose of mitigating the effects of the incident or treating victims. They assume a more aggressive role than emergency responders at Performance - Defensive, in that they will approach the point of release in order to mitigate the incident and treat affected victims. **(This training level replaces the former Technician WMD Training Level.)**

PHS

Public Health Service. An agency of the DHHS responsible for the National Disaster Medical System (NDMS). The PHS is the Primary Agency responsible for Emergency Support Function 8 (ESF 8) - Health and Medical Services in the Federal Response Plan (FRP).

PIO

Public Information Officer

**Planning/Management
Training Level**

Addresses training requirements for emergency responders who are expected to be part of the leadership and management team expected to respond or support the response to a potential WMD terrorism incident or hazardous materials incident (*PLANNING/MANGEMENT/LEADERSHIP*). These response managers/leaders will be involved at a minimum in the planning for, mitigating against, managing of, and recovery from scene operations and support functions. They are expected to manage the resources brought to the incident and to assist the incident commander in bringing the incident to a successful conclusion. Generally, all of the actions to be taken by these emergency responder manager/leaders should be conducted from within the cold zone. As access is required, there may be times these duties and functions are accomplished within the warm zone. **(This training level replaces the former Incident Command WMD Training Level.)**

PPE

Personal Protective Equipment

Precursor

A chemical substance required for the manufacture of a chemical agent.

PSA

Public Safety Announcement

PTE	Potential Threat Element. Any group or individual in which there are allegations or information indicating a possibility of the unlawful use of force or violence, specifically the utilization of a WMD, against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of a specific motivation or goal, possibly political or social in nature. This definition provides sufficient predicate for the FBI to initiate an investigation.
Public Health (PH)	Personnel whose responsibility includes preventing epidemics and the spread of disease, protecting against environmental hazards, preventing injuries, promoting and encouraging health behaviors, responding to disasters and assisting communities in recovery, and assuring the quality and accessibility of health services, epidemiology investigators, evidence collection, along with fatality management for humans and animals.
Public Health Team	City/County Public Health leadership and staff to include health inspectors, sanitarians and physician consultants used for epidemiological activity.
Public Safety Communications (PSC)	Individuals, working on a full-time, part-time, or volunteer basis, who, through technology, serve as a conduit and link persons reporting an incident to response personnel and emergency management, to identify an incident occurrence and help to support the resolution of life safety, criminal, environmental, and facilities problems associated with a WMD terrorism incident.
Public Works (PW)	Organizations and individuals that make up the public/private infrastructure for the construction and management of these roles within the Federal level.

R

Radiological Dispersal Devices (RDD)

A conventional explosive device incorporating radioactive material(s); sometimes referred to as a “dirty” bomb.

RRIS

Rapid Response Information System. A system of databases and links to Internet sites providing information to federal, state, and local emergency officials on federal capabilities and assistance available to respond to the consequences of a WMD/terrorism incident. This information is available to designated officials in each state, the ten FEMA regions, and key federal agencies via a protected Intranet site. Local emergency officials have access to the abbreviated Internet site and indirectly to the Intranet site through their respective state counterparts. It can be used as a reference guide, training aid, and an overall planning and response resource for WMD/terrorism incidents. The URL for RRIS is <http://www.fema.gov/rris/>.

S

SAA

State Administrative Agency

SAC

Special Agent in Charge. FBI agent responsible for initial FBI response to a WMD/terrorism incident from the respective Field Division Office.

SARA

Superfund Amendments and Reauthorization Act of 1986

SBCCOM

U.S. Army Soldiers Biological and Chemical Command

SCBA

Self-Contained Breathing Apparatus; a respiratory device used in hazardous material incidents; required PPE for Level A and B protection.

Secondary device

A WMD device, placed at the scene of an incident, which is designed to injure/harm emergency responders.

SEL

Standardized Equipment List

SIOC

Strategic Information Operations Center. The FBI crisis management headquarters located in Washington, D.C.

SOP

Standard Operating Procedures; also known as Standard Operating Guides (SOG)

SWAT

Special Weapons and Tactics

T

Tabletop Exercise (TTX)

A tabletop exercise is an activity in which elected or appointed officials and key staff with crisis and consequence management responsibilities are gathered together informally to discuss various simulated threats or acts of terrorism, review responsibilities and/or discuss homeland security preparedness. The intent of a tabletop exercise is to allow the participants to evaluate plans and procedures and resolve issues of coordination, assignment of responsibilities interaction between agencies, etc., in a non-threatening environment under a minimum of stress. A tabletop exercise may last from 2-4 hours or longer depending on the issues to be discussed.

TEA

Threat Environment Assessment

Technical Assistance

The provisioning of direct assistance to states and local jurisdictions to improve capabilities for program development, planning, and operational performances related to responses to WMD terrorist incidents.

Terrorism

A violent act or an act dangerous to human life, in violation of the criminal laws of the United States of any segment, to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives (US Department of Justice).

Terrorism Early Warning (TEW) Group

Terrorism Early Warning (TEW) Group - The TEW follows a networked approach, integrating law enforcement, fire, public health, and emergency management agencies to address the intelligence needs for terrorism and critical infrastructure protection. The TEW integrates local-federal echelons and operates pre-, trans-, and post-incident. It relies on open source intelligence for scanning monitoring trends and potentials that influence training and doctrinal needs. During an actual incident, the TEW provides consequence projection to identify potential courses of action for the unified command structure.

Terrorism Incident Annex

The annex to the Federal Response Plan (FRP) that describes the federal concept of operations to implement Presidential Decision Directive 39 (PDD-39) during a WMD/terrorism incident within the United States. There are two versions—classified and unclassified.

U

Unified Command (UC)

An organizational adaptation of the Incident Command System (ICS) in which command of the incident is a collaborative effort involving all departments and agencies responsible for key aspects of the response efforts. The unified command team, under the leadership of the Incident Commander, develops an agreed upon set of incident response objectives and strategies without abdicating individual department or agency responsibility, authority, or accountability.

US&R

Urban Search and Rescue; a team specially trained and equipped for large or complex urban search and rescue operations. The multi-disciplinary organization provides five functional elements, which include command, search, rescue, medical, and technical.

V

Vulnerability Assessment

The Vulnerability Assessment provides a measure to indicate the relative likelihood that a particular facility or incident within the jurisdiction may become the target of a terrorist attack. The factors considered include measures of attractiveness and impact.

W

Warm Zone

A hazardous material response term referring to a buffer area between the hot and cold zones. Personnel in this area are removed from immediate threat but are not considered completely safe from harm. In HazMat incidents, this zone is also the contamination reduction zone where initial personal and equipment decontamination activities occur. This zone requires the use of proper PPE once contaminated people or equipment enter it.

Weapons of Mass Destruction (WMD)

Title 18 U.S.C. 2332a. Defines a weapon of mass destruction as 1) any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, or a mine or device similar to the above; 2) poison gas; 3) any weapon involving a disease organism; 4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.