



Final Capstone Exercise Planning and Coordination Workshop

14-16 April 2014
Nashville, Tennessee

Hosted by
The Tennessee Emergency Management Agency
(TEMA)



Capstone Exercise Planning

**Welcome to the
FINAL EXERCISE DESIGN WORKSHOP
14-16 April 2014
Tennessee Emergency Management Agency
(TEMA)
3041 Sidco Drive, Nashville,
Tennessee, 37204-1502**

On behalf of the Central United States Earthquake Consortium (CUSEC), including the eight state Emergency Management Agencies, we want to invite you to the Final Capstone Exercise Planning and Coordination meeting. For two days we will focus on the Capstone Exercise delivery processes and methodology to ensure success of the stakeholder requested objectives. We will be looking at the state defined injects and how each of those will be delivered during the exercise through each state and from the regional perspective of play. The process of developing and maintaining the exercise common operational picture, resource requesting, resource allocation and inject delivery will be the main focus of the workshop. The expected outcome is simple; a solid plan for the delivery of Capstone 14.

The linkage between the director requested management of information sharing, the decision-making process, Essential Elements of Information (EEl)s, the needed GIS data and linking it to a Common Operational Picture (COP) will be the basic discussion points. How the director requested tasks that are defined in the state developed injects and deliver the exercise will be what we need to walk away with. The answer to this "How?" question is critical to the success of Capstone 14.

Included in this information packet are travel information and lodging requirements with hotel listings and maps that highlight the workshop locations. We are recommending up to three people who from each state who were responsible for inject writing and/or planning. The National Emergency Management Association (NEMA) has graciously offered to reimburse for lodging, per diem and air fare if needed. The guidelines from NEMA are:

- Up to 2 nights lodging at government rate for Nashville; cancellations or no show penalties are the responsibility of the individual. Individuals will have to make their own reservations. Please see the list of suggested hotels.
- Per Diem – travel days \$49.50; full day \$66; must subtract any meals provided by TEMA.
- Ground transportation – taxi, shuttle, parking.
- Airfare, if required – must be economy and booked at least 14 days in advance; itinerary changes or cancellations are the responsibility of the individual.
- Rental cars are not authorized.
- Incidentals are the responsibility of the individual.



NEMA will provide a reimbursement form to those who attend. The individual will need to return it to NEMA with any receipts attached. Please inform Marty Dwyer (martin.dwyer@illinois.gov) the names of those of who will be attending from each state by close of business Thursday, 20 March 2014.

We will start on 14 April at 1300 sharp, and should conclude at 1300 on 16 April. We will plan for a working lunch on 15 and 16 April. TEMA will be hosting the lunch.

We hope you can attend this workshop and we need you to participate in this much needed event. If you have any questions, please contact Marty Dwyer at 217-557-4827 (martin.dwyer@illinois.gov) and/or Dave Nock, Tennessee State Exercise Officer at 615-946-4736 (dnock@tnema.org). If there are any questions while in Tennessee please call Dave Nock. If it is an emergency, please call 911.

We look forward to meeting with each of you and moving this exercise forward.

How do you get to TEMA?

For the GIS - GPS Mapping folks

The address is:

3041 Sidco Drive
Nashville, Tennessee, 37204

The facility Lat and Long is:

36.05'53.75" North
86.45'30.14" West

Airports

Nashville Airport - BNA
Utilizes most of the major airlines
Just east of the city on Interstate - 40

Highways

The Tennessee State Emergency Operations Center and Tennessee Emergency Management Agency (TEMA) Headquarters is just off of I-65 at exit 79 - Exit for Armory Drive.

The east west route to Nashville is I-40

For additional travel information - check out the Smart Phone "ReadyTn" application.

Getting through the Houston Barracks Gate

The Tennessee National Guard Headquarters is located on the Houston Barracks compound. To enter the compound use the Sidco Drive entrance and have your driver's license ready or some form of government issued identification.

Hotels

All hotels listed will provide a government rate and are located near the TEMA office.

Allowable NEMA Government Rate: \$122.00

Hampton Inn

5630 Franklin Pike Circle
Brentwood, TN 37027
Phone: 615-373-2212

Hyatt Place

202 Summit View Drive
Brentwood, TN 37027
Phone: 615-661-9477

Holiday Inn Express

5566 Franklin Pike Circle
Brentwood, TN 37027
Phone: 615-221-5001

Four Points by Sheraton Nashville/Brentwood

760 Old Hickory Blvd
Brentwood, TN, 37027
Phone: 615-964-5500

Courtyard Nashville/Brentwood

103 Eastpark Drive
Brentwood, TN, 37027
Phone: 615-371-9200

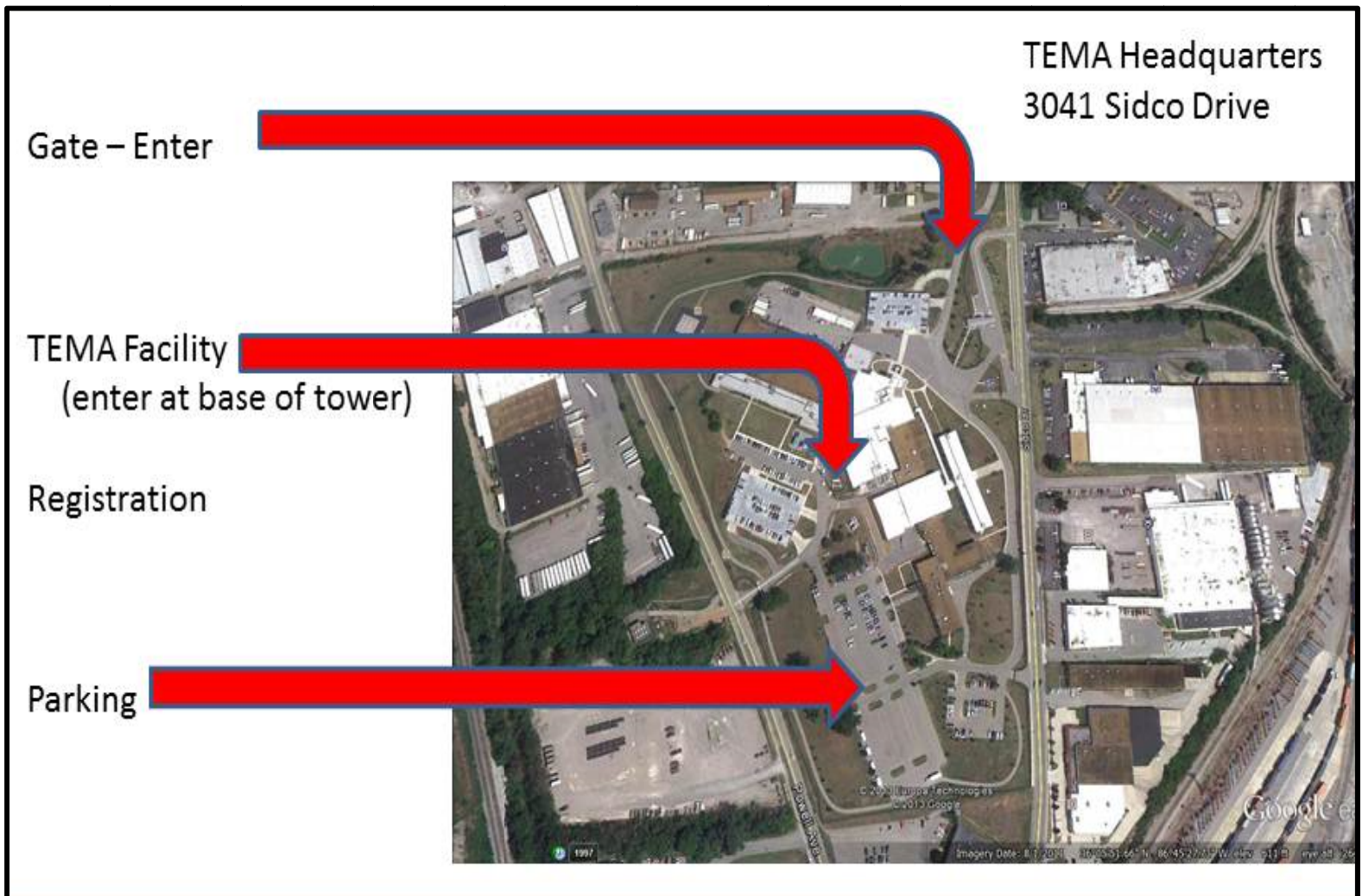
Resident Inn by Marriott

Address: 206 Ward Circle
Brentwood, TN 37027
Phone: (615) 371-0100

Workshop Meals

- Light Breakfast – Tuesday and Wednesday , Coffee and Donuts provided by TEMA
- Working Lunch – Tuesday and Wednesday, provided by TEMA

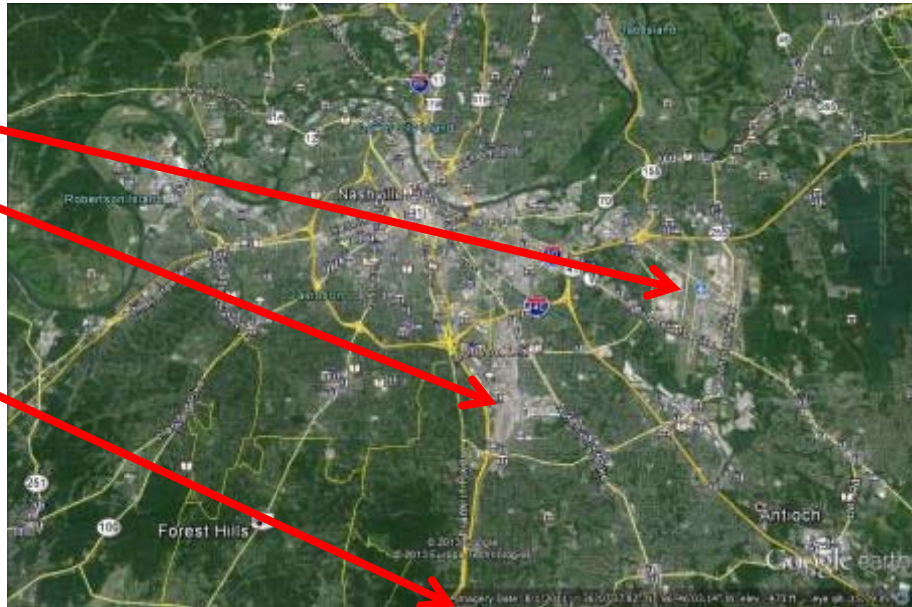
Capstone Exercise Planning



Maps

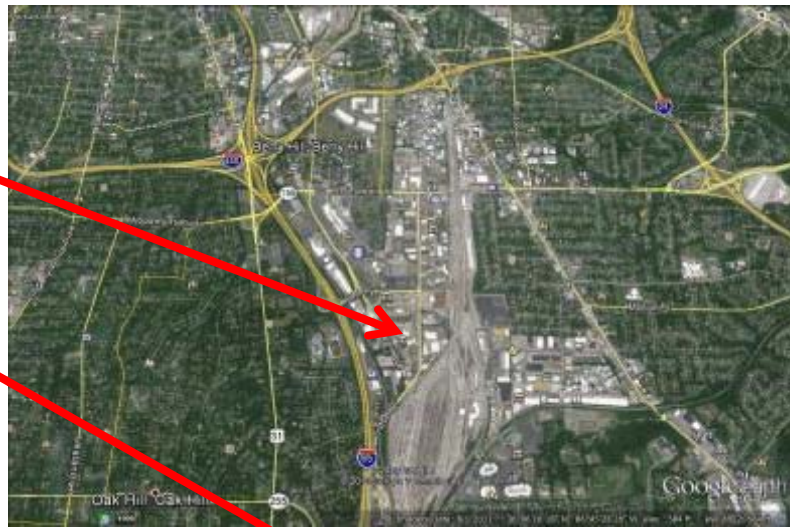
Middle Tennessee and Nashville

- Airport
- TEMA HQ
- Brentwood Hotels



Houston Barracks - TEMA Hq

- TEMA HQ
- Brentwood Hotels



Workshop Schedule:

Monday, 14 April, 2014

- 1100 – Registration Open - TEMA Team
- 1100 – Lunch on Your Own (OYO)
- 1300 – The Task - Marty Dwyer – IEMA & Capstone Exercise Lead
- 1330 – State Brief Backs on injects - SEO / ETO's
- 1500 – Private Sector Planning
- 1600 – Cross Border Play

Tuesday, 15 April, 2014

- 0800 - Coffee and Donuts - TEMA Team
- 0830 - Master Control Cell staffing
- 0900 - Inject/MSEL Sync
- 1130 - Working Lunch - TEMA Team
- 1230 - Inject/MSEL Sync
- 1630 - On Your Own (OYO)

Wednesday, 16 April, 2014

- 0800 - Coffee and Donuts - TEMA Team
- 0830 - Inject/MSEL Sync
- 1100 - Final Exercise Delivery Plan
“How are we delivering this exercise?”
- 1130 - Working Lunch - TEMA Team
- 1300 - Close Out of tasks and the road to 16 June