Module 2: HSEEP Program Management

NOTES:

Terminal Objective

To provide an overview of HSEEP program management processes as they are used to develop and implement a progressive multi-year training and exercise program.
Module 2: Agenda

Lesson 1: Engaging Elected and Appointed Officials

Lesson 2: Multi-Year Training and Exercise Planning

Overview of Exercise Program Management

NOTES:
Lesson 1: Engaging Officials

Enabling Objectives

After completing this lesson, you should be able to identify:

- How components of the National Preparedness System provide a foundation for identifying Exercise Program Priorities
- The role elected and appointed officials play in identifying priority capabilities that will be addressed through training and exercises
- The importance of engaging these officials early and often throughout the HSEEP Program Management process.

Slide 6

National Preparedness System Components

1. Identify and Assess Risk
2. Estimate Capability Requirements
3. Building and Sustain Capabilities
4. Plan to Deliver Capabilities
5. Validate Capabilities
6. Review and Update Risks, Tools, and Resources
Slide 7

Exercise Foundation

Learn about your jurisdiction:
- Threats, Hazards, and Vulnerabilities
- Policies, plans, and procedures
- Grant or Cooperative Agreements
- Training and Exercise Plans (TEP)
- After-Action Reports/Improvement Plans
- Identified needs—Training, equipment, personnel

NOTES:

Slide 8

Elected and Appointed Officials

- Engage early and often to identify exercise program priorities
- Review previous risk assessments and reports
- Provide:
  - Overarching guidance and direction
  - Specific intent for individual exercises.

NOTES:
Slide 9

Multiyear Program Priorities

- Identified by elected and appointed officials
- Guide program planning and resource allocation
- Determine type and range of training/exercises
- Provide a roadmap for selection and prioritizing individual exercise development.

Slide 10

Lesson 1: Review

In this lesson, we have discussed:

- How components of the National Preparedness System provide a foundation for identifying Exercise Program Priorities
- The role elected and appointed officials play in identifying priority capabilities that will be addressed through training and exercises
- The importance of engaging these officials early and often throughout the HSEEP Program Management process.
Lesson 2: Developing a Multiyear Training and Exercise Plan

Enabling Objectives

After completing this lesson you should be able to explain:

- The purpose of a Training and Exercise Planning Workshop (TEPW)
- The purpose a Multiyear Training and Exercise Plan (TEP) and development and coordination of the Multiyear Training and Exercise Schedule
- Exercise Program Manager’s role in managing program resources and how the Rolling Summary Report supports these efforts.

Training and Exercise Plan Workshop

- Program Level Planning
- Held on periodic basis
- Planning based on program needs or predetermined requirements.
Slide 13

Why? Purpose of the TEPW

- Translate priorities into specific objectives and exercises
- Track IP actions against current capabilities, training, and exercises
- Coordinate exercise activities
- Identify and coordinate possible funding sources

Slide 14

Who? Whole Community Participants

Whole Community

- Medical Facilities
  - Hospital
  - Nursing Homes
  - Private Ambulances

- Emergency Management
  - Resource Typing
  - Fire Service/EMS
  - Search and Rescue
  - MOU/MAO

- Business
  - Distribution Centers
  - Refrigerated Container Service
  - Food/Water

- Public Transportation
  - Bus
  - Rail
  - Taxi

- Social Networking
  - Facebook
  - Groups
  - Volunteer Organizations

- Non-Profits
  - Salvation Army
  - Counseling Services

- Religious Organizations
  - Churches
  - Counseling Services

- Schools/Colleges
  - Shelters
  - Evacuation Centers
  - Academia (MRI)

NOTES:
Slide 15

How? Identify Priority Factors

- Threats and Hazards
  - National threats and hazards
  - Jurisdictional threats and hazards
  - Hazard vulnerability analysis
- Areas for improvement/Capabilities
  - Real-world incident corrective actions
  - Exercise corrective actions
  - Identified and/or perceived areas for improvement
- External Sources Requirements
  - Industry reports
  - State or national preparedness reports
  - Homeland security strategies
- Accreditation Standards/Regulations
  - Accreditation standards and/or requirements
  - Grants or funding-specific requirements
  - Occupational Safety and Health Administration regulations

Slide 16

How? Risk Assessments

Threat and Hazard Identification and Risk Assessment (THIRA) Guide (CPG 201)

STEP 1: Identify Threats and Hazards

STEP 2: Give Threats and Hazards Context

STEP 3: Evaluate Capabilities, Organizational

STEP 4: Apply the Baseline

Results used to define goals for
Multiyear Training and Exercise Plan

NOTES:
Slide 17

How? Link Core Capabilities

- Link each identified risk factor to the capabilities that mitigate the risk
- Prioritize these capabilities and
- Identify which stakeholder organizations provide support toward mitigation of the risk.

Slide 18

Mission Areas/Core Capabilities

From the National Preparedness Goal (NPG), September 2011

NOTES:
Slide 19

Priorities Inform TEP

NOTES:

Slide 20

Activity 1 (Optional):
THIRA Process for Establishing Priorities

Objective:
Using the THIRA process to prioritize capabilities targets to address using training and/or exercises.

Time: 10–15 minutes

Instructions:
Group discussion of hazard and risk assessment process for use in identifying priority capability targets. With your group, please identify the top three Core Capabilities and targets. (Since the groups are comprised of varied entities, you may need to compromise for purposes of the activity.)

NOTES:
Slide 21

**Multiyear Training and Exercise Plan**

**Outlines Program:**
- Characteristics
- Vulnerabilities/Challenges
- Priorities/Goals/Objectives
- Exercise Methodology
  - Targeted capabilities
  - Planned exercises
  - Training courses
- Exercise Schedule/Timeline

Slide 22

**Discussion-Based Exercises**

**TYPES**
- Seminars
  - Plan Orientation/Review
  - Assess Capabilities
- Workshops
  - Analyze Requirements
  - Develop Product
- Tabletop (TTX)
  - Rehearsal
  - Assess Plans
- Games
  - Compete/Collaborate
  - Validate Plans
  - Explore Consequences

**FOCUS**
- Jurisdiction:
  - Plans
  - Policies
  - Procedures
- Inter-Jurisdictional
  - Agreements
  - Understandings

**PARTICIPANTS**
- Facilitator
- Moderator(s)
- Evaluators
- Stakeholders/Sr. Leaders/Players
Slide 23

Operations-Based Exercises

**TYPES**
- Drills
  - Single agency/organization
  - Provide training/skills reinforcement
  - Validate procedure
- Functional Exercises
  - Validate/evaluate capability
  - Command-and-control and coordination function(s)
- Full-Scale Exercises
  - Complex real-time response
  - Multiagency cooperative – ICS
  - Simulates reality – "as if" real
  - Mobilize and deploy resources and personnel
  - Prop and actor involvement
  - Requires close control and monitoring

**FOCUS**
- Validate implementation of:
  - Jurisdiction:
    - Plans
    - Policies
    - Procedures
  - Inter-jurisdictional
    - Agreements
    - Understandings

**PARTICIPANTS**
- Controllers/simulators
- Evaluators
- Actors
- Players
- Observers/VIPs

NOTES:

Slide 24

Multiyear Training and Exercise Schedule

- Combination of exercises to accomplish program goals and objectives
- Progressive approach exposes participants to increasingly complex exercises
- Training tied to exercises so training objectives are achieved or validated.

NOTES:
Slide 25

Activity 2 (Optional): TEPW Schedule Development

**Objective:**
Prepare for a TEPW to coordinate training and exercise priorities, goals, and types

**Time:** 15 minutes with 10-minute report-back

**Instructions:**
1. Determine your top two capabilities in your group.
2. Determine existing training/exercises that exist.
3. Determine new training/exercises required to meet core capabilities.
4. Place training and exercises on board.

---

Slide 26

Rolling Summary of Outcomes

- Developed periodically
- Analysis of exercise-specific trends used to:
  - Inform elected and appointed officials of program progress
  - Provide data to support:
    - Preparedness assessments
    - Reporting requirements (grant or funding related)
  - Support modification of program goals and schedule as required based on lessons learned in previous exercises.
Managing Exercise Program Resources

- **Budget**
  - Available financial resources (all stakeholders)
  - Expected expenditures
  - Monitoring and reporting requirements

- **Staffing**
  - Administrative
  - Operational

- **Other**
  - Equipment, training, previous exercise materials, MAAs, MOUs, MOAs, technical assistance, IT

---

Lesson 2: Review

**In this lesson, we have discussed:**

- The purpose of a Training and Exercise Planning Workshop (TEPW)
- The purpose a Multiyear Training and Exercise Plan (TEP) and development and coordination of the Multiyear Training and Exercise Schedule
- Exercise Program Manager’s role in managing program resources and how the Rolling Summary Report supports these efforts.
Module 2: Exercise Program Management Summary

In this module, we have discussed:

- The importance of exercise program priorities to HSEEP Program Management
- The purpose of The Training and Exercise Planning Workshop (TEPW) and its product: a Multiyear Training and Exercise Plan (TEP)
- How to develop a progressive, comprehensive, integrated exercise program
- How to manage exercise program resources

Module 3: Exercise Design and Development
## Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
<th>First Appearance in Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/V</td>
<td>Audio/Visual</td>
<td>3</td>
</tr>
<tr>
<td>AAM</td>
<td>After-Action Meeting</td>
<td>6</td>
</tr>
<tr>
<td>AAR</td>
<td>After-Action Report</td>
<td>1</td>
</tr>
<tr>
<td>C&amp;O</td>
<td>Concept and Objectives</td>
<td>3</td>
</tr>
<tr>
<td>C/E</td>
<td>Controller/Evaluator</td>
<td>3</td>
</tr>
<tr>
<td>COSIN</td>
<td>Control Staff Instructions</td>
<td>3</td>
</tr>
<tr>
<td>CPG</td>
<td>Comprehensive Preparedness Guide</td>
<td>2</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
<td>1</td>
</tr>
<tr>
<td>EEGs</td>
<td>Exercise Evaluation Guides</td>
<td>1</td>
</tr>
<tr>
<td>EMI</td>
<td>Emergency Management Institute</td>
<td>1</td>
</tr>
<tr>
<td>EndEx</td>
<td>End of Exercise</td>
<td>4</td>
</tr>
<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
<td>2</td>
</tr>
<tr>
<td>EvalPlan</td>
<td>Evaluation Plan</td>
<td>3</td>
</tr>
<tr>
<td>ExPlan</td>
<td>Exercise Plan</td>
<td>3</td>
</tr>
<tr>
<td>FE</td>
<td>Functional Exercise</td>
<td>2</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
<td>1</td>
</tr>
<tr>
<td>FPM</td>
<td>Final Planning Meeting</td>
<td>3</td>
</tr>
<tr>
<td>FSE</td>
<td>Full Scale Exercise</td>
<td>2</td>
</tr>
<tr>
<td>HazMat</td>
<td>Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>HSEEP</td>
<td>Homeland Security Exercise Evaluation Program</td>
<td>1</td>
</tr>
<tr>
<td>ICS</td>
<td>Incident Command System</td>
<td>2</td>
</tr>
<tr>
<td>IP</td>
<td>Improvement Plan</td>
<td>1</td>
</tr>
<tr>
<td>IPM</td>
<td>Initial Planning Meeting</td>
<td>3</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
<td>2</td>
</tr>
<tr>
<td>MAA</td>
<td>Mutual Aid Agreement</td>
<td>2</td>
</tr>
<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
<td>2</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
<td>1</td>
</tr>
<tr>
<td>Acronym</td>
<td>Definition</td>
<td>First Appearance in Module</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>MPM</td>
<td>Mid-Term Planning Meeting</td>
<td>3</td>
</tr>
<tr>
<td>MSEL</td>
<td>Master Scenario Events List</td>
<td>3</td>
</tr>
<tr>
<td>NEP</td>
<td>National Exercise Program</td>
<td>1</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
<td>3</td>
</tr>
<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
<td>3</td>
</tr>
<tr>
<td>NPD</td>
<td>National Preparedness Directorate</td>
<td>1</td>
</tr>
<tr>
<td>NPS</td>
<td>National Preparedness System</td>
<td>1</td>
</tr>
<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
<td>3</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
<td>3</td>
</tr>
<tr>
<td>PPD-8</td>
<td>Presidential Policy Directive 8</td>
<td>1</td>
</tr>
<tr>
<td>SAA</td>
<td>State Administrative Agency</td>
<td>1</td>
</tr>
<tr>
<td>SimCell</td>
<td>Simulation Cell</td>
<td>3</td>
</tr>
<tr>
<td>SitMan</td>
<td>Situation Manual</td>
<td>3</td>
</tr>
<tr>
<td>SMART</td>
<td>Specific, Measureable, Achievable, Relevant, and Time-Bound</td>
<td>3</td>
</tr>
<tr>
<td>SME</td>
<td>Subject Matter Expert</td>
<td>3</td>
</tr>
<tr>
<td>SO</td>
<td>Incident Safety Officer</td>
<td>3</td>
</tr>
<tr>
<td>SOPs</td>
<td>Standard Operating Procedures</td>
<td>1</td>
</tr>
<tr>
<td>StartEx</td>
<td>Start of Exercise</td>
<td>3</td>
</tr>
<tr>
<td>TEP</td>
<td>Multi-year Training and Exercise Plan</td>
<td>3</td>
</tr>
<tr>
<td>TEPW</td>
<td>Training and Exercise Planning Workshop</td>
<td>1</td>
</tr>
<tr>
<td>THIRA</td>
<td>Threat and Hazard Identification and Risk Assessment</td>
<td>2</td>
</tr>
<tr>
<td>TTX</td>
<td>Tabletop Exercise</td>
<td>2</td>
</tr>
<tr>
<td>VIP</td>
<td>Very Important Person</td>
<td>3</td>
</tr>
<tr>
<td>XPAs</td>
<td>Extent of Play Agreements</td>
<td>1</td>
</tr>
</tbody>
</table>