Lesson 1 Overview:
Purpose of Conducting Drills & Exercises
Goals

- **DESCRIBE** the difference between drills and exercises.
- **DESCRIBE** the reasons for conducting drills and exercises at port facilities.
- **LIST** the steps for conducting successful drills and exercises.
Goals

- **DESCRIBE** the ISPS Code requirements for conducting drills and exercises.
- **DESCRIBE** the drill and exercise development cycles described in the reference materials.
Important!

The IPS Drills and Exercises Seminar is not a “certification” program. Participation in and completion of the seminar in no way provides any recognized certification credentials.
Important!

There are many ways to develop a drill and exercise program. Methods and templates presented throughout this course are derived from U.S. best practices or drill and exercise events and are not considered a comprehensive list.
Topics

- Difference between drills and exercises
- Reasons for conducting drills and exercises
- Steps for conducting drills and exercises
- Drills and exercise requirements from the ISPS Code
- Drill and Exercise Development Cycles
Purpose
D&E Experiences
Port Security Drills

- Narrow in scope
- Typically focus on at least one part of the PFSP (a procedure or a particular function, like communications)
Port Security Drills

Commonly used to:

• Provide training on new equipment
• Develop or test new policies or procedures
• Practice and maintain current skills
Port Security Drills

Drill Examples
Port Security Exercises

Exercises are more far-reaching than drills and usually focus on more than one security procedure.
Port Security Exercises

- Annual activity
- Involves extensive training to practice various aspects of the PFSP
- Tests multiple security functions related to a particular event.
Port Security Exercises

Exercises rehearse and test:

- Communication and coordination
- Resource availability and response
- Participant reactions
The most important purpose of any exercise is to keep skills up-to-date and to improve them.
Port Security Exercises

Participants:
• PFSO
• port facility stakeholders
• ship personnel (if possible).
Conducting drills and exercises is not only a way to test preparedness; it is also required for compliance with the ISPS Code.
Reasons to Conduct D&E

The ISPS Code represents a minimum standard; however, all port facilities must assess the needs of their facilities beyond ISPS Code requirements.
Reasons to Conduct D&E

- Meet an identified need (incident or exercise lesson learned)
- Meet the ISPS Code requirement
- Improve readiness
- Test and amend the PFSP
Main reasons port facilities should conduct drills and exercises:

- Test and validate the PFSP
- Improve effectiveness of the PFSP
A PFSP that looks good on paper is not effective if security personnel are not able to carry out their duties during a security incident.
Preparedness:
a state of readiness to respond to a crisis, security incident, or any other type of emergency
Steps for Conducting D&E

Mistakes are an opportunity to learn and do better next time.

Practice breeds alertness.

Evaluation is essential if you want to learn from an exercise.

Exercitium
EUROPEAN HANDBOOK OF MARITIME SECURITY EXERCISES AND DRILLS
Drill & Exercise References

- EU Drill & Exercises Handbook
- Coast Guard Contingency Planning Preparedness Manual (CPPM)
EU Handbook

Deming Quality Circle Approach

Act → Plan

Check ← Do

Plan → Act
EU Handbook

- **Plan:** Draw up a plan and define the objective of the drill or exercise.

- **Do:** Carry out the drill or exercise.
EU Handbook

**Check:** Verify how the plan was carried out, and assess the efforts and results based on the objectives.

**Act:** Modify any procedures if the results are not satisfactory and/or adopt the procedures that led to good results.
The HSEEP Manual and the Coast Guard CPPM (Vol. III) describe a different drill and exercise development cycle divided into five phases.
HSEEP and CPPM

The 5 Drill and Exercise Phases

1. Foundation
2. Design & Development
3. Conduct
4. Evaluation
5. Improvement Planning
Foundation Considerations:

- Establish a clear organizational structure with a chain of command, roles, and responsibilities.
- Identify objectives and capabilities.
HSEEP and CPPM

Design & Development:

• Establish scope, type, and priorities
• Identify planning team and stakeholder issues
• Establish planning timeline with milestones
HSEEP and CPPM

Conduct:
- Brief the participants and test communications.
- Start the drill and monitor the scenario progress.
- Conclude the drill and hold the debrief.
Evaluation:

- Evaluation planning begins during the Foundation Phase of the exercise.
- Evaluation is completed after the exercise.
- Provides feedback for each discipline.
Improvement Planning:

• Based on evaluation “points for improvement”
• Provides points for improvement, current projects and projects to be planned.
• The final result is an action plan.
## Summary

### What’s the Difference?

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<thead>
<tr>
<th>Drills</th>
<th>Exercises</th>
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<tbody>
<tr>
<td>Narrow in scope</td>
<td>Broader look at policies &amp; procedures</td>
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<tr>
<td>Focus on a specific aspect</td>
<td>Performance evaluation with analysis</td>
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<tr>
<td>Training on new equipment or new procedures</td>
<td>Assesses multiple levels of player organization</td>
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<tr>
<td>Instant feedback on performance</td>
<td>Major Event List (MEL) used to drive scenario and exercise play</td>
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<tr>
<td>Use to prepare for larger exercises</td>
<td>More stakeholders involved</td>
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<tr>
<td>Smaller organization needed to run</td>
<td>More extensive communications plan</td>
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# Summary

## Why Conduct Drills and Exercises?

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<tr>
<td>Improve Readiness</td>
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<tr>
<td>Test and Amend the PFSP</td>
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<tr>
<td>Comply with the ISPS Code</td>
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<tr>
<td>Assess Current Capabilities</td>
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<tr>
<td>Improve Coordination &amp; Communication</td>
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<td>Drive Policy Changes and Development</td>
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