CITY OF SAN ANTONIO
FIRE DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM

TO: Mayor and City Council

FROM: Robert Ojeda, Fire Chief

SUBJECT: Authorizing the Acceptance of 2005 Emergency Management Performance Grant Funds

DATE: June 9, 2005

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the San Antonio Fire Department (SAFD) to accept grant funds from the Texas Governor's Division of Emergency Management in the amount of $133,682. These funds will be to offset administrative cost of the San Antonio Fire Department Emergency Management Office in its efforts to continually plan for natural disasters, manmade disasters, technological disasters, and acts of terrorism involving Weapons of Mass Destruction. The grant program covers the period of October 1, 2004 through September 30, 2005. No matching funds are required.

Staff recommends approval.

BACKGROUND INFORMATION

In FY 2002, the City of San Antonio received grant funding through the Texas Governor's Division of Emergency Management, in the amount of $78,335. In FY 2003, the funds received increased to $146,076 and in FY 2004 funding remained consistent at $146,100. These funds will be used to reimburse the City allowable expenses necessary to maintain compliance with the State Division of Emergency Management. Allowable expenses include personnel compensation and benefits, travel, vehicle allowances, training equipment, operation and repair of administrative equipment, utility costs, janitorial and custodial services, rent and maintenance, vehicle rental, insurance and indemnification, attendance at meeting and conferences and indirect costs.

POLICY ANALYSIS

This ordinance continues the City's policy of seeking outside resources for the enhancement of Department programs.
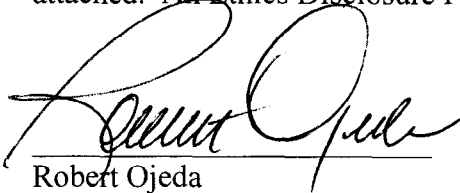
FISCAL IMPACT

There are no cost-share or match requirements associated with this grant. This grant reimburses a portion of the City's general fund expenses for the operation of the Emergency Management Division.
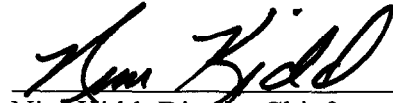
COORDINATION

This ordinance has been coordinated with the Office of Management and Budget and Finance.
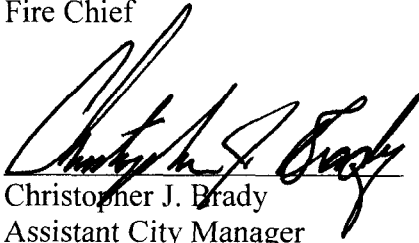
SUPPLEMENTAL COMMENTS

A copy of the "Notice of Subrecipient Grant Award" and a copy of the award letter are attached. An Ethics Disclosure Form is not required.

Robert Ojeda
Fire Chief

Nim Kidd, District Chief
Emergency Management Coord.
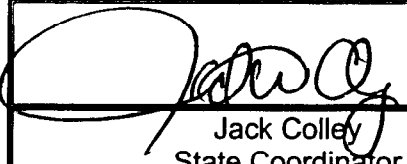

Christopher J. Brady
Assistant City Manager

J. Rolando Bono
Interim City Manager

NOTICE OF SUBRECIPIENT GRANT AWARD

GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT

Program Title: FY 2005 Emergency Management Performance Grant (EMPG)

DHS Instrument Number: 2005-GE-T5-0025

SAA Instrument Number: 2005-EMPG-9930

GDEM Grant Number: 05TX-EMPG-107

Administered By: Governor's Division of Emergency Management
Texas Department of Public Safety
PO Box 4087
Austin, Texas 78773-0220

Recipient: **CITY OF SAN ANTONIO**

SAN ANTONIO, TX 78283-3966

Amount of Grant: $133,682

Period of Grant: October 1, 2004, to September 30, 2005

AGENCY APPROVAL	GRANT ACCEPTANCE
[signature] Jack Colley State Coordinator	Printed Name/Title:
Date: 9/28/05	Date:

Return Signed Copy of This Page to:
Governor's Division of Emergency Management
Attention: Preparedness/Denita Powell
PO Box 4087
Austin, TX 78773-0220

GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT
Office of the Governor

RICK PERRY
Governor

STEVEN McCRAW
Director
Office of Homeland Security

Mailing Address:	Contact Numbers:	Physical Address:
PO Box 4087	Duty Hours: 512-424-2138	5805 N. Lamar Blvd.
Austin, Texas 78773-0220	Non-duty Hours: 512-424-2277	Austin, Texas 78752
	Main Fax: 512-424-2444	

JACK COLLEY
State Coordinator

April 29, 2005

Mr. W. Nim Kidd, EMC
City of San Antonio
115 Auditorium Cir
San Antonio, TX 78205

Dear Mr. Kidd:

This letter is to advise you that your application to participate in the Emergency Management Performance Grant (EMPG) program during Fiscal Year 2005 (FY 05) has been accepted.

1. Grant Award.

   The Notice of Sub-recipient Grant Award (Attachment 1) specifies the federal EMPG program funding that will be provided during FY 05 and also provides other important terms and conditions relating to the grant.

   A. An individual authorized by your City Council or Commissioner's Court to accept grants on behalf of the jurisdiction (typically the Mayor, City Manager, or County Judge) must sign the first page of Notice of Sub-recipient Grant Award, which is printed on yellow paper, to accept the award and activate your grant. Return the signed copy to GDEM using the mailing address printed at the bottom of the form. Ensure you retain a copy of the signed grant acceptance for your records and provide a copy to the entire grant award package to your local financial manager.

   B. FY 05 EMPG Grant Allocations

   The amount of your FY 05 EMPG grant has been reduced slightly from your FY 04 award. We will be seeking additional funds and will make every effort to restore the slight reduction.

2. Required EMPG Tasks.

   A. Your FY 05 EMPG Program Application (Attachment 2) has been approved. As changes to this document may have been made in order to meet FY 05 program requirements on the basis of e-mails, facsimiles, and telephone calls from you since you originally submitted it, you should carefully review the approved EMPG Statement of Work &

Progress Report and the ten EMPG tasks addressed in it. A copy of your current Jurisdiction Profile, which is a computer-generated record of your program information and planning accomplishments currently on file with the Division, is included with your approved Program Application.

The process for reporting results of Task 5 (Exercise Participation & Schedule) on the EMPG Statement of Work & Progress Report is being changed. **For all exercises conducted on or after May 1, 2005,** EMPG participants must prepare and submit to GDEM an After Action Report (AAR) and Improvement Plan (IP), in the format prescribed by the DHS Homeland Security Exercise Evaluation Program (HSEEP). The AAR and IP will replace use of FEMA Form 95-44, Emergency Management Exercise Reporting System (EMERS), as the method of reporting exercise results and required corrective actions. See Attachment 3 for additional information on the HSEEP.

B. The US Department of Homeland Security's FY 2005 EMPG Program Guidelines and guidance from the Texas Office of Homeland Security, which were published after GDEM's FY 05 EMPG Program Guidelines were distributed, require that EMPG participants complete three additional tasks as part of their FY 05 EMPG program work. These additional tasks include:

(1) Task 11. Implement the National Incident Management System (NIMS) at the local level. See Attachment 4 for information about this task.

(2) Task 12. Incorporate pertinent information concerning the National Response Plan (NRP) into the local or interjurisdictional emergency management plan and its annexes. See Attachment 5 for information about this task

(3) Task 13. Register as a user of the Texas Regional Response Network (TRRN.) and identify resources that the jurisdiction(s) participating in the local emergency management program are prepared to make available to other jurisdictions through mutual aid. See Attachment 6 for further information on TRRN.

3. Tasks Progress & Reporting

As noted in the *Fiscal Year 2005 Local Emergency Management Program Guide*, continued participation in the EMPG program is in part conditioned on making proportional progress on your Work Plan tasks and the timely submission of progress and financial reports.
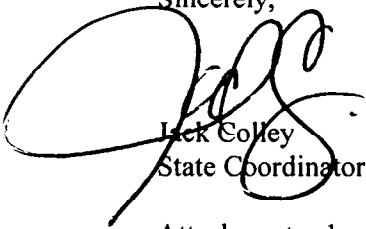
a. Proportional Progress in Program Tasks. Proportional progress on Work Plan tasks means that I expect you to complete a portion of those tasks each quarter rather than deferring most planning tasks, training, exercises, and other activities until the last several months of the fiscal year. Those who try to complete a year's work in several months frequently fail when major emergencies occur late in the year.

b. Financial Reports. Financial reports are due to the Division 15 days after the close of each quarter of the federal fiscal year. Your financial reports for the first and second quarters should have already been submitted. Subsequent reports are due on July 15 and October 15, 2005. These reports should be sent directly to the GDEM Support Services Section at the PO box address at the top of the first page of this letter.

c. Progress Reports. Your first semi-annual progress report was due to the GDEM Preparedness Section on April 15, 2005. The final progress report is due October 15, 2005. As noted previously, these reports should reflect progress in completing the tasks contained in your Statement of Work. These reports should be sent directly to the GDEM Preparedness Section at the PO box address at the top of the first page of this letter.

d. Failure to complete the tasks outlined in the approved Statement of Work or to submit quarterly financial reports and semi-annual progress reports by the required due dates is cause for elimination from the EMPG program.

If, after reviewing, the Notice of Grant Award, you determine that you do not wish to participate in the FY 05 EMPG program, please advise me as soon as possible.

Should you have any questions regarding the Notice of Grant Award, please contact Sherry Saba of the Division's Support Services Section at 512/424-2448. If you have questions regarding EMPG tasks or your Jurisdiction Profile, please contact the Division's Preparedness Section at 512/424-2450.

Sincerely,

Jack Colley
State Coordinator

Attachments: 1 – Notice of Sub-Recipient Grant Award
2 – Approved Program Application
3 – Homeland Security Exercise Evaluation Program (HSEEP) Information
4 – National Incident Management System (NIMS) Implementation
5 – Coordination of State and Local Plans with the National Response Plan (NRP)
6 – Participation in the Texas Regional Response Network (TRRN)

Terms and Conditions

1. Purpose: Grant funds will be used to support local comprehensive emergency management programs to encourage improvement of mitigation, preparedness, response, and recovery capabilities for all hazards. Funding may be used to support activities that contribute to the capability to manage consequences of acts of terrorism. Funds provided may also be used to accomplish initiatives described in the Federal Program Guidelines, including local implementation of the National Incident Management System (NIMS), incorporation of appropriate references to the National Response Plan (NRP) into local plans, homeland security assessment and strategy integration, and assessment of the local emergency management program using Emergency Management Assessment Program (EMAP) standards.

2. Grant Acceptance: The Notice of Subrecipient Grant Award is only an offer until the Subrecipient returns the signed copy of the Acceptance of Subrecipient Grant Award in accordance with the instructions provided in the transmittal letter.

3. Work To Be Performed. The approved FY 05 Statement of Work & Progress Report attached to this grant award outlines 10 tasks that the grantee must perform during the grant period. The following additional tasks are also required of subrecipients:

   A. Task 11. Implement the National Incident Management System (NIMS) at the local level.

   B. Task 12. Incorporate pertinent information concerning the National Response Plan (NRP) into the local or Interjurisdictional emergency management plan and its annexes.

   C. Task 13. Participate in the Texas Regional Response Network (T.R.R.N.) by registering as a user and identifying resources that the jurisdiction(s) participating in the local emergency management program are prepared to make available to other jurisdictions through mutual aid.

4. Grant Funding. The amount of this grant may be less than the amount requested in your Application for Federal Assistance due to limits on federal funding for the EMPG program. However, EMPG grant recipients should continue to report all eligible expenses in quarterly financial reports. In the event additional program funding becomes available from the federal government or unspent EMPG funds remain at the end of the fiscal year, the Governor's Division of Emergency Management (GDEM) may be able to allocate additional funds to EMPG program participants.

5. Financial and Administrative Requirements. Subrecipient agrees to comply with the applicable financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide located at http://www.ojp.usdoj.gov/oc/.

   A. All emergency management program costs for which the Subrecipient seeks reimbursement must be eligible in accordance with Attachment A to OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments.* A copy of that document is available at: http://www.whitehouse.gov/omb/circulars/index.html.

   B. Subrecipient agrees to make no request for reimbursement for goods or services procured by the Subrecipient prior to the start of the period of performance stated in this award document or after the end of the period of performance.

C. Notwithstanding any other provisions of this document, the parties hereto understand and agree that the obligations of GDEM under this Agreement are contingent upon the availability of adequate funds to meet GDEM's liabilities hereunder. GDEM shall not be liable to the Subrecipient for costs under this Agreement that exceed the amount specified in the Notice of Subrecipient Grant Award.

6. Single Audit Act Requirements. If Subrecipient has expenditures in excess of $500,000 in federal funds of all types within a single fiscal year, it must have an audit performed in accordance with the Single Audit Act Amendment. Subrecipient agrees to comply with the audit requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-profit Organizations.*

7. Reporting Requirements. Subrecipient agrees to comply with all reporting requirements and shall provide such information as required by GDEM. Sub-recipients may be required to submit additional information and data requested by GDEM and/or the State Administrative Agency after the end of the period of performance in order to close out the grant.

8. Review of Work and Expenditures. GDEM may review the work of the Subrecipient with respect to approved program tasks and also review expenditures for which reimbursement is requested as necessary to ensure the federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved. These reviews may include, without limitation: comparing actual subrecipient activities to those approved in the sub-award application and subsequent modifications if any; ensuring that grant funds have been expended in accordance with applicable guidelines; confirming compliance with grant assurances, and verifying information provided on performance reports and payment requests.

9. Grant Suspension or Termination. GDEM may suspend or terminate sub-award funding, in whole or in part, or other measures may be imposed for any of the following reasons: failing to comply with the requirements of federal or state law, failing to make satisfactory progress toward the goals or objectives set forth in the sub-award application, failing to follow grant agreement requirements or special conditions, failing to submit required reports, filing a false certification in the application or other report or document.

10. Reimbursement For Expenses

A. Reimbursement for expenses incurred during the fourth quarter of Fiscal Year 2005 will not be disbursed until GDEM receives the second semi-annual EMPG Progress Report, which is due October 15, 2005.

B. As GDEM plans to promptly close out the Fiscal Year 2005 EMPG program with the State Administrative Agency, requests for reimbursement of expenses that are delivered or postmarked more than 45 days after the end of the stated period of performance will not be paid.

Fiscal Year 2005
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)
APPLICATION

PLEASE PRINT OR TYPE

1. APPLICANT NAME *(Jurisdiction):* SAN ANTONIO EMERGENCY MANAGEMENT

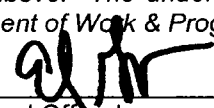| 2. **COUNTY:** BEXAR	3. **DISASTER DISTRICT:** 3B

4. EMPG STATUS: [X] *Current EMPG Program participant*   [ ] *New EMPG Program applicant*

5. PROGRAM PARTICIPANT: *(List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year.)*
CITY OF SAN ANTONIO ONLY
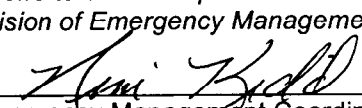
6. CHECKLIST OF APPLICATION ATTACHMENTS: *(See the FY 2005 Local Emergency Management Program Guide for further information on completing these forms.)*

[X]   Designation of Grant Officials (form DEM-17A)
[X]   Statement of Work & Progress Report (form DEM-17B). This form should be signed by the EMC.
[X]   Application for Federal Assistance (form DEM-66). The Authorized Official should sign this form.
[X]   EMPG Staffing Pattern (form DEM-67).
[X]   EMPG Staff Job Description (form DEM-68). *An **updated** job description must be provided for each staff member listed in the FY 04 EMPG Staffing Pattern who works <u>less</u> than 50 percent of their time in emergency management duties.*
[X]   FEMA Form 20-16, Summary Sheet for Assurances & Certifications, must signed by an Authorized Official. Attach FEMA Form 20-16A, Assurances – Non-Construction Programs & FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements, to the FEMA Form 20-16.
[X]   If the applicant performs lobbying to influence federal actions, a completed Disclosure of Lobbying Activities (SF LLL) must be completed and included in the grant application package.
[   ]   Direct Deposit Authorization (form 74-146). The Grant Financial Officer should sign this form. If the jurisdiction has been receiving EMPG reimbursements through Direct Deposit, a new Direct Deposit Authorization is <u>not</u> required.
[X]   Travel Policy Certification (form DEM-69). The Grant Financial Officer should sign this form.

7. CERTIFICATION: *This Application together with the attached EMPG Statement of Work & Progress Report (form DEM-17B) constitute the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the EMPG Statement of Work & Progress Report approved by the Division of Emergency Management.*
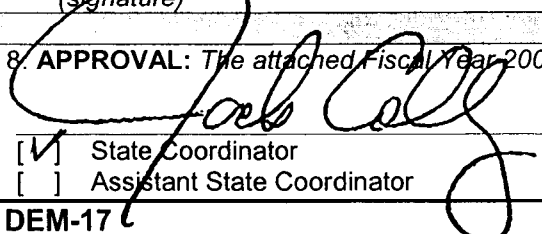
Authorized Official (signature)	Date	Emergency Management Coordinator (signature)	Date 9/17/04

DEM USE ONLY

8. APPROVAL: *The attached Fiscal Year 2005 EMPG Statement of Work & Progress Report is approved.*

APR 2 7 2005

| [✓] State Coordinator | Date |
| [   ] Assistant State Coordinator | |

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7/04

Applicant Name: SAN ANTONIO EMERGENCY MANAGEMENT, modified 12/17/04		
This is our: [X] Statement of Work [ ] Progress Report #1 [ ] Progress Report #2		

	Submitted By	Date	DEM Review By	Date
Statement of Work	Nim Kidd	9&12/17/04		
Progress Report #1				
Progress Report #2				

Task 1	Work Plan & Semiannual Progress Report
Work Plan	[X] We will submit an EMPG Application, two Progress Reports, and quarterly Financial Reports.
Progress Report #1	[ ] This Progress Report # 1 is being submitted to the GDEM Preparedness Section. [ ] First & Second Quarter Financial Reports have been submitted to GDEM Support Services.
Progress Report #2	[ ] This Progress Report # 2 is being submitted to the GDEM Preparedness Section. [ ] Third & Fourth Quarter Financial Reports have been submitted to GDEM Support Services.

Task 2	Legal Authorities for Emergency Management Program

Work Plan	[X] We will maintain current legal documents establishing our emergency management program.
	 [X] Our legal documents are current & on file with GDEM; no additional action is required.
	 [ ] We will prepare or update & submit to our Regional Liaison Officer:
	     [ ] Commissioner's Court Order
	     [ ] City Ordinance(s) for:
	     [ ] Updated Joint Resolution

Progress Report #1	[ ] We completed & submitted to our Regional Liaison Officer:
	     [ ] Commissioner's Court Order
	     [ ] City Ordinance(s) for:
	     [ ] Updated Joint Resolution

Progress Report #2	[ ] We completed & submitted to our Regional Liaison Officer:
	     [ ] Commissioner's Court Order
	     [ ] City Ordinance(s) for:
	     [ ] Updated Joint Resolution

Task 3	Public Education/Information
Work Plan	[X] Option 1: We will conduct 30 hours of hazard awareness activities for local citizens. **OR** [ ] Option 2: We will prepare & distribute public education/information materials to a substantial portion of the community. In the space below **describe the materials to be distributed:**
Progress Report #1	[ ] We completed the following hazard awareness or public education/information activities:

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Progress Report #2	[ ] We completed the following hazard awareness or public education/information activities:

Applicant Name: SAN ANTONIO EMERGENCY MANAGEMENT

Task 4	**Emergency Management Planning Documents**
Work Plan	[X] We have reviewed our emergency management plan & its annexes for currency. [X] We will develop or update by revision or change these planning documents: [ ] Basic Plan Annexes: [ ] A [ ] B [ ] C [ ] D [ ] E [ ] F [X] G [X] H [ ] I [ ] J [ ] K [ ] L [ ] M [ ] N [ ] O [X] P [ ] Q [ ] R [ ] S [ ] T [ ] U [ ] V Other documents: *NOTE: Plans & annexes dated September 30, 2000, & earlier should be revised/updated this year.*
Progress Report #1	[ ] We developed or updated and submitted to our RLO the following documents, together with the appropriate planning standards checklists: [ ] Basic Plan Annexes: [ ] A [ ] B [ ] C [ ] D [ ] E [ ] F [ ] G [ ] H [ ] I [ ] J [ ] K [ ] L [ ] M [ ] N [ ] O [ ] P [ ] Q [ ] R [ ] S [ ] T [ ] U [ ] V Other documents:
Progress Report #2	[ ] We developed or updated and submitted to our RLO the following documents, together with the appropriate planning standards checklists: [ ] Basic Plan Annexes: [ ] A [ ] B [ ] C [ ] D [ ] E [ ] F [ ] G [ ] H [ ] I [ ] J [ ] K [ ] L [ ] M [ ] N [ ] O [ ] P [ ] Q [ ] R [ ] S [ ] T [ ] U [ ] V Other documents:

Task 5	**Exercise Participation & Schedule**
Work Plan	[X] We will develop & submit a two year exercise schedule (below). [X] We will conduct & report participation in a tabletop exercise <u>and</u> a functional or full-scale exercise this fiscal year or obtain exercise credit for actual events for these exercises.

EXERCISE SCHEDULE			
Period	**Exercise Type**	**Exercise Scenario ***	**Quarter of Year**
This Fiscal Year (FY 05)	[X] Tabletop	[ ] NH [X] TH [ ] NS [ ] TR	[ ] 1 [X] 2 [ ] 3 [ ] 4
(Oct. 2004 – Sept. 2005)	[X] Functional [ ] Full-Scale	[X] NH [ ] TH [ ] NS [ ] TR	[ ] 1 [ ] 2 [ ] 3 [X] 4
Next Fiscal Year (FY 06)	[X] Tabletop	[ ] NH [X] TH [ ] NS [ ] TR	[ ] 1 [X] 2 [ ] 3 [ ] 4
(Oct. 2005 – Sept. 2006)	[X] Functional [ ] Full-Scale	[X] NH [ ] TH [ ] NS [ ] TR	[ ] 1 [ ] 2 [ ] 3 [X] 4
A Full-Scale exercise must be conducted every three (3) years			
Our last Full-Scale exercise was conducted on (date): 6/9/04		**Scenario*:** NH	
***Exercise Scenarios:** NH = Natural Hazard, TH = Technological Hazard, NS = National Security, TR = Terrorism*			

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Progress Report #1	[ ] We conducted a tabletop exercise and provided documentation to GDEM. [ ] We conducted a [ ] functional, [ ] full-scale exercise and provided documentation to GDEM. [ ] We requested functional or full-scale exercise credit for an actual occurrence from GDEM and our request was approved.
Progress Report #2	[ ] We conducted a tabletop exercise and provided documentation to GDEM. [ ] We conducted a [ ] functional, [ ] full-scale exercise and provided documentation to GDEM. [ ] We requested functional or full-scale exercise credit for an actual occurrence from GDEM and our request was approved.

Applicant Name: SAN ANTONIO EMERGENCY MANAGEMENT

Task 6	Training for Emergency Management Personnel
Work Plan	[X] EMPG-funded emergency management personnel will participate in the following training: Position/Name Course Name(s) or Number(s) 1. EMC - Nim Kidd G202 & G386 2. AEMC - Mike Walsh G710 & G235 3. AEMC - Kenneth DeVries G193 & G202 4. SAA - Charles Hoffman G276 & G193 5. MA - Betsy Dose G193 & G230 6. EMS - James Mendoza G193 & G202 7. AAII - Erica Moncada G193 & G230 8. PD Capt - Tom Polonis G193 & G230 9. PD Off. - Eric Shuey G193 & G230 10. 11. 12.
Progress Report #1	[ ] Emergency management personnel completed the following training: Position/Name Course Name(s) or Number(s) 1. 2. 3. 4. 5. 6. 7. 8. 9.
Progress Report #2	[ ] Emergency management personnel completed the following training: Position/Name Course Name(s) or Number(s) 1. 2.

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	3.
	4.
	5.
	6.
	7.
	8.
	9.

Applicant Name: SAN ANTONIO EMERGENCY MANAGEMENT

Task 7	Emergency Management Training for Other Personnel
Work Plan	[X] We will conduct or arrange emergency management-related training for elected officials, other local officials, & support agencies.
Progress Report #1	The following individuals completed the training indicated: (Enter position/name and training completed) 1. 2. 3. 4. 5. 6. 7. 8. 9.
Progress Report #2	The following individuals completed the training indicated: (Enter position/name and training completed) 1. 2. 3. 4. 5. 6. 7. 8. 9.

Task 8	Emergency Management Staff Development
Work Plan	[X] We will participate in the following emergency management staff development activities: Emergency Management Annual Statewide Training Conference, Meetings of regional EMS/Hospital Disaster Group (EHDG), Meetings of the Regional Emergency Management Steering Cmte., Meetings of Bexar County Local Emergency Planning Council, Meetings of San Antonio Area Volunteer Organizations (SAVOAD) Meetings of Alamo Area Councils of Governments (AACOG)

Progress Report #1	We completed the following staff development activities:
Progress Report #2	We completed the following staff development activities:

Applicant Name: SAN ANTONIO EMERGENCY MANAGEMENT
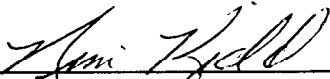
REMARKS
(Use a Continuation Sheet if necessary)

Hopefully the lack of Emergency Management staffing continuity this past year will stabilize for the coming year.

This "Statement of Work" is submitted in September 2004 by the City of San Antonio (COSA) Emergency Management Office in application for the Fiscal Year 2005 Emergency Management Performance Grant (EMPG) by:

** Resubmitted December 2004 as requested by GDEM for clarifications, mainly regarding proposed staff training courses in Task 6.

Nim Kidd, District Fire Chief
COSA Emergency Management Coordinator

Attachment 3

Homeland Security Exercise Evaluation Program (HSEEP) Information

1. The US Department of Homeland Security (DHS), Office of Domestic Preparedness (ODP), is implementing the Homeland Security Exercise and Evaluation Program (HSEEP) to enhance and assess terrorism prevention, response, and recovery capabilities at the Federal, State, and local levels. HSEEP is a threat- and performance-based exercise program that provides doctrine and policy for planning, conducting, and evaluating exercises.

2. As noted in the cover letter with your EMPG award package, beginning on May 1, 2005, the FEMA 95-44 form will no longer be used to report exercises. Instead, an After Action Report (AAR) and Improvement Plan (IP) that meets the requirements of HSEEP must be forwarded to GDEM within 45 days after the exercise is completed.

3. The HSEEP includes a series of four reference manuals to assist state and local jurisdictions establish exercise programs and design, conduct, and evaluate exercises. In addition, they provide information on the format for the AAR and IP. The HSEEP documents can be accessed at **http://www.ojp.usdoj.gov/odp/exercises.htm#hseep**.

4. The AAR simply summarizes what occurred during the exercise and analyzes performance of tasks identified through the planning process as critical and the demonstrated capacity to accomplish the overall exercise goal. The AAR should include data collected from the exercise debrief, participant's feedback forms, other sources such as plans and procedures, and should compare the actual results with the intended outcome. The AAR should include recommendations for improvements based on the exercise critiques.

5. The IP is the means by which the lessons learned from the exercise are directed into concrete measurable steps that result in improved capabilities. The IP will specifically detail what actions will be taken to correct each recommendation in the AAR, who or what agency will be responsible for taking action, and the timeline for completion of each area identified as needing improvement.

6. A format for the AAR and IP can be found in the HSEEP documents on the web site listed above or the GDEM web site. A sample AAR and IP will be posted on the GDEM web site by May 15, 2005.

Attachment 4

National Incident Management System (NIMS) Implementation

1. **Background.** Homeland Security Presidential Directive (HSPD) 5, *Management of Domestic Incidents*, directed the Department of Homeland Security to develop and administer the National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for Federal, State, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. On March 1, 2004, the Department of Homeland Security (DHS) issued the NIMS to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels and across functional disciplines.

2. **Minimum FY 2005 NIMS Compliance Requirements.** The US Department of Homeland Security has identified steps that states, territorial, tribal, and local entities should take during FY 2005 (October 1, 2004 – September 30, 2005) to become compliant with the NIMS. The State has further defined these requirements for local jurisdictions that are listed below. A copy of the full NIMS document can be found at www.dhs.gov or www.fema.gov/nims.

Compliance actions that state and local governments should take during FY 2005 include:

A. **Ensuring emergency responders complete basic NIMS training.**

   1) During FY05. local jurisdictions should ensure that their emergency responders complete a NIMS awareness course. An independent study course developed by the Emergency Management Institute (EMI), *National Incident Management System (NIMS), An Introduction, (IS-700)*, is available to satisfy this requirement. This course explains the purpose, principles, key components and benefits of NIMS. The course also contains "Planning Activity" screens, allowing participants an opportunity to complete some planning tasks during the course. The planning activity screens are printable so that they can be used after the course is complete. The course is available on-line and normally takes between forty-five minutes to three hours to complete. The course is available on the EMI web page at: http://training.fema.gov/EMIWeb/IS/is700.asp.

   2) For purposes of NIMS compliance, local emergency responders include:

      a) Firefighters (full-time or volunteer)
      b) Law Enforcement
      c) Emergency Medical Services
      d) Emergency Management Coordinators and their assigned staff
      e) Personnel working in the Emergency Operations Center
      f) Local Officials
      g) Others who may respond to a incident or disaster

   3) Developing a centralized tracking system for NIMS training accomplishment, if a more comprehensive system of training management is not already available.

   4) Ensuring, to the best of their ability, that any Incident Command System training that local governments conduct or contract for includes NIMS as part of the curriculum. The State is including NIMS in all ICS training courses it presents.

5) Proof of NIMS training will be required in order to qualify for FY 2006 Homeland Security Grant funding, which includes EMPG funding.

B. **Formally recognizing the NIMS and adopting the NIMS principles and policies.** States, territories, tribes, and local entities should establish legislation, executive orders, resolutions, or ordinances to formally adopt the NIMS.

1) A sample City Ordinance and a sample Commissioners Court Order adopting NIMS will be available on the GDEM web site no later than May 15, 2005.

2) Counties and cities that do not adopt NIMS as identified above will not be eligible for Homeland Security ODP funding or Emergency Preparedness Performance Grants in FY 2006.

C. **Establish a NIMS baseline by determining which NIMS requirements you already meet.**

1) We recognize that State, territorial, tribal, and local entities have already implemented many of the concepts and protocols identified in the NIMS. The 2004 DHS Homeland Security Grant Program encouraged grantees to begin utilizing the NIMS concepts, principles, terminology, and technologies. The NIC is developing the NIMS Capability Assessment Support Tool (NIMCAST). The NIMCAST is a web-based self-assessment system that States, territories, tribes, and local governments can use to evaluate their incident response and management capabilities. This useful tool identifies the requirements established within the NIMS and can assist you in determining the extent to which you are already compliant, as well as identify the NIMS requirements that you are not currently meeting. As gaps in compliance with the NIMS are identified, States, territories, tribes, and local entities should use existing initiatives, such as the Office for Domestic Preparedness (ODP) Homeland Security grant programs, to develop strategies for addressing those gaps. The NIC will formally pilot the NIMCAST with a limited number of States in September. Upon completion of the pilot, the NIC will provide all potential future users with voluntary access to the system. Additional information about the NIMCAST tool will be provided later this year.

2) NIMCAST is now available for use. A User ID is required and can be obtained from Johnna Cantrell, Homeland Security Supervisor at 512-424-2449 or by e-mail at johnna.cantrell@txdps.state.tx.us.

3) NIMCAST is a tool for assessing your NIMS compliance and you are not required to use it. However, state and local governments must complete a baseline assessment of their NIMS compliance by the end of FY 2006 and this is the best means of accomplishing this assessment.

4) Any deficiencies identified in the assessment process should be incorporated into your NIMS implementation strategy to ensure they are addressed and corrected

5) Any issues you are not capable of correcting at the local level should be forwarded to Denita Powell, Preparedness Section Administrator by e-mail at denita.powell@txdps.state.tx.us so that the issues can be addressed in developing long term strategies for the State.

D. **Establishing a timeframe and developing a strategy for full NIMS implementation.** States, territories, tribes, and local entities are encouraged to achieve full NIMS implementation during

FY 2005. To the extent that full implementation is not possible during FY 2005, Federal preparedness assistance must be leveraged to complete NIMS implementation by FY 2006. **By FY 2007, Federal preparedness assistance will be conditioned by full compliance with the NIMS.** Again, in order for NIMS to be implemented successfully across the nation, it is critical that States provide support and leadership to tribal and local entities to ensure full NIMS implementation. States should work with the tribal and local governments to develop a strategy for statewide compliance with the NIMS.

Local jurisdictions should develop a strategy by the end of FY 2005 that allows for full NIMS implementation no later than the end of FY 2006.

E. **Institutionalizing the use of the Incident Command System (ICS).** If State, territorial, tribal, and local entities are not already using ICS, you must institutionalize the use of ICS (consistent with the concepts and principles taught by DHS) across the entire response system. The 9/11 Commission Report recommended national adoption of the Incident Command System (ICS) to enhance command, control, and communications capabilities. All Federal, State, territory, tribal, and local jurisdictions will be required to adopt ICS in order to be compliant with the NIMS. Additional information about adopting ICS will be provided to you by the NIC.

1) Incorporate NIMS into plans, training, exercises, and emergency response procedures.

a) Planning

(1) During FY 2005, local jurisdictions should review and update (as needed) the following elements of the local emergency management plan to ensure they include the ICS (NIMS):

(a) Basic Plan
(b) Annex I, Emergency Public Information
(c) Annex M, Resource Management
(d) Annex N, Direction & Control
(e) Annex V, Terrorism Incident Response

(2) Updates to these planning documents may be accomplished revising the documents and promulgating the revision with a new date and signature(s) or by using the change process described in the *Local Emergency Planning Guide* (DEM-10). Revised annexes or numbered changes should be forwarded to GDEM for review.

(3) GDEM will post updated local sample planning documents, state planning standards, and planning notes for the planning documents listed above on the GDEM web site by May 15, 2005.

b) Exercises

(1) Jurisdictions should begin the process of integrating the NIMS into exercises.

(2) All state-sponsored exercises conducted during FY 2005 will include NIMS organization and concepts.

(3) Starting in FY 2006, all local exercises must include NIMS in order to obtain credit for federal or state assistance funding.

c) Mutual Aid Agreements

   Mutual aid agreements provide the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual aid agreement with all neighboring or nearby jurisdictions, as well as relevant private sector and non-governmental organizations. They should also continue to work with the Council of Governments to develop and join regional mutual aid agreements.

d) Communications

   Continue to work with the Council of Governments on communications interoperability.

e) Resource Management

   (1) The State of Texas adopted the Texas Regional Response Network (TRRN) as the resource database to be used to identify resources available for mutual aid. During FY 2005, you should input the resources available for mutual aid into this database. Use of this system will be required to be eligible for FY 2006 grant programs.

   (2) Local jurisdictions should begin the process of developing a comprehensive resource management program that includes:

      (a) Resource identification and ordering. Using standard processes and methods to identify, order, mobilize, dispatch, and track resources.
      (b) Resource categorization. Categorizing by size, capacity, capability, skill, and other characteristics to make resource ordering and dispatch more efficient.
      (c) Use of agreements. Developing pre-incident agreements for providing or requesting resources.
      (d) Effective Management. Using validated practices to perform key resource management tasks.

2) Incorporate NIMS into the operation of emergency facilities. If you do not already have an Emergency Operations Center (EOC), one should be developed. Department and agency representatives designated to staff the EOC should be trained, to include completing the IS-700 NIMS course. EOC Standard Operating Procedures should be updated to include NIMS requirements

Attachment 5

Coordination of Local Plans with the
National Response Plan (NRP)

1. The NRP, which replaces the previous *Federal Response Plan*, was published in December 2004. The letter of instruction in the plan requests that local and tribal governments:

    A. In addition to notifying the State of significant emergency incidents through your Disaster District, also make notification to local and regional Joint Terrorism Task Forces (JTTFs) and the DHS Homeland Security Operations Center (HSOC), as appropriate.

    B. Coordinate as needed with the HSOC regarding procedures for establishing connectivity for domestic incident management purposes. Local government procedures should be coordinated with the State, specifically the GDEM Operations Section.

    C. Modify existing incident management and emergency operations plans within 120 days (or no later than the next major plan maintenance cycle) to ensure proper alignment with NRP coordinating structures, processes, and protocols. (Remember that your emergency management plan must be NIMS compliant by the end of FY 2006 in order to be eligible for grant funds in FY 2007.)

2. In addition you should ensure:

    A. References in your local emergency management plan are updated to include new national and state plans.

    B. Update standard operating procedures or guides to ensure that new response procedures incorporate appropriate.references to both the NRP and NIMS.

    C. Work with private-sector owners and operators, particularly those that own or operate critical elements of infrastructure or key resources, to encourage them to develop appropriate emergency response and business continuity plans.

Attachment 6

Participating in the Texas Regional Response Network (TRRN)

1. For two years the Governor's Division of Emergency Management (GDEM) has contracted with the Texas Forest Service to develop and maintain a comprehensive Internet-base mutual aid database and user system for use by state agencies and local jurisdictions. The purpose of the Texas Regional Response Network (TRRN) is to aid in response and planning efforts by allowing system users to collect and retrieve resource information. Basically, it is a computerized filing system for potentially available resources and equipment. The system allows users to:

   A. Apply on-line for system access.
   B. Enter data on fire, law enforcement, search and rescue, public works, and other state and local emergency resources using the national Resources Typing System. This data can be entered for local use only or identified as mutual aid resources available to other jurisdictions.
   C. Search for resources by category, type, county, Council of Government, Disaster District, or from a user selected location.
   D. Display search results on an interactive map.
   E. Provide points of contact information for mutual aid resources requests.

2. The TRRN system can be accessed at two websites. The operational system is located at **www.trrn.state.tx.us** and is hosted at a secured AT & T server complex. A training site is located at **http://trrn.tamu.edu/training** and contains some sample resource data. Functionally this application is identical to the operational site, however the data in this system if for training purposes only.

3. The TRRN was adopted as the statewide mutual aid database in November 2004. Local governments must enroll in TRRN and enter information on all response equipment that is available for mutual aid assistance to other jurisdictions in order to participate in the FY 06 Homeland Security Grant program. The State has started this process by:

   A. Entering large equipment items for local and regional use purchased with ODP Homeland Security Grant funds during the past three years. This process is ongoing and may take several more months to complete.

   B. Working with the Council of Governments to identify and enter regional response equipment not purchased through the ODP funds.

4. Those jurisdictions that already have resources identified in another software product should work with the Texas Forest Service to explore methods of downloading the information to the TRRN.

5. Providers can apply for access on-line by accessing the "New Provider Application" tab located on the log-in page of the operational system. Once the application is submitted, the system will generate an email to the provider with a user name and password for access.

6. Questions about or problems with the TRRN should be addressed to Don Galloway at the Texas Forest Service at (979) 458-6507 or at **dgalloway@tfs.tamu.edu**.