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## FINAL REPORT

***1<sup>st</sup> Quarter: Initial contacts with proposed participants of the Table Top Exercises (TTXs). This will require traveling between the 10 counties in the region and the state capital of Pierre, SD. The outcome of this quarter will be to set the stage for stage 2. Costs will be travel and supplies.***

October 4, 2017: Traveled to Pierre, SD and met with the South Dakota Pipeline Association (SDPA) to discuss TAG Grant. They offered assistance in providing assistance as requested and if needed.

October 31, 2017: Traveled to Pierre, SD and met with Bob Wilcox, Executive Director, South Dakota Association of County Commissioners (SDACC). He supplied the names and addresses of elected county officials for the proposed exercise areas.

December 28, 2017: In Brookings, SD I met with Todd Kays, Director of the First Association of Local Governments to discuss contacting the professional planners in the proposed exercises area.

January 11, 2018: Teleconference with SDPA to update them on status of grant.

Contact was also made directly with Northern Natural Company and TransCanada representatives. Both companies' pipelines will be involved in the exercises.

One item of concern identified was the fact that a new Emergency Manager was hired by one of the counties (Beadle County) identified as having one of the Table Top Exercises. A request will be submitted through channels to change counties and move the Beadle County Exercise to Hanson County. This change is being recommended by the South Dakota Office of Emergency Management Region Six Coordinator.

***2<sup>nd</sup> Quarter: Conduct a HSEEP prepared Workshop in both selected cities, Yankton and Huron, SD. This is where the objectives are finalized. Expenses will be travel related to the locations.***

1. *Where the output of the project can be quantified, a computation of the cost per unit of output; and*

Travel was conducted to Alexandria and Yankton, South Dakota to discuss the proposed table top exercises. Exercise planning was done, objectives were identified but the Table Top Exercises (TTX's) were not completed as of now.

Miles driven during one year reporting period:

10/03/2017: 378.8 miles Pierre, SD, attended a South Dakota Pipeline Association (SDPA) meeting to explain the TAG and request assistance. Trip was successful and the SDPA provided support throughout the year.

10/31/2017: 378.8 miles Pierre, SD, this trip was not included in the cost of the USDOT grant due to it being in conjunction with a FEMA sponsored training session. I did speak with Bob Wilcox who is the Executive Director of the South Dakota Association of County Commissioners (SDACC). He supplied the names and addresses of elected county officials for the proposed exercise areas and his organization was supportive of the TAG and provided assistance as requested.

03/15/2018: 256.6 miles Yankton, SD, this trip was taken to learn the layout of the area in Yankton, SD and to discuss the TAG with the Yankton County Emergency Manager, Paul Scherschligt.

04/24/2018: 208.8 miles Alexandria, SD, this trip was taken to learn the layout of Hanson County, SD and to discuss the TAG with the Hanson County Emergency Manager Kevin Kayser.

06/30/2018: 208.8 miles Alexandria, SD, this trip was taken to conduct the Table Top Exercise. The TTX will be discussed in detail later in this report.

08/30/2018: 256.6 miles Yankton, SD, this trip was to review the exercise development that was ongoing during this period. The TTX that I was conducting was part of a larger exercise being conducted by the Yankton County Emergency Management Department.

09/22/2018: 256.6 miles Yankton, SD, this trip was taken to conduct the Table Top Exercise. The TTX will be discussed in detail later in this report.

1,688.40 miles driven during grant period, 1,309.60 miles were counted towards the TAG for reimbursement purposes.

***3<sup>rd</sup> Quarter: Final preparations for the Table Top Exercises (TTXs) are planned for this timeframe. Public Releases will have to be prepared and submitted to the 10 county region to ensure the public is notified. The Situation Manual (SITMAN) will be prepared at this stage. Every participant in the Table Top Exercises (TTXs) will receive a copy of it. Costs involved will be travel and printing fees.***

A Table Top Exercise (TTX) was conducted in Hanson County, South Dakota, in the city of Alexandria, SD on June 30, 2018.

There were 194 individuals mailed postcards and invited to the TTX. The invitees included county commissioners, mayors, emergency managers and planners, for the county or city in the 10 county area that they represent.

The exercise was setup with a TTX in the morning and a public open house in the afternoon. Brookings County was the TAG applicant and the Brookings County Emergency Manager worked with the Hanson County Emergency Manager to develop the Situation Manual (SITMAN) for the TTX.

The Homeland Security Exercise and Evaluation Program (HSEEP) was used to plan for the June 30, 2018 tabletop exercise in Alexandria, SD. The HSEEP program requires several steps to conduct a proper tabletop exercise.

The June 30, 2018 TTX was written as an unclassified document from the beginning to the end. Oftentimes the HSEEP documents are classified anywhere from For Official Use Only (FOUO), Confidential and theoretically could be classified higher.

Registration for the TTX started at 8:00 am. Each individual received an identification badge with their name and organization on one side and the 811 One Call emblem and National Pipeline Mapping System (NPMS) on the other side. A total of twenty (20) personnel attended the TTX.

A detailed list of attendees for the 6-30-2018 TTX is located in Appendix B of the SITMAN. A quick breakdown shows that there were three pipeline companies in attendance with five individuals, six county emergency managers, two of which came from surrounding emergency management districts, two mayors, one county commissioner, one fire man, with fire truck, and four emergency management employees.

The TTX was conducted per the Situation Manual (SITMAN) that was developed for the TTX. A copy of the HSEEP documents used for this exercise are attached.

The TTX ran smoothly. The purpose of a TTX is to basically use a scenario and then ask questions from the scenario to see what the responses are. All parties that participated were involved. An After Action Review (AAR) was conducted and standard evaluation forms were passed out.

The public open house occurred in the afternoon. The public open house portion had four individuals, three members of the public and one member from the local newspaper.

The public open house consisted of each operator explaining their operations in the local area and then the public was allowed to ask any question that they had.

At the end of the day everyone departed with their questions answered to the best of the TTX participant's ability.

***4<sup>th</sup> Quarter: Table Top Exercises (TTXs) and Open Houses are conducted. Costs involved will be travel, publishing and meal costs. Brookings County Commission has a policy that a meal is allowed if an exercise is over four hours long as long as it is requested in a scheduled Commission Meeting.***

The fourth quarter brought the final part of our TAG. A second exercise was held. The Yankton County Emergency Management Department scheduled and conducted a Full-Scale Exercise (FSE) with the main topic being a Mass Casualty incident on September 22, 2018. A Full Scale Exercise is an exercise where participants actually perform tasks related to the topic instead of just discussing them.

The Yankton County Emergency Manager had set up a table-top for the Public Awareness Table Top Portion of the exercise. This portion was conducted by Robert Hill from Brookings County, SD. The topics followed along the same events as the June 30, 2018 Hanson County TTX along with some additional details that came out of the FSE in Yankton, SD.

There were 83 attendees for the Yankton County FSE. There were fifteen out of the eighty-three individuals that attended the TTX portion of the events on September 22, 2018.

The exercise documents for this exercise is not included in this document due to have a classification placed on them other than unclassified.

The Yankton County TTX went well also. During the TTX two of the pipeline company representatives were requested to become Liaison Officers to the FSE and they departed to work in the Yankton County Emergency Operations Center (EOC). It was a good example of how emergency management operations work in real life.

The public was invited to the Yankton County exercise but there was no one that visited the TTX while it was ongoing.

An AAR was held after the exercise and evaluations were turned in to Yankton County Emergency Management.

#### FINAL RESULTS

We wanted to determine if pipeline safety and public awareness would work on a regional level, 10 counties to be specific, in South Dakota.

The pipeline companies that operate in South Dakota do an excellent job following 49 CFR 192.616 and 49 CFR 195.440 which mandates public awareness programs.

The problem is always getting people and organizations to attend scheduled meetings, especially on weekends. South Dakota First Responders are over 90% volunteer. These individuals typically work during the week and must utilize vacation time to attend training events.

The result from this TAG is that we believe that the way that the local pipeline companies are doing their implementation of the 49 CFRs is the best way possible at the current time.

We do want to recognize the individuals who did attend our weekend events but the turnout could not be described as anything but poor.

We did return \$7,048.62 dollars unspent during our TAG timeframe. Even if we spent additional dollars it is not believed that the outcome would have been any different.

Even though our TAG did not work out the way that we would have liked we do welcome any suggestions that could assist us in getting pipeline awareness activities to a broader group of South Dakota citizens.

If you have any questions or concerns please contact me at 1-605-692-5212.

Sincerely,

Robert W. Hill  
Director,  
Development Department, Planning, Zoning, Drainage  
and Emergency Management