NJOEM Exercise Tracker User Guide

A.   Purpose

The purpose of the NJOEM Exercise Tracker is for local, county, and state agencies to notify NJOEM of planned exercises or actual events in order to obtain credit towards achieving/complying with the requirements of grants and other emergency management programs.

B.   Users/Audience

1.   Emergency Management Coordinators

Coordinators of local or county OEMs, New Jersey Emergency Support Functions (NJESFs), or individual state agencies will submit entries into the Tracker, when they are planning an exercise, or at the conclusion of an exercise or real-world event.

2.   NJOEM State Exercise Officer

The State Exercise Officer (SEO) will review submissions from Emergency Management Coordinators and approve or reject, depending on whether they meet criteria defined later in this document.

C.   Process

1.   Exercise

A coordinator will submit notification of an upcoming exercise at least 1 week prior to the date of conduct, in order to confirm the exercise qualifies for credit. In order to be approved, the submission will include the following information:

a)   Start and end dates
b)   Exercise type
c)   Fulfillment of the exercise requirement established by the Emergency Preparedness Community Right to Know Act (EPCRA)
d)   Location
e)   Primary host
f)   Scenario description
g)   Exercise description
h)   Mission areas tested
i)   Core capabilities tested
j)   Exercise objectives
k)   Participants (by agency and role)
l)   Submitter's name, role, and contact info

Information that does not fit into the predefined fields can be provided as attachments.

The exercise will be approved if it is a tabletop, functional, or full-scale exercise. Drills and workshops will not be approved. As a reminder, those exercise types are defined, in accordance with HSEEP, as follows:

- Tabletop Exercise (TTX): A discussion-based exercise that drives player dialogue about a specific scenario, in order to facilitate understanding, identify strengths and areas for improvement, or validate plans, policies, and procedures
- Functional Exercise (FE): An operations-based exercise, designed to assess and evaluate functions and capabilities, in a realistic, real-time environment, where movement of personnel and equipment is simulated

- Full-scale Exercise (FSE): An operations-based exercise involving multiple agencies, jurisdictions, or organizations, with real-time movement of equipment and personnel

The exercise must involve at least 3 agencies and test more than one capability described in the jurisdiction's emergency operations plan.

The SEO will receive email notification of a submitted exercise and either approve or reject. If rejected, the SEO will provide comments explaining the reason for rejection. The submitter will receive email notification of the disposition of the submission.

Upon completion of the exercise, the submitter will update the submission, with the addition of strengths, areas for improvement, and corrective actions resulting from exercise evaluation, and contained in the exercise after action review (AAR) or similar product. Upon submission of evaluation information, the SEO will receive notification of the need to approve the exercise for credit. The exercise will be fully approved, if the submitter demonstrates that a formal evaluation process was followed and generated meaningful/substantive findings.

2.   Actual event

Following the occurrence of a real-world event, the coordinator may submit an entry to the tool for credit. In order to be approved, the submission will include the following information:

a)   Start and end dates
b)   Exercise Type = "actual event"
c)   Fulfillment of EPCRA exercise obligations
d)   Location
e)   Primary host
f)   Scenario description
g)   Event description
h)   Applicable mission areas
i)   Core capabilities utilized
j)   Objectives
k)   Participants (by agency and role)
l)   Strengths, opportunities for improvement, and corrective actions
m)   Submitter's name, role, and contact info

Information that does not fit into the predefined fields can be provided as attachments.

The event must involve at least 3 agencies and apply more than one capability described in the jurisdiction's emergency operations plan.

The exercise will be fully approved, if the submitter demonstrates a formal evaluation process was followed and generated meaningful/substantive findings.

The SEO will receive email notification of a submitted event and either approve or reject. If rejected, the SEO will provide comments explaining the reason for rejection. The submitter will receive email notification of the disposition of the submission.