

Training for New DES Coordinators

April 23rd – 25th, 2024
Fort Harrison, MT



Housekeeping

- Emergency Exits
- Lunches and Breaks
- Wifi
- Restrooms
- Cell phones/calls
- Yes, presentations will be available
- Travel reimbursement forms

Training Goal:

**Develop the initial knowledge and skills
needed to perform the basic functions
of an Emergency Manager/DES
Coordinator.**

Bonus: Build camaraderie!

Day 1 Agenda

- Introductions
- What is Emergency Management?
- Legal Basics
- EM Family Tree
- Planning
- Training & Exercise

- We'll be respectful of others around us and those speaking.
- Cell phones will be silenced and calls taken outside.
- Questions, discussions and an open mind are encouraged.
- The agenda is a starting point, not all-inclusive.
- No question is a “dumb question”!
- This is not a FEMA course.

Our expectations



Your expectations

**What do you hope to get out of
this training?**



Introductions

Draw yourself in your role...



Introductions

Name

Position & Jurisdiction

Explain your artwork

Who is an Emergency Manager?

“The local emergency manager has the responsibility for coordinating all components of the emergency management programs and activities for the community.”

FEMA Independent Study

Who is an Emergency Manager?

“Emergency management directors prepare plans and procedures for responding to natural disasters or other emergencies. They also help lead the response during and after emergencies.”

Bureau of Labor Statistics

Who is an Emergency Manager?

DES Coordinator

DES Director

Emergency Manager

Emergency Services Coordinator

Office of Emergency Management Director

“Emergency Management is the managerial function charged with creating the framework within which communities reduce vulnerability to threats and hazards and cope with disasters.”

-FEMA Independent Study Course
230

What is Emergency Management?

“The process of making public officials think about things they don’t want to think about, spend money they don’t have, preparing for something they don’t believe will ever happen.”

-Selves, 1995

What is Emergency Management?

A way of thinking about the world...

What are the hazards here?

Is my jurisdiction prepared?

What is our plan?

Who are the partners?

Do I have adequate resources?

Where can I get resources?

How do we recover?

How do we learn from what's happened?

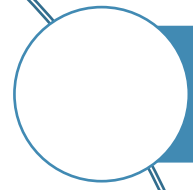


What is Emergency Management?

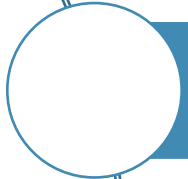
- 
1. Comprehensive
 2. Progressive
 3. Risk-Driven
 4. Integrated
 5. Collaborative
 6. Coordinated
 7. Flexible
 8. Professional

**An Emergency
Management
Program should be:**

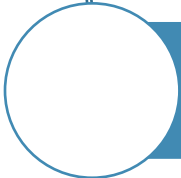
Mission Areas



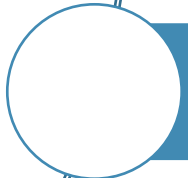
Prevention



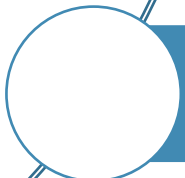
Preparedness



Response



Recovery



Mitigation

Response










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Recovery

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Preparedness and Mitigation

Typical activities (Blue Sky)

- Grant and project management
- Planning
- Training
- Conducting/Supporting exercises
- Public outreach
- Resource planning/management
- Relationship building

What else?

Typical activities (Gray Sky)

- Direction, Control, Coordination
- Communications and Public Warning
- Resource requests
- Public information
- Mass care/sheltering
- Situational awareness
- Bridge between responders and senior officials
- Coordinating recovery efforts

What else?



EM Job Duties Assessment

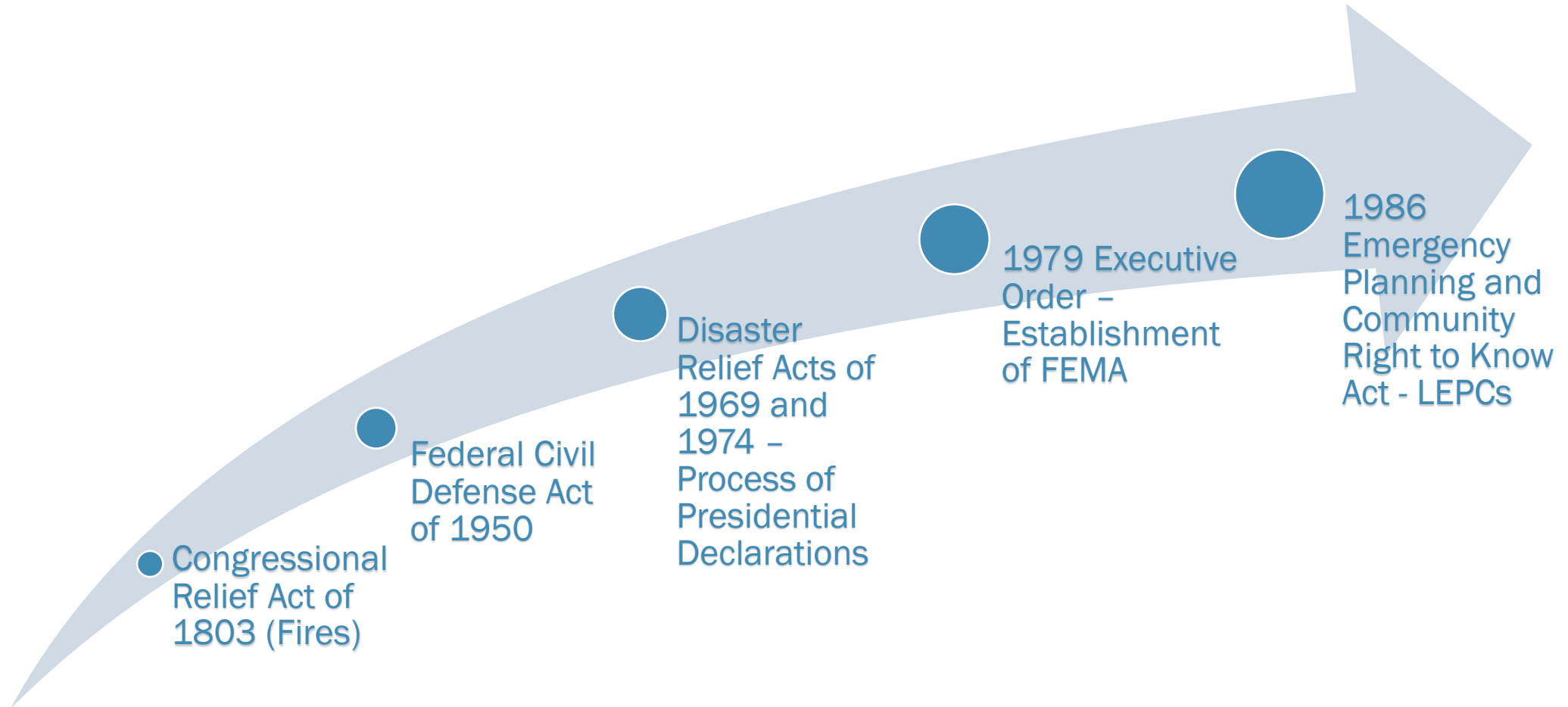


Break

Legal history and basis for Emergency Management



Establishment of Emergency Management

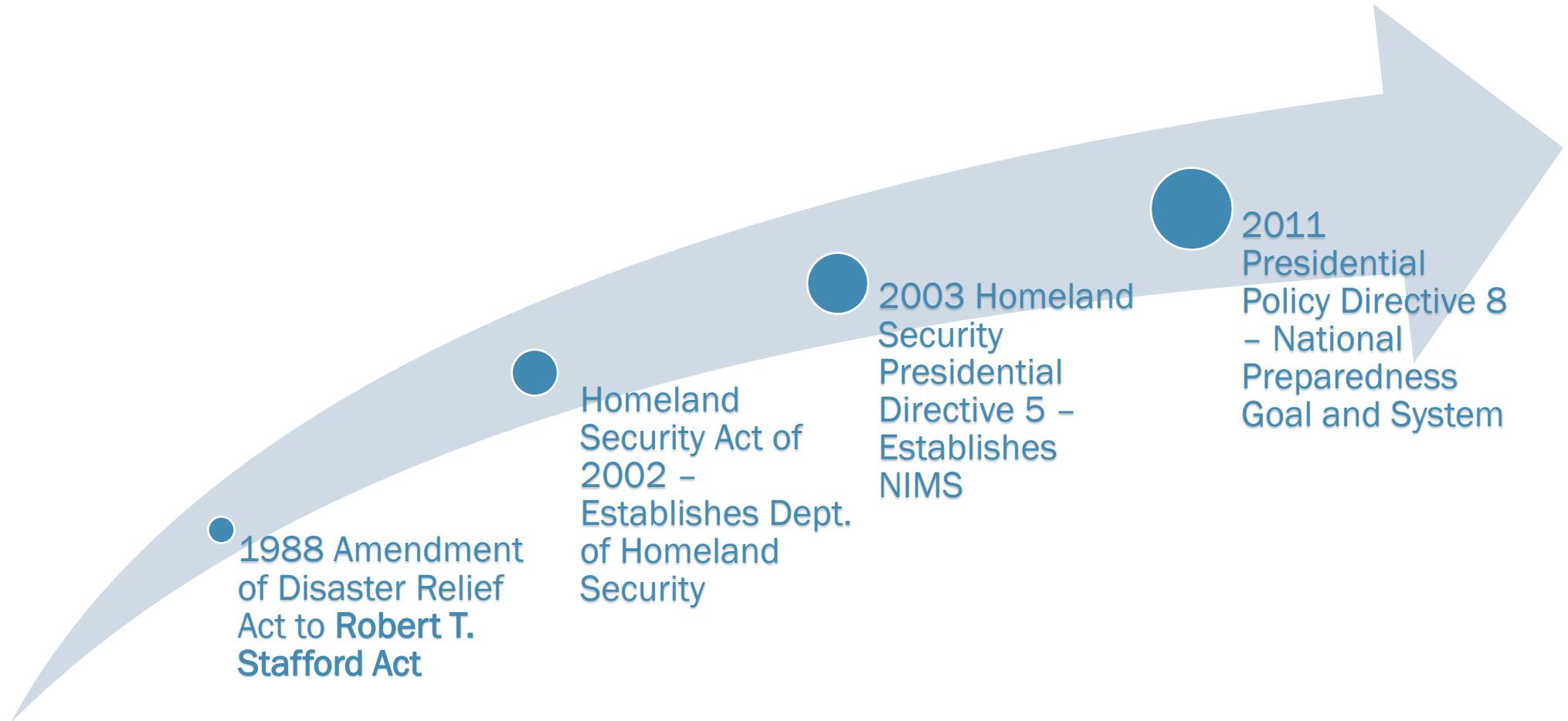


Civil Defense and EPCRA

- During the cold war, many DES agencies had civil defense mission
 - Emergency shelter systems, air raid warnings, etc.
- Several deadly HazMat incidents in the 1980's led to EPCRA.
 - Establishment of SERC, TERC, and LEPC



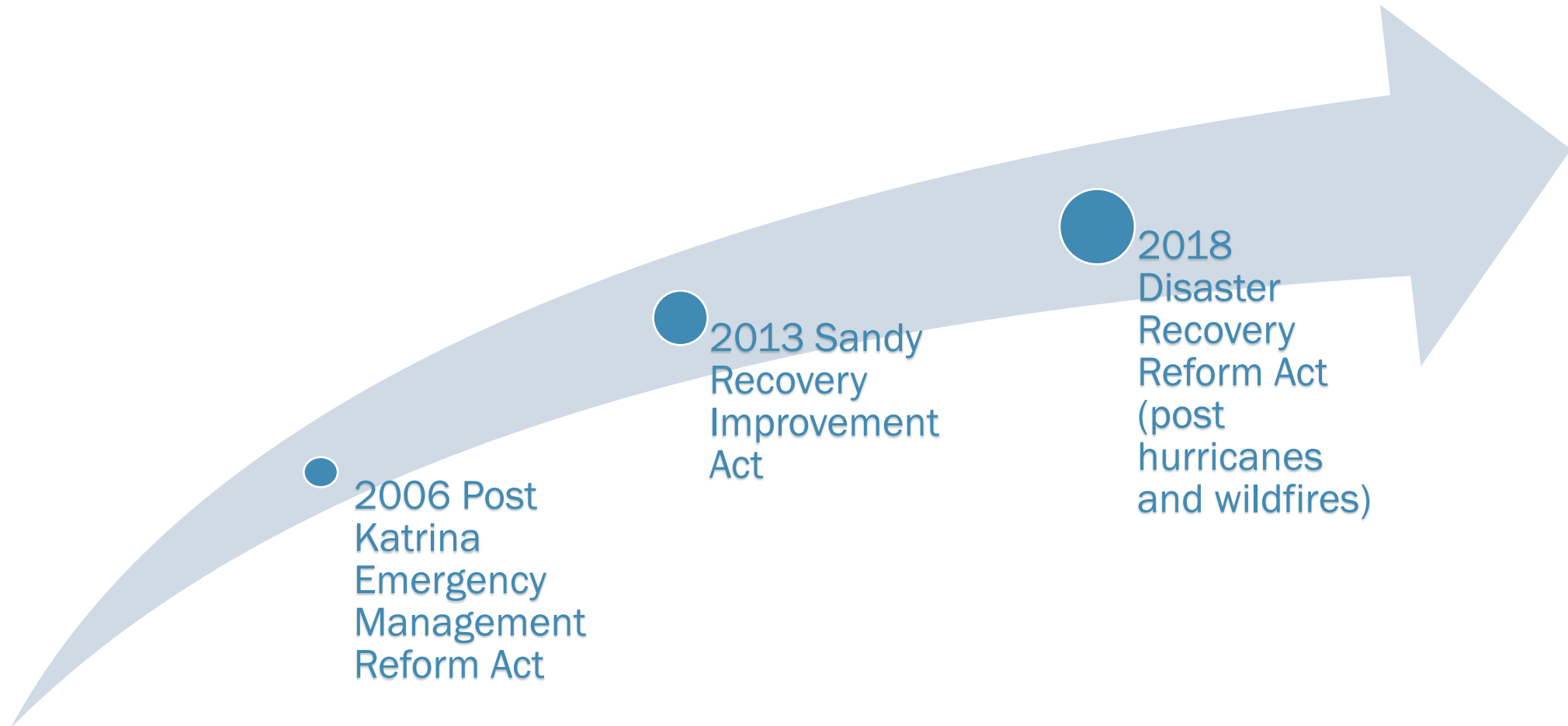
Establishment of Emergency Management



Stafford Act


- ☐ Created system of Presidential Disaster Declarations
- ☐ Gives FEMA responsibility for coordinating Government response
- ☐ Defined emergency vs. disaster
- ☐ Describes programs and processes for federal assistance

Establishment of Emergency Management



Montana Code Annotated

- ❑ Montana state laws (statutes)
- ❑ Establishes DES
- ❑ Outlines authorities, responsibilities and duties

 MCA Contents Search Help

Montana Code Annotated 2023

Table of Contents

- [THE CONSTITUTION OF THE STATE OF MONTANA](#)
- [TITLE 1. GENERAL LAWS AND DEFINITIONS](#)
- [TITLE 2. GOVERNMENT STRUCTURE AND ADMINISTRATION](#)
- [TITLE 3. JUDICIARY, COURTS](#)
- [TITLE 4. Reserved](#)
- [TITLE 5. LEGISLATIVE BRANCH](#)
- [TITLE 6. Reserved](#)
- [TITLE 7. LOCAL GOVERNMENT](#)
- [TITLES 8 AND 9. Reserved](#)
- [TITLE 10. MILITARY AFFAIRS AND DISASTER AND EMERGENCY SERVICES](#)**
- [TITLES 11 AND 12. Reserved](#)
- [TITLE 13. ELECTIONS](#)
- [TITLE 14. Reserved](#)

Montana Code Annotated 2023

TITLE 10. MILITARY AFFAIRS AND DISASTER AND EMERGENCY SERVICES

CHAPTER 3. DISASTER AND EMERGENCY SERVICES

Part 1. General Provisions and Administration

Part 2. Intergovernmental Cooperation

Part 3. State Planning and Execution

Part 4. Local and Interjurisdictional Planning and Execution

Part 5. Emergency Resource Management

Part 6. Continuity of Government

Part 7. Tactical Incident Assistance

Part 8. Search and Rescue -- Civil Air Patrol

Part 9. Intrastate Mutual Aid System

Part 10. Emergency Management Assistance Compact

Part 11. Interstate Emergency Services

Part 12. Response to Hazardous Material Incidents

Part 13. Montana High-Level Radioactive Waste and Transuranic Waste Transportation Act

MCA of Note

10-3-201: Local and interjurisdictional emergency and disaster agencies and services

10-3-202: Mutual Aid

10-3-301: State Disaster and Emergency Plan

10-3-303: State declaration of emergency or disaster

10-3-401: Local and interjurisdictional disaster and emergency plan

10-3-402-404: Local emergency and disaster declarations

10-3-405: Emergency levy

10-3-406: Authority of principal executive officer

What local authorities do you have?

- Resolutions
- Ordinances
- Policies
- Local plans
- Other?

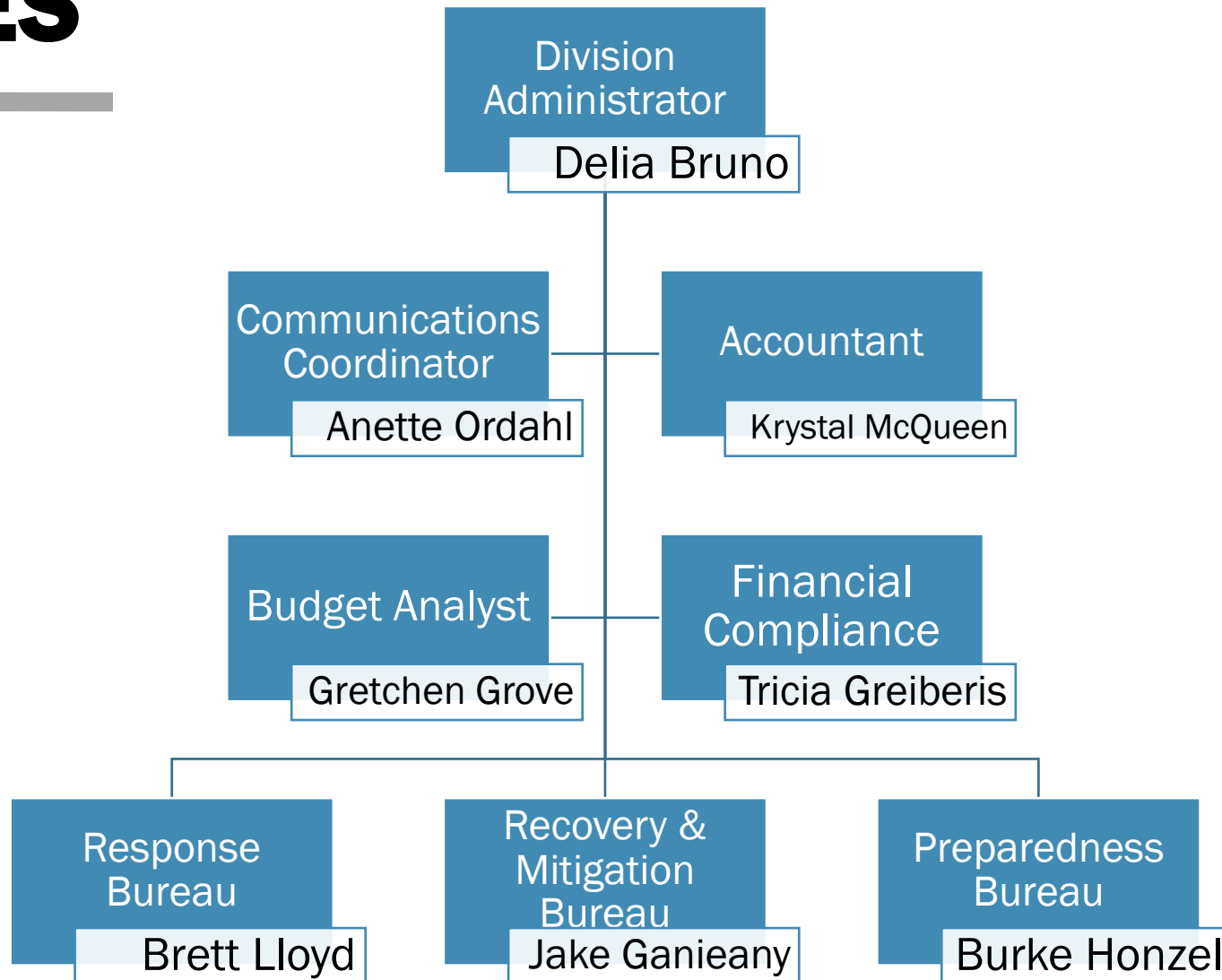


Lunch

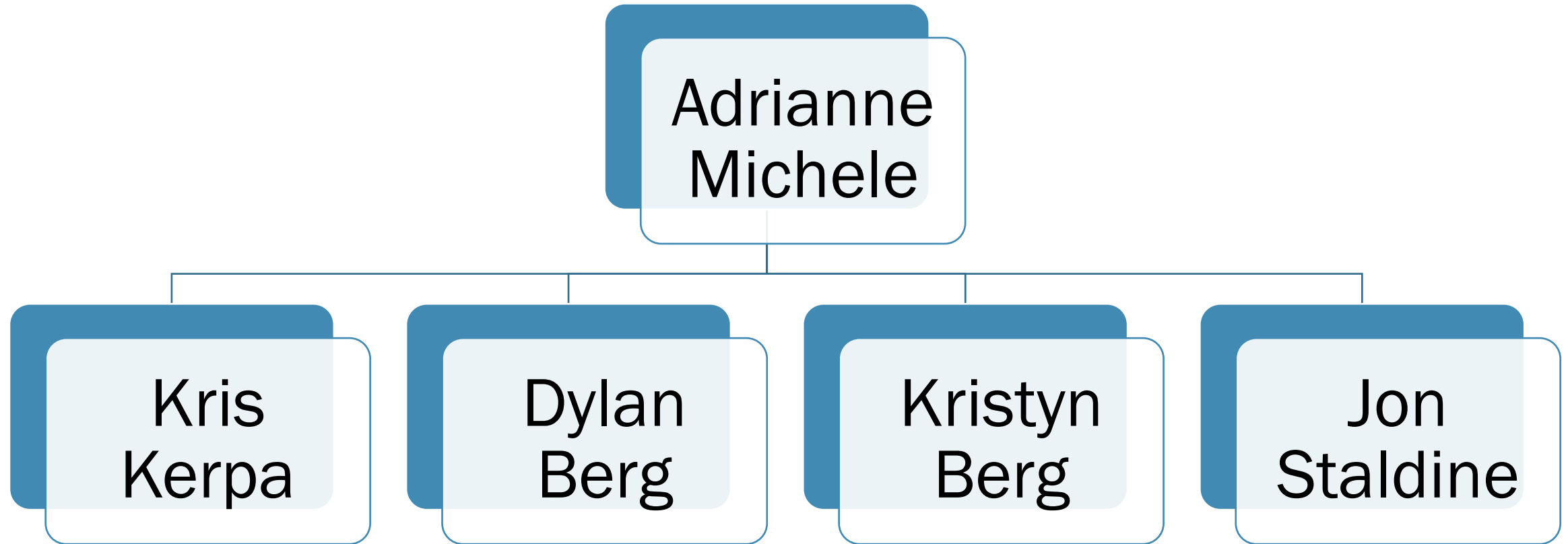


Emergency Management Family Tree

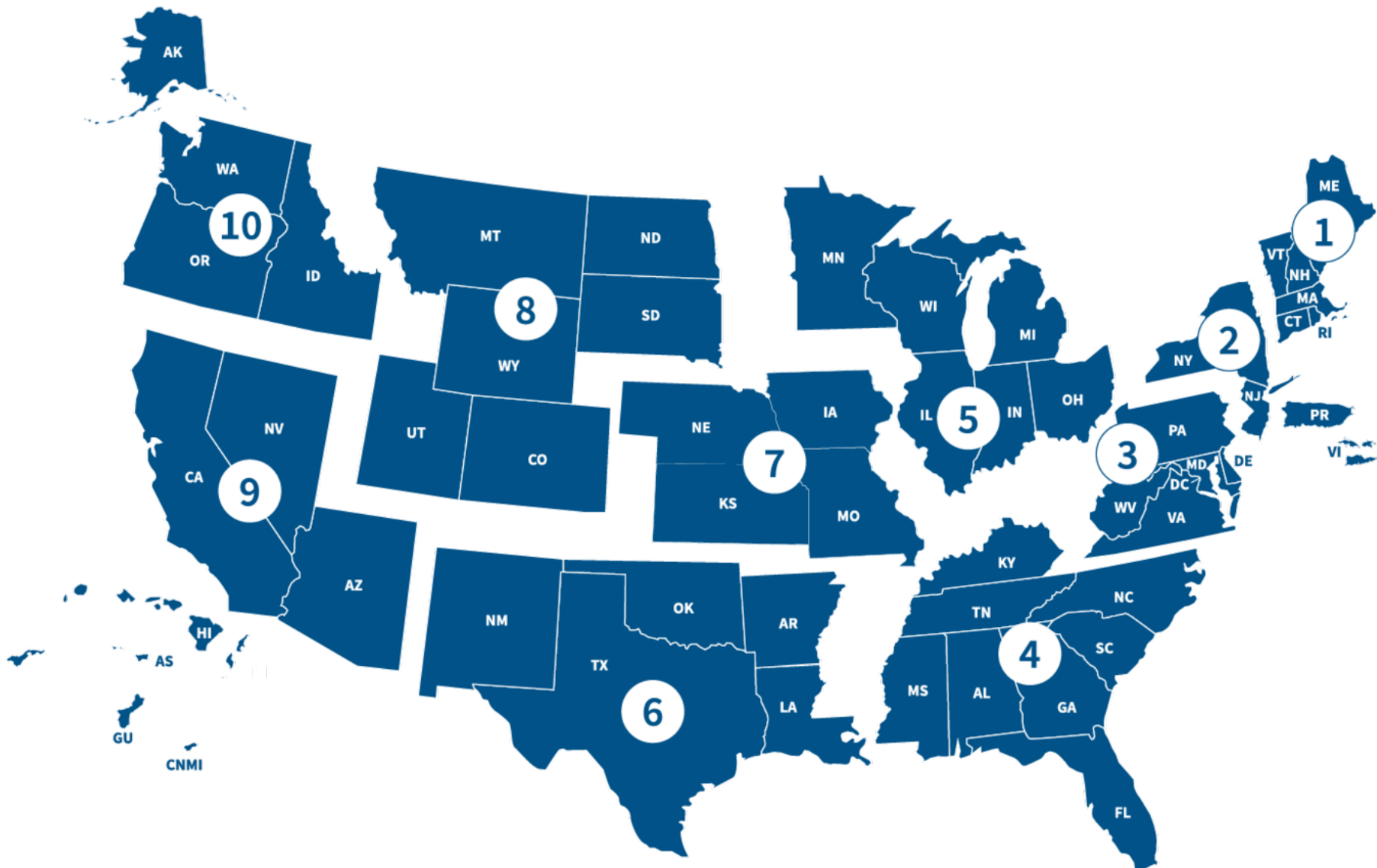
MT DES



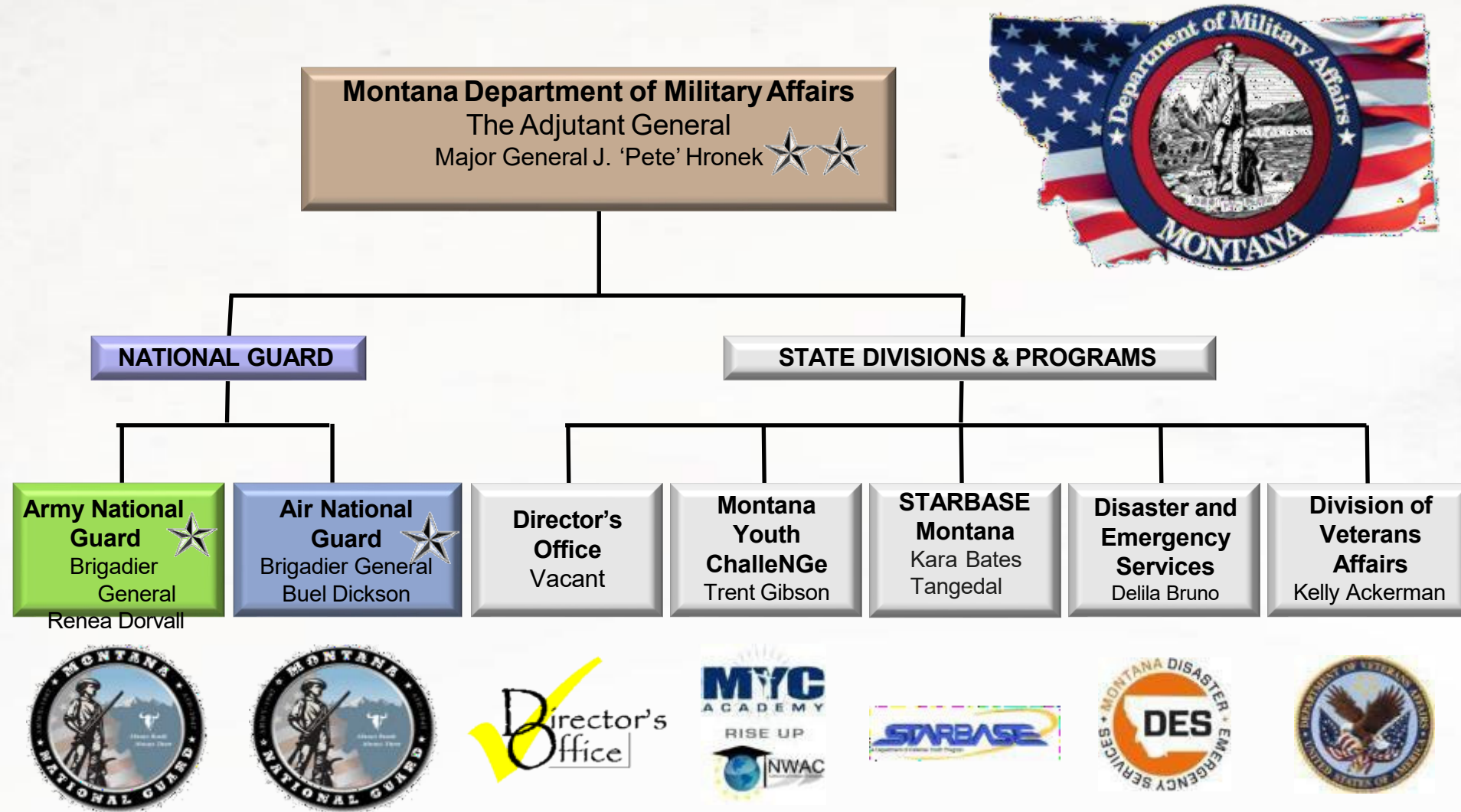
FEMA Integration Team (FIT)

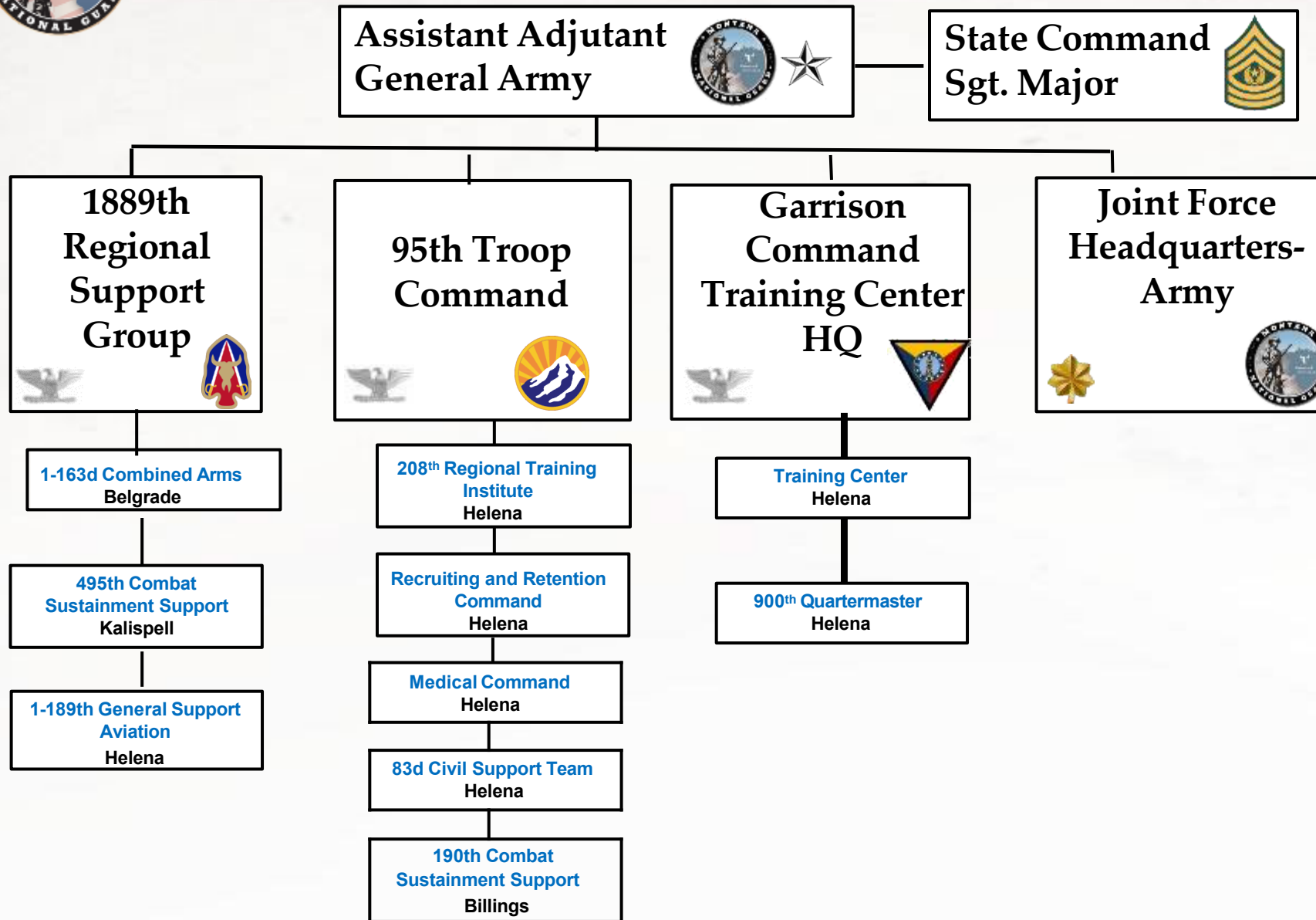


FEMA Regions

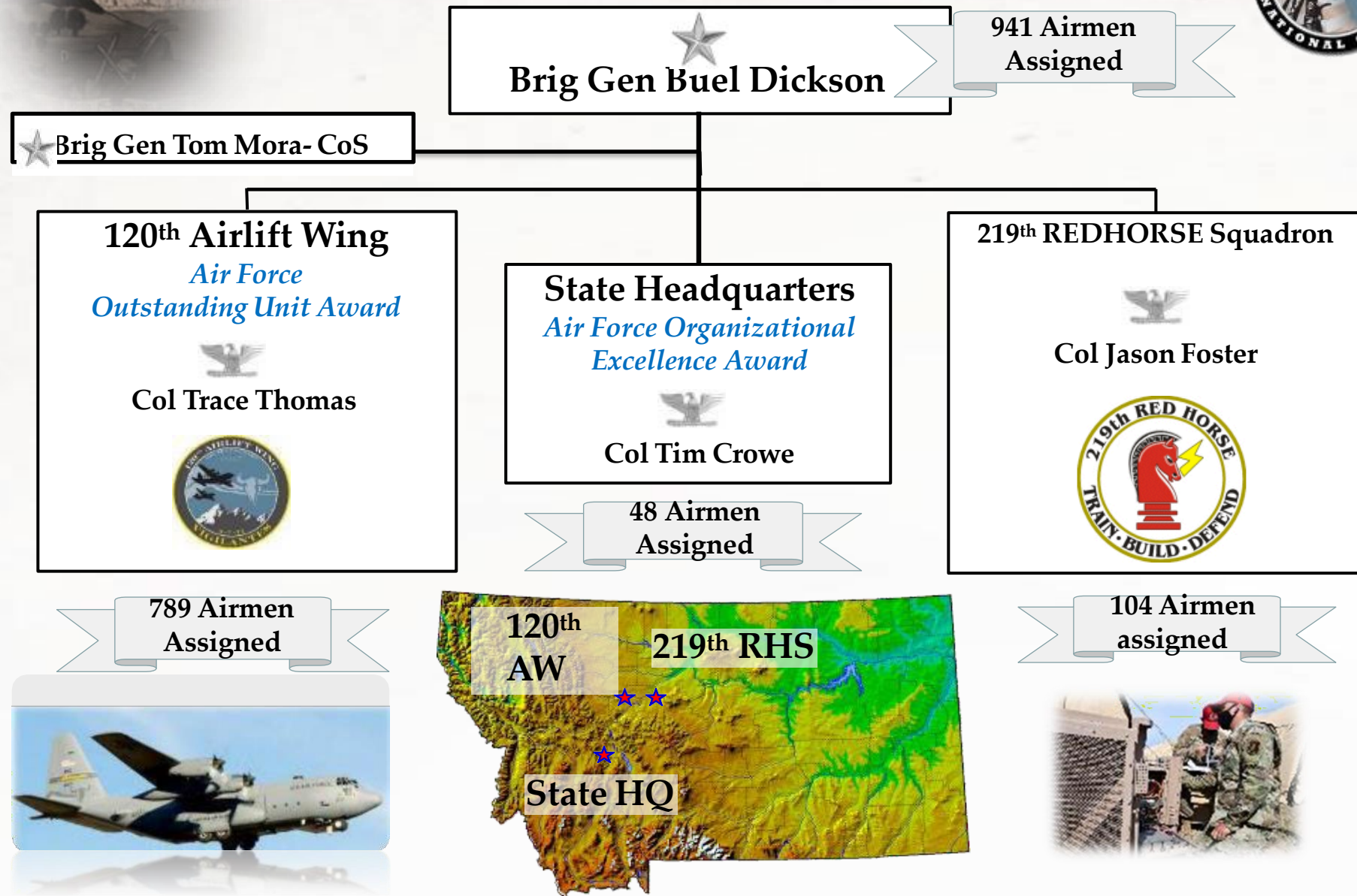


Montana Department of Military Affairs (DMA)





Montana Air National Guard



Emergency Support Functions

ESF #1 Transportation

ESF #2 Communications

ESF #3 Public Works and Engineering

ESF #4 Firefighting

ESF #5 Emergency Management

ESF #6 Mass Care and Human Services

ESF #7 Logistics

ESF #8 Public Health and Medical
Services

ESF #9 Search and Rescue

ESF #10 Oil and Hazmat

ESF #11 Agriculture and Natural
Resources

ESF #12 Energy

ESF #13 Public Safety and Security

ESF #14 Hold for cross-sector business

ESF #15 External Affairs

MT Emergency Managers Association





Who else do you need to coordinate with?



Break

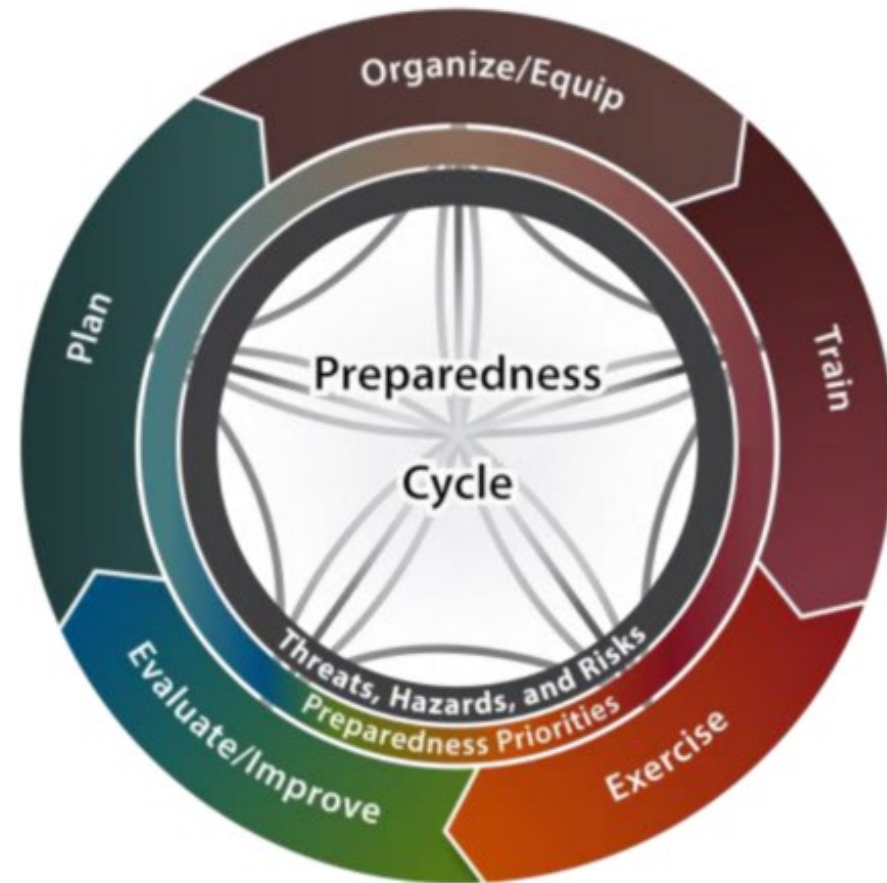


Planning

APRIL 23, 2024

FORT HARRISON, MT

Preparedness Cycle



Core Capabilities

PREVENT	PROTECT	MITIGATE	RESPOND	RECOVER
Planning	Planning	Planning	Planning	Planning
Public Information and Warning	Public Information and Warning	Public Information and Warning	Public Information and Warning	Public Information and Warning
Operational Coordination	Operational Coordination	Operational Coordination	Operational Coordination	Operational Coordination
Forensics and Attribution	Access Control and Identity Verification	Community Resilience	Critical Transportation	Economic Recovery
Intelligence and Information Sharing	Cybersecurity	Long-Term Vulnerability Reduction	Environmental Response / Health and Safety	Health and Social Services
Interdiction and Disruption	Intelligence and Information Sharing	Risk and Disaster Resilience Assessment	Fatality Management Services	Housing
Screening, Search and Detection	Interdiction and Disruption	Threats and Hazard Identification	Infrastructure Systems	Infrastructure Systems
	Physical Protective Measures		Mass Care Services	Natural and Cultural Resources
	Risk Management for Protection Programs and Activities		Mass Search and Rescue Operations	
	Screening, Search and Detection		On-Scene Security and Protection	
	Supply Chain Integrity and Security		Operational Communications	
			Public and Private Services and Resources	
			Public Health and Medical Services	
			Situational Assessment	

Community Lifelines

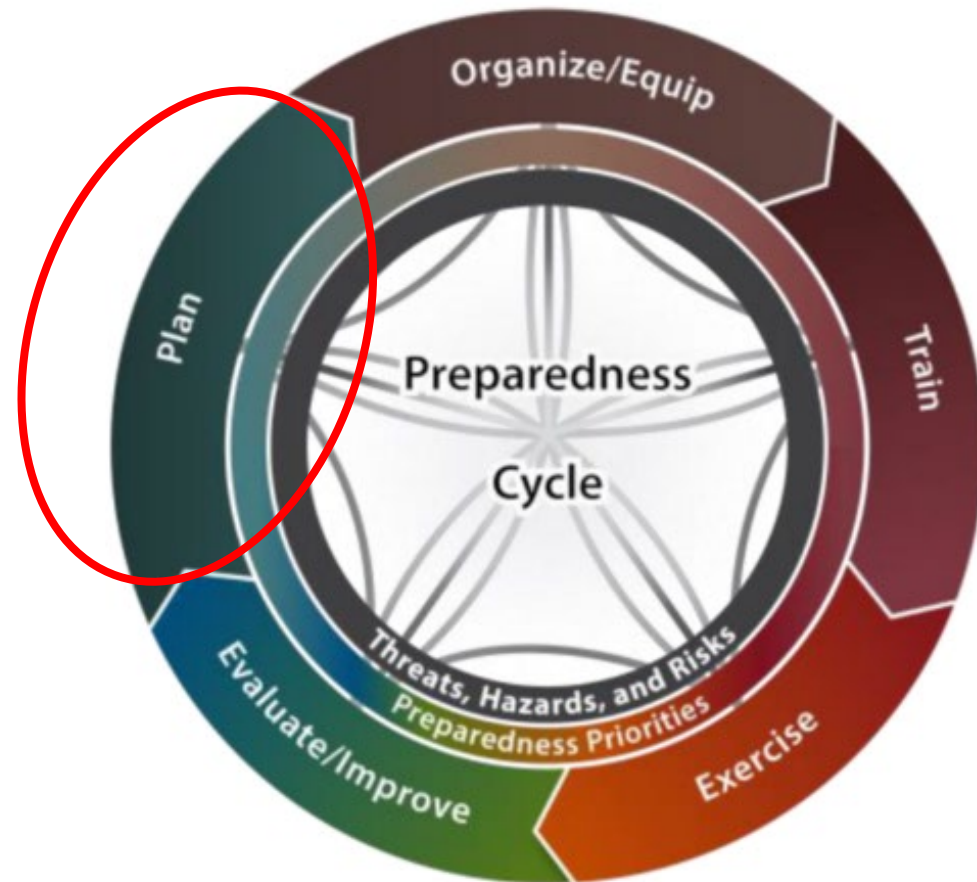
PRIORITY: Life Saving

EFFORT: Stabilization of Lifelines



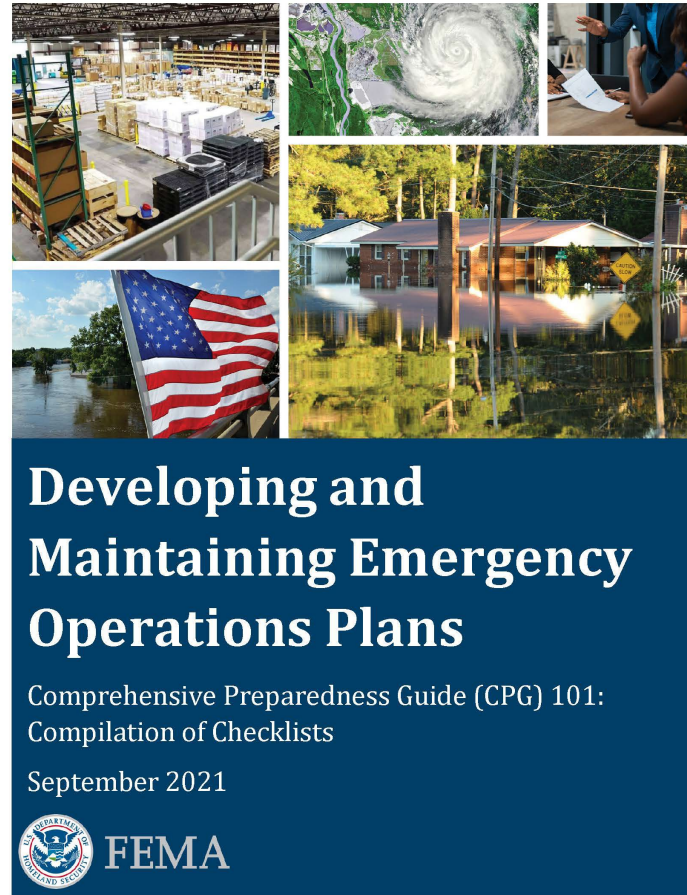
A lifeline enables the continuous operation of **critical government** and **business functions** and is essential to **human health** and **safety** or **economic security**.

Preparedness Cycle: Planning



Planning Tools

Comprehensive Preparedness Guide 101 (CPG 101)



CPG 101

- Provides three (3) different functional structures for your Emergency Operations Plan (EOP)
 - Use what works for your jurisdiction

TRADITIONAL FUNCTIONAL EOP FORMAT

- 1 Basic Plan**
 - Introductory Material
 - Promulgation Document/Signatures
 - Approval and Implementation
 - Record of Changes
 - Record of Distribution
 - Table of Contents
 - Purpose, Scope, Situation Overview, and Assumptions
 - Purpose
 - Scope
 - Situation Overview
 - Hazard Analysis Summary
 - Capability Assessment
 - Mitigation Overview
 - Planning Assumptions
 - Concept of Operations
 - Organization and Assignment of Responsibilities
 - Direction, Control, and Coordination
 - Information Collection, Analysis, and Dissemination
 - Communications
 - Administration, Finance, and Logistics
 - Plan Development and Maintenance
 - Authorities and References
- 2 Functional Annexes**

(Note: This is not a complete list. Each jurisdiction's core functions will vary.)

 - Direction, Control, and Coordination
 - Continuity of Government/Operations
 - Communications
 - Transportation
 - Warning
 - External Affairs/Emergency Public Information
 - Population Protection
 - Mass Care, Emergency Assistance, Housing, and Human Services
 - Public Health and Medical Services
 - Resource Management
 - CIKR Restoration
 - Damage Assessment
 - Firefighting
 - Logistics Management and Resource Support
 - Search and Rescue
 - Oil and Hazardous Materials Response
 - Agriculture and Natural Resources
 - Energy
 - Public Safety and Security
 - Long-Term Community Recovery
 - Financial Management
 - Mutual Aid/Multi-Jurisdictional Coordination
 - Private Sector Coordination
 - Volunteer and Donations Management
 - Worker Safety and Health
 - Prevention and Protection
- 3 Hazard-, Threat-, or Incident-Specific Annexes**

(Note: This is not a complete list. Each jurisdiction's annexes will vary based on their hazard analysis.)

 - Hurricane/Severe Storm
 - Earthquake
 - Tornado
 - Flood/Dam Failure
 - Hazardous Materials Incident
 - Radiological Incident
 - Biological Incident
 - Terrorism Incident

EMERGENCY SUPPORT FUNCTION EOP FORMAT

- 1 Basic Plan**
 - Introductory Material
 - Promulgation Document/Signatures
 - Approval and Implementation
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 - Communications
 - Administration, Finance, and Logistics
 - Plan Development and Maintenance
 - Authorities and References
- 2 Emergency Support Function Annexes**
 - ESF #1 – Transportation
 - ESF #2 – Communications
 - ESF #3 – Public Works and Engineering
 - ESF #4 – Firefighting
 - ESF #5 – Emergency Management
 - ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services
 - ESF #7 – Logistics Management and Resource Support
 - ESF #8 – Public Health and Medical Services
 - ESF #9 – Search and Rescue
 - ESF #10 – Oil and Hazardous Materials Response
 - ESF #11 – Agriculture and Natural Resources
 - ESF #12 – Energy
 - ESF #13 – Public Safety and Security
 - ESF #14 – Long-Term Community Recovery
 - ESF #15 – External Affairs
 - Other ESFs as defined by the jurisdiction
- 3 Support Annexes**

(Note: This is not a complete list. Each jurisdiction's support functions will vary.)

 - Continuity of Government/Operations
 - Warning
 - Population Protection
 - Financial Management
 - Mutual Aid/Multi-jurisdictional Coordination
 - Private Sector Coordination
 - Volunteer and Donations Management
 - Worker Safety and Health
 - Prevention and Protection
- 4 Hazard-, Threat-, or Incident-Specific Annexes**

(Note: This is not a complete list. Each jurisdiction's annexes will vary based on their hazard analysis.)

 - Hurricane/Severe Storm
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 - Terrorism Incident

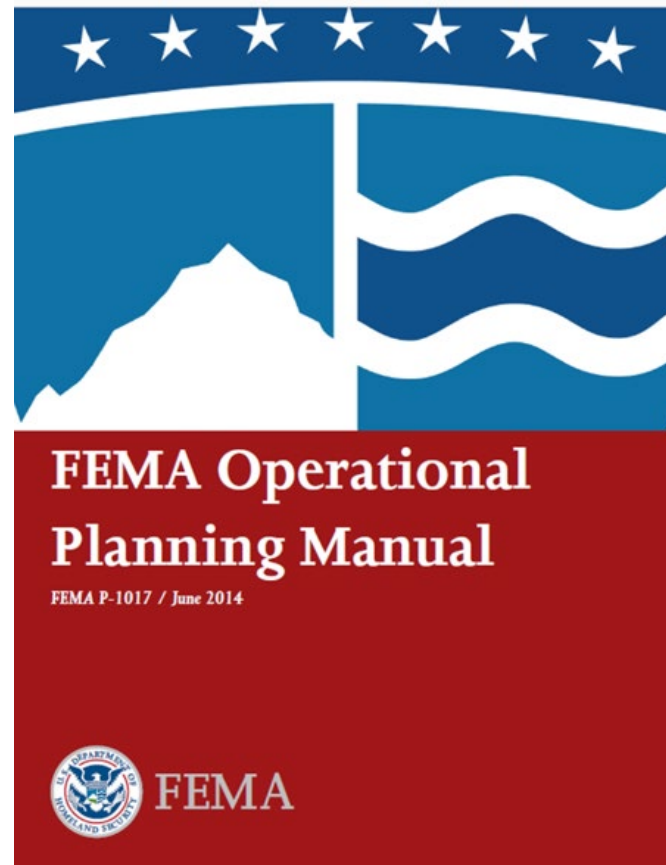
AGENCY-/DEPARTMENT-FOCUSED EOP FORMAT

- 1 Basic Plan**
 - Introductory Material
 - Promulgation Document/Signatures
 - Approval and Implementation
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 - Plan Development and Maintenance
 - Authorities and References
- 2 Lead Agencies**
 - Fire
 - Law Enforcement
 - Emergency Medical
 - Emergency Management
 - Hospital
 - Public Health
 - Others as Needed
- 3 Support Agencies**

Identify those agencies that have a support role during an emergency and describe/address the strategies they are responsible for implementing.
- 4 Hazard-Specific Procedures**

For any response or support agency, describe/address its hazard-specific strategies.

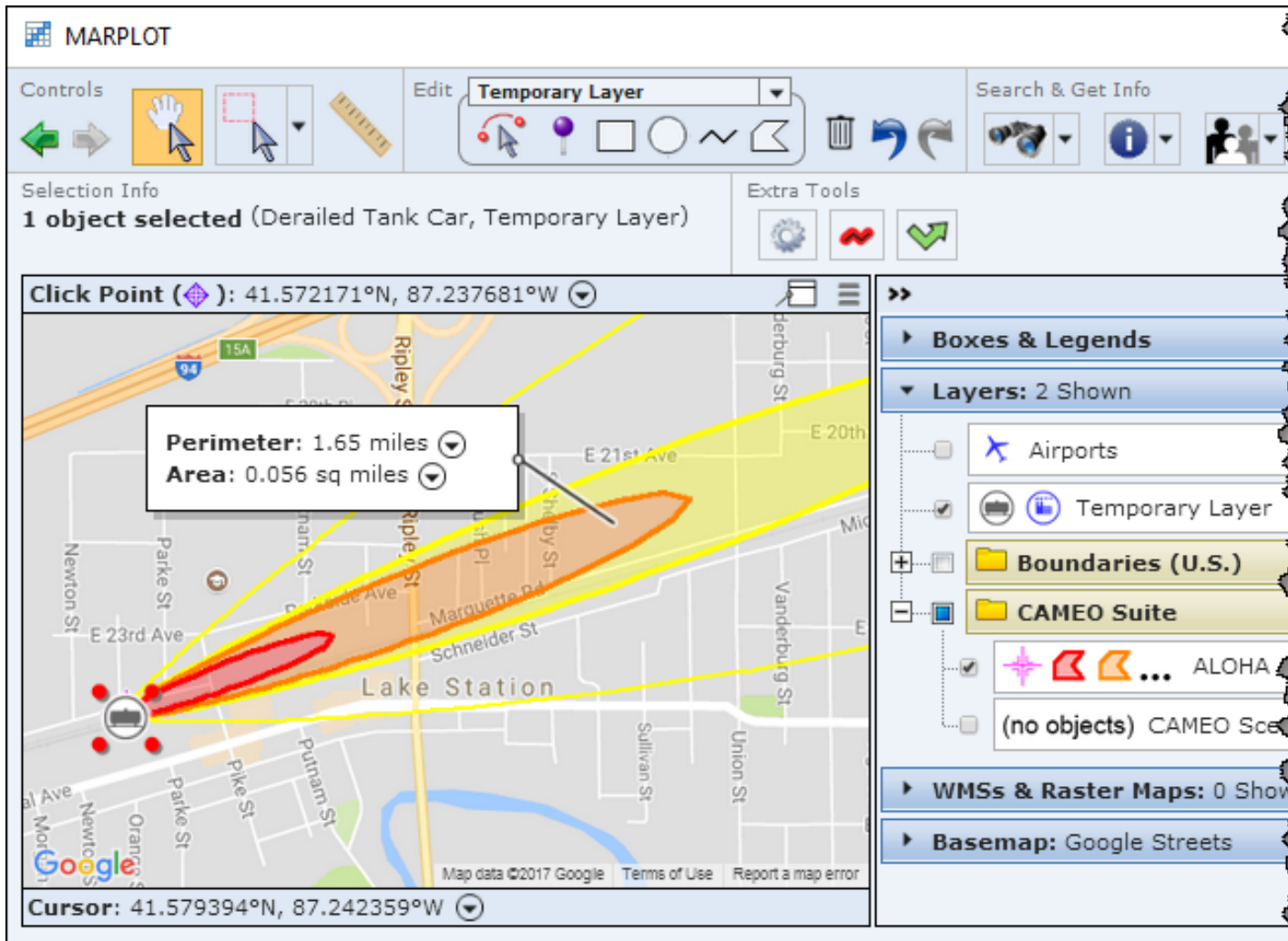
FEMA Operational Planning Manual



FEMA Operational Planning Manual

- Provides in-depth step-by-step instructions on how to work each part of the planning process





MARPLOT

- Mapping Application for Response, Planning, and Local Operational Tasks (MARLOT)
 - A **free** geographic information system (GIS) mapping program used to plan for responding to chemical and all-hazard emergencies
 - **Hazardous Materials Emergency Preparedness (HMEP) Grants will pay for training on how to use the software**

State Assessments

- Multi-Hazard Mitigation Plan
 - Risk Assessment and Vulnerability Analysis
- Annual NIMS Survey
- THIRA/SPR Gap Assessment
 - Threat & Hazard Identification & Risk Assessment
 - Stakeholders Preparedness Review

State Plans

- Montana Emergency Response Framework (MERF)
- State Disaster and Emergency Plan
- Hazmat Plan
- State Multi-Hazard Mitigation Plan
- Regional Multi-Hazard Mitigation Plans



Upcoming State Planning Projects

- Updating MERF
- Montana Disaster Recovery Framework (MDRF)
- Continuity Plans for State Agencies
- 2024 THIRA/SPR



What is a Continuity Plan?

Continuity Planning

- Identifies mission critical business functions and enacts policies, processes, plans, and procedures to ensure the continuation of these functions during an event that could disrupt essential services



Why Do We Need Continuity Plans?

- Provides a framework which allows Local and Tribal jurisdictions to plan and perform its respective functions during an unforeseen event

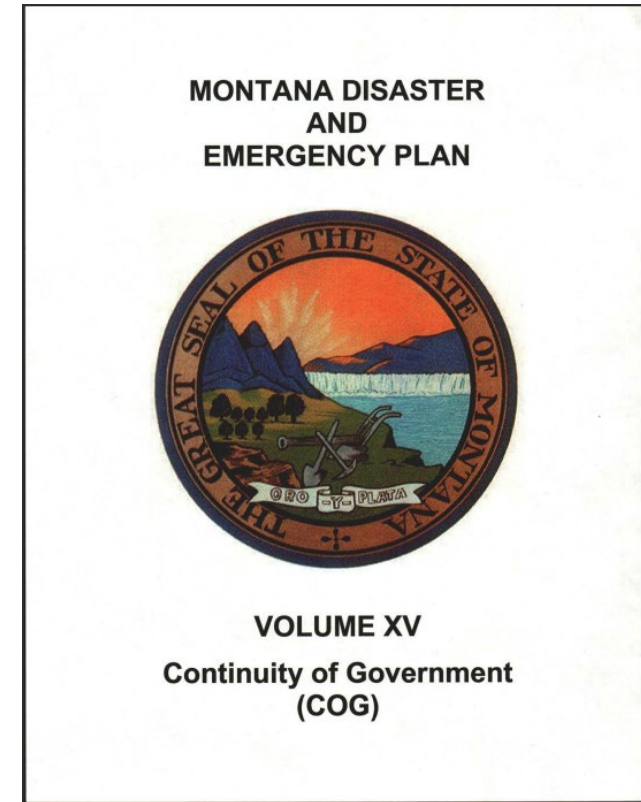


Benefits of Continuity Planning

- Identifies critical business processes and organizes priorities and timescales during and after a major event
- Improves Public Image
 - Demonstrates a proactive attitude and shows the public that during a crisis, no matter how significant the event, the community can count on the Local or Tribal jurisdiction to deliver services and functions
- Enhances Efficiency
 - Identifies personnel, assets, and vendor relationships, including backup IT and implementing improved IT choices
- Avoids Monetary Losses
 - Allows Local and Tribal jurisdictions to continue functioning and generating income during and after an unexpected event

Continuity of Government

- Preserves, maintains, and/or reconstitutes a government's ability to carry out its constitutional responsibilities under all circumstances that may disrupt normal operations



What Does The COG Address?

- Seat of Government
- Lines of Succession
- Emergency Powers



#	Office	Current officeholder
	Governor of Montana	Greg Gianforte (R)
1	Lieutenant Governor	Kristen Juras (R)
2	President of the Senate	Jason Ellsworth (R)
3	Speaker of the House of Representatives	Matt Regier (R)
4	Most senior member of the Montana Legislature ^{[g][h]}	Duane Ankney (R)

**EMERGENCY
POWERS**

Local Planning

- Emergency Operations Plan (EOP)
- Continuity Plans (COOP/COG)
- Recovery Plans
- Hazard Specific Plans
 - High Hazard Dam EAP's
 - Community Wildfire Protection Plans
- Administrative Plans
 - Financial, Procurement, etc.



Other Good Plans To Have

- Debris Management Plan
- Sheltering Plans – for people and animals
- Resource Management & Distribution Plan
- Volunteer and Donations Plans
- Evacuation Plans
 - Incident Specific
 - Cascading Effects



When Should You
Update A Plan?

Updating Plans

- When should a plan be reviewed or updated?
 - After a major incident
 - Change in elected officials or leadership
 - When planning significant exercises
 - Enactment of new laws/ordinances
 - Identification of new jurisdictional hazards/risks
 - Change in a jurisdiction's resources (personnel, facilities, equipment, etc.)

Additional Training

- IS-235: Emergency Planning
- IS-551: Devolution Planning
- L0552: Continuity of Operations (COOP) for Tribal Governments
- IS-1300: Introduction to Continuity of Operations
- E/L/K 1301: Continuity Planning
- E/L/K 1302: Continuity Program Management



FEMA



E [Resident courses held at the NETC campus](#)

G [State/Local/Tribal Field-delivered courses](#)

IS [Independent Study courses](#)

K [Resident courses held via Adobe Connect](#)

L [Resident courses held offsite, including at FEMA's Center for Domestic Preparedness \(CDP\)](#)

V [Resident courses held via Video Teleconference \(VTC\)](#)

Additional Preparedness Resources

- FEMA Toolkits and Resources
 - Ready.gov
- des.mt.gov



FEMA



**Montana Disaster
& Emergency Services**

Questions?



Break



Training



**Training
Basics:**

**Where do
we start?**

**How do we
get there?**



Capabilities

Capability with your jurisdiction

Understand the power and ability to do something within your jurisdiction.

Bridging the gap



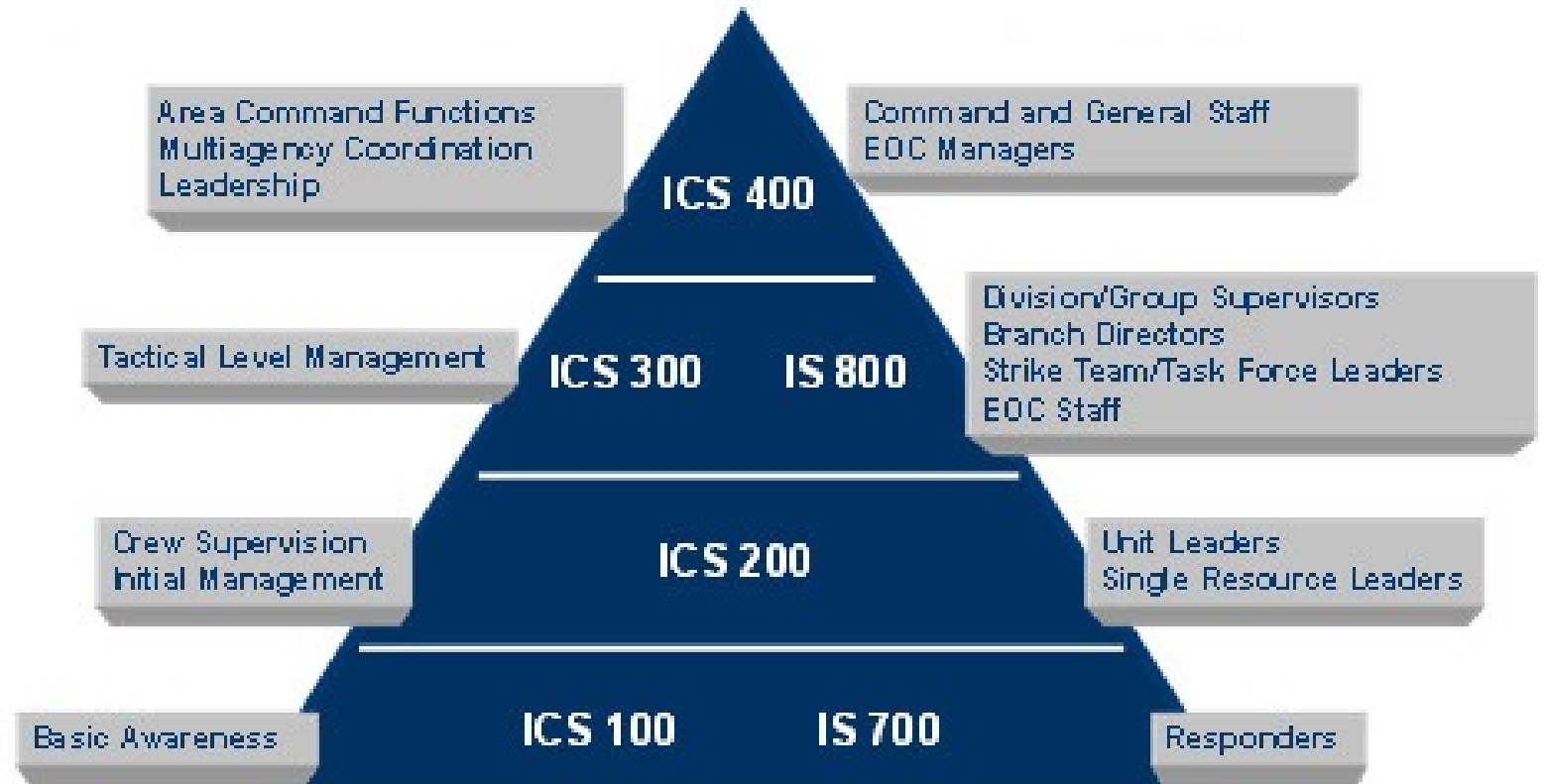
- Understanding your role
- You are there to coordinate
- Finding the resources to bridge the gap



The Montana Disaster & Emergency Services (MT DES) Training Program ensures opportunities are available to enhance disaster preparedness. Professional development and disaster simulations allow the emergency management community to understand how non-profit, public, and private response partners work together in disasters.

Baseline Training

ICS/NIMS Training Pyramid



Beginning road map

Courses → Incident Positions ↓	IS-100	IS-700	IS-800	IS-200	G 0191	E/L/G 0300	E/L/G 0400	Position-specific PTB training
All incident personnel supporting ICS	X	X						
ICS personnel with leadership responsibilities	X	X	X	X				
ICS personnel with leadership responsibilities preparing for additional responsibility	X	X	X	X	X	X		
ICS personnel in leadership/supervisory roles	X	X	X	X	X	X	X	
IMT unit, strike team, resource team, or task force leaders preparing for complex incidents	X	X	X	X	X	X		X
IMT command, section, branch, division, or group leaders preparing for complex incidents	X	X	X	X	X	X	X	X

ICS Focus Areas

EOC Focus Areas

Courses → Incident Positions ↓	IS-100	IS-700	IS-800	IS-2200	G 0191	E/L/G2300	EMI Integrated Emergency Management Course	Emergency Management Professional Program (EMPP)
All incident personnel supporting EOCs	X	X						
EOC personnel with leadership responsibilities	X	X	X	X	X			
EOC personnel in leadership/supervisory roles	X	X	X	X	X	X		
Jurisdictional emergency managers, EOC directors, senior EOC staff	X	X	X	X	X	X	X	X

Professional Development Series



Course Code	Course Title
IS-120.c	An Introduction to Exercises
IS-230.e	Fundamentals of Emergency Management
IS-235.c	Emergency Planning
IS-240.c	Leadership and Influence
IS-241.c	Decision Making and Problem Solving
IS-242.c	Effective Communication
IS-244.b	Developing and Managing Volunteers

Personal development



Jurisdictional development

**Understand what you need and understand
what your jurisdiction needs**

Make sure you maintain both

National Domestic Preparedness Consortium

Partnership of seven nationally recognized organizations with the mission of addressing all hazards preparedness

<https://ndpc.us>



Consortium Partner Highlight

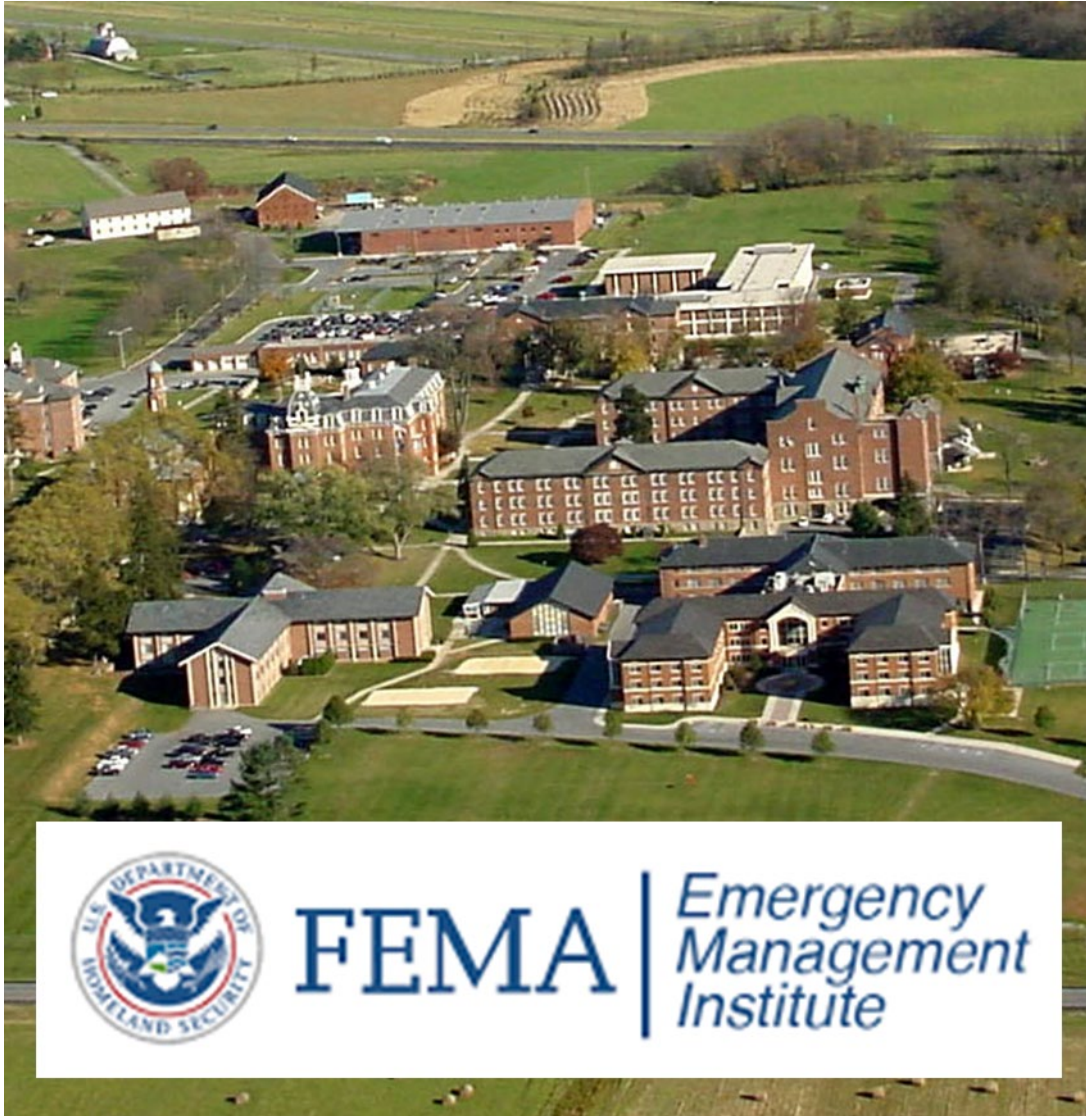
Rural Domestic Preparedness Consortium

Mission focuses on preparing rural and tribal communities by building capacity and skills through training

<https://ruraltraining.org>

- Online training, or
- Request a training delivered in your community





Preparedness Training opportunities

Emergency Management Institute (EMI)

“E” courses- at EMI campus

“K” course- virtual course with instructor

“L” course- EMI sponsored course delivered locally

Non- FEMA Training

- Leadership development
- Team building
- Conflict resolution
- Public administration/ policy



What options are out there?

MT-DES can provide a variety of training resources

MT DES Course Request for Assistance Form

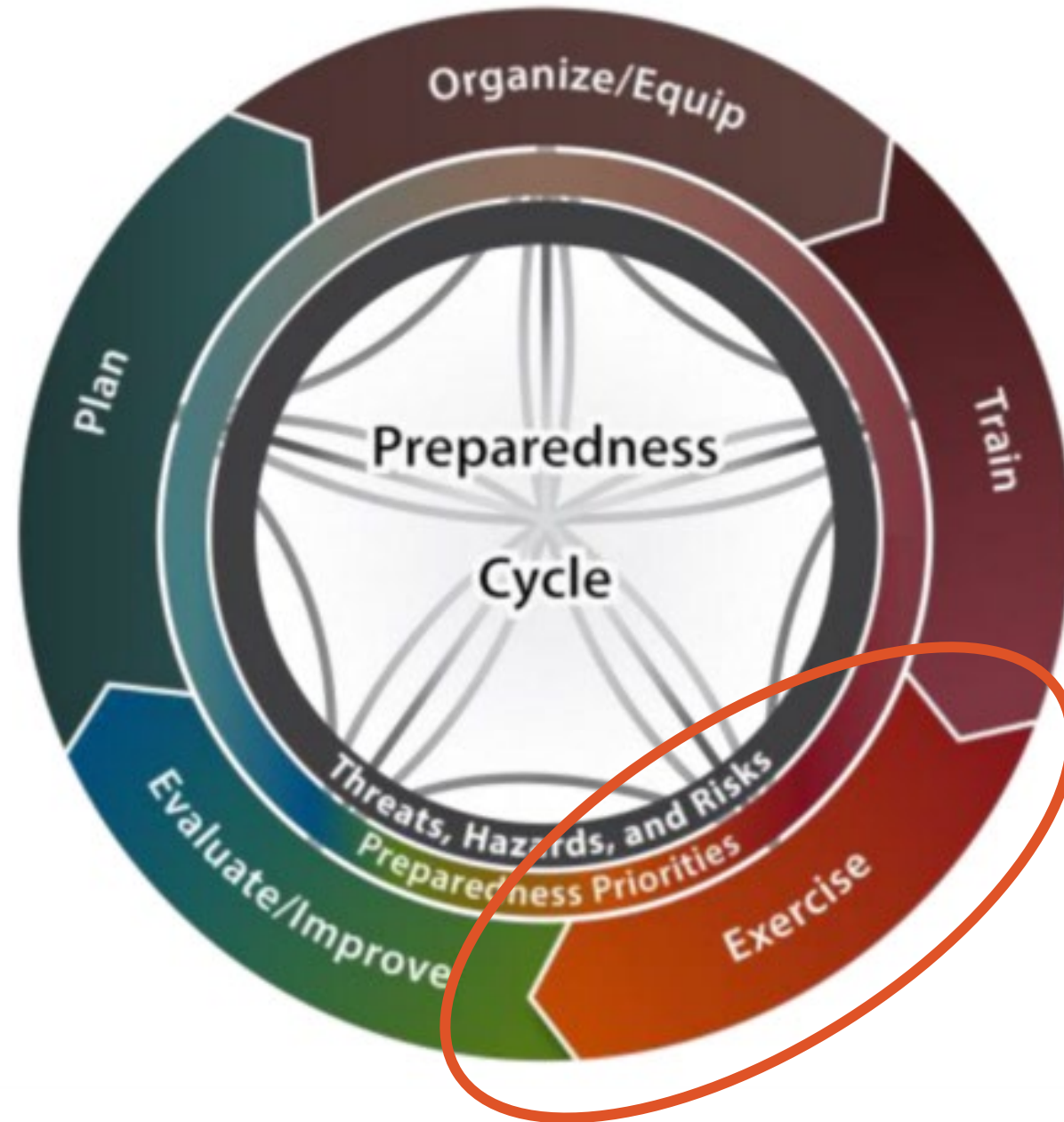
Complete one form for each course you are requesting.
Requests will be considered based on budgets, instructor availability, and described need.





Exercise

Exercise



Why Exercise?

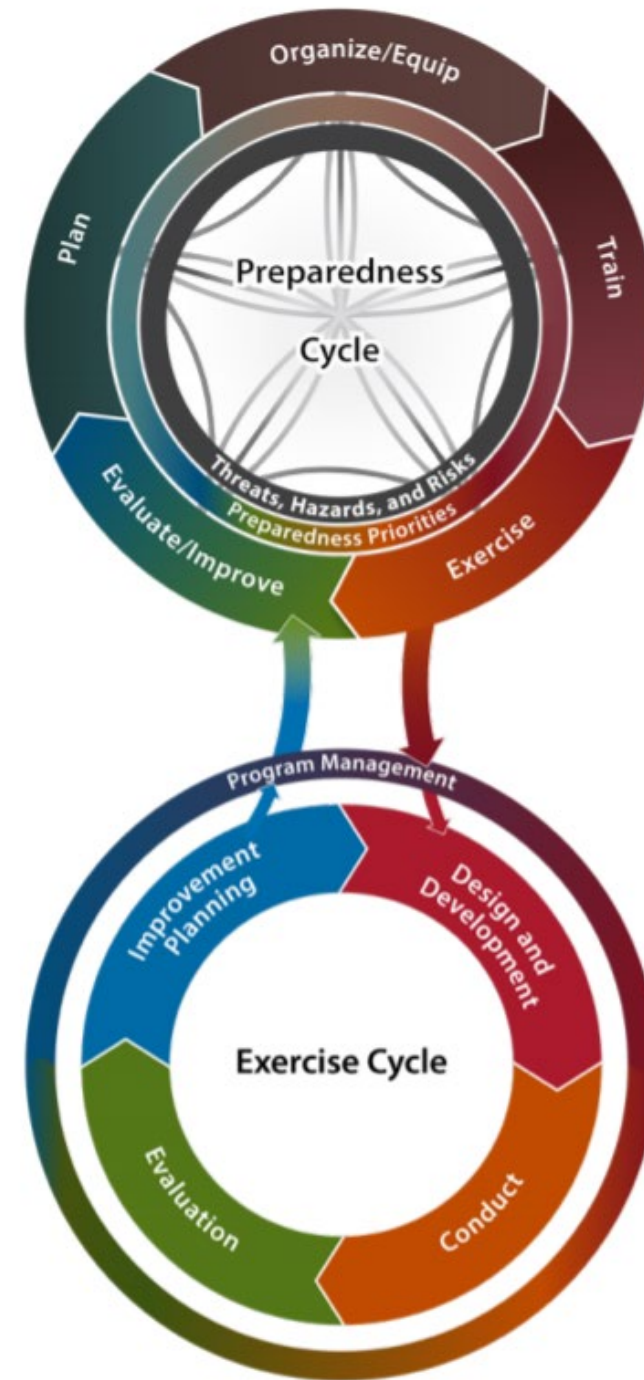
We exercise to test:

- ✓ Plan
- ✓ Process
- ✓ Procedure
- ✓ Equipment

Use the gaps to make improvements

Exercise Cycle

- Exercises provide the community an opportunity to test plans, validate capabilities and address areas for improvement
- HSEEP provides guiding principles and a common approach
- Evaluation and Improvement Planning should be captured in After-Action Reports/Improvement Plans



Where to Start...

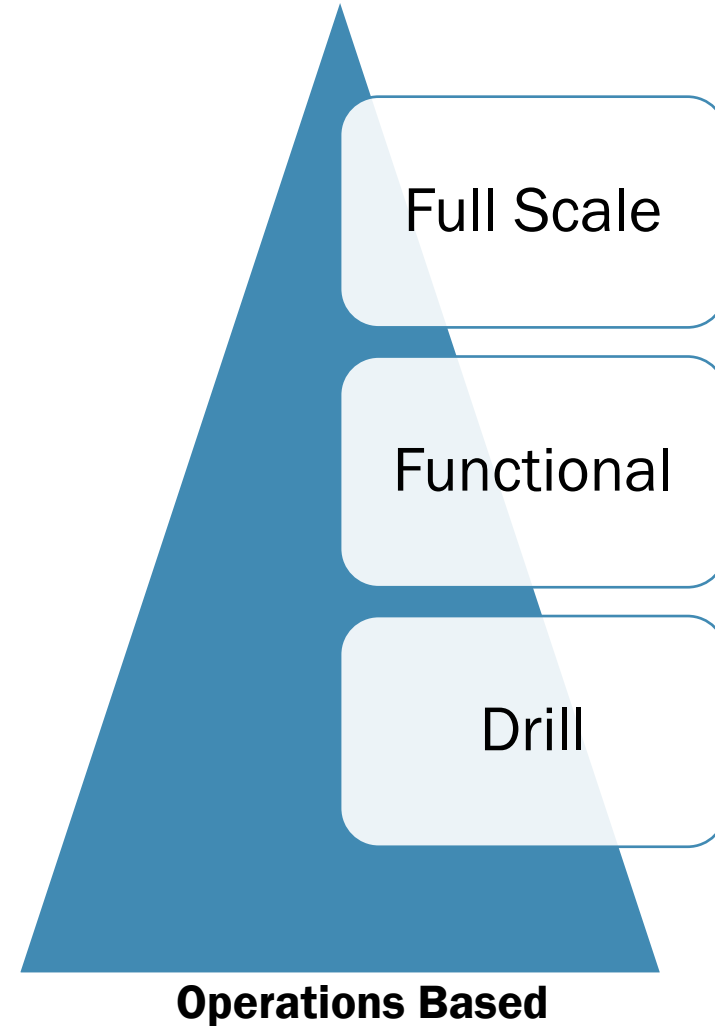
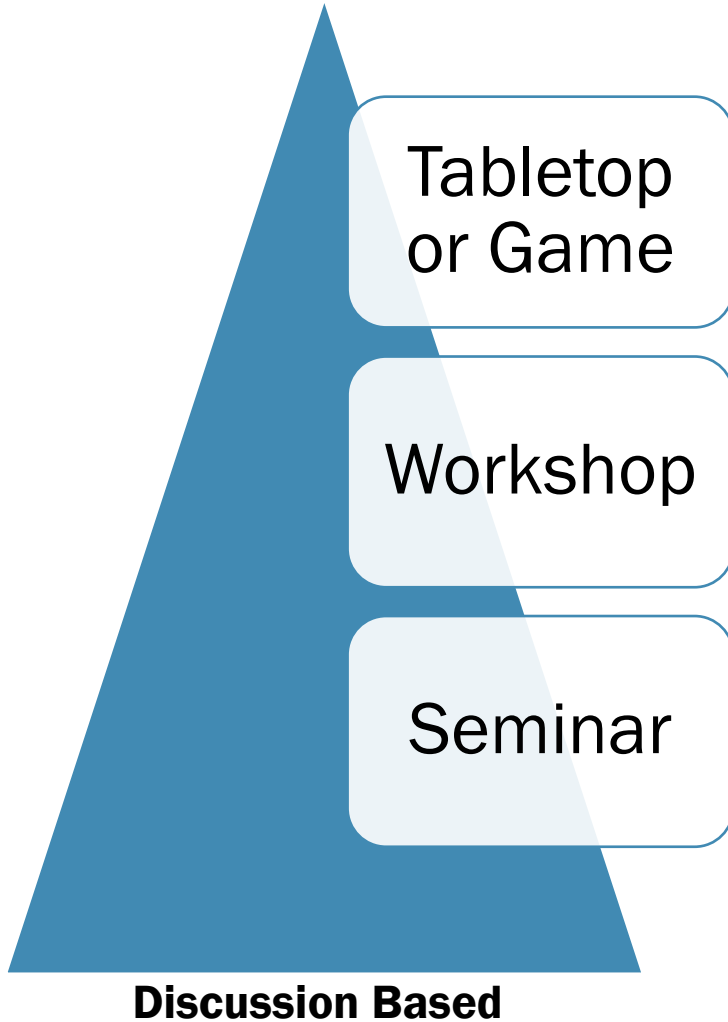
- Select a task(s) from your workplan to exercise
- Look to your EOP or local plans
- Annual gap assessments
- Review recent incidents and gaps identified
- Consider emerging threats

Where to Start...

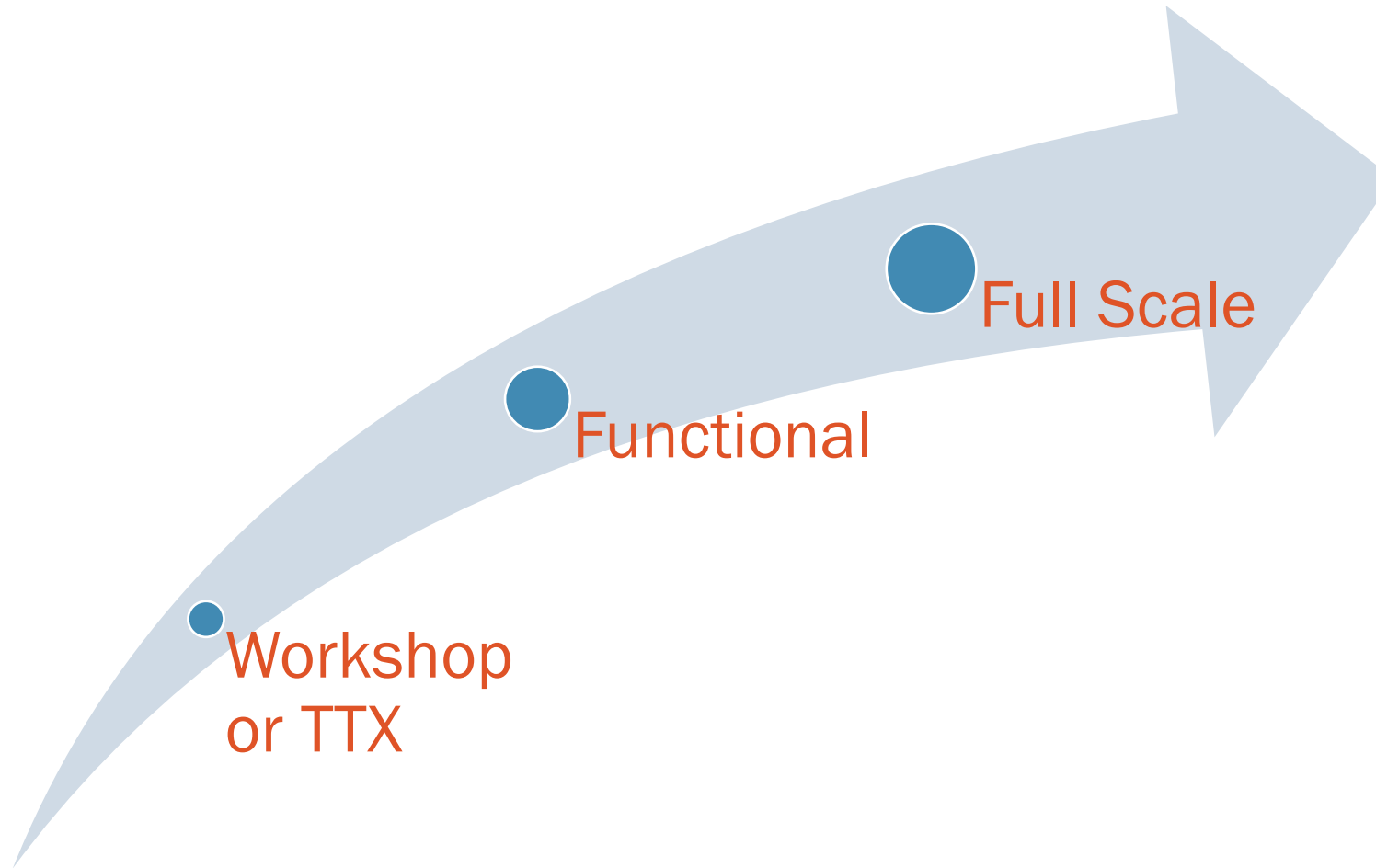
- Identify objectives – typically 1-3
- Assign a core capability for each objective
- Include your elected officials
- Reach out to other jurisdictions, DFOs, MTDES for coaching
- Don't re-invent the wheel!



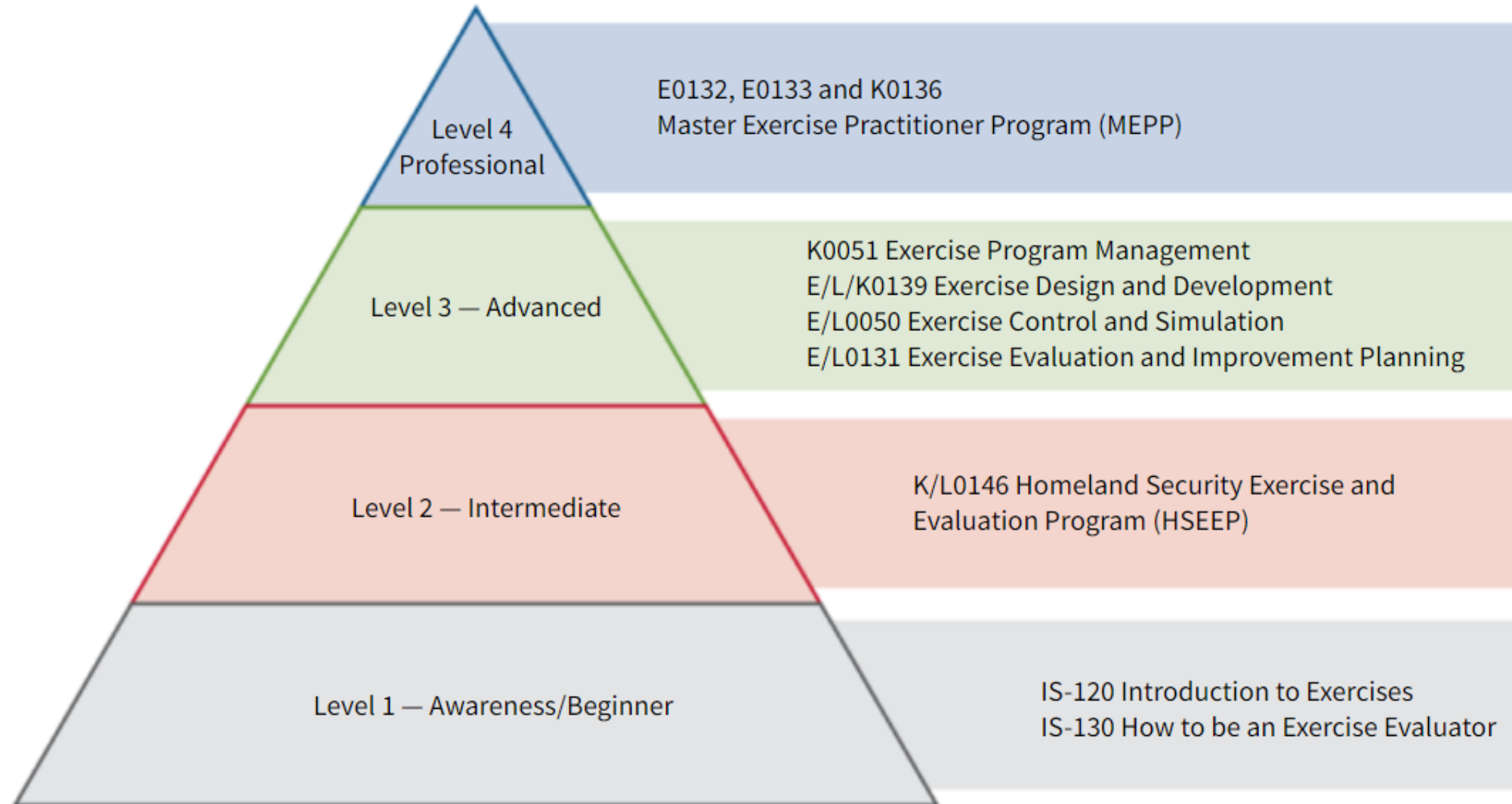
Types of Exercise



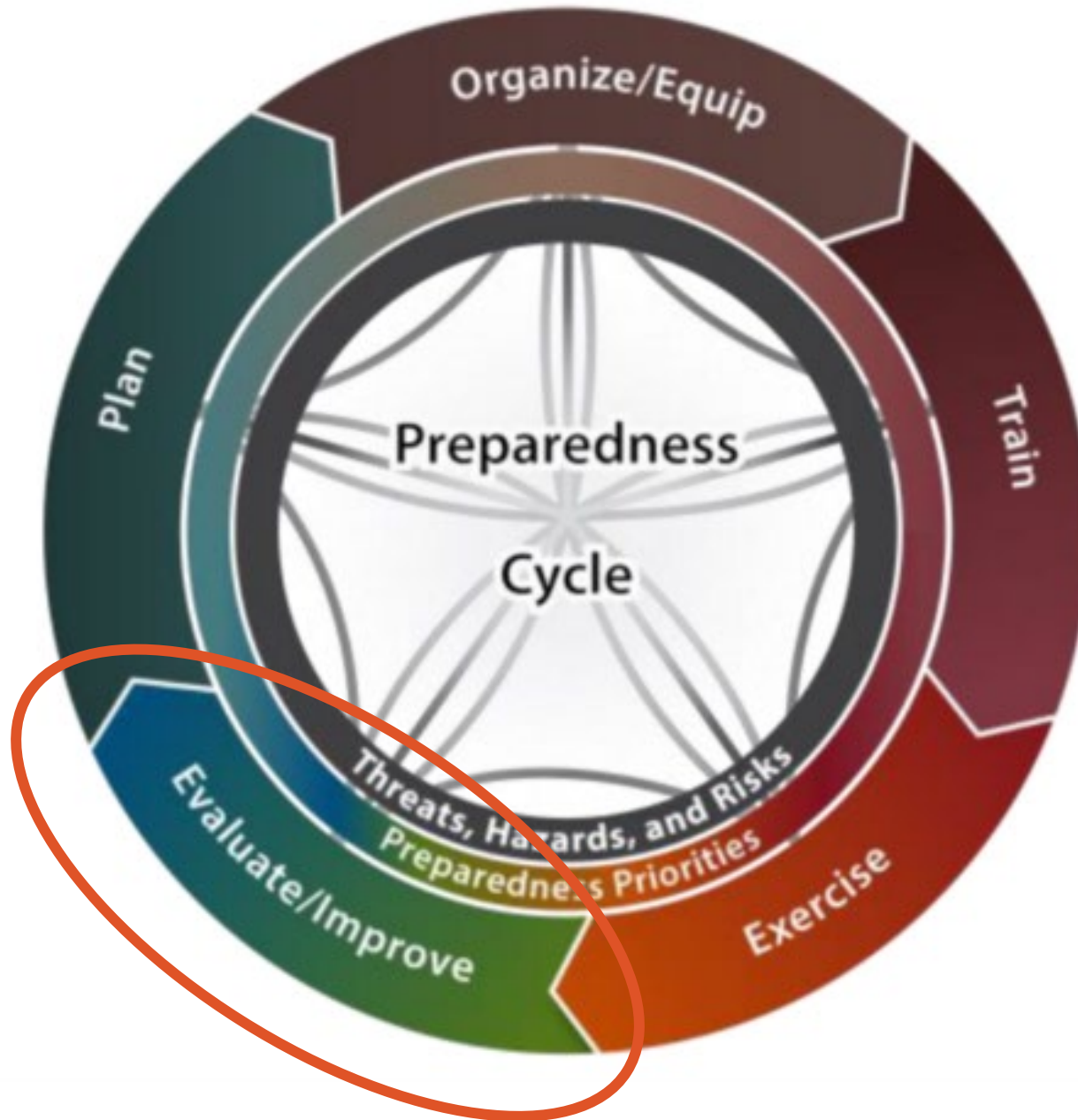
Progressive approach



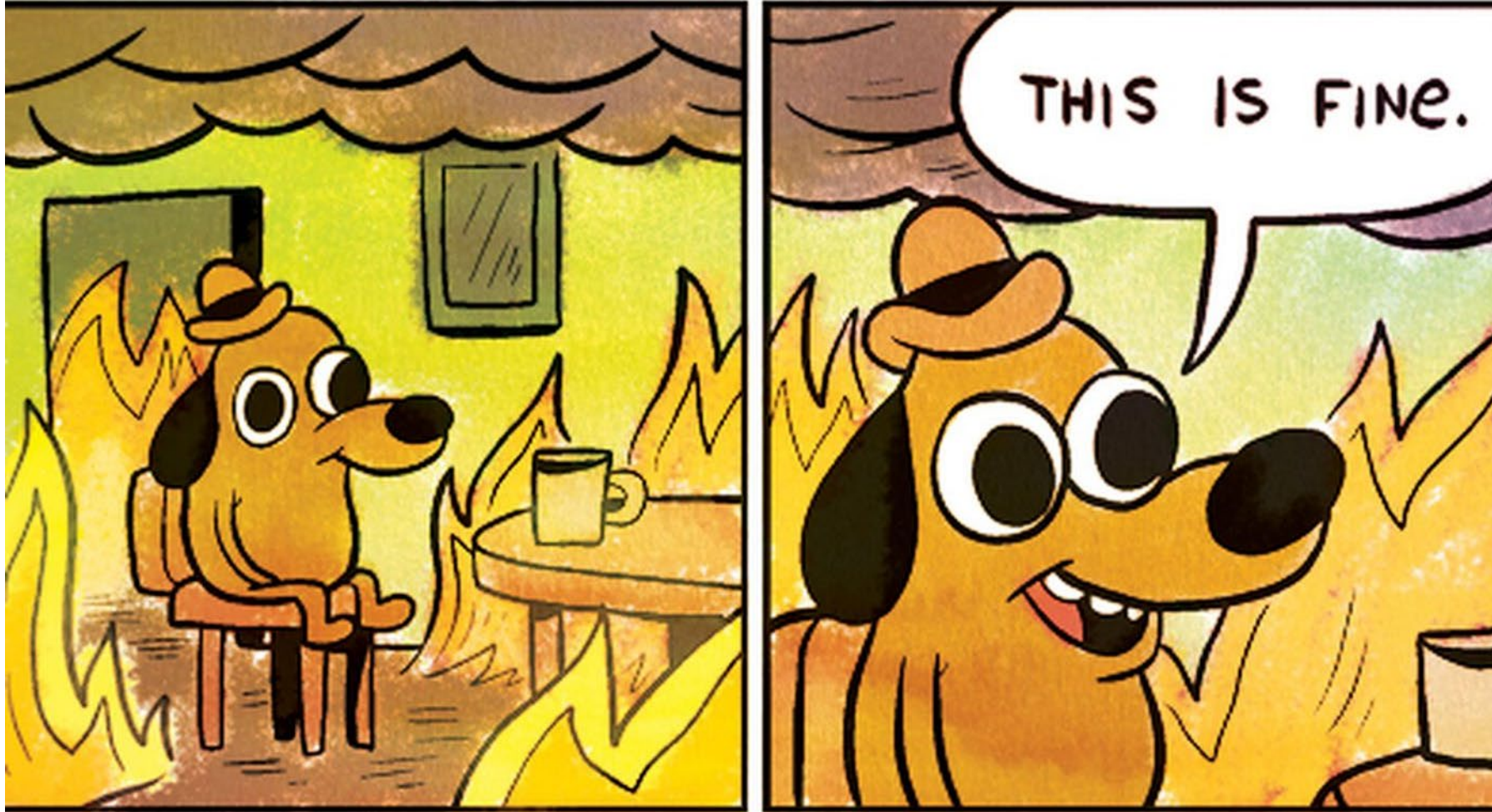
Learn more about exercises



Evaluate



Why improve?



AAR/IP



State of Montana HSEEP After Action Participant Report Form

[Exercise Name]

After-Action Report/Improvement Plan

[Date]

Instructions: Please e-mail After Action Reports (AAR) and Improvement Plans (IP) to your Disaster and Emergency Services District Field Officer (DFO).
The DFO will review the AAR/IP for content then forward the report to the MT DES Office.

After-Action Report/
Improvement Plan (AAR/IP)

[Exercise Name]
[Exercise Name Continued]

EXERCISE OVERVIEW

Exercise Name	[Insert the formal name of exercise, which should match the name in the document header]
Exercise Dates	[Indicate the start and end dates of the exercise]
Scope	This exercise is a [exercise type], planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters].
Mission Area(s)	[Prevention, Protection, Mitigation, Response, and/or Recovery]
Core Capabilities	[List the core capabilities being exercised]
Objectives	[List exercise objectives]
Plans Tested	[List primary plans/procedures, written guides, checklists and/or un-written plans]
Threat or Hazard	[List the threat or hazard (e.g. natural/hurricane, technological/radiological release)]
Scenario	[Insert a brief overview of the exercise scenario, including scenario impacts (2-3 sentences)]
Sponsor	[Insert the name of the sponsor organization, as well as any grant programs being utilized, if applicable]
Participating Organizations	[Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.]
Point of Contact	[Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)]

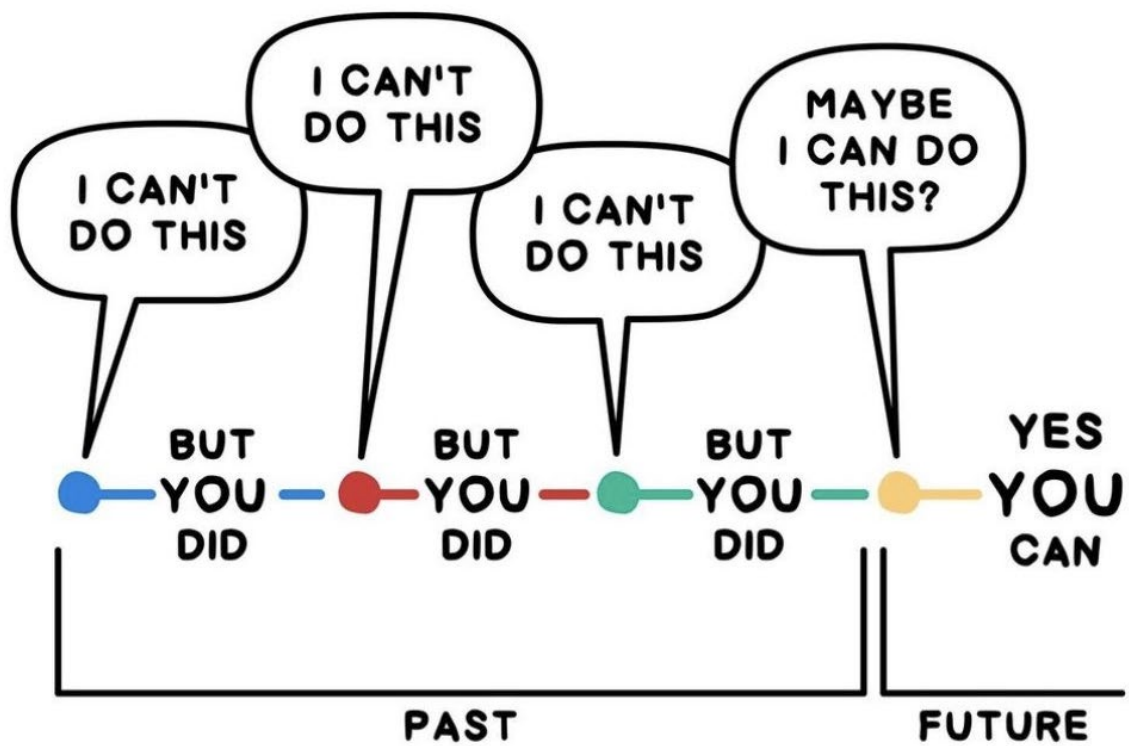
Recap of Day 1

Course Evaluations

Travel reimbursements

Homework- EM Job Duties
Worksheet





OZO.ART

