

# HOW TO FACILITATE A TEPW

2017 KEMA CONFERENCE

# TRAINING & EXERCISE PLANNING WORKSHOP (TEPW)



# WHAT IS A TEPW?

## Opportunity to bring community partners together

- Discuss
- Identify
- Examine
- Solve

### **Ultimate outcome:**

- Strengthen your overall emergency management “program”. You are a change agent.

» *Become more strategic – where are we headed?*

# CAPABILITIES-BASED PLANNING

**The National Preparedness Goal identifies a series of core capabilities across five (5) mission areas:**

- Prevention
- Protection
- Mitigation
- Response
- Recovery

**Organizations can use exercises as a way to examine current and required core capability levels and identify gaps.**

- Exercises focus on assessing performance against capability-based objectives

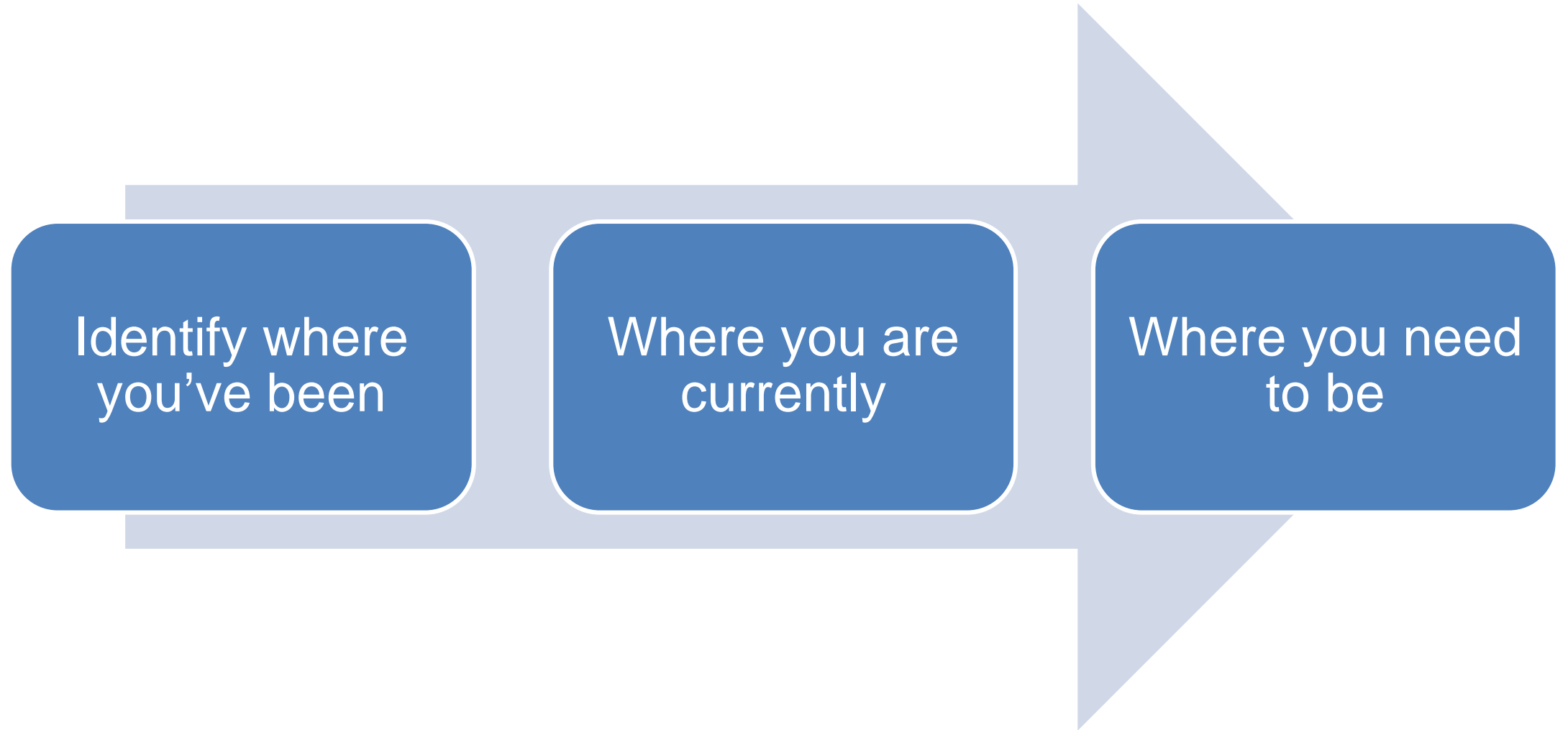
# HSEEP CYCLE

**Homeland Security Exercise & Evaluation Program promotes:**

- **Establishing multi-year exercise program priorities and**
- **Developing a multi-year Training and Exercise Plan (TEP)**



# WHAT IS A TEPW?



# PREPAREDNESS: ARE WE READY?

## POETE

- ✓ Planning
- ✓ Organization
- ✓ Equipment
- ✓ Training
- ✓ Exercise



# EXAMINING A JURISDICTION'S PREPAREDNESS...

## **Planning**

- Are plans adequate? Who all has one?
- Have the plans been tested?
- What improvements need to be made?

## **Organizational**

- Are there organizational barriers to success?
- What human resources are available? Where are the gaps?
- Have teams been trained and exercised?
- What system improvements need to be made?



# EXAMINING A JURISDICTION'S PREPAREDNESS...

## **Equipment**

- Does the jurisdiction have equipment necessary to respond?
- If not, who has it? How do you get it?
- Is there a resource management component ready to implement?
- How does the jurisdiction track resources? Is the documentation clear?
- What needs are there relative to the resource management cycle?

# EXAMINING A JURISDICTION'S PREPAREDNESS...

## **Training**

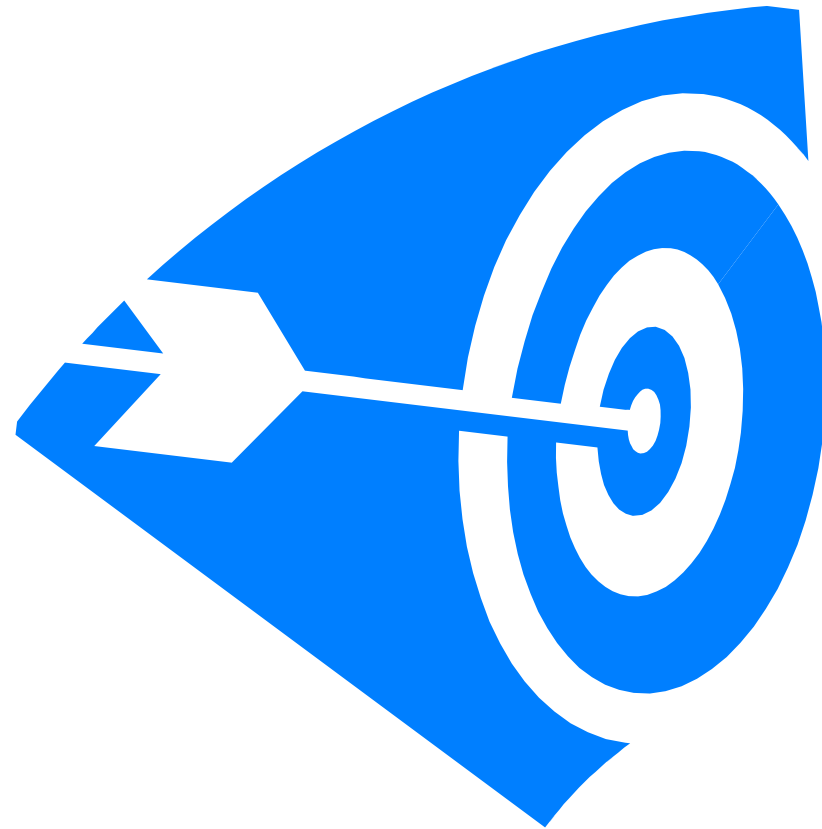
- What training has been provided? How is it tracked / reported?
- Who needs what training?
- What training gaps exist?
- When / how will training gaps be addressed?

## **Exercises**

- What exercises have been conducted based on defined priorities
- What were the findings in past After Action Reports?
- Have Improvement Plans been tracked? Progress documented?
- What future exercises are scheduled?

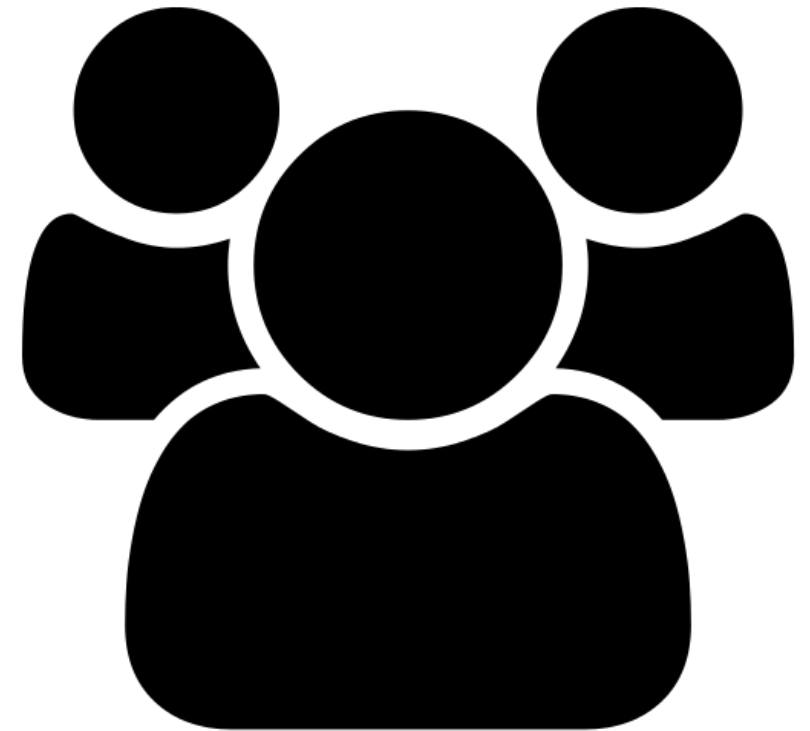
# TRAINING AND EXERCISES...

- How can these impact our capabilities?
- What knowledge, skills and abilities are needed?
- What knowledge or skills are ready to be tested?



# WHO IS INVOLVED IN A TEPW?

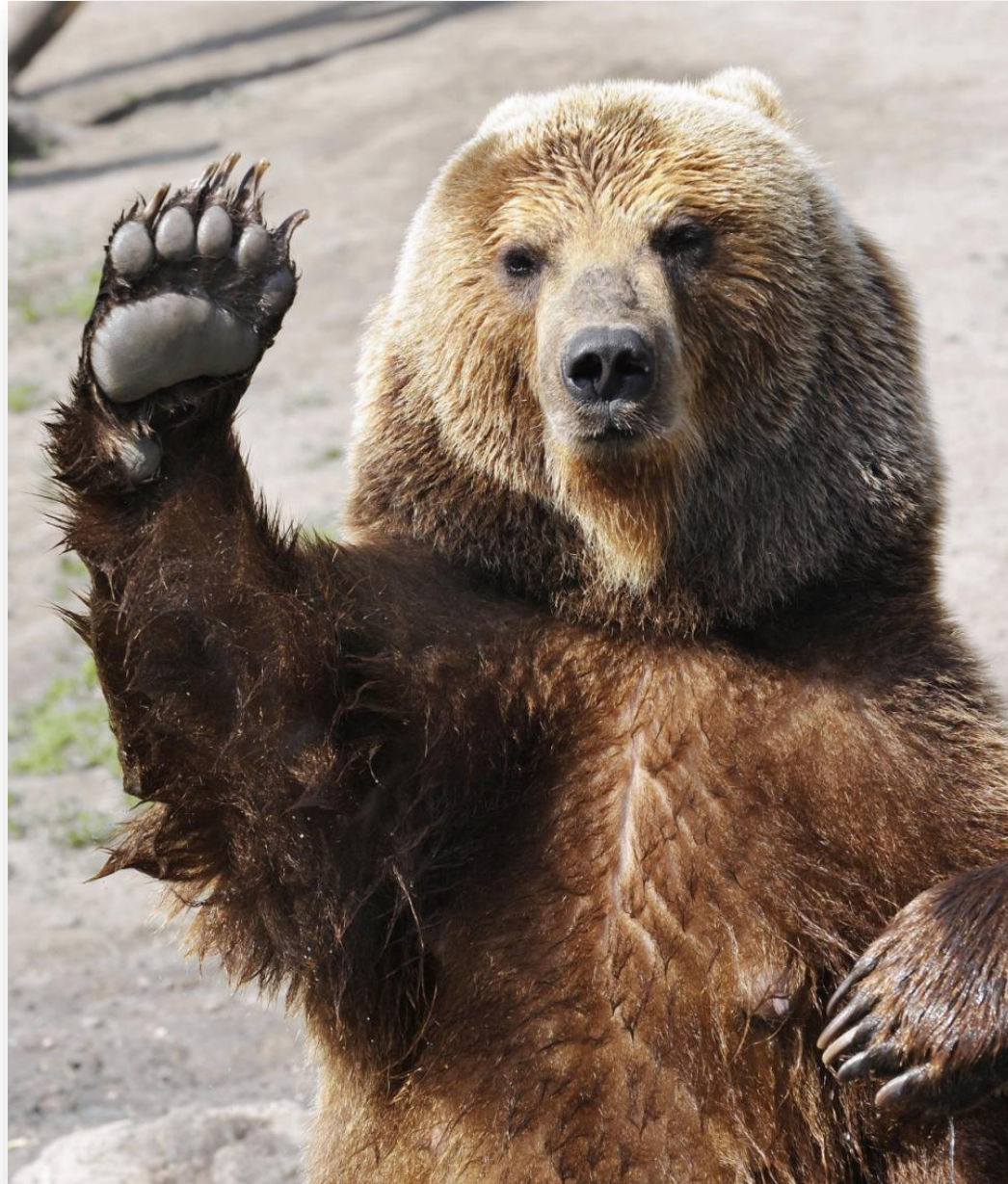
- Who are your typical partners?
- Who are your non-typical partners?
- Are there private sector partners you need to bring to the table?
- Are there individuals that have influence over policies and/or procedures?
- Are there agencies / organizations with helpful resources?



# Who? Whole Community Participants



# WHY CONDUCT A TEPW?



WHY CONDUCT A  
TEPW?

**Because we have to...**





# WHY CONDUCT A TEPW?

- Do all partners in the plan understand their roles and authorities?
- Are there response expectations that are unclear or “assumed”?
- Have issues or gaps been identified in past exercises or incidents?  
Problems fixed?
- Is there a collaborative environment amongst disciplines throughout the jurisdiction?
- Are all resources readily available and ready to deploy?





# WHY CONDUCT A TEPW?

The purpose of the TEPW is to use the *guidance provided by senior officials* to identify and set exercise program priorities and develop a multi-year schedule of exercise events and supporting training activities to meet those priorities



*DHS, PrepToolkit*

# WHY?

## PURPOSE OF THE TEPW

- Translate program level priorities into specific objectives and exercises
- **Track Improvement Planning actions against current capabilities, training, and exercises**
- Coordinate exercise activities across multiple disciplines
- Based on program needs or pre-determined requirements
- **Motivates new partners to be involved**
  - helps them see how they fit into the big picture



# WHY?

## PURPOSE OF THE TEPW

Maximize the use of available resources and prevents any duplication of efforts.

Identify and coordinate possible funding sources

Overall, it establishes the strategy and structure for your overall [exercise] program

- Product = Multi-year Training & Ex Plan



***Where are we going – how are we going to get there?***

# WHEN AND WHERE...

## Question...

- 1. We have developed a Multi-Year Training & Exercise Plan. Do we have to do this every year?**

**Yes**

**Why?**

# WHEN AND WHERE...

## Question...

1. **When is the best time to conduct a TEPW?**

**Jurisdiction Specific**

# WHEN AND WHERE...

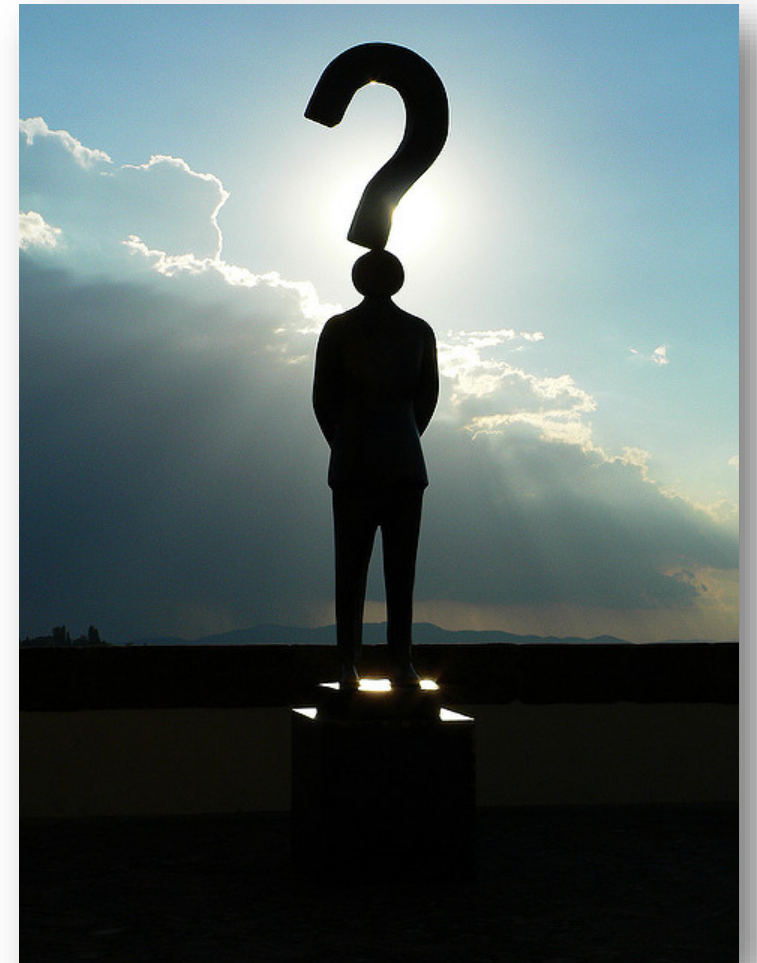
## Question...

1. **Where is the best place to conduct a TEPW?**

**Jurisdiction Specific**

QUESTION...

**What are the challenges around conducting a TEPW?**



# HOW TO CONDUCT A TEPW





# PRE- TEPW ACTIVITIES

## Establish When the TEPW will be conducted

- Define who to invite
  - Examine partnerships (existing, as well as new)
  - Threats and Risks
  - Capability gaps
  - Status of corrective actions (past improvement plans)
- Analyze “buy-in” issues
  - History / background
  - Root cause analysis (why, why, why, why...)
  - Develop a strategy to reach out / follow-up (how to counter the common arguments)

# PRE- TEPW ACTIVITIES

## Establish Where the TEPW will be conducted

- Dependent on room availabilities, how many are invited, agenda
  - Consider participant's choices / needs
    - Commonly used locations versus unique locations

# STEP 1: SET DATE AND LOCATION

- Ensure there are no conflicts
- Piggy-back on other meetings
- Consider layout and acoustics when choosing a location
- Does the location have A/V

# PRE- TEPW ACTIVITIES

## Plan the agenda (several options)

1. Begin with agency updates – *get these recorded*
  - Accomplishments gained over the past year
  - Current initiatives
  - Challenges the agency is facing
2. Begin with presentation(s) – *can serve as a motivation for getting people to attend*
  - Are there new partners that we want to learn more about?
  - Is there an event that we can all learn from?
3. Frame how to define program priorities
  - Analyze capability targets / gaps / obstacles / needs
  - Define how training and exercises can impact readiness

# STEP 2: CREATE THE AGENDA

**Agenda items should be pertinent to all participants**

- **A TEPW is program management, not project management**
- **Agenda items may include, but are not limited to**
  - Introductions and Expectations
  - Purpose, Scope and Outcomes of the TEPW
  - State and National Updates
  - Needs Assessment and Gaps Analysis
  - Core Capabilities v. Target Capabilities
  - Correction Action Planning/Past Improvement Plans
  - Upcoming Trainings and Exercises

# STEP 3: INVITATIONS

- Remember First Impressions
- Include the basic who, when, what, where
- Check your facts
- Registration information if applicable

**Send out 'SAVE the DATE' notice (plant the seeds)**

- Getting people to the table

# STEP 4: IDENTIFY A RECORDER

- Identify a recorder prior to the day of the workshop
- Recorder should not be a TEPW participant
- Trigger words to record...need, assume, want

# STEP 5: DESIGN ROOM FOR EFFECTIVE DISCUSSIONS

- Table arrangements and name tents
- Lighting
- Displays
- Acoustics
- Temperature
- Refreshments if possible
- Registration



# CONDUCT OF A TEPW – THE BOOK ANSWER

<https://preptoolkit.fema.gov/web/hseep-resources>



## Identify:

- threats & hazards
- areas for improvement
- external sources & requirements
- accreditation standards or regulations

- Assign a core capability to each factor identified
- Identify and prioritize the most common core capabilities

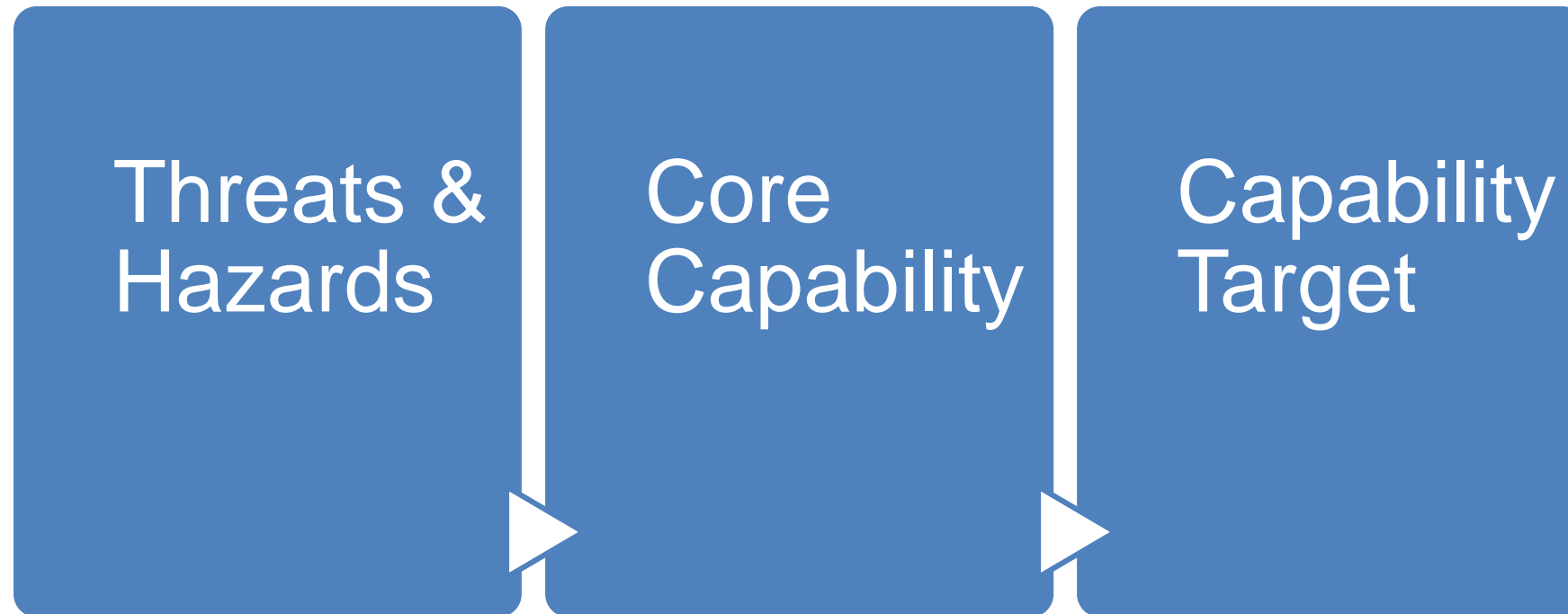
- Assign a core capability to each factor identified
- Identify and prioritize the most common core capabilities

- Identify potential exercises
- Consider training to support specific exercises
- Training needs to meet capability

# CONDUCT OF A TEPW

**While important, it goes well beyond threats and risks...**

- What does the jurisdiction need to be able to do [e.g. capability targets] to be successful in their response/recovery efforts.



# STEP 6: FACILITATE THE TEPW

## **Multiple ways to accomplish your end goal – no exact format**

- Must know your audience
- Must know the TEPW layout , content, and deliverables
- Record comments

## **Open dialogue (or can be more structured activities, if needed)**

- Encourage and guide discussions / participation
- Elicit – do not provide – responses and solutions
- Make eye contact
- Provide positive reinforcement
- Keep discussion focused on the topic
- Be prepared to address issues / conflict

# TIPS FOR FACILITATING A TEPW

**As a Kansas Certified Emergency Manager, you have the training and know how to work through the issues in different ways.**

- Break it down. “What are you good at, and what do you need to work on?”
- If they don’t understand Core Capabilities, talk about critical tasks or skills
- The “dot” approach

# STEP 7: COLLECT INFORMATION & DOCUMENTATION

- Expectations
- Sign-In Sheet
- Discuss recent accomplishments
- Summarize the past year's incidents and events
- Examine challenges related to local threats and hazards
- Identify knowledge and skills needed to improve local response and recovery efforts/capabilities

# POST- TEPW ACTIVITIES

- Summarize core capability priorities
- Share information/report with local stakeholders
- IF EMPG funded, enter documentation into KETS
  - ✓ Sign-in sheet
  - ✓ Calendar of training and exercise activities
  - ✓ List of priority core capabilities

# STEP 8: DEVELOP MULTI-YEAR TRAINING & EXERCISE PLAN

- Apply identified information from the group to available training and exercise opportunities
- Record projected training and exercise activities into a multi-year calendar (3 year plan)

# QUESTIONS?

