Training and Exercise Plan Workshop Users' Handbook

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Version 3
Month Year

PREFACE

T&EPW Users' Handbook

All States/Urban Areas have prepared a homeland security strategy that identifies priorities on which the State/Urban Area has chosen to focus its prevention, protection, response, and recovery improvement efforts. Training and Exercise Plan Workshop (T&EPW) attendees should be familiar with both the homeland security strategy and the State/Urban Area priorities.

A T&EPW provides States and Urban Areas (designated by the Urban Area Security Initiative [UASI]) with an opportunity to review their respective homeland security strategy and develop or update their Multi-Year Training and Exercise Plan. The T&EPW allows for the coordination of all training and exercise activities occurring throughout the State/Urban Area, including activities sponsored by Federal agencies and other local governments. States and UASI regions must ensure that their training and exercise schedules are coordinated to prevent duplication of efforts, ensure resources are not overextended during training or exercises, and maximize the efficacy of training and exercise appropriations. Moreover, schedule collaboration can present opportunities for jurisdictions and agencies to fulfill multiple grant requirements with a single exercise or training.

The U.S. Department of Homeland Security (DHS) Preparedness Directorate's Office of Grants and Training (G&T) Fiscal Year (FY) 2006 Grant Guidance requires that States and Urban Areas receiving G&T grant funds conduct an annual T&EPW to review program accomplishments and the Multi-Year Training and Exercise Plan. The schedule produced from the T&EPW should be submitted through the DHS G&T's Secure Portal Exercise Scheduler located at https://odp.esportals.com. The posted schedule should include all planned exercises.

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PURPOSE

T&EPW Users' Handbook

The U.S. Department of Homeland Security (DHS) Preparedness Directorate's Office of Grants and Training (G&T) has developed this Training and Exercise Plan Workshop (T&EPW) Users' Handbook, which provides the necessary information and documentation to assist States/Urban Areas in conducting an annual T&EPW. It has been tailored to include documents appropriate to the needs of the State/Urban Area conducting the T&EPW, including guidelines, sample documents, timelines, and definitions.

The Multi-Year Training and Exercise Plan, which is a product of the T&EPW, will serve as a living document which must be updated annually. The document will act as a roadmap for the State/Urban Area by providing direction to implement its homeland security strategy. The Multi-Year Training and Exercise Plan will include a schedule that accounts for training and exercises that will occur within the State/Urban Area over the ensuing 3 years.

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Homeland Security Presidential Directive (HSPD)-8

On December 17, 2003, the President issued Homeland Security Presidential Directive (HSPD)-8: National Preparedness. Among other actions, HSPD-8 required the establishment of a National Preparedness Goal, which establishes measurable priorities, targets, and a common approach to developing capabilities needed to better prepare the Nation as a whole. The National Preparedness Goal uses a capabilities-based planning approach to help answer the questions, "How prepared are we?" "How prepared do we need to be?" and "How do we prioritize efforts to close the gap?" As a result of HSPD-8 and the National Preparedness Goal, a set of National Planning Scenarios was developed to illustrate the effects and conditions of incidents of national significance for which the Nation should prepare.

National Preparedness Goal

The National Preparedness Goal is designed to guide Federal Departments and agencies, State, territorial, Tribal, and local officials, the private sector, non-government organizations (NGOs), and the public in determining how most effectively and efficiently to strengthen preparedness for terrorist attacks, major disasters, and other emergencies. The Interim National Preparedness Goal was released on March 31, 2005.

The goal includes seven priorities for national preparedness. The priorities fall into two categories: overarching priorities and priorities to build specific capabilities.

The overarching priorities are to:

- Implement the National Incident Management System (NIMS) and National Response Plan (NRP)
- Expand regional collaboration and
- Implement the Interim National Infrastructure Protection Plan

The priorities for specific capabilities are to:

- Strengthen information sharing and collaboration capabilities
- Strengthen interoperable communications capabilities
- Strengthen chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE)weapons detection, response, and decontamination capabilities
- Strengthen medical surge and mass prophylaxis capabilities

The goal addresses a requirement of HSPD-8, *National Preparedness*, to define "standards for preparedness assessments and strategies, and a system for assessing the Nation's overall preparedness to respond to major events, especially those involving acts of terrorism."

The National Preparedness System

The National Preparedness System was designed to answer three main questions:

- How prepared do we need to be?

- How prepared are we?
- How do we prioritize efforts to close the gap?

By asking and answering these questions, all levels of government should be able to identify critical deficiencies, develop strategies, track and report on progress, and aggregate this information to better understand the Nation's preparedness level

Target Capabilities List (TCL)

The Target Capabilities List (TCL) includes 36 goals that will balance the potential threat and magnitude of terrorist attacks, major disasters, and other emergencies with the resources required to prevent, respond to, and recover from them. This list is designed to help jurisdictions understand what their preparedness roles and responsibilities are during a major incident, and includes everything from all-hazards planning to worker health and safety.

Universal Task List (UTL)

The Universal Task List (UTL) is a list of every unique task that was identified from the list of National Planning scenarios developed under the leadership of the Homeland Security Council. The UTL is a reference to help plan, organize, equip, train, exercise, and evaluate personnel for the tasks they may need to perform during a major incident.

National Planning Scenarios

The 15 National Planning Scenarios address all-hazard incidents, which include terrorism, natural disasters, and health emergencies. They represent a minimum number of scenarios necessary to illustrate the range of potential incidents, rather than every possible threat or hazard. The 15 National Planning Scenarios are as follows:

1. Improvised Nuclear Device
2. Aerosolized Anthrax
3. Pandemic Influenza
4. Plague
5. Blister Agent
6. Toxic Industrial Chemical
7. Nerve Agent
8. Chlorine Tank Explosion
9. Major Earthquake
10. Major Hurricane
11. Radiological Dispersal Device (RDD)
12. Improvised Explosive Device (IED)
13. Food Contamination
14. Foreign Animal Disease
15. Cyber

The National Planning Scenarios serve as the basis for identifying tasks that must be performed to prevent, protect against, respond to, and recover from these incidents, as well as the capabilities required to perform the tasks. From the 15 National Planning Scenarios, the Universal Task List (UTL) was developed as a comprehensive, integrated menu of essential tasks for major events illustrated by the National Planning Scenarios. The 15 scenarios provide for common planning factors in terms of the potential scope, magnitude, and complexity of major events that will help to determine the target levels of capability required and apportion responsibility among all potential partners. Developing appropriate

capabilities to address this range of scenarios will best prepare the Nation for terrorist attacks, major disasters, and other emergencies.

National Priorities

The following eight National Priorities were established by the DHS's Interim National Preparedness Goal:

1. Implement the National Incident Management System (NIMS) and National Response Plan (NRP)
2. Expand Regional Collaboration
3. Implement the National Infrastructure Preparedness Plan (NIPP)
4. Strengthen Information Sharing and Collaboration Capabilities
5. Strengthen Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives (CBRNE) Weapons Detection, Response, and Decontamination Capabilities
6. Strengthen Interoperable Communications Capabilities
7. Strengthen Medical Surge and Mass Prophylaxis Capabilities
8. Strengthen Emergency Operations Planning and Citizen Protection Capabilities

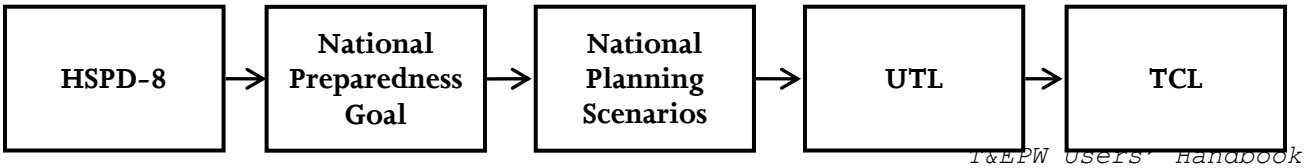
Homeland Security Exercise and Evaluation Program (HSEEP)

The Homeland Security Exercise and Evaluation Program (HSEEP) was initially published in 2002 to provide an overview of the exercise planning, design, development, conduct, and evaluation process as well as provide sample materials. HSEEP provides the tools and resources such as policy, guidance, training, technology, and direct support to promote regional, State, and local exercise expertise, while advancing a standardized means of assessing and improving preparedness across the Nation.

Capabilities-Based Planning

The National Planning Scenarios and the establishment of the National Priorities steered the focus of homeland security toward a capabilities-based planning approach. Capabilities-based planning focuses on uncertainty. Because it can never be determined with 100 percent accuracy what threat or hazard will occur, it is important to build capabilities that can be applied to a wide variety of incidents. The Target Capabilities List (TCL) defines capabilities-based planning as: "planning, under uncertainty, to build capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice." As such, capabilities-based planning is all-hazards planning that identifies a baseline assessment of a State/Urban Area's homeland security efforts. An assessment of this kind is necessary to begin any long-term exercise strategy. This determines where current capabilities stand against the UTL and TCL and identifies gaps in capabilities. The approach focuses efforts on identifying and developing the capabilities from the TCL to perform the critical tasks from the UTL. The TCL currently contains 37 target capabilities on which jurisdictions should focus their efforts.

Model 1: Evolution of Capabilities-Based Planning



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The purpose of the T&EPW is to translate State/Urban Area priorities into specific training and/or exercises that will be carried out over a 3-year period. It is an opportunity for the entire State/Urban Area to discuss its homeland security strategy and develop a plan to increase preparedness through training and exercises. The T&EPW provides a forum for all jurisdictions and agencies throughout the State to coordinate exercise activities and track improvement plan efforts against current capabilities, training, and exercises. The final product developed from the T&EPW is the Multi-Year Training and Exercise Plan. A main objective of the T&EPW is to coordinate training and exercise schedules at the State, regional, and jurisdictional levels. Through coordination at all levels, duplication of similar exercises, training, and effort can be eliminated and replaced with a building-block approach to training and exercises.

Training and Exercise Plan Workshop (T&EPW) Components

- **State/Urban Area Homeland Security Strategy:** A current overview of preparedness activities, planning, training, equipment, and exercises from all agencies and programs should be discussed. Priorities gleaned from the State/Urban Area Homeland Security Strategy should be identified prior to the start of the T&EPW, and invitees to the T&EPW should be aware of the priorities prior to arriving at the T&EPW.
- **Capabilities Based Planning:** An overview regarding the focus on capabilities-based planning should be conducted. The State/Urban Area priorities should be clearly defined and discussed as they relate to the National Priorities. If applicable, the State/Urban Area priorities should be linked to improvement planning efforts. Target capabilities that should be accomplished to attain the State/ Urban Area priorities should then be listed along with training and exercises that will help the State/Urban Area obtain those capabilities and achieve those priorities.
- **Multi-Year Training and Exercise Plan:** The Multi-Year Training and Exercise Plan is the State/ Urban Area's roadmap for accomplishing the priorities described in the homeland security strategy. Included in the plan should be the Training and Exercise Schedule for the ensuing 3 years.
- **Homeland Security Exercise and Evaluation Program (HSEEP):** A brief overview of HSEEP should be conducted, highlighting the program's guidelines, goals, and objectives.
- **Training and Exercise Schedule:** Attendees at the T&EPW should develop a training and exercise schedule to be included in the Multi-Year Training and Exercise Plan. The schedule should list the proposed training and exercises to be conducted over the ensuing 3 years. For example, schedules created in 2006 represent training and exercise activities expected to occur from January 1, 2006, to December 31, 2008. In 2007, States/Urban Areas should create a 3-year training and exercise schedule that represent training and exercise activities planned for January 1, 2007, to December 31, 2009. The schedule should allow adequate time for a natural building-block progression of exercises.

Training and Exercise Plan Workshop (T&EPW) Logistics

Frequency and Duration

T&EPWs should be held annually, as close to the start of the calendar year as possible. T&EPWs can vary in length; however, a typical T&EPW lasts between 6 and 8 hours. Attendees should be made aware that the

T&EPW will likely be a day-long meeting. The duration largely depends on how prepared the attendees are for the meeting. All attendees should be familiar with the prerequisite T&EPW reading and should be instructed to bring their individual agency training and exercise schedules with them to the T&EPW.

Prerequisite Training and Exercise Plan Workshop (T&EPW) Reading for Attendees

Prior to the T&EPW, the State/Urban Area point of contact (POC) should advise all of those invited to the T&EPW to familiarize themselves with the following:

- State or Urban Area Security Initiative (UASI) Homeland Security Strategy
- Volumes I-IV of the HSEEP (can be found at www.ojp.usdoj.gov/odp)
- TCL Version 2.0
- State and Urban Area Homeland Security Grant Guidance
- Current training and exercise initiatives throughout the State/Urban Area

Attendees

T&EPW attendees should include representatives who will be involved in training and exercise coordination, planning, and scheduling. Representatives from various organizations, programs, jurisdictions, regions, and disciplines throughout the State should be present to ensure a coordinated effort in establishing the plan and schedule (see Appendix C for a sample participant list).

Training and Exercise Schedule Information

The training and exercise schedule should include the following information:

- Jurisdiction (i.e., county, region, city that will be holding the training/exercise)
- Training or exercise type (i.e., County Public Health Strategic National Stockpile [SNS] Training, SNS Tabletop Exercise [TTX]),
- Date of training or exercise if available

For exercises held in the first year, approximate dates should be available. For second and third year schedules, tentative dates may be used.

The schedule should be submitted to DHS G&T by the State exercise POC as part of the completed Multi-Year Training and Exercise Plan within 30 days of the T&EPW. The State POC or designated member of the State Administrative Agency (SAA) should post the exercise schedule to the Centralized Scheduling and Information System (CSIS) on the DHS G&T Secure Portal.

State/Urban Area Point of Contact (POC) Roles and Responsibilities

To ensure the greatest effectiveness of the T&EPW, a list of basic roles and responsibilities has been designated for the State/Urban Area POC. The State/Urban Area will provide the structure in which all workshop activities will be conducted (based on the HSEEP framework). The jurisdiction's role is to provide target capabilities that correspond to State/Urban Area priorities based on the homeland security strategy. After establishing what target capabilities correspond to the State/Urban Area priorities, a list of training and exercises should be developed that will ensure continuous improvement of capabilities and will combine to accomplish the priorities. In addition, the jurisdiction is responsible for providing the logistics for all events. Details of these roles and responsibilities are listed below.

Training and Exercise Plan Workshop (T&EPW) Preparation

- Prepare all documentation and meeting facilitation materials (e.g., agendas, PowerPoint presentations, and minutes) in support of the workshop.
- Invite and register all participants for the workshop (see Appendix C for sample registration form).
- Set workshop agenda (see Appendix C for sample agenda).
- Ensure that participants review the homeland security strategy and the prerequisite T&EPW reading.
- Ensure that participants bring their individual agency training and exercise schedules.

During the Training and Exercise Plan Workshop (T&EPW)

- Conduct and facilitate the T&EPW. If breakout groups are required, provide a facilitator for group discussions who will ensure attendees stay focused on T&EPW goals. Coordinate recording (note taking) of major points of discussion.

Post Training and Exercise Plan Workshop (T&EPW)

- Draft T&EPW minutes and submit to DHS G&T.
- Submit final Multi-Year Training and Exercise Plan to the DHS G&T Secure Portal. All plans must be submitted by the State/Urban Area POC or a designated member of the SAA.
- Schedule exercise dates in the CSIS on the DHS G&T Secure Portal and grant access to all appropriate participants.
- Distribute final copies of training and exercise materials to DHS G&T and the State or jurisdiction via CD-ROM and hardcopy, as necessary.

Training and Exercise Plan Workshop (T&EPW) Funding

States/Urban Areas may use their allocated homeland security funds. Responsibilities of the State/Urban Area that will not be provided by DHS G&T include the following items.

- Securing the location of the meeting place
- Paying for the travel of State or local officials
- Paying for or providing food or refreshments
- Paying direct personnel costs (note: overtime and backfill costs will be reimbursed based on Fiscal Year (FY) 2006 Homeland Security Grant Program guidelines)
- Backfilling personnel

T&EPW Timeline	
T&EPW – 2 weeks	All invitees should review the homeland security strategy and prerequisite T&EPW reading
T&EPW + 5 days	State/Urban Area POC submits T&EPW minutes to DHS G&T within 5 days
Minutes Submission + 3 Days	DHS G&T reviews and approves/disapproves T&EPW minutes
T&EPW + 15 Days	State/Urban Area planning committee drafts Multi-Year Training and Exercise Plan
T&EPW + 30 Days	State/Urban Area POC or designated member of the SAA submits the final Multi-Year Training and Exercise Plan to DHS G&T Secure Portal

Training and Exercise Plan Workshop (T&EPW) Checklist

Directions: Please use the following checklist to ensure all the proper activities occur when executing a T&EPW.

- Invite all applicable representatives and provide an RSVP deadline.
- Ensure all T&EPW invitees are provided with all prerequisite materials.
- Ensure all T&EPW invitees understand the requirement to bring their previous year's Improvement Plan(s) and individual agency training and exercise schedules to the T&EPW.
- Register all T&EPW attendees.
- Prepare all documentation and meeting facilitation materials (e.g., agendas, presentations, copies of homeland security strategy, TCL) in support of the workshop.
- Conduct and facilitate the T&EPW. Provide adequate facilitation, so that attendees stay focused on T&EPW goals. Coordinate recording (note taking) of major points for discussion.
- Schedule exercise dates in the DHS G&T Secure Portal and grant access to all appropriate users.
- Post and maintain all materials in the DHS G&T Secure Portal.
- Review all materials as provided by the State/Urban Area.
- Ensure submission of the Multi-Year Training and Exercise Plan to the G&T for final approval. All plans must be submitted by the State/Urban Area POC or designated member of the SAA.
- Ensure distribution of all final copies of training and exercise materials to the DHS G&T and State/Urban Area via CD-ROM and hardcopy, as necessary.
- Submit UASI plans to the single statewide exercise calendar and format them accordingly.

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APPENDIX A: TARGET CAPABILITIES LIST

T&EPW Users' Handbook

Common Target Capabilities

- Planning
- Communications
- Citizen Preparedness and Participation
- Risk Management

Prevent Mission Area Target Capabilities

- Information Gathering and Recognition of Indicators and Warnings
- Intelligence Analysis and Production
- Intelligence/Information Sharing and Dissemination
- Law Enforcement Investigation and Operations
- Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives (CBRNE) Detection

Protect Mission Area Target Capabilities

- Critical Infrastructure Protection (CIP)
- Epidemiological Surveillance and Investigation
- Food and Agriculture Safety and Defense
- Public Health Laboratory Testing

Respond Mission Area Target Capabilities

- Animal Health Emergency Support
- Citizen Protection: Evacuation and/or Shelter-In-Place Protection
- Critical Resource Logistics and Distribution
- Emergency Public Information and Warning
- Environmental Health
- Emergency Operations Center (EOC) Management
- Explosive Devise Response Operations
- Fatality Management
- Firefighting Operations/Support
- Isolation and Quarantine
- Mass Care (Sheltering, Feeding, and Related Services)
- Mass Prophylaxis
- Medical Supplies Management and Distribution
- Medical Surge
- Onsite Incident Management
- Public Safety and Security Response
- Responder Safety and Health
- Triage and Pre-Hospital Treatment
- Urban Search and Rescue (USAR)
- Volunteer Management and Donations
- Weapons of Mass Destruction (WMD)/Hazardous Materials (HazMat) Response and Decontamination

Recover Mission Area Target Capabilities

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- Economic and Community Recovery
- Restoration of Lifeline
- Structural Damage and Mitigation Assessment

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APPENDIX B: EXERCISE TYPES

Discussion-Based Exercises

Discussion-based exercises are normally used as a starting point in the building-block approach to the cycle, mix, and range of exercises. Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises typically highlight existing plans, policies, mutual-aid agreements (MAAs), and procedures. Thus, they are exceptional tools for familiarizing agencies and personnel with current or expected jurisdictional capabilities. Discussion-based exercises typically focus on strategic, policy-oriented issues; operations-based exercises focus more on tactical response-related issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track while meeting the objectives of the exercise.

Seminars

Seminars are generally used to orient participants to or provide an overview of authorities, strategies, plans, policies, procedures, protocols, response resources, or concepts and ideas. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures. They offer the following attributes:

- Informal discussions led by a seminar leader
- Lack of time constraints caused by real-time portrayal of events
- Low-stress environment employing a number of instruction techniques such as lectures, multi-media presentations, panel discussions, case study discussions, expert testimony, and decision support tools
- Proven effectiveness with both small and large groups

Workshops

Workshops represent the second tier of exercises in the Homeland Security Exercise and Evaluation Program (HSEEP) building-block approach. Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is on achieving or building a product (such as a plan or a policy). Workshops provide an ideal forum for the following:

- Building teams
- Collecting or sharing information
- Obtaining consensus
- Obtaining new or different perspectives
- Problem solving of complex issues
- Testing new ideas, processes, or procedures
- Training groups in coordinated activities

In conjunction with exercise development, workshops are most useful in achieving specific aspects of exercise design such as the following:

- Determining evaluation elements and standards of performance
- Determining program or exercise objectives
- Developing exercise scenario and key events listings

A workshop may be used to produce new standard operating procedures (SOPs), Emergency Operations Plans (EOPs), MAAs, Multi-Year Exercise Plans, and Improvement Plans (IPs). To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined.

Potential relevant topics and goals are numerous, but all workshops share the following common attributes:

- Effective with both small and large groups
- Facilitated, working breakout sessions
- Goals oriented toward an identifiable product
- Information conveyed employing different instructional techniques
- Lack of time constraint from real-time portrayal of events
- Low-stress environment
- No-fault forum
- Plenary discussions led by a workshop leader

Tabletop Exercises (TTXs)

TTXs involve senior staff, elected or appointed officials, or other key personnel in an informal setting, discussing simulated situations. This type of exercise is intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs are typically aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and/or achieving a change in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving rather than the rapid, spontaneous decisionmaking that occurs under actual or simulated emergency conditions. In contrast to the scale and cost of operations-based exercises and games, TTXs can be a cost-effective tool when used in conjunction with more complex exercises. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTX methods are divided into two categories: basic and advanced. In a basic TTX, the scene set by the scenario materials remains constant. It describes an event or emergency incident and brings discussion participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented the facilitator, problems are discussed as a group, and resolution is generally agreed on and summarized by the leader. In an advanced TTX, play focuses on delivery of prescripted messages to players that alter the original scenario. The exercise facilitator usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by the problem, using appropriate plans and procedures. TTX attributes may include the following:

- Achieving limited or specific objectives
- Assessing interagency coordination
- Conducting a specific case study
- Examining personnel contingencies
- Familiarizing senior officials with a situation
- Participating in information sharing
- Practicing group problem solving
- Testing group message interpretation

Operations-Based Exercises

Operations-based exercises represent the next iteration of the exercise cycle; they are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual response, mobilization of apparatus and resources, and commitment of personnel, usually over an extended period of time.

Drills

A drill is a coordinated, supervised activity usually used to test a single specific operation or function in a single agency. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills. Typical attributes include the following:

- A narrow focus, measured against established standards
- Instant feedback
- Performance in isolation
- Realistic environment

Functional Exercises (FEs)

The FE, also known as a Command Post exercise (CPX), is designed to test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. FEs are generally focused on exercising the plans, policies, procedures, and staffs of the direction and control nodes of the Incident Command System (ICS) and Unified Command (UC). Generally, incidents are projected through an exercise scenario with event updates that drive activity at the management level. Movement of personnel and equipment is simulated.

The objective of the FE is to execute specific plans and procedures and apply established policies, plans, and procedures under crisis conditions, within or by particular function teams. An FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment. Attributes of an FE include the following:

- Evaluating Emergency Operations Centers (EOC), headquarters, and staff
- Evaluating functions
- Examining interjurisdictional relationships
- Measuring resource adequacy
- Reinforcing established policies and procedures

Full-Scale Exercises (FSEs)

The FSE is the most complex step in the exercise cycle. FSEs are multiagency, multijurisdictional exercises that test many facets of emergency response and recovery. They include many first responders operating under the ICS or UC to effectively and efficiently respond to, and recover from, an incident. An FSE focuses on implementing and analyzing the plans, policies, and procedures developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. The events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. It is conducted in a real-time, stressful environment that closely mirrors a real incident. First responders and resources are mobilized and deployed to the scene where they conduct their actions as if a real incident had occurred (with minor exceptions). The FSE

simulates the reality of operations in multiple functional areas by presenting complex and realistic problems requiring critical thinking, rapid problem solving, and effective responses by trained personnel in a highly stressful environment. Other entities that are not involved in the exercise, but that would be involved in an actual incident, should be instructed not to respond.

An FSE provides an opportunity to execute plans, procedures, and MAAs in response to a simulated live incident in a highly stressful environment. Typical FSE attributes include the following:

- Activating personnel and equipment
- Allocating resources and personnel
- Analyzing memorandums of understanding (MOUs), SOPs, plans, policies, and procedures
- Assessing equipment capabilities
- Assessing interjurisdictional cooperation
- Assessing organizational and individual performance
- Demonstrating interagency cooperation
- Exercising public information systems
- Testing communications systems and procedures

The level of support needed to conduct an FSE is greater than needed for other types of exercises. The exercise site is usually extensive with complex site logistics. Food and water must be supplied to participants and volunteers. Safety issues, including those surrounding the use of props and special effects, must be monitored.

FSE controllers ensure that participants' behavior remains within predefined boundaries. Simulation Cell (SIMCELL) controllers continuously inject scenario elements to simulate real events. Evaluators observe behaviors and compare them against established plans, policies, procedures, and standard practices (if applicable). Safety controllers ensure all activity is executed within a safe environment.

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Invite Letter

To: State Homeland Security Exercise and Evaluation Program (HSEEP) Stakeholders

From: <State Representative (i.e., State Administrative Agency [SAA] or Exercise Point of Contact[POC])>]

Date: [Date]

Subject: Training and Exercise Plan Workshop (T&EPW)

I would like to extend an invitation to you or your representative to attend the [Year] Training and Exercise Plan Workshop (T&EPW) on [Date]. The purpose of the workshop is to develop a Multi-Year Training and Exercise Plan and schedule for the [State/Commonwealth/Territory of _____] with input from appropriate stakeholders. The workshop is not a course on how to plan or conduct an exercise, but it is an opportunity for stakeholders to identify current training opportunities throughout the State and plan for future exercises.

Date: Day, Month, Year

Location: [Insert location name here]

Time: Registration will begin at [Time]. The workshop will begin at [Time] and conclude by [Time].

Prior to the workshop please review the following:

- State or Urban Area Security Initiative (UASI) Homeland Security Strategy
- Volumes I-IV of the HSEEP (They can be found at www.ojp.usdoj.gov/odp.)
- Target Capabilities List (TCL) Version 2.0
- State and Urban Area homeland security guidance
- Current training and exercise initiatives throughout the State/Urban Area

Please bring previous year's Improvement Plan(s) and your individual agency training and exercise schedule with you to the T&EPW.

If you have any questions prior to the workshop, please feel free to contact [POC name and number]. We look forward to seeing you.

Attachments: Registration Form
Agenda

Registration Form

1. Print Name:	2. Please select one: [ ] Mr. [ ] Mrs. [ ] Ms. Rank (e.g., Lt., Sgt., Chief):	3. Work telephone number: ( )
4. Home address:	5. Home telephone number: ( )	6. Contact fax number: ( )
7. Name and complete address of organization being represented:	8. Current position:	9. Contact fax number: ( )
10. Please note any special needs or requests (e.g., Vegetarian, Medical Conditions):		
11a. I am attending the workshop, but I will not need a room: [ ] 11b. IF APPLICABLE: I live over 50 miles from the workshop site. Please provide me with a room: [ ] [ ] Smoking [ ] Nonsmoking I live within 50 miles of the course/conference site. Please reserve a room at my expense: [ ] for the evenings of:		

Mail or Fax Form to: [Insert information here]

Please submit application by: [Insert date here]

Signature of Applicant:_____

Date:_____

Supervisor Approval:_____

Date:_____

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Agenda

Exercise Plan Workshop

I. **Registration**

II. **Welcome and Introductions**

III. **Overview of State/Urban Area Homeland Security Strategy**

IV. **Introduction to the Multi-Year Training and Exercise Plan**

V. **Development of Training and Exercise Schedule**

VI. **Closing Remarks**

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Participant List

State and Local Representatives

- Airport Operations Representative
- Board of Animal Health
- Citizen Corps
- Emergency Management
- Local or Regional Training and Exercise Coordinator(s)
- Medical/Hospitals
- National Guard
- Ports Authority
- Private Sector (e.g., utilities, plants, and industry)
- Public Health
- Public Safety (e.g., law enforcement, fire, Emergency Medical Services [EMS], Medical Examiner's Office)
- Public Works
- School District Representative
- State Administrative Agency (SAA)
- State Homeland Security
- State-Appointed Exercise Point of Contact (POC)
- State-Appointed Training POC
- Transit Authority
- Tribal Liaison
- Urban Area Security Initiative (UASI) representative

Federal Partners

- Centers for Disease Control and Prevention (CDC)
- Department of Agriculture
- Department of Defense (DoD)
- Department of Energy
- Department of Transportation
- Environmental Protection Agency (EPA)
- Federal Aviation Administration (FAA) Regional Representative
- Federal Bureau of Investigation (FBI)
- Federal Emergency Management Agency (FEMA) Regional Representative
- Health and Human Services (HHS) Regional Emergency Coordinator
- Protective Security Advisor – Infrastructure Protection
- Transportation Security Administration (TSA) Transportation Readiness Division
- U.S. Coast Guard (USCG)

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APPENDIX D: MULTI-YEAR TRAINING AND EXERCISE PLAN (TEP)

The State of Samplia Multi-Year

Training and Exercise Plan Follows

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Multi-Year Training and Exercise Plan

State of Samplia

Version 4
January 11, 2006

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PREFACE

State of Samplia

The State of Samplia has pursued a coordinated homeland security strategy that combines enhanced planning, new equipment purchases, innovative training, and realistic exercises to strengthen the State's emergency prevention and response capabilities. Training and exercises play a crucial role in this strategy, providing the State with a means of attaining, practicing, validating, and improving new capabilities.

The State's training and exercise programs are administered by the Samplia Office of Emergency Management (SOEM), in coordination with the Samplia State Police, Samplia State Fire Service, and local emergency response agencies. The training and exercise agenda laid out in this plan is binding for all State-level response agencies, as well as for any municipal response agencies receiving State homeland security funds. The agenda helps prepare the State to optimally address both the natural and technical hazards that it faces.

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POINTS OF CONTACT (POCS)

State of Samplia

Samplia State Administrative Agency:

Name:
Office:
Title:
Address:
Phone:

Samplia Exercise Point of Contact (POC):

Name:
Office:
Title:
Address:
Phone:

Samplia Training POC:

Name:
Office:
Title:
Address:
Phone:

U.S. Department of Homeland Security (DHS) Preparedness Directorate's Office of Grants and Training (G&T) Preparedness Officer:

Name:
Office:
Title:
Address:
Phone:

The DHS G&T Exercise Program Manager:

Name:
Office:
Title:
Address:
Phone:

The DHS G&T Training Program Manager:

Name:
Office:
Title:
Address:
Phone:

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PURPOSE

State of Samplia

The purpose of the Multi-Year Training and Exercise Plan is to provide a follow-on companion document to the Samplia Homeland Security Strategy. It is a living document that will be updated and refined annually. The Multi-Year Training and Exercise Plan provides a roadmap for Samplia to follow in accomplishing the priorities described in the Samplia Homeland Security Strategy. Each priority, if applicable, is linked to an Improvement Plan (IP) effort. The priority is further linked to the associated target capabilities that would facilitate accomplishment of the priority, and the training and exercises that will help the jurisdiction obtain or validate those capabilities and address that priority.

Included in the Multi-Year Training and Exercise Plan is the training and exercise schedule, which provides graphic illustration of the proposed activities scheduled for the years 2006-2008. It is representative of the natural progression of training and exercises that should take place in accordance with the building-block approach.

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PROGRAM PRIORITIES

State of Samplia

As part of the continuous preparedness process, the Samplia Office of Emergency Management (SOEM) drafted the Samplia Homeland Security Strategy to clearly define the State's efforts and areas of focus. Based on the guidance of the U.S. Department of Homeland Security (DHS) as depicted in the National Preparedness Goal, the strategy commits Samplia to the National Priorities defined by DHS and supplements these priorities with initiatives specific to Samplia's threats and capabilities.

In 2006, the SOEM conducted a comprehensive assessment of homeland security needs, capabilities, and vulnerabilities. Using the capabilities assessment, the Samplia Homeland Security Strategy, and the previous year's After Action Report (AAR)/Improvement Plan (IP) findings, the State has identified six priorities on which to focus its planning, equipment acquisition, training, and exercises:

1. **Port Security:** Enhance port security plans, with a focus on integrated, interagency port security operations.
1. **Improvised Explosive Devices (IEDs):** Develop the capability to respond to IED attacks, with a focus on developing and implementing plans for mitigating the impact of such attacks on the functioning of the transportation sector.
2. **Public Health:** Coordinate State and local public health strategies, plans, and equipment to effectively prepare for public health crises.
3. **Public Information:** Facilitate public information for a coordinated, effective response and recovery effort with regard to an all hazards incident.
4. **Law Enforcement:** Facilitate information sharing between Federal, State, and local law enforcement entities to identify terrorist threats and prevent attacks.
5. **Mutual Aid:** Strengthen mutual-aid agreements (MAAs) to ensure effective response to incidents that overwhelm a single jurisdiction's response capabilities.

The State has identified the associated capabilities from the Target Capabilities List that must be accomplished to attain these priorities. Training and exercises have been identified which the State will conduct over the following three years to assist in accomplishing the selected priorities and filling the gaps in capabilities.

Port Security

Enhance port security plans, with a focus on integrated, interagency port security operations.

Relevant Improvement Plan Reference:

2005 Samplia Region 3 Tabletop Exercise (TTX):

- The State of Samplia will increase training and exercise opportunities with the United States Coast Guard (USCG) and other response elements associated with port security operations within the State.

Associated Capabilities:

- Communications
- Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives (CBRNE) Detection
- Intelligence Information Sharing and Dissemination

Training and Exercises that Support this State Priority and Associated Capabilities:

- Basic hazardous materials (HazMat) awareness training for port emergency response elements
- Prevention and deterrence TTXs focused on information sharing among agencies responsible for port security and other port stakeholders
- Seaport security antiterrorism training
- Advanced HazMat training
- Command Post Exercises (CPXs) focused on validating the ability of port response agencies to prepare for critical threats
- Full-Scale Exercise (FSE) focusing on communications among response agencies during a simulated impact of a CBRNE weapons release in a port setting

Improvised Explosive Devices (IEDs)

Develop the capability to respond to improvised explosive device (IED) attacks, with a focus on developing and implementing plans for mitigating the impact of such attacks upon the functioning of the transportation sector.

Relevant Improvement Plan Reference:

2005 Samplia Statewide Functional Exercise (FE):

- All Samplia transportation section personnel will be trained in basic weapons of mass destruction (WMD)/terrorism awareness.

Associated Capabilities:

- Explosive Device Response Operations
- Firefighting Operations/Support
- Triage and Pre-Hospital Treatment
- Urban Search and Rescue (USAR)

Training and Exercises that Support this State Priority and Associated Capabilities:

- Introduction to multimodal HazMat incident response training for first responders
- Basic explosive device recognition training for first responders
- Advanced explosive device recognition training
- Airport FE with focus on triage and treatment
- Vehicle-born improvised explosive devise (VBIED) FSE(s) with the mass transportation sector

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Public Health

Coordinate State and local public health strategies, plans, and equipment to effectively prepare for public health crises.

Relevant Improvement Plan Reference:

2005 Samplia Statewide Seminar on Emerging Public Health Issues:

- All Samplia public health staff and emergency response personnel will continue joint training and exercises on emerging public health concerns.

Associated Capabilities:

- Isolation and Quarantine
- Mass Prophylaxis
- Medical Supplies Management and Distribution
- Public Health Epidemiology Investigation and Laboratory Testing

Training and Exercises that Support this State Priority and Associated Capabilities:

- Biological terrorism awareness training for emergency responders
- Agricultural terrorism awareness training for veterinarians
- Biological TTX
- Agricultural TTX
- Points of dispensing (POD) FE
- Strategic National Stockpile (SNS) FSE (from deployment to repackaging)

Public Information

Facilitate public information for a coordinated, effective response and recovery effort with regard to an all-hazards incident.

Associated Capabilities:

- Citizen Preparedness and Participation
- Citizen Protection: Evacuation and/or Shelter-In-Place Protection
- Mass Care (Sheltering, Feeding, and Related Services)
- Mass Public Information and Warning
- Volunteer Management and Donations

Training and Exercises that Support this State Priority and Associated Capabilities:

- Earthquake safety program for schools
- Public Information Officer (PIOs) training
- Joint Information Center (JIC) workshop
- Senior officials workshop on public information
- Community Emergency Response Team (CERT) drill
- TTX using earthquake or related scenarios (e.g., building collapse)
- Donations management drill in conjunction with American Red Cross
- FE with focus on shelter in place procedures
- FEs using earthquake or related scenarios (e.g., building collapse)

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Law Enforcement

Facilitate information sharing between Federal, State, and local law enforcement entities to identify terrorist threats and prevent attacks.

Relevant Improvement Plan Reference:

2005 Samplia Regional FSE:

- Regions 3 and 4 will attend joint training and participate jointly in exercises over the next year to increase information sharing activities within the regions.

Associated Capabilities:

- Information Gathering and Recognition of Indicators and Warnings
- Intelligence Analysis and Production
- Intelligence/Information Sharing and Dissemination
- Law Enforcement Investigation and Operations

Training and Exercises that Support this State Priority and Associated Capabilities:

- Law enforcement prevention and deterrence of terrorist acts seminar
- Prevention and deterrence TTX
- Joint Operations Center (JOC) training
- WMD HazMat evidence training
- Statewide Fusion Center prevention and deterrence FE

Mutual Aid

Strengthen MAAs to ensure effective response to incidents that overwhelm a single jurisdiction's response capabilities.

Relevant Improvement Plan Reference:

2005 Samplia Statewide TTX:

- The SOEM will coordinate and conduct seminar sessions with local tribal nations to discuss the benefits of extending the statewide mutual-aid compact into the tribal nation.

Associated Capabilities:

- Onsite Incident Management
- Emergency Operations Center (EOC) Management
- Critical Resource Logistics and Distribution
- Medical Surge
- Urban Search and Rescue

Training Courses and Exercises that Support this State Priority and Associated Capabilities:

- Basic National Incident Management System (NIMS)/Incident Command System (ICS) Training for first responders
- Introductory Hospital Emergency Incident Command System (HEICS) training
- Mutual-aid workshops and seminars

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- CPX set on tribal grounds
- County EOCs' FEs with focus on resources logistics and distribution
- All-hazards FSEs

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Multi-Year Training and Exercise Schedule

State of Samplia

The following schedule illustrates the current timeline for Samplia's training and exercise activities from January 2006 to December 2008. The schedule captures Samplia's desire for a progressive increase in training and exercise complexity over the course of the next 3 years.

The jurisdictions within Samplia currently possess different levels of preparedness regarding terrorism and natural disasters. Because of these differences, Samplia's Multi-Year Training and Exercise Schedule uses a building-block approach when determining training and exercises. The building-block approach ensures successful progression in exercise design, complexity, and execution, and allows for the appropriate training and preparation to occur in the community conducting or participating in the exercise.

The schedule portrays both training and exercises that correspond with Samplia's State priorities and four of the eight National Priorities. In addition to this hardcopy schedule, Samplia has also electronically scheduled its exercise through Centralized Scheduling and Information System (CSIS) on the DHS Preparedness Directorate's Office of Grants and Training (G&T) portal.

Multi-Year Training and Exercise Schedule Acronyms and Abbreviations List

CERT	Community Emergency Response Team
Comms.	Communications
CPX	Command Post Exercise
EOC	Emergency Operations Center
FE	Functional Exercise
FSE	Full-Scale Exercise
HazMat	hazardous materials
HEICS	Hospital Emergency Incident Command System
ICS	Incident Command System
JIC	Joint Information Center
NIMS	National Incident Management System
PIO	Public Information Officer
SNS	Strategic National Stockpile
TTX	tabletop exercise
VBIED	vehicle-borne improvised explosive device
WMD	weapons of mass destruction

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Region	Training and Exercise Schedule: 2006											
	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
	J	F	M	A	M	J	J	A	S	O	N	D
Region 1	Earthquake Safety Program – Schools		Basic Hazmat Awareness Training-Port	Mutual Aid Seminar	PIO Training	Prevention and Deterrence Seminar	Basic NIMS/ICS Training	JIC Workshop	Mutual Aid Workshop	Introductory HEICS Training	Basic Explosive Device Recognition Training	Prevention and Deterrence TTX – Port
Region 2												
Region 3		Biological Terrorism Awareness Training – First Responders	Basic Explosive Device Recognition Training	PIO Training	Agricultural Terrorism Awareness Training – Veterinarians			Intro to Multi-modal HazMat Incident Response Training	Prevention and Deterrence TTX		JIC Workshop	
Region 4												
Region 5			Basic Hazmat Awareness Training-Port	Mutual Aid Seminar	PIO Training			JIC Workshop	Mutual Aid Workshop		Basic Explosive Device Recognition Training	Prevention and Deterrence TTX – Port

Priorities Addressed:

Port Security | **IEDs** | **Public Health** | **Public** | **Mutual Aid** | **Law Enforcement**

Region	Training and Exercise Schedule: 2007											
	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
	J	F	M	A	M	J	J	A	S	O	N	D
Region 1	Biological Outbreak TTX	Senior Officials Workshop on Public Information	Advanced HazMat Training	Earthquake TTX	Agricultural Terrorism TTX		CPX – Port	Joint Operations Center Training	County EOCs FEs – Resource Logistics and Distribution	CERT Drill	Advanced Explosive Device Recognition Training	
Region 2												
Region 3	Earthquake TTX		Agricultural Terrorism TTX	Advanced Explosive Device Recognition Training		Prevention and Deterrence TTX		Biological Outbreak TTX	Joint Operations Center Training		CPX – Tribal Land	Airport FE – Triage and Treatment
Region 4							Advanced Explosive Device Recognition Training					
Region 5	Biological Outbreak TTX		Advanced HazMat Training	Earthquake TTX	Agricultural Terrorism TTX		CPX – Port	Joint Operations Center Training	County EOCs FE – Resource Logistics and Distribution		Advanced Explosive Device Recognition Training	

Priorities Addressed:

Port Security | **IEDs** | **Public Health** | **Public** | **Mutual Aid** | **Law Enforcement**

Region	Training and Exercise Schedule: 2008											
	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
	J	F	M	A	M	J	J	A	S	O	N	D
Region 1	FE-Earthquake Scenario building on previous year's TTX	Seaport Security Antiterrorism Training		FSE – Port Comms.	SNS Points of Dispensing Drill	WMD HazMat Evidence Training	Statewide Fusion Center Prevention and Deterrence FE	All Hazards FSE			SNS FSE – Deployment to Repackaging	
Region 2												
Region 3		Donations Management Drill with American Red Cross		FE-Shelter in Place				Mass Transit Sector VBIED FSE		WMD HazMat Evidence Training		
Region 4												
Region 5		Seaport Security Antiterrorism Training		FSE – Port Comms.		Donations Management Drill with American Red Cross		All Hazards FSE				

Priorities Addressed:

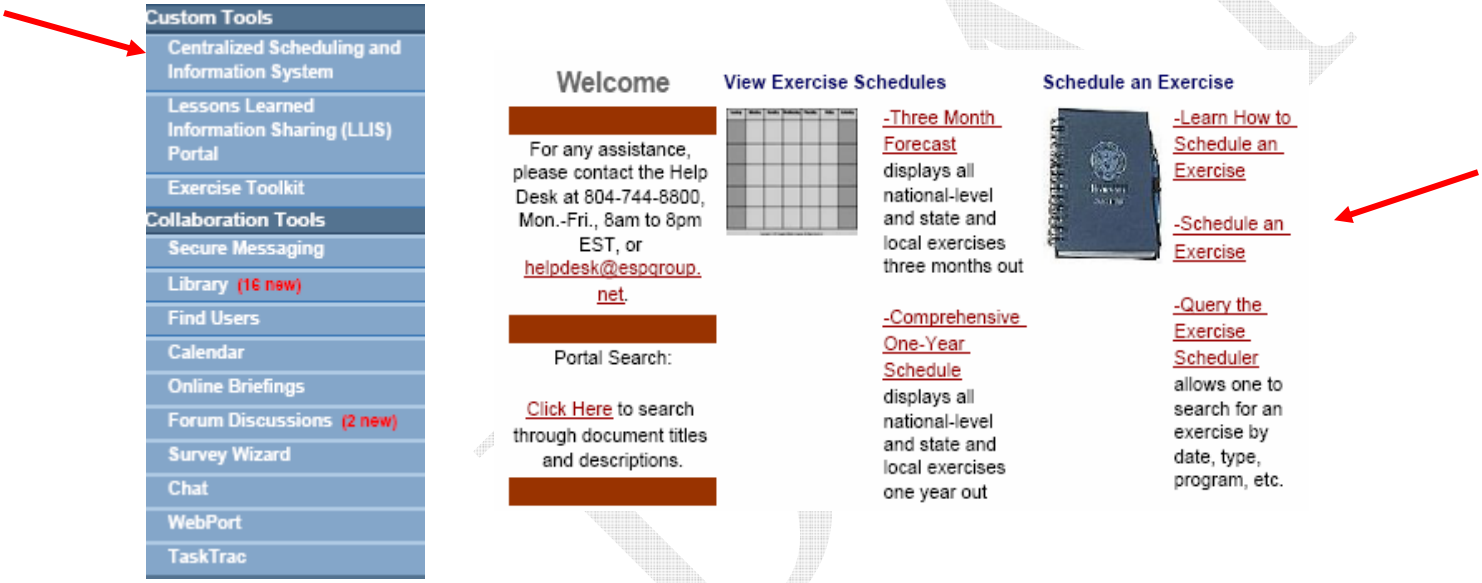
Port Security	IEDs	Public Health	Public	Mutual Aid	Law Enforcement

Appendix E: Centralized Scheduling and Information System (CSIS) Instructions

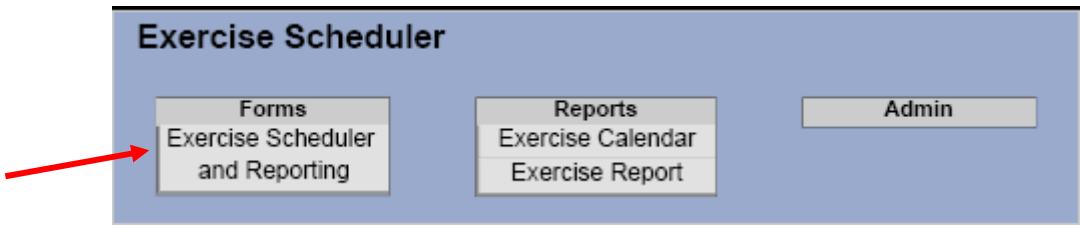
T&EPW Users' Handbook

The U.S. Department of Homeland Security (DHS) Preparedness Directorate's Office of Grants and Training (G&T) Portal Exercise Scheduler facilitates cooperation and collaboration among Federal, State, and local agencies conducting exercises. This tool is used to track the scheduling of all exercises, regardless of the sponsoring Federal agency, to produce a comprehensive calendar of all Federal, State, and local exercises.

1. To access the Exercise Scheduler, click the "Centralized Scheduling and Information System" (CSIS) link on the left side of the portal's homepage or click "Schedule an Exercise" (located on all State homepages).

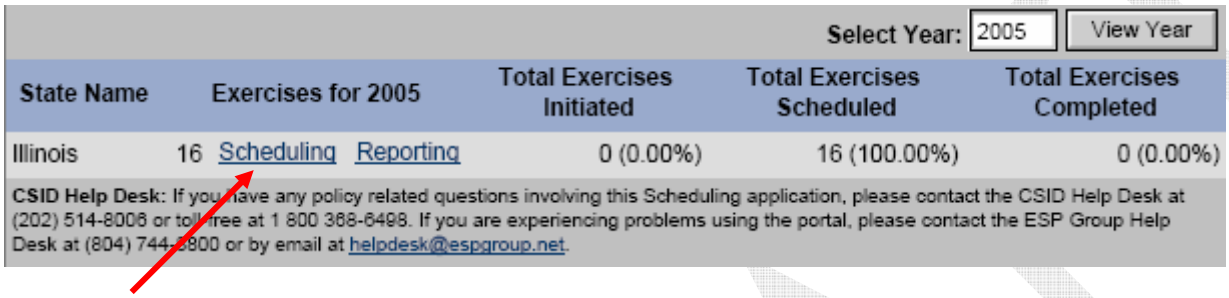


2. Click the "Exercise Scheduler and Reporting" link on the CSIS main page. This will take you to your State's scheduling and reporting page.

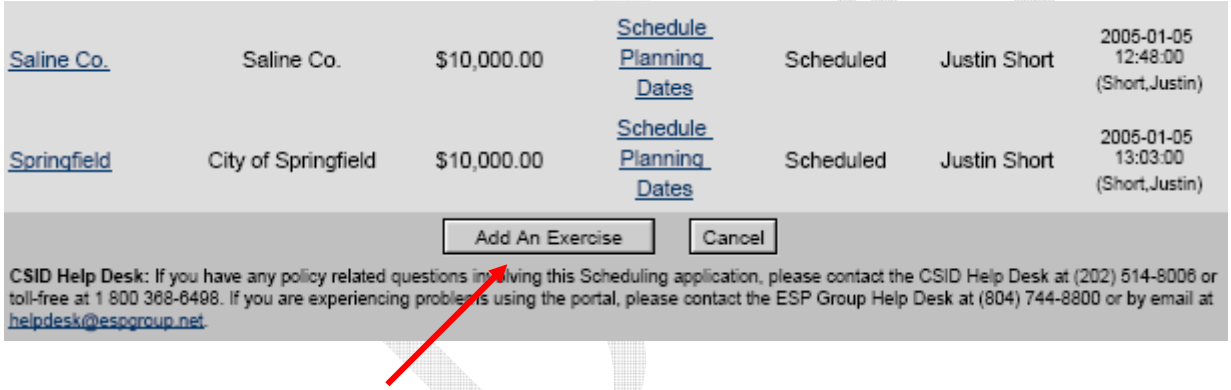


Initiating an Exercise

1. Be sure your State scheduling and reporting page is in the current calendar year, then click the "Scheduling" link.



2. The "Scheduling" link takes you to a table that lists all the exercises being conducted in your State during the selected calendar year. Click the "Add an Exercise" button to schedule a new exercise.



The "Edit Exercise" form asks the user for basic information regarding the exercise being scheduled. Help buttons offer a detailed description of the information required for each category. To view a category help description, click the red question mark next to that category. When the form is completed, click the "Add" or "Save Changes" button (depending on whether information had previously been entered). The information in this form can be accessed and edited at any time by clicking the exercise name on the "Exercise View" screen.

Edit Exercise (items marked with * are required)

* Exercise Name:

* Type Of Exercise: Seminar

* Scope:
- ☐ Local
- ☐ State/ Local
- ☐ Multi- local
- ☐ Regional (w/in State)
- ☐ Multi- State
- ☐ Federal
- ☐ Federal/ State/ Local
- ☐ National-Level Exercise
- ☐ Cross- Border
- ☐ International
- ☐ Private Sector
- ☐ Other/Specify

*if "other", specify below

* Scenario:
- ☐ Chemical release or threat
- ☐ Biological release or threat
- ☐ Radiological release or threat
- ☐ Nuclear detonation or threat
- ☐ Explosive detonation or threat
- ☐ Cyber
- ☐ Agricultural
- ☐ Natural Disaster
- ☐ Pollution
- ☐ Other/specify

*if "other", specify below

* Focus:
- ☐ Prevention
- ☐ Response
- ☐ Recovery
- ☐ other/specify

*if "other", specify below

Program: to select more than one, hold down the ctrl key
- Homeland Security Exercise and Evaluation Program
- Chemical Stockpile Emergency Preparedness Progr
- Radiological Emergency Preparedness

*if "other", specify below

* Sponsor Federal Agency: to select more than one, hold down the ctrl key
- Office for Domestic Preparedness
- Federal Emergency Management Agency
- Centers for Disease Control and Prevention

*if "other", specify below

Funds Allocated $ FY: 2005

* Confirmation: ⦿ tentative ○ confirmed

Agency Receiving Funding: ☐ Direct Support

Exercise Location Information

* Local Jurisdiction: (e.g., city, county, parrish, etc.)

Zip code: -

State: Illinois

Federal Region:

Country: United States

Military Installation:

Year: 2005

Exercise POC Information

Organization:

* Name:

E-Mail:

Address:

* Phone:

Contractor Information (if applicable)

Contractor Name:

Contact Name:

E-Mail:

Address:

Phone:

Add Cancel

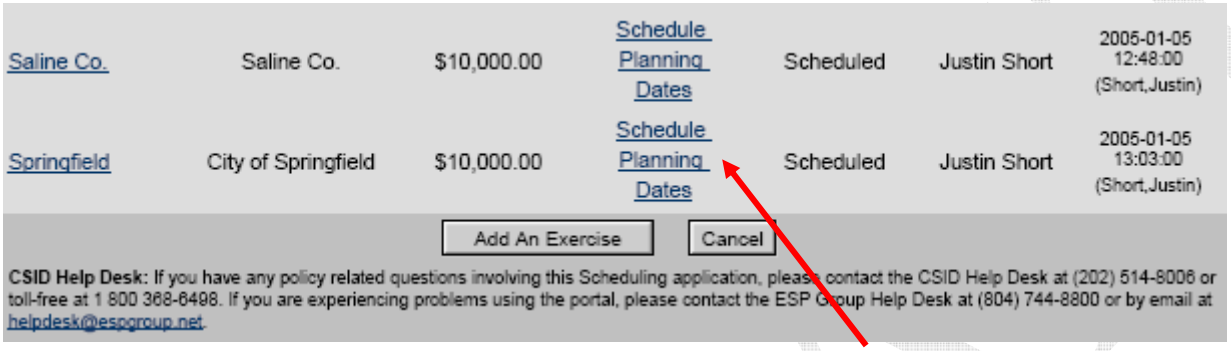
Instructions: The following fields are required: Exercise Name, Type, Scope, Scenario, Focus, and Sponsoring Agency.

CSID Help Desk: If you have any policy related questions involving this Scheduling application, please contact the CSID Help Desk at (202) 514-8006 or toll-free at 1 800 368-6498. If you are experiencing problems using the portal, please contact the ESP Group Help Desk at (804) 744-8800 or by email at helpdesk@espgroup.net.

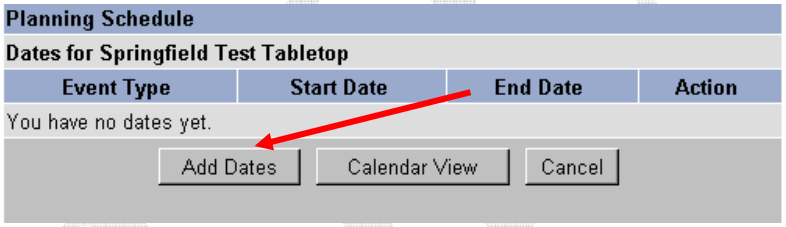
If an exercise is completely canceled, return to this screen, click the "Delete" button, and confirm the deletion when prompted. The "Delete" button will appear only if all documents and attachments associated with the exercise have also been deleted.

Scheduling Exercise Planning Conferences and Conduct

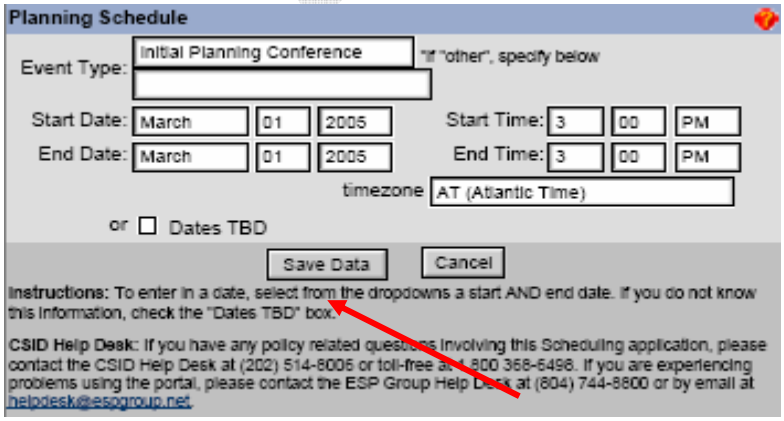
1. Once an exercise is initiated, the user can schedule planning conferences, exercise conduct, and other related dates on the comprehensive calendar. From the "Exercise View," click the "Schedule Planning Dates" link next to the name of the exercise you are scheduling.



2. When you arrive at the Planning Schedule screen, click the "Add Dates" button.

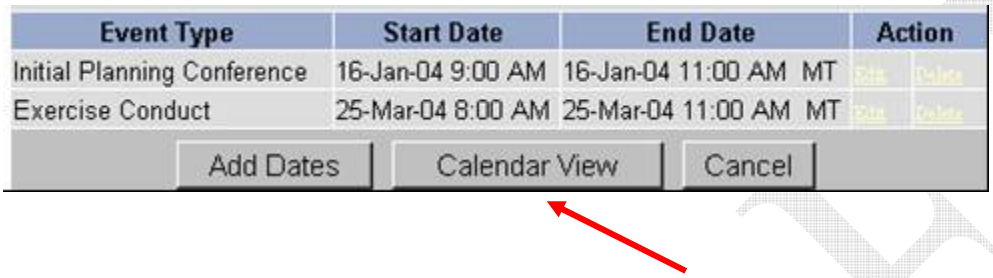


3. Choose one of several planning conferences, exercise conduct, or "other" activity. Enter the start and end dates and times of the activity. Be aware of the time zone as it may not default to your time zone, and the end date as it will not default to the start date. Choose "Dates TBD" if a placeholder is needed. When finished, click the "Save Data" button.



Viewing the Calendar

1. Once you have saved your scheduling data, click the "Calendar View" button.

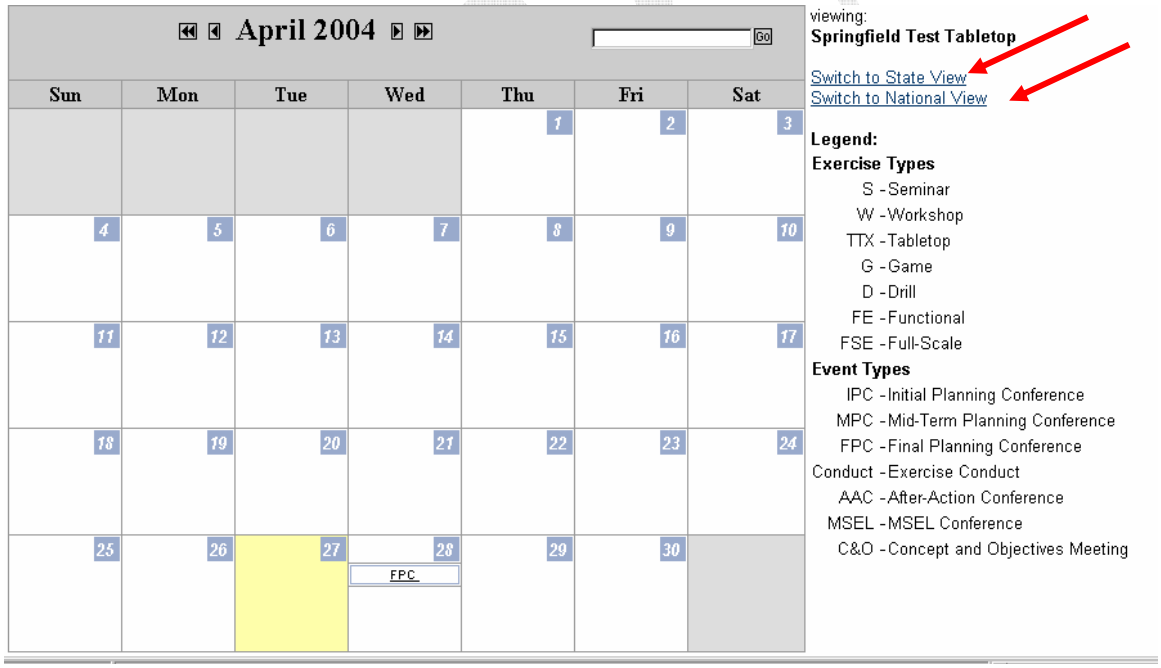


Event Type	Start Date	End Date	Action
Initial Planning Conference	16-Jan-04 9:00 AM	16-Jan-04 11:00 AM MT	Edit Delete
Exercise Conduct	25-Mar-04 8:00 AM	25-Mar-04 11:00 AM MT	Edit Delete

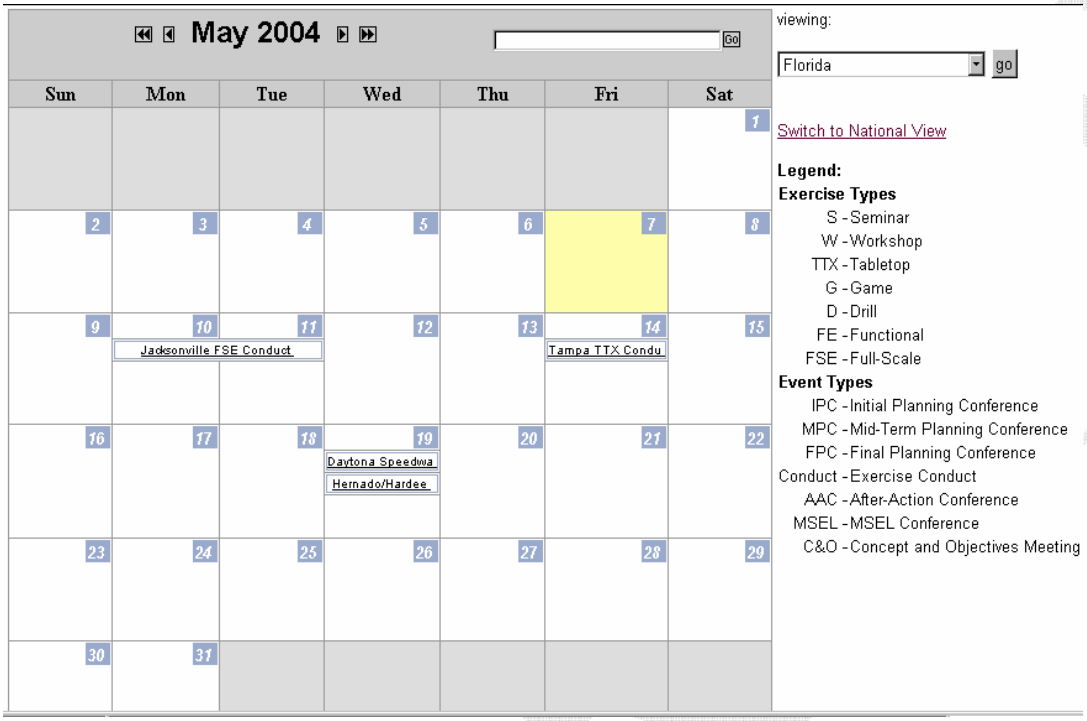
Add Dates | Calendar View | Cancel

2. You will see a calendar of activities related to the exercise you scheduled in the previous step. To view a calendar of all exercise activities in your State, click the "Switch to State View" link. To view all exercise activities occurring in the country, click the "Switch to National View" link. In either view, the user can gain more information by clicking the name of the exercise. If the word "more" appears on a day on the calendar, follow the link to view additional exercises scheduled on that day.

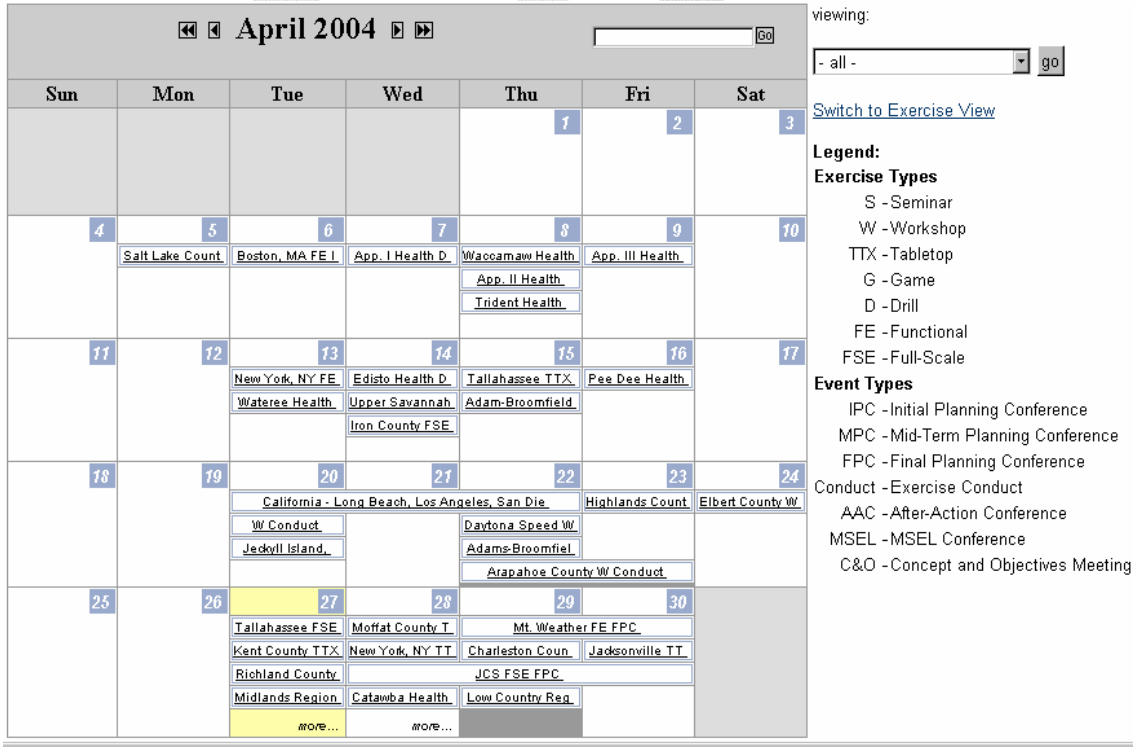
Exercise Calendar Example



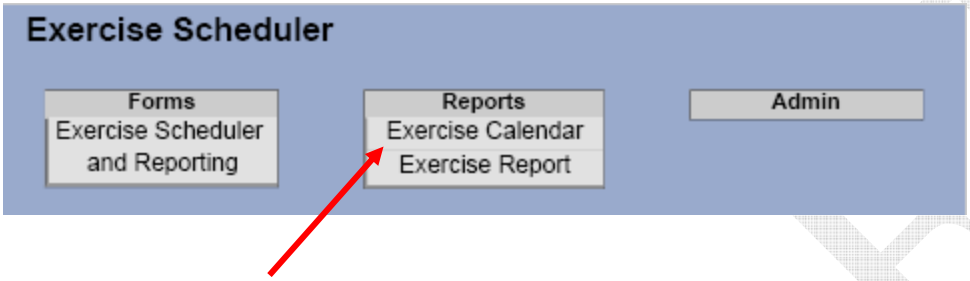
State Calendar Example



National Calendar Example



3. These calendars can also be viewed before initiating the scheduling process by clicking the "Exercise Calendar" link from the CSIS main screen.



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