

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

- Yvonne Birriel

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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)
2555 Shumard Oak Boulevard, Tallahassee, FL 32399
850-488-6250 (Fax)
 - 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