



NEW MEXICO

DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

TRAINING AND EXERCISE PROGRAMS MANUAL

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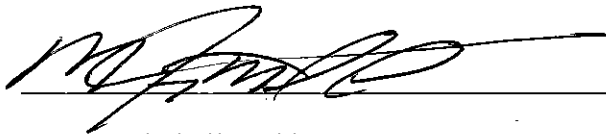
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DEPARTMENT APPROVAL SIGNATORY PAGE

The New Mexico Department of Homeland Security and Emergency Management Training and Exercise Programs Manual is hereby approved:



M. Jay Mitchell, Cabinet Secretary
New Mexico Department of Homeland Security and
Emergency Management

7 OCT 15

Date

I PURPOSE

The Training and Exercise Unit of the New Mexico Department of Homeland Security and Emergency Management (DHSEM) is responsible for New Mexico's homeland security and emergency management training and exercise programs. The Unit offers a varied selection of homeland security and emergency management training classes to enhance a jurisdiction's capabilities to prevent, protect against, mitigate, respond to, and recover from all threats and hazards. Additionally, technical assistance is provided to stakeholders for exercise design, development, conduct and evaluation to validate plans and training. Training Needs Assessments are conducted during the annual Training and Exercise Planning Workshop. Identified needs inform the development of Multi-Year Training and Exercise Plans.

In keeping with the National Preparedness Goal, the Training and Exercise Unit takes a whole community approach in identifying stakeholders. This approach includes individuals, families, and households; communities; the private and nonprofit sectors; faith-based organizations; and local, state, tribal, territorial, and Federal governments.

The Training and Exercise Programs Manual provides guidance to prospective students, state and local training partners for class administration, requesting and hosting classes, and instructor guidelines. It also provides guidance for complying with the Homeland Security Exercise and Evaluation Program (HSEEP) in New Mexico.

Maintenance – This manual will be reviewed and revised, if necessary, on an annual basis.

II TRAINING SOURCES AND REGISTRATION PROCESSES

The New Mexico Department of Homeland Security and Emergency Management (DHSEM) coordinates and offers training opportunities through the following sources:

- DHSEM Training and Exercise Unit
- Emergency Management Institute (EMI)
- National Domestic Preparedness Consortium (NDPC)
 - Center for Domestic Preparedness (CDP)
 - Energetic Materials Research and Testing Center (EMRTC)
 - National Center for Biomedical Research and Training (NCBRT)
 - National Disaster Preparedness Training Center (NDPTC)
 - Nevada Test Site's Counter Terrorism Operations Support Program (NTS / CTOS)
 - Texas Engineering and Extension Service (TEEX)
 - Transportation Technology Center (TTCI) / Security and Emergency Response Training Center (SERTC)
- Rural Domestic Preparedness Consortium (RDPC)
- Naval Postgraduate School Center for Homeland Defense and Security (CHDS)

DHSEM TRAINING AND EXERCISE UNIT

The New Mexico Department of Homeland Security and Emergency Management's Training and Exercise Unit strives to meet the educational needs and build the capabilities of New Mexico's communities to prevent, protect against, mitigate, respond to, and recover from all threats and hazards. Special emphasis is placed on delivering classes that address the hazards identified in New Mexico's hazard identification and risk assessments and the statewide Threat and Hazard Identification and Risk Assessment (THIRA). Discipline-specific as well as generalized training is offered which address the five preparedness mission areas of Prevention, Protection, Mitigation, Response, and Recovery across the core capabilities. Classes are also scheduled to address improvement needs identified in After-Action Reports/Improvement Plans (AAR/IP) following real-world events or exercise activities.

Available classes are published in the Annual Training Schedule following input from state, local and tribal homeland security and emergency management stakeholders at the Statewide Training and Exercise Planning Workshop. The schedule is posted on DHSEM's Preparing New Mexico training site located at www.preparingnewmexico.org. Classes are scheduled at varying locations across the state to accommodate potential participant's time and travel restrictions. Any training questions may be directed to dhsem.training@state.nm.us.

Registration Process

Individuals wishing to attend classes offered by the DHSEM Training and Exercise Unit must create an account on the training website www.preparingnewmexico.org. See **Attachment A: Welcome to Preparing New Mexico PPT** for assistance on navigating the website. Once logged in, an individual can select the desired class from the Schedule and complete the auto-populated registration form. Training and Exercise Unit personnel will review the applicant's training management account to ensure completion of any required pre-requisites prior to approving or denying an application. Applicants may be denied or wait-listed for classes which are limited to a specific audience. Once approved, denied, or waitlisted, the system will generate an e-mail notifying the individual of the status of their application.

It is also the individual's responsibility to upload certificates into www.preparingnewmexico.org to verify completion of class prerequisites.

EMERGENCY MANAGEMENT INSTITUTE (EMI)

The Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI) is the emergency management community's flagship training institution, and provides training to Federal, State, local, tribal, volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. EMI directly supports the implementation of the National Incident Management System (NIMS), the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF), and the National Preparedness Goal (NPG) by conveying necessary knowledge and skills to improve the nation's capability.

Resident trainings are held in Emmitsburg, Maryland. Training information may be found at <http://training.fema.gov/EMI/>. FEMA Independent Study courses may be accessed at <http://training.fema.gov/IS/crslst.aspx>.

Registration Process

Individuals wishing to attend a resident training at EMI must first request a Student Identification Number (SID) on the CDP Training Administration System at <https://cdp.dhs.gov/femasid>. Once received, the SID will be used in place of the SSN on the FEMA Form 119-25-2. **All** applications **must** be submitted to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to EMI. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. The individual will receive materials from EMI confirming acceptance, denial, or waitlist status and other logistics.

Expenses - Refer to the Welcome Package available at <http://training.fema.gov/Student/>.

Travel – Individuals must make their own travel arrangements. Flights under the allowable State ceiling amount will be reimbursed by FEMA directly to the individual. It is the responsibility of the participant to reimburse their agency, upon receipt of the FEMA reimbursement, if the agency purchased the airline ticket. The NETC shuttle service provides transportation to the EMI campus; refer to the materials from EMI regarding logistics.

Lodging – Single room provided on campus to state or local government employee or nongovernmental organization volunteer. Federal employees, private sector representatives, or contractors may stay on campus for a minimal fee or lodge elsewhere.

Meals – Meal ticket must be paid by the individual. Rates vary depending on length of course.

CENTER FOR DOMESTIC PREPAREDNESS (CDP)

The Center for Domestic Preparedness is the nation's only Congressionally-chartered federal training facility for live chemical/nerve agents – also known as chemical weapons of mass destruction – for civilian emergency responders. The Center houses the Chemical, Ordnance, Biological, and Radiological Training Facility (COBRATF). The COBRATF features civilian training activities in a toxic chemical agent environment. This hands-on training enables responders to effectively prevent, respond to, and recover from incidents involving chemical weapons and other hazardous materials.

Resident trainings are held in Anniston, Alabama. Disciplines include emergency management, emergency medical services, fire service, governmental administrative, hazardous materials, healthcare, law enforcement, public health, public safety communications, and public works. Training information may be found at <https://cdp.dhs.gov/resident/index.html>.

Registration Process

Individuals wishing to attend a resident training at CDP must first request a Student Identification Number (SID) on the CDP Training Administration System at <https://cdp.dhs.gov/femasid>. Once received, the SID will be used to complete the CDP Training Course Application. **All** applications **must** be submitted to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to CDP. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. Depending on the type of requested course, the individual may also need to submit the CDP Medical Screening Form. The individual will receive confirmation and logistical materials directly from CDP.

Expenses

Travel – Flight arrangements are made by CDP. Shuttle service is provided. Refer to the materials from CDP regarding logistics.

Lodging – Single room provided on campus to state or local government employee or nongovernmental organization volunteer. All rooms are single rooms with a shared bath. Federal employees, private sector representatives, or contractors may stay on campus for a minimal fee or lodge elsewhere.

Meals – Meals are provided at no cost to all State and local students. A meal card will be issued to Federal and all other affiliated students. These students will pay only for meals consumed.

ENERGETIC MATERIALS RESEARCH AND TESTING CENTER (EMRTC)

The Energetic Materials Research and Testing Center (EMRTC), a major research and training division of New Mexico Tech, specializes in the research, development, testing, and analysis of energetic materials for both corporate and government clients. The EMRTC's 40-square-mile field laboratory contains more than 30 test sites, gun ranges, other research facilities and storage areas, allowing for a complete spectrum of research and testing activities. The EMRTC has the ability to conduct tests involving over 20,000 pounds of explosives.

Resident trainings are held in the mountains adjacent to the New Mexico Tech campus in Socorro, New Mexico. Training information may be found at <http://www.emrtc.nmt.edu/>.

Registration Process

Individuals wishing to attend a resident training at EMRTC must fill out the course-specific EMRTC Application Form, located in the preferred course's Information Package at <http://www.emrtc.nmt.edu/>. **All applications must** be submitted to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to EMRTC. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. The individual will receive materials from EMRTC confirming acceptance, denial, or waitlist status and other logistics.

Expenses: Refer to <http://www.emrtc.nmt.edu/>.

NATIONAL CENTER FOR BIOMEDICAL RESEARCH AND TRAINING (NCBRT)

The National Center for Biomedical Research and Training (NCBRT) at Louisiana State University (LSU) began in 1998 as the Academy of Counter-Terrorist Education (ACE) through a small subcontract with the Office of Domestic Preparedness (ODP). The original charge was to develop a single course for law enforcement and emergency response personnel. Over the years, ACE expanded into the area of bioterrorism through partnerships with the LSU School of Veterinary Medicine and ODP. The NCBRT has continued to evolve and expand by joining forces with other national partners, universities, and consortia to advance our mission. The NCBRT gathers world-renowned teams of instructors and subject-matter experts who assist in providing teaching, training, technical assistance, and research to public and private entities, emergency response personnel, and government agencies. With this history of collaboration, the NCBRT brings together national experts who contribute to curricula and course development, exercise development and delivery, and research.

Mobile courses may be requested to be brought to the jurisdiction; information may be found at <http://www.ncbrt.lsu.edu/>. Online trainings may be accessed at <http://www.ncbrt.lsu.edu/elearn/>.

Registration Process

Organizations wishing to schedule a NCBRT mobile course in a jurisdiction must contact the State Authorized Agency / State Training Officer (SAA/STO) at DHSEM to coordinate the course request. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. Requested courses must be included in the jurisdiction's Multi-Year Training and Exercise Plan.

Expenses: Course host is responsible for reserving the facility. Cost of the mobile course is typically covered through a cooperative agreement with DHS, meaning no charge to the host facility.

NATIONAL DISASTER PREPAREDNESS TRAINING CENTER (NDPTC)

The National Disaster Preparedness Training Center (NDPTC) at the University of Hawai'i develops and delivers FEMA-certified training courses. The overall focus is on disaster preparedness, response, and recovery, with a specific focus on natural hazards, coastal communities, and the special needs and opportunities of islands and territories. Uniquely positioned geographically and culturally, the NDPTC works collaboratively to develop and deliver training and education in the areas of disaster preparedness, response, and recovery to governmental, private, tribal, and non-profit entities, and under-represented/under-served communities. It incorporates urban planning and environmental management, emphasizing community preparedness and addressing the needs of vulnerable at-risk populations.

Mobile courses may be requested to be brought to the jurisdiction; information may be found at <https://ndptc.hawaii.edu/training>.

Registration Process

Organizations wishing to schedule a NDPTC mobile course in a jurisdiction must contact the State Authorized Agency / State Training Officer (SAA/STO) at DHSEM to coordinate the course request. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. Requested courses must be included in the jurisdiction's Multi-Year Training and Exercise Plan.

Expenses: Course host is responsible for reserving the facility. The cost of developing and delivering the training is covered by a cooperative agreement with the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA).

NEVADA TEST SITE'S COUNTER TERRORISM OPERATIONS SUPPORT PROGRAM (NTS / CTOS)

The U.S. Department of Energy (DOE), National Nuclear Security Administration's (NNSA) Nevada National Security Site (NNSS) is the site of Counter Terrorism Operations Support (CTOS) – Center for Radiological/Nuclear Training. This training prepares responders to take immediate, decisive action to prevent or mitigate terrorist use of radiological or nuclear WMDs, such as Improvised Nuclear Devices (INDs) and Radiological Dispersal Devices (RDDs or “dirty bombs”). With the exception of awareness-level and online courses, all courses are “live agent,”

using radioactive material. These courses are designed and monitored so attendees receive only minor radiation dosages (lower than a chest X-ray or a typical round-trip airline flight across the U.S.); however, radiation levels are sufficient to practice techniques needed in a real incident involving much higher levels. Each attendee operates and employs radiation detection and measurement instruments throughout the course. Attendees practice with radioactive material in the classroom, and during drills and exercise scenarios.

Resident trainings are held at the Nevada National Security Site (NNSS). Training information may be found at <http://www.ctosnnsa.org/resident.html>. Mobile courses may be requested to be brought to the jurisdiction; information may be found at <http://www.ctosnnsa.org/mobile.html>.

Registration Process

Individuals wishing to attend a course offered through the NTS/CTOS must first request a Student Identification Number (SID) on the CDP Training Administration System at <https://cdp.dhs.gov/femasid>. Once received, the SID will be used on the FEMA HazMat Application Form. **All** applications **must** be submitted to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to NTS/CTOS. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. The individual will receive materials from NTS/CTOS confirming acceptance, denial, or waitlist status and other logistics.

Expenses: Course host is responsible for reserving the facility for mobile courses. Training is provided at no cost to eligible participants.

Travel – Provided at no cost to eligible participants.

Lodging – Provided at no cost to eligible participants.

Meals – Provided at no cost to eligible participants.

Organizations wishing to schedule a NTS/CTOS mobile course in a jurisdiction must contact the State Authorized Agency / State Training Officer (SAA/STO) at DHSEM to coordinate the course request. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. Requested courses must be included in the jurisdiction's Multi-Year Training and Exercise Plan.

TEXAS ENGINEERING AND EXTENSION SERVICE (TEEX)

Texas A&M Engineering Extension Service (TEEX) is an internationally recognized leader in the delivery of emergency response, homeland security and workforce training, exercises, technical assistance, and economic development. The agency operates a comprehensive emergency preparedness and infrastructure training campus, which includes some of the world's top facilities for hands-on training. Courses are conducted by instructors, many of whom are recognized experts in their respective fields. TEEX offers on-site, customized training and services to businesses and industries, municipalities and public agencies across the globe.

Resident trainings are held at the Texas A&M University in College Station, Texas. Mobile courses may be requested to be brought to the jurisdiction. Online courses are also available. Training information may be found at <http://www.teex.com/index.cfm>.

Registration Process

Individuals wishing to attend a course offered through TEEEX must submit their application to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to TEEEX. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. The individual will receive materials from TEEEX confirming acceptance, denial, or waitlist status and other logistics.

Expenses: Mobile courses are offered at no expense to a jurisdiction. Resident courses require travel, lodging, and meal expenses.

Travel – At the jurisdiction or traveler’s expense; may be able to utilize federal preparedness grants.

Lodging – At the jurisdiction or traveler’s expense; may be able to utilize federal preparedness grants.

Meals – At the jurisdiction or traveler’s expense; may be able to utilize federal preparedness grants.

Organizations wishing to schedule a TEEEX mobile course in a jurisdiction must contact the State Authorized Agency / State Training Officer (SAA/STO) at DHSEM to coordinate the course request. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. Requested courses must be included in the jurisdiction’s Multi-Year Training and Exercise Plan.

TRANSPORTATION TECHNOLOGY CENTER, INC. (TTCI) – SECURITY AND EMERGENCY RESPONSE TRAINING CENTER (SERTC)

Transportation Technology Center, Inc. (TTCI), a wholly owned subsidiary of the Association of American Railroads, is a world-class transportation research and testing organization, providing emerging technology solutions for the railway industry throughout North America and the world. TTCI manages extensive track facilities, state-of-the-art laboratory facilities, and a highly talented engineering and support staff to make TTCI the obvious choice for meeting your research and testing needs. The Security and Emergency Response Training Center (SERTC) is recognized world-wide as the premier hands-on hazmat emergency response training center. Above and beyond world-class curriculum courses, SERTC also designs customer-tailored training programs and can conduct custom courses on site or at the jurisdiction. All training is based on OSHA CFR29 1910.120(q), NFPA 472, and/or United States Office for Domestic Preparedness standards.

Resident trainings are held near Pueblo, Colorado. Mobile courses may be requested to be brought to the jurisdiction. Training information may be found at <http://www.sertc.org/>.

Registration Process

Individuals wishing to attend a course offered through SERTC **must** submit their application to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to SERTC. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. The

individual will receive materials from SERTC confirming acceptance, denial, or waitlist status and other logistics.

Expenses: Refer to <http://www.sertc.org/>.

Organizations wishing to schedule a NCBRT mobile course in a jurisdiction must contact the State Authorized Agency / State Training Officer (SAA/STO) at DHSEM to coordinate the course request. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. Requested courses must be included in the jurisdiction's Multi-Year Training and Exercise Plan.

RURAL DOMESTIC PREPAREDNESS CONSORTIUM (RDPC)

The nation's rural emergency responders face unique challenges when compared to their urban counterparts. In recognizing the need for consistent, quality training which addresses those challenges, Congress and the U.S. Department of Homeland Security (DHS) established the Rural Domestic Preparedness Consortium (RDPC) to fill the training needs and requirements gap faced by rural communities. RDPC (or The Consortium) is a partnership of Eastern Kentucky University, The University of Findlay, East Tennessee State University, NorthWest Arkansas Community College, Iowa Central Community College, and North Carolina Central University.

Mobile courses may be requested to be brought to the jurisdiction. Online courses are also available. Training information may be found at <https://www.ruraltraining.org/>.

Registration Process

Organizations wishing to schedule a RDPC mobile course in a jurisdiction must complete the online application at <https://www.ruraltraining.org/training/request/>. All course requests should be coordinated with the State Authorized Agency / State Training Officer (SAA/STO). The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. Requested courses must be included in the jurisdiction's Multi-Year Training and Exercise Plan.

Expenses: All RDPC training is available at no cost to qualifying jurisdictions.

NAVAL POSTGRADUATE SCHOOL CENTER FOR HOMELAND DEFENSE AND SECURITY (CHDS)

The Center for Homeland Defense and Security (CHDS) is located at the Naval Postgraduate School in Monterey, CA. All CHDS programs are focused on leadership development to enable the United States to win the war on terrorism. Through graduate- and executive-level coursework, seminars, and research, homeland security leaders gain the analytic skills and substantive expertise they need to counter terrorism. The programs also prepare leaders to bridge gaps in interagency and civil-military cooperation by bringing together a diverse range of participants to share perspectives and lay the foundation for long-term homeland security collaboration.

Mobile courses may be requested to be brought to the jurisdiction. Online courses are also available. Training information may be found at <http://www.chds.us/?home>.

Registration Process

Individuals wishing to attend a course offered through CHDS must submit their application to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to CHDS. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. The individual will receive materials from CHDS confirming acceptance, denial, or waitlist status and other logistics.

Expenses: Refer to <http://www.chds.us/?home>.

Organizations wishing to schedule a CHDS mobile course in a jurisdiction must complete the program-specific online application. All course requests should be coordinated with the State Authorized Agency / State Training Officer (SAA/STO). The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. Requested courses must be included in the jurisdiction's Multi-Year Training and Exercise Plan.

III CERTIFICATE PROGRAMS

Specialized certificate programs are available that can help to expand the knowledge of emergency management partners.

PROFESSIONAL DEVELOPMENT SERIES (PDS)

The Professional Development Series includes seven Emergency Management Institute independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. Many students build on this foundation to develop their careers. After successfully completing all seven required PDS courses through the Independent Study program, a PDS certificate is automatically issued via email to the email address provided on your last exam submission. More information may be found at <http://training.fema.gov/IS/searchIS.asp?keywords=PDS>.

ADVANCED PROFESSIONAL SERIES (APS)

The ability to perform essential work in a disaster requires skills in emergency operations and management. These skills may be developed through this series of courses that offers "how to" training focused on practical information. This series emphasizes applied skills in disaster operations, management and coordination. Students who complete the five required courses and any five of fifteen elective courses are eligible to receive the APS Certificate. Periodically, the required and elective courses are changed. It is the responsibility of the APS Certificate candidate to monitor the most current course listing posted on the APS webpage. More information may be found at <http://www.training.fema.gov/emiweb/APS/>.

EMERGENCY MANAGEMENT PROFESSIONAL PROGRAM (EMPP)

The vision of the Federal Emergency Management Agency's (FEMA's) Emergency Management Institute (EMI) is to strengthen the field of emergency management by establishing an Emergency Management Professional Program (EMPP). The EMPP provides a structured and progressive framework for acquiring the knowledge, skills, and abilities to enter and progress through the field and to meet the challenges of a dynamic and complex environment. The entire EMPP curriculum is designed to provide a lifetime of learning for a career in emergency management.

The EMPP includes three academies:

- National Emergency Management Basic Academy focuses on foundational knowledge and skills.
- National Emergency Management Advanced Academy (formerly the Leaders Academy) focuses on advanced concepts and issues in emergency management, advanced leadership and management, and critical thinking and complex problem solving.
- National Emergency Management Executive Academy focuses on strategic leadership and critical thinking.

MASTER EXERCISE PRACTITIONER PROGRAM (MEPP)

The MEPP mission is to improve the capabilities of emergency management exercise personnel in exercise program management and in every phase of the overall exercise process. The MEPP goal is to increase the capabilities of MEPP candidates in mastery of the essentials of exercise program management and the overall exercise process in accordance with the policy, doctrine, practices, and tools in the Homeland Security Exercise and Evaluation Program (HSEEP). Students must complete a series of three one-week resident courses at the Emergency Management Institute (EMI) and two exercise proficiency demonstrations. More information may be found at <http://www.training.fema.gov/emiweb/emiopt.asp>.

Individuals wishing to register for the MEPP must submit their application to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to EMI. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval. The individual will receive materials from EMI confirming acceptance, denial, or waitlist status and other logistics.

CONTINUITY EXCELLENCE SERIES

The Continuity Excellence Series is dedicated to recognizing and enhancing excellence in the development and implementation of Continuity programs. The Series provides a curriculum for certification as either a Professional Continuity Practitioner (Level I) or Master Continuity Practitioner (Level II).

Courses in the Continuity of Operations curriculum tie in with the National Response Framework and will help federal, state, local and tribal officials and medical personnel plan for and maintain operations in order to continue providing critical services to their stakeholders following a disaster.

Level I – Professional Continuity Practitioner is achieved through completion of a series of Independent Study courses. Level II – Master Continuity Practitioner adds to the knowledge base of the Level I with the addition of completing Independent Study, State, or resident Emergency Management Institute (EMI) trainings; instructing a training; facilitating a workshop; and passing a written comprehensive exam. More information may be found at <http://www.training.fema.gov/EMIWeb/COOP/>.

IV DHSEM IN-STATE ADMINISTRATIVE COURSE POLICY

ALCOHOL AND TOBACCO

Consumption of alcohol and tobacco products in the classroom is not allowed.

ATTENDANCE AND CANCELLATION

Participants should attend all sessions of each class and be prepared to interact in class activities. Credit for class completion and reimbursement, if applicable, **will not** be granted to participants if more than 10% of the class is missed. Participants must notify DHSEM Training and Exercise Unit staff or the Lead Instructor in the event any class sessions will be missed.

If an individual is unable to attend a class for which he/she has been accepted, he/she should cancel a minimum of 72 hours in advance by withdrawing from the class on the www.preparingnewmexico.org website. Conversely, an email noting withdrawing from the class may be sent to dhsem.training@state.nm.us

CLASS SIZE

Minimum class size is dependent on class type, ideally composed of a mix of disciplines as recommended by the course curriculum. . For classes requiring extensive group activities, e.g., ICS 300 and 400, minimum class size is ten students. For classes less focused on group activities, minimum class size is five students. Minimum class size is established to promote learning in the classroom while justifying the cost of sending instructors.

Maximum size will vary depending on the class scope, location, and number of instructors. If an insufficient number of students register for a class, the class may be cancelled and may or may not be rescheduled within the current year. A class should meet the minimum number of students two weeks prior to class start date.

CONDUCT

Students are expected to actively participate in all classroom activities and to respect direction given by instructors as well as input provided by other students.

CLASS LOCATIONS

The Training and Exercise Unit makes every attempt to provide the best possible instruction at times and locations that are convenient for all interested students. Training classes may be delivered for a local organization in their jurisdiction as time, personnel, and budget allows. These requests should be made as far in advance as possible, preferably at the Annual Statewide Training and Exercise Planning Workshop before the current training year.

DRESS CODE

For routine classroom settings (i.e. emergency management courses), attire is business casual. If other attire is required, participants will be advised prior to the class.

FIREARMS

Firearms are prohibited except for those worn by sworn, certified peace officers.

LAPTOPS / TABLETS

The use of laptops and tablets are allowed in the classroom. Students are expected to use laptops and tablets respectfully, ensuring that they use these technologies to enhance the classroom learning experience and not distract other students by inappropriate usage.

LODGING AND FOOD

It is the responsibility of the participant to make arrangements for logistical items prior to the class or at their earliest convenience. All receipts should be kept for reimbursement through DHSEM, if eligible and requesting reimbursement.

PAGERS / CELLULAR PHONES / TWO-WAY RADIOS

The use of pagers, cellular telephones, and two-way radios are not allowed in the classroom. If devices are left on, they must be in low volume, vibrate, or silent mode. Use of cellular telephones and two-way radios are limited to areas outside of the classroom where their use will not interfere with class activities. Breaks will be given in which to check and answer messages.

PAPERLESS CLASSROOM

The paperless classroom is the model that FEMA's Emergency Management Institute and many National Domestic Preparedness Consortium partners are adopting. Providing material electronically enables DHSEM to ensure the most recent version of the class is being taught. DHSEM has been transitioning to the paperless classroom since late 2014. Requests for printed student materials will be decided on a case-by-case basis.

Students who register on www.preparingnewmexico.org prior to the training will receive access to digital student materials prior to the start of training and the electronic materials on CD when they arrive to training. Hard copies of group activities will continue to be printed. Classroom sets of student materials will continue to be provided.

PARTICIPANT EXPENSES

Eligible state and local government employees, nongovernmental volunteers, private sector employees, and other approved individuals attending classes may be eligible for per diem and

mileage expenses depending on the availability of funding. Reimbursement procedures will be reviewed at the beginning of each class. Students who fail to attend all sessions of a class risk loss of reimbursement, if applicable.

PREREQUISITES

Prerequisites for classes are identified through the training partner that developed the class curriculum. Required and recommended prerequisites are differentiated on DHSEM course descriptions. The purpose of prerequisites is to ensure students have a baseline level of knowledge prior to taking a class.

It is the responsibility of the student to upload prerequisite certificates individually. The certificate will not automatically populate in www.preparingnewmexico.org. DHSEM Training and Exercise Unit staff will review and approve or deny the certificate.

If the student does not upload the required prerequisites, he/she will be placed on waitlist to allow eligible students the opportunity to attend training. At the request of the student and coordination with the DHSEM Training and Exercise Unit, he/she may attend training to gain the knowledge from the class without the prerequisite on the understanding that a certificate of completion and any corresponding continuing education credits will not be issued until prerequisite certificates are uploaded into www.preparingnewmexico.org.

SMOKING

Smoking and vaping will only be permitted in outdoor, designated areas.

V DHSEM OUT-OF--STATE ADMINISTRATIVE COURSE POLICY

RESIDENT COURSES OFFERED BY EMERGENCY MANAGEMENT INSTITUTE (EMI) AND NATIONAL TRAINING AND EXERCISE DIVISION (NTED) TRAINING PROVIDERS

Any New Mexico resident attending training in other states:

- May be eligible for per diem and mileage expenses depending on the availability of funding, due to the training not being made available in New Mexico
- Is **not** eligible for reimbursement of expenses through DHSEM, if the training is made available in New Mexico

Any private industry personnel wanting to be considered as an applicant:

- Must have an established not-for-pay relationship with a sponsoring local or state agency which must be documented by a letter from the sponsoring agency.
- Must submit a letter of recommendation from the local jurisdiction's emergency manager.

All applications must be submitted through the local emergency manager to DHSEM for approval as the State Authorized Agency / State Training Officer (SAA/STO) prior to submission to the training partner. The SAA/STO will accept the local emergency manager's routing as local endorsement of the training application.

VI CLASS REQUESTS

Available classes are published in the Annual Training Calendar following input from state, local and tribal homeland security and emergency management stakeholders at the Statewide Training and Exercise Planning Workshop. The schedule is posted on DHSEM's Preparing New Mexico training site located at www.preparingnewmexico.org. Classes are scheduled at varying locations across the state to accommodate potential participant's time and travel restrictions. Those participating in emergency services training are strongly encouraged to integrate these scheduled offerings into their programs in order to meet their specific training requirements.

Should local jurisdiction priorities change and the current Training and Exercise Plan is insufficient to meet those needs, requests for DHSEM Training and Exercise Unit class offerings outside of the published calendar may be made beginning July 1 to dhsem.training@state.nm.us. Class requests must be received by DHSEM at a minimum of 30 days prior to the desired offering date of the class. All requests are to be submitted on the **DHSEM Class Request Form (see Attachment B)**. The requestor will be notified in writing of approval or denial of the class request. Preference will be given to trainings that address deficiencies identified in After-Action Reports/Improvement Plans.

Trainings may be funded through approved projects in sub-grant agreements for the federal preparedness grants. All applicable grant guidance must be followed. The sub-grantee should submit the **Request to Use Federal Grant Funds for Training, Conferences or Exercise Activities Form (see Attachment C)** to the DHSEM Training and Exercise Unit at a minimum of 30 days prior to requested training.

Local jurisdictions may elect to host Consortium trainings. Individuals wishing to attend a Consortium training must submit their application to DHSEM for approval by the State Authorized Agency / State Training Officer (SAA/STO) prior to submission. The SAA/STO will review the application with the relevant local emergency manager or state agency training officer for applicability prior to its approval.

VII CLASS HOST GUIDELINES

The requesting organization/agency/company is considered the host for the requested training and, as such, is responsible to do the following:

- Locate an appropriate training site.
- Provide a point-of-contact and telephone number for the training site.
- Ensure training site is open one hour before class instruction begins and is secure at breaks, lunch, and the end of the day.
- Assist in recruiting class participants.
- Ensure that students attend 90% of the class to be eligible for successful completion.
- Provide coffee and refreshments, if desired.

Class logistics will be coordinated between the DHSEM Training and Exercise Unit and the class host. DHSEM may assist with providing the instructor(s), registration, acceptance confirmation, class materials, and certificates of completion. The provision of equipment and supplies will be negotiated as appropriate.

VIII CLASS INSTRUCTOR GUIDELINES

COURSE MANAGER

A member of the DHSEM Training and Exercise Unit staff will be assigned as the Course Manager for the requested training and, as such, is responsible to do the following:

- Establish logistical details – class host point-of-contact, venue, audio/visual, class announcement, registration, acceptance letters, class materials, and certificates of completion.
- Manage participant roster before the class is conducted (may be assisted by the Lead Instructor in class approvals).
- Facilitate the coordination between the Lead Instructor and class host point-of-contact.
- Facilitate the coordination between Consortium partner and class host point-of-contact, if applicable.
- Supply class materials to Lead Instructor.
- Arrange to receive remaining materials from Lead Instructor following class completion.
- Following class close out, email final roster and certificates of completion to both the Lead Instructor and class host.

LEAD INSTRUCTOR

The Lead Instructor may be identified by the Class Host at time of the Class Request Form. Lead Instructor is verified by the Training and Exercise Unit staff for Adjunct Instructor status and, as such, is responsible to do the following:

- Teach the curriculum in a professional manner.
- Add additional relevant material to the curriculum, but do not delete from approved curriculum.
- Assist the class host to setup curriculum, materials, and A/V prior to instructing.
- Return all unused materials and A/V equipment to the class host's representative.
- Provide sufficient breaks and ensure participants return promptly.
- Review class materials to verify they are current and accurate. Discuss any discrepancies with the Training and Exercise Unit.
- Communicate logistical details and any changes to Support Instructors.
- Ensure that students attend 90% of the class to be eligible for successful completion.
- Document any issues with instructors or participants. Report to the State Training Officer immediately.
- Ensure that class evaluations are completed.
- Arrange with Training and Exercise Unit to return all unused materials, evaluation forms, sign-in sheets, and exams.

- Revise class roster on <https://www.preparingnewmexico.org/index.aspx> based on actual participants – add new students, withdraw no-shows. Lead Instructor may receive assistance from Course Manager on this function.
- Generate class certificates on <https://www.preparingnewmexico.org/index.aspx>. Lead Instructor may receive assistance from Course Manager on this function.
- Distribute class certificates via a courtesy e-mail to participants who successfully completed the class. Lead Instructor may receive assistance from Course Manager on this function.

SUPPORT/UNIT INSTRUCTORS

The Support/Unit Instructor may be identified by the Training and Exercise Unit or Lead Instructor and, as such, is responsible to do the following:

- Teach the class curriculum in a professional manner.
- Add additional relevant material to the curriculum, but do not delete from approved curriculum.
- Assist Lead Instructor with logistical issues – arriving early, attaining access to the room, training module setup.
- Provide breaks and ensure participants return promptly.
- Communicate ideas to improve course curriculum to the Lead Instructor or State Training Officer.
- Ensure that students attend 90% of the class to be eligible for successful completion.
- Track participants who miss more than 10% of the class.
- Ensure that class sign-in is complete.

IX ADJUNCT INSTRUCTOR REQUIREMENTS

To become an Adjunct Instructor for DHSEM, an applicant must submit the following documentation to the DHSEM Training and Exercise Unit for approval:

- 1. Adjunct Instructor Packet Cover Sheet (see Attachment D)**
2. Resume/Curriculum Vitae
3. Letters
 - a) A letter of recommendation from the local emergency manager
 - b) A letter of support from the supervisor
4. Education/training
 - a) Copies of degrees
 - b) Copies of train-the-trainer certificates
 - c) Copies of certificates verifying specialized instructor training
5. Formal adult education training satisfied by one of the following
 - a) Bachelor's Degree in Adult Education/Instructional Design,
 - b) New Mexico Law Enforcement Academy 40-hour Instructor Development,
 - c) Center for Domestic Preparedness 40 hour Instructor Training Course,
 - d) National Fire Academy Instructional Methodology Course,
 - e) National Wildfire Coordinating Group's M-410 Facilitative Instructor Course,

- f) Or equivalent instructional development class from an accredited institution

The DHSEM Training and Exercise Unit should confirm receipt of Adjunct Instructor packet within 72 hours of receipt. A letter of notification of either acceptance or denial should be sent within 2 weeks of receipt.

SUSTAINMENT PROCESS

Once an applicant has been approved as a DHSEM Adjunct Instructor, the expectations include:

- Teach a minimum of two classes per year. Trainings may be within or outside of the Adjunct Instructor's home location, but DHSEM maintains the expectation that instructors will be a training asset to their local Preparedness Area.
 - Per diem expenses for travel of non-EMPG funded personnel will be reimbursed by DHSEM. Adjunct instructors have the option to request approved or actual rates for per diem expenses, at the discretion of the DHSEM Cabinet Secretary.
 - Class preferences are subject to a first-come, first-serve basis that begins annually after the Training Calendar is published.
- Submit any new Train-the-Trainer class certificates
- Receive satisfactory evaluations from class participants and co-instructors.
- Seek opportunities to enhance, improve, and develop technical expertise.
- Notify in writing any change of status as an adjunct instructor.

When deficiencies are identified, the DHSEM Training and Exercise Unit will assist and encourage the instructor to remedy the problem, whenever possible. The State Training Officer will develop corrective actions with the instructor. If corrective actions are not implemented within a six-month period, the State Training Officer will recommend to DHSEM senior management the revocation of the Adjunct Instructor status. A letter of revocation will be sent within 2 weeks following the end of the corrective action period.

X CONTRACTORS

Contractors may be utilized by DHSEM to instruct classes. Contractors will not advertise their company or solicit business while in an instructional role for DHSEM.

Any private industry personnel wanting to be considered as an applicant for Emergency Management Institute (EMI) or National Training and Exercise Division (NTED) courses:

- Must have an established not-for-pay relationship with a sponsoring local or state agency which must be documented by a letter from the sponsoring agency.
- Must submit a letter of recommendation from the local jurisdiction's emergency manager.

XI RECORDS RETENTION

Hard copies of training records will be maintained by the Training Specialist for five years. Any training documents older than five years, included but not limited to curriculum, certificates, sign-in sheets, applications, evaluations, tests, training and conference funding requests, class requests, and training needs assessments will be scanned to CD. Hard copies will be submitted to the State Records Center and Archives for disposition.

Electronic files of training records kept on www.preparingnewmexico.org will be maintained; records will not be deleted.

Hard copies of exercise records will be maintained by the State Exercise Officer for five years. Exercise documents older than five years, included but not limited to After-Action Reports/Improvement Plans, exercise funding requests, and Multi-Year Training and Exercise Plans will be scanned to CD. Hard copies will be submitted to the State Records Center and Archives for disposition.

Electronic files of exercise records will be kept by the State Exercise Officer.

XII EVALUATIONS

Class evaluations will be conducted for all DHSEM-offered classes. The Course Manager is responsible for collating the responses from the class evaluations and submitting it, along with evaluations, to the DHSEM Training and Exercise Unit. The DHSEM Training and Exercise Unit will review the summary sheet of evaluation forms to identify strengths and areas for improvement of the class and class delivery. Evaluation forms will be used to evaluate the effectiveness of the staff and adjunct instructors during the instructor sustainment process.

Evaluations in the form of Exercise Evaluation Guides and Participant Feedback Forms will be conducted for all DHSEM exercises. Local jurisdictions with a requirement to exercise based on grant guidance will also be required to use these evaluation methods. Evaluation data will provide the initial information needed for a draft After-Action Report/Improvement Plan. The draft After-Action Report/Improvement Plan will be revised based on feedback from the After Action Meeting.

Classes are scheduled to address improvement needs identified in After Action Reports/Improvement Plans (AAR/IP) following real-world events or exercise activities.

XIII STATEWIDE TRAINING AND EXERCISE PLANNING WORKSHOP

The New Mexico Department of Homeland Security and Emergency Management conducts an annual Statewide Training and Exercise Planning Workshop, bringing together local, state, federal, private, and nonprofit emergency management partners to design a Multi-Year Training and Exercise Plan, supported by comprehensive planning initiatives, to build capabilities throughout the state and support the State Homeland Security Strategies.

Training Needs Assessments are conducted prior to and during the annual Training and Exercise Planning Workshop. Identified needs inform the development of the Annual Training Calendar and Multi-Year Training and Exercise Plans.

Available classes are published in the Annual Training Schedule following input from state, local and tribal homeland security and emergency management stakeholders at the Statewide Training and Exercise Planning Workshop. The schedule is posted on DHSEM's Preparing New Mexico training site located at www.preparingnewmexico.org. Classes are scheduled at varying locations across the state to accommodate potential participant's time and travel restrictions.

XIV EXERCISE METHODOLOGY

The New Mexico Department of Homeland Security and Emergency Management follows standard Department of Homeland Security exercise methodology, otherwise known as the Homeland Security Exercise and Evaluation Program (HSEEP). The purpose of HSEEP is to provide common exercise policy and program guidance that constitutes a national standard for exercises. The HSEEP includes consistent terminology that can be used by all exercise planners, regardless of the nature and composition of their sponsoring agency or organization. The HSEEP doctrine provides tools to help exercise managers plan, conduct, and evaluate exercises to improve overall preparedness. The doctrine and templates may be found at https://hseep.dhs.gov/pages/1001_HSEEP10.aspx.

A progressive approach to designing exercise programs is a central element of HSEEP. Progressive exercise planning does not imply a linear progression of exercise types. A progressive approach includes the use of various exercises aligned to a common set of exercise program priorities and objectives with an increasing level of complexity over time.

EXERCISE TYPES

Seminar

Seminars generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. As a discussion-based exercise, seminars can be valuable for entities that are developing or making major changes to existing plans or procedures. Seminars can be similarly helpful when attempting to assess or gain awareness of the capabilities of interagency or inter-jurisdictional operations.

Workshop

Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is placed on achieving or building a product. Effective workshops entail the broadest attendance by relevant stakeholders. Products produced from a workshop can include new standard operating procedures (SOPs), emergency operations plans, continuity of operations plans, or mutual aid agreements. To be effective, workshops should have clearly defined objectives, products, or goals, and should focus on a specific issue.

Tabletop Exercise (TTX)

A Tabletop Exercise is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.

Game

A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or hypothetical situation. Games explore the consequences of player decisions and actions. They are useful tools for validating plans and procedures or evaluating resource requirements. Identifying critical decision-making points is a major factor in the success of evaluating a game.

Drill

A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills. For example, drills may be appropriate for establishing a community-designated disaster receiving center or shelter. Drills can also be used to determine if plans can be executed as designed, to assess whether more training is required, or to reinforce best practices. A drill is useful as a stand-alone tool, but a series of drills can be used to prepare several organizations to collaborate in an FSE.

Functional Exercise (FE)

Functional Exercises are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity typically at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

Full-Scale Exercise (FSE)

Full-Scale Exercises are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command. FSEs are usually conducted in a real-time, stressful environment that is intended to mirror a real incident. Personnel and resources

may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred. The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

XV EXERCISE COMPLIANCE IN NEW MEXICO

The HSEEP methodology can be applied to all National, Federal, State, local and tribal level exercises. Per grant guidance, state, local and tribal jurisdictions are required to adhere to HSEEP. The New Mexico Department of Homeland Security and Emergency Management (DHSEM) has adopted the following guidance as the criteria for achieving exercise compliance to federal preparedness grants.

Exercise compliance for sub-recipients of federal preparedness grants involves four steps:

1. Develop and maintain a **Multi-Year Training and Exercise Plan (TEP)** (see **Attachment E**).
2. Plan and design exercises in accordance with the current HSEEP guidance.
3. Submit an **Exercise Notification Form** (see **Attachment F**) for each exercise 30 days prior to exercise start.
4. Develop and submit required documentation within 60 days of exercise completion.
 - a. For exercises the jurisdiction is conducting, documentation is an **After-Action Report / Improvement Plan (AAR/IP) Template** (see **Attachment G** for New Mexico HSEEP template). Other documentation (see Section XVI) may be requested during quarterly monitoring visits with the Local Preparedness Coordinator.
 - b. For exercises the jurisdiction is participating in, documentation is a minimum of one **After-Action Report / Improvement Plan (AAR/IP) Input Form** (see **Attachment H**).
 - i. If participation role was as a player, the AAR/IP Input Form will address that particular jurisdiction's strength or area for improvement observed during exercise conduct.
 - ii. If participation role was as an exercise planning team member, facilitator, controller, simulator, or evaluator, the AAR/IP Input Form will address a single strength or area for improvement from any playing jurisdiction.

Employees of the New Mexico Department of Homeland Security and Emergency Management are required, regardless of funding stream, to participate in at least 3 exercises per TEP year. Participation must be as a role greater than an observer and the individual must be present for at least 90% of exercise conduct, to include briefings, conduct, and hot-wash activities.

The New Mexico Department of Homeland Security and Emergency Management exercise program is committed to evaluating its plans, policies, and procedures consistent with the whole community approach identified in the National Preparedness Goal. Exercise scenarios are consistent with the hazards that face the State of New Mexico and validate the State of New Mexico Threat and Hazard Identification and Risk Assessment (THIRA).

EXERCISE WAIVER

Extenuating circumstances such as prolonged catastrophic incidents will occur. Sub-recipients of federal preparedness grants may request a waiver for one exercise requirement in the impacted performance period / TEP year(s) utilizing the **Exercise Waiver Request Form (Attachment I)**.

Exercise inquiries and document submissions may be directed to dhsem.exercise@state.nm.us.

XVI RECOMMENDED EXERCISE DOCUMENTATION

The below tables provide guidance for activities and documentation related to both discussion- and operations-based exercises. Additionally, the **DHSEM Exercise Planning Checklist (see Attachment J)** identifies milestones in the exercise planning process.

Recommended Documentation for Conducting Seminar, Workshop, Tabletop, Game, and Drill Exercises

| Phase | Activity | Associated Materials |
|--|------------------------------|---|
| Initial Planning Meeting (IPM) | Conduct IPM | <ul style="list-style-type: none"> • Sign-in sheets • IPM minutes |
| Final Planning Meeting (FPM) | Conduct FPM | <ul style="list-style-type: none"> • Sign-in sheet • FPM minutes |
| Exercise Conduct | Conduct exercise | <ul style="list-style-type: none"> • Sign-in sheet • SitMan OR • Presentation |
| * Final After-Action Report/Improvement Plan (AAR/IP) | Conduct After-Action Meeting | <ul style="list-style-type: none"> • After-Action Meeting sign-in sheets • Final AAR/IP: Executive Summary, Exercise Overview, Analysis of Capabilities, strengths, areas for improvement, Improvement Plan Matrix. |

* Final AAR/IP referencing the core capabilities and participant count must be submitted to the State Exercise Officer within 60 days of exercise completion at dhsem.exercise@state.nm.us.

Recommended Documentation for Conducting Functional and Full-Scale Exercises

| Phase | Activity | Associated Materials |
|--|------------------------------|---|
| Initial Planning Meeting (IPM) | Conduct IPM | <ul style="list-style-type: none"> • Sign-in sheets • IPM minutes |
| Mid-Term Planning Meeting (MPM) | Develop draft documents | <ul style="list-style-type: none"> • Draft Exercise Plan (ExPlan) • Draft Master Scenario Events List (MSEL) |
| | Conduct MPM | <ul style="list-style-type: none"> • Sign-in sheets • MPM minutes |
| Final Planning Meeting (FPM) | Finalize documents | <ul style="list-style-type: none"> • ExPlan • MSEL • Controller/Evaluator (C/E) Handbook • Communications plan |
| | Conduct FPM | <ul style="list-style-type: none"> • Sign-in sheets • FPM minutes |
| Exercise Conduct | Conduct C/E Brief | <ul style="list-style-type: none"> • Sign-in sheets |
| | Conduct exercise | <ul style="list-style-type: none"> • Final version of all exercise documents • Sign-in sheets |
| * Final After-Action Report/Improvement Plan (AAR/IP) | Conduct After-Action Meeting | <ul style="list-style-type: none"> • After-Action Meeting sign-in sheets • Final AAR/IP: Executive Summary, Exercise Overview, Analysis of Capabilities, strengths, areas for improvement, Improvement Plan Matrix. |

* Final AAR/IP referencing the core capabilities and participant count must be submitted to the State Exercise Officer within 60 days of exercise completion at dhsem.exercise@state.nm.us.