

Effective Emergency Exercise Planning Practices

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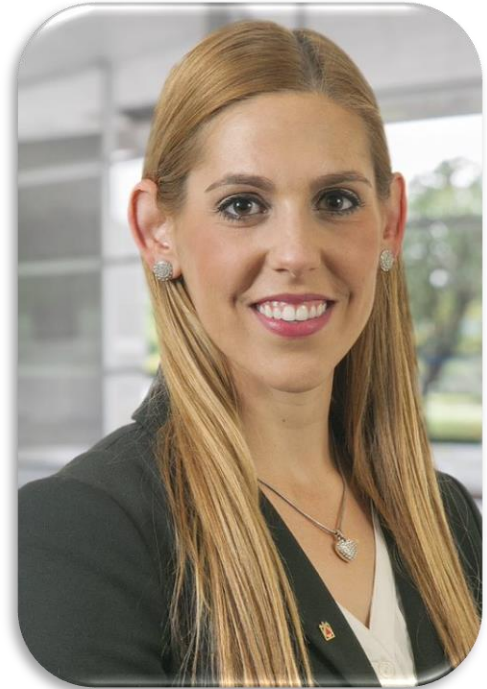


Excellence Delivered **As Promised**

ISO 9001:2015
CERTIFIED

Alicia Baehr, PSP, CPD

- Security Analyst at Gannett Fleming, Safety and Security Group
- Provide consulting services preparing emergency response plans, developing and leading emergency action plan exercises, and conducting security and risk assessments
- 25 + exercises over the last 4 years.



Excellence Delivered *As Promised*

Objectives

- Exercise Purpose
- Exercise Cycle Overview
- Successful Strategies
 - Planning
 - Conduct
 - Evaluation Practices
- Challenges and Solutions for Conducting Virtual Exercises
- Questions



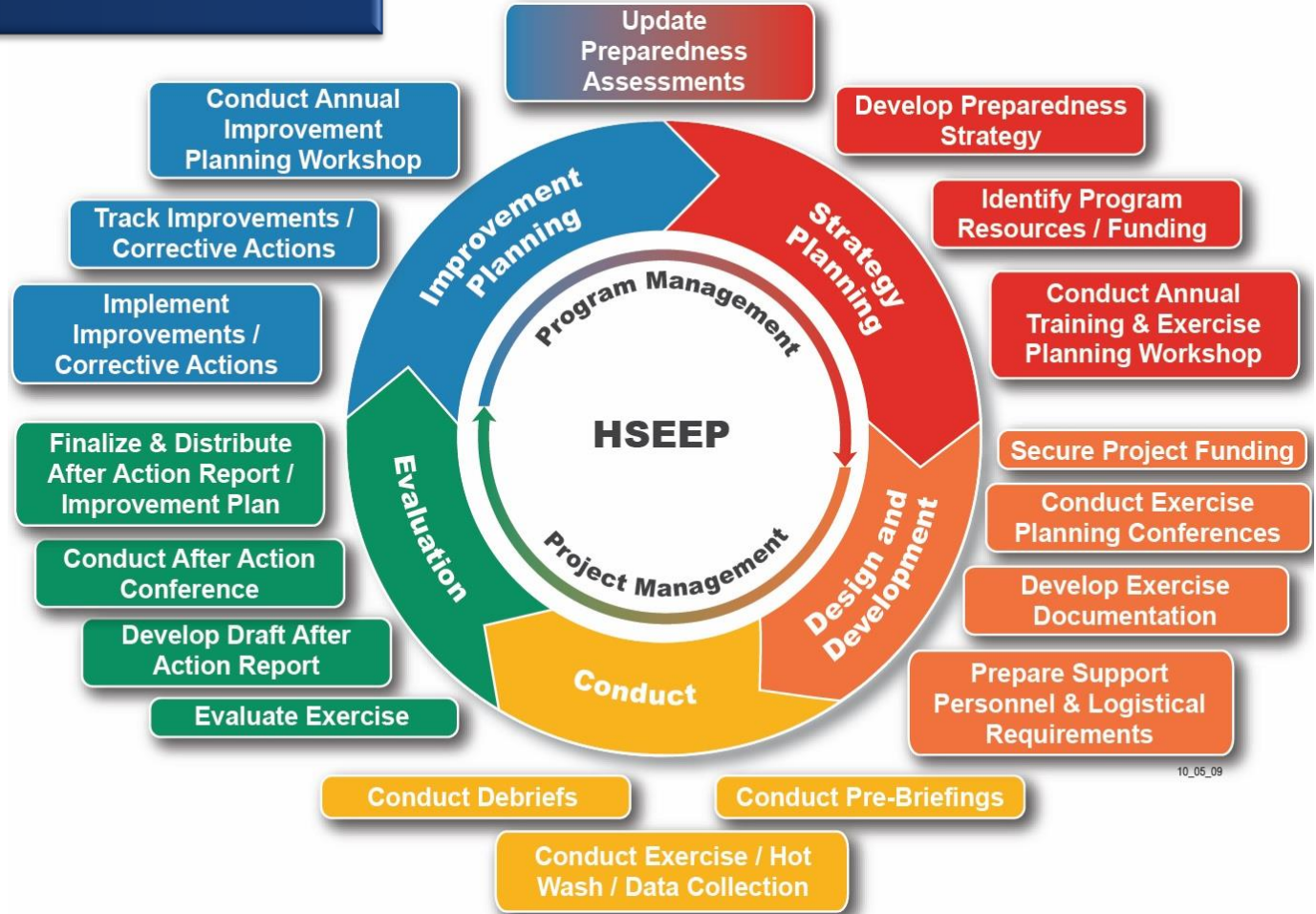
Why Conduct and Exercise?

- Increase preparedness
- Ensure plans are comprehensive and effective
- Develop relationships with stakeholders
- Meet organization or regulatory requirements



The Exercise Cycle – Homeland Security Exercise and Evaluation Program (HSEEP) Overview

Managing an Exercise Program



HSEEP Guidance

- HSEEP Fundamentals
 - Strategy Development
 - Design and Development
 - Conduct
 - Evaluation
 - Improvement Planning



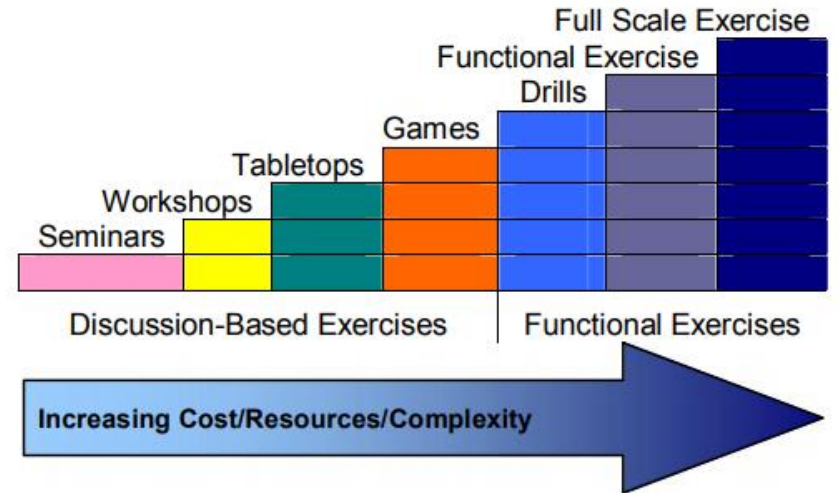
Five Phases of the HSEEP Exercise Cycle

1. **Foundation: create a base of support** (i.e., establish buy-in from the appropriate entities and/or senior officials); **develop a project management timeline; identify an exercise planning team;** and **schedule planning conferences.**
2. **Design and Development: identifying objectives, designing the scenario, creating documentation, coordinating logistics, planning exercise conduct, evaluation and improvement methodology.**

Five Phases of the HSEEP Exercise Cycle (cont.)

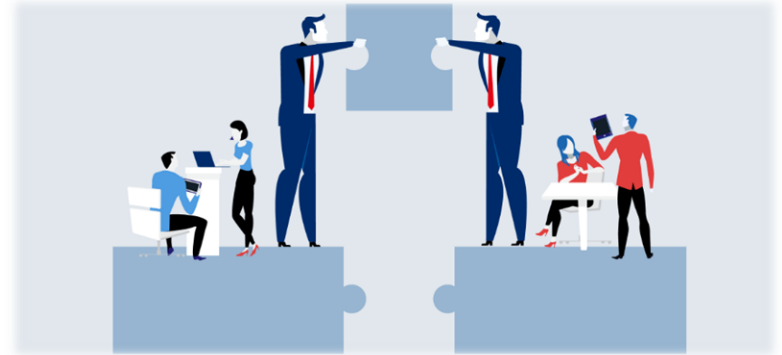
- 3. Conduct:** **setup, briefings, facilitation/control/evaluation**, and **wrap-up activities**.
- 4. Evaluation:** **formal exercise evaluation, an integrated analysis, After Action Report/Improvement Plan (AAR/IP)**.
- 5. Improvement Planning:** **track identified corrective action to implementation; and then validated during subsequent exercises**.

Design and Development – Select Exercise Type



Design and Development – Scope Planning

- Determine scope
- Identify who should be involved
 - Exercise Design Team
 - Facilitators, Recorders, Controllers, Evaluators
 - Participants/Players



Design and Development (cont.)

- Planning Meetings
 - Identify capabilities and objectives
 - Develop scenario and supporting documentation
 - Organize logistics
 - Virtual considerations
- Exercise Preparation Meetings
 - Facilitator, Recorder, Controller, Evaluator Training
 - Regional overview and site tour
 - Virtual training



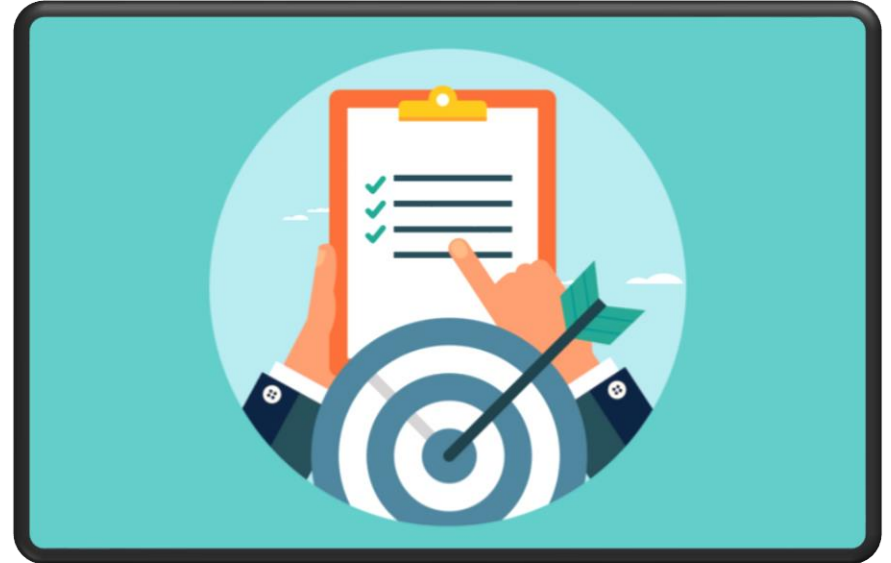
Exercise Conduct

- Logistics
- Exercise introductions and background
- Exercise play



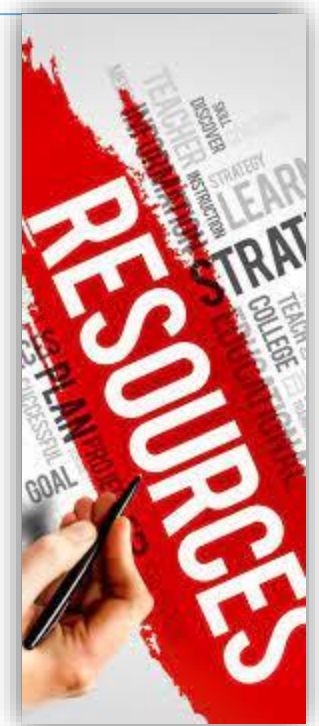
Evaluation and Improvement Planning

- Immediate Hot Wash
- After Action Report and Meeting
 - Improvement Plan
 - Identifying Responsible Parties
- Implementation



Additional Resources

- Federal Energy Regulatory Commission (FERC) Chapter 6: Emergency Action Plans
- Department of Homeland Security (DHS) Resources
 - Homeland Security Exercise and Evaluation Program Manual (2020)
 - Federal Guidelines for Dam Safety: Emergency Action Planning for Dam Owners
 - Dams Sector Crisis Management Handbook
- Federal Emergency Management Agency (FEMA)
 - sector-specific guides and exercise material templates
 - Dam Safety Series: Benefits of Pre-Event Exercises and Training
 - Emergency Planning Exercises for Your Organization
 - Emergency Management Institute Courses



Questions?



THANK YOU!

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