

KANSAS DIVISION OF EMERGENCY MANAGEMENT

Moderator: Cait Purinton
February 12, 2014
1:00 p.m. CT

Operator: Good afternoon. My name is Ginger and I will be your conference operator today. At this time I would like to welcome everyone to the EMPG Grant Exercise Program Overview Conference Call.

All lines have been placed on mute to prevent any background noise. If you need assistance during the call please press star then zero and an operator will come back online to assist you. Thank you.

Ms. Cait Purinton, you may begin your conference.

Terri Ploger: Ginger, would you please unmute the phones. We're going to do a roll call of the counties that are signed up for the conference call this afternoon. I'm going to ask the counties to just state who's on the call. If you have someone with you, if you could let us know, if you have others sitting in with you on the conference call.

I'm going to do down a list and just list the county name and just tell me who's listening on the call from that county. I won't have these in any kind of alphabetical order, so this might be a challenge for me, but I just wanted to make sure that I go down this list and you just state who's participating. OK?

Is there anyone from Wyandotte County on the call? Wyandotte County?

Mike Baughman: Yes, Wyandotte County is here with Mike Baughman, Larry Eker, and Cindy Gibson.

Terri Ploger: OK, great. Thank you. Trego County? I think Kathleen participated this morning. Graham County?

Mickie Helberg: Yes, Graham County Mickie Helberg.

Terri Ploger: Great, thank you. Doniphan County? Doniphan County? OK, Osage County?

Bryce Romine: Osage Country, we're here, Bryce Romine.

Terri Ploger: Great, thank you. Neosho County?

Byron Schultz: Neosho County, Byron Schultz.

Terri Ploger: Great, thank you. Kingman County? Anyone from Kingman County? Wabaunsee County?

Amy Terrapin: Amy Terrapin, Wabaunsee County.

Terri Ploger: Great, thank you. Rooks County?

Butch Post: Butch Post from Rooks County.

Terri Ploger: Great, thank you. Ellsworth Russell County?

Keith Haberer: Yes, I'm on here, Cait.

Terri Ploger: Great, thank you. I'll go back to Doniphan County? And – OK, we got Wabaunsee. Are there any other counties represented on the phone call right now?

Dusty Nichols: Yes, it's Shawnee County, Dusty Nichols and Errin Mahan.

Terri Ploger: All right, great. Thank you.

Wes Lanter: Atchison County, Wes Lanter.

Terri Ploger: All right.

Thomas Winter: Harper County, Thomas Winter.

Terri Ploger: Harper, great, thank you.

Matt Hartley: Chautauqua County, Matt Hartley.

Terri Ploger: What was that again?

Matt Hartley: I said Chautauqua County, Matt Hartley.

Terri Ploger: Great, thank you.

Dan Robeson: Johnson County, Dan Robeson.

Terri Ploger: All right, great. Thank you. Anyone with you, Dan?

Jason Allison: Cherokee County, Jason Allison.

Dan Robeson: Just me, Cait.

Terri Ploger: OK, Jason, thank you. Anyone else?

Jim Miller: Montgomery Country, Jim Miller.

Terri Ploger: OK, great. Thank you. Others?

OK, do we have any regional coordinators on the call with us this afternoon? This is our fourth one of having this and that we have them with us on each one of these. So, we'll excuse them this afternoon, how's that? But they've been very helpful on these calls with us as well.

I have in the room with me, this is Terri Ploger. I have Cait Purinton. I have Bret Rowe and Erin McGinnis just sitting in on the room – in the room today. Keith Jeffers I believe is on the call. He was going to listen – and he was at another meeting and he was going to listen in. So, I just wanted to make sure that I had a handle on who all was sitting, listening to the conference call today. I want to start by saying thank you for your participation in these. We see this as a valuable for opportunity for us to host a meeting basically, you know, in an efficient manner and be able to provide some information to you.

Ginger, you can mute the phones now and we'll go ahead and proceed.

Operator: OK, the lines have been muted.

Terri Ploger: OK, thank you very much. How we're going to facilitate this meeting today is we're just going to provide some information via some slides that was provided to each of you along with other documentation that we'll refer to throughout the conference call. What we'll do is we'll provide the material to you and as you come up with questions on your own, if want to reference or ask this at the end, please do so. Just keep track of those and we'll just hold those questions to the end.

What we're going to do for today and I'd like to thank Cait for letting me say a few words at the beginning. It's just a kind of talk about what we're trying to accomplish with these conference calls that we've been doing. This is our fourth session. If we're needing to do more, we can do so. But we wanted to make sure that we took some time to provide some overview of exercise requirements, any kind of exercise expectation for EMPG grant guidance.

We know that in the past there's been questions that have floated around out there, we wanted to make sure that we got ahead of all of those as we move in to the 2014 year. Even though we have not had the grant guidance yet for 2014, we wanted to make sure that we were able to present what our expectations are as far as the exercise program.

We're going to identify some exercise documentation, things that we want to make sure that we clearly outline. If there's any questions around that, I think some of our past questions have stemmed to some of the documentation. So, we want to cover that in this conference call as well.

We're also going to talk about tools and resources that we've got available and some of the things that we have in the queue for developing in the short term. Hopefully in the near future, we'll have some new information for you. We wanted to highlight that today.

I'm going to go by slide by slide. I'm just only starting out the first session, but we're going to refer to what slides we're on right now. I have to admit I am slacking and I am already moved to slide number five.

I always – those of you that have known me over the years, I'm a firm believer that exercises are important. I hope that that you see that as well. Exercises really help to build programs in general. I think that some – the things that exercises can do for you can help you and develop your strategy for building your overall emergency management program.

From a preparedness standpoint, that's what we want to see happen, not only with planning and training, but exercises really become that validation for are we ready to do what we say we can do. It just helps to engage our new partners, any kind of things as we grow and expand to reach into other sectors of our communities to make sure that we're including the whole community as a whole. It just basically helps us, as you can see the project preparedness cycle, that there's all different phases to this and we just feel that exercises are more than a requirement that they are really a benefit to helping us build our program.

I'm kind of visual learner myself and I'm moving to slide six. This is a thought process that I've had for years. Cait has been able to put into a visual for me. I see that all of our programs – every one of our programs probably across the state are different to some – in some aspect. But it is really the exercise program helps us to move that program from point A to point B and point C and further down the road. So, I just wanted to make sure that I set how important that I think the exercise program is to our preparedness effort.

Moving in to slide seven, again, we're looking at the guidance. Possibly coming out, we've heard a chatter that we may see guidance come out in March some time. We're not sure about that. Please don't hold into that, but we wanted to make sure that we got out here in front with the exercise guidance to the locals. We're pretty much saying that we're going to stay very similar, we're going to stay the same as what we've had in 2013. But to make sure that we have all the questions out there and we have questions answered, that's the crest of what we're trying to do with these conference calls today.

With that, we're going to move to slide eight and I'm going to turn the floor over to Cait Purinton.

Cait Purinton: Good afternoon. Thank you for calling in. I know there are a number of you that are on the call this afternoon that were registered and signed up to be on the call this morning. So, I'm glad that you were able to join us this afternoon. And that, again, we apologize for the technical glitch that happened this morning, so I'm glad that you guys were able to join us.

I'm on slide number nine. The guidance that FEMA gives to the states, and this is what we are fulfilling here at KDEM for the state, is an annual Training and Exercise Plan Workshop, TEPW, with a multiyear training and exercise plan. One exercise a quarter plus an annual full scale exercise. And we are trying to meet that requirement through hosting the full scale exercises out at Crisis City. It's how we're planning to achieve that, and then having an After Action Report and Improvement Plan for each of those exercises.

In addition, we submit quarterly reports to FEMA with all of the individual exercise activities as EMPG funded personnel. And there is an exercise data table and that was part of the handouts that were sent out that was submitted every quarter. We'll go over that table a little bit later in the presentation but those are the requirements to the states that we fulfill here at KDEM.

On slide 10, how then the guidance gets translated from KDEM's guidance to the local is the annual Training and Exercise Plan Workshop with a multiyear plan, two exercises and After Action Report and Improvement Plan for each exercise and then the individual quarterly reports that go to Bret. And we'll talk about each one of those in more detail.

On slide 11. The TEPW, the Training and Exercise Plan Workshop, this is an annual requirement looking at those multiyear planning goals and objectives. Some of you do three years, some people do five years, however far in advance that you want to take that plan is up to you. For example, if you do a TEPW in 2013, you would be planning for 2014 through 2016, and then the TEPW in 2014 would be planning ahead for 2015 through 2017, for example.

We are asking that you engage your community partners in your TEPW process. The hospitals and health departments also do TEPWs, so there's an opportunity to work together with some of your partners.

A best practice that we've seen a lot of you doing throughout the state is having your TEPW as part of a regularly rescheduled LEPC meeting. And that's been working very well. So, the whole community partners are already there at the table and supporting you as part of that process, so why not include your TEPW at something that's already on the calendar?

Slide 12, the documentation that is to be submitted with the TEPW is that multiyear calendar. A roster of attendance, many of you in doing your TEPWs with the LEPC meeting, just send in the meeting minutes as the roster showing how your partners that were there and that works as well. And then identifying your priority capabilities. Those core capabilities, what is that for you? Is that three capabilities that you want to focus on, is that five capabilities? However far you want to take that with. At the state, we identified six core capabilities that we wanted to focus on as the state level.

So, are you wanting to look out operational coordination? Are you wanting to focus on the fatality management, emergency public information and warning? What are those priorities for you and your community? And that will also help us at the state level as we know what your priorities are and can also help drive us to the state for our priorities as well.

Slide 13, in addition to the TEPW, conduct or participate in at least two exercises -- tabletop, functional or a full scale. It is no longer required to do a full scale once every five years. That used to be part of the guidance but we did take that out. That is the full scale requirement that we're going to be meeting through the state through those Crisis City exercises. If you want to do a full scale exercise and your community and your plans and programs are ready to support that, we would certainly encourage you to do that. It's just no longer a requirement.

Seminars and workshops are acceptable for one of the two exercises if your EOP has been updated and those updates are being presented to your

stakeholders. Again, another best practice is that many of you are working with your LEPCs for doing EOP updates, you're conducting workshops and seminars to go over those plans with all of your partners. And that is an excellent opportunity to do that. So we would still continue to do that, but it can only count for one of the two exercises.

When we talk about tabletop, functional, full scale, all these different types of exercises, we do ask that you refer back to the HSEEP guidance for the definitions of what those mean. So, when we're talking about are you doing a tabletop or a workshop or is it a functional or a full scale, please reference back to those definitions.

Slide 14, what does participate mean? There's a lot of different ways that you can participate and be involved in the exercise process. Players, facilitators, evaluators, controllers, being on the planning team, there's a lot different ways that you can be an active participant in an exercise. The only thing that's not on this list is being an observer. We do ask that you actively participate in the exercises, and by definition, observers are not an active role in an exercise. So, there's still many different ways that you can be engaged in the exercise process.

Slide 15, the documentation to be submitted for the exercises, two After Action Reports and two Improvement Plans. Those AARs and IPs must identify actions for your county or for your emergency management program.

Slide 16, just some review here, what is an After Action Report? That's the summary of what happened at the exercise. Did you achieve the objectives? How did your performance relate to the evaluation and the associated capabilities of the exercise? The length, format, and the development timeframe of the After Action Report is entirely up to you.

In April of 2013, HSEEP released some new guidance, and one of the things that they changed was they took out the line that said that After Action Reports have to be completed within 90 days. So the 90-day is no longer a requirement. The development of the After Action Report really depends on

the size and the scope of your exercise. So, just note that there's no longer that 90-day deadline for when you have to have that done.

Slide 17, the basic core elements of what's then an After Action Report, an overview of the exercise, the analysis of the core capabilities getting into that root cause of what was supposed to happen, what really happen, why there was a difference. Identifying what those improvements are and also identifying our strengths and what we're doing well.

Any appropriate appendices that you want to include in the After Action Report, for example, the Improvement Plan matrix. Many of you attach a participant list, if you're using your accountability system, a lot of you include the InterTrax report as your participant list as part of the After Action Report. And that's been working very well for people as well.

Slide 18, what's the Improvement Plan? This is where we identify the concrete actionable steps for how we're going to move that program forward. Like Terri was talking about how we're moving from point A to point B to point C. Are we identifying corrective actions to help us move forward and progress in that direction? So, the Improvement Plan assigns responsibility and then establishing target completion date.

In the handouts that were e-mailed out, there was a sample of an Improvement Plan. That's just one sample. There's a lot of different ways you can do it. But that's just one way of looking how to do an Improvement Plan.

The little box there on the slide, if those of you have not heard the acronym POETE before, when we're talking about these corrective actions identifying if it's a planning issue, an organizational issue, equipment, training or exercise.

Slide 19, the After Action Report and the Improvement Plan is for you. Oftentimes, we'll get questions of what we want in the After Action Report or what it is that people need to say. That's really up to you. The After Action Report is a tool to help you move that program forward and to progress your preparedness in your community. The style, the template, and the format are your choice.

There are a lot of different AAR templates out there. Many of you work with your hospitals and your health departments, and in that case, if they're using the After Action Report template that KDHE provides, that's fine. We have a shortened AAR template here at KDEM. There's the templates on the HSEEP Web site. There's a lot of different templates out there. So, you do not have to use a specific one.

What we're looking for and if you know me and Terri, if you can see me I'm doing my air quotes, we're looking for “the process” that has identified what went well in your strategy to make this improvement. And they are laughing at me in the room for my “process” air quotes.

Slide 20, just to recap what these deliverables are. The TEPW with the calendar, a roster, and your priority capabilities, two exercises with two After Action Reports and two Improvement Plans, and then the individual exercise participation forms that go to Bret each quarter.

Slide 21, exercise program manager. If you have not done so in past grant cycles, please identify an exercise program manager for your community. There was a list that went out with the handouts for the conference call and we know that list is very much out of date and we're working to get that corrected. Many of you have already sent in your updates to me, so thank you for that. Keep them coming. If you guys need to send an update, please do so.

The exercise program manager must attend the HSEEP training. In addition, we encourage them to attend the design classes for the operations based and the discussion based exercises.

Slide 22, real incidents for exercise credit. We do encourage you to use real incidents as an opportunity to identify your capabilities and conduct that analysis of, you know, how things are going in your county, what's working, what needs to improve. Our exercises are the tools to help us prepare for the real deal. So, when something real happens, are we using that as an opportunity to assess our preparedness and our capabilities?

So, for using a real incident for exercise credit, we're looking at those extraordinary opportunities that have tested your plans, policies and

procedures, something above and beyond typical routine response calls. For example, have you had a county declaration of disaster as part of that real incident is something you consider that would push those incidents beyond that level of a routine call, something extraordinary that happened?

Slide 23, for the real incident, there is an application on the Web site. You fill out that application and then working with your community partners to develop the After Action Report and Improvement Plan for that incident and then submit that KDEM. That will then be reviewed by a committee, a staff in both the exercise program as well as your regional coordinator and a representative from the response actions at KDEM. So, it's not just one person making that decision but we have a committee of people who will review that and make a determination if that real incident rose to that level of something above and beyond the normal response calls.

You can not use a real incident for exercise credit in two consecutive grant years unless the second incident is included as part of a presidential disaster declaration.

Slide 24, we're going to move into some frequently asked questions that we hear here at KDEM. After we get through the rest of the presentation, we will open up for additional questions that you guys have. Terri also mentioned that after the conference call, we're going to collect a frequently asked questions document that we will send out to everyone so you guys can hear the questions and answers that were discussed in the other three phone calls. And so the people who were on the other calls can hear the conversations that we'll have again today.

So, we know there's more questions and then what is identified in the slides and we will follow up with that so everyone has the same information.

Slide 25, what if we did a regional exercise, does that count? Absolutely. This has been another best practice that you guys have been doing across the state and doing those regional and multi-county exercises, and we want you to continue to do that. That's been very successful for many of you. In a lot of cases, what you're doing, and again, it's best practice, it's been going very well,

is writing one After Action Report that addresses the whole exercise, that lists how you guys were doing things with this multi-county partnerships or how you're doing things with a region. We do ask that each county still complete an Improvement Plan matrix that is specific to your jurisdiction for that exercise.

Slide 26, what if I was an evaluator or controller for another county's exercise? Again, another best practice that many of you were doing are working with your regional partners or working with neighboring counties and being evaluators for each other. Kind of like if I scratch your back, I'll, you know, you scratch mine. And again, we want you to continue to do that.

So, if you serve as an evaluator or another exercise role in another county's exercise, you can count that as one of your exercises if you submit an Improvement Plan showing what corrective actions you're going to make in your home jurisdiction based on what you learned with that exercise.

For example, if how they had their EOC laid out, you saw that that works really well and you'd like to make the changes back in your home county. If you like how that county did notification and call down procedures or how they did briefings with media and elected officials. There's a lot of different things about how you can take that and apply that back in your home jurisdiction to document that in the Improvement Plan and submit it.

Slide 27, what if I participated in my public health and hospital exercise and they submitted it to "the state"? And again, my air quote, "the state." The hospital and the health department, in most cases, when they say they submitted it to "the state," it went to KDHE, not KDEM. We do not have a joint file sharing system among all the state agencies where I can dip in and see what KDHE has, where I can dip in and see what the highway patrol has or dip in and see what Ag has. I don't have connection or availability. We just don't have that capacity at the state.

So, we do ask that when those After Action Reports and Improvement Plans are submitted to "the state," that you follow up and make sure that it did come

to KDEM. And then, again, including that local emergency management program in the After Action Report with the hospital or the health department.

Slide 28, what if I participated in another agency's exercise and they won't share the After Action Report with me? We do know that some of you have participated in exercises, where this had happened. For example, if there is sensitive law enforcement information included in the After Action Report and then it's classified in a way that it can not be shared. We understand and we respect that people don't always want to share that sensitive information especially for those law enforcement operations.

However, there's still an opportunity for you to identify corrective actions for your emergency management program and how you can continue to move that program forward. So, still completing at least Improvement Plan matrix and submitting it.

Twenty nine, what if it was a state exercise or the state was there? For the state level exercises the After Action Reports are addressing as broader state level issues and they do not get into individual counties' specific need.

Going back to the conversation and the examples that we're having about doing regional exercises, same thing with some of the state exercises and that there will be an After Action Report that addresses the whole exercise, but again we still ask that you at least do an Improvement Plan for your county and jurisdiction showing how that exercises applied to your local plans, policies and procedures.

Slide 30, what if I sent my stuff in and KDEM lost it? We do know that this has happened. I know it's happened to some of you that are on the call this afternoon. And we apologize for that. Not that I am making excuses or justifying for what happened, but just to provide some background information that in a span of about a year, a year and a half here at KDEM, we had staffing turnover in a couple of different branches. They changed our servers and then they changed our e-mail addresses that you guys were using to submit all of your information to. So, that combination of different things

contributed to the problem. And again, we apologize and I know some of you had to submit your stuff multiple times.

We are working to implement systems and processes to eliminate that so it doesn't happen again in the future. But again, we apologize for those of you that that happened to.

Slide 31, going back to what Terri was saying about progressing your plans from point A to point B to point C to how we're moving forward, what we're looking at is did it test your county's plan. There is not a one size fits all solution for how we're going to move those programs from point A to point B to point C. We have 105 counties that have 105 different needs. And everybody is in a different place in that spectrum for how you're progressing and moving forward. And we want to work with you on that and help you progress and move forward depending on where you're at on that process.

So, we understand there's not a one size fits all but we are going to work with you to help advance those programs and move forward.

Slide 32, moving into some of the frequently asked questions about exercises. Training courses are not an exercise, they're training.

Slide 33, meetings and conferences. Again, going back to the example of the TEPW and working with your LEPC, a lot of your are using your LEPCs as an opportunity to do a tabletop exercise, to do your EOP workshops, and we want you to continue to do that. That is proving to be a best practice across the state. However, just simply attending a meeting or attending a conference is not an exercise.

If there is an exercise component to the conference or to the meeting, we still ask this submit in After Action Report and Improvement Plan for that.

Slide 34, common misunderstandings with the documentation. Submitting an After Action Report or Improvement Plan that does not include your county. Again, are we identifying those corrective actions and those improvements for how we're advancing our jurisdictions and how we're working with our whole

community to move those programs forward from point A to point B to point C?

Blank or partially completed After Action Report, I do open them and look at them. And I do notice if all of you do is change the cover page.

Submitting sign-in sheets only or the individual quarter reactivity reports to Bret. Again, we still need that corrective action process that we're making improvements in moving forward.

Submitting situation manuals, scenarios, MSELs, exercise evaluation guide templates, all that stuff has been extremely helpful for us in building the exercise library. About that here in a few more slides. So, we do want you to continue to do that, but again, we still need you to submit that After Action Report and Improvement Plan as part of your grant submission.

Slide 35, document submission, who is responsible in all this? The little picture with the Uncle Sam pointing, he's pointing at me too. So, we all have a shared and equal responsibility as part of all this. So, taking ownership and making sure that we're all working together and making sure our needs are met.

Slide 36, who do I send my stuff to? We are working at the contractor to set up a Web site for uploading your After Action Reports, Improvement Plans and sign-in sheets. We are going to go through an online reporting tool for the exercise documentation. That will give you guys visibility of what's in the system for your county. So, you'll be able to log in and see the documents were submitted on what dates and what they were submitted for.

You will get a notification like a confirmation sheet when you've uploaded something into the system. And then you'll get another notification confirming when KDEM has read and reviewed your documents.

We will offer trainings on how to use the Web site once it's up and going. And once it is up and running, documentation will be accepted through the Web site and no other means. So, going away from hard copies in the mail, hand-delivered copies that were dropped off to someone at a meeting and then

put in my chair or fax or e-mail or g-mail, military emails, all that. It's all going to go through just a single source of the Web site.

Estimated time of completion, we don't have to drop dead date of when that's going to happen yet other than ASAP. We are meeting weekly with the contractor and she is being very diligent and very thorough and she's going to put together an excellent product for us, but we do not have a drop dead date at this time.

Slide 37, until that Web site is completed, submit the After Action Reports, Improvement Plans, and TEPW reports to the g-mail account, kdem.exercises@gmail.com. The individual – the individual quarterly report forms will still go to Bret. Anything that you submit to us before the Web site gets launched, we will go ahead and put into the system for you.

Slide 38, how are we using information that you're sending in? All of these reports and all of these documents that you're sending are not going into a black hole abyss at KDEM. We are using the information.

One of the things that we're doing is to help this target training and technical assistance based on what your needs are. For example, in the last year or so, Active Shooter has been a very popular topic and a lot of you have been doing Active Shooter exercises. So that helps us identify maybe we need to bring in some training, what resources and equipment, what other things can we do support what those needs are through what you guys are reporting in the exercises.

We also get requests for information from NEMA, from the Governors Association, and other stakeholders. The exercise documentation is also supporting the accreditation, the emergency management accreditation, the EMAP file. And then also of course grants and audits.

Slide 39 is the grant reporting table. This is what we have to fill out and submit FEMA every quarter for all the exercise happening across the state. And it's a part of the handouts that were e-mailed out so you can probably see it a little bit better than what's on the slide.

But each quarter, we have to report a number of exercises by type, how many of those exercises were identified on a TEPW calendar, the number of EMPG funded personnel, how many of those personnel are participating in how many exercises, a name and description of the exercise and if those exercises are aligned to your county EOP.

We also have to report the number of After Action Reports, corrective actions, and progress toward completing those improvements every quarter for each type of exercise.

Slide 40, some available tools and resources that are out there.

Slide 41 is a screen shot of our Web site and where you can find the resources and tools online. The application, if you want to submit to use the real incidents for an exercise, the quarterly report forms that go to Bret, the KDEM shortened AAR template is out there online. The HSEEP templates are on the llis.gov Web site. If you have trouble locating those, let me know and I can forward you the template. I have them downloaded onto my desktop.

The NEXS (the National Exercise Schedule) and the CAPS (the corrective action program) that are part of the toolkit are still down and under construction. So those aren't up yet, but the rest of the HSEEP tools and templates are on the llis.gov Web site.

Slide 42, coming soon, the Exercise Library. This has been a popular request. It's a library of pre-canned exercises that will allow you to search in a card catalog by exercise type, title, capability, target audience, objectives and scenario. The database for the library is built. I'm just working on cleaning it up so it's in a user friendly, more readable format that we'll put on the Web site.

And if you see, so you can go and search the card catalog for an exercise that meets what you're wanting to do and then you can e-mail me and Keith and we will reply back with the templates that we have on file for that exercise.

Slide 43, if you have an exercise to contribute for the library and you want to share that with others, please share that with us and send those materials to the g-mail account.

If you have a SitMan, MSEL, player handbook, anything that would help another county or help a partner in developing an exercise, we definitely want to share that with each other. So, if you have that, please send that to the library.

Slide 44 exercise program goals. We want you to build strong emergency management program and using exercises and opportunities to do that and it will help advance this program forward. So, if you are struggling and you need help, please ask. Ask me, ask Keith Jeffers, your regional coordinators has been a great resource for you as well. So, if you are struggling and need help, ask.

Slide 45, putting a plug in there for our training courses. We do have HSEEP on the calendar in July and again in December. Design for discussion based exercises, we have one coming up in March in Iola. If you know of anyone who needs to enroll in that, please do so. We need to get the minimum enrollment for those discussion based classes. So if you know of anybody who needs that class, please sign up for the one in Iola.

We also have two of the – or, I'm sorry, two of the design for operations based planned in May and October. Again, if we cannot fill those discussion based classes, we will not have enough people to fill the op based class because discussion based is a pre-req for ops based. So, please fill those classes and come out and join us for that training.

So, slide 46, Ginger, if – we're ready to accept questions. If you guys have any questions, I think it's star one to be put into the queue.

Operator: Yes. If you would like to ask a question, please press star one on your telephone keypad.

You do have a question from Doug Barlet.

Doug Barlet: On the training for discussion based and ops based, do you have to have HSEEP before you can go to either of those?

Cait Purinton: Yes. The way it progresses is the HSEEP is a pre-req for the discussion based and then the discussion based is a pre-req for the ops based.

Doug Barlet: At this point, do you have any idea of where the July HSEEP class may be given at?

Cait Purinton: I don't know that we have locations identified yet. Erin is in the room. Erin, she's saying no.

HSEEP, as I'm sure you have heard, changed in April of last year. And we are still waiting on the final versions of the new training materials. We were told that they would be out in March of 2013, so we are so hopeful that that's going to happen.

The – one of the changes of the HSEEP training course that's coming out through EMI in Emmitsburg is that the states will continue to offer HSEEP in a classroom format just like we always have.

But another tool that will be available for you to do the HSEEP if you cannot travel is EMI is going to offer HSEEP through an Adobe Connect session where basically you will take the class virtually through like a webinar type format. And I think they have those scheduled on a monthly basis through EMI. So, if you can't travel to one of the classroom based sessions that's being offered in the state, you do have the opportunity to take it through Adobe Connect with EMI. And it's not the independent study classes where you just click next to the bottom and progress to the screen. That's actually an interactive online class.

Doug Barlet: All right, thank you.

Operator: Your next question from Mike Baughman.

Mike Baughman: Yes. In the Kansas City region, we have regional TEPW that includes both side of the state line. Can we use that as our TEPW?

Cait Purinton: Yes. Yes, and you guys have. I've received the 2013 one from MARC.

Mike Baughman: OK. So we don't need to have an individual county TEPW on top of that?

Cait Purinton: Yes. I mean, it includes Wyandotte County as part of that region, right?

Mike Baughman: Yes, it includes eight counties, three in Kansas, eight in Missouri. We've also submitted our own individual TEPW on top of that. So you're saying there's no longer a need for our own specific county to do one all by itself?

Cait Purinton: If your county is included as part of the regional report...

Mike Baughman: Yes.

Cait Purinton: Yes, yes, because I have the one from MARC that you guys did last year.

Mike Baughman: Well, that's great. That's something else off our plate. Thank you.

Operator: Again, if you would like to ask a question, please press star one on your telephone keypad.

Your next question is from Mickie Helberg.

Mickie Helberg: I was just curious on how often Crisis City is going to hold the full scale exercises. Is it going to be once a year, once every two or three? What was the timeframe?

Cait Purinton: Once a year.

Mickie Helberg: Thank you.

Cait Purinton: We hope, as funding allows. We did the one in May and then the full scale for 2014 is going to be part of the Vigilant Guard exercises that the National Guard is doing at Crisis City and that's in August.

Operator: Your next question is from Dan Robeson.

Dan Robeson: Hi there. Yes, I was wondering I assume if the requirement to submit the quarterly exercise information is quarterly throughout the year without respect

to where we are with that EMPG fiscal year? You know, sometimes in, you know, in the past, we've, you know, EMPG documentation and all that kind of has its own schedule for getting it in and – but I'm assuming that these requirements it's recommended that we just provide this information quarterly regardless of where we are with the current grant. Is that correct?

Cait Purinton: Yes. You know, I'll let Bret answer that.

Bret Rowe: Exactly, Dan and everybody else. Especially starting with this exercise stuff. Like Cait said earlier, we will very soon beginning this system online where you guys can submit your stuff. And we really, like I said, starting with the exercise stuff especially want to get in the habit where you guys are submitting stuff year round not waiting. In the past years, we waited until we – as we got the grant from FEMA and then without the application packages to you guys and then you submitted all your stuff and then we told you, “You had noticed to proceed and you have project with us.” Well, as you well know, that condenses down a year's worth of activities and submissions into like three or four months. And that makes it very hard for us and for you guys also.

So, we're trying to step by step we'll get in the cycle of where you guys are looking at this as a going concern year after year. And you guys will just go ahead and submit your stuff quarterly year round.

Dan Robeson: OK, thanks. And then I have one another question, it has to do with NIMS CAST. I'm assuming unless we hear otherwise, there aren't any local requirements for that right now?

Erin McGinnis: What I can tell you is that NIMS CAST, the NIMS CAST program itself has gone away. The program that they said was going to replace that with what's called PrepCAP is not going to be brought online.

However, as a state level, we still are reporting and it appears that as we go forward, they will – we will at some point be tasked to reach back down into the county level as we have in the past with NIMS CAST. So, I would encourage you to continue gathering that information. As of right this moment, I don't have a form or a Web site to give you, but that was at our FEMA Region 7 meeting.

The big push in the NIMS side this year seems to be in resource typing. So if you are working on CRMCS and getting your resources put into that program, that is where we – that's the repository that we as Kansans use.

Dan Robeson: OK, thanks.

Erin McGinnis: You're welcome.

Operator: There are no other questions in queue at this time.

Terri Ploger: OK, if there's not any more questions, I do reiterate always good thoughts and questions come after we hang up, please if you have anything that comes to mind that you – that raises a question, feel free to contact us. Our contact information is at the end of this presentation. Cait has been receiving some after the fact after the calls. Please we want to make sure that your questions get answered and that we provide that to you. We will also share those questions that you provide to us with everybody else across the state.

Again, I just want to say thank you for participating in this. I think these conference calls alleviate a lot of travel time and serve as a good resource for us to share information and have meetings such as this. Don't be surprised if this kind of meeting format happens more often as guidance and different things occur in the future.

Again, thank you and without any other questions on the plate, I'll let the call go.

Operator: Ladies and gentlemen, this does conclude today's conference call. Thank you for participating. At this time, you may now disconnect.

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