

Montana Disaster and Emergency Services Division



State Training & Exercise Program

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Record of Change

Date	Description of Change	Initials

Record of Distribution

Upon approval, the MT DES Division provided an electronic copy to the following contacts. To provide comments and suggestions for future revisions, call 406-324-4777 or email mtdesprep@mt.gov.

Date	Receiving Partner Agency/Organization

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I: Program Purpose & Scope

Purpose

The purpose of this training and exercise program guide is to provide overall guidance and direction for emergency managers in the State of Montana regarding training and exercise activities, processes, and resources.

Scope

This document includes an overview of emergency management training and exercises in the State of Montana, processes for requesting courses through MT DES, state instructor guidelines, information on additional training organizations, and exercise program resources. The target audience is local, county, tribal and state agency emergency management personnel.

Goals

The goal of the MT DES Training, Exercise, and Education (TEE) Section is to support and advance all phases of emergency management through training and exercise.

Objectives

To meet this goal, the Training, Exercise and Education Section has outlined the following objectives.

Objective 1. Gather comprehensive training and exercise needs.

In order to build capabilities and establish a comprehensive program, the TEE Section gathers training and exercise gaps and needs through the following:

- MT DES Strategic Plan
- FEMA's Strategic Plan
- FEMA's Preparedness Grants Manual
- Training and exercise need assessments
- Action items from exercises and real-world incidents

Training and exercise activities will also address the threats and hazards, as identified in the State Multi-Hazard Mitigation Plan, currently listed on pages 1-2 of that plan.

Objective 2. Annually develop the Integrated Preparedness Plan and implement its activities.

Through the activities in Objective 1, the TEE Section will use the data to develop an Integrated Preparedness Plan (IPP) as a roadmap for implementing priorities and building capabilities.

Objective 3. Evaluate program effectiveness.

Montana DES will utilize various methods for evaluating the program's effectiveness. For exercises, the program will follow the guidelines and best practices of the Homeland Security Exercise and Evaluation Program (HSEEP). Specific methods may involve the following:

- Surveys and feedback forms following each training and exercise event
- Hotwashes following significant real-world incidents
- Development of After-Action Reviews
- Development of Improvement Plans and tracking action items

Roles and Responsibilities

The Roles and Responsibilities of the MT DES Training & Exercise Program include, but are not limited to:

TEE Section Supervisor:

- Provides overall program guidance and direction.
- Leads the maintenance and update of the Integrated Preparedness Plan.
- Serves as the Alternate State Training Officer and Alternate State Exercise Officer.

TEE Coordinator- State Training Officer/SAA Training Point of Contact:

- Works with MT DES staff and partners to collect and compile training needs for the Integrated Preparedness Plan.
- Coordinates training for MT DES staff, tribal, local, and state partners.
- Reviews post-training documentation for state training.
- Issues State course certificates.

TEE Coordinator- State Exercise Officer:

- Works with districts and local emergency management partners to collect and compile exercise gaps and needs into the Integrated Preparedness Plan.
- Provides exercise program technical assistance.
- Facilitates hotwashes and develops After Action Reports/Improvement Plans.
- Tracks improvement items and implementation of actions for MT DES.

MT DES District Field Officers:

- Provides training & exercise support to local DES Coordinators, as needed.
- Assists local DES Coordinators in identifying training & exercise needs.
- May serve as Lead or Support Trainers on an individual basis.
- Monitors training and AAR/IP data for grant reporting purposes.

MT DES Preparedness Bureau Chief:

- Provides overall guidance to goals and objectives of the program
- Approves and signs the Training and Exercise Program Guide and Integrated Preparedness Plan

II: Emergency Management Training

Overview of Training

The effectiveness of emergency management programs is critically linked to trained personnel. Training is vital to building a common understanding among partners and ensuring that FEMA's National Incident Management System (NIMS) is applied appropriately.

Montana DES provides training to support emergency management professionals at the local, state and tribal levels. MT DES also coordinates with partners to bring additional training to the state that is beyond the capability of the Division.

Montana DES identifies training needs annually through various processes. Jurisdictions submit the THIRA/SPR gap assessment along with the NIMS report annually, which include sections for training needs. Training gaps are also identified through surveys, real-world events, and after-action reviews and improvement plans (AAR/IP). Data is compiled and presented during the Integrated Preparedness Planning Workshop (IPPW). The IPPW is a forum for emergency management staff to discuss program priorities, share training needs, and identify exercise goals. The hazards and threats identified in the State Multi-Hazard Mitigation Plan and THIRA are taken into account when developing training and exercise needs. The information gathered from the IPPW is then compiled into a State of Montana Integrated Preparedness Plan (IPP), that outlines a tentative training schedule for the upcoming 1-3 years. Training is conducted continuously throughout the year, as schedules allow.

The general schedule for compiling training information is:

Summer: Training and exercise needs gathered through assessments, surveys and other input.

Fall: State DES holds Integrated Preparedness Planning Workshop(s). October 31 is the biennial deadline to submit training requests.

Winter: State Integrated Preparedness Plan is drafted, finalized, and distributed

Spring: Training updates are provided through statewide calls, district meetings, or other events. April 30 is the biennial deadline to submit training requests.

Internal and State Partner Training

Training for State Montana DES staff will be assessed annually as part of the Integrated Preparedness Planning cycle. Program area training should be discussed between all MT DES staff and their respective supervisors. Staff training plans may be developed to ensure staff are progressing through the career ladder and seeking training to support their day-to-day roles. Internal staff with an interest in instructing emergency management courses should follow the procedures listed within this document.

During significant incidents, the State Emergency Coordination Center (SECC) may require temporary staff support from MT DES staff beyond the Response Bureau. SECC positions will be filled based on a combination of experience, training, career goals, and agency needs. Staff seeking to become qualified and credentialed in positions should refer to the Montana All Hazards Resource Qualification Guide.

Montana DES also supports state agency and Emergency Support Function (ESF) partners in their training needs and priorities. Primary staff within ESF agencies should complete at minimum, introductory level emergency management training, such as NIMS and ICS. See Appendix E for NIMS recommended training.

State-Delivered Courses (“G” Courses)

A large portion of emergency management training courses are conducted by state emergency management agencies, such as MT DES, as the Authority Having Jurisdiction. These courses are identified with a “G” course prefix. FEMA’s Emergency Management Institute (EMI) develops the curriculum of the courses, while states reserve the ability to modify the courses to make them more relevant to each community. State “G” course certificates will be issued by respective state emergency management agencies, not FEMA.

How to Request a State-Delivered “G” Course for your Jurisdiction

Courses may be offered by MT DES to local jurisdictions at their request or recommended by MT DES based on regional needs. Some courses may be hosted by MT DES, who will assume responsibility for course coordination including registration, instruction, logistics, materials, certificates and associated costs. These courses are offered at no cost to the students (travel costs are the responsibility of the student).

If a jurisdiction requests a course from MT DES, responsibility may be shared with the local jurisdiction or hosting agency. An example may be a local jurisdiction that sets up the course and is responsible for the logistics, but requests that MT DES provide an instructor.

Courses may be requested throughout the year but will be reviewed biennially by MT DES in April and October. Requests will be taken into consideration based on interest, funding, and scheduling availability. It is highly recommended to submit a request far in advance, 90 days prior to the date is suggested. Requests originating from jurisdictions who completed the NIMS and THIRA/SPR surveys in the previous year will receive priority.

1. Requests for courses should be initiated at least 90 days prior to the course. This allows time for instructor preparation and recruitment of attendees.
2. Complete a **Request for Training Assistance Form** and follow the submission instructions. The form will be routed to appropriate program staff for review. Training requests should come from the jurisdiction’s DES Coordinator.
3. Training requests will be reviewed internally by MT DES and you will be notified within 30 days if the course can be supported.

To request a MT DES course, jurisdictions should use the process outlined in Appendix B. Failing to do so may delay course scheduling or result in an inability to support. Courses may be canceled due to adverse weather conditions, lack of students (a minimum of 10 students is recommended), or other unforeseen incidents. Lead Instructors must send notice of course cancellation to mtdesprep@mt.gov as early as possible.

How to attend a State-Delivered “G” Course

Montana DES delivered courses will be marketed on the MT DES Training Dashboard accessed through <http://mt.des.gov>. Instructions for registration will be listed on the calendar event when available. Students must have prerequisites completed for each course prior to attending. This ensures students are prepared for the course objectives and expectations. The lead instructor maintains the discretion to turn down a student based on a lack of prerequisites.

Students who are from outside of Montana, are Federal employees, or are not affiliated with any emergency services organization are permitted to register for state-delivered courses on a standby basis. Priority will be given to local, tribal, and state participants. Non-resident and federal students will be accommodated as available.

Registered students who fail to show up to a course without providing notice to the lead instructor or POC, may be given lower priority to future training events.

If demand exceeds course capacity, waitlists may be created with a first come, first serve basis. MT DES reserves the right to establish an application review process or selection criteria for high demand courses with limited spots available.

G courses delivered by other states may accept out-of-state applicants on a case-by-case basis. Travel costs are the responsibility of the student.

Federal & Consortium Courses

There are several entities at the federal level who provide emergency management related training. Additional information and links to the organizations can be found in Appendix C.

FEMA's **Emergency Management Institute (EMI)** is the emergency management community's flagship training institution, and provides training to Federal, State, local, tribal, volunteer, public, and private sector staff to strengthen emergency management core competencies for professional, career-long training. Training delivery systems include residential onsite training; offsite delivery in partnership with emergency management training systems, colleges, universities; and technology-based mediums to conduct individual training courses for emergency management personnel across the Nation.

EMI's Independent Study program provides a course catalog of hundreds of no-cost online courses that cover a wide range of emergency management-related topics. More information on the Independent Study program and a list of courses can be found at: <https://training.fema.gov/is/>

Some Independent Study courses may be delivered in-person, but in order to receive recognized FEMA credit for the course, each student must take the course's corresponding online exam. All Independent Study courses can be taken online by anyone, at any time. No approval is necessary for these courses.

The **National Domestic Preparedness Consortium (NDPC)** is a partnership of public and private organizations committed to serving emergency responders by providing quality, cost-effective counterterrorism training. The NDPC is sponsored through the Department of Homeland Security (DHS), Federal Emergency Management Agency's National Preparedness Directorate. It is the principal vehicle through which DHS develops and delivers training, at no cost, to state and local emergency responders.

The **Rural Domestic Preparedness Consortium (RDPC)** has the mission of preparing rural and tribal communities by building capacity and skills through training. The RDPC offers a wide range of courses and are designed for rural and low population jurisdictions. They offer both online and in-person courses.

How to Apply for an On-Campus or Scheduled Courses at a Consortium

Each consortium member has different procedures and forms to follow and complete. Most NDPC members require the applicant's supervisor's signature, and the State Administrative Agency (SAA) Training Point of Contact (TPOC) to review and sign. In Montana, the SAA TPOC is the State Training Officer with the Montana Disaster and Emergency Services Division. See Appendix B for a list of consortium organizations.

How to Request a Consortium Course Delivery

Consortium members offer local course deliveries at no-cost to local jurisdictions or the State. There are often requirements, including ensuring enough lead time and a minimum participant count. These

courses can be requested through the State Training Officer, or directly with the Consortium, depending on the program. For all courses delivered through the Consortium in the State of Montana, the State Training Officer must be notified by the host to ensure courses are scheduled efficiently and effectively.

Private/Local Delivered Courses

Any private organization or local jurisdiction may fund a delivery of a course not provided by EMI or another federally support entity. Montana Disaster and Emergency Services will provide marketing assistance if requested. It is up to the host to cover any expenses for the course, and to arrange all logistics involved, including registration and venue procurement.

III: Instructor Guidelines

Instructor Qualifications

As the Authority Having Jurisdiction over several emergency management courses, MT DES has established the following guidelines for individuals interested in delivering state emergency management courses. Instructors and jurisdictions must adhere to these guidelines in order to receive official state certificates for courses. These processes and standards are in place to ensure the quality and consistency of state emergency management training. FEMA and other third-party entities maintain their own instructor requirements.

Application Process for State of Montana Instructors

Individuals who wish to become MT DES approved instructors shall complete the Instructor Application found in Appendix D or online at: <https://des.mt.gov/Preparedness/Training-and-Exercise>. MT DES State staff will review applications and supporting documentation. MT DES reserves the right to evaluate each instructor on a case-by-case basis and may make exceptions based on the individual's experience and background. If approved, certification remains valid as long as the instructor remains in an active status as a lead or support instructor and submits all pre- and post-course materials on a timely basis. MT DES staff may perform audits of state instructors to ensure course quality and compliance. If an instructor receives consistently poor evaluations or complaints, corrective actions will be taken by MT DES and in serious cases the instructor may be removed from the approved list.

Based on a combination of experience in adult education, direct experience with course content, and emergency management background, an applicant will be approved as either a Lead or Unit Instructor. MT DES approved instructors are limited to teaching state level ICS and "G" courses.

Lead Instructor: Have overall responsibility for the quality and delivery of a course and may teach all components of a course. Lead Instructors have met all qualifications and are experienced with delivery of all course units. Responsibilities of the Lead Instructor include:

- Coordination with MT DES, Unit Instructors, SMEs, and the local point of contact
- Maintaining instructional standards for each course delivered
- Proctoring course exams
- Issuing the approved MT DES course completion certificate
- Maintaining accountability of student attendance and participation
- Ensuring safety protocols are being followed at the training site
- Completion of course close-out materials

Unit Instructor: Teaches under the supervision and direction of a Lead Instructor and may teach some components of a course with a Lead Instructor present. Unit Instructors may not have met all of the qualifications but are working toward Lead Instructor status.

Subject Matter Expert/Adjunct Instructor: May be invited to provide expertise regarding a specific aspect of the course.

Course Close-Out

Following completion of a MT DES state sponsored course, Lead Instructors shall complete the course close-out survey and submit the following information to MT DES within 30 days:

- Agenda of course listing the location and dates/times of the course
- Roster or sign-in sheet of all individuals who received course certificates
- Listing of all unit and support instructors
- Copy of pre/post test scores
- Copy of course evaluations

Failing to send in course documents can cause a delay in students receiving certificates and jeopardizes grant funding reimbursements.

Montana State Approved Incident Command System (ICS) Instructor

The State of Montana has established guidelines for ICS Course Instruction within the State. These guidelines are based on FEMA's NIMS Training Program Guidance.

Upon completion of the following requirements, an individual may apply to be a Montana DES State approved ICS Instructor. This approval recognizes the education, training, and experience of an individual with the Incident Command System and affords them the ability to teach ICS courses of any level within the State of Montana. The following are prerequisites for a State Lead ICS instructor (Unit Instructors and SMEs are not required to have all prerequisites if teaching with a Lead Instructor):

- IS-100, 200, 700, 800
- ICS-300 and ICS-400
- G-191
- Formal train-the-trainer course (E/L/K 449) or approved instructor certification course
- Formal instructor training (M-410, NWCG Facilitative Instructor, E 141, EMI Master Trainer, CDP Instructor Course, Fire Service Instructor 1 &2, valid teaching certificate, or other on a case-by-case basis)
- At least two instances of service in an incident management position for a real-world incident, planned event, or exercise that lasted more than one operational period.
- Experience in delivering training in the past two years.

If approved, ICS instructors are able to teach the following courses:

- ICS-100 – Introduction to the ICS
- ICS-200 – Basic ICS for Initial Response
- ICS-300 (G course) – Intermediate ICS for Expanding Incidents
- ICS-400 (G course) – Advanced ICS for Command and General Staff

- G-402 – NIMS Overview for Executives and Senior Officials
- G-191 – Emergency Operations Center/ICS Interface

Other G Course Instructors

Instructors for all other G coded courses are assessed on a “per course” basis. The State of Montana has established the following qualifications for instructors wanting to teach any G course. Prospective instructors should send documentation of the following information using the Instructor Application.

- Successful completion of the most recent version of the course(s) for which the application is being submitted to instruct. No substitutions are made for this requirement.
- Successful completion of a formal instructor training, instructional skills course, or adult education training program. This may be substituted by previous documented experience or other credentials.
- Successful completion of the train-the-trainer course for that course, if available. Exceptions may be made based on the applicant’s previous experience.
- Documented operational experience in the subject matter found within the course.
- Successful completion of IS-100, 200, 700, 800, in addition to any course prerequisites.

All-Hazards Position Specific Instructor

The State of Montana uses the NIMS Training Program Guidance for instructor standards for all All-Hazards Position Specific Courses. All-Hazards Position Specific courses are coordinated through FEMA’s Emergency Management Institute and are not offered as a State G course. Prospective students and instructors must meet FEMA’s selection criteria and prerequisites specified for each course. Learn more at: <https://training.fema.gov/allhazards/>

Other Course Instructors

Any course that contains a non-FEMA prefix (such as NWCG “S” courses) is not regulated by Montana DES. Follow the guidelines of the sponsoring institution and your agency to deliver these courses. Montana DES may assist in promoting these courses on the Training Calendar.

Instructor List/Database

Montana DES maintains an instructor list and database with all state approved instructors. It is the responsibility of the individual instructors to update their status with new qualifications. While this list will not be made public, if an organization in Montana would like to host a course, they may contact the State Training Officer to receive a list of instructors qualified to teach that course.

State approved instructors are expected to remain active in instructing courses under the approval of the sponsoring jurisdiction for continuing recognition as a Montana Certified instructor. Active is considered serving as a Lead or Support instructor during a course delivery at least once every 24 months and submitting all post-course materials on a timely basis. All instructors are expected to maintain a level of continuing education and teach the most updated version of a course.

Instructors who have not been active for a two-year period will be placed in an inactive status on the State Approved Instructor List.

IV: Training Program Administration

Training Records

Internal DES Staff Records

MT DES maintains records for all Montana DES employees. These records are to supplement each employee's own recordkeeping responsibilities. MT DES employees shall be responsible for ensuring their training record is up-to-date and accurate by providing the State Training Officer in a timely manner any new materials to be included. Training records shall be maintained for seven years (or as prescribed by MCA) past the separation date.

External DES Records

State DES retains training rosters for all trainings when reported to Montana DES, to more accurately fulfill reporting requirements, and to ensure the Montana Integrated Preparedness Plan is being fulfilled. The State Training Officer maintains training records in both electronic and physical form.

Minimum documents kept in these records include an agenda, a roster, evaluations, and any receipts for costs incurred by Montana DES. It is the responsibility of the lead instructor or course manager to submit these documents in a timely manner to the State Training Officer.

All courses conducted after Jan 1, 2018 will be maintained in an electronic database. Physical copies are maintained for seven years (or as prescribed by MCA). If a student requires a duplicate certificate to be issued, or an instructor requires a duplicate agenda or roster for their records, they may contact the State Training Officer and provide the following information:

Name, Organization, Date of Course (or Month/Year), Name of Course, and Location of Course.

Duplicates will be sent electronically to the requestor. Some courses may not be retained in records if the appropriate documentation was not submitted by the lead instructor.

V: State Exercise Program

Overview of State Exercise Program

Exercises play a vital role in assessing the core capabilities of Montana's DES and Emergency Support Function (ESF) partners during the response, recovery, and mitigation phases of various disasters across the state.

Montana DES employs the Homeland Security Exercise and Evaluation Program (HSEEP) framework to systematically evaluate personnel, plans, procedures, equipment, and facilities. This evaluation follows a progressive approach, beginning with discussion-based exercises, advancing to operations-based exercises. Following each exercise, a hotwash and an After-Action Report/Improvement Plan (AAR/IP) meeting will be conducted to pinpoint the strengths and weaknesses of the process.

Key findings and identified deficiencies will be discussed during the hotwash. Subsequently, a corrective action plan form will be distributed to Bureau Chiefs to distribute and address the areas for improvement, aiming to determine the root causes and develop appropriate corrective measures.

Exercises

MT DES will implement exercises on a rotating schedule, ranging from discussion-based to operations-based identified in Image 1. Exercise Types, as lined out in the Integrated Preparedness Plan. Throughout these exercises, participants will document key findings and deficiencies during or after the sessions. Following each exercise, all stakeholders will actively engage in the hotwash.

Image 1 below provides a breakdown of the types of exercises and the progressive approach.



Image 1. Exercise Types

EMPG Funded Jurisdictions

EMPG-funded jurisdictions are required to conduct one exercise each fiscal year that adheres to the Homeland Security Exercise and Evaluation Program (HSEEP) standards. This exercise may be discussion-based (Tabletop) or operational (Functional or Full Scale). The exercises should effectively test the previously identified improvement plans. The After-Action Report (AAR) and Improvement Plan (IP) must be submitted to the respective DFO within 90 days following the execution of the exercise. The DFO will review these documents for completion. Subsequently, the DFO will forward the AAR and IP to the TEE section for proper recording and tracking.

Real-World Events

Certain real-life occurrences may act as alternatives to a formal exercise. Large-scale community events or responses that extend over several operational periods and require an Incident Action Plan (IAP) may qualify. Events from the real world that are utilized for exercise credit will be acknowledged only within the jurisdiction in which they took place and will be assessed by the District Field Officers (DFOs) along with the TEE Section, who will either grant approval or deny it based on established criteria in the most

current EMPG Program Guidance. For questions related to real-world events, please contact your DFO or TEE Section.

Exercise Co-Ownership

Collaborative exercises facilitate the development of strong working relationships, enhance communication, and improve coordination among participants. Engaging in a shared exercise provides an opportunity to satisfy EMPG exercise requirements while simultaneously reinforcing partnerships. EMPG funded jurisdictions may use a joint exercise to meet the requirements as long as the AAR/IP addresses agency specific actions.

VI: State Continuous Improvement Program

MT DES has established a continuous improvement program to enhance preparedness and operational readiness initiatives by improving program operations, identifying strengths and tracking implementation of recommendations. The program will examine results, impacts, and lessons learned from both real-world incidents and exercises.

Hotwash

A Hotwash is conducted promptly after the conclusion of an exercise, real-world event, deployment, or other significant SECC activation. During extensive activations or incidents, mid-event hotwashes may occur. This process serves as a no-fault summary involving all relevant stakeholders. During the hotwash, each segment will highlight significant observations and shortcomings identified throughout the exercise. The primary topics of discussion during the Hotwash include:

- What was intended to occur?
- What transpired?
- What actions were executed effectively?
- What areas could be improved?

Following the hotwash, it is essential to document key findings and areas for improvement for the After-Action Report/Improvement Plan (AAR/IP). All exercise planning team members should gather these key findings from respective sections. Identified findings and deficiencies should be submitted to mtdesprep@mt.gov within five duty days after the hotwash. It is strongly advised to emphasize the strengths of employees and sections. Deficiencies and areas for improvement within MT DES will be collected and tracked to completion. External agencies seeking support with improvement tracking systems are encouraged to contact the MT DES Training and Exercise Officer for assistance and guidance.

After Action Report/Improvement Plan

The TEE section will oversee and assist with the completion of the AAR/IP which will highlight the key strengths and identified areas for improvement. Upon completion of the AAR/IP, it will be distributed for review to the exercise planning team, accompanied by a scheduled date and time for the After-Action Meeting. All planning team members are encouraged to document any deficiencies and key findings they would like to discuss during the After-Action Review.

After-Action Meeting

The After-Action Review meeting (AAM) is to be held within two weeks of completing the AAR/IP draft, depending on personnel schedules. The purpose is to reach final consensus on strengths and areas of improvement. It is preferred that all stakeholders who participated in the exercise are in attendance.

- Meeting Focus: The AAM is an interactive session providing attendees the opportunity to discuss and validate the findings in the draft AAR/IP.
- Discussion Points: Discuss exercise results and identify areas for improvement that may overlap multiple agencies or organizations. Determine lead agency for improvement planning coordination.

Hot Wash	After-Action Review
Designed for brainstorming and collaboration	Designed for organizational improvement and future learning
Informal and immediate	Formal and structured
Individuals directly involved attend	Key stakeholders attend
Gather immediate observations and lessons	Deeply analyze objectives, planning and execution
Open, agile discussion format	Discussion follows an established framework
Review next steps and future improvements	Identify strengths, weaknesses, opportunities, threats

Corrective Action Plan (CAP)

The corrective action plans for MT DES will be monitored using an Excel spreadsheet overseen by the Training and Exercise section. Key findings, strengths and areas for improvement may be documented in a Corrective Action Plan (CAP) Form, which will be distributed via email to the Bureau Chiefs for oversight. The Bureau Chiefs will coordinate the CAP Form to the respective program manager/supervisor for overall responsibility on conducting a root cause analysis, if not identified during the hotwash, and developing a corrective action plan to address the identified areas of improvement. Each section should establish a Specific, Measurable, Achievable, Realistic, and Time-Bound (SMART) goal for the corrective action, categorizing it as low, moderate, or high in priority. Upon receipt of the CAP Form, each section will have a period of 45 days to return the completed form to the Training and Exercise section, including the root cause analysis and corrective action plan, along with the signature of the section supervisor for tracking purposes.

VII: Plan Maintenance

The preparation, evaluation, and revision of this Training and Exercise Program Guide is the responsibility of the MTDES Plans and Assessment Section in collaboration with the Training, Exercise, and Education Section, with the assistance and involvement of all applicable stakeholders and support agencies. The document will be updated following the method and schedule outlined in the *MTDES Plan Development and Maintenance Policy*.

Questions and comments on this plan may be directed to mtdesprep@mt.gov.

Appendix A. EMI Courses

FEMA's Emergency Management Institute (EMI) is the emergency management community's flagship training institution, and provides training to Federal, State, local, tribal, volunteer, public, and private sector staff to strengthen emergency management core competencies for professional, career-long training. Training delivery systems include residential onsite training; offsite delivery in partnership with emergency management training systems, colleges, universities; and technology-based mediums to conduct individual training courses for emergency management personnel across the Nation.

Resident and Virtual Courses (E, L, V, and K prefixes)

- E Course – Resident course held at the National Emergency Training Center in Emmitsburg, MD
- L Course – Resident courses conducted off-site (in individual states)
- V Course – Resident courses conducted via Video Teleconference
- K Course – Resident courses held virtually via Adobe Connect

All courses can be found in the online National Preparedness Course Catalog. This catalog also includes courses find at the Center for Domestic Preparedness and other consortiums. The catalog can be found at: <https://www.firstrespondertraining.gov/frt/nppcatalog/EMI>

The course schedule can be found at: <https://training.fema.gov/emicourses/schedules.aspx>

How to Apply for an On-Campus/Virtual Course at EMI (E, V, or K course prefixes)

To take a course at EMI, applicants must meet the selection criteria and prerequisites specified for each course. Seats fill up quickly, so it's important to apply early. EMI provides a travel stipend and reimbursement for students attending "E" courses. Refer to your acceptance packet for more information.

Appendix B. Course Request Form

MT DES Course Request for Assistance Form

Complete one form for each course you are requesting. Requests will be considered based on budgets, instructor availability, and described need.



Today's Date:		Requestor's Name:	
Course Name and Number:			
First option for date:		Second option for date:	
Third option for date:			

Local Course Manager Point of Contact	Name:	
	Associated Organization or Agency:	
	Phone number:	
	Email:	
Instructor Information (leave blank if not identified yet)	Lead Instructor Name:	
	Unit Instructor Name:	
	SMEs:	

Course Format	Virtual	In-person
	Hybrid (any combination of virtual/in-person)	

Location of Training (<i>skip for virtual training</i>)	Name of building:	
	Address:	
	City, State, Zip:	

Course Support Requested	Advertise course on MT DES website	
	Create course flyer for promotion	
	Assistance in identifying instructor	

	Course registration link	
	Virtual course logistics (zoom link, facilitation, etc.)	
	Other (Describe):	

Description of need for training (How will the training address jurisdiction gaps? How was need identified- real-world incident, THIRA gap assessment, exercise AAR, etc.)

Additional Comments (optional)

Requestor agreement

- Trainings should have a minimum of 10 students.
- Training requests will be reviewed by MT DES and notifications will be sent regarding the status of the request using the email for the local POC.
- Any potential costs incurred will be coordinated between the local POC, MT DES and instructors before finalizing the training.

Email completed form to mtdesprep@mt.gov.

Appendix C. Federally Supported Training Organizations

- **Center for Domestic Preparedness (CDP)**
 - Resident Training: <https://cdp.dhs.gov/find-training>
 - Non-Resident Training Request: <https://cdp.dhs.gov/training/non-resident>
- **Counter Terrorism Operations Support Program (CTOS)**
 - Resident Training: http://www.ctosnnsa.org/pages/courses/courses_resident.htm
 - Non-Resident Training Request: http://www.ctosnnsa.org/pages/courses/courses_mobile_training.htm
- **Energetic Materials Research and Testing Center (EMRTC)**
 - Resident Training: <http://www.emrtc.nmt.edu/training.php>
- **National Disaster Preparedness Training Center (NDPTC)**
 - Resident Training: <https://ndptc.hawaii.edu/training/>
 - Non-Resident Training Request: https://ndptc.hawaii.edu/training/training_request/
- **Security and Emergency Response Training Center (SERTC/TTCI)**
 - Resident and Mobile Training: <http://sertc.org/course-type/residential/>
- **National Emergency Response and Rescue Training Center at Texas A&M (TEEX/NERRTC)**
 - To register for courses already being offered: <https://teex.org/Pages/class-calendar.aspx>
 - To request courses: <https://teex.org/Pages/Course-Catalog.aspx?catID=603&level=1&catName=DHS/FEMA-Funded>
- **Rural Domestic Preparedness Consortium**
 - To apply: <https://www.ruraltraining.org/training/schedule/>
 - To request: <https://www.ruraltraining.org/training/request/>
- **Cybersecurity & Infrastructure Security Agency (CISA)**
 - To find training: <https://www.cisa.gov/cybersecurity-training-exercises>

Appendix D. Montana Disaster and Emergency Services Instructor Application

Applicant Information	
First Name:	Last Name:
Phone Number:	Phone Number (alt):
Email address:	
Mailing address:	
Affiliated agency, organization, or entity:	
Course Information	
<i>Please indicate which courses you wish to teach. Additional courses may be listed on the next page.</i>	
ICS 100: Introduction to the ICS	IS 700: Introduction to NIMS
ICS 200: Basic ICS for Initial Response	IS 800: National Response Framework
ICS 300: Intermediate ICS	G 2300: Intermediate EOC Functions
ICS 400: Advanced ICS	L0105: Public Information and Warning
G 191: EOC/ICS Interface	Basic Academy Series
G 402: NIMS Overview for Senior Officials	Other:
G 235: Emergency Planning	Other:
Qualifications and Experience	
<i>Refer to the MT DES Training Program Guide for Requirements</i>	
Train-the-trainer course(s) name:	Date completed:
Train-the-trainer course(s) name:	Date completed:
Briefly describe your experience with adult education:	
Briefly describe your real-world experience and how it relates to the courses you wish to teach:	

Attach the following documents to this application:	
<ol style="list-style-type: none"> 1. Copies of course certificates which are required for instructors. Official course transcripts or rosters may be sent in lieu of certificates. 2. Copies of relevant train-the-trainer course certificates. 3. At least two documents showing your real-world experience in emergency management (IAP, organizational chart, mission assignment, etc.) 	
Other (list additional courses or information you would like the reviewers to know):	
<p>A list of certified state instructors is maintained by MT DES and may be provided to entities planning local courses. If approved, do you allow MT DES to provide your name and email as an instructor?</p> <p><input type="checkbox"/> Yes, I give permission</p> <p><input type="checkbox"/> No, I request to have my name withheld from the list of certified instructors</p>	
<i>By signing this application, you affirm that all statements and documents included on this document are true and correct.</i>	
Signature:	Date

All Montana State Certified Instructors will have successfully completed the following baseline training. Additional training pre-requisites are outlined in the Montana Training Policy. Additional qualifications for ICS instructors can be found in the Training Guide.

- Course that they will be instructing
- IS-100 Introduction to ICS
- IS-200 ICS for Single Resources and Initial Action Incident
- IS-700 An introduction to NIMS
- IS-800 An introduction to the National Response Framework
- Train-the-trainer or approved instructor certification course (if available)
- Formal instructor training (see the Montana Training Policy for examples)

Based on a combination of experience in adult education, direct experience with course content and emergency management background, an applicant will be approved as either a Lead or Unit Instructor.

- Lead Instructor: Have overall responsibility for the quality and delivery of a course and may teach all components of a course.
- Unit Instructor: Teaches under the supervision and direction of a Lead Instructor and may teach some components of a course with a Lead Instructor present.
- Subject Matter Expert: May be invited to provide expertise regarding a specific aspect of the course.

Send the completed application and all attachments to mtdesprep@mt.gov.

Appendix E. NIMS Training Quick Guide

National Incident Management System

Training Quick Guide

The National Incident Management System (NIMS) provides a consistent nationwide approach for federal, state, local and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to and recover from domestic incidents, regardless of cause, size, or complexity. The effectiveness of NIMS hinges on how well incident personnel at all levels understand their roles and responsibilities. Training is critical to building a common understanding and ensuring that responders apply NIMS concepts across state, local, tribal, and territorial jurisdictions and partners.

NIMS Training Programs

Every implementing organization should develop a training program. Each organization is responsible for identifying the appropriate level of training required for their personnel. A successful training program includes the following principles:

1. Needed training based on intended emergency response role
2. Timeline to complete the required training
3. Frequency of refresher training

For assistance in developing organizational training programs, reach out to MT DES Training and Exercise Section.

NIMS Training Requirements

Required baseline NIMS training is based on the anticipated emergency response role. Each of the roles require different skills and training to be effective. NIMS encompasses four functional areas of training requirements. Baseline training needs are identified on a progressive scale based on the level of responsibility. Implementing organizations can choose to require additional courses as needed.

1. Incident Command Structure (ICS) – responsible for tactical activities on scene
2. Emergency Operations Center (EOC)/Emergency Coordination Center (ECC) – responsible for operational and strategic coordination, resource acquisition, and information gathering, analysis and sharing
3. Public Information Officers (PIO) operating within the Joint Information System (JIS) – responsible for outreach and communication to the media and public
 - a. JIS ICS PIOs
 - b. JIS EOC PIOs
4. Multi-Agency Coordination (MAC) Group – responsible for policy guidance and senior-level decision making

Individuals and organizations may need to be trained for multiple functional areas. This best equips responders to understand their roles and responsibilities, as well as the roles that support them.

The NIMS training progressive scale is separated into three basic categories: All-Incident Personnel, Incident Personnel with Leadership Responsibilities, and Incident Personnel Designated as

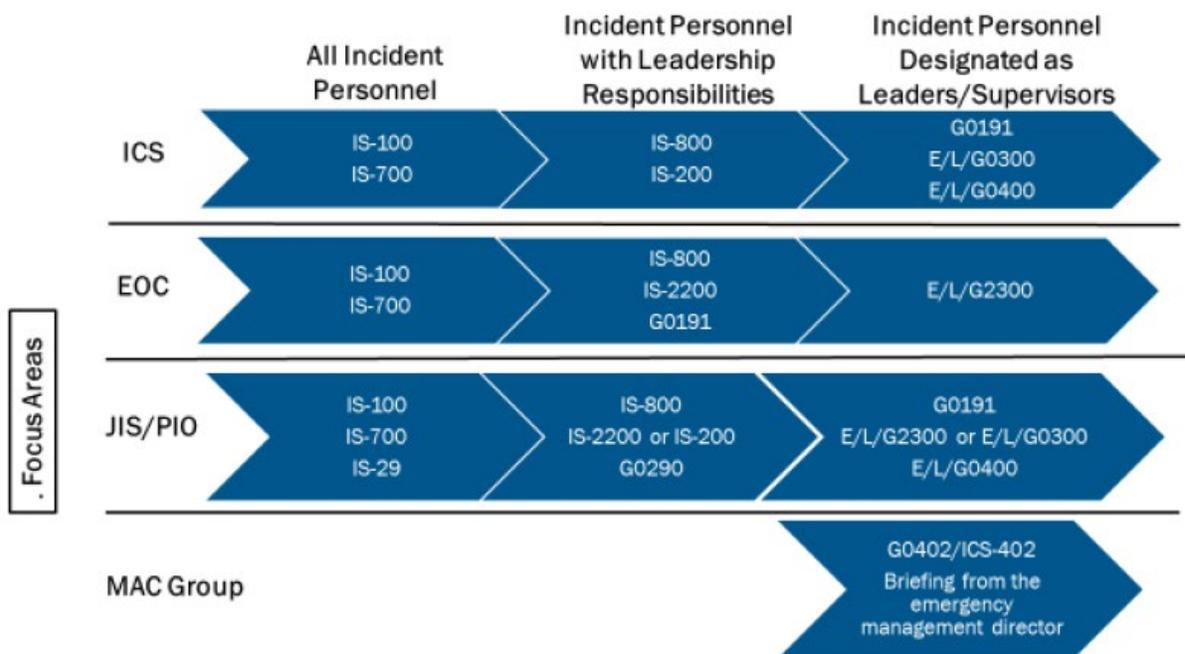
Leaders/Supervisors. Training requirements are cumulative; individuals must complete the requirements of all levels if they are moving or plan to move into a leadership role.

All-Incident Personnel: Associated courses provide the foundational knowledge to help nonsupervisory incident personnel understand where they fit in the overall incident structure. Many incident personnel never advance beyond these baseline courses.

Incident Personnel with Leadership Responsibilities: Associated courses provide additional background on external incident management systems for mid-level incident personnel responsible for establishing the initial incident command or for those preparing for a future supervisory role.

Incident Personnel Designated as Leaders/Supervisors: Courses provide enhanced knowledge and increased comfort in using NIMS structures and processes for senior level incident personnel. Trainees are typically those designated as ICS or EOC leaders/supervisors for large or complex incidents that extend beyond a single operational period and generate an Incident Action Plan (IAP).

The training requirements are depicted below according to the progressive continuum. Based on that continuum, all individuals supporting the EOC need to complete the baseline required courses IS-100 and IS-700. If the individual desires or is required to perform a leadership role in the EOC, they must take IS-800, IS-2200 and G0191 in addition to IS-100 and IS-700. Note that G0290 has been replaced by L0105.



Training Resources

NIMS Independent Study (IS) courses are available *online* through FEMA’s Emergency Management Institute (EMI). EMI offers self-paced courses designed for people who have emergency management responsibilities, as well as for the general public. Although most courses are available online, ICS-300,

ICS-400 and other advanced courses intended for those with supervisory roles, are generally only offered as in-person, multi-day trainings. Visit the MT DES website for an up-to-date training calendar or reach out to the State Training Officer to find an offering of the desired course.

Additional information regarding NIMS training requirements and recommendations on advanced level training is available in the FEMA NIMS Training Program.

NOTE: Courses are sometimes updated. For example, IS-100.c is an updated version of the IS-100.b course. If you have successfully completed IS-100, IS-100.a, or IS-100.b, you may want to review the new version of the course. For credentialing purposes, the courses are equivalent.

This quick guide has been adapted from the [2020 National Incident Management System Training Program](#) developed by FEMA. Please refer to that document for more in-depth information.

NIMS Common Course Descriptions

IS-100: Introduction to the Incident Command System: Introduces the Incident Command System and provides the foundation for higher level ICS training

IS-700: National Incident Management System (NIMS), An Introduction: Introduces and overviews the National Incident Management System

IS-800: National Response Framework, An Introduction: Introduces participants to the concepts and principles of the National Response Framework

IS-200: ICS for Single Resources and Initial Action Incidents: Designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS)

IS-29: Public Information Officer Awareness: Provides introductory information for JIS personnel

L0105: Public Information and Warning: Overview of the PIO role in emergency management. Replaces the courses G0290 and G0291

E/L/G0300: ICS-300: Intermediate Incident Command System for Expanding Incidents: Provides training and resources for personnel who require advanced application of the Incident Command System (ICS)

E/L/G0400: ICS-400: Advanced ICS Command and General Staff—Complex Incidents: Builds upon information covered in the ICS-100, ICS-200 and ICS-300 courses, and explains the roles and responsibilities of local, county, state and federal agencies involved in managing an expanding incident

IS-2200: Basic EOC Functions: Prepares incident personnel working in an EOC to understand the role and functions of an EOC during incident response and the transition to recovery

E/L/G2300: Intermediate EOC Functions: Describes the role, design and function of EOCs as components of a Multiagency Coordination System (MACS)

G0402/ICS-402: ICS Overview for Senior Officials (Executives, Elected and Appointed): Provides an orientation to NIMS components for senior officials