State of Zen

I. Executive Summary

EMAP truly appreciated the opportunity to partner with the State of Zen staff in successfully accomplishing the initial Event Strategic Review (ESR). EMAP, partnering with stakeholders from the Federal Emergency Management Agency (FEMA), National Emergency Management Agency (NEMA), and International Association of Emergency Managers (IAEM) has developed the Event Strategic Review (ESR). The goal of the pilot project is to utilize EMAP's independent peer-review process to collect and analyze data that will support and assist the FEMA National Preparedness Assessment Division (NPAD) in meeting goals established in the Post Katrina Emergency Management Reform Act of 2006 and Remedial Action Management Program. Additionally, the pilot provided EMAP Training & Technology an opportunity to alpha test the ESR Application (ESRA) currently in development. For the purposes of the initial pilot, ESRA was alpha tested as an Access Database to provide a template by which the pilot software platform could be initiated.

EMAP will review and translate data collected into an aggregate format that will be provided to partnering stakeholders referenced above. ESR pilot expenses are funded through EMAP's cooperative agreement with FEMA thus providing your Program with a "free" review.

Please find attached a summary report that outlines preliminary findings of the review team. Thank you for devoting programmatic time, as well as the time of your staff towards the ESR pilot. We would like to take this opportunity to recognize the exemplary professionalism and assistance provided by the staff of the State of Zen and their Emergency Management Agency.

Emergency management requires the cooperation and collaboration of all organizations having a role in response and recovery. Your cooperation and efforts demonstrate the level of leadership and commitment required for the continual professionalization of emergency management to ensure our collective ability to protect the citizens we serve.

Sincerely,

Nicole M. Ishmael
EMAP Executive Director

II. Introduction

A. ESR Candidate

Program: State of Zen

Program Address:

Emergency Management & Homeland Security Agency
1234 Disaster Road
Anywhere, TX-Texas
00000

ESR Contact:

Mary Poppins
Director
000-000-0001
111-111-1111
mpoppins@stateofzen.com

B. ESR Team

Jarad Downing, EMAP - Training & Technology
Christine Jacobs, EMAP - Projects Coordinator

C. ESR Methodology

As this was a "stand-alone" pilot, an EMAP Reviewer team was assembled to conduct an On-site review seperate from an existing scheduled baseline assessment. The process followed many of the same components of the proven peer-review process used by EMAP. The Program was given an opportunity to complete a Self-review, submit supportive documentation and complete an On-site Review prior to the arrival of the Assessor Team.

The program completed an internal self review against pilot methodology and EMAP Standards. The On-site Review was conducted by a team of EMAP liaisons, which provided pilot guidance and direct observation for measuring ESR pilot delivery; monitored progress and outcomes; and coordinated the activities of three (3) independent trained reviewers from outside the pilot program.

III. Applying the ESR Data Points

A. Purpose and Scope of the ESR Data Points

The pilot project purpose is to collect and identify priority issues, corrective actions, lessons learned and best practices for improvement of existing after-action processes used for exercises and real world events.

The ESR is not prescriptive in nature, rather the ESR applies existing standards and data analysis inquiry to review event documentation pursuant to EMAP Standards 4.3: Hazard Identification, Risk Assessment and Consequence Analysis and EMAP Standard 4.14: Exercises, Evaluations and Corrective Actions. An "Event" is defined as an occurrence of significant involvement that includes multiple jurisdictions and/or agencies that spans multiple operational periods that produces both information and formal event documentation.

Documents to be reviewed and/or considered:

- Exercise Events (Discussion Based, Tabletops, Functional & Full-Scale)
  - o State Preparedness Report(s)
  - o After Action Report(s)
  - o Improvement Plan(s)
  - o Corrective Action Plan(s)
  - o Training & Exercise Work Plan(s)

- Real World Events
  - o Incident Action Plan(s)
  - o After Action Report(s)
  - o Improvement Plan(s)
  - o Corrective Action Plan(s)

Criteria that will be collected and analyzed will span from 2006 to present:
- Event details (date, location, type of event/exercise, etc.)
- Top 10 Corrective Action items currently being improved upon
- Corrective Actions that have been resolved within the last year
- Lessons Learned within the last year
- Agency funding for Exercise(s)
- Identified strengths and areas of improvement
- EMAP Standard 4.3: Hazard Identification, Risk Assessment and Consequence Analysis
- EMAP Standard 4.14: Exercises, Evaluations and Corrective Actions

B. Organization of Review Findings

Section IV of the review report lists foundational documentation that provided for review and data points. Review and data points were applied to the Program, and describe the findings of the review team for each point. Any exemplary or otherwise noteworthy aspects of the Program that were brought to light during the review are included.

Exercise Funding Data

Local Funding Provided for Exercises Annually:

2007: $100,000.00
2008: $50,000.00
2009: $25,000.00
2010: $0.00

Federal Funding Provided for Exercises Annually:

2007: $50,000.00
Source of funds:

2008: $50,000.00
Source of funds:

2009: $25,000.00
Source of funds:

2010: $15,000.00
Source of funds:

Corrective Action Process

The Program has a Continuous Corrective Action process: false
The Program has a Corrective Action Development Process: true
The Program has a Corrective Action Tracking Process: true

Corrective Action Process Summary:

The State of Zen has a corrective action process that was outlined by Mrs. Mary Poppins during the on-site assessment and during interviews specific to the ESR. Mrs. Poppins indicated that the State does engage in corrective action processes through the monthly meetings of the State Homeland Security Advisory Commitee however she could not provide documentation in short order to verify actions taken. It is noted that Zens' program is tracked through the State HSAC meeting process but a single accountability/tracking system could not be provided for review.

Resolved Corrective Actions in the previous year:

None Provided.

Disaster Declarations

- Evans Road Fire - 2008-06-13
- Tropical Storm Hanna - 2008-10-18

Exercise Plan(s)

Exercise Plan Title

Exercises:
- Exercise 2 - 2009-03-21

Exercise Priorities:
- Priority 1

Exercise Target Capabilities:

Hazard Identification, Risk Assessment and Consequence Analysis

The Program's Exercise Plan matches their HIRA: true

Identified Hazards:
- Tornadoes

IV. Event Review Findings

Event: Zen Fire Service Institute

Event Start Date: Sep 03 09

Event End Date: Sep 04 09

Event Duration: 33 Hours

Event State: TX-Texas

Event Location(s)/Site(s):
- ZFSI Zen Campus

Event Type: Full Scale

Event Host(s):

Event Funding Source(s):
- 2007 HSGP
- Another Source

Event Goals:

Event Scenario: Tornado

Event Scenario Summary:

A response to a Tornado

Statewide Event and/or MutiState Event:

Event Participants:
- ZLEAS- Zen Transportable Emergency Communications System (ZTECS)
- ZLEAS-EOC Vans
- MAS-Decon Vehicles

- MAS-Light Trailers
- MAS-Air Trucks
- MAS-Maintenance Truck
- Technical Rescue Division(s)

Role of the State Emergency Management Program:

Subject Matter Experts

Target Capabilities, Corrective Actions & Strengths:

• Critical Resource Logistics and Distribution

Activity Level(s):

Strength(s):

Area(s) of Improvement:

Summary:

Corrective Actions:

Improvement Plan Provided: true
Improvement Plan Completed: true

Lessons Learned:

- Example lesson learned

This is just an example of the data a program would enter for each lesson learned from the Event.

Documents Reviewed:

Interviews: