Threat and Hazard Identification and Risk Assessment (THIRA) & Stakeholder Preparedness Review (SPR) Completion Process and Timeline

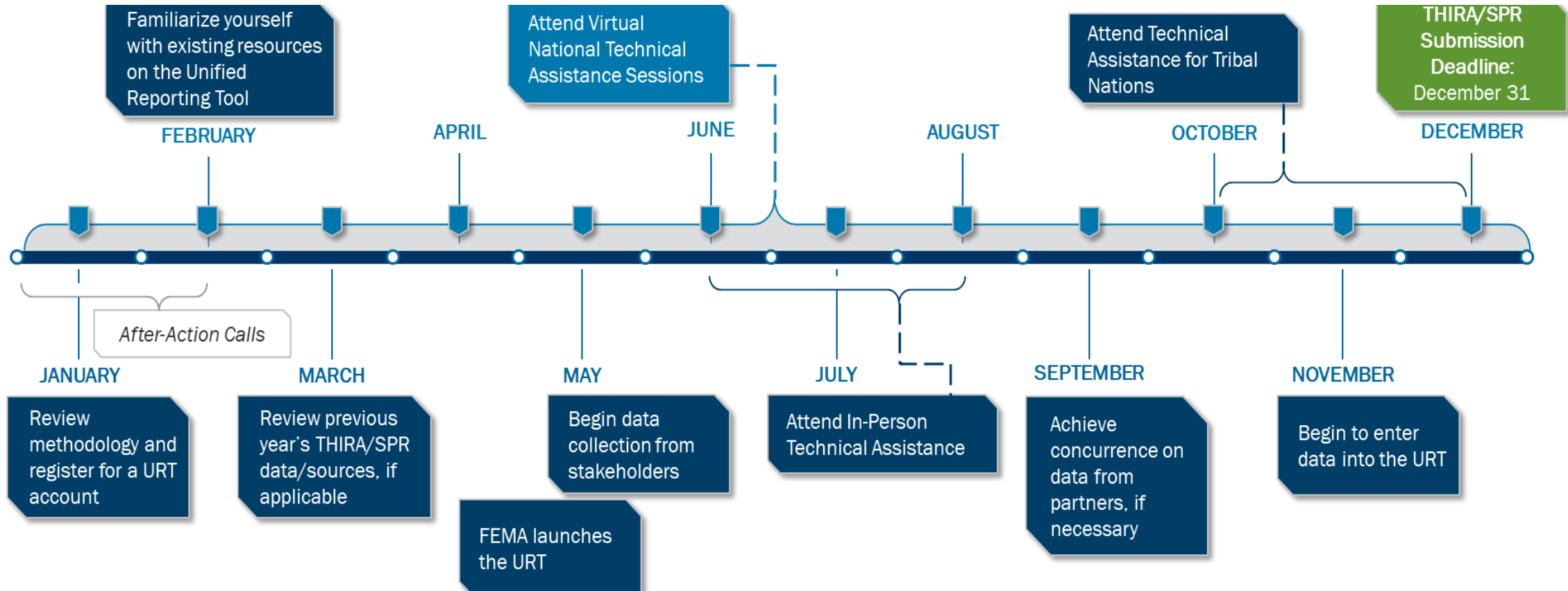Office of Homeland Security

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Rm 113, Bldg 306
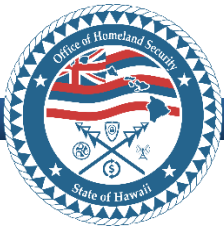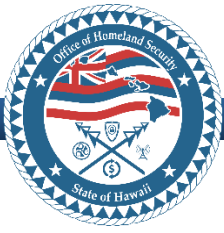3949 Diamond Head Rd, Honolulu HI 96816

3 January 2025

Purpose

Summary Timeline

Familiarize yourself with existing resources on the Unified Reporting Tool

Attend Virtual National Technical Assistance Sessions

Attend Technical Assistance for Tribal Nations

THIRA/SPR Submission Deadline: December 31

FEBRUARY **APRIL** **JUNE** **AUGUST** **OCTOBER** **DECEMBER**

After-Action Calls

JANUARY **MARCH** **MAY** **JULY** **SEPTEMBER** **NOVEMBER**

Review methodology and register for a URT account

Review previous year's THIRA/SPR data/sources, if applicable

Begin data collection from stakeholders

FEMA launches the URT

Attend In-Person Technical Assistance

Achieve concurrence on data from partners, if necessary

Begin to enter data into the URT

Completion Process

	Timeframe	Actions	Description	Resources and Links[b]
THIRA & SPR Fundamentals	January-February	Understand the THIRA/SPR and the online URT	▪ Become familiar with the THIRA/SPR methodology ▪ Review materials on the steps of the THIRA/SPR assessment ▪ Obtain access to the online Unified Reporting Tool (URT) and review resources on understanding and navigating the system ▪ For assistance contact (FEMA-SPR@fema.dhs.gov) ▪ Participate in FEMA's National Technical Assistance webinars	▪ *Comprehensive Preparedness Guide (CPG) 201* ▪ FEMA Preparedness Toolkit ▪ National TA Webinar Series ▪ Existing TA Materials/Recordings: ▪ *Getting Started on the THIRA/SPR* ▪ *THIRA/SPR Big Picture* ▪ *URT User Guide*

	Timeframe	Actions	Description	
THIRA & SPR Fundamentals	March	Review prior-year data/sources; Review foundational guidance documents	▪ Review prior-year THIRA/SPR data Pre-Submission reports, Executive Summaries, and Tear Sheets available on the URT ▪ Reports may also be accessed by contacting (FEMA-SPR@fema.dhs.gov) ▪ Review the *Annotated THIRA/SPR* guidance document for detailed example content reported in the THIRA and SPR	▪ Prior year THIRA and SPR data reports ▪ *Annotc* ▪ *URT Re*

THIRA	March-April	Discuss threats and hazards and review scenarios	▪ Review the threats and hazards facing your community and consider whether additional or new threat/hazard scenarios should be developed
			▪ Reach out to subject-matter experts (SMEs), local government and emergency management officials, and other preparedness stakeholders to discuss and brainstorm threat/hazard scenarios
			▪ Begin reviewing estimated impacts for previously reported threat/hazard scenarios and estimate impacts for any new scenarios
			▪ Update estimated impacts, as needed
			▪ Review guidance on improving THIRA/SPR data quality
				▪ *Annotc*
				▪ *Improv*
				▪ *THIRA/*
				  Guidan
				▪ Existing TA Materials/Recordings:
				  THIRA :
				▪ *HSGP,*
				  Notice

THIRA & SPR	April	Review THIRA/SPR reporting requirements	▪ Review any additional guidance from FEMA explaining the reporting requirements for a given assessment year
			  ▪ Target reporting requirements may change based on the THIRA/SPR cycle year
			  ▪ For example, in the first year of a new assessment cycle, the THIRA and SPR are required, but in years two and three, only the SPR is required
			▪ Review materials on Core Capabilities and associated capability targets
				▪ Target Reporting Requirements Announcements
				▪ Assessment Completion Guides
				▪ *Core Cc*
				▪ Target Overview Sheets
				▪ *Standc*

	Timeframe	Actions	Description	Resources and Links[b]
THIRA & SPR	May	Review the latest URT release and become familiar with the system	▪ FEMA updates the online URT with fixes, enhancements and requirements updates for the current assessment year ▪ Understand how to navigate and interact with the URT before entering community data ▪ Review resources developed and used by other communities to engage with stakeholders and collect data	▪ FEMA Preparedness Toolkit ▪ URT User Guide ▪ Community-Developed Resources available on the URT
SPR	June, July, August	Conduct stakeholder engagement efforts and collect data	▪ Community POCs typically reach out to their respective stakeholders mid-year ▪ Coordinate working groups, distribute surveys or collection tools, and hold meetings to discuss capabilities and/or collect data and information ▪ Organize and analyze data and information collected; follow up ▪ with local stakeholders and/or SMEs, as needed	▪ THIRA/SPR Elevator Speech ▪ THIRA/SPR Fact Sheet for Local Communities ▪ Whole Community Input Form (WCIF) ▪ Whole Community Contributor Aggregator Tool (WCCAT)
Data Entry	September-October	Obtain concurrence from key stakeholders, if necessary	▪ Community POCs obtain concurrence from their respective stakeholders on THIRA/SPR data to be reported ▪ If concurrence is required, it is recommended that communities ▪ meet with stakeholders early enough to discuss and revise data	▪ Community Strategies for Identifying and Engaging Whole Community Partners ▪ How FEMA Uses the THIRA/SPR Data
	November-December	Enter data into the URT and submit to FEMA	▪ Begin entering data into the URT ▪ The data entry process can start earlier depending on the need for stakeholder concurrence but should begin no later than November ▪ After completing the THIRA, SPR, Post Assessment and ▪ Secondary Assessments, validate the data in the URT and submit	▪ URT User Guide ▪ URT Troubleshooting Guide ▪ Assessment Completion Guides
THIRA/SPR Assessments are Due by December 31				

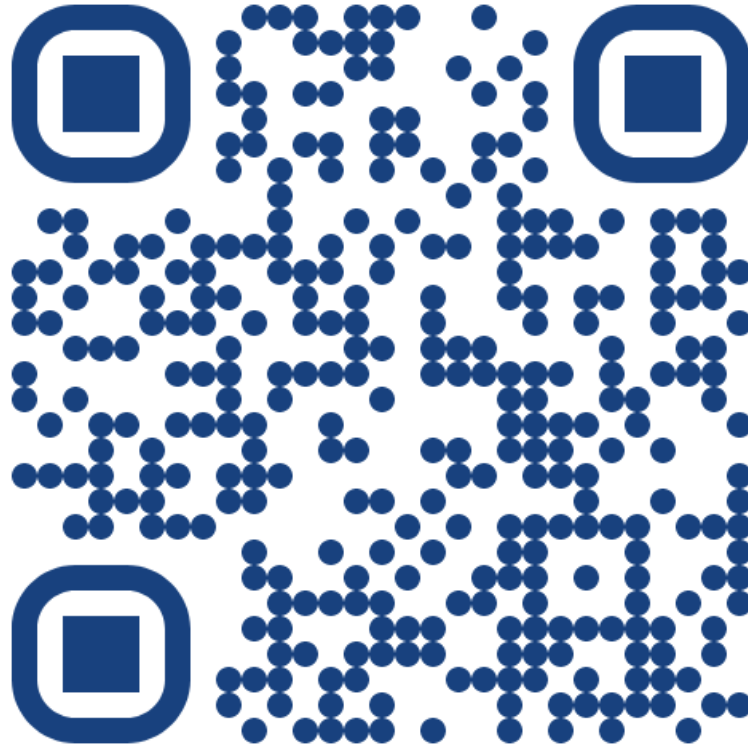# Questions?

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