



Ohio EMA Field Journal for Grants, Training and Exercise

October 2016

Training Graduates!

Ohio Emergency Management Agency (Ohio EMA) congratulates 10 students who completed the National Emergency Management Basic Academy Train the Trainer (TtT) course from September 19 – 23, 2016 in Columbus, Ohio.

Emergency Managers that completed the course, represented Emergency Management professionals from across the State of Ohio and one from Connecticut (Bechtel, Justin S., Clouse, Keven R., Heiden, David A., Hollar, Mark D., Marie, Sister Michael, Moore, Glen C., Norris, Helen L., Price, Darren E., Schmelzenbach, Chasity, Williams, Christopher M.)



These individuals now have extensive knowledge about the course and strategies for successful delivery of the Basic Academy curriculum; skills for conducting training with the whole community mindset; and an understanding of the importance of professionalizing the field of emergency management.

Last Chance!

OHIO EMERGENCY MANAGEMENT FALL CONFERENCE OCTOBER 12, 2016

Location: Ohio Fire Academy, 8895 East Main Street, Reynoldsburg, OH 43068

Registration:

- County Directors are already registered to attend the conference. All other individuals planning to attend should register on the Public Safety Training Campus (PSTC) website or access the website link [HERE](#).
- You can find the conference by searching “200” in the catalog ID.
- If you do not have an account, or need assistance registering please call the Help Desk at (614) 752-6487

A link to the full agenda can be found on the Ohio EMA Website at:

<http://ema.ohio.gov/index.aspx>





Lisa's Training Opportunities:

AWR-342 Maturing Public Private Partnerships (OP3)

November 15 - 17, 2016, Ohio Emergency Management Agency, 2855 West Dublin Granville Road, Columbus, OH 43235

Course Description: The Maturing Public-Private Partnerships Workshop is a three-day, in-person instructional training program. Topics covered in this workshop include the historic foundations of public-private partnerships; what makes a successful partnership and typical problem areas; standardized methods to align interests and outcomes and leverage collaboration and communications; procedures to build strong pre-incident partnership teams and shared situational awareness during events; innovative models, legal considerations, and workshop tools. This workshop will require in-person dialogs among stakeholders to explore lessons learned and fully vet best practices. The workshop culminates in the presentation of personal partnership improvement plans that each participant will develop during the three days of training.

Social Media for Natural Disaster Response and Recovery (PER-304), November 3, 2016, Northeast Ohio Regional Sewer District, 4747 East 49th Street, Cuyahoga Heights, Ohio 44125

Course Description: The one-day course will provide participants with the knowledge and skills regarding social media and its uses, as well as the current tools, methods, and models to properly make use of social media for crisis communication. Participants will take part in facilitator-led activities. Through the use of social media tools, participants will learn and master skills to disseminate information and monitor, track, measure, and analyze social media traffic. Participants will be able to use social media as a method to identify warning signs that a crisis is developing (access the following link to register for the course <http://ja.cuyahogacounty.us/en-US/11032016-Social-media-per-304.aspx>).

Social Media for Natural Disaster Response and Recovery (PER-304), November 4, 2016, Northeast Ohio Regional Sewer District, 4747 East 49th Street, Cuyahoga Heights, Ohio 44125

Course Description: This one-day course is designed to provide participants with the knowledge and skills to use intermediate social media tools and techniques for situational awareness during an emergency. Participants will learn and use tools such as mapping applications, data analysis, and data mining for research and management. The course will supplement and build upon NDPTC's existing FEMA-certified performance-level course, PER-304 Social Media for Natural Disaster Response and Recovery, by providing more in-depth training in the use of social media for disaster management operations (access the following link to register for the course (<http://ja.cuyahogacounty.us/en-US/11042016-SM-tools-techniques.aspx>)).

NO-COST TRAINING

Besides all the emergency management related training offered by Ohio EMA there are numerous opportunities to attend training at any one of the National Domestic Preparedness Consortium (NDPC) sites. Often some of these classes are hosted right here in Ohio.

For More information please take a look at the NDPC Fall 2016 Newsletter: https://www.ndpc.us/pdf/NDPCNews_Fall2016.pdf

You can also visit the NDPC web page to learn more about the 7 consortium members around the country: <http://www.ndpc.us/>





National Emergency Management Basic Academy

Instructors needed for the National Emergency Management Basic Academy in Ohio

Ohio EMA plans to begin hosting the National Emergency Management [Basic Academy](#) within the next 12 to 18 months in Columbus, Ohio; therefore, we need more trained instructors; see the following E0110 Train the Trainer (TtT) information.

National Emergency Management Institute (EMI) Basic Academy Train the Trainer (TtT) courses at EMI in Emmitsburg, MD

If you are interested in completing the Basic Academy Train the Trainer (TtT) course at EMI to become an instructor for this program and you meet the following qualifications, feel free to submit your application as a packet to Lisa Jones at ljones@dps.ohio.gov for consideration (see the information below).

E0110 Basic Academy TtT Applicants must have Five (5) years of experience in Emergency Management, three (3) years of classroom training experience and a Resume that documents at least three years' experience teaching emergency management to adults. At completion of this TtT course, students are provided a sound and consistent basis to teach entry-level skills from within the Basic Academy courses and the emergency management career field.

E0110 Basic Academy (TtT) Upcoming Course Dates

1. October 17 – 21, 2016
2. February 27 – March 3, 2017
3. May 1 – 5, 2017
4. August 7 – 11, 2017

Application Packets must contain your [FEMA Application form 119-25-1](#) and the following mandatory prerequisites **certificates of completion**: IS-42: Social Media in Emergency Management, IS-100 (any version): Introduction to the Incident Command System (ICS), IS-230.b: Fundamentals of Emergency Management, IS-700 (any version): National Incident Management System (NIMS), An Introduction, IS-800.b: National Response Framework, An Introduction, IS-2900: National Disaster Recovery Framework (NDRF) Overview,

Also, student's Resume must demonstrated knowledge of the fundamental systems, concepts, and current practices in emergency management therefore, be sure to include the following.

- Resume that also details responsibilities, authority and length of time in profession and
- Resume must prove effectiveness teaching emergency management to adults
- Provide two (2) letters of reference specifying emergency management accomplishments and abilities
- Documentation of two or more course titles, descriptions, objectives, topics presented, dates presented and syllabi

FEMA Emergency Management Institute (EMI) Current Training and Exercise Opportunities and Featured EMI Programs

Access the following link for more information <http://training.fema.gov/emi.aspx>.

National Domestic Preparedness (NDPC) and Rural Domestic Preparedness (RDPC) Consortium Training Opportunities (FEMA's National Training and Education (NTE) Course Catalog) <https://www.firstrespondertraining.gov/ntecatalog>.



Susan's Training Opportunities:

G393 Mitigation for Emergency Managers, October 4-6, 2016 (Change of Date**), Ohio Emergency Management Agency,** This free course is designed to enable the non-technical emergency worker to acquire skills in the use of Mitigation. The course provides training in how to perform Mitigation activities fundamental to reducing and eliminating long-term risk from hazards. It addresses the important roles of the Emergency Program Manager (or other local government representative) in Mitigation: Motivator, Coordinator, and Monitor in local implementation of the National Mitigation Strategy. [This is a "Required" course in the Advanced Professional Series \(APS\) program.](#)

G272 Warning Coordination, October 6-7, 2016, Wayne County EMA EOC, 201 West North Street, Wooster, Ohio 44691 Severe weather is on the way ... how do you effectively work with the National Weather Service and your local media to develop and discriminate effective warnings your community? This 2 day course is the latest in the hazardous weather series of courses produced in partnership with the National Weather Service (NWS). This course is intended to help facilitate that process. Course topics include: The Social Dimensions of Warning Response; Developing Effective Warning Messages; Developing an Effective Community Warning Process; and Working with the News Media to Create a Weather Warning Partnership. In addition to lecture and discussion, the course includes case studies, exercises, and an opportunity for interaction with representatives of the local news media. Target Audience: Emergency management personnel, municipal and corporate, who share some responsibility for or play a role in planning for a disaster. [This is an "Elective" course for the FEMA Advanced Professional Series \(APS\) program.](#)

G191 ICS/EOC Interface Course, October 19, 2016 Butler County EMA, 1810 Princeton Rd, Hamilton, Ohio 45011 This course is designed for personnel associated with On-Scene Incident Command, EOCs and Multiagency Coordination (MAC) System entities. The goal of the course is to provide state and local emergency management officials with the knowledge and skills they need to operate an Emergency Operating Center (EOC) and interface it with an Incident Command System (ICS) field operation. It enables the participants to begin developing an ICS/EOC interface for their community by applying Incident Command System (ICS) principles. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercise and group discussions to formulate the interface. [This is a "Required" course in the FEMA Advanced Professional Series \(APS\) program and meets the minimum requirements set forth by the Ohio Peace Officer Training Commission for eight continuing education course hours.](#)

G288 Local Volunteer & Donations Mgmt., November 3 - 4, 2016, Hamilton County Emergency Management and Homeland Security , Colerain Township Community Center, 4300 Springdale Road, Cincinnati, Ohio 45251 This free training event supports local governments and their emergency management partners in preparing for, responding to, and recovering from disaster events at the local level. The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state's volunteer and donations management responsibilities, which are designed to help build relationships between government and non-governmental organizations. [This is an "Elective" course in the Advanced Professional Series \(APS\) program.](#)

G290 / G291 Basic PIO Series, November 1 - 3, 2016, Ohio Emergency Management Agency "Free" training course is the Basic Public Information Officer Series. It uses interactive presentation and practical applications to convey information and engage the participants in learning. The Basic Public Information Officer (PIO) Course is designed to prepare participants to function as full or part-time PIOs. Additionally, this training is a prerequisite and foundation for more advanced training that takes participants from the awareness level to the mastery level in their public information careers. This training will equip participants with the basic skills such as oral and written communications, and understanding and working with the media, and basic tools and techniques needed to perform effectively. [This is an "Elective" course in the Advanced Professional Series \(APS\) program.](#)



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G191 ICS/EOC Interface Course, November 7, 2016 Portage County EMA, Portage County Emergency Operations Center, 8240 Infirmary Road, Ravenna, Ohio 44266

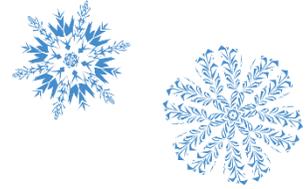
This course is designed for personnel associated with On-Scene Incident Command, EOCs and Multiagency Coordination (MAC) System entities. The goal of the course is to provide state and local emergency management officials with the knowledge and skills they need to operate an Emergency Operating Center (EOC) and interface it with an Incident Command System (ICS) field operation. It enables the participants to begin developing an ICS/EOC interface for their community by applying Incident Command System (ICS) principles. The course reviews ICS and EOC responsibilities and functions and depends heavily on exercise and group discussions to formulate the interface. [This is a "Required" course in the FEMA Advanced Professional Series \(APS\) program and meets the minimum requirements set forth by the Ohio Peace Officer Training Commission for eight continuing education course hours.](#)

Ohio EMA Upcoming Training

1	ICS-400 Advanced ICS	October 1 - 2, 2016	Fairfield County
2	ICS-300 Intermediate ICS	October 3 - 5, 2016	Cuyahoga County
3	ICS-300 Intermediate ICS	October 4 - 6, 2016	Belmont County
4	G393 Mitigation for Emergency Managers	October 4 - 6, 2016	Ohio EMA
5	G272 Warning Coordination Course	October 6 - 7, 2016	Wayne County
6	OH-200 Fall Conference	October 12, 2016	Ohio EMA
7	ICS-400 Advanced ICS	October 12 - 13, 2016	Hamilton County
8	G428 CERT Train-the-Trainer Course	October 14-16, 2016	Ohio EMA
9	ICS-300 Intermediate ICS	October 17-19, 2016	Lucas County
10	G191 ICS/EOC Interface Course	October 19, 2016	Butler County
11	ICS-400 Advanced ICS	October 19 - 20, 2016	Lucas County
12	OH-429 CERT Program 501c3 Workshop	October 20, 2016	Ohio EMA
13	G393 Mitigation for Emergency Managers	October 25 - 27, 2016	Licking County
14	ICS-300 Intermediate ICS	October 25 - 27, 2016	Summit County
15	ICS-400 Advanced ICS	October 26 - 27, 2016	Cuyahoga County
16	G290 & G291 Basic PIO Series	November 1 - 3, 2016	Ohio EMA
17	G289 Public Information Officer (PIO) Awareness Course	November 2, 2016	Wood County
18	ICS-400 Advanced ICS	November 2 - 3, 2016	Summit County
19	ICS-400 Advanced ICS	November 3 - 4, 2016	Belmont County
20	G288 Local Volunteer & Donations Mgmt	November 3 - 4, 2016	Hamilton County
21	G191 ICS/EOC Interface Course	November 7, 2016	Portage County
22	AWR-342 Maturing Public Private Partnerships (OP3)	November 15 - 17, 2016	Ohio EMA
23	OH427 Community Response Team Program Manager	December 2 - 4, 2016	Ohio EMA
24	ICS-300 Intermediate ICS	December 14 - 16, 2016	Huron County
25	ICS-300 Intermediate ICS	January 7 - 8, 2017	Ottawa County
26	G288 Local Volunteer & Donations Mgmt	January 10 - 11, 2017	Licking County
27	ICS-400 Advanced ICS	January 12 - 13, 2017	Huron County
28	ICS-400 Advanced ICS	January 14 - 15, 2017	Ottawa County
29	G402- ICS for Executives	January 23, 2017	Portage County
30	G191 ICS/EOC Interface Course	January 25, 2017	Wood County
31	L967 Logistics Section Chief (LSC) Course	February 6 - 10, 2017	Montgomery County
32	MGT-347 Incident Command Systems Forms Review	February 7, 2017	Ohio EMA
33	ICS-300 Intermediate for Expanding Incidents (MGT-904)	February 7 - 9, 2017	Ohio EMA
34	OH-230 Introduction to Emergency Management in Ohio	February 13, 2017	Ohio EMA
35	G290 & G291 Basic PIO Series	February 15 - 17, 2017	Athens County
36	G289 Public Information Officer (PIO) Awareness Course	March 7, 2017	Licking County
37	ICS-300 Intermediate ICS	April 11 - 13, 2017	Franklin County
38	ICS-400 Advanced ICS	April 13 - 14, 2017	Franklin County
39	L950 Incident Commander Course	June 19 - 23, 2017	Ohio EMA



Winter Storm Virtual Table Top Exercise



From Douglas Kahn, National Emergency Training Center with FEMA –

As we are in the planning process for the upcoming winter season, I wanted to share some information that was posted on the 2017 Old Farmer's Almanac® web page:

For the winter of 2016–2017, we expect temperatures to be much colder than last winter but still above normal. Winter 2017 will also feature below-normal snowfall overall; the snowy exception is the northern tier of the U.S., which can expect to be blanketed in white.

- Winter will be colder in much of the eastern two-thirds of the nation. Exceptions will be in a swatch from North Dakota to Maine, which will have below-normal temperatures. Most of the Pacific states will have below-normal temperatures, with above-normal temperatures in the Intermountain region and Desert Southwest.
• Snowfall will be above normal from southern New England and western New York southward through the Appalachians, but not in northern New England. Snowfall will also be above what's typical from eastern Minnesota to the UP (Upper Peninsula) of Michigan and southward to St. Louis, Missouri; and from central North Dakota westward to the Pacific. We expect below-normal snowfall in most other places that normally receive snow.
• Precipitation will be below normal across most of the southern two-thirds of the nation. However, precipitation will be above normal in the North, with the primary exceptions being above-normal rainfall in northern California, southern Oregon, portions of the western Lower Lakes region, and Florida. With rainfall below normal in most of California, the drought there will continue.

Although what the Old Farmer's Almanac® is predicting, is just that, a prediction. A sure thing to prepare your staff for a Winter Storm is FEMA's Emergency Management Institute Virtual Table Top Exercise (VTTX) program, which will be broadcasting three Winter Storm exercises, November 8th, 9th and 10th, 2016, all starting at 1200 Eastern.

Attached in the email delivering this newsletter, is additional information on the VTTX program and directions on how your agency can sign up for any one of the three broadcasts.

Thank you,

Douglas M. Kahn, MEP, PCP, PACEM

Virtual Table Top Exercise Program
Department of Homeland Security
Federal Emergency Management Agency
National Emergency Training Center
Emergency Management Institute,
Integrated Emergency Management (EM-IEMB)





Grants

Procurement Record-Keeping

Consider what documents should be placed in your procurement files, and how easily a reviewer of those records will be able to reconstruct the entire procurement process in order to understand exactly how it was carried out from beginning to end.

Here are three ways to ensure procurement records tell a story:

- 1. Keep a record on each step of the procurement process** – The procurement requisition and approval triggers the start of the procurement process. This must be kept on file along with records of the solicitation documents (e.g. – request for quotes), the evaluation and selection process (cost/price analysis, sole source justification, etc.), contract negotiations and award, up to contract close out or purchase.
- 2. Keep record of any relevant communication carried out during the process** – Important documents created during the procurement process must be kept on file for reference. These also include communications between the entities and individuals participating in the process: procurement officers, approving authority, evaluation panel members, and others. Keeping a record of such communication is very important to understand how the procurement process was undertaken.
- 3. Ensure records are placed on file in the order in which they occurred** – Finally, common practice is to keep paper-based procurement records in reverse chronological order (the most recent record placed on top of the last). Placing them on file in the sequence in which they occurred helps to rebuild the story from start to finish. (Source: Jorge Lynch, <http://procurementclassroom.com/>)

Full procurement documentation will be required for all FY16 federal preparedness grant requests for cash administered by Ohio EMA. For small purchases which do not require proper sealed bids based on the local, state, or federal threshold (whichever is stricter), three quotes/price comparisons are required along with documentation of how they were acquired; i.e. – the original request for quote, documentation of verbal interactions (time/date, person contacted), written quotes provided by vendors, and/or documentation of openly accessible price guides (catalogues or webpages) with a clear indication of the original source and when it was accessed. A brief but clear explanation of why the vendor/product was chosen should be included; this is especially important if lowest price is not the only decision factor.

For additional detailed information on general procurement standards for federal grants, please see sections 200.317-326 of **2 CFR 200** at http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

