



Source: NH Journal



## NH Homeland Security & Emergency Management Training & Exercise Overview

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## Who We Are



- Joann Beaudoin, State Training Officer
- Nick Bibeau, AAR Coordinator\*
- Meghan Geoffrion, WebEOC Coordinator/State Exercise & Training Officer
- Ronald O'Keefe, State Exercise & Training Officer
- Karen O'Neil, Program Assistant II
- Paul Segalla, State Exercise & Training Officer
- Jim Spotts, State Exercise Officer (Schools)\*

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## What We Do



Responsible for organizing, executing and evaluating All-Hazards training and exercise opportunities statewide.

We incorporate the whole community in our process.

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## Governing Strategies



- National Preparedness Goals
- State Homeland Security Strategy
- Threat & Hazard Identification & Risk Assessment
- Hazard Identification Risk Assessment
- FEMA's Core Capabilities
- Multiyear Training & Exercise Plan
- Homeland Security Exercise & Evaluation Program (HSEEP) Guidelines

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## HSEEP Cycle



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## Why Capabilities Based Planning?



- Provides direct linkages, through the capabilities, between equipment, plans, training and exercises.
- Provides a strategic approach to the types of training and exercise activities selected and scheduled.
- Provides the foundation for developing training and exercise objectives.
- Identifies sets of capabilities and tasks to evaluate during an exercise.

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# Training

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## Training Services



- Training Coordination for In-State Courses
  - Registration
  - Advertisement
  - Facilities
  - Logistics
  - Equipment
  - Procurement of courses not offered by HSEM or NHFA
  - Instructors
- Training Coordination for Out of State Courses
  - Application Approval
  - Assist in determining appropriate provider and/or course

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# Training Partners



- Advanced Law Enforcement Rapid Response Training (ALERTT)
- Association of Public Safety Communications Officials International (APCO)
- CTOS (Counter Terrorism Operations Support) Center for Radiological Nuclear Training
- FEMA
- FEMA's Center for Domestic Preparedness (CDP)
- Firstrespondertraining.gov
- National Disaster Preparedness Training Center (NDPTC)
- National Domestic Preparedness Consortium
- National Emergency Response & Rescue Training Center (NERRTC)
- NH Fire Academy
- NH Police Standards & Training Council
- Security & Emergency Response Training Center (SERTC)
- Texas A&M's Engineering Extension Service (TEEX – Texas A&M)
- The Energetic Materials Research & Testing Center (EMRTC – New Mexico Tech)
- The National Center for Biomedical Research & Training (NCBRT - LSU)
- Transportation Technology Center, Inc. (TTCI)

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# Exercises

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## Exercise Services



- Planning
- Writing
- Logistics
- Facilities
- Facilitating & Controlling
- Evaluating
- After Action Reports
- Equipment

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## Application Process

### Training & Exercises

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## Initial Interest



- Contact your local Field Rep, School Rep and/or Training & Exercise staff
- Schedule an initial planning meeting
- Identify general goals and/or objectives
- Identify key stakeholders

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## Exercise Process



- Schedule an initial planning meeting with your local Field or School Rep and T&E staff.
- Evaluate the current plan, policy and/or procedure.
  - If no plan, policy or procedure exists, or it is out of date, HSEM can assist by coordinating a workshop.
- Identify what part of the plan, policy and or procedure to test.
- Determine specific goals and objectives.

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## What We Look For



- Previous training and/or exercises within your agency or jurisdiction.
- Appropriate equipment for the event.
- Previous After Action Reports and Improvement Plans.

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## Level of HSEM Involvement



- Training & Exercise staff can write, facilitate, evaluate, and assist with the improvement plan regardless of whether grant funding is requested or not.
- Customer determines the extent of HSEM involvement (staffing and/or supplies).

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## Training Process



- Discussion regarding training needs, known deficiencies and/or long term objectives
- Evaluate the current level of training
- Identify specific course or program

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## Grant Funding Sources



- Your training or exercise may be eligible for grant funding under:
  - Homeland Security Grant Program (HSGP)
  - Law Enforcement Terrorism Prevention Activities (LETPA)

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## Application Process



- Complete a Grant Application
  - Costs outlined in the application must be itemized & accurate
  - The exercise goals and objectives must be outlined as well as the proposed scenario
- An Award Letter will be issued by HSEM
- Terms & Conditions and Audit Forms need to be completed prior to the event.
- HSEM staff will advise what records need to be retained for reimbursement purposes

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## Allowable Expenses for Grants



<u>Allowed</u>	<u>Not Allowed</u>
<ul style="list-style-type: none"> <li>• Backfill &amp; Overtime</li> <li>• Food *</li> <li>• Venue</li> <li>• Disposable Materials</li> <li>• Vendor/Contractor Costs *</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Fuel</li> <li>• Mileage*</li> <li>• Non-disposables *</li> </ul>

\*There are exceptions and/or limitations

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## After the Event



- HSEM will provide a Grant Reimbursement packet if grant funding was awarded.
- After Action Report (AAR) draft meeting and finalization.
- Assistance writing the Improvement Plan (IP).
- Update plans, policies and/or procedures if needed.
- AARs and IPs need to be completed prior to funding of additional exercise requests.

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## Timeframes



- Initial interest/Planning Meeting
  - Minimum of 90 days prior to event date
- Grant Application
  - Minimum of 30 days prior to event date
- Terms & Conditions and Audit Form
  - Must be received prior to event date
- Draft After Action Report (AAR)
  - Will be provided by HSEM within 30 days of the event date
- AAR Meeting
  - Within 30 days of receipt of the draft AAR
- Reimbursement Packet
  - Issued by HSEM staff within the week following the event
  - Submitted to HSEM within 90 days of the event

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## How Can You Contribute?



- Your input helps determine what training we bring to the State.
  - Participation in the Training & Exercise Plan Workshops
  - Provide feedback before, during and after any training or exercises.
  - Send us an email: [exercisetraining@dos.nh.gov](mailto:exercisetraining@dos.nh.gov)

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## Your Valued Feedback at Work



- Revised Grant Process
- Revised Training & Exercise Plan Workshop process
- Better web presence

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# Questions?

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