



# District Training and Exercise Request Guidelines

October 2020



## INTRODUCTION

The following guidelines have been developed by HSEMA Preparedness to help streamline and improve the processes for requesting, scheduling, and conducting training and exercise activities with or for District agencies and stakeholders. As with all guidelines, there is flexibility in the processes and timelines listed below.

## COURSE REQUESTS

The following courses or course types require approval from the State Administrative Agency (SAA).

- Incident Management Courses, including ICS 300 and 400, as well as All Hazards Position Specific courses
- Courses provided through partners of the National Domestic Preparedness Consortium (Ex: anything with a course code of AWR, PER, or MGT)
- FEMA G Courses

For courses offered in the District of Columbia, the DC HSEMA Preparedness Bureau houses the State Training Officer (STO) who is responsible for approving and coordinating these courses.

### The process for requesting one of these courses is:

1. Identify the course or courses you would like to offer
2. [Complete the Training and Exercise Request Form](#)
3. HSEMA Preparedness will review the request, and then reach out to you to discuss
4. If approved, HSEMA Preparedness will provide guidance how the course request will be communicated to the provider
5. If the District is the provider of the course (ICS and G Courses), HSEMA Preparedness will work with the requestor to determine course scheduling and logistics

Please do not reach out to an NDPC provider until approval has been received from HSEMA Preparedness.

**Timing:** Course requests should be made at least 90 days in advance. Course scheduling will also be discussed quarterly at the District Training and Exercise Workgroup meetings.

All courses that fall into this request process must be entered and tracked via the HSEMA Learning Management System to ensure completion can be appropriately tracked and reported, and so certificates issued for these courses are official and transferable.

## Course Application Signatures Reminder and Course Approval

FEMA requires that applications for E and L courses be approved by the State Training Officer (STO) of the state where the applicant works. If the STO has not approved the application, then FEMA will deny the applicant. For online application portals, specifically EMI, "Head of Organization" is meant to be the STO using the following info: Travis Cryan, State Training Officer, [Travis.Cryan@DC.gov](mailto:Travis.Cryan@DC.gov)





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## CUSTOM COURSES

HSEMA Preparedness is growing it's the ability to support custom course development to aid in ensuring emergency preparedness training that is available to District stakeholders is specific to the intricacies of the District. Examples of custom course development include:

- Conversion of current in-person courses to self-paced, virtual, or hybrid courses (This is currently in process for many ICS and G Courses)
- Development of District specific training needs (Example: District-specific CORE DC training, employee preparedness training)
- Development of online Just-in-Time training

### The process for requesting a custom course is:

- Identify the needed course and information
- [Complete the Training and Exercise Request Form](#)
- HSEMA Preparedness will review the request, and then reach out to you to discuss
- If approved, HSEMA Preparedness will work with you to develop a project plan for completion of the request

## EXERCISE COORDINATION and SUPPORT

Exercising is an essential aspect of preparedness. It is the goal of HSEMA Preparedness to help ensure that exercises conducted within the District promote preparedness by strengthening partnerships, validating plans and training, and discovering areas for improvement in a controlled environment. HSEMA also sees it as important role to ensure that exercises are inclusive of all partners that may be impacted while reducing duplication of effort and exercise burden. To meet these goals, HSEMA is:

- Working to reduce "one-off" exercises hosted by or for the benefit of a single agency
- Asking those with exercise needs to coordinate them with HSEMA before reaching out to District partners
- Developing a 6-quarter planning calendar that will allow us to create an exercise focus for each quarter, as well as determine a lead agency. This calendar will also help us avoid scheduling on top of major events, and an additional quarter will be added every 3 months to ensure we are always looking 18 months out.
- Developing resources to support exercise design, evaluation, execution, and review

### To request exercise support from HSEMA:

- Determine your exercise need
- Complete the Training and Exercise Request Form
- HSEMA Preparedness will review the request, and then reach out to you to discuss
- If approved, HSEMA Preparedness will work with you to develop a project plan for completion of the request





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## EXERCISE COORDINATION and SUPPORT (Cont)

The following timing guidelines should be considered when requesting to perform an exercise to ensure proper planning, coordination, participant scheduling, and logistics:

- Requests for Seminars, Workshops, and TTX's should be made at least 90-120 days in advance
- Request for Drills, Functional, and Full-scale exercises where your agency would be the lead should ideally be made at least 9-12 months in advance with the expectation that they will be added to an appropriate place on the 6-quarter calendar
- If your request is to be added into an existing exercise planning process, that should be done at least 6 weeks before a discussion-based exercise, and at least 3 months prior to an operations-based exercise

## TRAINING and EXERCISE WORKGROUP (TEWG)

HSEMA Preparedness will host a TEWG meeting Quarterly in January, April, July, and October, typically on the 3<sup>rd</sup> Thursday of those months from 1300-1430 hrs. The intent of these meetings is to serve as a rolling Training and Exercise Planning Workshop (TEPW) to help us maintain a running strategic plan.

The standing agenda for each TEWG Meeting will include:

- Confirm training plans for the next 2-3 quarters
- Discuss items that need to be added to the training calendar over the next 18 months
- Discuss exercises currently on the 18-month schedule
- Discuss new exercise needs, and where they fit on the 18-month schedule

The TEWG is intended for the Training and Exercise Point of Contact, or their designee, for District agencies, Federal partners, and key private-sector partners. If you are a Training and Exercise POC for your agency, please be sure you have completed our Contact Update form by [CLICKING HERE](#) or you can access the form via the QR Code to the right.



## TRAINING and EXERCISE SUPPORT REQUEST FORM

You can access the form by [CLICKING HERE](#) or by scanning the QR Code to the left.

Submissions are typically acknowledged within 48 hours.

Questions: [HSEMA.Training@dc.gov](mailto:HSEMA.Training@dc.gov)

