



OREGON OFFICE OF EMERGENCY MANAGEMENT

Exercise Reporting Requirements Emergency Management Performance Grant (EMPG)

Training and Exercise Plans (TEP)

The development and submission of annual State, Tribal and local emergency management Training and Exercise Plans is a requirement of FEMA's Emergency Management Performance Grant (EMPG) and the Homeland Security Grant Program (HSGP).

OEM Statewide Training and Exercise Workshop (TEPW): OEM will conduct a TEPW annually, to meet federal grant guidance. Attendance of EMPG funded jurisdictions is a federal grant requirement. Guidance will be provided prior to the TEPW on how to prepare for the TEPW and what documentation will be required.

TEP Due Date: The Statewide TEP is due to FEMA NLT June 1st. All local and tribal TEPs will be due to the State Exercise Officer NLT May 1st of each year. State agencies and other state level response agencies are encouraged to submit training and exercised plans as well. Notification will be sent out if the federal grant requirements change the due date to FEMA.

Request to Modify an Approved Local/Tribal TEP Submission: Changes to local and Tribal TEPs requires written approval from the State Exercise Officer. A written request must be submitted for any of the following:

- Change of the forecasted dates and/or federal quarter
- Exercise type (ie: Changing from FSE to TT)
- Exercise scenario (ie. Changing from Natural Hazard to Technological Hazard)

Actual Occurrences: May be substituted for an EMPG quarterly exercise. Submit a request to modify the approved TEP as outlined above.

- SAR Missions must meet these criteria:
 - Last more than 12 hours
 - Has a written IAP
 - Involve an EMPG funded staff member

Exercise Participation

EMPG grant guidance requires EMPG funded staff to participate in three exercises per fiscal year. This can be met in several ways:

- Participating in an exercise your agency conducts
- Participating in an exercise another agency conducts
- Participating in an actual occurrence
- Being on an exercise planning team
- Serving as an exercise evaluator
- Observing at another agency exercise

Exercises conducted must involve more than one person. The intent of exercises is to develop and/or test plans, policies, procedures, train personnel, etc. Having only one (1) person involved in an exercise does not meet the intent of having people trained on your operational protocols, equipment, etc. This includes OEM's quarterly ECC Operations exercises.

After Action Report (AAR) / Corrective Action Improvement Plan (CA/IP)

EMPG and HSGP grant programs have distinctly different requirements for their AARs.

- Submit Exercise/Actual Occurrence reports within 30 days of exercise (or end of quarter, whichever is sooner) **or**
- After Action Report and Improvement Plan (AAR/IP) within 60 days
- HSEEP format is not required
- When participating in another jurisdiction's exercise, the Exercise/Actual Occurrence report should identify only your own personnel numbers.
- Exercise/Actual Occurrence reports or AAR/IPs will be submitted to the **State Exercise Officer** Doug Jimenez. doug.jimenez@mil.state.or.us

Failure to Conduct a Required Quarterly Exercise

Non-compliant jurisdictions will receive a warning letter from the OEM Director and will have to conduct two (2) exercises in the following quarter. Failure to do so may result in a financial penalty and could jeopardize EMPG funding for the non-compliant jurisdiction.

OEM Point of Contact:

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