



Instructor Background And Information Form

Thank you for filling out this form.

Presentation Title: _____

Presenter: _____ Title: _____

Employer: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Summary of Lesson content: _____

Professional Background: (Note a brief - 2 page maximum - resume may be submitted in lieu of the following data. Please be sure the resume includes all requested information. Qualifications should be related to your presentation.) Use the reverse side of this form if more room is needed to fully answer the following questions.

Primary Knowledge/Skills/Abilities related to presentation: _____

Education (High School, Upgrades, Colleges and Degrees): _____

Professional Registration/Certification: _____

Related papers/instruction you have presented:

Title: _____ Date: _____ Event: _____

Title: _____ Date: _____ Event: _____

Professional Organizations/Activities: _____ Date: _____

_____ Date: _____

Course sponsor: _____

Signature of Instructor: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

Date Evaluated: _____ By: _____ Approved: Yes _____ No _____

Return Completed Form To: OESAC CEU COMMITTEE
P.O. Box 577
Canby, OR 97013-0577

Email: info@oesac.org
Phone: 503-698-6486



William Keefer

Senior Planner

wkeefe@horsleywitten.com

Areas of Expertise

Drinking Water Quality
Water Security
Environmental Permitting & Compliance
Emergency Preparedness & Response
Education, Facilitation & Training
All Hazard Exercise Development and Facilitation

Professional Registrations & Affiliations

Certified Municipal Vulnerability Preparedness Provider
FEMA Certifications:
ICS-100/200
IS-700 NIMS
IS-701 MACS
IS-702 Public Information
IS-800 NRF
Memberships:
American Water Works Association (AWWA)/New England Water Works Association (NEWWA)

Academic Background

Project Management Certification, 2009, Association for Project Management (APMP)
Master of Science, 2004
Environmental Science, American University
Bachelor of Science, 2002
Environmental Science, University of Delaware

Professional Experience

Horsley Witten Group, Inc. Planner, 2011 to Present
Atkins Global, Process Engineer, 2008 to 2010
United Water New Jersey, Compliance Specialist, 2006 to 2007
DC Water and Sewer Authority, Water Quality Specialist, 2003 to 2006
Disaster Research Center, Undergraduate Research Assistant, 2001 to 2002

Horsley Witten Group

Sustainable Environmental Solutions



Will Keefer has 20 years of professional experience and his main areas of expertise include water security training, drinking water quality analysis, environmental regulatory compliance, asset management/planning, and system health monitoring gained through work in the United States, United Kingdom, and United Arab Emirates. Will schedules, develops, and facilitates a variety of water sector specific training events across the United States to help water sector utilities and their response partners be better prepared for water and wastewater system disasters, both natural and man-made. In addition, supports other EPA projects on the topics of climate change adaptation, community-based resiliency, cybersecurity, lead in drinking water, and environmental policy.

KEY PROJECTS

U.S. Environmental Protection Agency (EPA) Support: Provides contract support to the EPA Water Security Division in the form of training and exercise development as well as the development of tools for the water sector. This includes routinely provides training to Regional-level staff with a focus on enhancing support to state drinking water agencies. Training topics include America's Water Infrastructure Act (AWIA) compliance, drought resilience and water loss, black sky planning, community-based water resiliency, and many other water security initiatives.

U.S. EPA Region 3 (Philadelphia, Pennsylvania): Provides support specifically for EPA Region 3 staff and their assigned states and utilities. As the primacy agency for the District of Columbia, Region 3 staff have unique roles and responsibilities that are normally found at the state level. Assistance to the Region includes emergency response training and exercises for the staff to enhance their capability to support DC Water and other states in the region.

Water and Wastewater Agency Response Network (WARN) Support: Leads the development, planning, and conducting of WARN intrastate and interstate seminars, tabletop exercises and functional exercises for the 50 WARNs across the country. In addition, efforts involve supporting the annual WARN Chairpersons Meeting.

Water Sector Incident Command System (ICS) and National Incident Management System (NIMS) Training: Develops the content and acts as an instructor for this training series that presented across the United States. Through presentations and group learning activities, thousands of water sector professionals receive their ICS and NIMS certifications and are more prepared to respond to incidents that impact their utilities.

DC Water Emergency Preparedness Support: Supports DC Water in preparedness activities to include Incident Command System training; designing and conducting tabletop, functional exercises and drills for Incident Management Team members and field staff; and facilitating events for DC Water customers and partner agencies. Events include after action conferences after major incidents and annual critical customer engagement sessions. The training events result in actionable improvement planning items for local, state and federal stakeholders to improve coordination in the future.

Source Water Protection Training: Plans, develops and facilitates source water protection workshops, tabletop and functional exercises across focused on preparing for releases. The events provide an opportunity for water suppliers to plan and discuss response capabilities with local, county, state and federal response partners.



State and Regional Level Full Scale Exercises: Plans and facilitates full scale exercises that test the capabilities of utilities to respond to a resources requests by deploying personnel and equipment to a requesting member's location. In addition, emergency response agencies and local, state and federal stakeholders have the opportunity to communicate and coordinate an activated emergency operations center.

Community and County-Level Exercises: Plans and facilitates sessions designed to bring together local emergency responders to provide response training, enhance coordination and communication between all responders, improve understanding of roles and responsibilities, and allow participants to discuss steps to prepare for a future, multi-agency, "all hazards" emergency scenario.

Cybersecurity Assessments, Technical Assistance and Workshops: Conducts confidential cybersecurity assessments for water and wastewater utilities around the country. Based on the assessment, a utility receives a customized cyber action plan and subsequent assistance that helps them to implement the plan's identified cybersecurity best practices. In addition, involved in the development and facilitation of cybersecurity workshops and cyber incident response exercises throughout the United States.

W.K. Kellogg Foundation: Lead in Drinking Water in Schools and Homes: Led the development of a "Managing Lead in Drinking Water at Schools and Early Childhood Education Facilities" guide and fact sheets regarding how to better manage risk of lead in drinking water in homes and apartments. Created a website with information on lead in drinking water resources for homeowners in each of the U.S. states.

Development and Implementation of Southern Water Asset Management Program, Epsom, United Kingdom: Prioritized schemes identified based on cost, benefit, and overall business value for inclusion to deliver a prioritized scheduling of Water Supply Works investigations in response to a significant increase of bacterial failures, the monitoring of the completion of system wide disinfection compliance improvement schemes, and the delivery of a pump optimization program which identified £141,000 yearly savings for Southern Water.

Chlorination Systems Evaluation, Abu Dhabi, United Arab Emirates: Led the collection and analysis of potable water samples at strategic locations across the emirate and performed capacity and residual analysis of the chlorination systems in order to provide recommendations as to how to improve water quality

Management of Environmental Regulatory Compliance Programs, Haworth, New Jersey: Coordinated with all departments of United Water New Jersey to maintain compliance with applicable laws and regulations. Submitted regulatory reports, managed the permit renewal and termination process, created a document index for permits, developed the yearly disaster response drill, directed regulatory site inspections of the Haworth Water Treatment Plant, and supervised the cleanup of spills in the watershed.

Lead in Drinking Water Mitigation, Washington, District of Columbia: Completed a research and development project which mitigated lead problems in Washington, DC drinking water and deferred a major service line replacement program. Developed a sampling program of residential, commercial and government locations and investigated suspected drinking water contaminations and customer water quality complaints.



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Carl Simons, USMC Ret.

Emergency Response Manager/
Senior Project Manager
csimons@horsleywitten.com

Areas of Expertise

Emergency Preparedness & Response
Training

Meeting Facilitation

Water Security

All Hazard Emergency Preparedness &
Response

All Hazard Exercise Development and
Facilitation

Academic Background

Bachelor of Science, Springfield College,
Springfield, MA

Professional Experience

Horsley Witten Group, Inc., Emergency
Response Manager, June 2008 to
Present

Barnstable County Incident Management
Team, 2008 to Present

Massachusetts Emergency Management
Agency, All-Hazards Planner,
December 2006 to June 2008

United States Marine Corps,
Commissioned Officer, 1984 to 2006

Horsley Witten Group

Sustainable Environmental Solutions



Carl Simons is a detailed, proactive planner and implementer with an expertise in plans analysis, exercise development, resource management and disaster recovery initiation. He has 30 years of experience in incident management and emergency response, gained through a successful career as an officer in the United States Marine Corps, an All-hazards Planner with the Massachusetts Emergency Management Agency and an active member of a Type III All Hazards Incident Management Team.

KEY PROJECTS

Vigilant Guard 2017 Exercise: Lead Planner in the development and facilitation of a dam breach tabletop exercise for dam owners, emergency management planners, local, state and federal stakeholders as well as National Guard resources in Macon, Georgia as part of Vigilant Guard 2017.

Walter Reed National Military Medical Center: Lead Planner for the development and facilitation of a one-day Emergency Response Plan familiarization training and tabletop exercise for hospital administrators, public health officials and public works stakeholders.

Qualified Individual Course for U.S. Marine Corps Base Quantico, VA: Project Team Leader for the creation of an eight-hour instructor lead training that will provide students with the knowledge to fill the role of a Qualified Individual (QI) as described under the Oil Pollution Act of 1990 (OPA 90).

Source Water Protection Exercise Series for the Idaho Department of Environmental Quality: Co-planner for the development and facilitation of a series of regional source water protection workshops and tabletop exercises across Idaho for over 200 public water system operators, public safety officials, county emergency management, the Idaho Office of Emergency Management, as well as other local and state agencies.

Potomac River Sheen Incident After Action Conference and Improvement Plan: Lead Planner for the organization and facilitation of a Metropolitan Washington Council of Government-sponsored after action conference to discuss the regional response to the 2016 Potomac River oil sheen incident that threaten the drinking water supply to approximately five million people. Developed actionable improvement planning items for local, state and federal stakeholders.

National Capitol Region Water and Wastewater Agency Response Network (WARN) Full Scale Exercise: Lead Controller for a full scale exercise that tested the capabilities of National Capitol Region WARN member utilities to respond to a resources request by deploying personnel and equipment to a requesting member's location. The exercise resulted in a number of actionable improvement planning items to serve as a roadmap for improving the utility to utility support system.

New Jersey State-Level Functional Exercise: Lead Controller and Planner for a U.S. EPA-sponsored functional exercise at the New Jersey Regional Operations Intelligence Center during which 111 people, representing 45 drinking water utilities, emergency response agencies and local, state and federal stakeholders tested their ability to communicate during a major drinking water outage incident affecting the state capitol and surrounding jurisdictions.

Cybersecurity Workshop, Austin, Texas: Lead Facilitator for a U.S. EPA-sponsored workshop and response exercise delivered via live television broadcast to participants across Texas. The workshop exposed water utilities to information about

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the cyber threat, ways to manage the threat, and tools (such as AWWA's cybersecurity tool) available to identify general planning or procedural actions that enhance cybersecurity and mitigate risk.

Incident Management Team Training: Lead Trainer during the initial development as well as annual maintenance exercises for the District of Columbia Water and Sewer Authority Type III Incident Management Team. Facilitated annual multiagency, multijurisdictional training exercises to build and maintain response capabilities.

Hazard Mitigation for Natural Disasters - A Starter Guide for Water and Wastewater Utilities:

Project Lead for the development and publishing of a guide for U.S. EPA focused on assisting jurisdictions with the development of water sector hazard mitigation projects.

Water Sector Specific Incident Command System Training: Updated the standard FEMA ICS course material with water specific group activity scenarios based on actual sector incidents. Conducted dozens of advanced and intermediate level ICS certificate producing training as well as countless introductory level ICS training workshops across the USA.

Performance Based Training: Developed a performance based training program for U.S. EPA Region III with the goal of improving the resiliency of water suppliers. Topics included the features of an active an effective security program, water quality data collection, resource management, training and exercises, communications, Continuity of Operations Plans, climate resiliency, recovery/mitigation and cybersecurity.

County-Level Tabletop Exercise: Lead Trainer for the Pennsylvania Department of Environmental Protection's tabletop sessions designed to bring together local water suppliers and emergency responders to provide response training, enhance coordination and communication between all responders, improve understanding of roles and responsibilities, and allow participants to discuss steps to prepare for a future, multi-agency, water system emergency.

Work Place Violence Exercise: Developed a discussion-based exercise aimed at strengthening a utility's ability to respond to an active shooter incident. Worked with the utility's public/private security department to identify areas for improvement.

Annual Community Emergency Preparedness Exercise: Lead Planner for the development and facilitation of the Town of Brewster's annual emergency preparedness exercise. Exercise scenarios have included: drinking water emergency, hazardous material spill, active shooter, and public health emergency.

FEMA Certifications	Specialized Training
Intro to Incident Command System for Public Works (IS100)	Homeland Security: Introduction to Exercises
Community Disaster Exercises (IS-120)	Weapons of Mass Destruction Standardized Awareness Course
ICS for Single Resources and Initial Action Incidents (IS-200)	Homeland Security Exercise and Evaluation Program (HSEEP)
Intermediate ICS for Expanding Incidents (IS-300)	HSEEP Train-the-Trainer Course
Multi-Hazard Emergency Planning for Schools (IS-362)	Continuity of Operations Planning (COOP)
Advanced ICS (IS-400)	COOP Train-the-Trainer Course
Public Works Role in Emergency Management (IS-552)	EOC Management and Operations Course (Train the Trainer)
Public Works and Disaster Recovery (IS-558)	NIMS ICS All-Hazards Planning Section Chief Position Specific Training
Intro to the Public Assistance Process (IS-630)	NIMS ICS All Hazards Group & Division Supervisor Position Specific Training
National Incident Management System (IS-700)	EMAC Pre-Event Preparation for Resource Providers (NEMA)
Nation Response Framework (IS-800)	
Emergency Support Function (ESF) #3 Public Works and Engineering (IS-803)	
Basic Workplace Security Awareness (IS-906)	
Active Shooter: What You Can Do (IS-907)	
National Disaster Recovery Framework (NDRF) Overview (IS-2900)	