



# Chemical Stockpile Emergency Preparedness Program

Fiscal Years 2019–2024 Strategic Plan

*July 2019*



FEMA







**FEMA**

Federal Emergency Management Agency



Department of the Army

## **Chemical Stockpile Emergency Preparedness Program**

This plan reflects a coordinated effort between the Department of the Army (DA) and the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) to communicate Chemical Stockpile Emergency Preparedness Program (CSEPP) objectives and to chart a structured and measurable path through the end of agent operations and subsequent programmatic closeout. This plan aligns with the FEMA strategic plan and DA site closure guidance. It describes program objectives, the vision for reaching those objectives, and measures of success.

The updated Strategic Plan establishes two strategic goals to guide our program through closeout. Our 12 program benchmarks continue to underpin these goals and serve as the program's pillars as they have in the past.

Strategic Goal 1: Maintain and sustain CSEPP enhanced preparedness

Strategic Goal 2: Successful CSEPP closeout

The ultimate goal is to ensure that chemical storage installations and off-post communities fully meet the capabilities identified in program benchmarks and sustain this capability until the chemical agent stockpile's elimination. As the program concludes, we will preserve capabilities and lessons learned to benefit the wider emergency management and homeland security community beyond CSEPP's lifespan.

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## Executive Summary

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The Chemical Stockpile Emergency Preparedness Program (CSEPP) Strategic Plan provides programmatic scope and direction for participating communities (the storage installation and partner state, county, and local governments) for ensuring maximum protection (in accordance with US. Code Title 50, Section 1521) for those citizens who live and work in and around the two chemical stockpile locations in Colorado and Kentucky while the program proceeds toward closeout. To achieve the vision presented by this strategic plan, CSEPP will focus its efforts on two strategic goals (below), supported by the 12 program benchmarks. These goals highlight the way CSEPP supports the whole community—federal, state, and local workforce; private and volunteer agencies and organizations; neighborhoods; and individuals—to build and sustain a culture of preparedness, ready in the event of a chemical weapons stockpile accident or incident. This plan aligns with broader National, Army, and Federal Emergency Management Agency (FEMA) policy and supports the 2018–2022 FEMA Strategic Plan goals of building a culture of preparedness and readying the Nation for catastrophic disasters.

### **Strategic Goal 1: Maintain and Sustain CSEPP Enhanced Preparedness**

*Ready and resilient communities with facilities, equipment, and systems to respond to a chemical stockpile incident.*

Ensuring the storage installations and CSEPP partners have the capabilities to prepare for and respond to a chemical stockpile event is vital to achieving the Program’s mission. Using the CSEPP benchmarks, program participants will regularly assess their capabilities. Based upon that assessment, CSEPP communities must sustain existing capability levels and may build new capabilities to address a changing environment or for where gaps exist. CSEPP communities will validate their capabilities through training, testing, and exercises.

### **Strategic Goal 2: Successful CSEPP Closeout**

*Actions taken by the storage installations and CSEPP partners to cease program activities while leaving a legacy culture of preparedness.*

CSEPP’s preparedness assistance ends for a participating community 180 days after the storage installation commander certifies destruction of the chemical weapons stockpile. As the demilitarization process proceeds, each Army storage installation and surrounding community will face a reduction in storage risk and, therefore, an eventual end of access to CSEPP resources. Planning toward successful program closeout occurs simultaneously with maintaining and sustaining community preparedness. The focus is on gradual progression to a post–CSEPP steady-state of capabilities that support all-hazards community preparedness. This includes planning for and executing retention or transition of CSEPP staff, disposition of property, and financial reconciliation activities.

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## Purpose

This strategic plan addresses the final phase of the Chemical Stockpile Emergency Preparedness Program (CSEPP)—continuing enhanced preparedness while simultaneously and gradually closing the program as community risk lessens due to chemical agent demilitarization. Although this plan is considerably different from the 2013 Strategic Plan, the foundation established by the 12 program benchmarks remain the hallmarks of the program and underpin the strategic plan. The CSEPP vision and mission remain focused on providing enhanced preparedness for and response to a chemical weapons stockpile accident or incident, ensuring public protection and safety.

### **CSEPP VISION**

A fully prepared team of local, installation, state, and federal professionals developing and executing an effective emergency preparedness and response program

### **CSEPP MISSION**

Enhance existing local, installation, state, and Federal capabilities to protect the health and safety of the public, work force, and environment from the effects of a chemical accident or incident involving the U.S. Army chemical stockpile.

The CSEPP Strategic Plan's two strategic goals align with FEMA Strategic Plan goals of building a culture of preparedness and readying the Nation for catastrophic disasters:

- Strategic Goal 1: Maintain and Sustain CSEPP Enhanced Preparedness
- Strategic Goal 2: Conduct Successful CSEPP Closeout

The strategic goals do not reflect separate phases of activity; rather, they represent parallel and simultaneous efforts that lead to an end-state that sustains, where possible, CSEPP capabilities that support all-hazards community preparedness. The program measures progress toward achieving its strategic goals through an assessment of 12 benchmarks (see Appendix A) that ensure a unified approach across the five mission areas and 32 core capabilities outlined in the National Preparedness Goal and all components of the National Preparedness System. The benchmarks are key tools in CSEPP planning, programming, budgeting, and performance assessment.

Figure 1 depicts the relationship among the Program's vision, mission and strategic goals, and objectives.

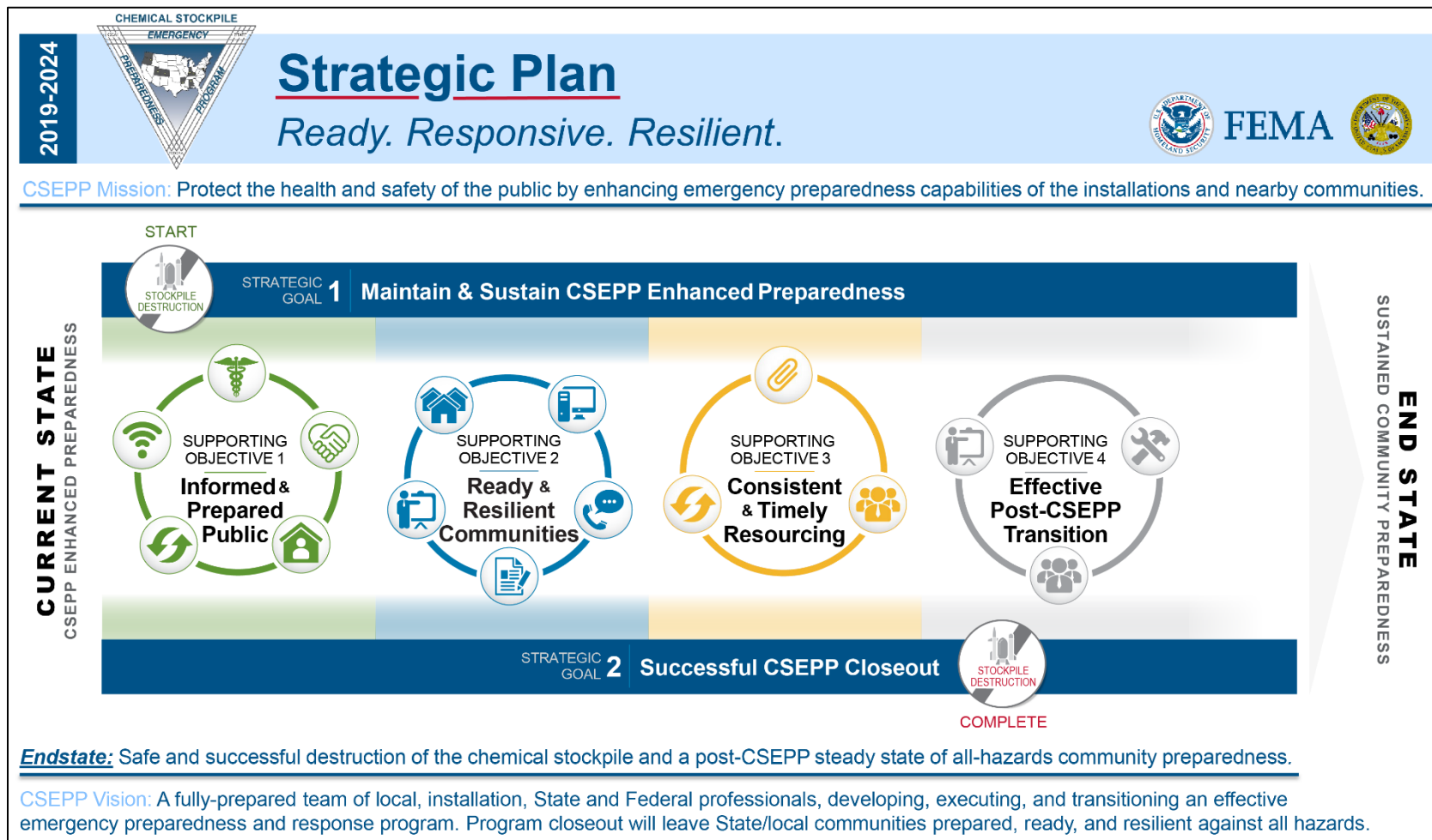


Figure 1: Chemical Stockpile Emergency Preparedness Program Strategic Plan

## **Strategic Environment**

For the past 20 years, CSEPP has operated as a mature preparedness program, enhancing response capabilities on Army chemical weapons storage installations and in their surrounding communities. Its unique partnership among federal, state, and local governments will continue to protect the environment, public, and work force in the communities where chemical weapons are stored until the stockpile's destruction is complete. During stockpile demilitarization, as the associated risk lessens, the program's challenge will be to help these communities transition to a post-CSEPP steady-state emergency management capability. Lessons from earlier site closeouts tell us that detailed and ongoing transition planning is critical to success. One fundamental difference during the period covered by this plan is that, rather than only closing out individual community programs, the entire CSEPP will cease to exist after the end of demilitarization operations. Thus, the program management level must also plan for its transition and closeout. Due to uncertainties with demilitarization schedules, flexibility is critical. The Federal Emergency Management Agency (FEMA) and the U.S. Army are prepared to work with CSEPP communities to shorten or lengthen transition and closeout timelines accordingly. In this environment, strategic success is defined by achieving the outcomes provided below.

### **STRATEGIC SUCCESS**

- Continued safe and secure stockpile storage operations
- Continued public safety through the end of demilitarization
- Personnel transitions with dignity and respect
- Planned disposition of property and financial reconciliation
- Completed community evolution to a post-CSEPP steady-state emergency management capability

### **Strategic Goal 1: Maintain and Sustain CSEPP Enhanced Preparedness**

**Ready and resilient communities with facilities, equipment, and systems to respond to a chemical stockpile incident.**

#### **Description**

Strategic Goal 1 ensures that storage installations and their CSEPP partners have the capabilities to prepare for and respond to a chemical stockpile event as envisioned by public law and Army regulations. Program participants will regularly assess their capabilities using the CSEPP benchmarks. Based upon that assessment, CSEPP communities must sustain existing capability levels and may build new capabilities to address a changing environment or for where gaps exist. CSEPP communities will demonstrate their capabilities through training, testing, and exercises. Strategic Goal 1 has three supporting objectives that define the program's role in maintaining and sustaining enhanced emergency preparedness for the duration of chemical weapons stockpile operations.

## **Supporting Objective 1: Informed and Prepared Public**

Supporting Objective 1 (SO1) incorporates those actions that engage the public to keep them informed about the hazard, actions to take in the event of an accident or incident, available training and tools, and where to find information. It also includes plans and policies for communicating how to take protective actions in response to a chemical weapons stockpile accident or incident when asked to do so.

Success for SO1 consists of keeping the public informed of current and future risks and hazards, providing information and tools to help the public prepare in the event of an incident involving the stockpile, and maintaining processes for keeping the public informed in the event of an incident. It is essential that emergency public information processes include actions the public needs to take to protect themselves and their families. CSEPP partners must continue to look at new ways to use technology and social media to connect to affected communities. All public information and outreach strategies must consider people with disabilities, limited English proficiency, or other access or functional needs.

Another element of success for SO1 is maintaining the ability to provide emergency public information and warnings when a stockpile accident or incident occurs. Programmatically, CSEPP will continue using existing warning methods (outdoor warning systems, tone-alert weather radios, etc.) and will further implement approaches such as the Integrated Public Information and Warning System. The program will achieve emergency public information and warning system resilience by including them in cyber-security and communications and automation redundancy planning.

### **BENCHMARKS ASSOCIATED WITH STRATEGIC OBJECTIVE 1**

- |                          |                                 |
|--------------------------|---------------------------------|
| • Alert and Notification | • Communication                 |
| • Automation             | • Protective Action Strategies  |
| • Coordinated Plans      | • Public Outreach and Education |

## **Supporting Objective 2: Ready and Resilient Communities**

Where SO1 focuses on activities that support individual preparedness, Strategic Objective 2 (SO2) focuses on community readiness. Thus, SO2 addresses programmatic efforts that ensure each CSEPP community has the necessary capabilities to prepare for and respond to a chemical weapons stockpile accident or incident. From a strategic perspective, this means that storage installations and their community partners sustain and maintain existing capabilities, adapt to changes in emergency management doctrine, and adopt best practices where appropriate. For example, such efforts include maintaining hazard analyst skill levels along with WebPuff and Chemical Stockpile Wide Area Network meteorological networks to sustain meeting community-notification requirements. Individual CSEPP partners and communities measure success in achieving SO2 using the CSEPP benchmarks. The goal is to maintain an assessment of “*fully capable*” for each benchmark, as determined by site-specific Integrated Process Teams (IPTs), reported on the Community Readiness Profile and at Program Management Team meetings, and validated through Chemical Accident or Incident Response and Assistance

(CAIRA) and annual CSEPP exercises. Additionally, communities will include capability reviews during cooperative agreement and budget execution discussions. The suite of CSEPP guidance documents provides programmatic expectations and processes for collaborative problem-solving and decision-making; executing planning, training, and exercises; integrating and securing automation, communication, and warning systems; and achieving medical readiness. To the extent possible, CSEPP communities should include private sector, faith-based, and community-based organizations in their response and recovery planning and other preparedness activities.

#### **BENCHMARKS ASSOCIATED WITH STRATEGIC OBJECTIVE 2**

- |                                |                                 |
|--------------------------------|---------------------------------|
| • Administrative Support       | • Exercises                     |
| • Alert and Notification       | • Medical Preparedness          |
| • Automation                   | • Protective Action Strategies  |
| • Coordinated Plans            | • Public Outreach and Education |
| • Communication                | • Qualified Personnel           |
| • Emergency Operations Centers | • Training Programs             |

#### **Supporting Objective 3: Consistent and Timely Resourcing**

CSEPP communities must have adequate resources to achieve SO1 and SO2. Thus, Strategic Objective 3 (SO3) focuses on providing the necessary funding to achieve the program's preparedness and response objectives. *Consistent* resourcing requires clear, traceable, and defensible budget requests. Therefore, CSEPP communities must continue to follow life cycle cost estimate and cooperative agreement guidance and processes during annual budgeting cycles. Resource *timeliness* is highly dependent upon Congressional passage of annual federal budgets. However, consistent and timely resourcing goes beyond funding. It includes obtaining and maintaining equipment, facilities, and human capital required to execute the program and support a community's response to a stockpile accident or incident. Thus, timely completion of procurement and hiring actions is critical to programmatic success.

#### **BENCHMARKS ASSOCIATED WITH STRATEGIC OBJECTIVE 3**

- Administrative Support
- Coordinated Plans
- Qualified Personnel

#### **Measuring Capabilities to Ensure Success**

CSEPP will continue to use several indicators to monitor progress and measure success toward achieving Strategic Goal 1 and its three supporting objectives. Communities will report their capabilities via the Community Profile assessment based on the 12 Programmatic Benchmarks and associated actions required and performance indicators for each benchmark. CSEPP communities will provide updates during community IPT meetings and during the biannual Program Management Team meetings. CSEPP will validate response capabilities during annual CSEPP exercises. Resource requirements and

assessment will be reviewed and validated during program budget discussions held every year.

## **Strategic Goal 2: Successful CSEPP Closeout**

**Actions taken by the storage installations and CSEPP partners to cease program activities while leaving a legacy culture of preparedness.**

### **Description**

CSEPP’s preparedness assistance ends for a participating community 180 days after the storage installation commander certifies destruction of its chemical weapons stockpile. As the demilitarization process proceeds, each Army storage installation and surrounding community will face a reduction in storage risk and therefore an eventual end of access to CSEPP resources. Planning toward successful program closeout occurs simultaneously with maintaining and sustaining community preparedness. The focus is on gradual progression to a post-CSEPP steady-state of capabilities that support all-hazards community preparedness. This includes planning for and executing retention or transition of CSEPP staff, disposition of property, and financial reconciliation activities. Thus, Strategic Goal 2’s single supporting objective—Effective Post-CSEPP Transition—defines how the program must develop plans and set conditions beginning now and continuing through the end of stockpile storage to achieve the desired end state of a sustainable post-CSEPP emergency management capability.

### **Supporting Objective 4: Effective Post-CSEPP Transition**

As its title indicates, Supporting Objective 4’s expected outcome is a planned and orderly transition from CSEPP-enhanced preparedness to post-CSEPP all-hazards preparedness. This means that CSEPP communities need to develop coordinated closeout strategies that anticipate future preparedness needs and address long-term sustainability. Thus, community IPTs should leverage their large-scale planning and interjurisdictional coordination capabilities to help members determine how to transition CSEPP-funded personnel, equipment, systems, and experience to other emergency preparedness and response programs. Community IPTs should seek the assistance of Army and FEMA program managers when needed. Planning will focus on post-CSEPP all-hazards capability and will be unique to each jurisdiction’s policies and priorities. The CSEPP Program Guidebook provides general guidance on conducting closeout planning. Additionally, the CSEPP Closeout Guidebook provides lessons gleaned from previous community closeouts, providing insights to potential community closeout issues and associated solutions.

#### **BENCHMARKS ASSOCIATED WITH STRATEGIC OBJECTIVE 4**

- |                                |                                 |
|--------------------------------|---------------------------------|
| • Administrative Support       | • Exercises                     |
| • Alert and Notification       | • Medical Preparedness          |
| • Automation                   | • Protective Action Strategies  |
| • Coordinated Plans            | • Public Outreach and Education |
| • Communication                | • Qualified Personnel           |
| • Emergency Operations Centers | • Training Programs             |

## Measuring Capabilities to Ensure Success

CSEPP program managers will use community IPTs, national-level functional IPTs and working groups, and Program Management Team meetings to monitor closeout planning and preparation, identify unique requirements associated with closeout, and to address potential issues throughout the process. The Program Management Team will set aside a portion of its meeting agenda to focus specifically on programmatic closeout and CSEPP communities' transition to their post-CSEPP end-state. Focus areas will include *people, property, plans and procedures, services, interjurisdictional systems, transition costs, and administrative and financial records*.<sup>1</sup> The Army-FEMA program managers' closeout framework (to be published) describes the components of each category. That framework, the CSEPP Closeout Guidebook (available on the CSEPP Portal), and the CSEPP Program Guidebook provide key areas and milestones for assessing closeout activities.

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<sup>1</sup> Briefing categories and category names may change when Army-FEMA program managers publish their closeout framework.

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## **Appendix A: The CSEPP National Benchmarks**

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Twelve Chemical Stockpile Emergency Preparedness Program (CSEPP) National Benchmarks define the critical capabilities needed to achieve both strategic goals and their supporting objectives that provide impacted communities maximum protection until the chemical agent stockpile's elimination. These benchmarks remain the foundation by which the program delivers, and measures CSEPP enhanced preparedness and the transition to a post-CSEPP environment. Each benchmark contains the following elements:

- **Intent** describes why the U.S. Army and the Federal Emergency Management Agency (FEMA) established the benchmark (extracted from the CSEPP Program Guidebook).
- The **Actions Required** section specifies the minimum activities necessary to achieve benchmark compliance (extracted from the CSEPP Program Guidebook)/
- The **Performance Indicators** section lists preparedness attributes used by the Army and FEMA to assess a CSEPP community's capability to both meet the benchmark and its progress toward achieving the program's strategic objectives.

The CSEPP Program Guidebook provides detailed information regarding management actions and specific indicators associated with each benchmark summarized here. If there are differences between the two, the benchmark descriptions found in the CSEPP Program Guidebook have precedent over the benchmark summaries found in this appendix.



## **Benchmark 1: Administrative Support**

**Administrative support for each CSEPP installation, state, and county necessary to support their CSEPP preparedness activities.**

### **Intent**

Successful execution of CSEPP relies on the day-to-day performance of a strong core of professionals managing the program at the installations and at the state, county, and federal levels. Program managers conduct deliberate evaluations of requirements needed to sustain a maximum protection capability. The states' requirements are examined against life-cycle cost estimates, validated by FEMA, and funded by the Department of the Army. The installations must similarly evaluate their needs and submit budgets through the U.S. Army Chemical Materials Activity, which are then funded by the Department of the Army. The process of planning, programming, and budgeting CSEPP funds must be accomplished promptly and efficiently while ensuring that the funds are executed against validated requirements.

### **Actions Required**

- Support CSEPP by developing staff work plans, purchasing supplies, maintaining equipment inventory, administering contracts, and monitoring projects.
- Create and negotiate a budget within FEMA regions for the next fiscal year by creating and executing a budget package using CSEPPWebCA software in accordance with annual CSEPP cooperative agreement (CA) guidance.
- Implement the current fiscal year budget award by maintaining current readiness and initiate new projects as specified within the current budget award.
- Monitor program progress; request budget amendments and extensions, as required; and create and submit timely quarterly reports on financial and program progress.
- Submit closeout documentation for prior-year CAs.

### **Performance Indicators**

- On-post and off-post communities' ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Timely programming and budgeting actions and release of annual funding to grantees addressing all validated requirements



## Benchmark 2: Alert and Notification

**Functioning alert and notification system extending across the installation and appropriate off-post jurisdictions to communicate protective actions and other critical response information to the public.**

### Intent

A well-designed and maintained alert and notification system enables officials to provide timely, appropriate warnings in the event of a chemical incident or accident. The program provides an automated, networked, 24-hour operational capability to warn the public of a chemical event, to confirm that an incident or accident has occurred, and to inform them when it is safe to return to their homes. This capability, integrated appropriately with state and federal systems, includes the use of sirens, public alert radios, highway message reader boards, and other community methods in a layered approach aimed at reaching the greatest percentage of the population. In addition, CSEPP managers must test and evaluate this capability to ensure it is adequate to warn all threatened populations on the installations and throughout the off-post hazard zones.

### Actions Required

- Develop and maintain alert and notification procedures addressing specific roles and responsibilities, including initial activation of warning systems, selection of warning messages, confirmation of activation, repetition of warnings, and issuance of all-clear messages.
- Ensure CSEPP personnel coordinate chemical event notifications and other relevant information between installation and community emergency operations centers (EOCs) in compliance with Army guidance and local memorandums of understanding (MOUs).
- Develop and maintain scripted, system-specific warning messages based on the site's chemical event emergency classification system and a predetermined protective action strategy.
- Maintain the ability to control the alert and notification from two systems.
- Maintain 24-hour operational capability for both initial and ongoing alert and notification activities.
- Maintain a current program of regular preventive maintenance and testing of all elements of the primary and alternate alert and notification systems.
- Evaluate the effectiveness of the alert and notification system periodically to ensure that alert signals and notification messages in each area of the immediate response zone are of sufficient volume to be heard above ambient noise levels.

### **Performance Indicators**

- Results of regular system testing and frequency and duration of service interruptions
- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Performance at the annual CSEPP and quarterly Chemical Accident or Incident Response and Assistance (CAIRA) exercises and real-world emergency situations



### **Benchmark 3: Automation**

**Functioning automation system for rapid exchange of chemical hazard modeling and protective action analysis between the CSEPP installation, state, and counties.**

#### **Intent**

Promptly and accurately detailing a common operating picture for all community responders based on hazard prediction for a chemical accident or incident is a daunting task. It requires a validated and verified automation tool that can be employed at the installation and county level without excessive training requirements. The automation software must be able to accurately predict the projected path and timing of a chemical agent plume over the local terrain in all weather conditions and take into account protective action strategies, daily work plans, and event alert and notification procedures. These decision support tools provide installation and county emergency managers with valuable data formatted for rapid assessment and decisions, which can then be communicated over the alert and notification system to the protective zones and EOCs. Finally, the system must be supported by a network of meteorological towers, interconnected servers and other hardware, and personal computing devices to enable personnel to provide, access, and analyze critical information.

#### **Actions Required**

- Adopt an integrated automation system that supports the accredited CSEPP hazard-modeling software, the installation's and community's protective action recommendation, determination and alert and notification protocols, and event notification and management to meet specific community needs.
- Ensure that the automation system is compatible with jurisdictional emergency management software for hazard prediction, hazard communication, and protective action recommendations.
- Ensure that the automation system meets with Army, state, and county information technology standards and requirements for hardware and software and incorporates appropriate security features.
- Maintain the automation network and associated instrumentation, providing the maximum practical reliability when used among the installation EOC, the state, and all off-post local jurisdictions.

#### **Performance Indicators**

- Results of regular system testing and frequency and duration of service interruptions
- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process

- Performance at the annual CSEPP exercise and, as applicable, quarterly CAIRA exercises and real-world emergency situations



## Benchmark 4: Communication Systems

**Functioning communications links between the CSEPP installation, state and county EOCs, and the Joint Information Center (JIC) to support coordinated implementation of response plans.**

### Intent

Delivery of information from the installation to county and state EOCs is a critical function to support command and control of emergency response and recovery. Emergency data and warning messages need to be communicated within minutes after an event, allowing EOCs to communicate hazard information and associated actions promptly to the public so they can take the necessary protective actions. Communication systems must be maintained to provide this capability around the clock, without failure, connecting federal, state, and local emergency managers with a seamless and continuous thread of information. Such systems include interoperable public safety radio, telephones, and dedicated hotlines.

### Actions Required

- Maintain primary and alternative direct communications systems, providing the maximum practical reliability when used among the installation EOC, the state, and all off-post local jurisdictions.
- Use communication systems to provide public alert and notification and delivery of other emergency-related public information.
- Ensure availability of backup power for communications systems and maintain 24-hour operational capability for communications links.
- Develop, maintain, and adhere to standard operating procedures for sending, receiving, recording, disseminating, and validating communications.
- Develop and implement a program of regular preventive maintenance of all communications equipment, including a program of regular testing of all communications links.

### Performance Indicators

- Results of regular system testing and the frequency and duration of service interruptions
- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Performance at the annual CSEPP exercise and, as applicable, quarterly CAIRA exercises and real-world emergency situations



## **Benchmark 5: Coordinated Plans**

**Coordinated plans for response to hazards from the stockpile for each CSEPP installation, state, and county.**

### **Intent**

Installation, county, and state emergency planners prepare coordinated plans to respond to all potential hazards and related requirements, ensuring that all personnel and resources that have a role in responding to chemical accidents and incidents are taken into account. These plans outline roles and responsibilities; relationships among federal, state, and local agencies; and resources and actions required. CSEPP plans are updated periodically and tested during annual exercises to ensure all requirements are addressed and all personnel understand their roles and responsibilities. CSEPP emergency operations plans should be integrated with other emergency planning and be consistent with CSEPP and other applicable federal, state, and local guidance.

### **Actions Required**

- Identify assignments for primary and support roles and responsibilities for all key emergency functions.
- Develop procedures for implementing responses to a chemical munitions accident or incident for all emergency officials in public-, private-, and not-for-profit-sector organizations.
- Develop procedures for local implementation of the JIC/JIS (Joint Information System) concept for emergency public information.
- Describe standard chemical event emergency notification systems being used and appropriate response actions based on each notification level.
- Develop policies for local implementation of public alert and notification system in accordance with the local protective action strategy.
- Specify relevant emergency personnel, units, and organizations and list associated equipment and/or systems assigned to support response operations.
- Maintain letters of agreement, mutual aid plans, and any memorandums of agreement or MOUs between local officials and other public, private, and not-for-profit organizations as needed to provide or direct resources to support a response.
- Conduct regular community review of plans and procedures to ensure synchronization.

### **Performance Indicators**

- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process



- Performance at the annual CSEPP exercise and, as applicable, quarterly CAIRA exercises and real-world emergency situations



## **Benchmark 6: Emergency Operations Centers**

**Functioning EOCs at each CSEPP installation, state, and county to support coordinated implementation of response plans.**

### **Intent**

A functioning EOC is the nerve center of any response to a chemical accident or incident, providing direction and support to the emergency responders. As such, installations, counties, and states must ensure their EOCs are adequately equipped to support communication to and from higher and lower agencies, allowing personnel to warn the public, plan and execute required protective action strategies and response actions, and coordinate the reentry and recovery of areas affected by a chemical accident or incident.

### **Actions Required**

- Provide adequate office furniture, equipment, and supplies to support operations and provide adequate storage space for medicines, food, additional office supplies, and any other equipment needed.
- Provide sanitary facilities and, if required, sleeping accommodations adequate for half the total assigned staff at a time.
- Provide an emergency power source with an independent fuel supply adequate for operating all necessary equipment.
- Provide a potable water supply that is adequate to support the fully staffed EOC and not dependent on commercial power or susceptible to disruption by disaster conditions.
- Provide a food supply adequate to feed the full staff for several days, which may be delivered from outside and/or stocked within the EOC.
- Provide a regular schedule for testing and maintaining the EOC equipment.

### **Performance Indicators**

- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Performance at the annual CSEPP exercise and, as applicable, quarterly CAIRA exercises and real-world emergency situations



## Benchmark 7: CSEPP Exercises

**An exercise program that effectively tests integrated response capabilities and preparedness.**

### Intent

A well-developed exercise program evaluates and demonstrates the abilities of communities and installations to respond to chemical accidents and incidents. Exercises are an important element in evaluating the implementation of emergency response plans and assessing the adequacy of plans and procedures; the capabilities of federal, state, local, and installation response elements; availability of equipment; and coordination among response elements. Exercises also identify needed improvements and possible new funding requirements. Specific guidance on CSEPP exercise planning, conduct, and evaluation is provided in the *CSEPP Exercise Implementation Guide*.

### Actions Required

- Prepare and submit an annual exercise date 2 years in advance of the current year to the CSEPP Training and Exercise Working Group.
- Assign adequate installation, state, and county representatives to serve on the exercise planning teams for each exercise and develop appropriate ground rules and extent of play agreements (XPAs) to ensure robust exercise activity and demonstration of exercise objectives.
- Develop an XPA for each exercise to provide the basis for scenario development and document commitments to exercise participation. The XPA begins with the assumption that the community will fully respond according to its plans and will describe any deviations, such as simulations, out-of-sequence play, or non-participating organizations.
- Ensure that installation commanders and community officials support all exercises with reliable and qualified evaluators.

### Performance Indicators

- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Annual CSEPP exercise, after-action report, and corrective action plan executed in accordance with the CSEPP Exercise Implementation Guidance



## **Benchmark 8: Medical Preparedness**

**A medical program to support on - and off-post medical preparedness among first responder and receiver organizations for a chemical weapons accident or incident.**

### **Intent**

CSEPP installations and communities must be prepared to triage, treat, and transport casualties resulting from a chemical accident or incident. This medical capability is based on plans and procedures that detail medical concepts of operations and coordinated response actions to prepare for and respond to a chemical accident or incident. These plans include anticipated response, medical resources, training, and exercise actions. Medical training and exercises, including the use of medical countermeasures and personnel and/or patient decontamination, are vital parts of state and local emergency preparedness. Specific medical guidance is provided in CSEPP guides and evaluation tools developed by the program.

### **Actions Required**

- Develop regular training for first responders and first receivers to perform specified patient care activities, such as screening, triage, treatment, decontamination, transport, disposition, and patient tracking.
- Develop medical emergency operations that are in accordance with CSEPP guidance and federal, state, local, and generally accepted standards for patient care and worker protection.
- Coordinate medical plans and procedures, as appropriate, with the CSEPP alert and notification system, JIC, and JIS.
- Ensure that medical personnel participate in community response and recovery planning and community-based exercise and evaluation programs.

### **Performance Indicators**

- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Performance at the annual CSEPP exercise and, as applicable, quarterly CAIRA exercises and real-world emergency situations



## **Benchmark 9: Qualified Personnel**

**Specialized personnel, such as CSEPP manager, public information officer, planner, and information technology specialist, to support CSEPP activities at CSEPP installations, states, and counties.**

### **Intent**

Trained and qualified personnel are vital to successful sustainment of installation, county, state, and federal response capabilities. Plans, procedures, and equipment are useless without people overseeing the effort who are prepared to implement procedures and coordinate response actions. These CSEPP-funded personnel run day-to-day execution of the program, including periodic program-management tasks required to ensure that emergency responders are adequately trained and equipped to complete their missions.

### **Actions Required**

- Establish an administrative system for performing day-to-day operations.
- Ensure employee job descriptions are developed as needed, detailing each position's specific assignments in the event of an emergency or disaster.
- Develop and update employee work plans yearly as part of the CA package for program funding.
- Ensure that vacancies occurring in CSEPP-funded positions are promptly filled with qualified personnel.

### **Performance Indicators**

- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Quarterly performance reports for off-post jurisdiction personnel (derived from annual workplans) and completed and submitted within the CSEPPWebCA software



## **Benchmark 10: Protective Action Strategies**

**Protective action strategy for each jurisdiction that is based on the threat from the stockpile, consistent with response plans, and conforms to established CSEPP guidance.**

### **Intent**

Each community surrounding a chemical stockpile site has a unique topography, infrastructure, and set of capabilities, and each installation holds a unique set of chemical agents and/or munitions. Because of these differences, each site requires a unique protective action strategy that enables communities to take necessary actions to protect themselves from exposure to chemical agents. These strategies account for plume pathways, population density, highway network, evacuation times, weather, and other variables to ensure the maximum possible protection for people in potential hazard areas. To be successful, the protective action strategy must also be communicated, understood, and executable by the community.

### **Actions Required**

- Develop a coordinated, local decision-making process for selecting and implementing protective actions that can be rapidly implemented on a 24-hour basis.
- Ensure the strategy is based on scientifically sound risk assessment methodology for chemical warfare agents.
- Address selection and implementation of access and traffic control points; criteria for combining evacuation and/or in-place sheltering as public protection measures; and protective measures for populations with access and functional needs.
- Identify procedures for safety and protection of emergency workers and measures to address potential impacts on domesticated animals, crops, and water supplies.
- Regularly review and adjust protective action strategies as needed in light of changes in risk, infrastructure, standards, or other factors that may affect choice of protective measures.

### **Performance Indicators**

- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Performance at the annual CSEPP exercise and, as applicable, quarterly CAIRA exercises and real-world emergency situations



## **Benchmark 11: Public Outreach/Education**

**A program for coordinated emergency public information and education, including a public outreach/education program to enhance CSEPP awareness and familiarity with the protective action strategy.**

### **Intent**

The role of public outreach efforts is to improve the public's and the news media's awareness of CSEPP. Getting CSEPP information to the public and the media has two different but complementary aspects. The first requirement is to improve the public's awareness of CSEPP and their (the public's) role during an emergency through various methods, such as outreach offices, phone and mail communications, and the Internet. The second requirement is keeping the public and the media informed during an actual chemical accident or incident. An informed and active public is a strong partner.

### **Actions Required**

- Develop and implement a JIS that will function as an information-sharing and mutual support network for public affairs officers.
- Develop a JIC plan that will help participating jurisdictions coordinate and disseminate rapid and accurate information during an emergency from a central facility to media outlets and the public.
- Develop and implement a public education program to increase the public's knowledge of stockpile hazards, sources of emergency information, and emergency protective actions.

### **Performance Indicators**

- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Performance at the annual CSEPP exercise and, as applicable, quarterly CAIRA exercises and real-world emergency situations
- Ongoing assessments of community awareness of CSEPP, the nature and risks associated with the chemical stockpile, how to obtain emergency information, and potential actions to take in a chemical emergency



## **Benchmark 12: Training Programs**

**Training programs, consistent with CSEPP guidance, state and local training plans (for off-post jurisdiction personnel), and Army certification requirements (for installation personnel) that maintain proficiency of emergency services providers/responders and CSEPP staff.**

### **Intent**

Because of the unique hazards created by storage and elimination of chemical weapons, CSEPP personnel and emergency responders must maintain specialized proficiencies to respond to chemical accidents or incidents. This can include practice with hazard prediction modeling tools, use of personal protective equipment and medical countermeasures, sheltering-in-place drills, decontamination procedures, communications exercises, and other technical aspects of incident command, hazardous material response, and emergency medical treatment. In addition, CSEPP training encompasses preparedness activities, such as exercise evaluation.

### **Actions Required**

- Conduct training needs assessments to inventory and track the needs and skill levels of CSEPP staff requiring specific training or specialized skills.
- Identify training coordinators for each installation, state, and county to ensure annual training is available as required, that appropriate training materials and measurement tools are used, and that appropriate training records are maintained.
- Employ competent training instructors based on the needs assessment, ensuring that all training is job-specific and documented.
- Assess the effectiveness of each training course and each trainee's performance and ability to meet course objectives.

### **Performance Indicators**

- Each state's and installation's ability to meet and sustain full compliance to this benchmark's standards, as measured by the Community Profile process
- Availability and quality of training materials for installation, state, and county responders



## **Appendix B: Acronyms**

CA	Cooperative Agreement
CAIRA	Chemical Accident or Incident Response and Assistance
CSEPP	Chemical Stockpile Emergency Preparedness Program
DA	Department of the Army
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
IPT	Integrated Process Team
JIC	Joint Information Center
JIS	Joint Information System
MOU	Memorandum of Understanding
SO	Supporting Objective
XPA	Extent of Play Agreement

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