

Integrated Preparedness Planning Workshop (IPPW)



Kansas Division of
Emergency Management

2021

Welcome and Introductions

Terri Ploger-McCool
Preparedness Branch Director

Robert Cox
Exercise Program Manager



Agenda

- IPPW versus TEPW
- Integrated Preparedness Overview
- IPPW Process
 - Identify Preparedness Priority Factors
 - Establish Preparedness Priorities
 - Develop a Multi-year Schedule
 - Establish Program Reporting
- Next Steps
- Closing Remarks



Training and Exercise Planning Workshop (TEPW)

versus

Integrated Preparedness Planning Workshop (IPPW)

Why did it change?

- The TEPW/Training and Exercise Plan (TEP) model did not always support integration of:
 - risk assessments
 - planning efforts
 - grant priorities
 - and other preparedness activities to drive exercise activities.



Training and Exercise Planning Workshop (TEPW) and the Training and Exercise Plan (TEP)

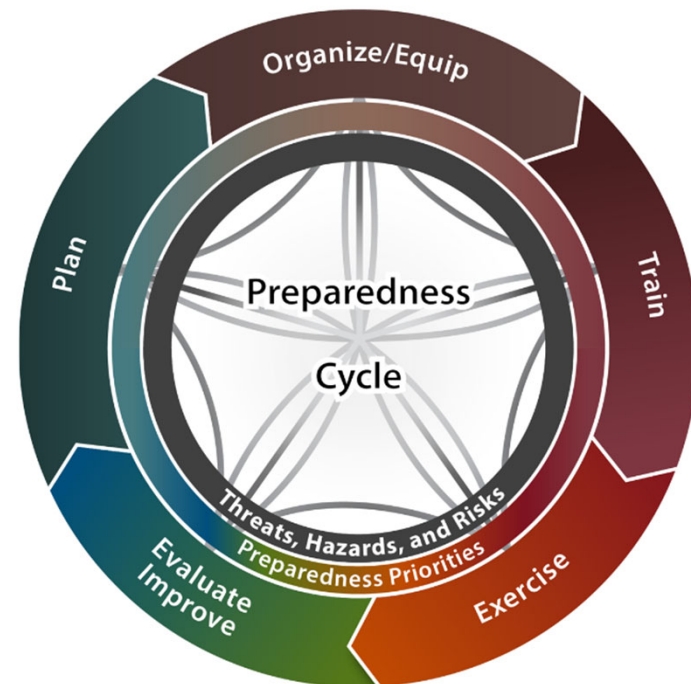
Why did it change?

- It has been shown that many exercise sponsors do not have a plan to deliver their priority capabilities
- Training is a frequently-cited as an area for improvement.



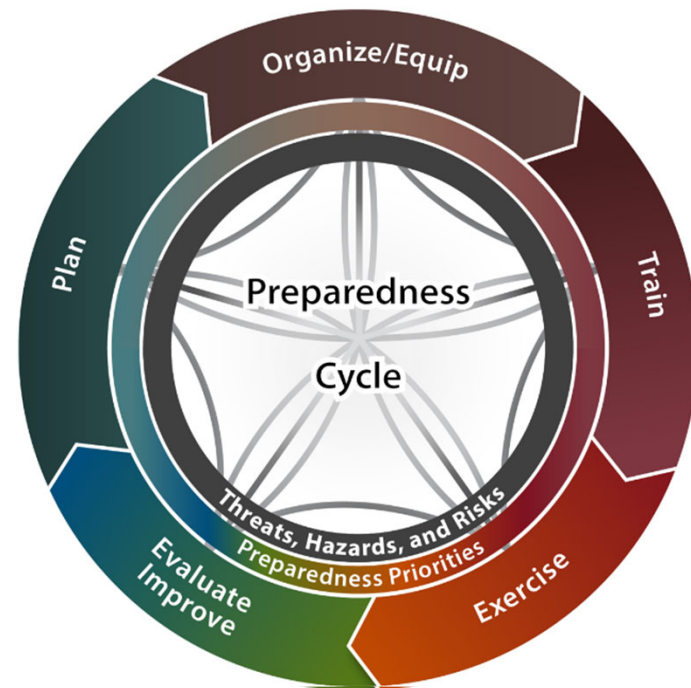
Integrated Preparedness Overview

- Document overall preparedness priorities and activities for jurisdiction/organization.
- Maximum efficiency of resources, time, and funding.
- Work towards improving jurisdiction/organization capabilities.



What is the Integrated Preparedness Cycle?

- Continuous and reliable approach for examining the “*progress of improvement*”
- Regular examination of ever-changing threats, hazards, and risks.
- *Establish preparedness priorities*
 - ensure jurisdictional capabilities are present to handle threats and hazards.



Integrated Preparedness Planning Workshop (IPPW)

What is an IPPW?

- A meeting (or series of meetings) that establishes the strategy and structure for an exercise program.
- Broader discussion and approach for closing capability gaps
 - Whole community initiatives and priorities
 - Planning needs
 - More integration of risk assessments / impacts of risks
 - Grant priorities
- Develop a multi-year schedule of preparedness activities.



Integrated Preparedness Plan (IPP)

- Plan for combining efforts across the elements of the Integrated Preparedness Cycle
 - Planning
 - Organizing / Equipping
 - Training
 - Exercising
 - Evaluating / Improving
- Ensure jurisdictions/organizations include whole community partners in capability needs/gaps discussions.





Workshop Attendee Expectations

Working Knowledge	Have a working knowledge of their jurisdiction's/organization's capabilities, threats and hazards, and other priority factors
Bring a List	Bring a list of their jurisdiction's/organization's currently scheduled preparedness activities
Authority to Commit	Have authority to commit personnel and resources to the activities scheduled in the Integrated Preparedness Plan
Actively Participate	Actively participate in workshop discussions as a representative for their jurisdiction/organization



Review of Prior Integrated Preparedness Plan (IPP)

- Review the previous multi-year IPP (or TEP)
- Update on the progress made towards previous preparedness priorities
- Create the next multi-year schedule.
 - Include accomplishments made



IPPW Process

- Consider the range of preparedness activities within the Integrated Preparedness Cycle
- Incorporate guidance provided by senior leaders
- Identify and set preparedness priorities
- Schedule preparedness activities for the multi-year Integrated Preparedness Plan.



Identify Preparedness Priority Factors



- Identifying the applicable factors affecting jurisdiction/organization is the key element to then setting preparedness priorities
- The list of factors is intended to help organizations consider the full range of factors impacting their preparedness activities for the coming multi-year schedule



Identify Preparedness Priority Factors



- Identify Preparedness Priority Factors:
 - Identify threats, hazards, and risks
 - Identify validated and non-validated areas for improvement and capability assessments
 - Identify external sources and requirements
 - Identify accreditation standards or regulations



Activity: Identify Threats, Hazards, and Risks

Objective: Identify any significant threats, hazards, and risks

Consider:

- Jurisdiction/Organization threats and hazards
- THIRA or other local risk assessments
- Hazard vulnerability analysis
- National threats and hazards

Instructions:

1. Develop a list of the top threats, hazards, and risks impacting your jurisdiction/organization
2. Record
3. Brief the findings



Activity: Identify Areas for Improvement and Capabilities Assessments

Objective: Identify areas for improvement and assess current capabilities

Consider:

- Previous areas for improvement and capability assessments identified
- Prioritized corrective actions
- Newly acquired capabilities and resources
- Completed corrective actions validated
- Strengths shared

Instructions:

1. Develop a list of your jurisdiction's or organization's top strengths and areas for improvement
2. Record
3. Brief the findings



Activity: Identify External Sources and Requirements

Objective: Identify any significant external sources and requirements

Consider:

- Industry reports
- State or national preparedness reports
- Homeland security strategies
- Grants or funding-specific requirements

Instructions:

1. Develop a list of your jurisdiction's/organization's key external sources and requirements
2. Record
3. Brief the findings



Activity: Identify Accreditation Standards and Regulations

Objective: Identify any significant accreditation standards and regulations

Consider:

- Accreditation requirements
- Local, state, and federal regulations

Instructions:

1. Develop a list of your jurisdiction's/organization's key accreditation standards and regulations
2. Record
3. Brief the findings



Establish Preparedness Priorities



- Preparedness priorities are:
 - the strategic vision for where the jurisdiction/organization needs to invest time and resources
 - based on improvements needed – meets whole community needs
 - actions to drive preparedness activities through the Integrated Preparedness Cycle



Establish Program Priorities

Objective: Achieve consensus on the priorities that will guide the preparedness activities for the next 3 years

Consider all previous discussions:

- [New] threats, hazards, risks
- Improvement needs identified in past exercises or real events
- Senior Leaders' guidance

Instructions:

1. Identify appropriate number of priorities on which to focus upcoming preparedness activities
2. Priorities should be *action orientated and measurable*
3. Consider priorities from a holistic preparedness perspective

(example provided in later slides)



Develop a Multi-Year Schedule



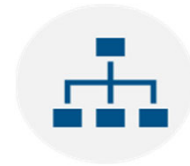
- The multi-year schedule outlines the preparedness activities that will address the preparedness priorities
- Outcome: schedule and synchronize all aspects of preparedness within the Integrated Preparedness Cycle, not just training and exercises, in an effort to address capability gaps and improve overall preparedness.



Focus discussions on the following tasks:



Identify Planning Elements



Identify Organizational Structure Elements



Identify Equipment Elements



Identify Training Opportunities



Identify Potential Exercises



Update and Build Multi-Year Schedule



Identify Planning Elements



Objective: Identify planning activities affecting preparedness priorities

Consider:

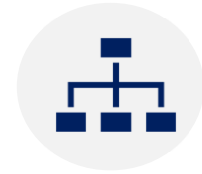
- Existing planning goals or deadlines
- Existing corrective actions to be integrated into plans
- Information needed on jurisdictional/organizational factors
- Training needed for existing plans, policies, procedures, and checklists

Instructions:

1. Discuss what plans, policies, procedures, and checklists will be reviewed, updated, or written in the next 3 years
2. Record
3. Brief the findings



Identify Organizational Structure Elements



Objective: Identify organization activities affecting preparedness priorities

Consider:

- New organizational structure changes, shortfalls, and limiting factors
- Upcoming budget, grants, retirements, staff turnover, long term vacancies
- Training needed to address organizational structure and capabilities changes

Instructions:

1. Discuss jurisdiction / organization structure changes for the next 3 years
2. Record
3. Brief the findings



Identify Equipment Elements



Objective: Identify equipment activities affecting preparedness priorities

Consider:

- New equipment, shortfalls, and limiting factors
- Upcoming budget, grants, purchase approvals,
- Training needed to improve or introduce equipment capabilities

Instructions:

1. Discuss equipment changes / needs for the next 3 years
2. Record
3. Brief the findings



Identify Potential Training



Objective: Identify potential training priorities and opportunities for inclusion in the multi-year schedule

Consider:

- Current training capabilities and planned courses
- Jurisdictional/Organizational customized training
- Recurring training requirements
- Training needed to close gaps
- Training needs prior to exercises
- Training options available

Instructions:

1. Identify potential training events
2. Record the potential training events, including the focus, audience, and date
3. Brief the findings



Identify Potential Exercises



Objective: As a group, identify potential exercises for inclusion in the multi-year schedule

Consider:

- What changes to plans, policies, procedures, and checklists need validating?
- What jurisdictions/organizations, departments, and teams need exercising and in what way?
- Does equipment usage need validating?
- What training is needed prior to exercising? Identify training.
- What previous corrective actions need to be validated?
- What types of exercises will meet needs?
- What is the goal or intended outcome of the chosen exercises?

Instructions:

1. Identify potential exercises
2. Record the potential exercises events, including the focus, audience, and date(s)
3. Brief the findings



Update/Build the Multi-Year Schedule



Objective: Update or build the multi-year schedule of preparedness activities

Consider:

- Preparedness factors identified in previous tasks (plan, organize/equip, train, exercise, and improve)
- Activities that promote collaboration
- Activities involving the Whole Community



Instructions:

1. Populate planning activities identified
2. Select organize/equip activities identified to populate in the multi-year schedule
3. Select exercises from the proposed list and identify tentative exercise conduct dates
4. Select training events and identify tentative conduct dates, scheduling around planning, organize/equip, and exercises, as appropriate

Program Priorities	Areas of Improvement	Core Capability
Civil Unrest	Didn't have enough specialized equipment or proper training to deal with the sheer amount protesters/rioters	On-scene Security, Protection, and Law Enforcement
Communications	Were unable to communicate by radio during flood in certain areas of the county / and with surrounding counties	Operational Communications
COVID-19	Didn't have distribution system in place for mass resources and how to support supply chain challenges; didn't have a good handle on public information messaging; issues with extended mass dispensing capabilities	Logistics and Supply Chain Management Public Information and Sharing
Wildfires	Local fire services have limited capabilities in fighting wildfires and the knowledge of incident management system	Fire Management and Suppression
Cybersecurity	New threat; limited knowledge of intel systems and stakeholders	Cybersecurity
FAD	Have not focused on threats of foreign animal disease in 5 yrs	Infrastructure Systems
EOC Management	Haven't activated/tested EOC capabilities for several years; acquired new equipment that needs tested; need new protocols	Operational Coordination
COOP planning	Pandemic highlighted needs to revisit COOP plans	Planning
Social media	Don't have a system in place to monitor or handle rumors	Public Information and Sharing



Example list only

Integrated Preparedness Schedule

[Year 1]

Priority	Planning	Organization	Equipment	Training	Exercise
COOP plans	<ol style="list-style-type: none"> 1. Examine MEF's 2. Create advisory committee 	1. Illustrate delegation of authorities		Promote independent study courses available	Conduct beginners TTX
EOC Management	Formalize protocols		Assess equip needs in EOC		Activate physical EOC site test
Social Media	<ol style="list-style-type: none"> 1. Formulate monitoring system 2. Rumor control 3. Examine local translation services 	Recruit more personnel to support JIC		Research social media training options	
VOAD partnerships	Examine ESF 6 & 7 plans	Coordinate quarterly mtgs			
Mass Dispensing	<ol style="list-style-type: none"> 1. Review ESF 7 2. Update mass dispensing SOG 		Identify any equipment & resource access needs	Provide partner support training / security issues	

Example schedule only



Integrated Preparedness Schedule

[Year 2]

Activity	Planning	Organization	Equipment	Training	Exercise
JIC Operations			Identify any equipment needs	1. Promote IS courses & other options w/ partners	
Mass Dispensing	Examine public info messaging				Conduct clinic operation
Cybersecurity	Examine Plans - ESF 2 & 5	Form SME advisory committee		Research training opportunities	
Communications	Review protocols / SOPs for alternate communications				Test Alternate communications systems
Civil Unrest	1. Examine Plans - ESF 13 2. Review mutual aid resources		Assess equipment needs		

Example schedule only



Integrated Preparedness Schedule

[Year 3]

Activity	Planning	Organization	Equipment	Training	Exercise
JIC Operations	Review protocols for activation				Activate JIC ops
Foreign Animal Disease	Review ESF 11 and food & agriculture annex – consult key stakeholders		Examine equipment needs & availability		Conduct TTX to examine roles & responsibilities
Wildfires	Review mutual aid agreements / water resources		Assess any equipment needs	Request/host G300	
Civil Unrest				Support training needs	Conduct TTX/FE to activate resources
Critical Infrastructure	Engage LEPC to conduct needs assessment(s)	Examine responder support capabilities			

Example schedule only



Establish Program Reporting



- Include the jurisdiction's/organization's methodology for
 - prioritizing,
 - assigning,
 - monitoring,
 - tracking, and
 - reporting the progress made toward resolution of issues identified during exercises and real-world incidents,
- Examine capability improvement projects and the overall impact these actions have on capabilities.



Establish Program Reporting

Consider:

- Compiling and recording areas for improvement from exercises and real-world incidents
- Determining actions and linking capabilities needed to address identified areas for improvement and associated corrective actions
- Prioritizing, assigning, tracking, reporting, and updating corrective actions progress
- Incorporating changes, completed corrective actions, identified potential best practices and lessons learned into future iterations of the Integrated Preparedness Cycle and IPP



“progress of improvement”

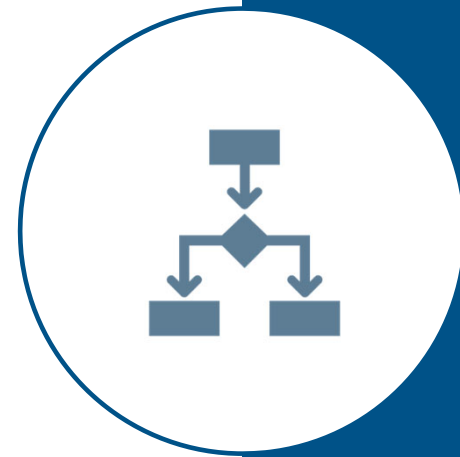
Review

- “Integrated Preparedness” involves a broader perspective
- Areas for improvement drive program preparedness priorities
- Ensure preparedness activities (POETE) address capabilities needed to handle jurisdictional threats/hazards/risks.
- Collaborate and coordinate with stakeholders to reduce overlap and to share resources – broader dialogues



Next Steps

- Review and update the IPP when needed or at least annually during IPPW
- Guide: “How to conduct an IPPW”



Conclusion

