

**Region 3 Training and Exercise Planning Workgroup
Coordination of Exercises Policy
December 15, 2009**

Scope:

This policy applies to all DEMHS Region 3 participating towns, agencies and Regional Emergency Support Functions. Exercises in the context of this policy include all types of exercises, drills, TTXs, etc.

Goal:

To coordinate the participation of Region 3 jurisdictions, agencies and Regional Emergency Support Functions (ESF) in scheduled exercises so as to maximize productive participation, ensure an effective Region 3 exercise program, and prevent overtaxing regional resources.

Strategies:

The Region 3 Training and Exercise Planning Workgroup (T&EPW) shall:

1. Identify all proposed exercises within Region 3 on the Region 3 Training and Exercise Schedule
2. Assist in identifying the goals and objectives of each proposed exercise to determine its value to participating agencies
3. Identify common interests and objectives among regional exercises
4. Encourage a higher level of participation while managing the number of regional exercises
5. Eliminate unnecessarily high demand for participation in exercises leading to a dilution of assets and interest
6. Coordinate proposed regional exercises with private, state, NGO's and federal exercises

Policy:

1. The T&EPW recommends that regional stakeholders participate in an exercise at least once every six months to validate plans and policies.
2. Participating entities that wish to conduct a drill or exercise will complete an *Intent to Exercise* form to ensure effective local and regional coordination.
3. The T&EPW will review requests according to the above stated goal and strategies and make recommendations to continue as described in the Intent to Exercise form, or, combine the exercise with an existing planned or proposed exercise. Exercises will be added to the Region 3 Training and Exercise Schedule.
4. If Regional agencies or assets are requested to participate in a proposed exercise, the T&EPW may recommend or not recommend Regional participation based on the proposed goals and objectives of the exercise and the overall assessment of the value of the proposed exercise based on Regional exercise program requirements. The final decision to conduct an exercise or to participate in an exercise remains with the individual community or agency based on their specific exercise requirements.

5. Some exercises will be regionally sponsored and some sponsored by other agencies (CT DPH, DEMHS or hospitals for example). Every attempt will be made to support all exercises on the Regional exercise calendar.
6. All proposed exercises will be developed in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) principles.
7. All proposed exercises will evaluate the standing target capability of Communications and utilize the Communications Exercise Evaluation Guide for all CREPC-sponsored exercises.
8. All CREPC-sponsored exercises will incorporate special needs considerations to the extent possible.
9. Overtime/backfill reimbursement *may* be available in accordance with Homeland Security grant guidelines for HSEEP compliant exercises. Entities seeking reimbursement must notify CRCOG as soon as possible to ensure proper reimbursement coordination.
10. It is understood that participation in any exercise is dependent on the actual, real time events occurring on the day of the exercise. Any participating agency may withdraw from an exercise if that agency's presence is required elsewhere for an actual emergency.