



# CT Department of Emergency Management and Homeland Security Region 3 Training and Exercise Planning Workshop

## Training and Exercise Planning Workshop Meeting Minutes February 26, 2010

- Welcome and Introductions
  - Mr. Scace reviewed the agenda for the Workshop
  - Individuals introduced themselves by providing their name, agency/organization they represent and their interest in training and exercises. The following interests were identified;
    - Real training and exercises relevant to mission and IAW plans
    - RID Team/Interoperability Plan/Dispatcher exposure
    - Information sharing and messaging to stakeholders
    - Make sure CERT is incorporated into training and exercise planning
    - Has to be multi-agency/jurisdictional
    - Maintain a strong relationship with State partners
    - Citizen outreach
    - Strategic sharing of information, visibility of AAR/IPs, breaking down silos
    - Incorporate private sector and NGOs
  - Mr. Scace reviewed the following goals of the workshop
    - Enhance regional understanding of the “process”
    - Discuss UASS priorities & Improvement Plans
    - Translate priorities and capabilities into training and exercise activities/schedules
    - Develop/update Multi-Year Training & Exercise Plan
    - Coordinate training and exercise schedules
    - Improve coordination between training and exercises
- Capabilities Based Planning
  - Workshop started with a review of the Training and Exercise planning processes, local/regional/state stakeholder participation.
  - A review of Capabilities Based Planning was completed.
  - The Training and Exercise Planning Cycle was reviewed.
  - The Multi-Year Training and Exercise plan is shaped by items from After Action Reviews and the Capabilities Assessment.
  - The Capabilities Assessment project was discussed in detail, including priorities resulting from that assessment
  - Participants discussed the difference between grant investment priorities and training and exercise priorities. Training and exercise priorities could be different from current investment priorities since we still need to train and evaluate on previous years investments and capabilities currently in place.
- Training & Exercise Purpose, Preparedness Mission and Funding Program Overview
  - Mr. Scace indicated our priorities must be linked to Federal and State priorities and reviewed DHS and State of Connecticut priorities.
  - Kristin Sullivan from the Ct Department of Public Health provided perspective and advised participants about how they provide funding for exercises.
  - Melanie Kerr from the Ct Department of Emergency Management and Homeland Security provided perspective and advised participants about how they provide funding for exercises.

- The Intent to Exercise form was reviewed.
  - Participants inquired if DPH and DEMHS had further considered the writeable PDF form drafted by Laurie Scotti to be used in place of the current forms. In addition to the anticipated ease of use compared to the current forms, one form for both agencies would be used in lieu of the two forms currently used.
  - As a minimum form users requested making the process easier, the form “idiot” proof, with drop down menus/boxes, and clearer instructions.
- Mr. Scace reviewed the Urban Area Security Initiative (UASI) grant cycle and pointed out how the process takes care of many of the items needed to establish a valid foundation for the Multi-Year Training & Exercise Plan and Schedule.
- The priorities identified by the Capabilities Assessment Summary Report were reviewed again.
- The items identified in regional AAR/IPs were reviewed.
- Multi-Year Training and Exercise Plan (See DRAFT Plan)
  - Mr. Scace reviewed the draft plan and based on concurrence from participants will include the following additions/changes;
    - POCs will include pertinent ESFs, Kristin Sullivan (DPH), Melanie Kerr (DEMHS), Chris Baker (ARC), and Mr. Stan Beckford (NEDTC)
    - The Schedule will be included once developed
    - References will be added
  - A discussion was held regarding the Homeland Security Exercise and Evaluation Program (HSEEP)
- Developing the Training and Exercise Schedule
  - Mr. Scace reviewed the Training and Exercise Schedule Input Request forms that were passed out and e-mailed to participants in advance.
  - Participants were provided the forms in advance and encouraged to consider their desired training and exercise items over the next several years.
  - The goal of the plan is to develop a master schedule with inputs from all local and state agencies, local jurisdictions, NGOs and the private sector.
  - The intent is to post the final schedule in the Plan and on the CRCOG website. Mr. Scace explained he envisioned several pages on the web, including a master exercise schedule, and a training schedule for each year from 2010-2012. As many specifics as are available will be included and the schedules will be updated as training and exercises are finalized.
  - The participants identified what training categories should be included on the schedule, and what generic programs would be done on a quarterly or other basis.
  - The participants discussed school emergency training and exercises and what aspects should be included on the regional plan. Jurisdiction wide school related programs that communities would be seeking reimbursement would be included. Mr. Scace will also follow up with DEMHS on school initiatives and ensure visibility for DEMHS sponsored programs is provided on the regional schedule.
  - Mr. Scace advised he would also include RESF-13 related programs such as IED awareness.
  - When discussing items to be included on the exercise schedule participants identified that, in addition to the items currently on the schedule, they would like to see scenarios related to hurricanes, flooding of rivers, public works related tasks (specifically an ESF-3 functional exercise), and sheltering operations. RESF-8 indicated a desire for a Forward Movement of Patients FSE in 2012.
  - Mr. Scace gathered Input Request forms and advised he would draft a schedule based on participants’ inputs.

- In addition, he will update the Plan and draft minutes of the Workshop to distribute to all participants.
- Questions and Closing
  - The Workshop concluded with a discussion regarding the schedule and plan are dynamic in nature as needed training is identified and exercise programs are developed.
  - There being no further questions the workshop was closed.

Respectfully Submitted,

Daniel R. Scace  
CRCOG Training Coordinator  
March 1, 2010