



## Group Activity and Individual Instructions



### A. GENERAL INSTRUCTIONS.

1. The work group room assignments are:

Room 155: State and federal.  
Room 157: Broward County.  
Room 158: Miami-Dade County and Monroe County.  
Room 160: Palm Beach County.

2. Improvement Planning Conference (IPC) staff have been assigned to each room to answer questions and to assist with work group facilitation.
3. Please group yourselves into work groups of 6 to 8 participants. IPC staff assigned to your room will assist as needed.
4. Each work group should “elect” a work group moderator to lead the discussion and a recorder.

### B. GROUP SESSION ONE: VALIDATE AND DETERMINE IMPROVEMENT ISSUES.

1. Use the work sheet found on [pages 15 through 26](#).
2. As a group quickly read through and consider the listing of improvement issues. These improvement issues have been distilled from the 31 local and regional After Action Reports (AARs) Improvement Plans (IPs) that were provided and have been grouped into Target Capabilities List (TCL) categories as per federal guidance.

**Remember:** This listing of improvement issues is not the definitive list. This list was distilled from the AARs provided.

3. Consider and validate the issues. Mark YES if you believe the issue is significant and of concern; mark NO if not. Additional clarification and information on each improvement issue is found in the Summary Report document that begins on [page 41](#).

**Remember:** The purpose of the IPC and this group work session is to identify regional improvement issues that will form, in part, the basis for a multi-year regional training and exercise plan.

4. There are 37 “target capabilities”. The analysis of the provided AARs found improvement issues that directly relate to 13 target capabilities. You may add improvement issues to the existing lists.
5. You may also consider and list improvement issues for the other 24 target capabilities that are also listed on the work sheet. Space has been provided to record your group's additional improvement items and issues that are deemed important.
6. The Work Group recorder should record the results of the group's discussions and consensus, and submit to the IPC staff at the end of the day.

## **C. GROUP SESSION TWO: DETERMINE TARGET CAPABILITIES IMPROVEMENT PRIORITIES.**

1. Use the work sheet found on [pages 27 through 28](#).
2. As a group, determine which Target Capabilities require “regional improvement” and assess the priority.

1 = Low Priority

2 = Medium Priority

3 = High Priority

3. Target Capability List (TCL) definitions (statement of capability) are found on [pages 12 through 14](#).
4. As you discuss and prioritize each Target Capability, consider the discussions and results from Group Activity #1. A Target Capability having many stated “improvement issues” may be given a higher priority than those not having any.

**Remember:** The purpose of the IPC is to develop a meaningful multi-year training and exercise plan (TEP) that will improve the region's (and local government) capabilities.

5. The work group moderator should be prepared to quickly “shout out” the work group's priority for each of the 37 target capabilities during the final IPC plenary session.
6. The Work Group recorder should record the results of the group's discussions and consensus, and submit to the IPC staff at the end of the day.

## **D. PLENARY SESSION. PRIORITIZING CAPABILITIES: IPC REPORT.**

1. Participants will assemble into the main auditorium following the final break.
2. Each work group will quickly report (each moderator “shout out”) the results of Group Session # 2.
3. Each work group's priorities will be recorded and displayed on the big screen, and an IPC “average” will be determined.
4. The IPC “average” will be used in the development of the TEP first draft.

## **E. LOCAL GOVERNMENT/ DEPARTMENT/ ORGANIZATION IMPROVEMENT NEEDS ASSESSMENT.**

1. Use the work sheet found on [pages 29 through 40](#) to record your jurisdiction/agency/organization's training, exercising and/or planning improvement needs or enhancements.
2. Your improvement needs will be included in a “local government” section within the regional TEP.

**Remember:** Though active participation you will:

- Identify and prioritize needed regional capability improvements.
- Help shape the development of the region's TEP.
- Develop your jurisdiction/agency/organization's training, exercise, planning needs and 3-year plan that ties to the region's TEP and Urban Area Security Initiative Strategy.