

KANSAS DIVISION OF EMERGENCY MANAGEMENT

Moderator: Cait Purinton
February 12, 2014
9:00 a.m. CT

Operator: Good morning. My name is (Tam) and I will be your conference call operator today. I would like to take this time to welcome everybody to the EMPG Grants Exercise Program Overview.

All lines have been placed on mute to prevent any background noise. And at the end of the speakers' remark, there will be a question and answer session.

At this time, if you would like to ask a question, please press star then the number one on your telephone keypad. If you wish to withdraw your question, please press the pound key. And now I would like to turn the call over to our host, Ms. Cait Purinton.

Ms. Purinton, you may begin your conference.

Terri Ploger: Good morning everyone. This is Terri Ploger. I am going to start off with the roll call. I hope that we still have everyone joining us. I apologize for the delay in this. I know that you signed in via the teleconference host, but for our sake here in the room, I wanted to be able to just do a roll call to find out who is on the call and who is actually sitting with you. Obviously, that doesn't give us an accurate picture with just calling in.

Again, I apologize. We're going to get started and move through this as quickly as possible. I'm going to do the roll call by county that basically registered into KS Train on this event. And those county names will not be in any kind of order. So, I've asked you to just follow me and let us know who is

on the call and who is sitting with you in the room to listen to today's conference call.

First, I like to start of with Cherokee County. Conference operator, you could put the – unhold the mute.

Operator: All lines are now currently open for the roll.

Terri Ploger: Thank you. Cherokee County?

OK. Allen County?

Geary County?

Sedgwick County?

Cody Charvat: Sedgwick County is here. Cody Charvat.

Terri Ploger: Great. Thank you.

Garry Berges: Hey, Garry Berges just with Geary County. I'm here. I just couldn't get to the phone fast enough.

Terri Ploger: Great. Thank you, Garry.

Sumner County?

James Fair: County, James Fair and Colette Pottier.

Terri Ploger: Great. Thank you.

McPherson County?

Darren Frazier: Darren Frazier and Julie McClure.

Terri Ploger: Great. Thank you.

Russell County. Russell?

Jefferson County?

Barton County?

Amy Miller: Barton County. Amy Miller.

Terri Ploger: Great. Thank you.

Johnson County?

Marshall County?

Cowley County?

Brian Stone: Hi, Terri. This is Brian. I've also got Lynn Nichols here with me.

Terri Ploger: Great. Thank you.

Coffey County?

Pottawatomie County?

Chris Trudo: Chris Trudo, I'm by myself.

Terri Ploger: OK. Thank you.

Woodson County?

Scott Wiltse: Yes, ma'am. Scott here.

Terri Ploger: OK, great. Thank you.

Are there any other counties represented on the call?

Kathleen Fabrizius: Yes. Trego County. Kathleen Fabrizius.

Terri Ploger: Great. Thank you.

Beth Reed: Republic County. This is Beth Reed. I have a cold.

Terri Ploger: OK, Beth. Thank you.

All right. Any others?

OK. And I know that we may have some join in throughout the call. We won't be able to ascertain who those are until the end of the call. We appreciate the roll call and those that are participating. I just want you to know, in the room, we have Cait Purinton, myself Terri Ploger and Bret Rowe is here in the room, and also Keith Jeffers is on the call itself, too. Is that right, Keith?

Keith Jeffers: Right. And also, Dennis Coltsden and Joe Pruitt are listening in.

Terri Ploger: Great. Are there any other regional coordinators? OK.

Nancy Lamb: This is Nancy. I'm on the call.

Terri Ploger: Hi, Nancy. Great. Thank you. OK.

The regional coordinators have been with us throughout these calls. So we appreciate their support.

I just want to go ahead and get started. I know – I apologize again we're late to start but we have some good information we feel. I wanted to start out the call myself, as you know, exercises really are a key part of, I think, what we do in our jobs. And I just kind of want to go over a little bit at the beginning to kind of set the framework for today's call.

We're going to look at, actually, exercise requirements. I know that we've had in the past several different questions that have come up. And I think there's a lot of different things that have happened over the past couple of years, especially as exercise requirements changed.

We just wanted to make sure, sending out the strategies for this year, we wanted to be able to have these meetings. And this is technically a meeting on a conference call that we want to make sure that we clearly outline any questions or any kind of exercise expectations that we have regarding the EMPG guidance and the counties that participate in the EMPG program.

We realized there's a lot people that are not EMPG funded that actually participate in this as well, and we really do like that.

We're also going to try to go over – we're basically going to go over exercise documentation, just kind of set for some of the guidance that we put out there and just mainly clarify any questions or other things that you might have regarding that. We're also going to talk about some of the tools and resources that we've gotten in place and that are coming in the near future. So, we wanted to highlight some of those things so that everyone is clear on some of the program directions that we're taking.

Again, we're going to give you the presentation. We're going to provide that. And please, as we go along if you have questions please jot those down and we'll hold a question and answer session at the end. We want to make sure that we capture all of those. We are, so everyone knows, we're recording all the frequently asked questions that come from these calls. And we will be posting them at the conclusion of today's session, possibly this week, on our Web site, so that we can make sure everyone has heard the call, the questions and the answers to those.

So, at this time I'll go ahead. And what we do as part of the slides, I think all of these slides have been sent to each of you. We'll name off the slide numbers that we're on. And we'll just ask you to proceed through the slides as we go through them. There's also some handouts that came with those slides and we'll refer to those periodically through the presentation.

OK. Again, I stress that, you know, obviously exercises are important. I don't think that we look at exercise requirements as the priority. I hope that we see that exercises are our true benefit to our programs and that it helps us to support all the preparedness efforts that we do in our communities and in our state. And it helps us to advance our program further down the road, and especially look at those areas that we don't normally experience on a day-to-day level and actually put into some plan, training, and practice, so that we make sure that we are ready if anything were to occur.

That's slide number five. I want to go to slide number six. I don't know if those have been in our exercise classes in recent years, has seen my visuals. I'm glad that Cait put this – my thoughts onto paper. This is kind of how I point out progressing exercise programs and just emergency management programs in general.

Our roles as emergency managers are really to take our programs from point A to point B and beyond. We really see that the exercise program can be formed to meet any needs that you want to in your overall emergency management program.

So, we're continuously moving through this process and trying to better our readiness in the State of Kansas.

Slide number seven. What we're going to talk to the day on the conference call is primarily the 2014 exercise guidance. We do look at – we're hearing that the exercise guidance for 2014 is going to be released possibly in March. We don't know the exact date or if that's even a true statement, but we want to make sure that you know that at least the latest information that we have. Don't hold us to that please but that's just the projection that we're hearing.

Again, we want to look at these exercise expectations regarding 2014 so that we're ahead of the curve and we want to make sure that all these expectations and requirements are out there. And if there are any open questions that we make sure that we address them here.

With that, I'm going to turn it over to Cait Purinton. She's going to talk about the overall grant requirement on slide eight.

Cait Purinton: Good morning. Thank you everyone for calling in. We appreciate your patience with the technical difficulties this morning. So thank you for everyone for sticking through that and staying with us for the call.

I'm on slide number nine. The guidance that FEMA gives to the state. This is what we fulfill here at KDEM at the state level, is the annual Training and Exercise Plan Workshop, the TEPW, with a Multi-year Training and Exercise Plan. We do one exercise a quarter plus an annual full-scale exercise with a

written After Action Report and Improvement Plan for each exercise. And then we also submit quarterly reports to FEMA with our individual activity for exercises, as well as a data table that is submitted every quarter. And that data table was part of that hand outs that went out in the e-mail and we'll about that in more detail later in the presentation.

On slide number 10, how we translate that guidance then from KDEM to the locals is the annual Training and Exercise Plan Workshop, the TEPW. Two exercises a year in addition to the TEPW, and After Action Report and Improvement Plan for each exercise, and then the quarterly activity reports that go to Bret.

So we'll talk about that stuff in a little bit more detail. We'll move to slide 11. The TEPW is an annual requirement. So, every year looking at that multi-year planning for the future planning. Some people do three years, some people do five years. That's really up to you in terms that how far out you want to take that plan. But looking to the future of what you're going to do for exercises.

So, an exercise that would be conducted in 2013, you would plan for 2014 to 2016. And then when you do the TEPW again at 2014, you would be planning then for 2015 to 2017. If you want to do two years, three years, five years, up to you.

We are looking for the TEPW for engaging your community partners working for where we can collaborate, where we can share resources with our community partners. The hospitals and health departments also have TEPW requirements that they fulfill for their grants. So are we working with all of our partners to plan those exercises for our whole community?

A best practice that we've have seen across the state, a lot of counties are doing their TEPW at a regularly scheduled LEPC meeting. And that seems to be working very well for a lot of people. All the people you need to be a part of that TEPW are already there at the table at the LEPC meeting. So it's a good opportunity to capture that audience while you have them there.

Slide 12, the documentation to be submitted for the TEPW is the multi-year calendar and then a roster of attendance showing those whole community partners that you are working with. Some people have submitted the meeting minutes. For example, if they did it in an LEPC meeting, showing who was there and who was in attendance and how you guys worked together at the local level. And then a list of your priority core capabilities.

If you want to identify three capabilities, if you want to identify five capabilities that's up to you on what it is that you want to focus on. What are your priorities to work on for your exercises in your community? At the state we have six priority capabilities that we identified.

So looking back at that FEMA core capability list, do you want to focus on emergency coordination? Do you want to focus on emergency public information and warning? Are you focusing on fatality management? What are your priorities for your exercise program? That will also help us at that state level if we know what your priorities are. That kind of – can help us gauge our priorities and where we may need to offer technical assistance as well.

I'm moving on to slide 13 now. In addition to the TEPW, conduct or participate in at least two exercises. A tabletop exercise, a functional exercise or full-scale. It is no longer a requirement to do a full-scale every five years. I know that it used to be part of the previous grant requirements but it is not in the current requirement. We are fulfilling that requirement through the state with the annual exercises that we have planned out at Crisis City.

If you would like to do a full-scale exercise in your county and if you feel like you are ready for that and your community partners are ready to support a full-scale exercise, we would certainly encourage you to do that. It's just no a longer a requirement that it has to be done.

Seminars and workshops are acceptable for one of your two exercises if your EOP has been updated or if you're presenting those changes to your stakeholders. For example, a lot of you have been doing EOP workshops with

your LEPC. Again that's another best practice and great opportunity to engage your community partners in what's in your county plan.

When we talk about tabletop, functional, full-scale, all these different types of exercises, we do ask that you refer back to HSEEP for the definitions of those exercises in what we mean when we say tabletop versus workshop or functional versus full-scale.

Slide 14, what does participate mean? There's a lot of different ways that you can participate in an exercise. You can be a player, a facilitator, a controller, an evaluator, being a member of the planning team. There's a lot of different ways that you can participate and be a part of an exercise.

The only thing that we don't have specifically listed on here is being an observer. By definition, an observer doesn't participate. They do not have an active role in the exercise. So we do ask as your participation that you're taking an active role in those exercises.

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

Slide 16, just some review here. What is an After Action Report? What is an AAR? It's that summary of key information related to the exercise evaluation, going back to the overall performance of the capabilities and the objectives that you set out to achieve. The length, the format, the development timeframe for putting together that After Action Report is entirely up to you.

The HSEEP was updated in April of 2013. And when those updates came out, one of the changes that they made was to take out the line item that said the After Action Reports had to be completed in 90 days. That is no longer in there. They're now saying that the timeframe, that deadline for writing the After Action Report, should really focus more on the extent and the scope of the exercise.

Slide 17, the basic core elements of an After Action Report, an overview of the exercise, the analysis of the core capability. It's getting into that root cause of what happened, what was supposed to happen, was there a difference and why? Identifying those corrective actions, some things that we can do better next time, but also identifying those areas of strengths of what went well and what we're doing successfully.

Appropriate appendices that you may want to include in your After Action Report, the Improvement Plan matrix, and we'll talk about the Improvement Plan on the next slide, and a participant list. A lot of you, if you're using your accountability system include the InterTrax report as part of the sign in sheet or an appendix to the After Action Report and that seems to be working well for people also.

Slide 18, what's the Improvement Plan? The Improvement Plan is where we identify those concrete actionable stuff for what we want to improve. How do we want to progress that program forward? Like Terri was talking about earlier, how are we moving from point A to point B to point C? How are we moving forward and making those corrective actions?

The Improvement Plan also assigns responsibility and establishes a target completion date for getting those tasks done. In the e-mail that went out with the handouts, there was sample Improvement Plan in there. That's just one sample. There are many different templates available for you, but that's just one way that you could look at doing that.

And then we've got a little box on there if you haven't heard that acronym before, POETE. When we talk about Improvement Planning, are we identifying those corrective actions as a planning issue, an organizational issue, equipment, training or exercise?

Slide 19, the After Action Report and Improvement Plan is for you. Oftentimes, we'll get some calls from people asking what they need to put in the After Action Report, but it's not for us. It's for you and what's for your community and what works best for what it is that you're trying to achieve with your exercise program.

The style and the template and the format is your choice. That's up to you. I've seen it done a lot of different ways. Many of you use the KDHE After Action Report template doing exercises with your hospitals and health departments, and that's great. We have shortened AAR template that we have here. The HSEEP toolkit has a template available.

I've seen hundreds of different templates and there's lots of ways that you can do it. So whichever one works best for you is acceptable.

What we're looking for is the process. And if you can see I'm doing my air quotes, "process" that has identified what went well and the strategy to improve those corrective actions.

Slide 20, just to recap what those deliverables are for the exercises are to do the TEPW annually with the multi-year 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 with your quarterly reports.

Slide 21, exercise program manager. With the handouts that were e-mailed, there was a list of exercise program managers. And I know that list is a couple of years out of date. So we're working on getting that corrected and updated.

So, many of you have been sending me updates. Thank you. Please keep those updates coming so we can get this list up to speed. So if you have not done so in past grant cycles, identify an exercise program manager, that person must attend the HSEEP training. And we do encourage them to attend and design classes for the discussion based on the operations based exercises.

Slide 22. Using real incidents for exercise credit. Our exercises help us prepare for real incidents. That's why we do with them is to help prepare for the real deal. So when something happens, you know, we should be using that as an opportunity to identify those corrective actions and what's working, what's going well to identify our capabilities across the state.

So if you have a real incident that's an extraordinary opportunity to test your local plans, policies, and procedures. Something that is above and beyond those routine response calls. Something else to consider in that is if there had been a county declaration of disaster, you can submit those to substitute a real incident for an exercise.

On slide 23, if you have a real incident that you would like to submit for exercise credit, we do have an application on the Web site that you fill out and submit that with the After Action Report / Improvement Plan, any other supporting documentation as well. And then that application is then reviewed by a committee made up of exercise program staff, regional coordinators and response and recovery action staff here at KDEM. So it's not just one person making that decision but it's reviewed by a committee of whether to accept that for an incident for your exercise.

You cannot use a real incident in two consecutive grant years unless that second one is included in a presidential disaster.

Slide 24. We're going to talk a little bit more about some of the frequently asked questions that we get. Hopefully it answers some of the questions for you.

Slide 25. What if we did a regional exercise? Does that count? Absolutely. A lot of you across the state are doing regional and multi-county exercises, and those have been very successful for you, not only in building partnerships but for sharing your resources. So we do encourage you to continue to do that.

You can do one After Action Report that addresses the whole exercise, how you guys are testing that as a regional capacity or how you're testing those MOUs. But each county still has to complete an Improvement Plan matrix that is specific to your jurisdiction.

Slide 26, what if I was an evaluator or a controller for another county's exercise? Again, this is another best practice that a lot of you are doing, being evaluators for each other kind of a – if you scratch my back I will scratch your back kind of situation. So you can do that and count that for one of your two exercises if you submit an Improvement Plan that shows corrective actions

that will be made to your county based on what you learned and attending that other exercise.

So say for example, if you attended another county's exercise as an evaluator and you really like how they laid out their EOC, or how they organized their briefings to their elected officials or to the media, or how they did their notification and call down procedures. If you want something from that that you would like to make corrections or make improvements in your county, document that in an Improvement Plan and submit that.

Slide 27. What if I participated in my public health or hospital exercise and they submitted it to “the state”? And, again, I'm doing my air quotes with “the state.” The local health department and the hospital and submitting it to “the state” means it went to KDHE not KDEM.

There is no joint file sharing system among all the different state agencies. I cannot tap into KDHE's file or I cannot tap into KDEM's files or the highway patrol files or all the other state agencies that you guys work with and see what they have in their files. So I only have access to what is submitted to us.

So ensure that when those After Action Reports and Improvement Plans are submitted to “the state” that we are receiving a copy of it at KDEM. And then in those After Action Reports/Improvement Plans, making sure the local emergency – local emergency management program is included in the After Action Report.

Slide 28. What if I participated in another agency's exercise and they won't share the After Action Report with me? There have been cases where many of you have done exercises with law enforcement partners for example, and some of their After Action Reports are classified in a way that they are not distributed or shared. We understand that because that is sensitive information for some of those operations.

So in those cases, there is still an opportunity for you to identify those corrective actions for your county plans. So we do ask that you submit an Improvement Plan at least identifying what you can apply to the county EOP from that exercise.

Slide 29. What if it was a state exercise or the state was there? When we do state level exercises, the After Action Report and documentation that follows address those broader state level issues, and they do not get into individual county needs unless the host jurisdiction has told you that they are going to address those local individual county needs within the Improvement Plan. So kind of like what we were talking about with the regional exercises, you can do one After Action Report that addresses the broader, larger exercise but then each jurisdiction needs to write their own Improvement Plan and submit that.

Slide 30. What if I sent my stuff in and KDEM lost it? This has happened and we do apologize. I know there are some of you on the call that have fallen through the cracks, and we do apologize for that. We are working to implement systems and processes so we can avoid those problems in the future. So we do acknowledge that there were some issues and we apologize for that. Not that I'm making excuses or justifying that it happened, but just an explanation for where things could've fallen through was in about a year to a year and half timeframe, we had some staffing turnover at the state. They changed servers where we store all of this information and they also changed our e-mail system to the e-mail addresses that stuff was being submitted to.

Again, I'm not making excuses and I'm not saying that that justifies the problem but we do apologize for those of you who did have stuff lost.

Slide 31. When we're talking about exercises, the question that we're really asking is, did it test your county plans? Did it provide a test of your capabilities of what you have at the local level? There is not a one size fits all solution for how exercises test those plans. Again, going back to what Terri was saying earlier about progressing our programs from Point A to Point B to Point C, everybody is at a different place in that spectrum. And we have 105 counties with 105 different needs and 105 different ways to do things.

So there's not a one size fits all solution on how do this. So, we mean that in saying that we're willing to work with you in identifying where you're at in that A to B to C and what we can do to help you keep moving forward.

Slide 32. Just going over some common questions of does this count as an exercise? Training courses are training. They're not an exercise.

Slide 33. Meetings and conferences. Attending a meeting is not an exercise, however there are a lot of conferences and meetings that do include an exercise component. Again, using those LEPCs as an example and as a best practice, a lot of you do tabletop exercises and EOP workshop at your LEPCs, and that's great, and we want you to keep doing that. But simply attending a meeting is not an exercise of the plan.

If you attend a conference or if you attend a meeting in which there is an exercise conducted, we still ask that you submit an After Action Report and Improvement Plan for that exercise component.

Slide 34, common misunderstandings with the documentation. Submitting an in After Action Report or an Improvement Plan that does not include your county. Again, going back to the moving your programs forward and progressing to make those improvements, are you identifying corrective actions that are specific to your jurisdiction?

Blank or partially completed Improvement Plans or After Action Reports, I do open them and look at them. So, just keep that in mind.

Submitting just the sign in sheet only or the quarterly individual activity reports to Bret, we still need you to submit those. But again we still need the After Action Report and Improvement Plan, again, going back to those corrective actions for how we're progressing and moving forward the process.

All right. Situation manuals, scenario injects, exercise evaluation guides. Many of you submit those things and that's been very helpful for us in building our exercise library, and I'm going to talk about that in a few more slides. But, again, for the exercise itself, we have to report on those After Action Reports and corrective actions. So please include that as well when you submit the exercise materials.

Slide 35. Who's responsible for all of the documentation and reporting on all these exercises? I think we all are. The little picture with the guy pointing,

he's pointing at me too. So, we're all equally responsible and we all have a share in this. So working together to make sure that your needs are met and that we've got what we need to report back for the grants.

Slide 36. Who do I send my stuff to? We are working with a contractor to set up a Web site. So we're going to move to online reporting for the exercises, for uploading your After Action Reports, your Improvements Plans and the sign in sheets. When you upload stuff into the system you will have visibility of what was submitted for your county. So if you ask "Cait, did you get my After Action Report for XYZ exercise?" Or "Did I send in the sign in sheet for that?" You will be able to log in to the system and see exactly what's been submitted for your county.

Once we get the Web site up and going we will offer training on how to use it. Once that Web site is running and we conducted all the training, documentation will be accepted to the Web site and the Web site only for the exercises. Right now we just have way too many venues that stuff us coming into us, and it's very difficult to manage. So we are going to go through online reporting.

We don't have a drop dead date yet of when that is going to be completed other than just as soon as possible. We are meeting with the contractor weekly, and I can assure you she is working quickly but also very thoroughly on getting that Web site up and running to make sure that it works just how we want it to work.

Slide 37, up until we get that Web site completed, submit the After Action Report and Improvement Plan and the TEPW documentation to the gmail account at kdem.exercise@gmail.com. The individual exercise participation forms are submitted quarterly to Bret.

Anything that you submit up until we get the Web site up and running, we will go ahead and load that into the system for you so you won't have to do that retroactively. And then when you load stuff into the system, you should get a notification from the Web site saying, "Thank you KDEM you have submitted

these four documents." And then you will get another notification when those have been read and approved by KDEM.

Slide 38. How are we using your information? What you're sending in is not just going into a black hole abyss at KDEM. We're actually using the information in a lot of different ways. One of the things that we do is it helps us target training and technical assistance based on what your needs are. For example, active shooter has been a very popular topic in the last year and we've been seeing a lot of exercises come across for active shooter. So that can help us to identify that maybe we need to bring in some training or some other resources to support active shooter capabilities, response capabilities.

We also get requests for information from NEMA, the Governor's Association and other stakeholders. The EMAP, the Emergency Management Accreditation Program, the exercise reports have been a big part or a big supporting component of EMAP. And then also for the grant reports and the audits.

Slide 39, the grant reporting table. Again, this was in the handouts just so you guys can see what it is that we report on every quarter to FEMA and see how we use your information.

So, every quarter we have to report by the number of exercise, how many of each of those exercises have occurred in the state, how many of those were identified on a TEPW calendar, how many EMPG funded program personnel there are, how many of those people participated in how many exercises, and name and description of the exercise, and then identifying if the exercise is the county EOP. Then we also report by type of exercise, the number of After Action Reports and corrective actions identified and the progress towards completing those corrective actions. So that's what gets reported on a quarterly basis to FEMA.

Slide 40, just a review of some available tools and resources to help you at the local level with your exercise program.

Slide 41 is the screen shot of what's available on our Web site. The quarterly report forms, the After Action Report templates, the application to use a real

incident. That's all available online. Also if the HSEEP Web site, if you have difficulties finding something on the Web site, let me know, let Keith know. We've got the materials downloaded on to the desktop. So, if you can't find something online, just e-mail us and we can send you a template or a copy of it.

NEXS, the National Exercise Schedule, and CAPS, the Corrective Action Programs System that are part of the HSEEP toolkit are still down. And I know that FEMA is putting together some working groups to identify improvements that they can make to those systems. But the HSEEP templates themselves are on the llis.gov Web site, but the actual NEXS and CAPS components of the toolkit are still down.

Slide 42, coming soon, the exercise library. We have a library of pre-canned exercises that you can e-mail us and we can send back to you a situation manual, a MSEL, an evaluation guide template, whatever it is that we have on file. This has been a popular request so this will be completed soon. But we will put a card catalog document on the Web site that you will be able to search by title, types of exercise, capabilities, target audience, objective and scenario.

Slide 43. The exercise library, I do have that database put together. Right now it's just a matter of working on some of the formatting to get it cleaned up so it'll be easy to read when we put the catalog on the Web site. But if you have anything to contribute to the library or any exercises that you would like to share with others, please send those to us so we can include those in the library and make that as a resource that's available to all of us.

So, if you have a situation manual, ExPlan, MSEL, EEG templates, player hand book, anything that you have for an exercise that you've developed that would help other local partners, please share those with us and we will put them in the library.

Slide 44, exercises program goals. We want you to build strong emergency management programs and using your exercises as a tool to help you do that. So, if you're struggling or if you have questions and you need help, please ask.

I'm here as resource. Keith is available as a resource. Your regional coordinators have been a wonderful tool for you to provide technical assistance as well. So, if you're struggling or need help, please do not be afraid to ask.

Slide 45, to put a plug in there for some of our training courses. HSEEP, we do have class coming up in July. We have another one on the calendar in December. We also have classes coming up for the discussion based exercise design, and the exercise design for operations based as well. The class coming up in March in Iola, if you know of anyone who needs the discussion based design class, please, please, please enroll.

If we do not have the minimum enrollment we unfortunately have to cancel those classes. And then if we cancel discussion based classes that then reduces the availability of people to attend the ops based class because the discussion based class is a prerequisite. So if you know someone who needs the discussion based class please, please, please get enrolled in this.

At this time we will go ahead and open it up for questions. So, operator, if you can – I think it is star one for people to be put into the queue for questions.

Operator: Yes, ma'am, it certainly is. And as a reminder, if you would like to ask a question please press star then the number one on your telephone keypad, and we will pause just one moment to compile the Q&A roster.

And it looks like we do have a question from the line of Chris Trudo.

Chris Trudo: No you don't. This is Chris. I have no questions.

Cait Purinton: OK thank you.

Chris Trudo: No problem.

Cait Purinton: Also Terri mentioned this at the beginning of the call. After the call, if you guys think of questions, call me or e-mail me. And we are creating a frequently asked question document based on all those follow up questions that we've been getting in addition to the questions that we've been getting on

each one of these phone calls. And we'll make sure that we share that frequently asked question document with everyone so you guys can hear what questions and conversions happened on the other three phone calls.

Operator: And your next question comes from the line of Cody Charvat.

Cody Charvat: Hi Cait. If we could start on slide 15, there was a word that you used on there that wasn't on the slide, and I just want to make sure I heard you right and I don't misinterpret what you said there. Have you got it up?

Cait Purinton: Yes I've got it.

Cody Charvat: OK. It says both AARs and IPs must identify actions for your county. And then you said or emergency management program. So the reason I bring that up is like I just participated in a health department exercise as an evaluator that had no real tie in to my emergency management department. But if I understand you correctly, that still counts as credit for an exercise because it deals with our county's health department plan, not necessarily the emergency management plan. Am I misinterpreting that or is that correct?

Cait Purinton: Well, it would count as one of your exercises.

Cody Charvat: OK.

Cait Purinton: You know, and think of it as when we look at our EOPs, your ESF 8 is part of your EOP, is it not?

Cody Charvat: Yes. Absolutely.

Cait Purinton: So that would be part of your emergency management program because that does support your county.

Cody Charvat: OK. All right. Well, the reason I just want to clarify because then on – like on the slide 27, when it talks about using public health or hospital exercises, it then did specifically state on the third dash line there, including a local emergency management in the AAR/IP. And that just seem to me possibly a slight contradiction between the two slides. So I think your explanation about how ESF 8 folds into management program covers that.

Cait Purinton: Yes. And that's a good point, Cody, thank you. We'll make sure that we get that clarified a little more.

Cody Charvat: OK. And then I had another question from somebody that wasn't able to attend this, and they wanted me to clarify this. On slide 20 when it talks about – well it's just a pictorial representation of what our requirements are there. And I hope I asked this question that it make sense. Is there any difference between the program requirement for the county and the individual requirements? Or are those exactly identical?

Cait Purinton: There is a difference. And we have been – I'll be honest. We've been struggling with how to phrase it in a way that it's not confusing. Because the guidance from FEMA, it's confusing to us as well. So trying to explain that to you guys in a way that is not confusing has been a challenge. So I'm going to – give me a second here. I'm going to pull up the federal – what they say in the federal guidance and I'm going to read that. Let me pull up the page.

Give me a second here. I'm flipping through pages.

OK. All right. So what is in the FEMA EMPG funding opportunity announcement, the FOA, they say that we have to do no less than four quarterly exercises, so one exercise per quarter, and one full-scale exercise in a 12-month period. And that's what we've been doing at KDEM. So we're meeting that requirement for you guys.

Cody Charvat: OK.

Cait Purinton: And this is where it says, “in addition, all EMPG program funded personnel must participate no fewer than three exercises in a 12-month period.” So, where that gets confusing is between the program that receives EMPG funding has to meet the exercise requirements, but then you as an individual, if your salary is paid from EMPG, you have to participate in no fewer three exercises in a 12-month period.

So the quarterly individual participation report form that goes to Bret, that's how we track that. Traditionally, EMPG funded personnel as individuals

meeting those requirements has not been an issue or a concern. By and large, many, many of you at the local level who are funded with EMPG are doing way more than three exercises. So if there is a situation where we see that an individual is maybe struggling to meet those requirements or not making it, then we'll follow up with that on a case by case basis with that individual. But by and large, that has not been a concern or a problem.

Is that clear as mud?

Cody Charvat: Exactly.

Cait Purinton: Exactly. So, basically, your program – so your county, say, Sedgwick County does the TEPW plus two exercises, so that's three exercises total. TEPW plus two more.

Cody Charvat: Right.

Cait Purinton: And then you as an individual, Cody, has to do three exercises of any type.

Cody Charvat: OK.

Cait Purinton: And it could be the same three. So, it would make sense if you went to the TEPW and the two exercises for your county.

Cody Charvat: Right. OK.

Cait Purinton: But we understand that in some in cases people do go and be an evaluator for another county, or then that county comes to be an evaluator for them. And there's a lot of different ways that we can meet that requirement. But it is confusing. And I think a couple weeks ago FEMA did ask for feedback from the states on the FOA and those requirements, and we did provide comments and feedback that that is a confusing differentiation on how do they do that between the program and the individual.

So we did provide feedback that it's confusing. We'll see what happen when the guidance comes out in a couple of months.

Cody Charvat: You answered this sufficiently for me. I can use that to the person – give that to person who asked me the question and I think they'll be happy.

Cait Purinton: OK.

Operator: As a reminder, if you would like to ask a question, please press star then the number one on your telephone keypad.

And it looks like we have no further questions at this time.

Terri Ploger: OK. Thank you, operator. And also thank you to all the participants on the line. Again this is Terri and I just want to – I realize that we kind of started a little late. I apologize for that. But thank you for being with us.

And, again, I reiterate, if you think of something after this call ends, please feel free to contact Cait, Keith, our regional coordinator and just basically ask those kind of questions. I know that sometimes those things come to light after we hung up.

So, again, I appreciate it and we have one more call this afternoon and we will, again, post these different questions out so that everyone is aware of what was discussed on the call.

Thank you and I hope you have a great day.

Operator: This does conclude the conference call for today. You may now disconnect.

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