Homeland Security Grant
Program Guidance for Training and Exercise

Presented by
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State
Training & Exercise Officer

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State Exercise Coordinator

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- Statewide Hurricane Exercise
- Annual Florida Governor's Hurricane Conference
- FEPA Annual Conference Training
- Emergency Management Drills & Tests
State Training Coordinator

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- Continuous training courses for agencies/individuals that will be called on to perform key roles in State & local post disaster response & recovery efforts
- Current Issues In Emergency Management
- Advance Professional Development Series
Domestic Security Exercise Coordinator

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- Work with Regional Domestic Security Task Forces and Urban Area Security Initiatives to coordinate Exercises
- Maintain accountability from Improvement Plans and After Action Reports
- Annual Governor’s Table Top Exercise
Domestic Security Training Coordinator

- Vacant (Filled by Nov 3rd)
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- Work with Regional Domestic Security Task Forces and Urban Area Security Initiatives to coordinate training information and guidance
- Maintain accountability for approved Homeland Security trainings from the federal and state course catalogs
- Emergency Management Academy
General Training Guidelines

- Address performance gaps identified through exercises
- Supports the development and testing of the jurisdiction’s Emergency Operations Plan or specific annexes
- Annual Training and Exercise Planning Workshop should be conducted to update the 3 year plan
Objectives

- Clarify Grant Guidance, but not replace
- Highlight Important Points
- Clarify Procedures and Policies
  - Applying for Training
  - Seeking Reimbursement
General Exercise Guidelines

- Conducted under the Homeland Security Exercise and Evaluation Program
- Entered through the National Exercise Schedule (NEXS)
- An Annual Training and Exercise Planning Workshop should be conducted to update the 3-year plan
General Exercise Guidelines

- Scenarios must be based on terrorism or be catastrophic in scope and size.
  - Law Enforcement Terrorism Prevention Program exercises must be terrorism related

- After Action Reports with Improvement Plans must be completed according to the template set forth by the Homeland Security Exercise and Evaluation Program (HSEEP)
Steps to Obtain Training

- Out of State Courses
  - Complete Application
    - Including all necessary documentation
  - Obtain Signatures
    - Supervisor/Department Head
  - Send to State Homeland Security Training Coordinator for approval
    - Will Forward to Appropriate Site
  - Reimbursement is coordinated through each site
Steps to Obtain Training

- Direct Delivered Mobile Training Course
  - Written request to Training Coordinator, including:
    - Course Title
    - Training and Education Division Catalog Number
    - Course Location
    - Course Point of Contact
Steps to Obtain Training

- Direct Delivered Mobile Training Course
  - Training Coordinator will forward requests to Training and Education Division
  - Course Point of Contact will be contacted to schedule the class
Steps to Obtain Training

- Direct Delivered Mobile Training Course
  - Reimbursement Requests must contain:
    - Dates, name, type and location of training
    - All sign-in sheets and/or rosters
      - Must Include
        - Full Name, Title/Rank, Employer’s Address,
    - Invoices for all costs
      - Overtime
      - Backfill
      - Expenses
Steps to Conduct Exercise

- Post the proposed exercise on the National Exercise Schedule (NEXS)
- Use Homeland Security Exercise and Evaluation Program Templates
- Complete the After Action Report with Improvement Plan
Steps to Conduct Exercise

- Reimbursement requests must include:
  - Exercise Plan or Situation Manual
  - After Action Report with completed Improvement Plan
  - Invoices for all exercise costs
    - Expenses
    - Overtime
    - Backfill
Things to Remember

- Grant guidance requires that all equipment purchases are for exercises only and expended or disposed of at the end of the exercise.
- For clarification, please contact the Training & Exercise Officer prior to the exercise.
- Training & Exercise primary goal and mission is to provide you and your county/agencies with the necessary tools to succeed in serving the needs of the citizens of Florida.
- TEAMWORK MAKES THE PLAN WORK!
Thank you!
Got Questions?
Please See T&E Staff