



FEMA

Lessons Learned
Information Sharing
LLIS.gov

April 2010 *Lessons Learned Information Sharing* Newsletter

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Quadrennial Homeland Security Review Report

Final report on *LLIS.gov*

The purpose of the first-ever Quadrennial Homeland Security Review (QHSR) was to outline the strategic framework to guide the activities of participants in homeland security toward a common end. A safe and secure homeland must mean more than preventing terrorist attacks from being carried out. It must also ensure that the liberties of all Americans are assured, privacy is protected, and the means by which we interchange with the world--through travel, lawful immigration, trade, commerce, and exchange--are secured.

Between July 16 and October 4, 2009, more than 20,000 stakeholders from all 50 US states and the District of Columbia participated in the National Dialogue QHSR. The valuable comments and ideas solicited were used directly to inform the study groups tasked with writing the QHSR for the Department of Homeland Security. The [Quadrennial Homeland Security Review \(QHSR\) Report: A Strategic Framework for a Secure Homeland](#) was delivered to Congress on February 1, 2010, and is now also available on LLIS.gov. To view the report, log in to *LLIS.gov* and click the link in the NEW *LLIS.GOV* CONTENT tab on the homepage.

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Call for Documents

***LLIS.gov* needs your help!**

LLIS.gov depends on our members to provide us with after-action reports, best practices, innovative ideas, standard operating procedures, and other related documents. With your help, *LLIS.gov* is able to provide the most complete and helpful resource possible. Additionally, your active feedback and input enables *LLIS.gov's* continued expansion and helps us meet the ever-changing needs of the emergency response community. Please take time to improve your community: submit after-action reports, lessons learned, plans, templates, strategies, and other relevant information.

To submit documents, log into LLIS.gov and click on the SUBMIT TO *LLIS.GOV* tab on the homepage. Click on one of the document types to upload a document, and provide as much information as possible. If you have any questions, please post them in the [AskLLIS forum](#) of the *LLIS.gov* [Message Board](#).

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Password Requirements

Security update

In keeping with Department of Homeland Security security requirements, the *LLIS.gov* policy on password creation has been updated. There is an additional restriction on passwords that use simple sequences of 3 or more characters. No immediate action is needed as the restriction will be enforced after your current password expires. As a reminder of the policy, please note that your *LLIS.gov* password must:

- Be at least 8 and no more than 15 characters long;
- Contain at least one uppercase and one lowercase letter; and
- Contain at least one numeric and one "special" character (shift + numeric).

Additionally, your password cannot contain blank spaces, dictionary words, proper nouns, your user name, or simple patterns such as "qwerty," "abc," or "0123456."

This change will go into effect on Friday, April 2, 2010. Remember to always protect your *LLIS.gov* password and help to keep our system and data safe!

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New *LLIS.gov* Original Content

The *LLIS.gov* Team continues to post new Lessons Learned, Best Practices, Practice Notes, and Good Stories to the system on a regular basis. Weekly updates about new original content can be found in the NEW *LLIS.GOV* CONTENT tab on the *LLIS.gov* homepage. *LLIS.gov* recently posted the following original content documents:

Lesson Learned

- **[Emergency Management: Instituting an Operational Timeline to Organize Response Operations at Emergency Operations Centers](#)** (*Empire Express Hurricane Functional Exercise, 2008*)
Emergency operations center (EOC) managers should consider instituting an operational timeline that can be published in the EOC reference guide and accessed via the information management system. A timeline can help guide EOC operations during an activation.
- **[Emergency Operations Centers: Developing "Go Kits" for Functional Groups](#)** (*Empire Express Hurricane Functional Exercise, 2008*)
Emergency managers should consider developing "Go Kits" for each functional group operating at their emergency operations centers. Each Go Kit can contain computers, job aids, extension cords, checklists, reference guides, and other resources to support each group during activations.
- **[Emergency Operations Centers: Developing Just-in-Time Training on Information Management Systems](#)** (*Empire Express Hurricane Functional Exercise, 2008*)
Emergency managers should consider developing just-in-time training to familiarize new emergency operations center staff members with the capabilities and input requirements of information management systems.
- **[Exercise Evaluation: Tasking Evaluators with Responsibility for Additional Areas](#)** (*Georgia FoodEx Full-Scale Exercise, 2009*)
Exercise managers should task exercise evaluators with responsibility for well defined areas during large and complex exercises. This can help ensure that evaluators can observe all operations in their areas.
- **[Exercise Planning: Using Injects to Promote Exercise Participation from Agency Junior Staff Members](#)** (*Georgia FoodEx Full-Scale Exercise, 2009*)
Exercise planners should consider using injects to promote junior staff members' involvement in

exercise tasks that are designed to enhance their emergency management skills. This should ensure that junior staff members gain valuable experience from exercise play.

- **[Point of Dispensing Operations: Ensuring the Proper Handling of Medical and Biohazard Waste](#)** (*Operation Aggie Flu Full-Scale Exercise, 2008*)

Point of dispensing (POD) managers should ensure that medical and biohazard materials are disposed of properly during POD operations. POD managers could facilitate this process by emphasizing infection control measures in POD safety briefings.

- **[Special Event Planning: Planning for Increased Demand for Human Services due to Inclement Weather](#)** (*Presidential Inauguration, 2009*)

Special event planners should undertake efforts to accommodate the potential for an increased demand for first-aid and other mass care services in the event of inclement weather.

Practice Notes

- **[Community Preparedness: Federal Emergency Management Agency Region I's Student Tools for Emergency Planning Program Collaboration with the Community College of Rhode Island](#)**

The Community College of Rhode Island (CCRI) volunteers its technical capabilities to support the Federal Emergency Management Agency Region I's Student Tools for Emergency Planning (STEP) program. CCRI computer science students built the STEP Web site during the spring 2009 semester, and subsequent classes have maintained and improved it.

- **[Field Training: The Federal Emergency Management Agency Region VII Disaster Field Training Operation's Management Training Series](#)**

The Federal Emergency Management Agency Region VII Disaster Field Training Operation management training series increases the effectiveness and efficiency of supervisory personnel by enhancing their knowledge, skills, and abilities.

Good Story

- **[Federal Emergency Management Agency Region I's Student Tools for Emergency Planning Program](#)**

Federal Emergency Management Agency (FEMA) Region I's Student Tools for Emergency Planning (STEP) program teaches 4th and 5th grade students how to prepare for disasters and emergencies. Students learn how to assemble emergency kits, to develop family communication plans, and to create a well prepared household. STEP is a grassroots program that is being expanded and implemented in 3 other FEMA Regions. FEMA Region I works in close cooperation with state and local officials to deliver STEP training.

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LLIS.gov Outreach

The *LLIS.gov* Team travels around the country speaking and exhibiting at conferences and events. If you would like to request an *LLIS.gov* presentation at your next event, please email the Outreach Team at outreach@llis.dhs.gov. For more information, please visit the *LLIS.gov* [Outreach](#) page.

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