



MODULE 4: TRAINING, EXERCISE AND PLANNING

TRAINING

EMERGENCY MANAGEMENT TRAINING



- Introduction:
 - The Indiana Department of Homeland Security (IDHS) is responsible for providing a comprehensive training program based on the needs of the state in the areas of mitigation (preventing or lessening the effects of a hazard), preparedness (planning, training and exercising), response (responding to hazards to prevent further injury or damage) and recovery (restoring community functions, both short and long term).

TRAINING RESOURCES



- National Incident Management System (NIMS) and Incident Command System (ICS) training:
 - ACADIS-<https://acadisportal.in.gov/>
 - Federal Emergency Management Agency's Emergency Management Institute and Independent Study (IS) courses
<https://training.fema.gov/is/crslist.aspx>
- Other organizations
 - Texas A&M Engineering Extension Service (TEEX)
 - Center for Domestic Preparedness (CDP)
 - National Disaster Preparedness Training Center (NDPTC)

EMERGENCY MANAGEMENT TRAINING



- How to request a training in your area?
 - PORTAL



EMERGENCY MANAGEMENT TRAINING



- Professional Emergency Manager (PEM) Program
 - The Professional Emergency Manager (PEM) Program is Indiana's program to raise and maintain professional standards in emergency management and recognize individuals who have demonstrated basic competencies in the field. Interested individuals complete a series of courses, exercises and professional contributions. Also, they meet work experience requirements in the emergency management discipline or related public safety fields and submit an application to apply.
 - [PDF](#)

ACADIS/PSID



- Please take the next 10-15 minutes to apply for a PSID number if you do not yet have one.
 - <https://www.in.gov/dhs/fire-and-building-safety/public-safety-identification-psid-information/>

QUESTIONS?

training@dhs.IN.gov

Rusty Goodpaster
State Training Officer
rgoodpaster@dhs.IN.gov
317-756-1501

Vacant
EMA Training Program Manager

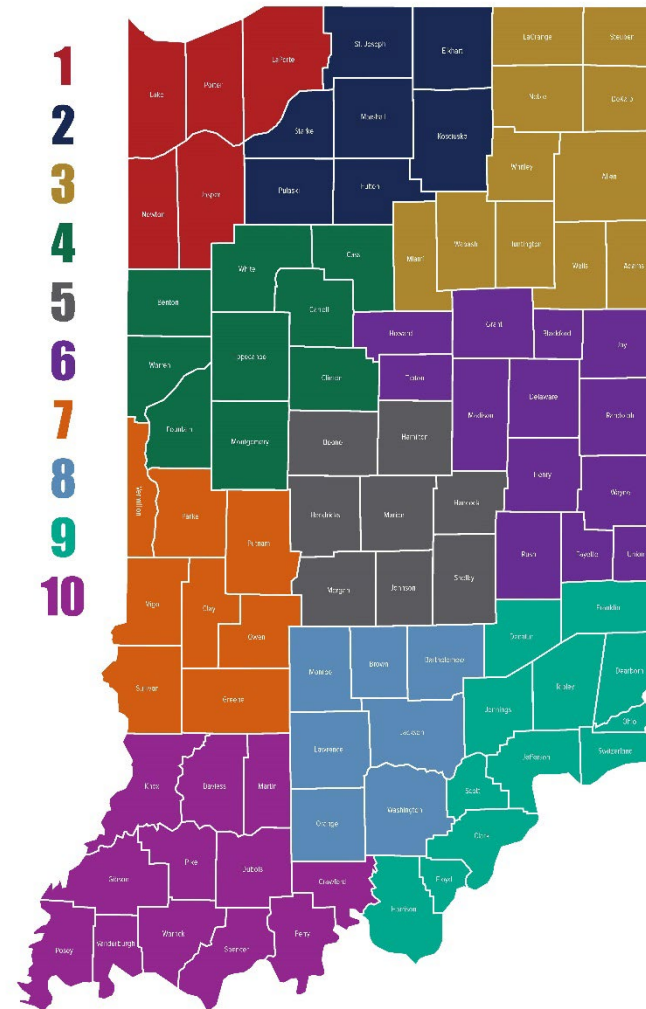
HSEEP AWARENESS SEMINAR

In this portion, the presenter will go over HSEEP awareness.

IDHS EXERCISE STAFF (AS OF 8/1/22)

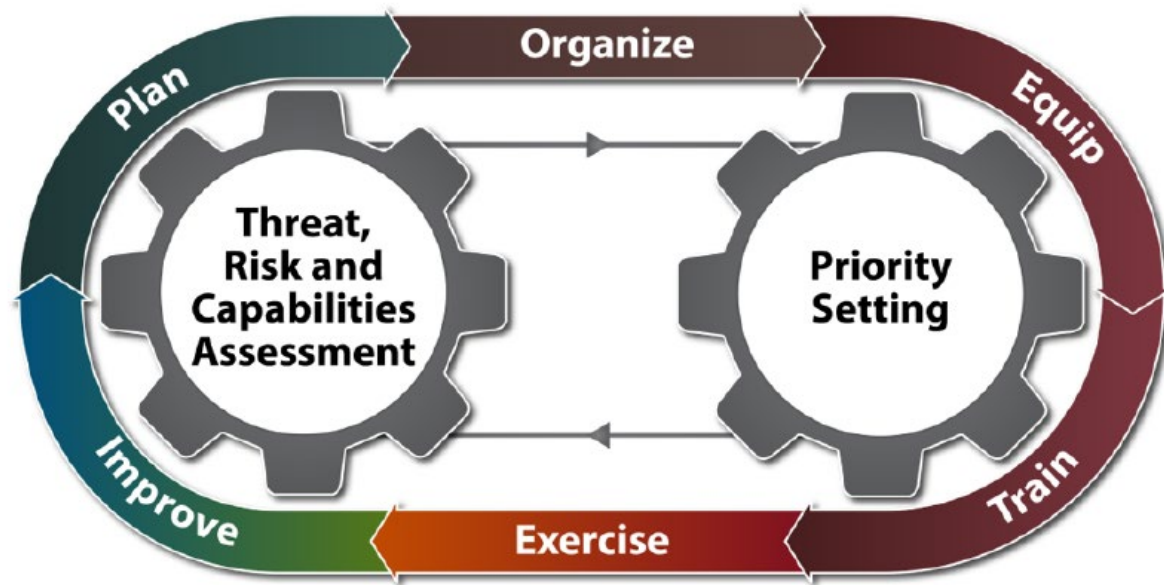


- Director of Emergency Management and Preparedness Division – Mary Moran
- State Exercise Officer – Ashley Baldwin
- North Exercise Program Manager – Jessica Kindig
- Central Exercise Program Manager – Elaina Derrer Aprea
- South Exercise Program Manager – Casey Fizer



EXERCISE

INTEGRATED PREPAREDNESS



WHAT IS EXERCISE?

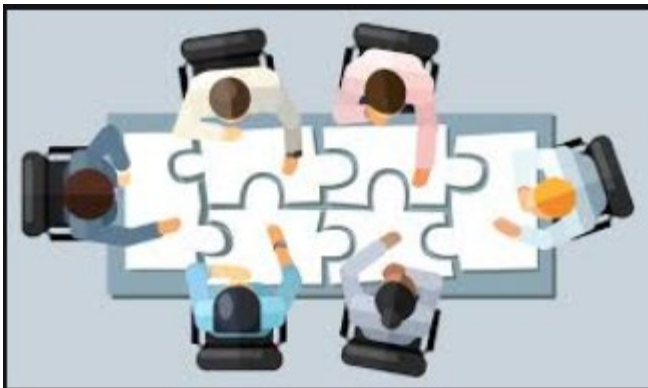


- Enables whole community stakeholders to test and validate plans and capabilities
 - Corresponds with the core capabilities and identified high priority hazards
- Key component of national preparedness
- Low-risk, no fault environment
- Familiarizes personnel with roles and responsibilities
- Addresses areas of improvement and identifies capability gaps

TYPES OF EXERCISES

- **Discussion-based**

- Seminar
- Workshop
- Tabletop (TTX)
- Games



- **Operations-based**

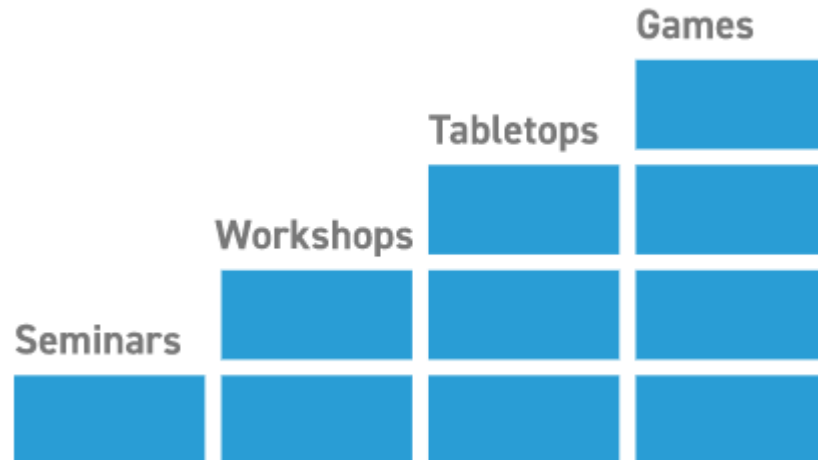
- Drill
- Functional (FE)
- Full Scale (FSE)



DISCUSSION-BASED EXERCISES



- Discussion-based exercises focus on strategic, policy-oriented issues



- Seminar
- Workshop
- Tabletop (TTX)
- Games

SEMINAR EXERCISE



- Discussion-based
- Not to be confused with training
- Orients participants to a plan, policy or procedure



WORKSHOP EXERCISE



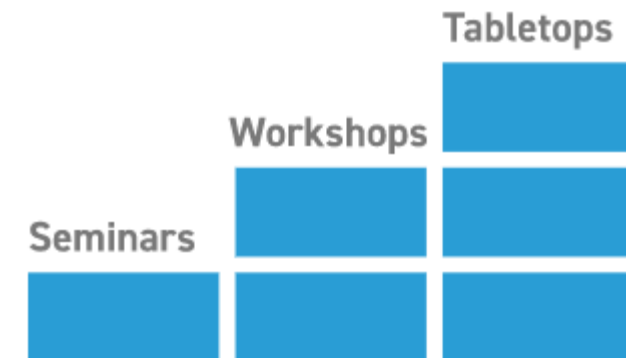
- Discussion-based
- Commonly misused and not to be confused with training
- Development of a plan, policy or procedure by the attendees
- Example – Integrated Preparedness Planning Workshop (IPPW)
 - Produces the Integrated Preparedness Plan (IPP) and Integrated Preparedness Schedule (IPS)



TABLETOP EXERCISE (TTX)



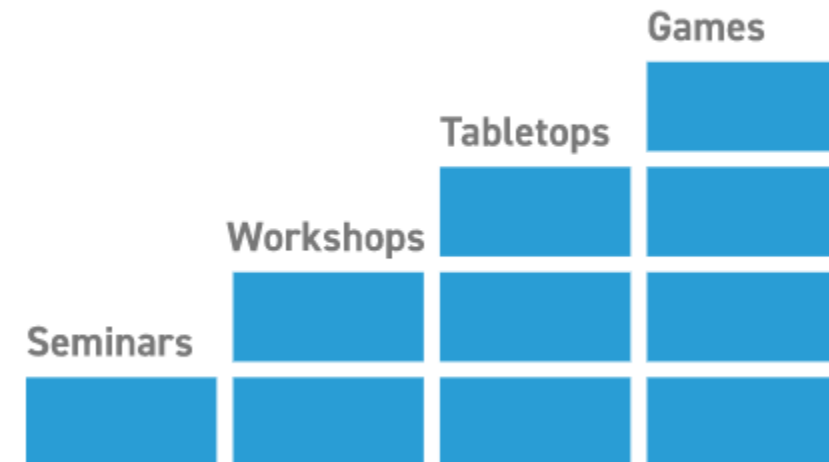
- Discussion-based
- Facilitation-heavy to keep discussion on track with objectives
- Assesses plans, policies and procedures regarding a hypothetical, simulated emergency
- Outcome - obtain recommended revisions to current plans, policies or procedures
- Basic v. advanced



GAMES EXERCISE



- Discussion-based
- Rare
- Models and simulations that increase in complexity as game progresses
- Often involves two or more teams with competitive environment
- Uses rules, data and procedures to depict a situation
- Critical decision-making points determine success of game



OPERATIONS-BASED EXERCISES



Operations-based exercises are used to validate plans, policies, agreements and procedures. Operations-based exercises are more complex than discussion-based exercises.

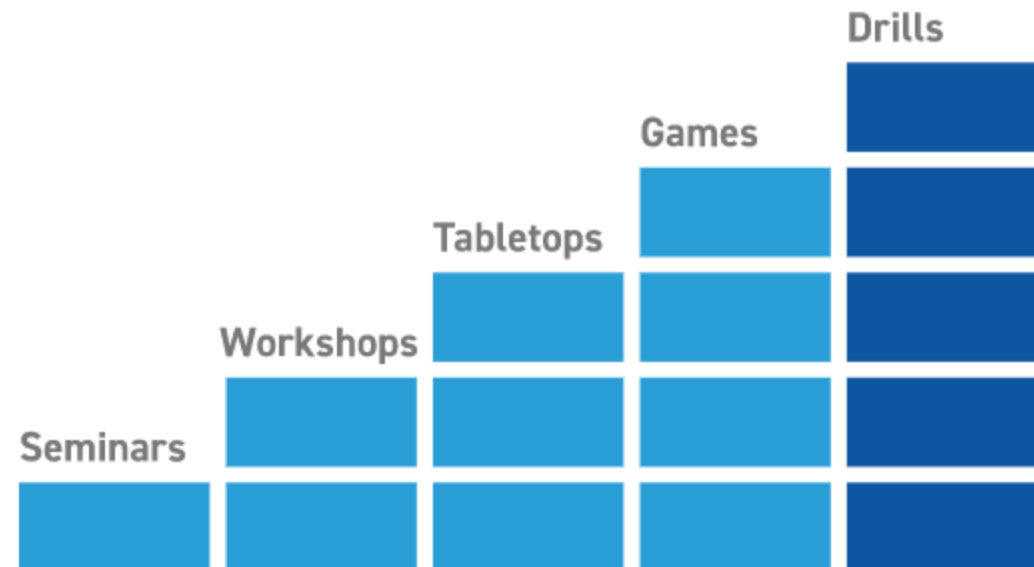
- Drill
- Functional (FE)
- Full-Scale (FSE)

		Full-Scale Exercises
Drills	Functional Exercises	

DRILL EXERCISE



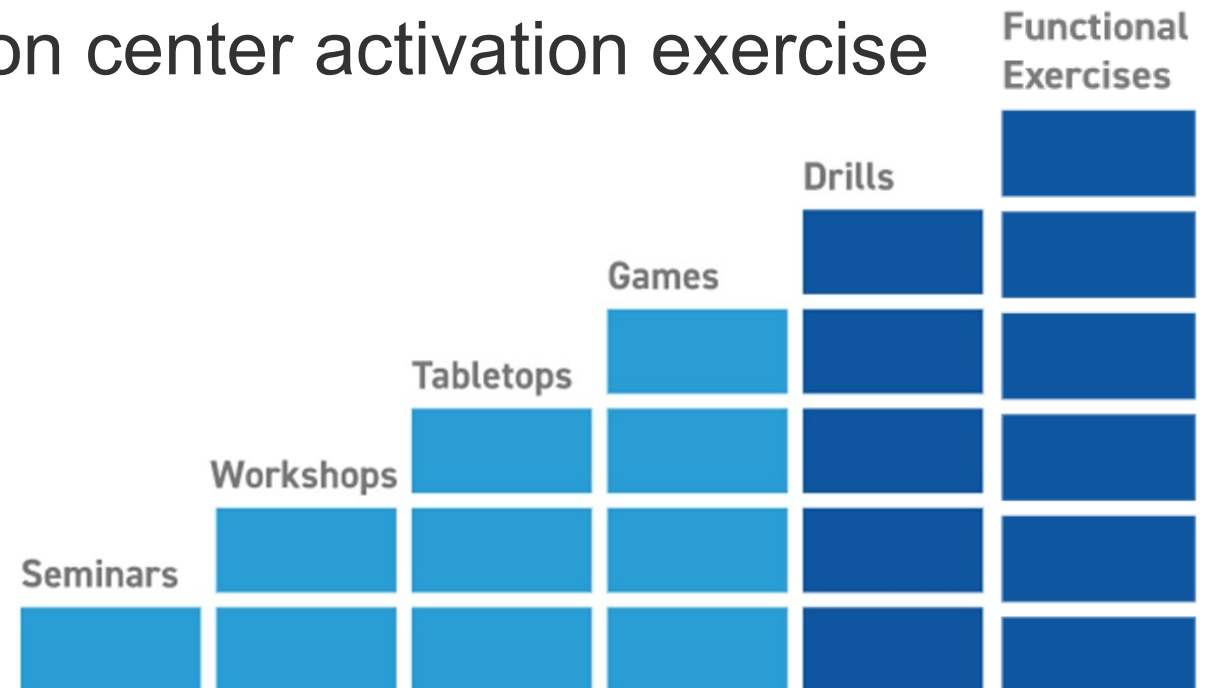
- Operations-based
- Commonly misused
- Tests single operation of function in a single agency or organization



FUNCTIONAL EXERCISE (FE)



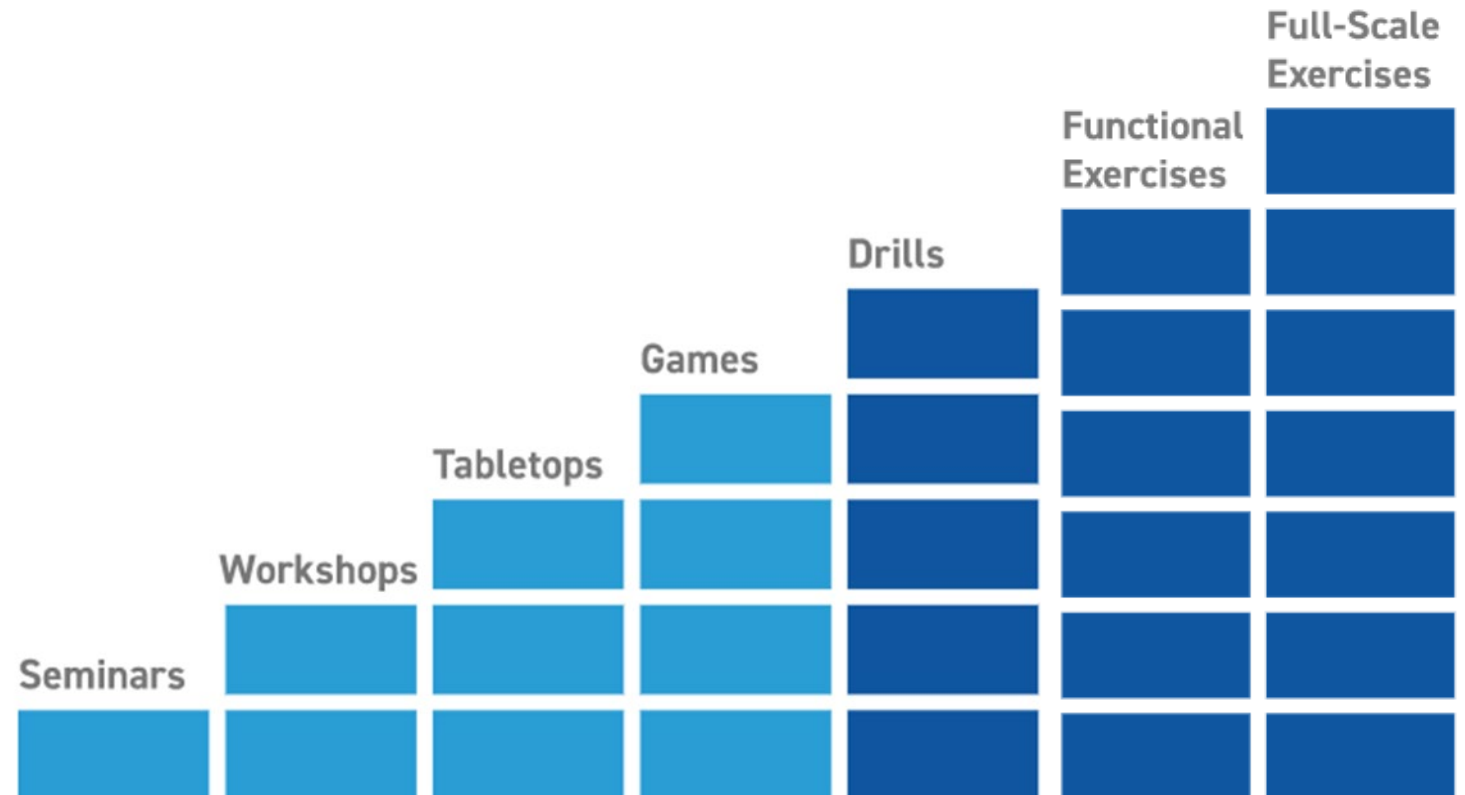
- Operations-based
- Validates multiple functions
- Movement of personnel and equipment is usually simulated
- Example – emergency operation center activation exercise



FULL-SCALE EXERCISE (FSE)



- Operations-based
- High stress, multi-agency, multi-jurisdictional activities
- Most complex
- Resource-intensive
- Many moving parts



HSEEP

WHAT IS HSEEP?



- Homeland Security Exercise and Evaluation Program
- Set of guiding principles, common approaches and common methodology for planning and conducting exercises
- Flexible
- Improves preparedness



HSEEP



IDHS POLICY



- All exercises conducted by IDHS must be HSEEP-compliant
- EMPG-funded individuals must participate in one HSEEP-compliant and/or HSEEP-consistent exercise in a year
- Grant-funded exercises must be reviewed for HSEEP compliance by the IDHS Exercise Section
- IDHS Exercise staff approves/denies and track exercises as HSEEP-compliant when requested
- Sign-in sheet(s), and/or email PDF verification

EXERCISE DOCUMENTATION – SEMINAR, WORKSHOP AND GAME



- Pre-planning meetings sign-in sheets and agendas
 - Initial Planning Meeting (IPM)
 - Final Planning Meeting (FPM)
- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Presentations – if applicable
 - Agenda for exercise event
 - Exercise participant rosters/sign-in sheet
 - Executive summary

EXERCISE DOCUMENTATION – TABLETOP



- Pre-planning meetings sign-in sheets and agendas
 - Initial Planning Meeting (IPM)
 - Final Planning Meeting (FPM)
- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Agenda for exercise event
 - Situation manual
 - Exercise evaluation guides
 - Exercise participant rosters/sign-in sheet
 - After-Action/Improvement Plan

EXERCISE DOCUMENTATION – DRILL, FUNCTIONAL AND FULL SCALE



- Pre-planning meetings
- Sign-in sheets and agendas
 - Concept and Objectives Meeting (C&O Meeting)
 - Initial Planning Meeting (IPM)
 - Midterm Planning Meeting (MPM)
 - Master Scenario Events List Meeting (MSEL Meeting)
 - Final Planning Meeting (FPM)

- Documentation
 - Budget
 - Pre-planning meeting sign-in sheets and agendas
 - Agenda for exercise event
 - Exercise Plan
 - Master Scenario Events List
 - Controller/Evaluator Handbook
 - Exercise Evaluation Guides
 - Exercise participant rosters/sign-in sheet
 - After-Action/Improvement Plan

IDHS HELPFUL TIPS



- Use the templates (not required, but recommended)
 - If using your own version, documentation should still include the key components necessary, i.e. objectives and areas of improvement
- Ask for assistance if you are planning an exercise with a hazard you have never exercised before – we can help.
- Use core capabilities; no longer using target capabilities/mission areas
- SMART objectives

IDHS HELPFUL TIPS CONT.



- Progressive Planning and THIRA/SPR data-driven exercises
- Small exercise? HSEEP is flexible. Combine a planning meeting if necessary. Use a conference call or webinar for a planning meeting if you must. Just make sure you create an agenda and document who participated on the call.
- Well-written After-Action Reports, to include Corrective Action Plans, are important to the improvement process and can be a valuable tool to inform organization and community leaders



REFERENCE MATERIAL



- HSEEP
 - <https://www.fema.gov/sites/default/files/2020-04/Homeland-Security-Exercise-and-Evaluation-Program-Doctrine-2020-Revision-2-2-25.pdf>
- Exercise Templates
 - <https://www.in.gov/dhs/2426.htm>
- FEMA Independent Study: IS-0120.c – An Introduction to Exercises
- IDHS Exercise Guide
 - <https://www.in.gov/dhs/files/IDHS-Exercise-Guide.pdf>
- FEMA Core Capabilities
 - <https://www.fema.gov/core-capabilities>

QUESTIONS?

Exercise@dhs.IN.gov

Ashley Baldwin

State Exercise Officer

ABaldwin@dhs.IN.gov

317-501-6244

Jess Kindig

North Exercise Program Manager

JKindig@dhs.IN.gov

317-600-8330

Elaina Derrer Aprea

Central Exercise Program Manager

EDerrer@dhs.IN.gov

317-617-6940

Casey Fizer

South Exercise Program Manager

CFizer@dhs.IN.gov

317-464-9625

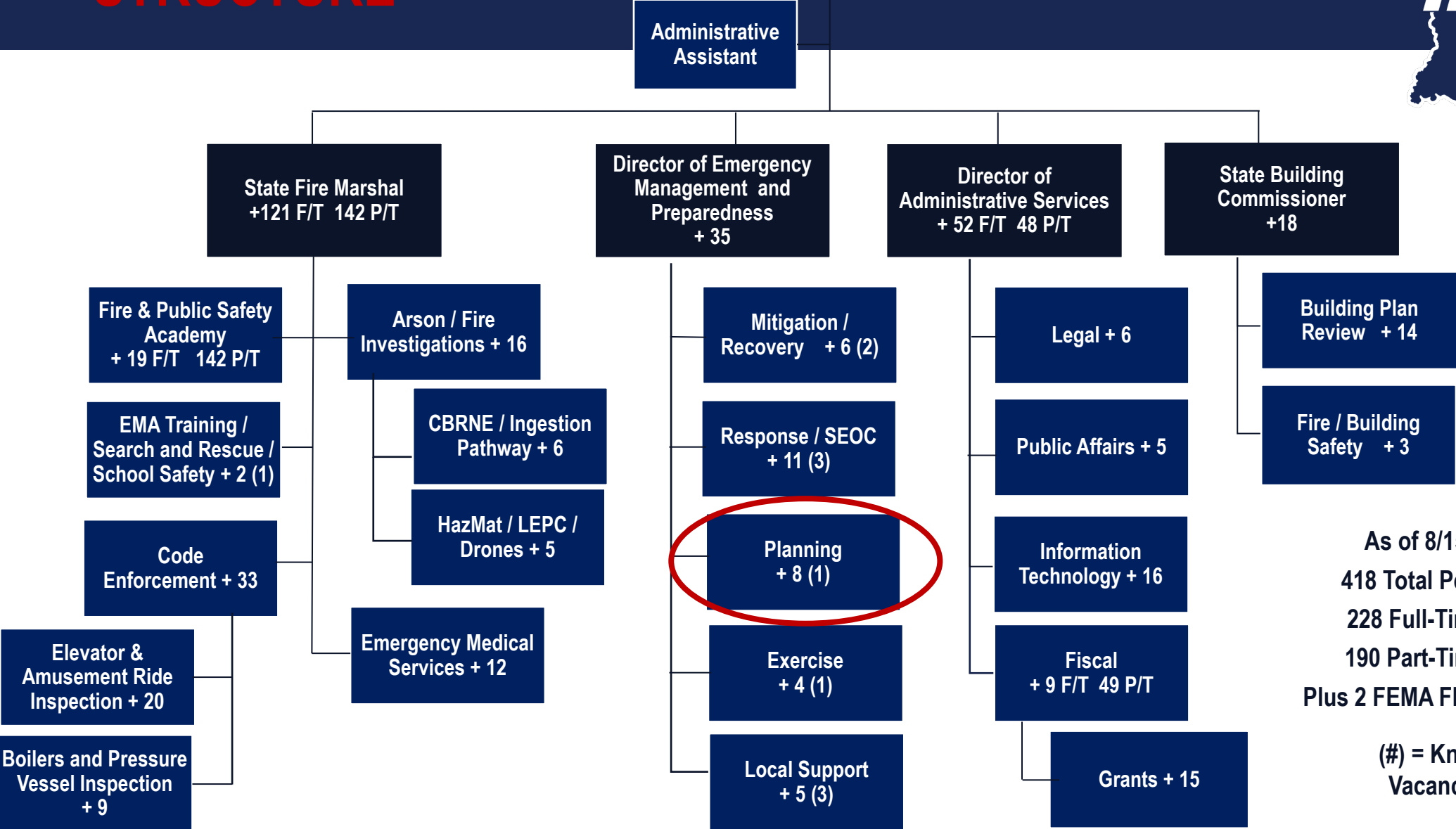


IDHS PLANNING SECTION NEW EMA BRIEFING

Updated 8/2022

IDHS ORGANIZATIONAL STRUCTURE

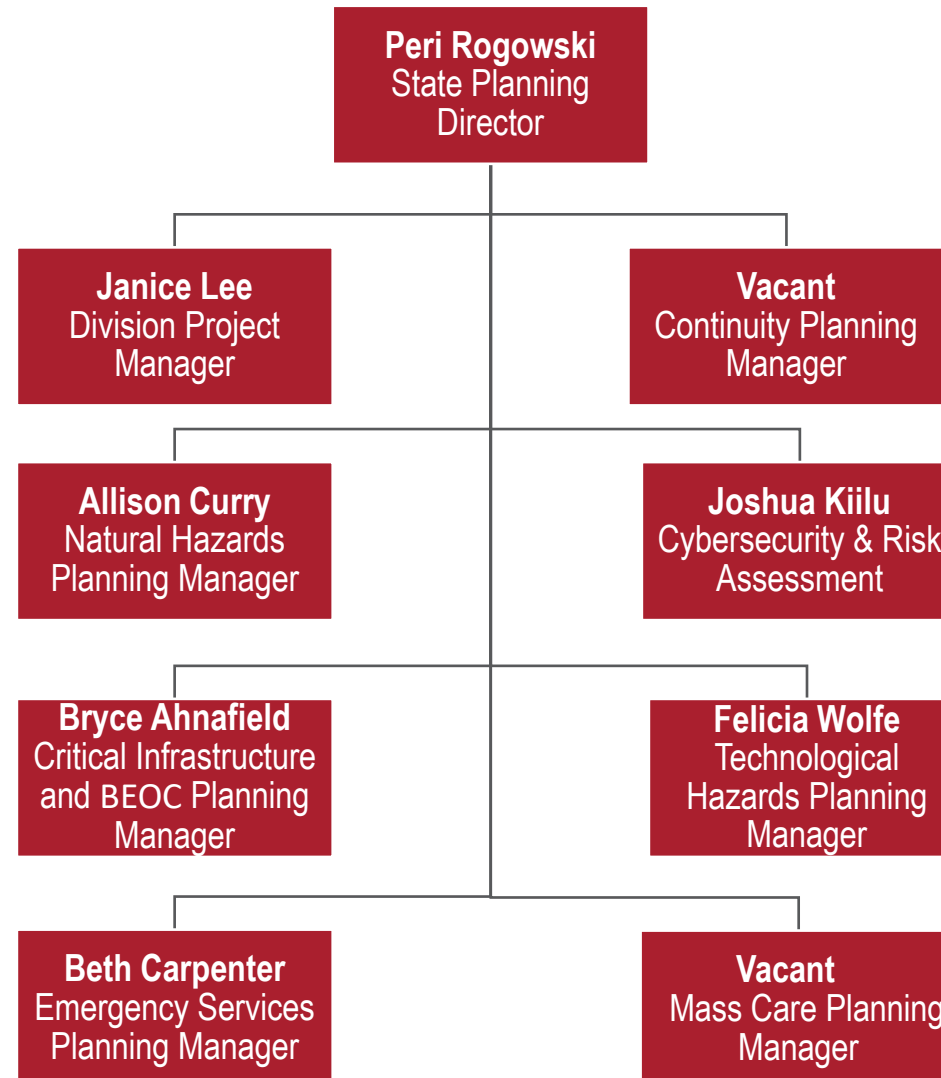
IDHS Executive Director
+ 228 F/T 190 P/T
418 Total Personnel



As of 8/15/2022
418 Total Personnel
228 Full-Time (F/T)
190 Part-Time (P/T)
Plus 2 FEMA FIT Personnel

(#) = Known Vacancies

PLANNING SECTION ORG CHART



PLANNING SECTION RESPONSIBILITIES



- Manage statewide Emergency Management and Homeland Security planning and assessment initiatives
- Develop and maintain over 70 state-level emergency plans including the State Emergency Operations Plan (EOP), associated annexes, support and hazard specific plans and continuity plans using the FEMA 6-Step Planning Process, Community Lifelines and Whole Community planning methodology
- Develop county planning templates, provide local EMAs guidance, review and feedback of county emergency plans and risk assessments
- Oversee state compliance of the federally mandated National Incident Management System (NIMS) which includes all 6 components:
 - National Qualification System
 - Incident Command System (ICS)
 - Resource Typing
 - Mutual Aid
 - Emergency Operations Centers
 - Inventorying
- Provide leadership and staffing for the State EOC Planning Section and ESF-14 during activations
- Provide leadership and staffing support for the Indiana Incident Management Assistance Team (IMAT)

SECTION RESPONSIBILITIES CONTINUED



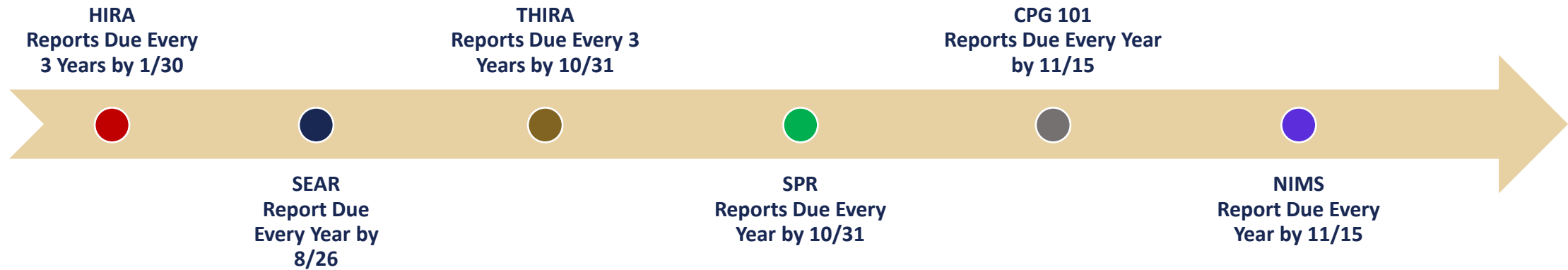
- Oversees the National Risk Assessment (NRA) compliance requirements for the state. Includes development, coordination, analysis, and reporting of the following national risk assessments:
 - State Hazard Identification and Risk Assessment (HIRA)
 - State Threat and Hazard Identification and Risk Assessment (THIRA)
 - State Stakeholder Preparedness Review (SPR)
 - Special Event Assessment Rating (SEAR) Report
 - National Incident Management System (NIMS) Compliance Report
 - Comprehensive Preparedness Guide (CPG) 101 Compliance Report
- Collaborate and provide support to the IDHS Exercise Section during exercises which validate plans and assist in the development of the Integrated Preparedness Plan (IPP)
- Collaborate and provide training data to the IDHS Training Section collected from SPR for RTIPP
- Oversee compliance of the national Emergency Management Accreditation Program (EMAP)
- Conduct After Action Reports (AARs) and improvement plans (IPs) for real-world incidents

SECTION RESPONSIBILITIES CONTINUED



- Oversee the new ESF-14 (Cross-Sector Business and Infrastructure)
 - Creating a Business Emergency Operations Center (BEOC)
 - Working to build a Private-Public Partnership to support ESF-14
- Work with federal, state and local partner agencies on a variety of hazard-specific and support plans, training, and exercise projects including:
 - Continuity of Operations and Continuity of Government Planning (COOP/COG)
 - Cybersecurity
 - Natural hazards including earthquake, tornado, flood, winter and summer weather events
 - Critical Infrastructure Security and Logistics Planning
 - CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) Planning
 - Emergency Services, Terrorism, and Active Shooter Planning
 - Mass Care, Emergency and Disaster Medical and Healthcare Planning
 - Election Security Planning
 - Civil Unrest Planning
 - Emergency Communications and Notifications

HIRA / THIRA / SPR / SEAR / NIMS / CPG 101 REPORT CYCLES



HIRA – Foundation for THIRA Step 1 - Conducted Every 3 Years: Due January 30th of 2021 – 2024 – 2027

THIRA – Foundation for SPR Step 1 - Conducted Every 3 Years: Due October 31st of 2022 – 2025 – 2028

SPR – Measures Progress of Core Capability Gaps - Conducted Every Year: Due October 31st

SEAR – Measures Risk of a Terrorist Attack at a Special Event - Conducted Every Year: Due August 26th

NIMS – Annual Compliance Report Required by FEMA - Conducted Every Year: Due November 15th

CPG 101 – Tracks Annual Planning Development - Conducted Every Year: Due November 15th

HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)



- The HIRA is a quantitative process in which counties select all natural, man-made or technological hazards or threats that present the greatest risk to their community.
- The HIRA uses a Calculated Probability Risk Index (CPRI) formula that measures the probability, magnitude/severity, warning time, and duration of the known hazard or threat.
- It allows state and local government officials to better assess their risks to plan and prepare for consequences of threats and hazards.
- The HIRA results generate the information needed for the THIRA, Step 1.

THREAT & HAZARD IDENTIFICATION RISK ASSESSMENT (THIRA)



- THIRA is a 3-step risk assessment completed every 3 years.
- The THIRA helps communities understand their risks and determine the level of capability they need in order to address those risks. The outputs that form this process lay the foundation for determining a community's capability gaps as part of the Stakeholder Preparedness Review.
- The THIRA includes standardized language to describe threat and hazard impacts and capability targets. This allows communities to collect more specific, quantitative information while also providing important context.

STAKEHOLDER PREPAREDNESS REVIEW (SPR)



- The SPR is a 3-step process completed annually and measures the progress of the capability targets identified in the current THIRA
- Communities collect detailed and actionable data on current capabilities and identified gaps and identify priorities and timelines
- Communities indicate their approaches for reducing gaps and assess the impact of relevant funding on building and sustaining capabilities
- County EMAs gather feedback from county stakeholders, SMEs, businesses, non-profit organizations, and higher education partners
- SPR results assist the state and federal government in prioritizing capabilities to build and sustain, plan for threats and hazards, and validate capabilities used in mitigation plans and grant justifications

THIRA/SPR RELATIONSHIP



Communities can use the THIRA/SPR to answer:



What do we need to prepare for?



What level of capability do we need to be prepared?



What are our current capabilities?



What gaps exist between the capabilities we need and the capabilities we currently have?



How can we address our capability gaps?

HOW THE THIRA/SPR FUELS THE NPS



Using the THIRA/SPR to Fuel Implementation of the National Preparedness System (NPS)

THIRA/SPR

Identifying & Assessing Risk

Identify threats and hazards of concern and describe their impacts

Estimating Capability Requirements

Develop capability targets, assess current capabilities, and identify capability gaps

Building & Sustaining Capabilities

Prioritize investments in areas that address identified capability gaps and sustainment needs

Planning to Deliver Capabilities

Develop and update plans based on capability targets and gaps

Validating Capabilities

Use capability targets when assessing performance in real-world incidents and as evaluation criteria in exercises

Reviewing and Updating

Use evaluation results to drive continuous improvement and update the THIRA/SPR

THIRA/SPR results are a key driver of the NPS

SPECIAL EVENT ASSESSMENT RATING (SEAR)



- Measures the threat, vulnerability and consequences of special events. Includes sporting and conference events, concerts, festivals, fairs, parades, and other local group gatherings. All data is input into WebEOC.
- All SEAR events are submitted to the US Department of Homeland Security's Office of Operations Coordination who applies a risk-based methodology to all submitted events and assigns them a SEAR rating as described below:

Level	Description
1	Significant events with national and/or international importance that require <i>extensive</i> federal interagency support.
2	Significant events with national and/or international importance that may require some level of federal interagency support.
3	Events of national and/or international importance that require only limited federal support.
4	Events with limited national importance that are managed at the state and local levels.
5	Events that may be nationally recognized but generally have local or state importance.

NIMS COMPLIANCE SURVEYS



- The annual National Incident Management System (NIMS) survey is directed by the Homeland Security Presidential Directive (HSPD)-5 which requires adoption of NIMS by state, tribal, territorial and local organizations as a condition for federal preparedness assistance through grants, contracts and other activities.
- IDHS has created an on-line NIMS compliance survey to create a more streamlined experience for emergency managers.
- This on-line survey is due annually no later than November 15th.

CPG 101 PLANNING COMPLIANCE SURVEY



- The annual Comprehensive Preparedness Guide (CPG) 101 compliance survey supplements CPG-101 by tracking the timing for developing or revising emergency operation plans and captures planning elements contained in CPG-101
- The CPG 101 survey is combined with the NIMS survey and Comprehensive Preparedness Guide (CPG) 101 planning survey to create a more streamlined experience for emergency managers.
- A new CPG 101 was released in September of 2021
- This on-line survey is due annually no later than November 15th.

NATIONAL PREPAREDNESS SYSTEM (NPS) CROSSWALK VIEW-AT-A-GLANCE

Evaluation results including After-Action Reports (**AARs**) drives the continuous **improvement process** cycle, **updates to Plans, IPP, HIRA, THIRA/SPR, NIMS, & Community Lifelines.**

Update and conduct **training and exercises** using capability targets when **assessing performance** in **real-world** incidents and as evaluation criteria in **exercises.**

Develop and update plans per **CPG 101** (including **Integrated Preparedness Plan (IPP)** and **Mitigation Plans**) based on **assessment** results, capability targets, gaps, **NIMS** and inclusion of **Community Lifelines.**



HIRA – Quantitative assessment that identifies greatest hazards and threats.
THIRA – Lists greatest threats & hazards from **HIRA***, gives context, describes impact & impact data; establishes capability targets based on the NPS 5 Mission Areas & 32 Core Capabilities.

SPR – Assesses current capability, identifies capability gaps and approaches to address gaps; assesses impact of relevant funding sources on capabilities.
NIMS – Framework for incident management processes, protocols and procedures.

Prioritize investments in areas that address identified gaps and sustainment needs.

Communities can use results as justification for preparedness activities and grants * = Indiana process

COMMUNITY LIFELINES OVERVIEW







- FEMA created seven (7) Community Lifelines to support comprehensive unity of effort by promoting coordination across the **Whole Community** to achieve a common goal.
- Community Lifelines not only support unity of effort in restoring indispensable services during the response phase, but also support **preparing for and recovering from disasters.**
- Comprehensive unity of effort throughout the emergency management cycle has been challenging due to **competing priorities**
 - Can limit motivation, resources, and engagement in achieving common goals.
 - This can make establishing critical partnerships, such as public-private partnerships, more difficult.
- The Community Lifelines concept **introduces an accessible, familiar, and common language** that can improve coordination between typical emergency management partners and newer partners at all levels of government and **private sector.**

STATE OF INDIANA'S LIFELINES / ESF / AND CORE CAPABILITIES CROSSWALK



LIFELINE SYMBOL	LIFELINE	COLLABORATIVE PLANNING TEAM	RELATED CORE CAPABILITIES
	Safety and Security <ul style="list-style-type: none"> • Law enforcement, security • Search and rescue • Fire services • Government service • Responder safety • Imminent hazard mitigation 	<ul style="list-style-type: none"> • ESF 13* • ESF 4 • ESF 5 • ESF 7 • ESF 9 • ESF 14 • ESF 15 • INNG • Private security 	<ul style="list-style-type: none"> • Planning • Public Information and Warning • Operational Coordination • Environmental Response/ Health and Safety • Fire Management and Suppression • Mass Search and Rescue Operations • On-scene Security, Protection, and Law Enforcement • Situational Assessment
	Food, Water, Sheltering <ul style="list-style-type: none"> • Evacuations • Food, potable water • Shelter • Durable goods • Water infrastructure • Agriculture 	<ul style="list-style-type: none"> • ESF 6* • ESF 3 • ESF 11 • ESF 5 • ESF 7 • ESF 13 • ESF 14 • ESF 15 • INNG • VOAD 	<ul style="list-style-type: none"> • Planning • Public Information and Warning • Operational Coordination • Critical Transportation • Infrastructure Systems • Logistics and Supply Chain Management • Mass Care Services • Situational Assessment
	Health and Medical <ul style="list-style-type: none"> • Medical care • Patient movement • Public health • Fatality management • Healthcare supply chain • Fire service 	<ul style="list-style-type: none"> • ESF 8* • ESF 4 • ESF 5 • ESF 7 • ESF 14 • ESF 15 • INNG 	<ul style="list-style-type: none"> • Planning • Public Information and Warning • Operational Coordination • Environmental Response/Health and Safety • Fatality Management Services • Logistics and Supply Chain Management • Public Health, Healthcare, and Emergency Medical Services • Situational Assessment

STATE OF INDIANA'S LIFELINES / ESF / AND CORE CAPABILITIES CROSSWALK

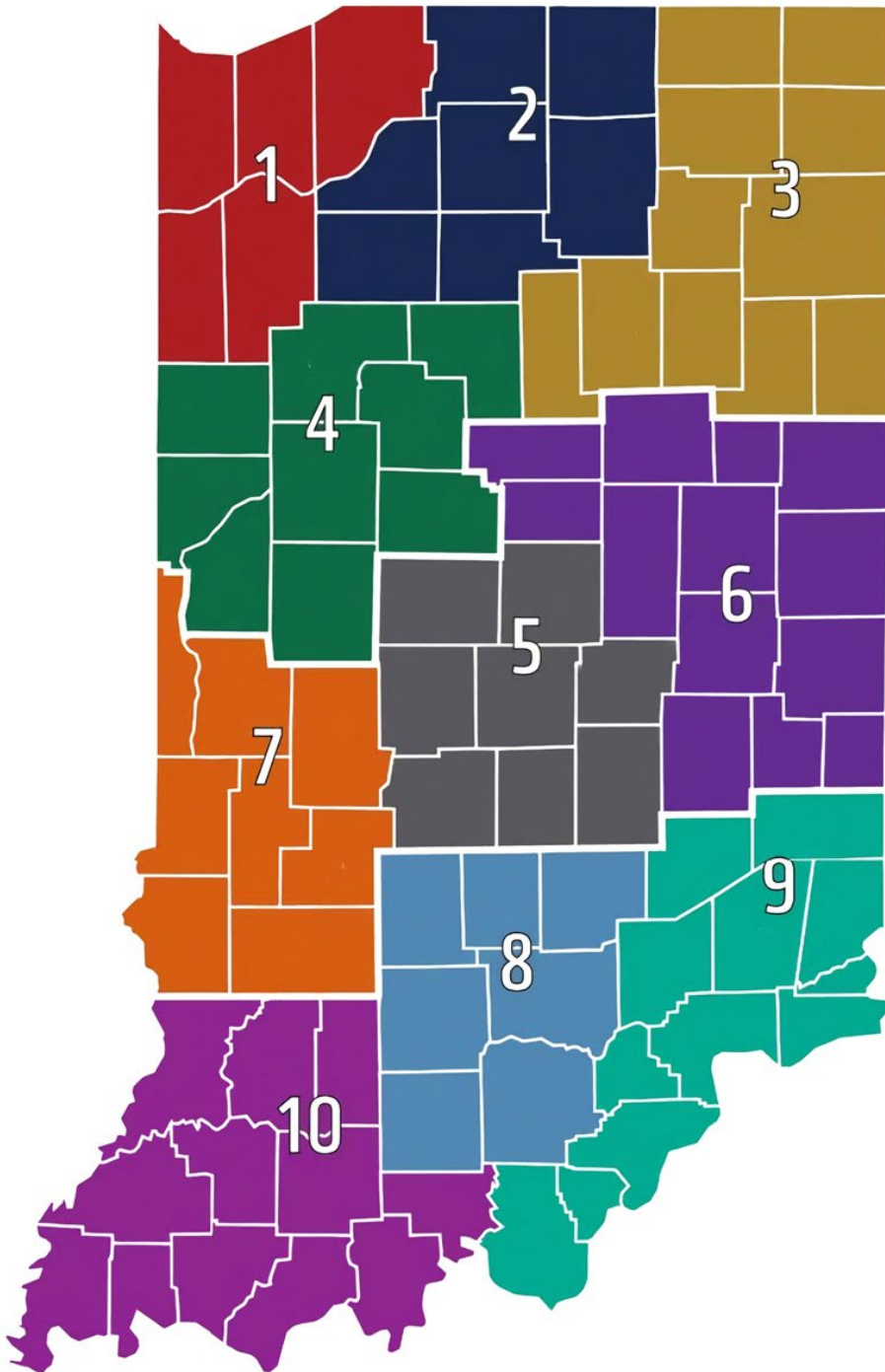
LIFELINE SYMBOL	LIFELINE	COLLABORATIVE PLANNING TEAM	RELATED CORE CAPABILITIES
	Energy <ul style="list-style-type: none"> Power (grid) Temporary power Fuel 	<ul style="list-style-type: none"> ESF 12* ESF 3 ESF 5 ESF 7 ESF 14 ESF 15 INNG 	<ul style="list-style-type: none"> Planning Public Information and Warning Operational Coordination Infrastructure Systems Logistics and Supply Chain Management Situational Assessment
	Communications <ul style="list-style-type: none"> Infrastructure Alerts, warnings, messages 911 and dispatch Responder communications Financial services 	<ul style="list-style-type: none"> ESF 2* ESF 5 ESF 7 ESF 14 ESF 15 INNG 	<ul style="list-style-type: none"> Planning Public Information and Warning Operational Coordination Infrastructure Systems Operational Communications Situational Assessment
	Transportation <ul style="list-style-type: none"> Highway, roadway Mass transit Railway Aviation Maritime Pipeline 	<ul style="list-style-type: none"> ESF 1* ESF 5 ESF 7 ESF 14 ESF 15 INNG 	<ul style="list-style-type: none"> Planning Public Information and Warning Operational Coordination Critical Transportation Infrastructure Systems Situational Assessment
	Hazardous Material <ul style="list-style-type: none"> Facilities Hazardous debris Pollutants Contaminants 	<ul style="list-style-type: none"> ESF 13* ESF 4 ESF 5 ESF 7 ESF 10 ESF 14 ESF 15 INNG 	<ul style="list-style-type: none"> Planning Public Information and Warning Operational Coordination Environmental Response / Health and Safety Situational Assessment
* PRIMARY COORDINATING UNIT			





DISTRICT PLANNING MANAGER SUPPORT

- District 1 – Joshua Kiilu – JKiilu1@dhs.IN.gov
- District 2 – Felicia Wolfe – FWolfe@dhs.IN.gov
- District 3 – Peri Rogowski – PRogowski@dhs.IN.gov
- District 4 – Felicia Wolfe – FWolfe@dhs.IN.gov
- District 5 – Janice Lee – JaLee@dhs.IN.gov
- District 6 – Bryce Ahnafield – BrAhnafield@dhs.in.gov
- District 7 – Janice Lee – JaLee@dhs.IN.gov
- District 8 – Beth Carpenter – ElCarpenter@dhs.IN.gov
- District 9 – Kirsten Goldstein – KGoldstein@dhs.IN.gov
- District 10 – Allison Curry – ACurry@dhs.IN.gov



PLANNING AND ASSESSMENT GUIDANCE



- [National Planning Frameworks](#)
- [National Incident Management System \(NIMS\)](#)
- [Comprehensive Preparedness Guide \(CPG\) 101 \(Planning\)](#) and [CPG 201 \(THIRA/SPR\)](#)
- [Securing Public Gatherings](#)
- [Presidential Policy Directive / PPD-8: National Preparedness](#)
- [National Preparedness Goal](#)
- [Whole Community](#)
- [Key Components of Presidential Policy Directive 8 and Estimating Capability Requirements](#)
- [National Risk and Capability Assessment \(THIRA/SPR\)](#)
- [Community Lifelines](#)
- [Critical Infrastructure Sectors](#)
- [Continuity Programs](#)



Planning@dhs.IN.gov

INDIANA DEPARTMENT OF HOMELAND SECURITY

302 West Washington Street Room E208
Indianapolis, IN 46204