

## **Exercise Program Requirements and Guidelines**

### **Michigan State Police Emergency Management and Homeland Security Division Training and Exercise Section**

#### **Purpose**

In order to create an effective progressive exercise program, the Michigan exercise program reflects the guidance of the Homeland Security Exercise and Evaluation Program (HSEEP) along with incorporating the Michigan Homeland Security Strategy assessments and State Strategic Plan.

The goal of this document is to help streamline reporting requirements for grant and non grant exercises. Exercising allows organizations to test plans and policies in addition to creating valuable improvement plans from the lessons learned. The information collected and provided to the Training and Exercise Section, Michigan State Police Emergency Management and Homeland Security Division (MSP/EMHSD) is used in various ways such as assisting in mitigation and planning, grant funding requests, sharing lessons learned and grant management. To allow for consistent exercise reporting requirements, there shall be no distinction for reporting between Emergency Management Performance Grant and Department of Homeland Security grant funded exercises.

#### **Grant Programs<sup>1</sup>**

- Emergency Management Performance Grant (EMPG)
- Interoperable Emergency Communications Grant Program (IECGP)
- Buffer Zone Protection Program (BZPP)
- Homeland Security Grant Program (HSGP)
  - State Homeland Security Program (SHSP)
  - Urban Areas Security Initiative (UASI)
  - Metropolitan Medical Response System (MMRS)
  - Citizen Corps Program (CCP)
  - Law Enforcement Terrorism Prevention Activity (LETPA)
  - Operation Stonegarden Grant Program (OPSG)

All exercise documentation, specifically after actions reports, improvement plans and lessons learned, will be shared with DHS/FEMA.

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<sup>1</sup> Core grant programs list; however, additional programs may be used and shall also adhere to these exercise guidelines.

## I. MSP/EMHSD Exercise Program Description

All exercise activity shall meet the following objectives:

### 1. **Progressive by Nature:**

All sub-grantees are to conduct a cycle of progressive exercise activities that test emergency operations plans, policies, and procedures. The cycle shall begin with discussion based and culminate with operations based activities. By using a progressive exercise approach it allows jurisdictions to build, advance and test their specific plans at multiple levels between multiple jurisdictions over a period of time.

### 2. **Management and Execution:**

To work in accordance with MSP/EMHSD State/Local Work agreements, exercises **must be managed and executed with guidance of the Homeland Security Exercise Evaluation Program (HSEEP<sup>2</sup>), NIMS compliant and be built upon State/Local strategic plans and target capability based (TCL, Appendix G).**

Exercises should attempt to be cross-discipline and include inter-agency players. Whenever practical, exercises should include federal, state, and local agencies to test interface issues along with interagency cooperation, coordination, and communications. By creating a multi-jurisdictional exercise, it allows for areas to identify additional resources that are available in surrounding jurisdictions to share during training, exercising and emergencies.

#### **Requirements for frequency of exercise:**

- ☐ In accordance with PA 390 (R30.51 Rule 1 (i)(D)), each recognized Emergency Management Program (EMP) is required to conduct one exercise every fiscal year.
- ☐ In accordance with MSP/EMHSD Policy EMHSD-09, each Emergency Management Program is required to conduct a Full Scale (FSE) Exercise no less than once every 5 years.
- ☐ All EMPG funded personnel must participate in a minimum of 3 exercises per fiscal year. Participation includes roles as a player, evaluator, controller and assisting as a player in the simulation cell. Observation of an exercise will not count as participation.

### 3. **Annual Training and Exercise Plan:**

In accordance with guidance from HSEEP and the Homeland Security Grant Program, each fiscal year the Multi Year Training and Exercise Plan

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<sup>2</sup> The Department of Homeland Security's Homeland Security Exercise Evaluation Program (HSEEP) outlines the development of exercises using a building block approach starting with discussion based exercises to operations based exercises. The Federal program provides the HSEEP Toolkit to assist with development and documentation of each step of exercise design and development.

shall be updated to reflect all training and exercises at the State and Local levels for the next three (3) years. As part of the work agreement, each emergency management program will submit an Annual Training and Exercise Plan worksheet to reflect all impending training and exercises. This worksheet will be updated annually to reflect current training and exercise as outlined from improvement plans from prior year exercises. Annually MSP-EMHSD Training and Exercise Section will hold a workshop for all state agencies, local and regional programs to use the worksheets submitted by each program to create, update and review the State Multi-Year Training and Exercise Plan.

**Program Requirements:**

- ☐ Each emergency management program will hold an Annual Training and Exercise Planning Workshop (TEPW) to create the Annual Training and Exercise Plan Worksheet.
- ☐ Submit completed Annual Training and Exercise Plan Worksheet as part of annual work agreement to MSP/EMHSD Regional Support Section.
- ☐ Annually, MSP/EMHSD Training and Exercise Section will hold a TEPW in order to approve the regional calendar as part of MSP/EMHSD State Training and Exercise Plan. District Coordinators will work with the regions to ensure a representative is present from the region to make certain all emergency management programs interests are met.

**4. Grant Funding:**

Submission of an Allowable Cost Justification (ACJ) form must be submitted **at least 30** days prior to an exercise for approval of allowable costs under the grant programs.

Reimbursement form can be submitted after an exercise is completed, however it will not be processed until an After Action Report (AAR) has been submitted and reviewed by the State Exercise Officer.

**5. Exercise Planning Conference(s) (EPC's) requirements:**

Based on the scope, type and complexity of the exercise, the exercise manager will use HSEEP (Volume 1) for guidance to determine the number and types of EPC's for the exercise.

## 6. Evaluation of Exercise:

All exercises<sup>3</sup> must be objective/capability based and evaluated. An after action report must be completed in order to receive grant funding.

### Program Requirements<sup>4</sup>:

- ☐ Exercise Evaluation Guides (EEG) will be created for each objective/capability being exercised.
- ☐ Submit AAR for each exercise.
  - Discussion Based-** (Seminar, Orientation and Workshop only) must provide an Executive Summary, Exercise Overview, Conclusion, participant's feedback and improvement plan.
  - Tabletop and Operations Based Exercise:** (Tabletop, Drill, Functional and Full scale) Must have a complete AAR, including analysis of objectives.
- ☐ Exercise Sign-in rosters: Rosters do not have to be submitted, but the original sign-in roster must be maintained by the program manager and made available for audit for up to three (3) years after the close of the grant.

## 7. Radiological Emergency Preparedness Exercise (REP):

Due to the uniqueness of the exercise, the reporting requirements are federally mandated and not necessarily in the HSEEP format. MSP/EMHSD will schedule these exercises.

### Additional Information

- ❖ For questions regarding any aspect of the Exercise Grant requirements, eligible expenditures or how to submit for reimbursement the Frequently Asked Questions (FAQs) on the EMHSD website:
  - [http://www.michigan.gov/msp/0,1607,7-123-1593\\_3507-73723--,00.html](http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html).
- ❖ HSEEP guidelines and requirements are available at the DHS/FEMA website:
  - [https://hseep.dhs.gov/pages/1001\\_HSEEP7.aspx](https://hseep.dhs.gov/pages/1001_HSEEP7.aspx)
- ❖ If you need additional assistance, please contact your designated District Coordinator or the State Exercise Officer.

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<sup>3</sup> **Discussion Based**-Seminars, Orientations, Workshops, Tabletops and Games.

**Operations Based**-Drills, Functional and Full-scale

<sup>4</sup> Documentation materials are available on the HSEEP Toolkit. Additional templates are also available through the MSP-EMHSD State Exercise Officer.

## **II. Reporting Requirements:**

### **Exercise Reporting:**

In order to receive exercise credit, all exercises will be developed with the guidance of HSEEP in accordance with the following criteria<sup>5</sup>.

1. Create a NEXS entry for exercise and email NEXS ID number to District Coordinator at least 60 days prior to exercise. (In lieu of EMD-052, Pre-Exercise Report Form)
2. For Functional and Full Scale exercises, the EOC must be opened and staffed with at least six (6) functional representatives.
3. Conduct a hotwash and after-action conference in order to develop an after action review/improvement plan.
4. An AAR must be completed and submitted to the DC within 60 days of completed exercise for review. DC's will forward AAR to the State Exercise Officer for final review and approval/disapproval.

### **Quarterly Reporting**

As required by local work agreements, each jurisdiction will provide a quarterly report for all exercises. The report (Appendix B) shall reflect **all** exercises (grant and non-grant funded) that took place in that quarter. Information collected from the quarterly reports will be used by MSP-EMHSD Training and Exercise Section to provide information as part of the Division's reporting requirements.

### **Program Requirements:**

- Quarterly exercise reports will be submitted to District Coordinators as part of quarterly report packets. DC's will then forward report to the State Exercise Officer.

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<sup>5</sup> Under certain conditions, actual events can also receive credit as an exercise. To receive credit for an actual event, the event should be entered into the NEXS retrospectively as well as section IV criteria.

### III. Exercise Reporting Procedure<sup>6</sup> Guidelines:

#### 1. National Exercise Schedule (NEXS) scheduling<sup>7</sup>:

All grant funded exercises must be scheduled in NEXS system at least 60 days prior to the exercise commencing.

#### 2. Creating Exercise in NEXS:

- Name the exercise as follows: Region, Jurisdiction, exercise title<sup>8</sup>.
  - **Example:** R1, Ingham Co, Airport Exercise
- If grant funded, the exercise summary section in NEXS should include the acronym of the grant type and the grant year<sup>9</sup>.
- District Coordinators must be added as a planning team member.
- All jurisdiction and organizations that will be involved in the exercise should be listed in the "Participating Organization" section of the NEXS template.
- MSP/EMHSD must be added as sponsoring agency.

##### **Under sponsoring agency select:**

- Michigan > EMHSD - Emergency Management and Homeland Security Division

#### 3. After Action Report/Improvement Plan (AAR/IP)<sup>10</sup>:

- ☐ An AAR/IP is mandatory for all exercises requesting grant funding (HSGP & EMPG) per grant requirements.
- ☐ All jurisdictions and organizations must electronically submit their AAR to their respective District Coordinator (DC) for review within 60 days of the conclusion of the exercise.
- ☐ Multi-jurisdictional exercise may produce one (1) After Action Report for the exercise. However, each jurisdiction shall complete **their own** Improvement Plan Matrix as part of the AAR in order to identify corrective actions needed in their jurisdiction.
- ☐ A copy of exercise sign-in sheet must be maintained by program manager for audit purposes. All EMPG funded participants must be denoted.
- ☐ **For Seminar, Orientations and Workshops:** An Executive Summary, Exercise Overview, Conclusion, participant's feedback and improvement plan must be provided.
- ☐ **Tabletop and Operations Based Exercise:** Must have a complete AAR, including analysis of objectives.
- ☐ The AAR will be reviewed by the DC and forwarded to the State Exercise Officer (EO) for approval/disapproval.

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<sup>6</sup> These reporting and scheduling procedures apply to all exercise activities.

<sup>7</sup> NEXS is part of the HSEEP Toolkit.

<sup>8</sup> The title of the exercise will be determined by the planners/schedulers within a region and their respective DC. The exercise name will continue to be used on all exercise document submissions.

<sup>9</sup> i.e. HSGP, EMPG, UASI, CCP, MMRS, SHSG, LETPP and grant year.

<sup>10</sup> Copy of AAR template is available on the HSEEP Toolkit by contacting your District Coordinator, MSP/EMHSD Training and Exercise Section and on the MSP/EMHSD Training and Exercise website.

#### **IV. Exercise Credit for an Actual Event:**

Due to the uniqueness of each event, the decision to give exercise credit for actual events will be made on a case-by-case basis.

**To be considered for exercise credit for an actual event the following criteria should be met<sup>11</sup>. Jurisdictions must be able to prove:**

**For consideration of discussion based exercise credit a jurisdiction must prove or provide:**

- Event tracked and updated in E-Team.
- A recommendation by the District Coordinator.
- Event must be logged into the NEXS system (once the event has concluded).

**For consideration of operations based exercise credit a jurisdiction must prove in addition to requirements above:**

- Formal declaration of a disaster issued by either the jurisdiction's Chief Executive, the Governor, or the President.
- The EOC shall be opened and at least six (6) functional representatives were present and operating the EOC.

**The following must be provided to the Training and Exercise Section for review.**

- Recommendation letter from the District Coordinator. (Appendix E)
- After Action Report/Improvement Plan for the event, created with the guidance of HSEEP.
- Copy of the summary page showing the event scheduled in NEXS.

Upon review of information, the T&E Section will consult with the District Coordinator and Regional Support Section Commander. This committee will determine if exercise credit shall be granted and what type of exercise credit will be given. After review of the documentation, a letter will be sent to the jurisdiction from MSP-EMHSD with the decision regarding the allowance of exercise credit for an actual event.

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<sup>11</sup> Jurisdictions may not receive exercise credit for an actual occurrence in any (2) consecutive years unless a presidential disaster declaration is granted for either of the actual occurrences.