



OREGON OFFICE OF EMERGENCY MANAGEMENT

Exercise Reporting Requirements Homeland Security Grant Program (HSGP/SHSP)

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 federal quarter
- Exercise type (ie: Changing from FSE to TT)
- Exercise scenario (ie. Changing from Natural Hazard to Technological Hazard)

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 (CAIP)

The Homeland Security Exercise Evaluation Program (HSEEP) format is recommended, though not required.

- AAR/IPs submitted under HSGP will also receive EMPG credit. Exercise/Actual Occurrence reports submitted under EMPG will not receive credit under HSGP.
- For exercises reported under HSGP, submit AAR/IP within 60 days of exercise. *Exercise/Actual Occurrence reports are not sufficient for reporting under HSGP.*
- AAR/IPs should be marked “For Official Use Only”, as all AAR/IPs are submitted to hseep.gov for analysis at the federal level. FEMA may post received reports to LLIS unless marked “For Official Use Only”.
- All AAR/IPs will be submitted to the **State Exercise Officer**: Doug Jimenez
doug.jimenez@mil.state.or.us

Key items that need to be included in the AAR are:

- Exercise Overview
 - Scenario
 - Exercise name
 - Exercise Date
 - Exercise type
 - Location
 - Participating organizations
 - Number of participants
 - Players
 - Controllers
 - Evaluators
 - Simulators
 - Actors
 - Mission area(s)
 - Funding source (ie. CFDA # & Oregon Grant Number 15-XXX)
 - Exercise Sponsor (agency)
 - POC
- Objectives
 - Core Capabilities
 - Strengths
 - Areas for Improvement
 - References (Plans, policies, procedures, etc.)
- Improvement Plan

OEM Point of Contact:

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