Region 5
Homeland Security Regional Coordinating Council
Exercise Request

All Homeland Security grant monies awarded to Pierce County / Region 5 are managed by Pierce County Department of Emergency Management (DEM) with guidance from the Region 5 Homeland Security Regional Coordinating Council (HLS RCC) and Exercise Committee recommendations.

Requesting approval for expense reimbursement from the HLS RCC for the design, planning and conduct of exercises is a four step process.

1. The lead agency for the exercise and/or the TEW representative will submit the request to the Region 5 Exercise Committee (c/o Pierce County Department of Emergency Management, 2501 South 35th Street, Tacoma WA 98409-7405 or mscott@co.pierce.wa.us. The worksheet form should be submitted to the Committee no less than two months prior to the exercise date.

If the date of the exercise conflicts with another approved exercise, consideration should be given to consolidating the exercises since multi-jurisdictional exercises are encouraged.

2. The Chair or Co-chair of the Exercise Committee will notify the lead agency for the exercise and/or the TEW representative of the Exercise Committee’s action. The complete and detailed budget must be in recommended format and included in the exercise request form (see attached REGION 5 HLS EXERCISE BUDGET WORKSHEET).

3. The lead agency for the exercise and/or the TEW representative is responsible for the collection of the budgets from all participating agencies. All budgets will be reviewed by the DEM Grants Management (vhill@co.pierce.wa.us) for compliance with grant parameters. When the available grant monies are not in the amount to meet the agency’s request, DEM Grants Management will review the budgets and recommend to the Committee an equitable reimbursement for all lead and participating agencies.

4. The lead agency conducting a Homeland Security (TEW Committee) approved exercise MUST submit an After Action Report (AAR) and improvement plan to the Exercise Committee within ninety (90) days after the exercise or prior to the grant termination date, whichever is first. Completion of an AAR is a condition of exercise funding. The Exercise Committee will review the AAR for compliance with grant goals. Compliance is required for reimbursement.

5. All invoicing for reimbursement must be completed within 90 days of the exercise.

Specific HLS exercise application and reimbursement requests not meeting the deadlines identified in this policy will be evaluated on a case-by-case basis.
## REGION 5 HLS EXERCISE APPLICATION WORKSHEET

This page is to be completed by the Lead Agency sponsoring the exercise and/or the TEW representative. **This completed Worksheet must be submitted to the Exercise Committee no less than two months prior to the exercise.**

**Date of the Exercise:**

<table>
<thead>
<tr>
<th>Type of Exercise (check one):</th>
<th>Workshop</th>
<th>Seminar</th>
<th>Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tabletop</td>
<td>Functional</td>
<td>Full-Scale</td>
</tr>
</tbody>
</table>

**Exercise Objectives (tie to HLS Strategies/Target Capabilities):**

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- 
- 

**Brief Description of the Event:**

________

**AAR Completion Date:**


**Desired Outcome / Benefit to Responder / Community:**

________

**Number of participants:**

________

**Participating Agencies (list by name):**

- 
- 
- 
- 
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- 
- 
- 
- 
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N:\\Preparedness\\Exercise\\Region 5 exercise program\\Budget Related\\Budget Forms\\ApplicationforTEWexercises_2011
Special Needs (PIO, GIS, feeding, port-a-potties):
- 
- 

Point of Contact: ___________________________ Phone #: __________________
Agency: ___________________________ Email: ___________________________

REGION 5 HLS EXERCISE BUDGET WORKSHEET

COST WORKSHEET

<table>
<thead>
<tr>
<th>Type of Cost</th>
<th>Individual Cost (Average Hourly Rate/Unit Cost)</th>
<th>Number Requested (Total Hours/Total Units)</th>
<th>Total Request (Cost x Number Requested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Backfill/Overtime</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Purchase Supplies &amp; Materials (Including printing, equipment, etc.)</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Goods and Services (Including meals, Rehab, etc)</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Facility/Equipment Rental</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other (please specify)</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total Estimated Cost</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

CONTACT INFORMATION

Person Completing Form: ____________________________________________

Point of Contact (name): ___________________________ Phone #: __________
Agency_________________________________________ Email ____________________
Definitions

Homeland Security Professional / Emergency First Responder – those individuals who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency management, public health, clinical care, public works, cyber security and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.

Multi-discipline – two or more agencies / organizations representing the following: law enforcement, emergency medical services, emergency management agency, firefighters, hazardous materials personnel, public works, governmental administrative, public safety communications, health care and public health and elected officials.

Multi-jurisdictional – more than one political entity.

Multi-agency – two or more agencies within or outside of the same discipline and/or jurisdiction.

Regional Concept – purpose is to ensure local jurisdictions and tribal governments a means to exercise plans and procedures that emphasize both inter and intra regional mutual aid, and exercise a regional response to incidents involving all-hazards and threats.

Exercise Types:

- **Seminars** orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, or concepts or ideas. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures.

- **Workshops** focus on the development of a product by the attendees. Organization of attendees into functional groupings aided by facilitators, and the use of breakout sessions are common.

- **Tabletop exercises** involve senior staff, elected or appointed officials, or other key personnel in an informal setting to discuss simulated situations. It is intended to stimulate discussion of various issues regarding a hypothetical situation.

- **Games** are 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 assumed real life situation. It does not involve an actual response.

- **Drills** are a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency.

- **Functional exercises** are designed to test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. Functional exercises are generally focused on exercising the plans, policies, procedures, and staffs of the direction and control aspects of the incident and unified command.

- **Full-scale exercises** involve the prevention and response elements to mobilize and deploy to a designated site or locale in response to a simulated event, generally for an extended period. Actual mobilization and movement of personnel and resources are required to demonstrate coordination and response capability. EOC’s and field command posts are activated. Although pre-scripted events may be used, the exercise is primarily driven by the actions and decisions of the prevention and response elements.
HLS Exercise Checklist:

- Propose/Schedule Exercise to Exercise Committee Chairman
- Lead agency collects budget requests from participating agencies
- Lead agency ensures that exercise fulfills EHP requirements (contact Lorrie Chase 253-798-7397 with questions)
- Lead agency sends full exercise budget request to Committee Chairman and DEM Grants Management (253-798-3307 FAX)
- Committee reviews, approves/disapproves budget
- DEM Grants Management reviews, approves, designates funding source
- Grants Management issues purchase orders to non-pierce county department participants
- Exercise completed
- AAR Completed (Within 90 Days)
- Lead and participating agencies send invoices to DEM Grants Management for payment processing. The Reimbursement form must include an attached sign-in sheet of participants for the exercise.