



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 Plan (TEP): OEM will develop a Multi-Year Training and Exercise Plan (MYTEP) annually, to meet federal grant guidance. OEM will send out guidance to local agencies on developing local TEPs as well as collecting information from local agencies to be included in the Statewide TEP.

TEP Due Date: All local and tribal TEPs will be due to the State Exercise Officer NLT June 1, 2018. 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 fiscal 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 and Conduct

EMPG funded jurisdictions must **conduct** at least two exercises per fiscal year. One of these exercises must be a Full-scale exercise. (FSE)

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.

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
- For multi-jurisdictional exercises, the Exercise/Actual Occurrence report should show only your own personnel in the “Local” numbers. Other participating jurisdictions will include their own personnel in their reports.
- Exercise/Actual Occurrence reports and 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 may result in a financial penalty and could jeopardize EMPG funding for the non-compliant jurisdiction.

OEM Point of Contact:

Doug Jimenez
State Exercise Officer
Doug.jimenez@mil.state.or.us
503-378-3255