

Emergency Managers, District Coordinators, and State Coordinators,

As you are ultimately aware, there have been changes to the EMPG exercise requirements for FY-12. To assist you in complying, new and revised forms have been posted to the TDEM Exercise webpage. To access the TDEM Exercise webpage from the TDEM homepage click on “Division Info”, “Preparedness” and “Exercise Unit”.

The “Exercise Reporting Information and Forms” link will take you to the instructions and forms themselves. The instructions include overall guidance for the Exercise Notification and AAR/IP processes as well as specific information to complete the form.

The “Training and Exercise Planning Workshops” link will take you to several files to assist in developing the workshop agenda and the TEP template itself.

Also, below is a short FAQ to share information and clarification already requested.

**Where are the EMPG exercise requirements listed?**

The overarching requirements are listed in the FY-12 Local EMPG Guide on pages 2-B-10 through 2-B-12. Each jurisdiction must conduct two discussion-based exercises and one operations-based exercise demonstrating a progressive exercise program. A full-scale exercise must be conducted and evaluated at least every three years. A Multi-Year Training and Exercise Plan must be submitted. EMPG Funded individuals must actively participate in three exercises.

**What activities are eligible for EMPG exercise credit?**

Discussion-based exercises include seminars, workshops, tabletops and games. Special Event planning may also count as a discussion-based exercise. Operations-based include drills, functional and full-scale exercises.

**Where are the requirements for each type of exercise activity listed?**

The overarching requirements are listed in the FY-12 Local EMPG Guide on pages 2-B-10 through 2-B-11. Each exercise has designated minimum requirements to include: 1) the number of emergency management and emergency response and support agencies, 2) required participation of the CEO, 3) the number of target capabilities that must be tested and evaluated, and 4) required testing and evaluation of direction and control.

**Must the Chief Elected Officer (CEO) be present the entire time for the jurisdiction to receive exercise credit?**

Although it is preferable, it is not required. TDEM recognizes that CEOs are extremely busy and frequently not available for several hours. At a minimum, the CEO should attend the opening briefing for situational awareness of the exercise and scenario, then be in contact as required by exercise play.

**Which Target Capabilities will fulfill the “Direction and Control” requirement for exercises?**

Testing and evaluating either the “Emergency Operations Center Management” or the “On-Scene Incident Management” target capabilities will fulfill the Direction and Control exercise requirement.

**Are all sections of the After Action Report and Improvement Plan required for all exercises?**

No. The tabletop, functional, and full-scale exercises still require the complete AAR/IP. The remaining exercises may be reported using the abbreviated AAR/IP template. For complete information, see the *After Action Report and Improvement Plan Instructions* at <http://www.txdps.state.tx.us/dem/documents/afterActionRptInstr.pdf>, page 1.

**Where are the AAR/IP Templates posted?**

The full and abbreviated AAR/IP templates are posted on the Exercise Reporting Information and Forms page. Templates are available in .doc, .docx, and .pdf formats.

**Where is the TEP template posted?**

The template is available under the “Training and Exercise Planning Workshops” at <http://www.txdps.state.tx.us/dem/Preparedness/exerciseUnit/multiYearTrainingAndExerciseCalendarTemplate.doc>.

**What qualifies as a Special Event, and what are the requirements?**

The overarching requirements are listed in the FY-12 Local EMPG Guide on pages 2-B-10 through 2-B-11. At a minimum, attendees should include two emergency management/emergency service agency representatives as well as a representative from the venue or promoter. Topics should include a minimum of four target capabilities that would be involved should a major emergency or disaster occur at or during the event.

NOTE: The actual event is NOT eligible for exercise credit.

NOTE: For more information and guidance on planning for special events, see the DHS/FEMA Independent Study course IS-15, *Special Events Contingency Planning for Public Safety Agencies* at <http://www.training.fema.gov/EMIWeb/IS/IS15b.asp>. It is an excellent course and the job aids are extremely helpful.

**Can jurisdictions receive substitute exercise credit for an actual occurrence?**

No. Actual Occurrences are no longer eligible for exercise credit. FY-12 Local EMPG Guide page 2-B-11

**What is the difference between “jurisdiction” and “individual” requirements?**

FEMA has mandated that every individual who receives EMPG funds, regardless of the amount, as part of their pay or benefits must actively participate in three exercises during the reporting period. TDEM has defined that in the FY-12 Local EMPG Guide on pages 2-B-11 and 2-B-12.

**What is “Active Participation” for individual exercise credit?**

Active participation would include all exercise player positions except observer and volunteer victim. For seminars, both the presenters and attendees may receive active participation credit. FY-12 Local EMPG Guide on pages 2-B-11 and 2-B-12.