

KANSAS DIVISION OF EMERGENCY MANAGEMENT

Moderator: Cait Purinton
February 7, 2014
9:00 a.m. CT

Operator: Good morning. My name is Debbie and I will be your conference operator today. At this time, I would like to welcome everyone to the EMPG Grants Exercise Program Overview conference call.

All lines will be placed on mute to prevent any background noise. After the speaker's remarks, there will be a question and answer session. If you would like to ask a question during this time, simply press star then the number 1 on your telephone keypad. If you would like to withdraw your question, please press the pound key.

Thank you. Ms. Purinton, you may now begin your call.

Terri Ploger: Good morning everyone. This is Terri Ploger actually. I am going to kind of start it off the conference call this morning. I first want to say thank you all for participating. I believe a conference call really helps to build some efficiency and just getting some information out to you and helps us to avoid any kind of travel or that sort of thing.

We've had calls and we've had questions and we've had different things that have a reason over the past year or two regarding the actual exercise program and the requirements for EMPG. So that's the purpose for what we're trying to do today, but I'd like to begin by doing a roll call of who is actually on the conference call. How I'm going to do that is listing the county name and we would like of you to respond by who from that county is participating.

Now, this call – I'm going to go down a list that's not in alphabetical order. So this is going to require some attention on all of our part. But I will start and go down that list. Again, please list your name of who is participating on the call.

First county I'm going to list is Harvey County?

Lon Buller: Lon Buller and Gary Denny.

Terri Ploger: Thank you. Grant County?

Male: Which County?

Terri Ploger: Grant County?

Don Button: Don and Vivian Button.

Terri Ploger: Thank you. Franklin County? Franklin County? OK, Marion County?

Randy Frank: Randy Frank.

Terri Ploger: Thank you. Miami County? Miami County? Meade County?

Darcy Gollhofer: Darcy Gollhofer and Randy Blehm.

Terri Ploger: Thank you. Reno County?

Bill Guy: Bill Guy and Todd Strain.

Terri Ploger: Thank you. Riley County?

Laurie Harrison: Laurie Harrison.

Terri Ploger: Thank you. Jackson County? Jackson County? Butler County?

Keri Korthals: Keri Korthals, Jim Schmidt, and Daysha Johnston.

Terri Ploger: Thank you. Coffey County?

Carl Lee: Carl Lee, Russel Stukey.

Terri Ploger: Thank you. Wilson County?

Terry Lyons: Terry Lyons.

Terri Ploger: Thank you. Elk County?

Byrdee Miller-Marcic: Byrdee Miller-Marcic

Terri Ploger: Thank you. Ness County? Ness County? Rooks County?

Butch Post: Butch Post.

Terri Ploger: Thank you. Douglas County?

Jillian Rodrigue: Jillian Rodrigue and Ryan Wolkey may be joining me just shortly.

Terri Ploger: OK, thank you. Saline County?

Hannah Stambaugh: Hannah Stambaugh

Terri Ploger: Thank you. Washington County?

Deb Swoboda: Deb Swoboda.

Terri Ploger: Thank you. Finney County?

Gilbert Valerio: Gilbert Valerio and Michael Paz-Torres.

Terri Ploger: Thank you. Pawnee County?

Mark Wagner: Mark Wagner.

Terri Ploger: Thank you. Thomas County?

Autumn AraSmith: Autumn AraSmith, David Becker.

Terri Ploger: Thank you. Marshall County? Marshall County? Labette County? Labette County? OK. And I'm going to go Franklin County? Jackson County? Ness County?

OK, that is all for the names that we had. Are there other counties that were not registered on KS-TRAIN that are participating on the call this morning?

Pam Beasley: Yes, Terri.

Terri Ploger: OK, who's that? Pam?

Pam Beasley: Pam Beasley with Allen County.

Terri Ploger: Great, thank you.

Pam Beasley: And Eldon Bedene with Crawford County is here.

Terri Ploger: OK, thank you.

J.D. Mersman: Hey, Terri, it's J.D. Mersman with Anderson County.

Terri Ploger: OK. Great. Thank you.

Raymond Raney: Dumb and Dumber with Republic County.

Terri Ploger: What was that again?

Raymond Raney: Raymond with Republic County.

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

Jim Leftwich: Terri, Jim Leftwich is here.

Terri Ploger: OK, I was just going to ask regional coordinators who is all on the call.

Russel Stucky: And you can add Amber Presley to Coffey County. She just joined us.

Terri Ploger: OK.

Dennis Colsden: And Dennis Colsden is here from North Central.

Terri Ploger: Dennis, Jim. OK.

Cathy Hernandez: Terri.

Terri Ploger: Yes?

Cathy Hernandez: Cathy from Southwest.

Terri Ploger: Cathy, great, thank you.

Nancy Lamb: Nancy Lamb with Northeast.

Terri Ploger: Great, thank you. Any other regional coordinators?

Toby Prine: Toby.

Terri Ploger: Toby, OK. Great, thank you. As you can tell, I am thanking each and every one of you again for participating. I definitely really see the value of doing these calls and hopefully this is – you see this as a benefit as well.

We're going to run through some slides that have been provided to you, we do have them. We sent them via e-mail and also they are posted out on the KDEM website just to make sure that we had a double posting of that. We will run through the slides today just basically in a fashion of we'll say we're on slide number one, two, and we'll just kind of continue along those lines. If at any time that that becomes a problem, please mention that. I know that you will be put on hold on that but if there's a query for questions, you can let us know.

We're going to move to slide number three and we're going to really talk about the objectives. Yes, thank you.

Debbie, can you please mute the lines now? We are getting ready to start with the presentation.

Operator: Yes, ma'am, they are muted.

Terri Ploger: Thank you.

OK, slide number three were really – I just really want to make sure that I reiterate what we're trying to accomplish with the conference call. We're really primarily looking at the EMPG guidance and the exercise requirements based on the EMPG funding. We're really going to look at not only that but the exercise documentation. I know that we've had many questions about what that actually looks like, what is needed. We're hoping to answer a lot of the questions that we have received over time related to this.

We really want to get out ahead of 2014 even though we don't have grant guidance yet, but we really want to make sure that we have these conference calls and these discussions to make sure that everybody is really understanding some expectations and that we have an understanding of some of the questions that you have. We want to make sure that you build good solid exercise programs within your counties. And we hope that this process that we're doing this year will help to enhance that.

We're also going to talk about tools and resources, some of the things that we have posted out on the website, some of the different things that we have in the queue as far as developing to help us to build a good program statewide.

I think as we slide to number four, the conference call etiquette, I think that this is – was explained to us by our facilitator. And like I said, if you have questions, please record those in the queue so that we can answer those at the end. We will be documenting all of the calls so that we can produce a frequently asked questions list when we're done with all four calls over the next week. And that way, we make sure that people that were participating on one call and not on another can basically get the information that was all brought forth by the groups that were on the calls.

Going to slide number five, those that know me as far as the why exercises are important, this is one thing that many of you guys I know for years have been really focused on building good solid exercise programs, and I really want to take that and commend each of you that have really used exercise programs to build your overall emergency management program. We know that it supports the preparedness and response efforts.

For our systems in place, we have new partners all the time that are engaging in our programs. We want to make sure that exercises can help to orient people to everything that's going on as well as different changes that are going on. It really helps to ensure that we have a good solid system in place and really building that good preparedness cycle as we move into other phases of the emergency management process.

Now, moving to slide number six, this is a visual that I have in my mind. Cait has been very good at putting that on paper. I really see that as we build our program, emergency management overall statewide, we are moving from A to B to C. We are building and growing constantly. And one of the things that I stand on my soap box and say that the exercise program is a valuable tool to be able to help you build whatever you define your program to be. So, in the different types and phases of exercise development, please know that the value of exercises help you to get that program where you want it to be.

If we move to slide seven, ideally, the grant guidance is really the focus and the foundation of why we're having this call. I don't always look at grant guidance and the requirements as being the most important. Obviously, we really want to stress that you all are committed and very good professionals in the emergency management world that we want to make sure that we understand and are able to relay how the grant guidance is written to support you in building your exercise program.

I state that – I stated earlier that the grant guidance for 2014 is not out yet. We're hearing chatter that it possibly is in March. Obviously, don't hold us to that, but we're looking and wanting to be ahead of that grant guidance to make sure that we have good clear direction of what we're building as far as the exercise program guidance.

As far as we are – what we're stating today is that the exercise guidance for 2014 will be the same as 2013. So, we're not really stating anything new or any changes, but we're just clarifying really what we've had in place in 2013 as we move into 2014 that there's – that we have all the questions and issues resolved before we get too far into 2014.

Each of you have a copy of the grant guidance, I'm sure. We're really mainly focused on pages 11 and 12 of the '13 guidance. I don't know exactly where that'll fall in the 2014 guidance, but please rest assured the information you get today we will make sure that that's what's in the 2014 guidance document when you get that.

At this time, I'm going to hand this over to Cait Purinton and she's going to go over the actual expectations and requirements for EMPG grant.

Cait Purinton: OK. Thank you. Good morning everyone and thank you all for calling in. We'll just kind of move right into this and I'm on slide nine, the guidance that FEMA provides to the states. Just to give you a little bit of background. And these are requirements on slide nine. These are fulfilled by KDEM. To have the annual Training and Exercise Plan Workshop (the TEPW) with the multiyear training and exercise plan.

We also do one exercise per quarter. One full scale exercise annually. An AAR (an After Action Report) and an Improvement Plan written for each of those exercises. And then we also submit quarterly reports to FEMA with our individual exercise activity for the EMPG funded personnel. And there's an exercise data table as part of the grant that we also submit quarterly, and that was part of the handouts that went out with the slides for the e-mail and we'll go over that data table a little bit later in the presentation.

So, that's the guidance that FEMA gives to the states and what we fulfill here at KDEM. And then how that translates from KDEM to the locals and the local guidance that Terri was referencing is that an annual TEPW training and exercise time workshop with an updated calendar. Two exercises in addition to the TEPW. A written After Action Report/Improvement Plan for the exercises, and then your quarterly reports with individual exercise activity, the EMPG funded personnel and those are the reports that go to Bret.

On slide 10, I'm sorry, I forgot to tell you I'd moved next slide.

OK, so, slide 11. Kind of getting into a little bit more detail of what those are. The TEPW (the Training and Exercise Plan Workshop) is an annual requirement for updating your multiyear planning. So, for example, the

TEPW that you did in 2013 would've been planning for 2014 to 2016 or however many years you take that out. Some people do three years, some people do five years. However far out in advance you want to take that. And then the TEPW conducted at 2014 then would be for 2015 to 2017. So, planning out in – you know, years in advance of what we're going to do with our exercise program.

I know a lot of you have exercise series that you lead up to where you say we need to do a tabletop exercise to test certain policies before we lead up to that full scale exercise using your TEPW to think about those things long term and to plan that out.

Engaging your community partners. The hospitals and health departments also have TEPW requirements in their grant. So, engaging your community partners and developing part of that training and exercise plan. Where can we consolidate efforts with our community partners and not being duplicating each other or where can we share time and resources to do that?

Best practice that many of you already do is using your LEPC meeting as a venue for conducting your TEPW. You've already got all your partners there at the table. It's one last meeting you have to put on the calendar out there. So that seems to be working well for a lot of people is to include their TEPW at an LEPC meeting.

On slide 12, the documentation to submit for the TEPW is that updated multiyear calendar. However many years out you want to take that, three years, five years, you know, that's up to you and whatever your needs are. A roster of attendance. If you submit meeting minutes from the LEPC that show that you had community partners there, you know, that's really what we're looking at. Are you working with that whole community, are you working with those partners to develop that calendar?

And then identifying what your priority core capabilities are. So, are you going to focus on fatality management? Is information sharing a priority for you?

There's no set number of how many capabilities you need to identify. If you want to identify three capabilities or five capabilities, again, that's up to you. I think at the state, we have six priority capabilities that we've identified at the state through our TEPW with our partners.

So, just going back to that core capability list and identifying what is it that we – that you were going to focused on as part of your multiyear planning.

OK, I'm on slide 13. In addition to the TEPW, conduct or participate in at least two exercises -- tabletop, functional, full scale. One of the common questions that we get is, if there's still a requirement to do a full scale every five years. And no, we did take that out of the guidance in 2013. So, there's no longer a requirements to do a full scale every five years.

If you want to do a full scale exercise and if you feel like your partners and that your program are ready to support a full scale exercise, we would still certainly encourage you to do that. But it is no longer a requirement that it has to be done.

Seminars and workshops are acceptable for one of your two exercises if your county EOP has been updated and those updates are being presented to your stakeholders. So, say, for example, are you doing like an EOP workshop at your LEPC meeting? You know, you've updated your plan presenting what those changes are to the plan to your partners and sharing that information.

When we talk about seminars, workshops, tabletops, I would encourage you guys to reference back to the HSEEP materials for what the definitions of those exercises are and what we mean when we say seminar and workshop or tabletop, functional, full scale.

On slide 14, what do we mean when we say participate? There's a lot of different ways to participate in exercises. Players, facilitators, controllers, evaluators, being on the planning team, there's a lot of different ways that you can participate in an exercise. The only thing is that we do not have on the list as being an observer. By definition, observers don't participate in an exercise. They're just there to observe. But any other role, we know a lot of you work with your neighboring counties or other counties in your region where one of

you may be an evaluator for their exercise and then you switch and they come evaluate yours. It's a great practice to do that. So, basically what we mean when we say participate, being – having an active role in the exercise.

Slide 15, the documentation for those two exercises. So, two After Action Reports and two Improvements Plans to be submitted for that. Both AARs and both IPs must identify action for your county or for your emergency management program.

Slide 16, what is an After Action Report? Just some review here. Your AAR summarizes the key information that's related to the evaluation of the exercise. What happened with the exercise, what went well, what did we learn? Documenting that overall performance as it relates to your objectives, and again, going back to the core capabilities. The length, the format, the timeline for how you want to develop that AAR is up to you.

When they released the new HSEEP in April of 2013, they removed the item in there that said you had to do an AAR within 90 days. They took that out. So, there's no longer a deadline, so to speak, for when you have to have those done. Again, it really depends on the type and the scope of your exercise and what it is that you're achieving with your After Action Report.

Slide 17, just the basic core elements of an After Action Report, an overview of the exercise, an analysis of the capabilities, looking at that root cause of what was supposed to happen and what really happened and why there was a difference. And then any appendices that you want to include. For example, the Improvement Plan, the participant list. I know a lot of you like to take the InterTrax report of who attended and include that as an appendix to the After Action Report.

Slide 18, what is an Improvement Plan? The Improvement Plan is what identifies those concrete actionable items of what we're going to do to correct those issues that we identified as part of the exercise. So, assigning this is the recommendation, this is how we're going to fix it, who's going to do it, and a deadline for when we want to have that done.

Part of the handouts that we e-mailed out included a sample Improvement Plan. Again, there's a lot of different ways that you can do Improvement Plans, that's just one sample that you can use. And then the little box there, I don't know if you have heard that acronym or the term when we say POETE, but identifying those corrective actions. Are they planning issue, an organization, equipment, training, exercise? Identifying what those needs are, what those gaps are.

Slide 19. The After Action Report is for you. We often get questions about, well, what do you want me to put an After Action Report or people feel like they need to write it for us. The After Action Report is for you. So, however detailed or however much information you want to put in there, that's for you, what's helpful for you, what's useful for you and your jurisdiction to help you guys move from that point A to point B to point C. What's going to help you advance your program?

What we're looking at and if you can see Terri and I with air quotes, “the process” is what have you identified a strategy to implement those corrective actions. The template, the style, the format of how you want to do the After Action Report is entirely up to you. I've seen a lot of different ways of it being done.

I know we have a shortened AAR template that we put together with KDEM that are out there on our website. KDHE has something similar. I know a lot of you guys do exercises with your health departments and hospitals. If you want to use KDHE's After Action Report template, that's fine with us. The HSEEP template that's out there – there's a lot of different ways that you can do it. So, really, it's what works for you.

So, slide 20. Just recapping what those deliverables are for the grant. So, the TEPW annually with the multiyear calendar, roster, and priority capabilities. The two exercises with two AARs and two IPs, and then your individual exercise participation forms that go to Bret every quarter for those EPMG funded personnel.

Slide 21. The exercise program manager, and I sent out a list with the handouts and I know this list is woefully out of date. And a lot of you are even e-mailing me with updates, so thank you very much for that, and we're working on getting that list updated.

So, if you had not done so in past grant cycles, identify an exercise program manager. Who is that one person who's going to take the lead for exercises in your community, in your county? Who's going to coordinate the documentation, who's coordinating the exercises, who's that lead point of contact for that?

The exercise program manager needs to attend HSEEP training. And we would definitely encourage them to attend the design classes that we have for discussion-based exercises and operations-based exercises.

So, again, thank you to those of you who've already been e-mailing me lots of update. Keep them coming so we can get that list corrected.

On slide 22, using real incident for exercise credit. You know, we do exercises basically to prepare for the real deal, right? So, why aren't we using this real incidents as an opportunity to come back and say how did we perform, how'd we do? So, using real incident for exercise credit. Looking at those extraordinary opportunities that have tested your plan, policies and procedures. Something that is beyond your typical routine response call. So, something that's outside the ordinary that really tested your plan. Did you have a county disaster declaration with that incident?

On slide 23. So, if you had a real incident in your county and you want to submit that for one of your exercises, we have an application that's on the website that you can fill out and submit that. And then we have – basically it'll be reviewed by a committee made up of me, Terri, Keith Jeffers, our other exercise officer, and then your regional coordinator. And we will come together and review that and decide yes or no if this incident was something above and beyond, you know, those routine response calls, was it an extraordinary test of your plan.

And you do have to include an After Action Report/Improvement Plan process with your local partners for that real incident. A real incident cannot be used in two consecutive grant years unless the second one is included in a presidential disaster declaration.

We know that there are a lot of real incidents where you guys have had county declarations. And we would definitely encourage you to submit those because I know a lot of them have been out there and a lot have been happening, you guys haven't submitted them. So, we would definitely encourage you to do that.

Slide 24, now we're just going to kind of move into a lot of the frequently asked questions that we hear here at KDEM and hopefully try to answer some of those questions.

So, slide 25. What if we did a regional exercise, does that count? Absolutely. Absolutely, it counts. A lot of you if you're doing multicounty or regional exercises, do one After Action Report for the whole exercise showing how you guys have worked together as a region or showing how you guys have worked together as neighboring partners to test those MOUs and those plans. And that's great.

Each county still needs to be included on the Improvement Plan to show how that is specific to your jurisdiction. So, if you're – again, if you're doing those regional multicounty exercises, if one person wants to take the lead to write an After Action Report representing everybody who was there and then each county submitting their own individual Improvement Plan, we definitely encourage you to do that.

Slide 26, what if I was an evaluator or a controller for another county of exercise? You can count that for one of your exercises as long as you submit an Improvement Plan showing what you learned at that exercise and how that may apply back to your home jurisdiction or to your home county.

For example, if you really like how they laid out their EOC and you thought, "Wow, I could make those changes back home in my EOC," or if you like

how they did their status boards or common operating picture, if another county if you learned something on how they do their briefing with appointed and elected officials or how they brief their media, all those different things that you can learn from someone else, if you can demonstrate how that applies to your – back home, submit an Improvement Plan for that.

Slide 27. I participated in a public health or hospital exercise and they submitted it to “the state.” Again, my air quotes to “the state”. Oftentimes and I think it's happened a lot, when the health department or the hospital says that they send it to “the state”, they're sending it to KDHE and not us. There are cases where there are some public health and hospital counties and regions that are good about copying both KDEM and KDHE on their AARs, but that doesn't happen all the time.

So, we do not have a joint file sharing system among all the various state agencies that you guys exercise with. So I can't go dip into Ag's files or I can't go dip into KDHE files to see what's there.

So, we do ask that you follow up to make sure that that was sent to KDEM and clarify that it was sent to KDEM and not just “the state.” And again, making sure that those local emergency management programs are included as part of that After Action Report and then part of that Improvement Plan along with your hospital and your health department.

Slide 28. What if I participated in another agency's exercise and they won't share the AAR with me? And that does happen. Sometimes people have very sensitive information or maybe law enforcement information in there that they don't want to share. We understand that that happens. There is still an opportunity for you to identify corrective action programs or corrective actions for your emergency management program.

So, if that is the case that if you participated in someone's After Action Report and they have classified it in a way that they don't want to share it, we ask that you at least still do an Improvement Plan showing what changes or what corrective actions can be applied to the county.

Slide 29. What if it was a state exercise or the state was there at the exercise? When we write After Action Report at the state, those After Action Reports are looking at broader state-level issues and they don't identify your specific county individual needs unless the host agency has told you that they're going to write an After Action Report for you.

So, we do ask in those cases if you do participate in a state exercise and the state doing a statewide After Action Report, just like the regional or multicounty exercises, there'll be one After Action Report that encompasses the whole thing, but we do ask that each individual county still submit that Improvement Plan showing corrective actions for your county. So, again, you don't have – if you want to write a whole other After Action Report just for you, fine, you can do that. But we're asking that you at least submit an Improvement Plan.

Slide 30. What if I sent my stuff in and KDEM lost it? We know that this has happened and I have talked to some of you that this has happened to and we do sincerely apologize for that. And again, I'm not making excuses for this. It's just there for about a span of a year, year and a half; we had a lot of staffing change here at KDEM. We also changed servers and they changed our e-mail. So, all of those three things combined, stuff just simply fell through the cracks and we apologize for that. And I know some of you had to submit your things multiple times and we're working to make changes and to implement new processes and systems that we'll help avoid that in the future.

So, we do acknowledge that that has happened to some of you and we're sorry. And we are working to correct that.

I lost my place. OK. Slide 31. Basically what we're asking for the exercises, when it comes down to it, did it test your county's plan, policies and procedures? And we know that there is not a one size fits all solution that applies to everyone. You know, we have 105 counties and I would say we have 105 different ways of doing things. There's not that one size fits all magic bullet that this is the way it always has to be done in every area.

Again, going back to what Terri was saying earlier, moving from that point A to point B to point C, where are you at in that spectrum and what can we do to help you progress and move forward?

So, moving on to slide 32, training courses. A lot of us go to training. Training is not an exercise. So, when we say for your exercises, tabletop, functional, full scale exercises. Seminars and workshops, again, they're a great tool for your EOPs, if you're making changes to you EOPs, if you're presenting changes on your EOPs. Attending a training is not an exercise.

Slide 33, meetings and conferences. Unless, there is an exercise planned at that meeting or at that conference. Again, a lot of you work with your LEPCs and do tabletop exercises at the LEPC meeting and that's great because you got all your partners already there at the table. Same thing, you go to a conference. If there's an exercise built into the conference, great, you're already there, you're working with other counties, you're working with other people. Just simply attending a meeting or attending a conference is not an exercise.

For those meetings and conferences where there is an exercise component included, we do so ask that you submit an After Action Report/Improvement Plan.

Slide 34, common misunderstandings with submitting the documentation. Often, we – I don't want to say often. Make sure your county is included in the After Action Report that you're submitting for your county. “It wasn't my exercise” or “I wasn't the host,” you still have an opportunity to identify what you learned in that exercise for your county. Blank or partially completed Improvement Plans and After Action Reports, I do open them and read them. So, just changing the cover page doesn't count. Submitting just the sign-in sheet or the quarterly report to Bret, again, we still need that corrective action component identified.

Many of you do submit like your situation manuals, your scenarios, your evaluation guides, and that's great. And I'm – we're going to get a little bit later and talk about the exercise library. When you submit those things, that's

really helpful for helping build the exercise library. But, again, we still need that corrective action component, that After Action Report Improvement Plan.

Slide 35, again, just following up and making sure that your county's needs are addressed and that your documentation is submitted. So, I think we put on here who's responsible. And honestly I think it's both of us. I think it's us at KDEM and I think it's the county level too and working together on how we can make sure that we're getting everybody's needs met.

Slide 36. Who do I send my stuff to? We are working with a contractor to set up a website where you will be able to upload your After Action Report, your Improvement Plan and your sign-in sheets into the website. This will give you visibility of what has been submitted. Oftentimes, people will ask, "Hey, did you get my After Action Report?" Or, you know, we'll find something sitting in my chair like a TEPW calendar and it doesn't even have a county name on it. So, not knowing who to give credit for that kind of stuff. So, uploading it into the website, you will have visibility of what has been submitted for your county.

We will do trainings with the contractor on how to use the website. Once that website is up and running, documentation will be accepted through that website and no other means. Right now, we've got stuff coming into us literally in hundreds of different ways. And it's very challenging to manage all of that paper. So, we're going to try to streamline this and go to an online reporting tool.

We do not have a drop dead date yet for when that's going to be completed. We are meeting with the contractor weekly and she's keeping us informed of the progress on the development. So, we do expect it to be soon, but I cannot at this time give you like a drop-dead date for when that will be done.

Slide 37. So, in the meantime, until we get that website updated, submit your After Action Reports and Improvement Plans and your TEPW documentation to the g-mail account, to kdem.exercises@gmail.com. Your individual exercise participation forms that go in quarterly, those go to Bret. And then whatever you submit before that website gets launched, we will go ahead and

upload that into the system for you. So, if you have submitted stuff in the last like month and a half or up until we get the website up and going, we will put that up into the system for you.

So, slide 38. What are we doing with all of this information that you guys are sending to us? So, once you send it to us, is it just going into an abyss at KDEM or what are we doing with this information? It helps us identify training and technical assistance based on what your needs are. So, if we see a lot of people coming across identifying communication or we see – Active Shooter right now has been very popular topic and we're seeing a lot of exercises for Active Shooter. Well, what kind of training and technical assistance can we help provide to you based on what those reports are coming in?

We also do get a lot of request for information from NEMA, from the Governors Association, from a lot of stakeholders. They want to know, you know, how are we doing in Kansas with our preparedness.

It also used as part of the EMAP (the Emergency Management Accreditation Program) as part of the EMAP accreditation file. And then, of course, grant reports and audits. It's how all that information is being used.

Slide 39, this is that quarterly data table that we have to submit to FEMA. So, when you send in your TEPWs, your sign-in sheets, your Improvement Plans, this is how that data gets broken down and reported back up the chain to FEMA.

Right now, they ask for the number of exercises for each type, seminar, workshop, tabletop games, functional and full scale. The number of those exercises that were identified on a TEPW calendar, the number of EMPG funded personnel, how many of those EMPG funded personnel participated in each one of those exercises, the description of the exercise, and then if the exercise is aligned to your EOP. So, basically that's the data that we have to break down per type of exercise and then AARs completed, corrective actions identified, and then the progress toward completing those Improvement Plans.

Slide 40, we're going to go over real quick some of the available tools and resources to help those exercise programs along.

What slide is that – slide 41 is kind of a snapshot of our website. All of the forms are online on the KDEM exercises website. Right now, it's my understanding that NEXS (the National Exercise Schedule) and CAPS (the Corrective Action Programs) that are supported through the HSEEP toolkit, those are still down. So, if you need access to one of those templates through HSEEP and you can't find it, let me know, send me an e-mail. I've got all of it downloaded onto my desktop. So, I can forward you back those templates if you can't find them online. But all of the quarterly individual report forms, the application for using a real incident, AAR template, it's all out there online.

Slide 42, coming soon. We're going to have an exercise library. This has been a popular request. Basically we've got a library of pre-canned exercises where you'll be able to go in and select a card catalog type thing and search for exercises by the type of exercise, capabilities, objectives, scenarios, target audience. And then send us an e-mail, say, "Hey Cait, Hey Keith, can I get a copy of this exercise," and then we'll send you back with all of the templates for the situation manuals and stuff that we have in our files.

Slide 43, if you have any exercises that you would like to put in the exercise library to share and make available for others, please send us that. If you have like Situation Manuals, ExPlans, MSEL, EEG template, a player handbook, anything that you have that would be helpful for other people that you would like to share in the library, please send that to us.

Right now I have the database built for the exercise library. I'm just trying to get the formatting in the card catalog piece of it sorted out. So, if you have anything that you would like to add or contribute to the library, please share it.

Slide 44. Basically, exercise program goals, we want you to succeed. We want you to have good exercises, and we want you to have strong emergency management programs and using your exercises as a tool to help move that forward. If you are struggling – if you are struggling or if you need help,

please ask. Ask me, ask Keith Jeffers. Your regional coordinators are also an excellent resource for you as well. So, if you are struggling and you need help, please ask.

Slide 45, just putting a plug in there for our training that we offer to help with exercise development. We've got HSEEP on the calendar in July and December. Exercise design, we have a class in March coming up in Iola. If you need to get in the discussion based class, please enroll. We really need bodies to fill those seats. If we can't fill the discussion-based class, that makes it hard to fill the ops-based class because that is a prerequisite. So, please sign up for those classes. If you have not already, they're in TRAIN.

So now, Debbie, if you can open it up for questions.

Operator: OK. If anyone would like to ask a question, please press star 1 on your telephone keypad.

Your first question comes from Toby Prine.

Toby Prine: Actually that was a mistake, sorry.

Operator: Your next question comes from Lon Buller.

Lon Buller: OK, the question is, do we need any exercises that have a hazmat component with it?

Cait Purinton: Do you need an exercise with a hazmat component? Are you talking specifically for the HMEP grant?

Lon Buller: Not necessarily but, you know, at one time it used to be a requirement that you had to have a hazmat component or a hazmat exercise as one of your credits, you know, some years ago if I remembered correctly. And I didn't know if that was still a requirement or not that you had to have part of the hazmat component involved with an exercise.

Terri Ploger: That's a good question, Lon, and I'll take that one. This is Terri. We do that mainly for the SARA Title III plan review that has to take place. And we've always said it's not necessarily that it has to be hazmat exercise, but the

requirement is to review your hazmat plans annually. One of the things that we have said for years is that the best way to review those plans is to build it into an exercise.

So we highly encourage that as a piece. Hazmat is a strong piece of an exercise program and we want to make sure that you incorporate that in as well. As far as the definitive requirement, we've got to make sure that we meet the SARA Title III expectation. I think that many of you have had exercises that have that component, continue to keep doing that.

Lon Buller: OK, thank you.

Operator: If anyone else would like to ask a question, please press star then the number 1 on your telephone keypad. We'll pause for just a moment.

Your next question comes from Jillian Rodrigue. Jillian, your line is open.

Jillian Rodrigue: Thank you. I think we've talked about this a little bit before but I just want to clarify for the KDEM guidance to locals back on slide 10.

Terri Ploger: Yes.

Jillian Rodrigue: It says two exercises and a quarterly report with individual exercise activity and that says EMPG funded staff only. And I haven't previous email that has down that we're required for all staff of the county emergency manager, the alternate emergency manager, anyone who would fill those positions and any of the EMPG funded positions have to have that same requirement, but this one says a minimum of three exercises but that does count the TEPW?

Cait Purinton: Yes.

Terri Ploger: I think what you do is for training requirement.

Jillian Rodrigue: No, this one says that individual exercise requirement of participating in a minimum of three exercises in a 12-month period applies to the county emergency manager assistant and any staff who are EMPG funded that work for the county emergency manager. The training applies to all of our staff, but

the exercise requirement is where I have the question and what has to be reported.

Terri Ploger: What that states in the – at the FOA (the funding announcement) is that it does require anyone that is funded with EMPG dollars to participate in a minimum of three exercises. Now, in the actual guidance document that we've sent out to the counties, under the training activity required, that's where it lists each one those. I'm trying to make sure that I'm understanding your question.

Jillian Rodrigue: I think I'm just confused about a previous e-mail and its clarification and I can resend that to you.

Terri Ploger: And I remember that. I do and I'm hoping that we're not saying the same thing and getting hung up who actually. The main thing that we have to submit, we have to submit to FEMA all state and local EMPG funded personnel. That's something that we're required to do. What we have to do for that then the exercise requirement basically states have those EMPG funded personnel conducted a minimum of three exercises.

Cait Purinton: Jillian, if this helps, I'm reading from the – what they call the FOA (the funding opportunity announcement) from FEMA. And what it says, it has the EMPG program will develop and maintain a progressive exercise consistent with the National Exercise Program to include no less than four exercises, one full scale. And then it says, “in addition, all EMPG program funded personnel shall participate no fewer than three exercises in a 12-month period.”

So, in the 2013 guidance, we tried to spell out the difference between your program have to do this and the individuals have to do this kind of in two different columns. And it was very, very confusing. It's confusing for us, it's for confusing for you guys. So, we're asking that you still submit those quarterly individual reports that go to Bret that say, me, Cait, this is what participated in every quarter and then he tracks that for the EMPG funded program personnel.

We traditionally have not had an issue or concern with EMPG funded personnel not meeting that requirement. By and large, especially at the local level, those program funded personnel are doing above and beyond three

exercises. So, what we had discussed was for just for the sake of clarity to ask you that still go ahead and submit those quarterly individual reports for EMPG funded program personnel and if here at the state, we see something that says, "We're worried that Cait may not make her three" then we'll follow up with that individually one on one.

Jillian Rodrigue: So, the other two exercises for the program, those can include any of our non-EMPG staff but it's not required that are non-EMPG staff do the three exercises or at least report that to you? What we have to do as a program, we have to have two.

Bret Rowe: That's correct.

Jillian Rodrigue: OK. Thank you.

Cait Purinton: I know it's confusing.

Jillian Rodrigue: I don't want to get it wrong, that's the only thing.

Cait Purinton: You know, traditionally that has not been an issue with individuals meeting those three exercises, so we're not as concerned about that. And again, if we need to follow up with something one on one, we will. But by and large, you guys are doing well above and beyond three exercises.

Jillian Rodrigue: Well, that really answers my question. Thank you guys.

Cait Purinton: OK.

Operator: If anyone else would like to ask a question, please press star then the number 1 on your telephone keypad.

There are no questions.

Terri Ploger: OK. This is Terri again. I appreciate everyone participating in this with the minimum number of questions. I hope that we've answered all of those in the presentation. If for some reason you have something after the call that you have questions about, please feel free. On the last slide, there are contact information specifically for people that you can ask questions of Cait, Keith

Jeffers is ill today so he's not on the call, but Cait, Bret, myself, Keith, please let us know if there's something that comes up that you had a question of. We want to make sure that if question are out there, please direct those to us so that we can make sure that we get those answered.

Again, I thank you for your participation, and again, we're going to do these calls later this afternoon and then next Wednesday, we're going to do a morning and afternoon session.

So, again, thank you. Thank you, Debbie, for facilitating and have a great day.

Operator: This concludes today's conference call. You may now disconnect.

END