

State of Kansas COOP Sub-Committee Multi-Year Training and Exercise Plan

Plan Goals

- All or most State of Kansas agencies are prepared to successfully participate in a statewide functional exercise in 2014.
- Impacts to agency operations will be kept to a minimum.

Plan Strategy

The strategy includes the following elements:

- Each agency will create their own individual training and exercise plan based on their current state of exercise readiness.
- The State COOP Training and Exercise Design Team has created and will provide a planning template for all agencies to use in creating their plans.
- The planning template includes the following items:
 - A timeline
 - Links to; FEMA and scenarios created by FEMA, the Homeland Security Exercise and Evaluation Program (HSEEP) website, AAR examples, the CDC Family Preparedness Training website, Kansas Department of Agriculture family preparedness information, etc.
 - Links to best Practices information and applicable power point presentations with instructor notes
 - If applicable, links to AAR's and Corrective Action Plans (CAP's) resulting from an actual event that has occurred in an agency.
- Beginning in 2012, each state agency should test their COOP Plans annually, preferably each July.
- Agencies can prioritize their testing of capabilities and objectives based on their training and exercise needs.

Plan Implementation

- The Kansas COOP Sub-Committee's Training and Exercise Design Team will be responsible for coordinating the implementation of the plan. The team will create draft scenarios for each capability objective listed. Agencies will train employees and exercise their plans using the Training and Exercise Design Team's exercise capabilities and objectives.
- There will be more than one scenario for each objective, and agencies can choose the scenario that best fits their needs.

State of Kansas COOP Sub-Committee Multi-Year Training and Exercise Plan

- A kick-off seminar will be conducted in the fourth quarter of calendar year 2011 in at least two locations throughout the state. The seminar will be conducted in two (2) separate parts. They are:
 1. COOP 101 (morning). This will be a course for those unfamiliar with COOP planning, and who either need or want to have a knowledge base equivalent to individuals and agencies that have had more experience with COOP planning.
 2. Multi-Year Training and Exercise Seminar (afternoon). The COOP 101 course, a previous COOP course, or an agency COOP plan already developed will be the prerequisites for individuals to be able to attend this seminar.
- Annually, preferably in July, beginning in 2012, all state agencies should conduct the following statewide testing and training regarding their COOP plans.

2012	2013	2014
Table Top Exercise	Drill	Functional Exercise

- Agencies will have discretion and flexibility in the amount of time and resources they choose to expend for each state wide exercise. It is anticipated that monetary or other resources necessary to perform the exercises should be minimal and not significantly impact agency budgets or operations.
- Agencies are encouraged to conduct additional training and exercises throughout the entire calendar year.
- Beginning in 2012, soon after the yearly exercise, each state agency will individually conduct an After Action Review (AAR) and create a Corrective Action Plan (CAP) based on the review.
- Agencies will share their findings at the subsequent State COOP Sub-Committee meeting in November of the same calendar year.

Continued Efforts

Members of the State COOP Exercise Design Team will be available to consult with state agencies about their training and exercise plans on an on-going basis as each agency moves forward with plan implementation.