



# **EMA ORIENTATION SEMINAR MODULE 3 GRANTS, HSEEP, & TRAINING**

October 2021

# MODULE 3



In this module we will go over:

- Grants
  - Presented by: Stormy Friday
- HSEEP/Exercise
  - Presented by: Ashley Baldwin
- Training
  - Presented by: Cassie Parker

# **IDHS FUNDING STREAMS AND GENERAL INFORMATION**

In this portion “presenter” will go over different types of grants available through IDHS.

# IDHS FEDERAL FUNDING STREAMS



## State Homeland Security Program (SHSP)

- Assist local preparedness activities that address high-priority preparedness gaps across all core capabilities that support **terrorism preparedness**
- Risk-driven and capability/high-priority based relating to terrorism preparedness

## Nonprofit Security Grant Program (NSGP)

- Assist local preparedness activities that address high-priority preparedness gaps across all core capabilities that support **terrorism preparedness**
- Specifically for 501(c)(3) nonprofits
- Templates are available for organizations to begin preparing for next year

# IDHS FEDERAL FUNDING STREAMS



## Hazardous Materials Emergency Preparedness Grant Program (HMEP)

- Assist states, territories and Native American Tribes to develop, improve and carry out emergency plans within hazardous transportation

## Emergency Management Performance Grant (EMPG)

- Assist local preparedness activities in **preparing for all hazards**
- Supports a comprehensive, all-hazards emergency preparedness system by building and sustaining core capabilities

# IDHS STATE FUNDING STREAMS



## **Homeland Security Foundation Grant Program (Foundation)**

- Supports public safety projects with a focus on ensuring citizen safety
- Supported by the Secure Indiana license plate
- Priority areas include:
  - Lifesaving activities
  - Day-to-day operational requirements
  - Improvements to existing capabilities

## **Homeland Security Foundation Grant Program (Scholarships)**

- Supports students enrolled in higher education programs with a public safety concentration
  - Full-time students can apply for \$2,000
  - Part-time students can apply for \$1,000

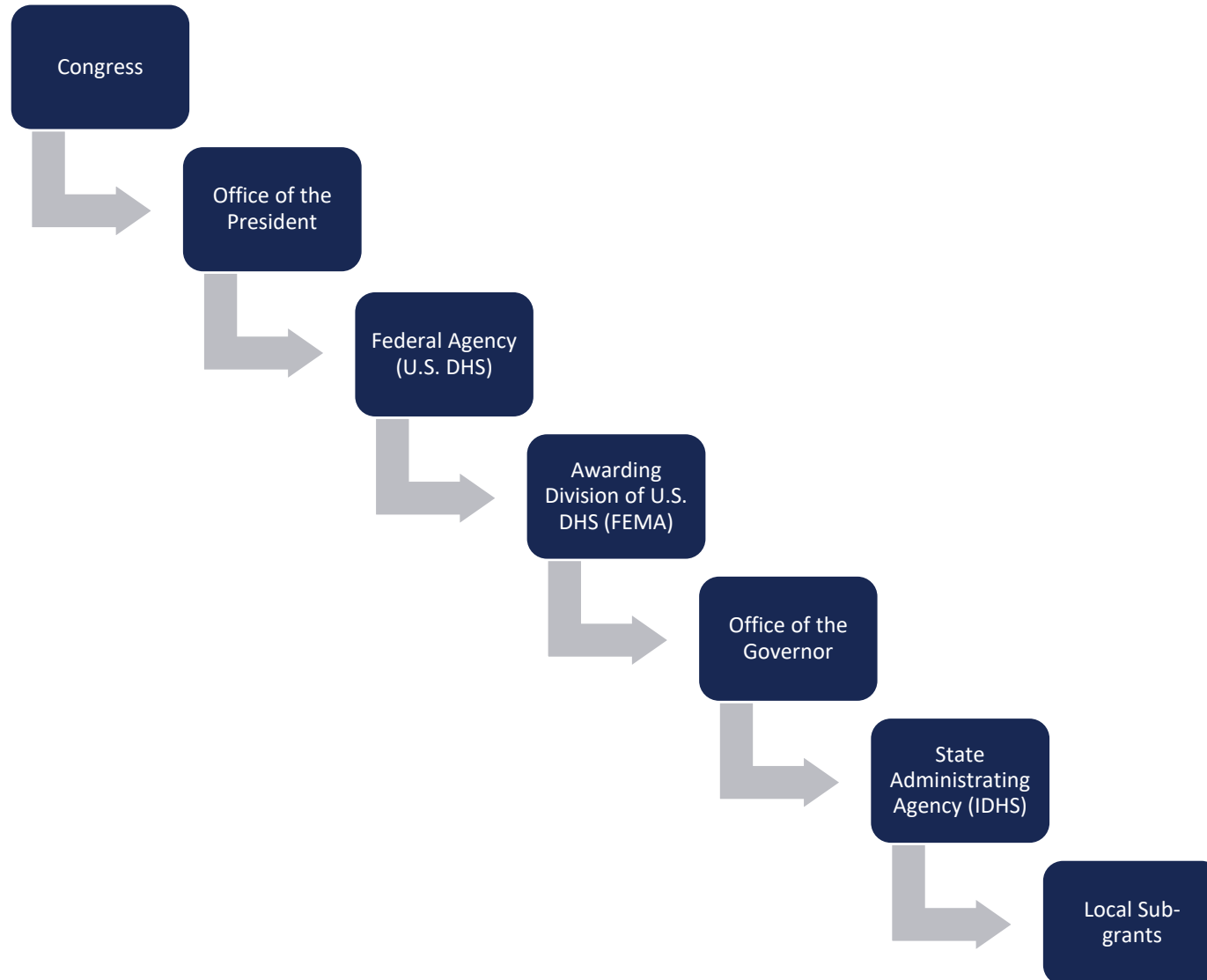
# IDHS STATE FUNDING STREAMS



## Secured School Safety Grant (SSSG)

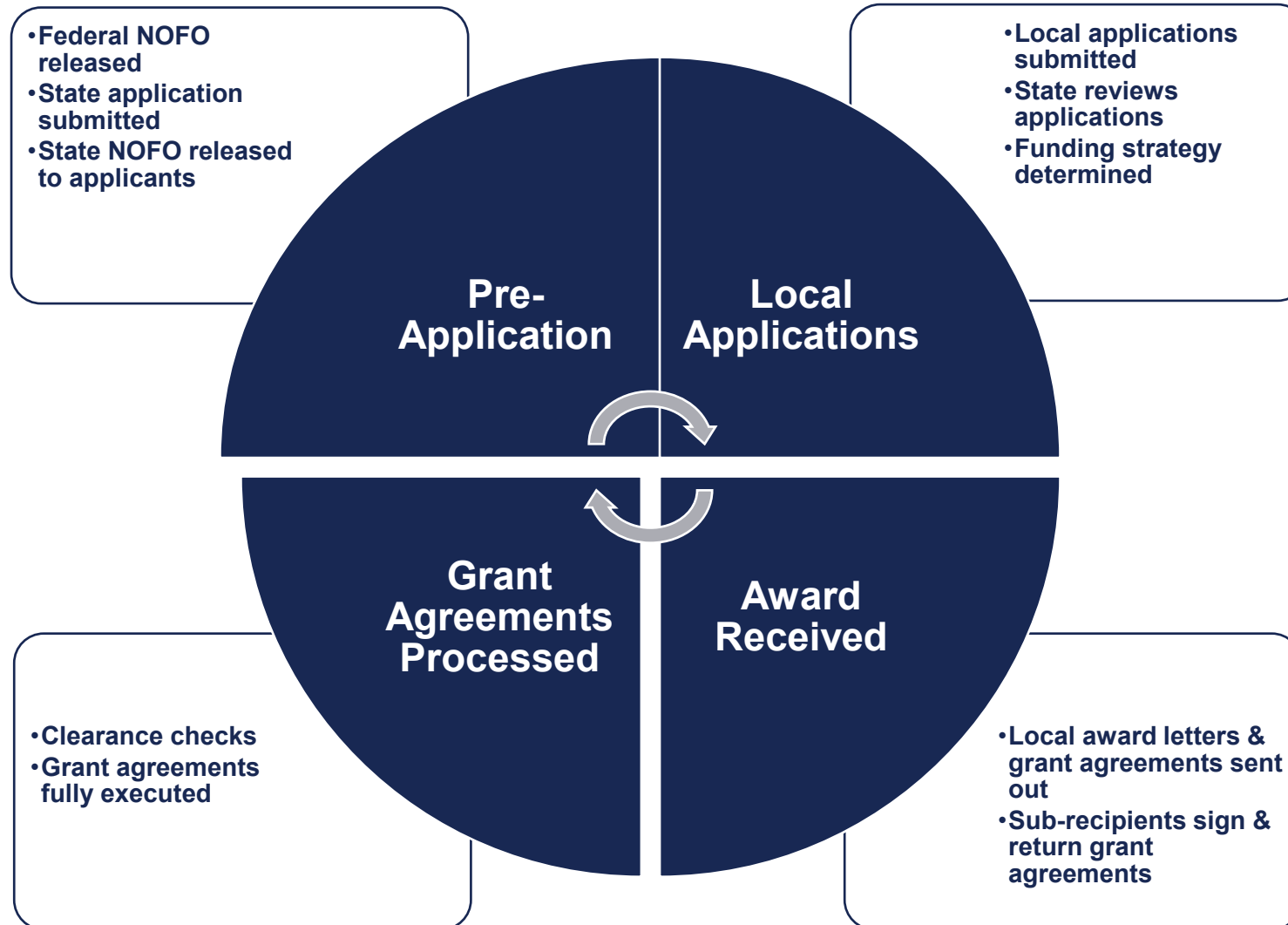
- The SSSG program is an allocated state fund that provides matching grants to school corporations, accredited non-public (i.e., private) schools, charter schools and coalitions of school corporations. SSSG funds may be used to:
  - Employ a school resource officer (SRO); employ a law enforcement officer (LEO); provide school resource officer training described in IC 20-26-18.2(b)(2);
  - Purchase equipment and technology to
    - Restrict access to school property; or
    - Expedite notifications to local law enforcement and first responders;
  - Conduct a threat assessment
  - Provide firearm and self-defense trainings
  - Cover initial set up costs for an active event warning system with the County's Sheriff Department.  
(No match requirement)
  - Implement a student and parent support services plan.

# FEDERAL FUNDING





# IDHS GRANT CYCLE



# DUNS NUMBER



- Data Universal Numbering System (DUNS) number which is a unique numeric identifier regulated by Dun and Bradstreet
- Federal requirement to receive grant funds
- DUNS number request line at (844) 230-8762
- If applicants believe they possess an active DUNS number, they should call the request line to verify their DUNS number
- Applicants must register their DUNS number in the System for Awards Management (SAM) at the following link:  
[www.sam.gov/content/home](http://www.sam.gov/content/home) using a browser such as Chrome, Firefox or Safari

# SUPPLANTING



- Grant funds must be used to supplement existing funds for program activities and cannot replace or supplant non-grant funds that have been appropriated for the same purpose

# UNALLOWABLE ITEMS



- Food and beverage costs
- Equipment sustainment
  - Oil changes
  - Routine maintenance



# AUTHORIZED EQUIPMENT LIST (AEL)

- The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs.
  - Specifically for NSGP, EMPG and SHSP. Always verify against the NOFO
- **If project includes equipment, confirm the allowability through FEMA's authorized equipment list (AEL) website prior to submitting proposal**
- <https://www.fema.gov/authorized-equipment-list>

# EHP FORM



## Environmental and Historic Preservation (EHP) Screening Form

- Review process begins with submission of an EHP Screening Form
- Screening Form requires a detailed project description that explains the objectives of the proposed project, along with supporting documentation including photos
- FEMA uses this information to determine if the proposed project has the potential to affect the environmental and/or historic properties
- Projects will be sent for final review to the U.S. DHS/FEMA Headquarters
- **Projects should NOT start until FEMA has approved the EHP**
- **Once an EHP is approved, no changes can be made**

# PROJECTS THAT REQUIRE EHP



## **Ground disturbances**

- Anything that breaks ground or changes the condition of the grounds surface
- Construction, additions, modifications, renovations of new facilities or existing structures
- Cameras, generators, access controls, etc.

## **Physical security enhancements**

- Interior/exterior
- Grounds
- Doors, lights, fences, bollards, etc.

# PROJECTS THAT REQUIRE EHP



## **Construction/modification of communication towers**

- Addition of antennas, mounting equipment or shelters

## **Training/exercises**

- Involve ground disturbance
- Not conducted at a designated training facility

## **Mobile equipment**

- Involve radar/sonar technology



# PROJECTS THAT DO NOT REQUIRE EHP



- Preparation of Planning Documents
- Classroom-based training/table-top exercises only
- Training or exercises at designated training facilities using established procedures for a specific training/exercise
- Hand-held mobile equipment and supplies
- Motorized vehicles, watercraft or trailers that will use existing staging or storage areas
- Personal protective equipment (PPE)
- Plug-in equipment; requires no wiring or installation onto walls, ceilings or floors

# APPLICATION TIPS



- Make a strong link to the assessment/THIRA/SPR that found gaps
- Explain how project will close gaps
- Make a strong tie to terrorism or prioritized core capabilities
- Make sure project and descriptions fit the national priority description and sample projects in the federal NOFO
- If project will enhance collaboration with other entities, please explain who and how
- Explain the urgency of need for this project – why is it important this project be funded now versus in a year or two
- Recommend proofreading and a final review to make sure the questions asked are answered before submission

# INTELLIGRANTS REGISTRATION



- Please take the next 10-15 minutes to register for an IntelliGrants account
  - <https://intelligrants.in.gov/Registration2.aspx>



**THANK YOU!**

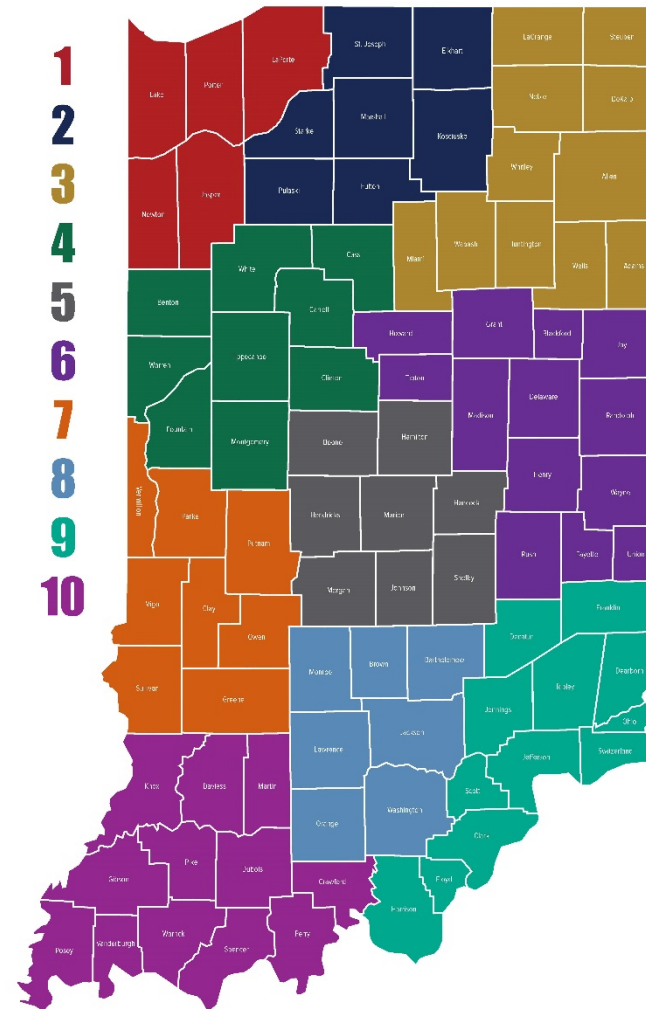
# **HSEEP WHAT YOU NEED TO KNOW**

In this portion “presenter” will go over HSEEP awareness.

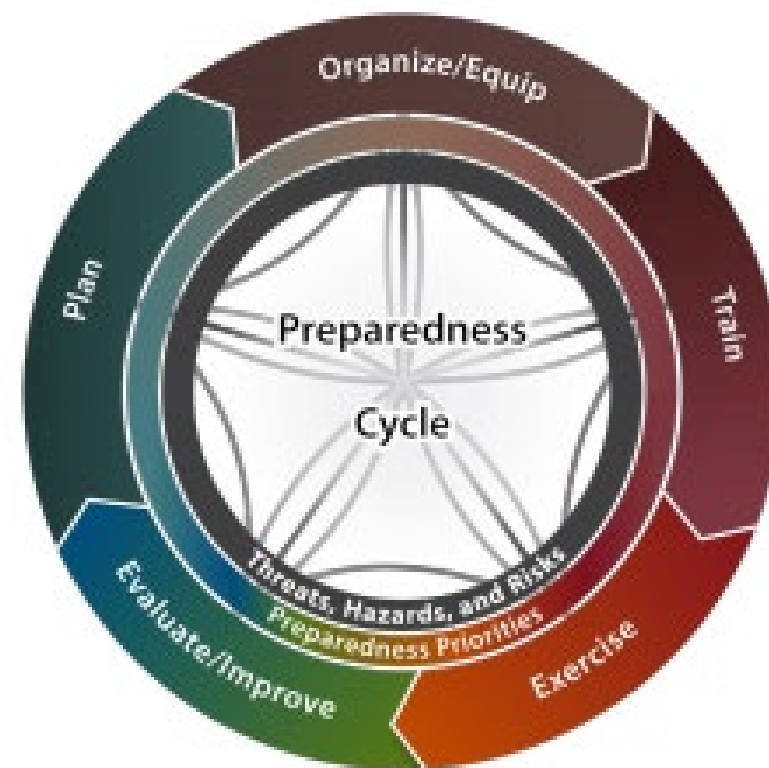
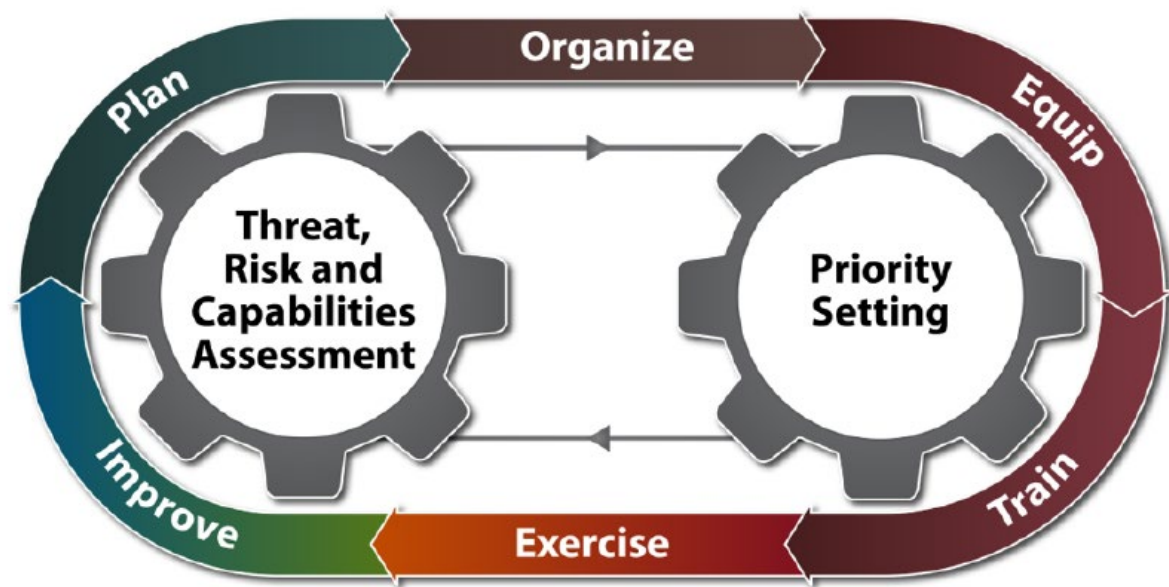
# IDHS EXERCISE STAFF



- Division of Response and Recovery  
Director- Mary Moran
- State Exercise Director- Ashley  
Baldwin
- North Exercise Program Manager –  
Jason Chapman
- Central Exercise Program Manager -  
Jess Kindig
- South Exercise Program Manager –  
Casey Fizer



**EXERCISE**





# 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

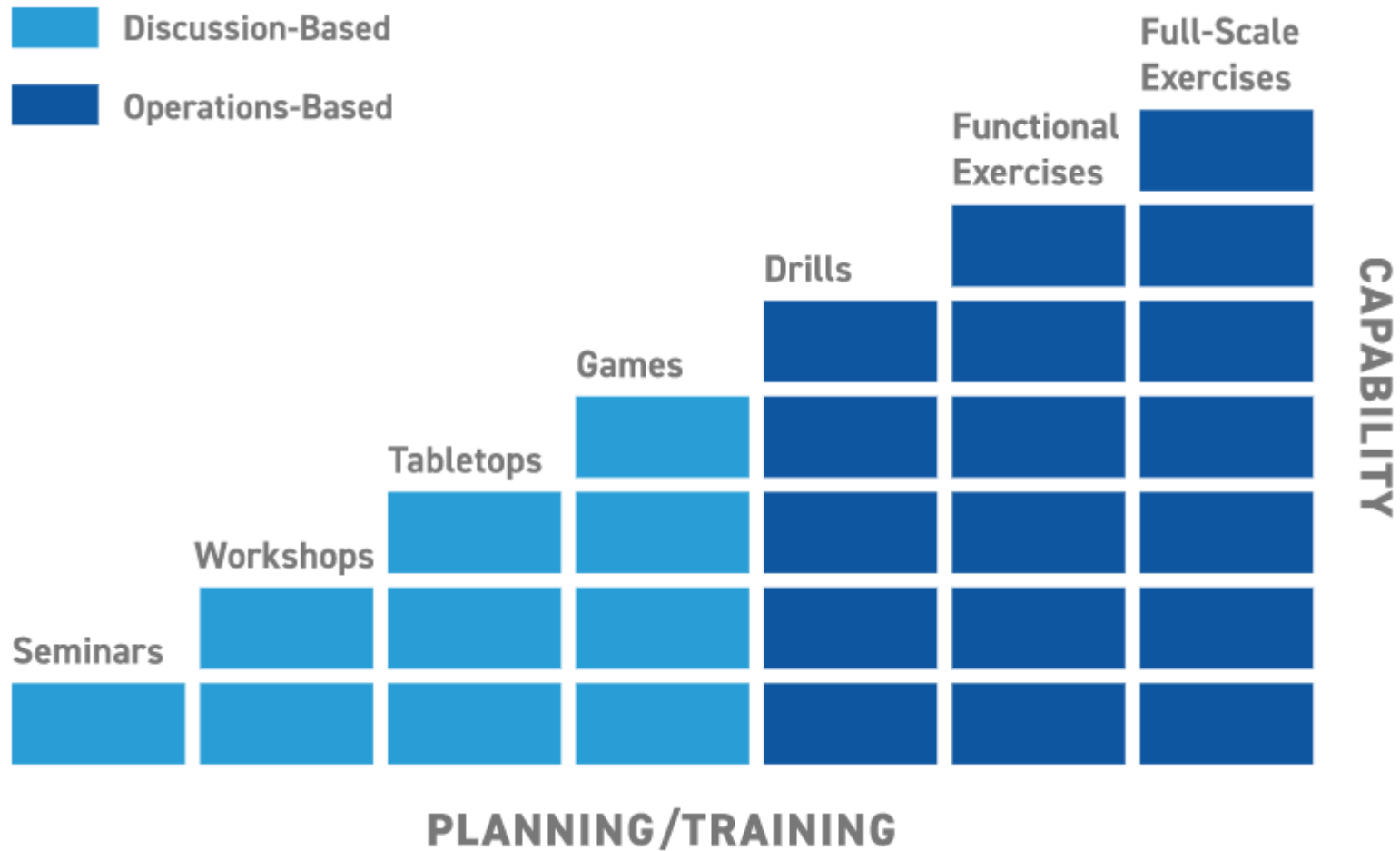


- **Operations-based**

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



# PROGRESSIVE PLANNING APPROACH

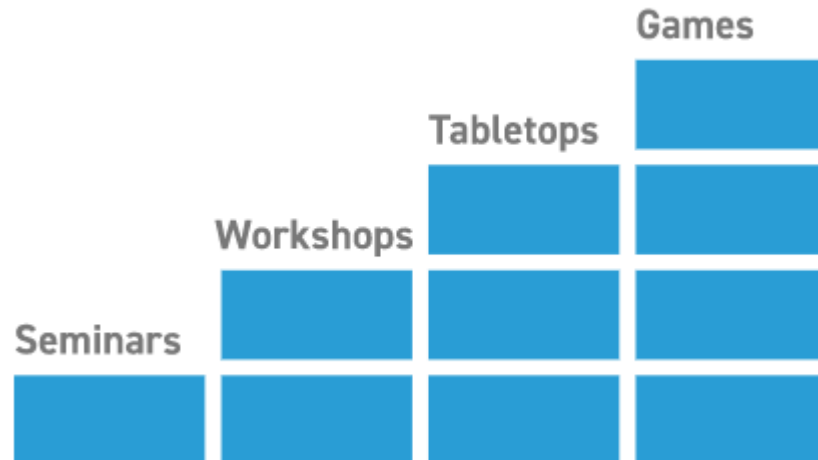


# DISCUSSION-BASED EXERCISES



- 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



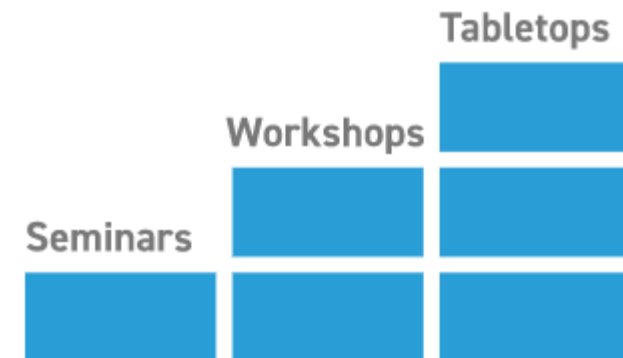
- Discussion-based
- Commonly misused and not to be confused with training
- Development of a plan, policy or procedure by the attendees
- Example – Integrated Preparedness Planning Workshop (IPPW)
  - Produces the Integrated Preparedness Plan (IPP) and Integrated Preparedness Schedule (IPS)



# TABLETOP EXERCISE (TTX)



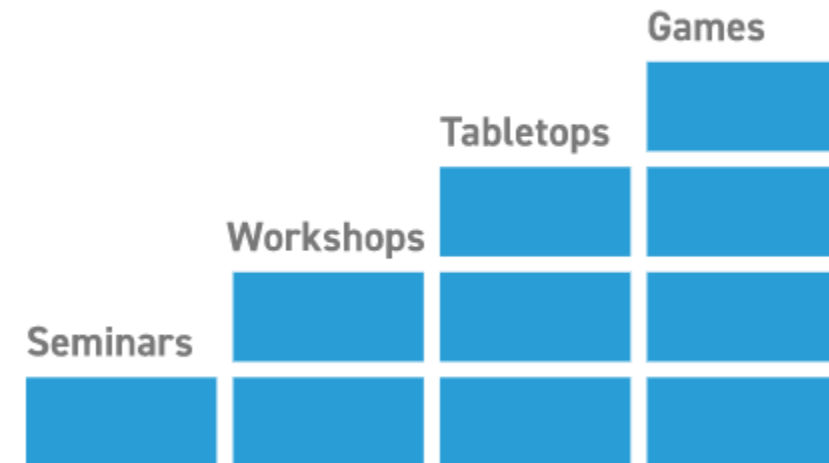
- Discussion-based
- Facilitation heavy to keep discussion on track with objectives
- Assesses plans, policies and procedures regarding a hypothetical, simulated emergency
- Outcome - obtaining recommended revisions to current plans, policies or procedures
- Basic V. Advanced



# 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.

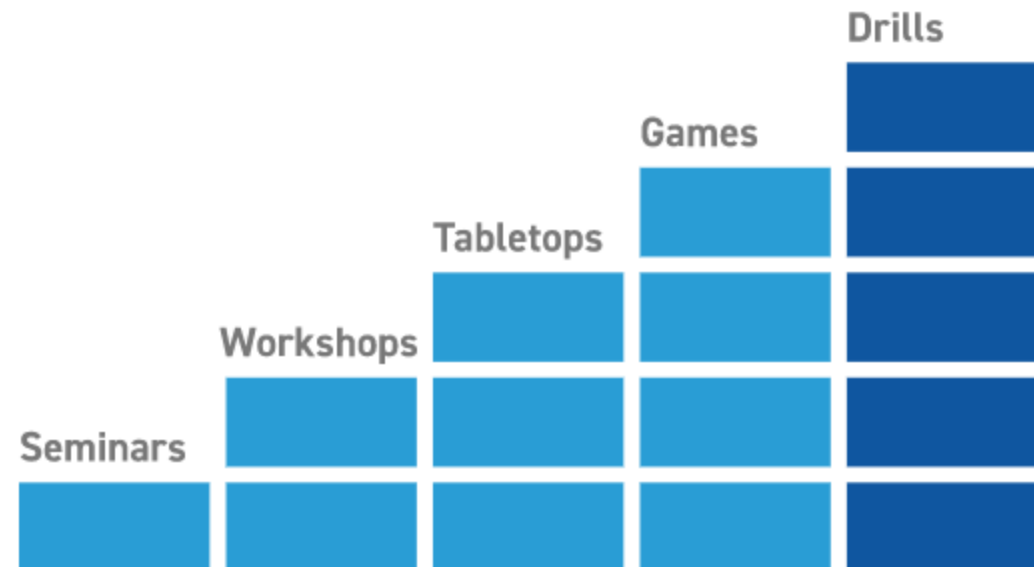
- Drill
- Functional (FE)
- Full-Scale (FSE)

	Full-Scale Exercises	
	Functional Exercises	
Drills		

# DRILL EXERCISE



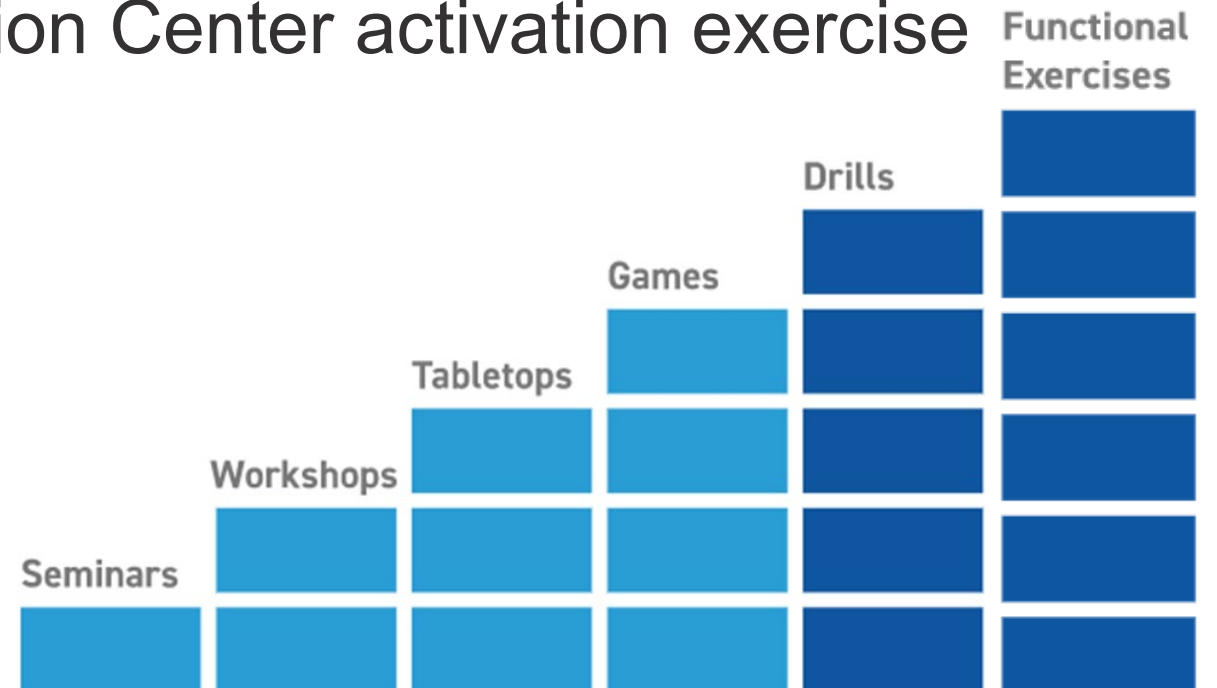
- Operations-based
- Commonly misused
- Tests single operation of function in a single agency or organization





# FUNCTIONAL EXERCISE (FE)

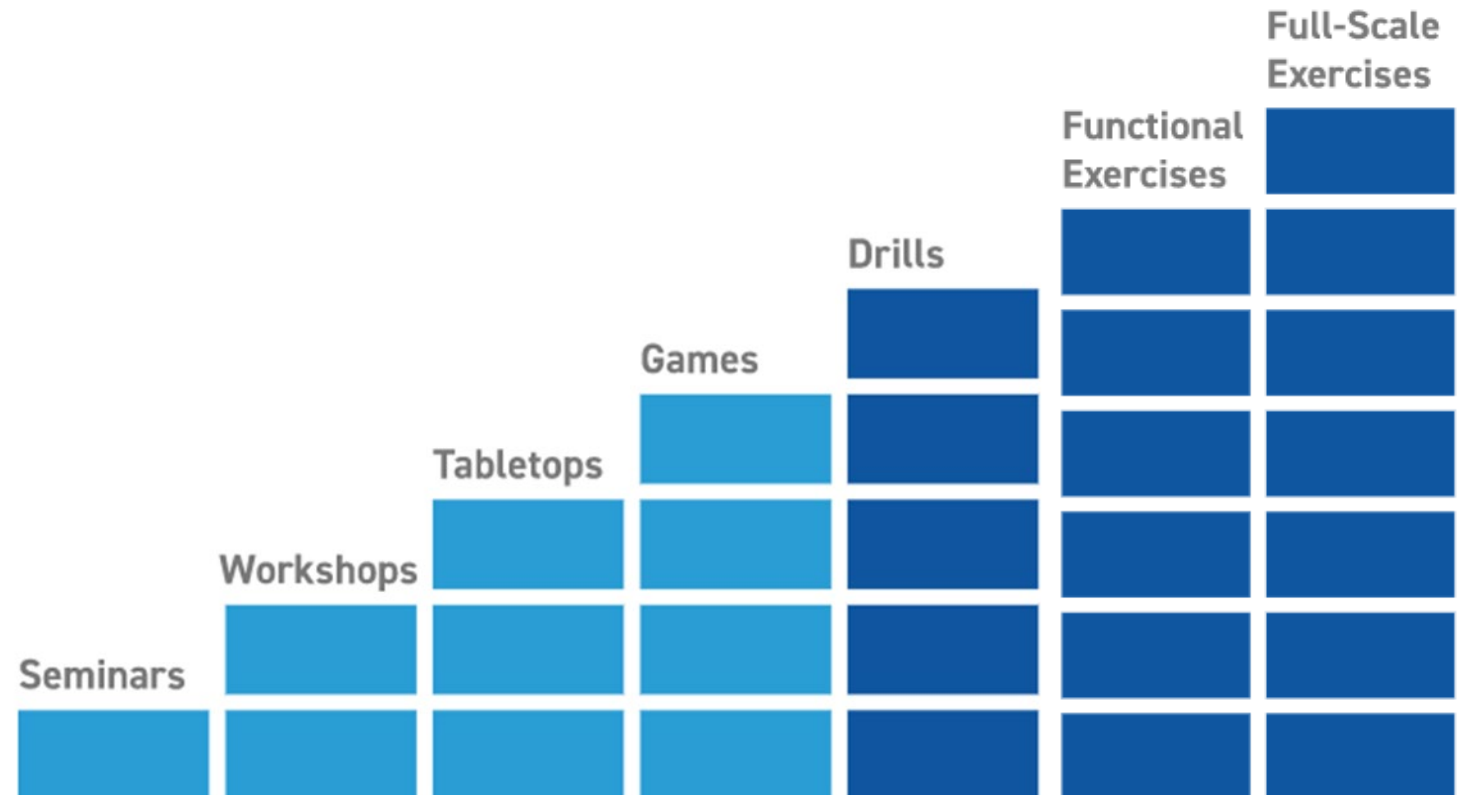
- Operations-based
- Validates multiple functions
- Movement of personnel and equipment is usually simulated
- Example – Emergency Operation Center activation exercise



# 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





# IDHS POLICY



- All exercises conducted by IDHS must be HSEEP compliant
- IDHS Exercise staff must approve/deny and track exercises as HSEEP compliant
- EMPG funded individuals must participate in three HSEEP compliant exercises in year
- EMPG funded exercises must be HSEEP compliant



# 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 EXERCISE GUIDE

## EXERCISE PLANNING MEETINGS

### Concept and Objectives (C&O)

**Meeting:** Identify the type, scope, objectives, and purpose.

### Initial Planning Meeting (IPM):

Lay the foundation for exercise development.

### Midterm Planning Meeting (MPM):

A forum for discussing organization, staffing concepts, and logistics.

### Master Scenario Events List

**(MSEL) Meeting:** A forum for reviewing the scenario timeline.

### Final Planning Meeting (FPM):

Forum for reviewing exercise processes and procedures.

### After-Action Meeting (AAM):

Feedback for participating jurisdictions on their performance during an exercise.

## EXERCISE PLANNING MEETINGS

	Operations-Based	Discussions-Based
C&O	✓	X
IPM	✓	✓
MPM	✓	X
MSEL	✓	X
FPM	✓	✓



## DISCUSSION-BASED EXERCISES

**Seminars:** Orient participants or provide an overview of plans, policies, and procedures.

**Workshops:** Focus on development of a product by the attendees.

**Tabletop exercises (TTXs):** Assess plans, policies, and procedures regarding a hypothetical, simulated emergency.

**Games:** Simulation of operations that often involves two or more teams designed to depict an actual or hypothetical situation.

## OPERATIONS-BASED EXERCISES

**Drills:** Test a single operation or function in a single agency or organization.

**Functional Exercises (FEs):** Test individual capabilities, multiple functions, or activities within a function; however, movement of personnel and equipment is usually simulated.

**Full-scale Exercises (FSEs):** Test many facets of response and recovery and involve multiple agencies and jurisdictions.



## EXERCISE DOCUMENTATION TERMS

**Situation Manual (SitMan):** Provided for TTXs and games as the core documentation that includes the textual background for a multimedia, facilitated exercise.

**Exercise Plan (ExPlan):** General Information document used in operations-based exercises intended for all participants.

**Facilitator Guide:** Outlines instructions and key issues utilized by the exercise facilitator to move participants through exercise play.

**Controller and Evaluator (C/E) Handbook:** Describes the roles and responsibilities of exercise controllers and evaluators only.

**Master Scenario Events List (MSEL):** A chronological timeline of expected actions and scripted events. It ensures necessary events happen so all the exercise objectives are met.

**Exercise Evaluation Guides (EEGs):** Provide a template for observing and collecting exercise data in relation to objectives and associated core capabilities, customized to meet unique objectives and to reflect a jurisdiction's plan, policy, or procedure.

**Participant Feedback Form:** Provides mechanism to collect input from all participants following an exercise and supports the development of an AAR/IP.

**Executive Summary:** An overall summary of the exercise and the topics discussed in a seminar, workshop, or game.

**After-Action Report/Improvement Plan (AAR/IP):** Summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities. Completed within 90 days of execution of the exercise.

## HSEEP METHODOLOGY

The HSEEP methodology is adopted in Indiana and includes four distinct practices:

1. Conduct of an annual Integrated Preparedness Planning Workshop (IPPW) and development/ maintenance of an Integrated Preparedness Plan (IPP) and Integrated Preparedness Schedule (IPS);
2. Planning and conduct of exercises in accordance with HSEEP Volume 2020;
3. Development and submission of a properly formatted after-action report/improvement plan (AAR/IP) for tabletops or any operations-based exercise; and
4. Tracking and implementation of corrective actions identified in AAR/IP for tabletops or any operations-based exercise.

## IMPORTANCE OF EXERCISING PLANS AND INCORPORATING LESSONS LEARNED

It is important that a plan, policy, procedure, and/or capability is identified in advance of exercise planning. Exercise planners ensure that exercises assess and validate a jurisdiction's/ organization's capabilities. EEGs, participant feedback forms, and hotwash notes all guide in the development of an AAR/IP. The Integrated Preparedness Cycle continues when lessons learned through exercises are addressed while strengthening capabilities (e.g., updating plans, identifying training and equipment).

## EMPG REQUIREMENTS

All personnel funded through the Emergency Management Performance Grant (EMPG) program must participate in at least three HSEEP-compliant exercises within a twelve-month period — Jan. 1 to Dec. 31 (EMA) or Oct. 1 to Sept. 30 (IDHS employee) — in order to meet the funding requirements established by IDHS. Below are the roles in which you can obtain your credit:

1. Planning Team Member
2. Exercise Participant or Player
3. Controller or Evaluator

## CLARIFYING EVENTS

**Training Event:** Activity aimed at imparting information and/or instruction, to improve the recipients' performance, knowledge, skill, or ability (Example: ICS 300). HSEEP compliance is not tied to these events.

**Exercise Event:** An event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives (Example: Full-Scale Exercise).

**Other Event:** Conferences and other special meetings (Example: FDIC or EMAI Conference). HSEEP compliance is void.

## HSEEP COMPLIANCE DOCUMENTATION BY EXERCISE TYPE

### DISCUSSION-BASED:

#### Seminar, workshop, or game:

- Budget
- Exercise planning meeting sign-in sheets and agendas
- Presentations (if applicable)
- Exercise agenda
- Exercise sign-in sheets
- Participant feedback forms (if applicable)
- Executive Summary

#### Tabletop (TTX):

- Budget
- Exercise planning meeting sign-in sheets and agendas
- Exercise agenda
- Presentations (if applicable)
- Situation Manual
- Facilitator Guide (if applicable)
- Exercise Evaluation Guides
- Exercise sign-in sheets
- Participant feedback forms (if applicable)
- After Action Report/Improvement Plan

### OPERATIONS-BASED:

#### Drill, functional, or full-scale:

- Budget
- Exercise planning meeting sign-in sheets and agendas
- Exercise agenda
- Exercise Plan
- Master Scenario Events List
- Controller and Evaluator Handbook
- Exercise Evaluation Guides
- Exercise sign-in sheets
- Participant feedback forms (if applicable)
- After Action Report/Improvement Plan

## RESOURCES

Homeland Security Exercise & Evaluation Program (HSEEP)  
<https://www.fema.gov/hseep>

FEMA Prep Toolkit  
<https://preptoolkit.fema.gov/welcome>

IDHS Exercise HSEEP Templates  
<https://www.in.gov/dhs/emergency-response-and-recovery/exercise-section/>

Independent Study Courses  
IS-120.c – An Introduction to Exercises - [bit.ly/IS120c](https://www.in.gov/dhs/emergency-response-and-recovery/exercise-section/)  
IS-130.a – How to Be an Exercise Evaluator - [bit.ly/fIS130a](https://www.in.gov/dhs/emergency-response-and-recovery/exercise-section/)  
IS-139.a – Exercise Design & Development - [bit.ly/2TChPZK](https://www.in.gov/dhs/emergency-response-and-recovery/exercise-section/)

## INDIANA DEPARTMENT OF HOMELAND SECURITY

Leading a Safe and Secure Indiana  
[dhs.in.gov](https://dhs.in.gov)

# 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?

Ashley Baldwin  
State Exercise Officer  
Abaldwin@dhs.IN.gov  
317-501-6244



# TRAINING

In this portion “presenter” will go over different aspects of IDHS Training section.

# 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 help 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, and 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?**

**THIS COMPLETES MODULE 3**





**END**