



# Ohio EMA Field Journal

Enhancing Local Programs through Grants, Training, Exercising & Field Operations

## Training Updates

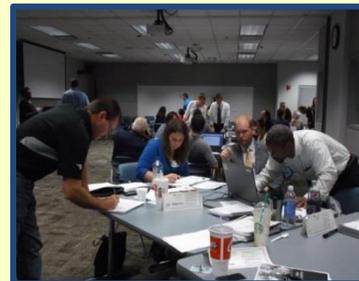
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There have been many changes to the training and exercise section over the last few months. The Ohio EMA website has been updated and now there are some useful tools including,

- Instructor and training applications policies,
- Training council agendas and minutes,
- A listing of Certified Instructors in the State of Ohio,
- County Director Information
- Descriptions of all FEMA G Courses

You can also find helpful tools such as sign-in-sheets, table tents and standard course evaluation forms. All of this and more can be found at: <http://ema.ohio.gov/Training.aspx>



Since the Certified Instructor Policy was released in October there have been 48 persons certified for a variety of courses. Instructor applications are continuously accepted and there is no deadline to apply. Ohio EMA is working to provide free emergency management training to all counties in Ohio. The goal of providing trainings free of cost to the counties is that counties are matching their identified gaps from exercises and real events with available trainings. Please review the training application policy and submit your requests for trainings as the need arises.

**CourseMill Update:** On December 17, 2013 Ohio EMA merged its learning management system, CourseMill, with the Ohio Department of Public Safety's (DPS) system. When creating a new account in the Training Campus it will ask you for an access code, please ignore this and hit continue. You will also notice a larger amount of classes in the catalogue because all Ohio DPS classes are now listed. Classes that Ohio EMA sponsors will start with "EMA". If you have any issues please call the training office and we will gladly assist you.

#### Forgotten your User ID or password

If you have forgotten your User ID or password, and have an email address or know your user ID **use the link on the login page marked "Forgot ID or Password"** to receive an automatically generated email with your information. If unsuccessful, email DPS Training for assistance. DO NOT CREATE A NEW USER ACCOUNT.

#### Resetting your Password

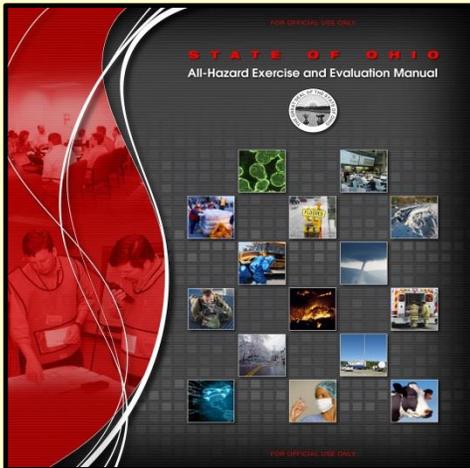
You will be required to change your password to a minimum of eight characters and include at least one alpha, one numeric and one special character (Suggest special characters are as follows, @, #, \$, please avoid using a . (Period), <, >, and & symbol).

#### **FEMA'S Training:**

**EMI** is the emergency management community's flagship training institution, and provides training to federal, state, local, tribal, and volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. <http://training.fema.gov/EMI/>

**The National Domestic Preparedness Consortium (NDPC)** is made up of the following seven training sites, including the Center for Domestic Preparedness (CDP) in Anniston, Alabama <https://cdp.dhs.gov/>; the New Mexico Institute of Mining and Technology (New Mexico Tech) <http://respond.emrtc.nmt.edu/>; Louisiana State University's Academy of Counter-Terrorist Education (National Center for Biomedical Research and Training) <http://www.ncbrt.lsu.edu/>; Texas A&M University National Emergency Response and Rescue Training Center (TEEX) <http://www.teex.org/oqt/>; the Department of Energy's Nevada Test Site (NTS) <http://www.ctosnnsa.org/>; the Transportation Technology Center, Inc. (TTCI) <http://www.aar.com/>; and the National Disaster Preparedness Training Center at the University of Hawaii (NDPTC) <http://ndptc.hawaii.edu/>. Access the following link for more information about the NDPC (<http://www.ndpc.us/>).

**Rural Domestic Preparedness Consortium (RDPC)** is a DHS funded program providing training and resources to rural first responders. RDPC courses are offered both in-person and online, and are provided at no cost. Access the following link for more information about the RDPC (<https://www.ruraltraining.org/>).



## Exercise Update

The Homeland Security Exercise and Evaluation Program (HSEEP) Doctrine and Methodology was revised by the US Department of Homeland Security in April 2013. The revisions were minimal and are primarily terminology changes. An Initial Planning Conference (IPC) is now an Initial Planning Meeting (IPM); a Mid-Term Planning Conference (MPC) is now a Mid-Term Planning Meeting (MPM); and a Final Planning Conference (FPC) is now referred to as a Final Planning Meeting (FPM). These changes are covered in the HSEEP Training Course, which is being offered in Symmes Township (Hamilton County) from January 29-31, 2014. You can also download the revised HSEEP Doctrine and Methodology by accessing this link and clicking download document:

<https://www.llis.dhs.gov/HSEEP/Documents/homeland-security-exercise-and-evaluation-program-hseep>

Progress is continuing to be made in the development of an All-Hazard Exercise and Evaluation Manual (EEM) that can be utilized for designing/developing and evaluating both natural (i.e. flooding, tornado, severe winter storm) and man-made (i.e. HazMat, cyber, terrorism) disaster exercise scenarios. The All-Hazard EEM is incorporating elements of the HazMat EEM, Terrorism EEM, and pertinent emergency management, public health (i.e. CDC), and first responder tasks. The initial draft of the All-Hazard EEM has been developed based on input received from over 80 subject matter experts, representing multiple disciplines, across the state of Ohio. Once the initial draft has been completed, it will be reviewed by emergency managers, first responders, local and state public health, non-governmental organizations, and other local and state agency partners as appropriate. The All-Hazard EEM will be the cornerstone of an All-Hazard Exercise Program, which will provide more latitude to the counties in the exercise types and hazards being exercised.

Questions in regard to changes to the HSEEP Doctrine and Methodology, All-Hazard EEM, or exercise questions in general should be directed to Darren Price, Ohio EMA Exercise Program Manager, at 614.799.3660 or via e-mail at [deprice@dps.state.oh.us](mailto:deprice@dps.state.oh.us)

## Grants Gallery

### LOCAL FUNDING GIVEN TO STATE AGENCIES/UNIVERSITY'S

After inquiries from sub-grantees, it is Ohio EMA's decision as the State Administering Agency (SAA) to permit local grant funds to be spent on allowable activity under the HSGP awards on State Agencies in their region if it falls within the counties priorities to build or sustain a capability. This can include state universities, state parks, etc. You cannot re-program competitive funds to these projects, but if your Advisory Committee would like to direct funding to these types of organizations with money left under non-competitive funding (FY11 SHSP (LE), UASI, MMRS, or FY12 SHSP LE), the project can be submitted for approval by Ohio EMA's grant's branch.



### EMERGENCY MANAGEMENT PERFORMANCE PROGRAM GRANT (EMPG) COMMON CORRECTIONS

The top five things that have required correction and also slow down the reimbursement process:

1. Hours on Timesheets must be listed by funding and the complete number of hours worked. If an employee works 80 hours but is only paid by EMPG for 40, the other 40 should be listed on the timesheet by funding source to show no duplication of hours paid. Please refer to the sample included in the application packet.
2. Timesheets must be signed by employees and their supervisor. Director timesheets do not need to have supervisory approval.
3. Contracts must be within the performance period and vendors must be paid according to the payment schedule and amount. Service contracts/maintenance contracts cannot be pro-rated and must be paid and fall within one grant award. Exception: If procuring a piece of equipment that includes an extended warranty in a package price, the warranty/service contract would be allowable but must be in the initial purchase price of the equipment. Renewed contracts would follow the general rule.
4. We need copies of the **actual bills** to show reasonable and actual cost. You must provide a cost allocation plan if requesting indirect costs.
5. The EHP policy applies to EMPG as well as HSGP. We cannot pay for anything after the fact if an EHP is not on file before procuring equipment, repairs, construction.

## Liaison Report

Change is inevitable and in the world of emergency management, expected. Nothing could be truer than the recent re-organization of field liaison personnel. Ohio EMA had previously engaged in an effort to sync day-to-day support of county emergency managers with the technical support of grants administration. Long story short, it was determined that the end result was counterproductive to enhancement of local programs.

As such, Ohio EMA reversed the previous reorganization and recommitted field operations staff to a primary focus of local program support and enhancement. While the administration of grants will be done by a distinct grants section, the knowledge of grants obtained by and shared with liaisons will be increased. Moving forward, this will allow liaisons to have a fuller picture of the local EM efforts and provide opportunity for guidance towards integration of grant programs into strategic goals and daily operations of the local agency.

We thank you for your patience as we tried to improve our service to our partners!

## Upcoming Trainings

**Leading Change:** In this program you will learn to identify different reactions to change so that you will be better prepared to help employees through it. You will design a plan to help others through change and apply that plan by aligning systems and structures within your organization to better meet the needs of employees experiencing change.

Successful completion of this course will increase your knowledge and ability to:

- Define what change looks like and how it feels
- Identify different reactions to change and evaluate how the change will affect people in your organization
- Recognize change resistance and explore various sources of resistance
- Develop commitment strategies to change
- Design the elements of a change communication plan
- Align systems and structures to the change
- Identify the characteristics of bounce-back people and organizations

**Date/Time:** February 5, 2014 from 8:30 a.m. – 4:00 p.m.

**Course ID:** EMA-LeadChange

**Room:** Ohio EMA Room 104

**Instructor:** Terri Vetter, DAS, Office of Learning and Professional Development

**Lodging:** Not Provided

**Register:** DPS Training Campus: <https://trainingcampus.dps.ohio.gov/cm6/cm0682/home.html>

UPCOMING EMA TRAINING	DATES	COUNTY
1. MGT-404 Sports and Special Events Incident Management	(February 25 - 26, 2014)	(Ohio EMA)
2. PER-304 Social Media for Natural Disaster Response and Recovery	(May 13, 2014)	(Ohio EMA)
3. PER-229 Introduction to CAMEO Suite	(May 20-22, 2014)	(Ohio EMA)
4. MGT-343 Disaster Management for Water and Wastewater Utilities	(June 3 - 4, 2014)	(Ohio EMA)
5. G-402 ICS for Executives	(February 5, 2014)	(Highland)
6. G-358 Evacuation and Re-Entry Planning	(February 11 - 12, 2014)	(Ohio EMA)
7. G-386 Mass Fatalities Incident Response	(February 11 - 12, 2014)	(Van Wert)
8. G-191 ICS/EOC Interface Workshop	(February 21, 2014)	(Cuyahoga)
9. G-386 Mass Fatalities Incident Response	(March 4-5, 2014)	(Hamilton)
10. G-108 Community Mass Care Management	(March 11-12, 2014)	(Ohio EMA)
11. G-191 ICS/EOC Interface Workshop	(March 14, 2014)	(Highland)
12. OH-230 Introduction to Emergency Management	(March 18 - 21, 2014)	(Franklin)
13. G-775 EOC Management and Operations	(March 25-26, 2014)	(Ohio EMA)

## Contact Corner

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