
Homeland Security Grant Program

State of Florida Procedures and Policies for Training and Exercise

Overview

Annually the State of Florida receives millions of dollars through the Department of Homeland Security's Homeland Security Grant Program. With the money comes hundreds of pages of guidance from the Federal Government, along with standards and requirements put forth by the State. In an effort to reduce confusion and ease understanding, we have developed this procedure and policy guide. However, this is not meant to serve as a replacement to the Federal Guidance.

Why

Within the Homeland Security Grant Program, there is specific guidance according to functional area. When dealing with training and exercises, specific guidelines are established that the State and all subgrantees must adhere to in order to be compliant. These general guidelines are:

Training

1. Training conducted using Homeland Security Grant Program funds should address a performance gap identified through an After Action Report/Improvement Plan or contribute to building a capability that will be evaluated through an exercise
2. Any training or training gaps should be identified through the After Action Report/Improvement Plan and addressed in the state or Urban Area training cycle
3. All training and exercises conducted with Homeland Security Grant Program funds should support the development and testing of the jurisdiction's Emergency Operations Plan or specific annexes
4. Conduct an Annual Training and Exercise Planning Workshop and update the 3 year plan

Exercise

1. Exercises should be conducted under the Homeland Security Exercise and Evaluation Program.
2. All exercises must be entered through the National Exercise Schedule
3. Exercises must be compliant with the National Incident Management System
4. Conduct an Annual Training and Exercise Planning Workshop and update the 3 year plan
5. Exercise scenarios must be based on chemical, biological, radiological, nuclear, explosive, cyber, agricultural, natural or technological disasters. If it is a natural or technological disaster it must be catastrophic in scope and size. (Law Enforcement Terrorism Prevention Program and Fiscal Year 2004/2005 exercises must be terrorism related)
6. After Action Reports with Improvement Plans must be completed and submitted within 60 days of the exercise according to the template set forth by the Homeland Security Exercise and Evaluation Program.

Within these general Federal Guidelines, we have simplified the process into steps that can be taken in order to be compliant and reduce the confusion in the process.

Training Steps

Courses Delivered Out of State

At the present time the following providers offer training at their facilities: The Center for Domestic Preparedness in Anniston, Alabama; the U.S. Department of Energy's Nevada Test Site in Bechtel, Nevada; the U.S. Army's Dugway Proving Grounds in Dugway, Utah, and the Energetic Materials Research and Testing Center at New Mexico Tech in Socorro, New Mexico. Each of these providers has their own course applications that are different from one another.

1. The student fully completes the course application. This includes selecting all applicable date preferences, completing any medical screening forms attaching any prerequisite information and signing the application.
2. The student will forward the completed application to his/her supervisor or department head for approval and signature. Once the application is completed and has the required approval the application and any other attachments (medical screening forms, prerequisite certificates and etc) must be sent to the State Homeland Security Training Coordinator.
3. Coordinator for approval. Applications can be faxed to the State Homeland Security Training Coordinator. The State Homeland Security Training Coordinator, after approving the student, will forward the application to the course provider for review, approval and scheduling.

Request a Direct Delivered Mobile Training Course

1. Local Jurisdiction must request the Mobile Training Request form from the State Homeland Security Training Coordinator before scheduling with schools like the National Center for Biomedical Research and Training, Academy of Counter-Terrorist Education at Louisiana State University (LSU) in Baton Rouge, Louisiana, and the Texas Engineering Extension Service (TEEX). Information should include Course Title and Training and Education Division Catalog Number (if applicable), Course Location and Local Point of Contact information.
2. The requests is approved or denied by the State Homeland Security Training Coordinator. If the request is approved the State Homeland Security Training Coordinator will forward the jurisdictions request to Training and Education Division's Centralized Scheduling and Information Desk.
3. Centralized Scheduling and Information Desk will contact the training partner to schedule the course in coordination with the State and Local Point of Contacts.
4. Once the course is scheduled the provider will deliver the course at the site selected.
5. The local jurisdiction will be responsible for compiling a roster of those students that attended the training. The roster should include the student's full name, job title/rank, agency/employer address (including city, county, state & zip), and an e-mail address (optional). The roster must be forwarded to the State Homeland Security Training Coordinator to be entered and filed.
6. In order to receive reimbursement, please submit a completed package to Florida Division of Emergency Management for reimbursement. A completed package for training should contain the following.
 - a. Name, dates, type and location of training
 - b. All sign- in sheet or rosters

- c. Invoices for all training costs
 - i. Overtime costs must be properly documented
 - 1. Copy of payee's timesheet for period indicating amount over 40 hours worked
 - 2. Copy of payment to payee
 - ii. Backfill costs must a copy of the invoice showing payment to the payee

Exercise Steps

This assumes that you have a signed contract and are operating under an operational scope of work.

1. Post the proposed exercise on the National Exercise Schedule¹.
2. Once the Exercise has been approved by the Exercise Administrative Authority begin the planning process. Use of the Design and Development System within the Homeland Security Exercise and Evaluation Program is recommended, but not required.
3. Review the "Allowable Exercise Costs" section in the Grant Guidance². If any questions or potential concerns about eligibility arise please contact the Domestic Security Exercise Coordinator or State Training and Exercise Program Manager³ for clarification before committing to anything.
4. Complete necessary meetings and conduct exercise, please use Homeland Security Exercise and Evaluation Program Templates for development of the Exercise Plan, Situation Manuals and Player Handbooks⁴. These can be adjusted for each exercise.
5. Complete the After Action Report with Improvement Plan⁵. Ensure that all aspects of the Improvement Plan have been filled in.
6. Submit Completed Package to Florida Division of Emergency Management for reimbursement. A completed package for exercise should contain the following:
 - a. Exercise Plan or Situation Manual⁶
 - b. After Action Report with completed Improvement Plan⁷
 - c. Invoices for all exercise costs
 - i. Overtime costs must be properly documented
 - 1. Copy of payee's timesheet for period indicating amount over 40 hours worked
 - 2. Copy of payment to payee
 - ii. Backfill costs must include a copy of the invoice showing payment to the payee

Specific Rules

¹ See "Support" below for more further information

² For Fiscal Year 2007, pages 35-36

³ Contact Information listed below in "Support"

⁴ Link to Templates listed below

⁵ Link to Templates listed below

⁶ Exercise Plan is for Operations-based exercises, while the Situation Manual is for discussion-based

⁷ Primary Responsible Agency, Agency POC, Start Date and Completion Date must be entered

1. State of Florida Statute prohibits the use of funds for the purchase of food or water. There will be no exceptions; it is not an allowable cost.
2. Grant guidance requires that all equipment purchases be for the exercise only and expended or disposed of at the end of the exercise. We are unable to purchase anything that will contribute to response or recovery activities outside of the exercise.

Support

1. Contact Information
 - a. Domestic Security Exercise Coordinator
Michael C. Icardi Jr. Michael.icardi@em.myflorida.com
2555 Shumard Oak Boulevard, Tallahassee, FL 32399
850-413-9897 (Office) 850-519-6840 (Cell) 850-488-6250 (Fax)
 - b. Domestic Security Training Coordinator
Esther Johnson Esther.johnson@em.myflorida.com
2555 Shumard Oak Boulevard, Tallahassee, FL 32399
850-414-8563 (Office) 850-519-6961 (Cell) 850-488-6250 (Fax)
 - c. State Training and Exercise Program Manager
Linda McWhorter Linda.mcwhorter@em.myflorida.com
2555 Shumard Oak Boulevard, Tallahassee, FL 32399
850-413-9899 (Office) 850-488-6250 (Fax)
2. The National Exercise Schedule System can be found at: <https://hseep.dhs.gov/toolkit.htm>. Registration Information can be found at <https://hseep.dhs.gov/contactus.aspx>. We ask that everyone register for the system. The toolkit allows you to automatically propagate planning documents and manage the exercise design and planning process electronically.
3. By visiting <https://hseep.dhs.gov/toolkit.htm> you can view tutorials and user guides for the National Exercise Schedule System, Design and Development System and the Corrective Action Program.
4. Templates can be found at https://hseep.dhs.gov/hseep_vols/default1.aspx?url=home.aspx. The Exercise Plan template can be found at:
https://hseep.dhs.gov/hseep_vols/viewResults.aspx?qsearch='EXplan'.
The Situation Manual template can be found at:
[https://hseep.dhs.gov/hseep_vols/ViewResults.aspx?qsearch='AAR#'](https://hseep.dhs.gov/hseep_vols/ViewResults.aspx?qsearch='SitMan#'>https://hseep.dhs.gov/hseep_vols/ViewResults.aspx?qsearch='SitMan#'.
The After Action Report with Improvement Plan template can be found at:
<a href=).