Putting Plans Into Action

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FEMA Region III
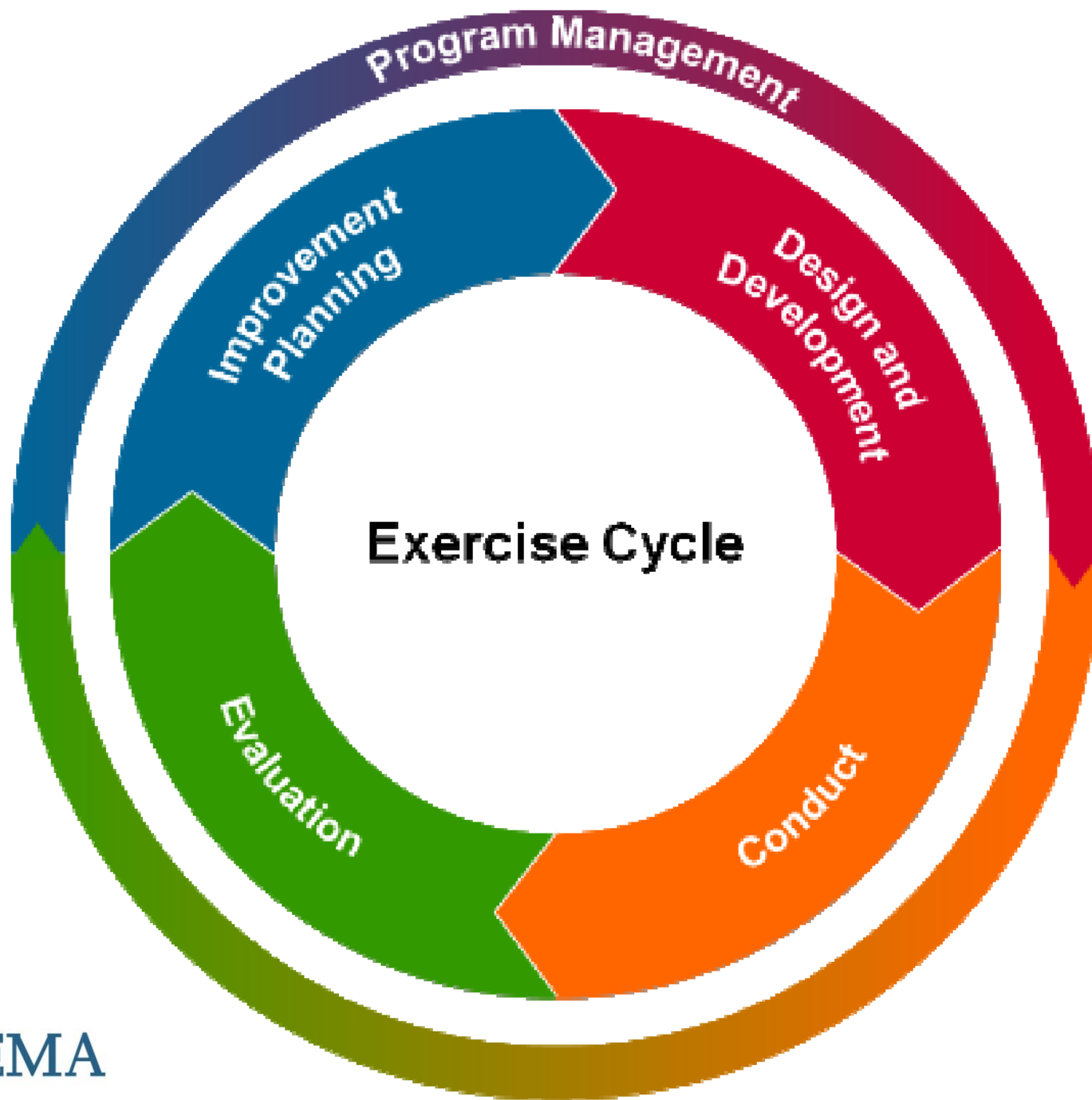
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HOW AND WHY: EXERCISE PLANNING AND PROGRAMMING

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Exercise Cycle

- Program Management
- Design and Development
- Conduct
- Evaluation
- Improvement Planning

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Why Exercise?

- Test and validate
  - Plans
  - Capabilities

- Identify
  - Resource requirements
  - Capability gaps
  - Areas for improvement

- ***OBJECTIVES, OBJECTIVES, OBJECTIVES***

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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**

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Multiyear Training and Exercise Plan

- Community Characteristics

- Vulnerabilities/Challenges

- Priorities/Goals/Objectives

- Exercise Methodology

  - Targeted capabilities

  - Planned exercises

  - Training courses

- Exercise Schedule/Timeline

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MAKING IT HAPPEN: EXERCISE TYPES AND EXECUTION

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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

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

PARTICIPANTS

- Facilitator
- Moderator(s)
- Evaluators
- Stakeholders/Sr. Leaders/Players

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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
  - Requires close control and monitoring

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- **Validate Implementation Of:**
  - **Jurisdiction:**
    - Plans
    - Policies
    - Procedures
  - **Inter-Jurisdictional**
    - Agreements
    - Understandings

PARTICIPANTS

- Controllers/Simulators
- Evaluators
- Actors
- Players
- Observers/VIPs

NOW WHAT: IMPROVEMENT PLANNING

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Corrective Actions

Concrete, actionable steps to resolve shortfalls.

Corrective actions may include:

- Changes to plans and procedures, organizational structures, and/or management processes

- Additional training, equipment, or resources

After review and confirmation of areas for improvement a **Draft Improvement Plan** is developed.

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After Action Meeting (AAM)

- Forum to review the revised AAR and the Draft IP

- Final consensus on draft corrective actions

- Develop deadlines for implementation of corrective actions

- Identify specific corrective action owners and assignees.

Finalizing the AAR/IP—Corrective Action Tracking and Implementation

- Distributed to exercise planners, participants, and other preparedness stakeholders as appropriate

- Tracking corrective actions to completion

- Ensure a system is in place to validate previous corrective actions have been successfully implemented

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July 2016 Region III LL-CIP Monthly Status Report

Issue ID	Observation ID	Event	Status	Description	Scope	Core Capability	Issue/Corrective Action	OPR/POC	Create Date	Due Date
% of issues complete					**FEMA Region III Issues**					
0%						**External Affairs**				
					No Current Open Issues					
0%						**Grants**				
					No Current Open Issues					
0%						**Mitigation**				
					No Current Open Issues					
0.00%						**Mission Support**				
		2015 Papal Visit	Active	GIS Unit operating from an alternate locations reduced the capability to fully perform its mapping functions.	FEMA Region 3	Operational Coordination	CA: As of 22 June 2016 this issue is still pending. CA: As of 18 May 2016 This issue is still pending. CA: As of 13 April 2016 This issue is still pending. CA: As of 16 March 2016 This issue is still pending. CA: As of 24 February 2016 CA: As of 24 February 2016 still pending research into alternatives CA: Research alternatives and provide alternatives with cost/benefit analysis.	Goerhinger	13-Nov-15	1-Sep-16
		Relocation 2015	Active	There was no SharePoint access due to lack of redundancy of the SharePoint interphase on the back-up server.	FEMA Region 3	Operational Coordination	CA: As of 22 June 2016 this issue is still pending. CA: As of 18 May 2016 This issue is still pending. CA: As of 13 April 2016 This issue is still pending. CA: As of 16 March 2016 This issue is still pending. CA: As of 24 February 2016 pending long-term FEMA HQ decision on migration of Regional SharePoint capability to a HQ-operated system CA: A SharePoint back-up server needs to be purchased or a back-up interphase coordinated with FEMA HQ.	Goerhinger	7-Oct-15	7-Oct-16
		Frozen Tundra 2015	Active	The IT systems in the RRCC do not fully support the tools and processes that RRCS personnel require to effectively support response operations.	FEMA Region 3	Operational Communication	CA: As of 22 June 2016 this issue is still pending. CA: As of 18 May 2016 This issue is still pending. CA: As of 13 April 2016 This issue is still pending. CA: As of 16 March 2016 This issue is still pending. CA: As of 24 February 2016 still pending IT and Mission Support meeting to discuss these two separate but related issues CA: Develop protocols for consistent use of Email accounts within the RRCC. Address VDI system limitations to all multiple logins to positions, allow access to tools from other computers outside the RRCC, and edit pre-identified Email distribution lists. CA: Explore the possibility of accessing webmail through an Internet browser while logged into the VDI.	Goerhinger	1-Mar-16	1-Oct-16
		Frozen Tundra 2015	Active	The IT systems in the RRCC do not fully support the tools and processes that RRCS personnel require to effectively support response operations.	FEMA Region 3	Operational Coordination	CA: As of 22 June 2016 this issue is still pending. CA: As of 18 May 2016 This issue is still pending. CA: As of 13 April 2016 This issue is still pending. CA: As of 16 March 2016 this issue is still pending. CA: As of 24 February 2016 MSD-IT is meeting with laptop vendor to address ongoing hardware issues with GIS laptop computers. CA: Address VDI shortfalls for the use of GISU tools and systems or allow GISU members to use the standard issued GIS laptops during RRCC activations, instead of the VDI system.	Goerhinger	1-Mar-16	1-Oct-16
		January 2016 Severe Winter Event	Active	The Activation Playbook and associated checklist need to be updated	FEMA Region 3	Operational Coordination	CA: As of 22 June 2016 this issue is still pending, check with Mary McKenna to see if Activation Playbook will contain the food and lodging criteria. CA: As of 18 May 2016 This issue is still pending. CA: As of 13 April 2016 This issue is still pending. 25 May set as date for review. CA: As of 16 March 2016 this issue is still pending. CA: As of 24 February 2016, Mission Support is working with Response to revise the Activation Playbook and associated checklists including: Developing a template for Administrative Memos and adding the 4 criteria for food and lodging requirements during activation.	Goerhinger	24-Feb-16	1-Sep-16

Using IPs to Support Continuous Improvement

- Consistent approach toward strengthening Whole Community preparedness

- Builds capabilities as part of a larger continuous improvement process

- Proven method of issue resolution and information sharing

- Applicable to all operational phases

RESOURCES: YOU'RE NOT ALONE

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FEMA/Homeland Security Guidance

- PrepToolKit

- https://preptoolkit.fema.gov
  - Exercise Starter Kits (EM Toolkits)
  - Homeland Security Exercise and Evaluation Program (HSEEP) documentation and templates

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Training *(it's FREE!)*

- FEMA Independent Study
  - https/training.fema.gov/is
  - IS-120c Introduction to Exercises
  - IS-130a How to be an Exercise Evaluator
  - IS-139a Exercise Design and Development

- HSEEP Basic Course (2 days)
  - Delivered by state and local partners
  - Contact your state EMA for dates

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More Training *(it's FREE!)*

- FEMA Master Exercise Practitioner Program
  - Two 1-week sessions in Emmitsburg, MD; capstone project
  - Dates/applications through FEMA training website or state EMA

- Virtual Tabletop Exercises
  - Variety of scenarios, hosted through FMEA training
  - Dates and info at FEMA training website

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