



EMPG Grants... Exercise Program Overview

FEBRUARY 7 & 12, 2014



February Conference Calls



- XX Participants
 - Local partners
 - Regional Coordinators
 - KDEM Staff
- XX Counties representing all 7 regions



Objectives

- To review the local **exercise requirements** of the EMPG guidance & Kansas handbook
- To identify **exercise documentation** requirements of the EMPG guidance & Kansas handbook
- To describe the **tools & resources** available to assist local exercise programs



Conference Call Follow Up

- A Frequently Asked Questions (FAQ) was developed following the conference calls and provided to local partners
- Transcripts and mp3 recordings of the calls are available

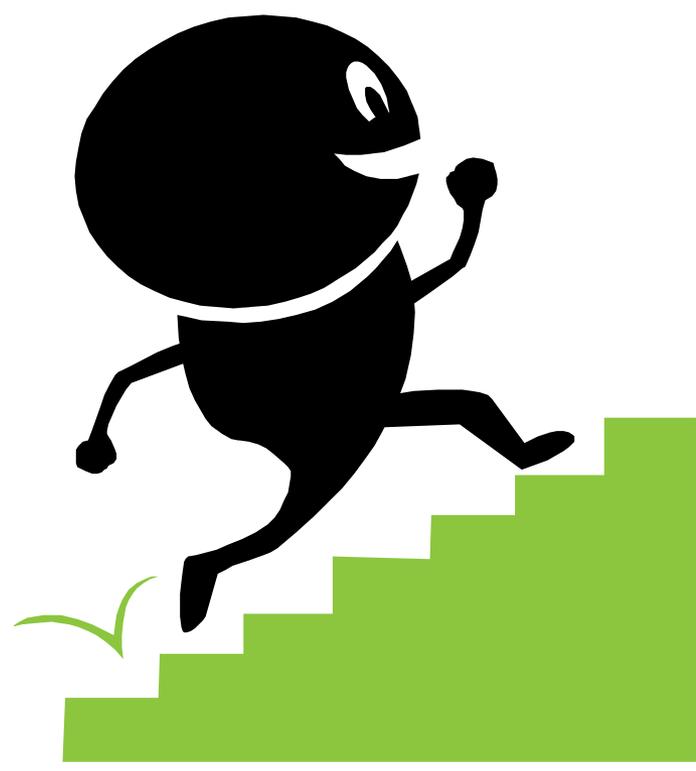
Why Exercises are Important

- Supports preparedness and response
- Advances emergency management programs
- Helps assure we are ready when a disaster hits





Point A → Point B → Point C



EMPG Grant Guidance

- 2014 guidance from FEMA expected
 - Possibly March
- 2014 exercise guidance to locals will be the same as 2013

**Exercise Required
Activities on Page 11-12**

KANSAS DIVISION OF EMERGENCY MANAGEMENT

Emergency Management Performance Grant (EMPG)

Sub-Grantee Guidance

Fiscal Year 2013

CFDA 97.042

FOA DHS-13-GPD-042-007-01





EMPG Overview

GRANT REQUIREMENTS



FEMA Guidance to States

Exercise requirements fulfilled by KDEM:

- Annual Training & Exercise Plan Workshop with Multi-Year Training & Exercise Plan
- One exercise per quarter
- One annual Full Scale Exercise
- AAR/IP written for each exercise
- Quarterly reports to FEMA with individual exercise activity & statewide exercise data table



KDEM Guidance to Locals

- Annual Training & Exercise Plan Workshop with Multi-Year Training & Exercise Plan
- Two exercises
- AAR/IP written for each exercise
- Quarterly reports with individual exercise activity (*EMPG-funded staff only*)



Training & Exercise Plan Workshop (TEPW)



- **Annual** requirement
 - Multi-year planning
 - e.g., a TEPW conducted in 2013 would plan for 2014-2016. A TEPW conducted in 2014 would plan for 2015-2017.
- Engage your **community partners**
 - Best Practice: Many counties conduct the TEPW at an LEPC meeting.



TEPW Documentation

- Submit for the TEPW:
 - Multi-year calendar
 - Roster of attendance
 - Meeting minutes from LEPC showing coordination among stakeholders may be submitted.
 - Priority Core Capabilities



Exercise Requirements

In addition to the TEPW... conduct/participate in at least two (2) exercises

- Tabletop Exercise, Functional, or Full Scale Exercise
- It is no longer required to do a Full Scale every 5 years
- Seminars/Workshops acceptable for one of the two exercises
 - If the county EOP has been updated & the updates are being presented to stakeholders. (e.g., conducting an EOP workshop with the LEPC.)

What Does “Participate” Mean?

- Player
- Facilitator
- Controller
- Simulator
- Evaluator
- Planning Team





Exercise Documentation

1. Two (2) After Action Reports

AND

2. Two (2) Improvement Plans

Both AARs & IPs must identify actions for your county / emergency management program.



What is an AAR?

- Summarizes key information related to the exercise evaluation
- Overview of performance related to each exercise objective & associated capabilities
- Length, format, & development timeframe of the AAR depends on the exercise type & scope



Elements of an AAR

- Exercise Overview
- Analysis of Core Capabilities
- Appropriate Appendices
 - e.g., Improvement Plan, Participant List



What is an Improvement Plan?

- Identifies specific corrective actions
 - Concrete, actionable items
- Assigns responsibility
- Establishes target completion dates

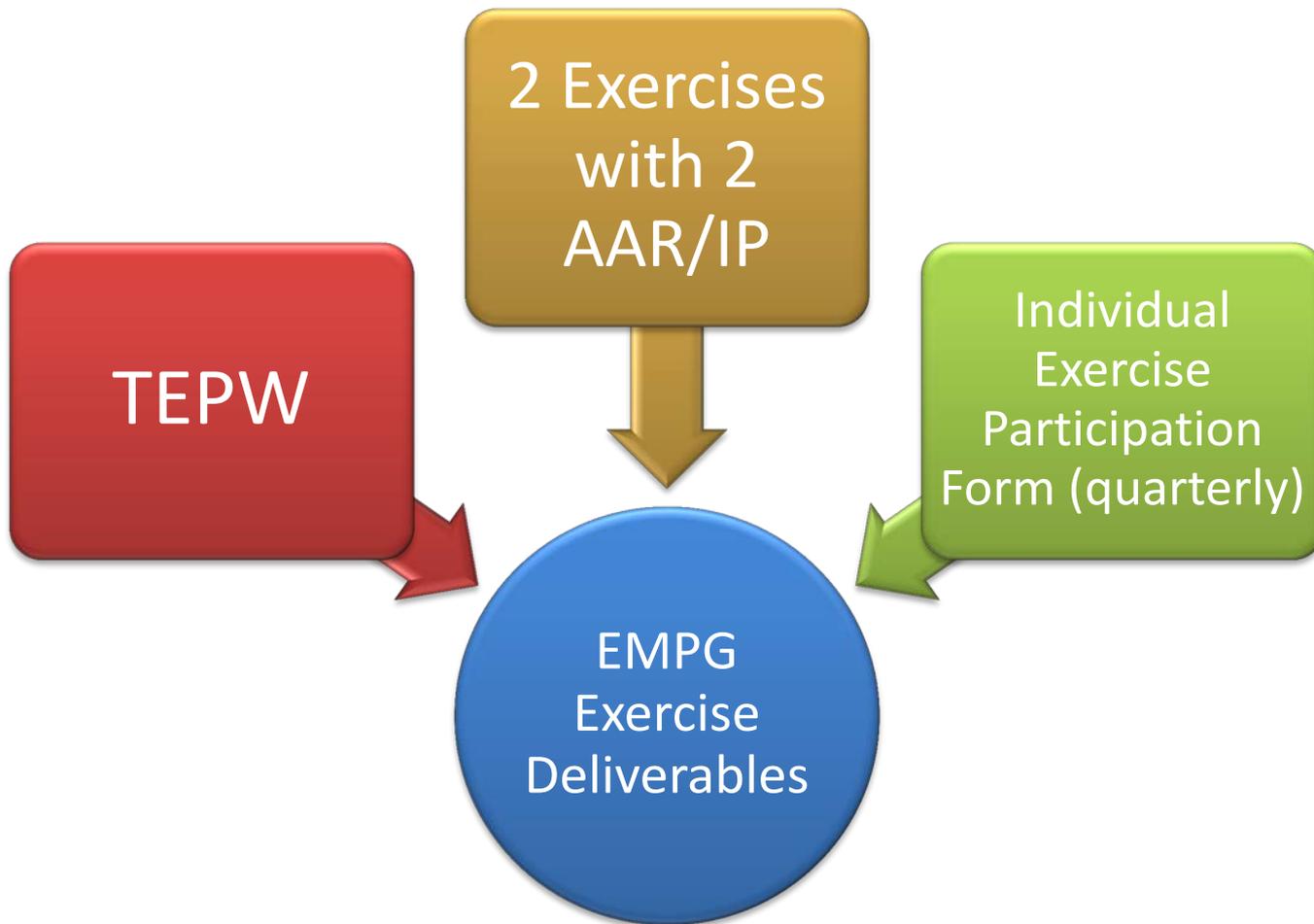
P = Planning
O = Organization
E = Equipment
T = Training
E = Exercise



The AAR/IP is for you!

- Style, template, & format are your choice.
- Is there a ***process*** that has identified what went well & a strategy to implement corrective actions?

Recap of Grant Deliverables



Exercise Program Manager

If you have not done so in past grant cycles:

- Identify an Exercise Program Manager
 - Must attend HSEEP
 - Encouraged to attend design classes



Real Incidents for Exercise Credit

- ***Extraordinary***
opportunity to test local plans, policies & procedures
- ***Beyond*** typical, routine response operations
- County declaration of disaster





Real Incidents for Exercise Credit

- **Submit an application & AAR/IP**
 - Reviewed by committee for approval/denial
 - Applications must include an AAR/IP process with your local partners
- **Cannot be used in 2 consecutive grant years**
 - Unless the 2nd incident is included in a Presidential Disaster Declaration



EMPG Overview

FREQUENTLY ASKED QUESTIONS



What if.....?

“We did a regional exercise. Does that count?”

- Absolutely!
- A regional or multi-county AAR may address how participating agencies collaborate to test plans, policies, procedures, MOUs, MOAs, etc.
- Each county must complete an Improvement Plan matrix specific to your jurisdiction.



What if.....?

“I was an evaluator/controller for another county’s exercise.”

- It can count for one of the two exercises if you submit an Improvement Plan that shows what corrective actions will be made to your county’s plans, policies, or procedures based on the exercise.



What if....?

“I participated in my public health / hospital exercise. They submitted it to *‘The State’*.”

- The LHD & hospital submitting it to “The State” means it went to KDHE, not KDEM.
- There is no joint file-sharing system among State agencies (e.g., KDHE, KDEM, KDA).
- Include local emergency management in the AAR/IP with the LHD or hospital.
- Ensure the AAR/IP was submitted to KDEM.



What if....?

“I participated in another agency’s exercise & they won’t share the AAR/IP with me.”

- There is still an opportunity to identify corrective actions for your jurisdiction based on what you learned at the exercise.
 - i.e., Write an Improvement Plan & submit it.



What if...?

“It was a State exercise” or “The State was there...”

- Do not assume individual counties’ needs are addressed in “State” exercises, unless the host agency has stated they are writing an AAR/IP for your jurisdiction.
- “State” exercises address broader, State-level issues & do not address individual counties.
 - i.e., Write an Improvement Plan & submit it.



What if...?

“I sent my stuff in & KDEM lost it.”

- If this has happened, we apologize.
- Combination of contributing factors:
 - Staffing turnover
 - Change in servers
 - Change in email systems
- We are working to implement systems & processes to avoid future problems.



Did it test your county plans?



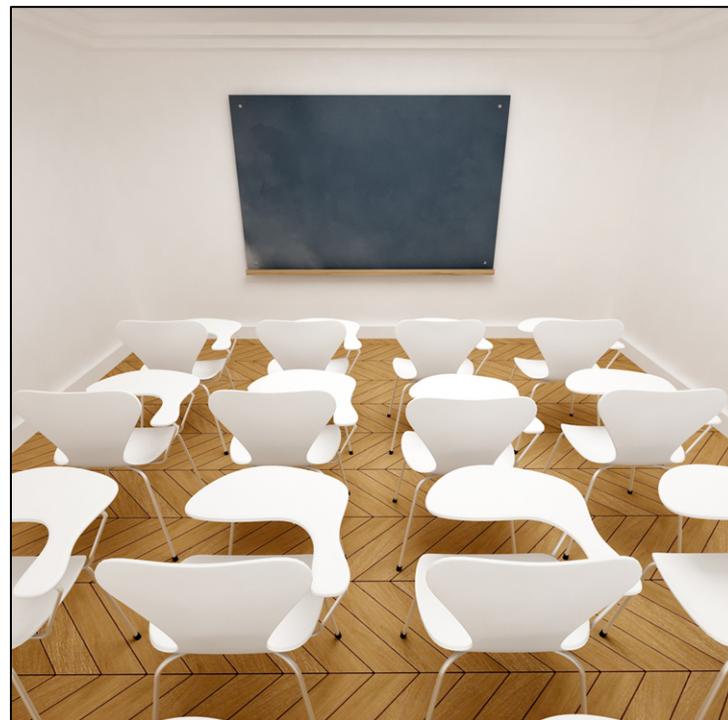
**One Size
Fits All**



Not an exercise...

Training Courses

- i.e., storm spotter training, exercise design classes, EMI courses, Bold / Supersystem training are not exercises. They are training.





Not an exercise...

Meetings / Conferences

- e.g., staff meetings, giving a presentation to a community group, LEPC meeting
 - *Unless a TEPW or another exercise is part of the meeting / conference.*
 - You still have to submit an AAR/IP.



Documentation...

Common Misunderstandings

- An AAR/IP that does not include your county.
 - *“It wasn’t my exercise”* or *“I wasn’t the host”* is not an excuse.
- Blank or partially completed AAR/IP
- Submitting sign-in sheets or quarterly individual activity reports only
- SitMan, scenario injects, EEGs, etc., are not an AAR or Improvement Plan.



Document Submission

- Who is responsible for submitting exercise reports, AAR/IP, and sign-in sheets?



Take ownership & ensure your documents are submitted to KDEM.



Who do I send my stuff to?

- A contractor is setting up a web site for uploading your AAR, IP & sign-in sheets.
 - You will have visibility of what's in the system for your county.
 - Trainings will be offered on how to use the system.
 - Documentation will be accepted through the web site only & no other means (i.e., no mail, hand-delivered, fax, email)
 - Estimated time of completion: ASAP!



Who do I send my stuff to?

- Until the website is completed...
 - Submit all AAR/IP and TEPW reports to Cait Purinton at kdem.exercises@gmail.com.
 - Individual Exercise Participation Form (quarterly) go to Bret Rowe at bret.a.rowe.nfg@mail.mil.
- What you submit prior to launch of the website will be loaded into the system for you.



How do we use the information you send in?

- Helps us target training & technical assistance based on your needs
- Requests for information from NEMA, Governors' Association, & other stakeholders
- EMAP accreditation files
- Grant reports / audits

Grant Reporting Table



Exercise Data Table Template

TEPW

Sign in Sheets

Number of Exercises - No less than four quarterly exercises (i.e., one exercise per quarter) of any type	Number Counting Towards Multi-Year TEP	Number of EMPG Program Funded Personnel	Number of EMPG Program Funded Personnel Participating in Exercise	Name or Description of Exercise	Exercise Aligned to Emergency Operations Plan and NPG Core Capabilities? (Yes/No)
Discussion-Based					
Seminar					
• AAR complete					
• Corrective Actions identified					
Workshop					
• AAR complete					
• Corrective Actions identified					
Tabletop Exercise (TTX)					
• AAR complete					
• Corrective Actions identified					
Game					
• AAR complete					
• Corrective Actions identified					
<p><i>Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress (i.e. 25% AAR/IP in process—50% AAR/IP awaiting final approval to submit—75% AAR/IP Final submitted—100% AAR/IP actions implemented) made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.</i></p>					
Operations-Based					
Drill					
• AAR complete					
• Corrective Actions identified					
Functional Exercise					
• AAR complete					
• Corrective Actions identified					
Full-Scale Exercise					
• AAR complete					
• Corrective Actions identified					
<p><i>Progress made towards addressing Corrective Actions. Please indicate at least the percentage progress (i.e. 25% AAR/IP in process—50% AAR/IP awaiting final approval to submit—75% AAR/IP Final submitted—100% AAR/IP actions implemented) made towards the addressing the findings and recommendations of the AAR. Provide more details if satisfactory progress has not been made.</i></p>					
Progress made towards completing Multi-Year TEP					

EOP / County Plan Specific

AAR/IP

TEPW



EMPG Overview

AVAILABLE TOOLS & RESOURCES



Find the forms online

September 2011. The Core Capabilities allows jurisdictions to assess our capacities and gaps in the five mission areas of prevention, protection, mitigation, response, and recovery. The capabilities form the foundation for the organization of objectives and evaluations for exercises.

For more information about the Core Capabilities:

- [National Preparedness Goal](#)
- [FEMA Crosswalk of Target Capabilities to Core Capabilities](#)

Exercise Reporting Forms

The following templates and guidance documents are provided to jurisdictions using the Emergency Management Performance Grant (EMPG) or the Homeland Security Grant Program (HSGP) grant to support their exercise programs. Although these documents are designed to assist grant-funded programs, these tools may be used by any agency and/or jurisdiction regardless of funding source.

- Emergency Management Performance Grant (EMPG)
 - [EMPG Exercise Notification Form](#) (Use this form to notify KDEM of an exercise prior to the exercise date.)
 - [EMPG Exercise Credit Reporting Form](#) (Use this form to report exercise participation for each individual seeking credits for EMPG.)
 - [Application to substitute a real incident for exercise credit](#) (Use this application to request that response to a real-world incident be used to substitute for an exercise for EMPG credit.)
- Homeland Security Grant Program (HSGP)
 - [HSGP Exercise Support Request Form](#) (Use this form to notify KDEM of an exercise for HSGP funds; this form is required for the State Administrative Agency [SAA] to release HSGP funds for an exercise.)

Kansas Exercise Templates

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to planning and conducting individual exercises. This methodology applies to exercises in support of all national preparedness mission areas and ensures a consistent and interoperable approach to exercise design and development, conduct, evaluation, and improvement planning. [Click here to access the HSEEP web site.](#)

In addition to the tools and resources available on the HSEEP web site, KDEM has prepared the following templates to assist partner agencies with exercise program management.

- [Exercise Design Workbook](#) (This workbook will walk you through the 8 steps of exercise design.)
- [After Action Report & Improvement Plan](#) (KDEM short form template)
- [Participant Worksheet](#) (Exercise participants may use this to document their thoughts on corrective actions during the exercise play.)

Other Helpful Web Sites

- State Links
 - [State of Kansas COOP Exercises](#)
 - [Crisis City](#)
 - [Kansas WebEOC](#)
 - [KS-TRAIN](#)
- Federal Links

Exercise Notification Form (also in WebEOC)

Quarterly Individual Report Form

Application to use a real incident

AAR/IP Template



Coming Soon! Exercise Library

- A library of pre-canned exercises is under development that will allow you to search for an exercise by title, type of exercise, capabilities, target audience, objectives & scenario.





Exercise Library

- If you have an exercise to contribute to the library & to share with others, submit the materials to kdem.exercises@gmail.com
 - SitMan / ExPlan
 - MSEL / Scenario
 - EEG templates
 - Player Handbook / Controller & Evaluator Handbook



Exercise Program Goals

- Build strong emergency management programs with exercises
- If you are struggling or need help...**ASK!**
 - Cait & Keith
 - Regional Coordinators





Exercise Training Courses

1. HSEEP

- July 8-10 @ TBD
- December 9-11 @ TBD

2. Design for **Discussion-Based** Exercises (KS-132)

- March 18-20 @ Iola
- August 26-28 @ TBD

3. Design for **Ops-Based** Exercises (KS-133)

- May 13-16 @ Topeka
- Oct. 7-10 @ Topeka



Questions?





Contact Us

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Grant Coordinator

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- Submit quarterly reports, personnel reports, financial documentation, etc.

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- Submit TEPW documentation, AAR & Improvement Plans to kdem.exercises@gmail.com.

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