

JUNE 2014

ISSUE 6



# Ohio EMA Field Journal

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

## Training Update

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### WOULD YOU LIKE TO HOST A COURSE???

There is still funding available for one HazMat Operations Course. This 16-hour course is offered by Cleveland State University through a direct contract with Ohio EMA. The course would need to be scheduled for delivery before September 30, 2014. If your county, or a department within your county, is interested, in hosting this course please contact Bernard Becker at (216) 875-9860 or [b.becker64@csuohio.edu](mailto:b.becker64@csuohio.edu). Attendees should be certified fire fighters or other first responders that would be at the scene of an emergency.



### OHIO EMA LODGING POLICY

When indicated on the course announcement, Ohio EMA pays for student lodging for course attendees who are Ohio residents (non-federal and non-private business employees) contingent upon their completion of the indicated course. However, students must contact the hotel to make their reservations (the agency only provides lodging for Ohio residents/students commuting 45 miles or more away from their home and office to the training location).

### FALL DIRECTORS' CONFERENCE

The fall Directors' Conference will be held on September 4, 2014. The conference will be held at the Ohio Fire Academy. The Ohio EMA portion of the conference will run from 8am until 12:30pm. The Emergency Management Association of Ohio (EMAO) conference will be held following the Ohio EMA portion and the Local Emergency Planning Committee (LEPC) conference will be held on September 5, 2014.

There are two lodging options listed below if you plan to attend the conference and need lodging the night before. There is a room block of about 40 for each hotel and those are being held for County Directors or their designee. County directors, please call the hotel and let them know you are with the "Emergency Management Group" and those rooms will be direct billed to Ohio EMA for the night of September 3<sup>rd</sup>. You will be asked for a personal credit card when making your reservation, this is ONLY for incidentals or if you don't cancel your room and do not attend the conference. The cutoff date for this room block is **August 3<sup>rd</sup>** so please don't wait to make your reservation.

If you are NOT a county director or designee, you will be required to pay for your own room. Please DO NOT register under the EMA room block.

Holiday Inn Express & Suites Columbus East;  
2806 Taylor Road, Reynoldsburg Ohio, 43068  
(614) 861-8888

Or

Fairfield Inn and Suites Marriot  
2826 Taylor Road SW, Reynoldsburg, OH 43068  
(614) 864-4555

**2014**  
**Ohio EMA**  
**Fall Directors' Conference**

**September 4, 2014**  
**8:00 a.m. – 12:30 p.m.**

**Ohio Fire Academy**  
**8895 E Main St,**  
**Reynoldsburg, OH 43068**

## TRAINING HIGHLIGHT

Ohio EMA will host the **OH – 386a Family Assistance Center (FAC) Operations / Victim Identification Program (VIP)** course the second week of September, specific dates still pending, at the Ohio Emergency Management Agency, 2855 West Dublin Granville Road Columbus, Ohio 43235. This two-day course covers all aspects of set-up, operational organization, data collection, family interviewing, data entry and victim identification in the aftermath of a Mass Fatality Incident (MFI). The curriculum includes “hands-on” computer training and the development of live interviewing skills. The first day gives students information on how to set up a Family Assistance Center (FAC); understanding and responding to the various emotional responses from families in the FAC; proper interviewing techniques used when gathering identifying information from families; entering the data into the Victim Identification Program (VIP); and utilizing the entered data to assist with victim identification. On the second day of the course students work on their interviewing techniques and conduct a full interview using the 8-page Victim Identification Program interview form. Students will get “hands-on” training entering the information gathered in the Victim Identification Program interview into a mock post-mortem database. This course is of considerable assistance to county coroners, health departments, airports and other organizations responsible for organizing and staffing a family assistance center following a mass fatality incident. This course is only offered once each training year so those interested should enroll early. The specific dates will be determined this week and the course will open for student enrollment on June 9, 2014.

## FEMA'S EMI NATIONAL EMERGENCY MANAGEMENT ACADEMIES

FEMA's Emergency Management Professional Program (EMPP) <http://training.fema.gov/EMPP/>

### 1. National Emergency Management (Basic) Academy

**Focus:** Foundational knowledge and skills

<http://training.fema.gov/empp/basic.asp>

### 2. National Emergency Management (Leaders) Academy

**Focus:** Multi-Agency Coordination in EOC and JFO; Specializing in Protection, Prevention, Mitigation, Response, and Recovery Areas

<http://training.fema.gov/empp/leaders.asp>

### 3. National Emergency Management (Executive) Academy

**Focus:** Strategic Leadership and Critical Thinking

<http://training.fema.gov/empp/executive.asp>

(Contact Lisa Jones at [ljones@dps.state.oh.us](mailto:ljones@dps.state.oh.us) or 614-799-3824 for more information)



## CONSORTIUM TRAINING SITES

Information about FEMA's National Domestic Preparedness Consortium (NDPC) and Rural Domestic Preparedness Consortium (RDPC) training opportunities are located at the following links. **NDPC Website** <http://www.ndpc.us/> & **RDPC Website** <https://www.ruraltraining.org/>. Contact Lisa Jones at [ljones@dps.state.oh.us](mailto:ljones@dps.state.oh.us) or 614-799-3824 for more information about the various training opportunities.

The **National Domestic Preparedness Consortium (NDPC)** is a partnership of seven nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of all hazards including chemical, biological, radiological, and explosive Weapons of Mass Destruction (WMD) hazards. **NDPC Overview YouTube Video** <http://youtu.be/JhMuMcszSk> (the YouTube video gives a brief description of what each NDPC Training Partner specializes in and where they are located).



The **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. More information about the RDPC can be found in the overview. **RDPC Overview YouTube Video** <http://www.youtube.com/therdpc>.

## Grants Gallery

EMPG and HSGP Grants must follow CFR Part 13 which require that accounting records be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and sub-grant award documents, etc. As such, Ohio EMA requires that sub-grantees have source documentation available prior to requesting cash reimbursement. For HSGP, we do not require proof of payment before processing requests. Proper documentation for select items is as follows:

### Travel costs

- Copy of the government unit travel policy
- Agenda from conference
- Receipts/documentation as required by travel policy  
(Must follow local policy, not to exceed federal per diem rates)
- EMPG – Proof of payment

### Personnel costs

- Time and Effort documentation with activity reports reflecting all hours to be paid broken out by funding.
- Overtime must be shown from timesheets or overtime slips based on jurisdiction policy. (Part-time employees must be working over and above a set number of hours as set forth in a local jurisdictional wide policy.
- EMPG - Proof of payment (should include the biweekly amount with warrant no. on Auditor's report).

### Contract costs

- Copy of draft contract for eligibility review prior to contract award
- Copy of awarded contract for grant file – Must be within the performance period of the grant funding the contract. (Contracts should not be outdated or exceed the performance period of the grant.
- Deliverables listed in contract
- Terms of payment outlined in contract
- For contracts to an individual, a signature of the "contractor" is required.
- EMPG – Proof of payment

### Equipment costs

- Invoice (not quote) for equipment purchased
- Documentation that equipment is received on site and installed as necessary (Installed equipment other than things such as software, require an EHP BEFORE funds are encumbered and work is done).

### Meeting costs

- Invoice
- Agenda/Course Description with date and time schedule
- Attendance roster
- EMPG – Proof of payment.
  - Indirect costs must be accompanied by county policy, fee schedule and/or the cost allocation plan.Proof of payment.

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## Upcoming Trainings

1	L-965 Resources Unit Leader (RESL)	June 2 – 5, 2014	Warren County
2	MGT-343 Disaster Management for Water and Wastewater Utilities	June 3 – 4, 2014	Ohio EMA
3	G386 Mass Fatalities Incident	June 4 – 5, 2014	Ottawa County
4	ICS-300: Intermediate ICS for Expanding Events	June 5 & 7 - 8, 2014	Jackson County
5	MGT-347 Incident Command Systems Forms Review	June 10, 2014	Ohio EMA
6	ICS-300 Intermediate for Expanding Incidents (MGT904)	June 10 – 12, 2014	Ohio EMA
7	G364 Multi-Hazard Planning for Schools	June 12 – 13, 2014	Franklin County

8	ICS-300: Intermediate ICS for Expanding Events	June 14 – 15, 2014	Haubrich Armory, Military Personnel Only
9	ICS-300: Intermediate ICS for Expanding Events	June 16 – 18, 2014	Stark County
10	G557 Rapid Needs Assessment Course (formerly G250.7)	June 17, 2014	Ohio EMA
11	PER-304 Social Media for Natural Disaster Response and Recovery	June 19, 2014	Fairfield County
12	OH-235 Developing and Maintaining Local Emergency Operation Plans	June 24, 2014	Geauga Co EMA
13	G290 & G291 Basic PIO Series	June 24 – 26, 2014	Ohio EMA
14	ICS-400: Advanced ICS	June 25 – 26, 2014	Stark County
15	ICS-400: Advanced ICS	June 28 – 29, 2014	Jackson County
16	ICS-300 Intermediate for Expanding Events	July 8 – 10, 2014	Clark County
17	OH-605a Damage Assessment Refresher	July 9, 2014	Northeast Regional Sewer District
18	ICS-300 Intermediate for Expanding Events	July 14 – 16, 2014	Stark County
19	ICS-400: Advanced ICS	July 17 – 18, 2014	Stark County
20	ICS-400: Advanced ICS (MGT905)	July 22 – 23, 2014	Ohio EMA
21	ICS-400: Advanced ICS	July 26 – 27, 2014	Haubrich Armory, Military Personnel Only
22	ICS-300 Intermediate for Expanding Events	July 28 – 30, 2014	Marion County
23	ICS-400: Advanced ICS	July 30 – Aug 1, 2014	Marion County
24	G-265 Instructional Delivery Skills	August 5 – 6, 2014	Ohio EMA
25	G-357 Emergency Response to Criminal and Terrorist Incidents	August 8, 2014	Summit County
26	G-361 Flood Fight Operations	August 12 – 13, 2014	Ohio EMA
27	G-271 Hazardous Weather and Flood Preparedness	August 19 – 21, 2014	Ohio EMA
28	OH-605 IA Damage Assessment Workshop	August 21, 2014	Ottawa County
29	G-191 ICS / EOC Interface	August 26, 2014	Ohio EMA
30	PER-304 Social Media for Natural Disaster Response and Recovery	August 27, 2014	Ohio EMA
31	OH-200 Fall Director's Conference	Sept. 4, 2014	Ohio Fire Academy
32	OH-386a Family Assistance Center / Victim ID Program	Sept – TBD, 2014	Ohio EMA
33	G-393 Mitigation for Emergency Managers	Sept. 16 – 18, 2014	Ohio EMA
34	G-386 Mass Fatalities Incident Response	September 23-24, 2014	Ohio EMA
35	PER-229 Introduction to CAMEO Suite	Sept. 26 - 28, 2014	Wayne County
36	MGT- 310 Threat and Risk Assessment	Sept. 30 – Oct. 1, 2014	Ohio EMA
37	G191 ICS/EOC Interface Course	October 2, 2014	Hamilton County
38	G-311 Hazardous Material Planning	Oct. 7, 2014	Ohio EMA
39	G-290 / G-291 Basic PIO Series	Oct. 21 – 23, 2014	Ohio EMA
40	G-235 Emergency Planning Course	Oct 28 – 29, 2014	Ohio EMA
41	G-366 Planning for Special Needs of Children	Nov. 4, 2014	Ohio EMA
42	ICS-300: Intermediate ICS Course	Nov. 4 – 6, 2014	Franklin County
43	ICS-400: Advanced ICS Course	Nov. 6 – 7, 2014	Franklin County
44	PER-304 Social Media for Natural Disaster Response and Recovery	November 19, 2014	Ohio EMA
45	PER-304 Social Media for Natural Disaster Response and Recovery	February 19, 2015	Ohio EMA
46	PER-304 Social Media for Natural Disaster Response and Recovery	May 14, 2015	Ohio EMA
47	G-270.4 Recovery From Disaster	January 27-29, 2015	Ohio EMA
48	G288 Local volunteer and Donations Management & G489 Management of Spontaneous Volunteers	January 27-29, 2015	Ohio EMA

## Contact Corner

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For more information on Ohio EMA Training and Exercises please visit:  
<http://ema.ohio.gov/Training.aspx>



To log in to the Ohio Department of Public Safety Training Campus visit:  
<https://trainingcampus.dps.ohio.gov/cm6/cm0682/pstc/pstc.html>

