



FEMA

Official Announcement
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TO: All State Emergency Management Agency Directors
All ODP State Administrative Agency Heads
All ODP State Administrative Agency Exercise and Training Points of Contact
All FEMA Regional Directors

FROM: Jim Kish
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FEMA Preparedness Division

SUBJECT: Collaborative Exercise Scheduling, Reporting, and Training Program

As part of an ongoing effort to synchronize compatible and complementary activities across the Department of Homeland Security, the Office for Domestic Preparedness (ODP) and the Federal Emergency Management Agency (FEMA) are collaborating on the implementation of a single exercise scheduling and reporting system.

Recognizing that unifying exercise collection under a joint system will reduce the reporting workload on federal, state and local governments, FEMA has agreed to adopt the ODP Secure Portal Exercise Scheduler as the single location for gathering and managing unclassified Federal, State, and local exercise schedule information. **An electronic comprehensive exercise schedule will be published by the 10th of each month and available in the Portal Library under the Comprehensive Homeland Security Exercise Schedule (CHSXS) folder.** FEMA will continue to publish and distribute a joint FEMA/ODP monthly extract to recipients who desire a hard-copy schedule.

The ODP State Administrative Agency head or designated Portal administrator can grant access to users from agencies within their State. These individuals are expected to ensure exercise planners from across the State schedule and report on their exercises. **Exercises must be entered into the Secure Portal Exercise Scheduler in order to appear on the CHSXS.**

ODP and FEMA have also collaborated to deliver new exercise training courses through FEMA's Emergency Management Institute (EMI) independent study program. For example, Independent Study Course #120 *An Orientation to Community Disaster Exercises* is in revision based on the exercise and evaluation methodology presented in ODP's Homeland Security Exercise and Evaluation Program (HSEEP) manuals.

For additional information and questions, please contact the ODP Centralized Scheduling and Information Desk at 1-800-368-6498 from 8:00 am to 7:00 pm EST or askcsd@ojp.usdoj.gov.