



Minnesota Community Emergency Preparedness

Program Overview

Minnesota Community Emergency Preparedness (CEP) is a program of the Minnesota Department of Public Safety division of Homeland Security and Emergency Management (DPS-HSEM). It is an exercise-based training activity designed for the management-level staff of a jurisdiction from on scene command (OSC) and emergency operation centers (EOC), to Multiagency Coordination (MAC) groups. The training and exercise simulations are tailored to the jurisdiction based on selected objectives.

CEP events include orientation presentations to specific functions, hands-on workshop sessions, discussion, and operations-based exercises. The courses objectives are selected by the jurisdiction based on needs and the critical tasks in the Federal Department of Homeland Security's (DHS) Core Capabilities list.

Course Goal

CEP will build on the skills required for response leadership, emergency management, and jurisdictional leaders to work together in developing and implementing policies, plans, and procedures for a coordinated response to an emergency or event.

Methodology

The CEP program is a combination of seminars, workshops, training modules, as well as discussion-based and functional exercises.

The CEP program is designed to be compatible with DHS and Federal Emergency Management Agency (FEMA) guidance. It utilizes the Homeland Security Exercise and Evaluation Program (HSEEP) and the After-Action Report and Improvement Plan (AAR/IP) process to aid individuals and communities in tracking progress and identifying areas for further training and exercises.

Target Audience

The Minnesota Community Emergency Preparedness program is designed around jurisdictional objectives for personnel who fill or may fill leadership and/or decision making positions within their community's OSC/EOC/MAC organizations. It can incorporate OSC leadership staff, EOC staff, MAC policy groups and public information personnel. The jurisdiction determines the participants based on the objectives of their CEP program.

Course description

The CEP program is in a modular format and will be tailored to the jurisdictions objectives. Modules are available for mobile delivery in two to four hour formats. Opportunities at the Emergency Management Training Center (EMTC) include the modules, a Functional EOC/MAC group exercise, live camera PIO press conference training and additional topics chosen by the jurisdiction. They can run from 1 to 4 days.

Course Expenses

HSEM covers instructor expenses and course material for mobile module delivery. All other facility and associated expenses are the responsibility of the jurisdiction.

For CEP program delivery at the Emergency Management Training Center (EMTC) at Camp Ripley, HSEM covers all instructor expenses, course materials, room rental fees, and participant housing in Camp Ripley housing facilities. Participants are responsible for all other expenses. HSEM will not cover off-base lodging.

Course startup

The Minnesota Community Emergency Preparedness program begins with a meeting of local Emergency Management and HSEM staff. This is followed with the identification or creation of a local Exercise Design Team (EDT) to coordinate activities and fulfill assigned tasks related to the CEP program. Mobile delivery of some or all of the modules in the CEP program can be scheduled based on the objectives determined by the local EDT.

How do I apply?

Send an email to [Jennifer Lindberg](#) and include contact information.

HSEM will schedule a meeting with Emergency Management in your jurisdiction. We request you have the following information available for that meeting:

- Population of jurisdiction.
- A brief description of the government structure (include organizational chart if possible); clarify if the request is for a single jurisdiction or a combination of both (e.g. city and county).
- A brief narrative that includes the status of emergency management in the community, including past disaster history.
- Emergency management training and exercise history.
- Specific hazards facing the jurisdiction and/or specific hazards requested to be addressed in the exercises.
- Any major national events or special events planned for the jurisdiction, such as sporting events, conventions, etc. requested to be addressed in the exercises.
- Emergency management goals to be fulfilled through participation in the CEP program.

For more information please contact:

Jennifer Lindberg | Exercise and Training Officer

Homeland Security and Emergency Management | Minnesota Department of Public Safety

hsem.dps.mn.gov

651-201-7095

jennifer.lindberg@state.mn.us