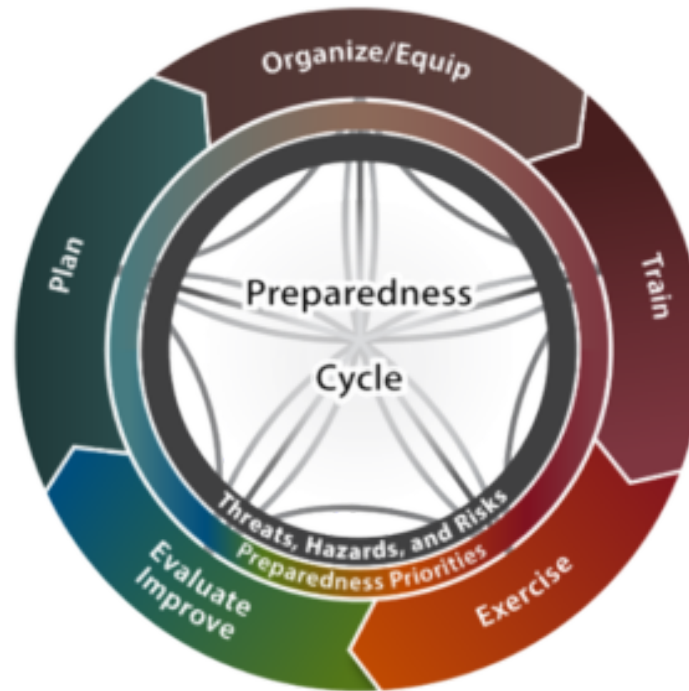


# Integrated Preparedness Planning Workshop (IPPW) 2022 Packet



Kansas Division of Emergency Management

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# Sign-in Sheet

Name	Organization	Title	Phone	Email	Signature

# Step 1: Identify Factors For Consideration

The following chart is meant to get you thinking about what you tested/worked through last year and how you will improve your response/plans.

In the '**Program Priority**' section, this is where you will list what events happened in the previous year, either by exercise or real life event. (Ex. Civil Unrest).

In the '**Areas of Improvement**' section, you will list what should be improved upon to increase the effectiveness of your response. (Ex. Didn't have enough equipment/personnel to deal with the size of crowds.)

In the '**Core Capability**' section, you will list which of the 32 core capabilities that this priority(event) falls under. (Ex. On-scene Security, Protection, and Law Enforcement).

Program Priority	Areas of Improvement	Core Capability

## Step 2: Establish Preparedness Priorities

Utilizing the factors identified in Step 1 and the needs of your jurisdiction and whole community partners, generate preparedness priorities. Then, in the spaces below, utilizing a strategic and progressive approach, establish your preparedness priorities and come up with a list of preparedness goals.

### EXAMPLE

(Based on a three year progressive approach)

#### Preparedness Priority: Civil Unrest

(Year 1) Evaluate current capabilities and capability gaps to obtain an overall picture of your readiness to respond to a civil unrest situation.

- a. Evaluate current response plans, policies and procedures.
- b. Conduct an inventory of riot response equipment.
- c. Evaluate current qualification/certification levels of Law Enforcement Officers and their ability to respond to civil unrest situations.

(Year 2) Equip and train law enforcement officers to respond to a civil unrest event.

- a. Purchase identified necessary equipment to respond and disperse an unlawful assembly.
- b. Conduct training on purchased equipment and identified less lethal/non-lethal weapon platforms.

(Year 3) Evaluate and validate KDEM Sheriff's Office's ability to respond to an unlawful assembly of 50 citizens within 1 hour of notification.

- a. Conduct small unit drills in Q1.
- b. Conduct tabletop exercises with senior law enforcement officials and leadership while continuing to conduct larger-unit drills in Q2.
- c. Conduct a functional exercise in Q3 to test the capability of law enforcement senior leaders to coordinate with on-the-ground units during a simulated event.
- d. Conduct a full-scale exercise in Q4 to evaluate the ability of KDEM Sheriff's Office to meet the stated capability target.

Preparedness Priority: \_\_\_\_\_

1. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Preparedness Priority: \_\_\_\_\_

1. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Preparedness Priority: \_\_\_\_\_

1. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_



Preparedness Priority: \_\_\_\_\_

1. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

## Step 3: Develop a Multi-Year Schedule

In this step, you will generate a list of actions that you will take to address each 'Priority' you identified earlier in Step 1. This follows the **P**lanning **O**rganization, **E**quipment, **T**raining, and **E**xercise (**POETE**) framework. For more information about POETE, see Appendix A.

Priority	Planning	Organization	Equipment	Training	Exercise



## **Step 4: Program Reporting (Not Required)**

### **Things to 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

### **Questions to ask:**

1. How are you prioritizing your preparedness priorities?
2. How do you handle assigning tasks to the appropriate organization?
3. How are you going to monitor progress made towards reaching your preparedness priority goals?
4. What is your system for tracking progress made towards preparedness priorities?
5. How do you intend to report the progress made toward resolution of issues identified during exercises and real-world incidents?
6. How are you tracking improvements made to your overall emergency management program?

## Appendix A: POETE Example

Priority	Planning	Organization	Equipment	Training	Exercise
<b>COOP Plans</b>	1.Examine MEF's 2.Create advisory committee	1.Illustrate delegation of authorities		Promote independent study courses available	Conduct beginners TTX
<b>EOC Management</b>	Formalize protocols		Assess equipment needs in EOC		Activate physical EOC site test
<b>Social Media</b>	1.Formulate monitoring system 2.Rumor control 3.Examine local translation services	Recruit more personnel to support JIC		Research social media training options	
<b>VOAD Partnerships</b>	Examine ESF 6 & 7 plans	Coordinate quarterly meetings.			
<b>Mass Dispensing</b>	1.Review ESF 7 2.Update mass dispensing SOG		Identify any equipment & resource access needs	Provide partner support training / security issues	



## Appendix C: Core Capabilities Worksheet

**Link to Core Capabilities Definitions:**

<https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities>

Jurisdictional Core Capability Overview				
Directions: Identify each core capability and how it reflects in your jurisdiction.				
Core Capability	Performed Without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to Perform (U)
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence & Information Sharing				
Interdiction & Disruption				
Forensics & Attributions				
Access Control & Identity Verification				
Cybersecurity				
Physical Protective Measures				

Risk Management for Protection Programs and Activities				
Screening, Search, & Detection				
Supply Chain Integrity & Security				
Environmental Response/ Health & Safety				
Fatality Management Services				
Fire Management & Suppression				
Infrastructure Systems				
Critical Transportation				
Logistics & Supply Chain Management				
Mass Care Services				
Mass Search and Rescue Operations				
On-Scene Security, Protection, & Law Enforcement				
Operational				



Communications				
Public Health, Healthcare, and Emergency Medical Services				
Situational Assessment				
Economic Recovery				
Health & Social Services				
Housing				
Community Resilience				
Long-Term Vulnerability Reduction				
Risk & Disaster Resilience Assessment				
Threats & Hazards Identification				
Natural & Cultural Resources				

## Appendix D: Areas of Improvement Worksheet

Areas of Improvement:	
<i>Threat or Hazard/Priority:</i>	<i>What is the reasoning?</i>

<b>Core Capability / Core Capability Targets:</b>	
<b>Core Capability</b>	<b>What part of the Core Capability do you plan to target and why?</b>

<b>Which of these areas can help you fix your selected priorities?</b>						
<b><u>Priorities</u></b>	<b><u>Planning</u></b>	<b><u>Organization</u></b>	<b><u>Equipment</u></b>	<b><u>Training</u></b>	<b><u>Exercises</u></b>	<b><u>What action will help fix this problem?</u></b>