



Missouri Office of Homeland Security
Divisions of Grants, Local and State Assistance
Information Bulletin
OHS-GT-2012-007-01

Subject: **Emergency Management Performance Grant (EMPG) and Homeland Security Grant Program (HSGP) Objectives**

Effective Date: **November 1, 2016**

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I. Introduction

The Missouri Office of Homeland Security, Division of Grants, Local and State Assistance is providing this policy to assist local governments, state agencies and non-profits in understanding federal and state requirements regarding utilization of the Emergency Management Performance Grant (EMPG) and Homeland Security Grant Program (HSGP) funding to prepare for all hazards and advance a “whole community” approach.

This information bulletin replaces OHS-GT-2012-007 “Emergency Management Performance Grant (EMPG) and Homeland Security Grant Program (HSGP) Objectives” dated April 15, 2012.

II. Purpose

The purpose of this policy is to require progress reporting for specific objectives and performance measures to determine the effectiveness of HSGP and EMPG funding in preparing for all hazards and to advance a “whole community” approach.

III. Overview

To address the priority of the Emergency Management Performance Grant (EMPG) and Homeland Security Grant Program (HSGP), five objectives have been identified. Each objective has been given a performance measure and associated reporting requirement. With these measures, subrecipients must evaluate their progress toward achieving the stated objectives in required grant reporting (quarterly for EMPG and bi-annually for HSGP) in compliance with the reporting requirements below.

Objective #1- Approved Emergency Operations Plans

All EMPG and HSGP subrecipients that maintain an emergency operations plan, (EOP) are required to submit an updated EOP every two years.

Objective #2- Completion of Threat and Hazard Identification and Risk Assessment (THIRA)

THIRA processes, at all levels of government, establish a foundation to justify and guide preparedness activities and investments. A common approach to that process will enable the whole community to maintain a baseline understanding of the risks they face, facilitate efforts to identify capability and resource gaps, focus capability improvements, and inform the community of actions they can take to manage their risks. In order to qualify for funding, all EMPG and HSGP subrecipients must participate in the development or maintenance of a state or regional THIRA.

Participation in THIRA development at the Regional level may be:

- Serving as a member of the Regional working group

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- Interacting with State or Regional planners to provide input into the Regional THIRA
- Answering data call queries about the Regional THIRA

Objective #3- Target Exercises and Verify Capability of Personnel

All EMPG subrecipients shall develop and maintain a progressive exercise program that **includes all grant funded personnel actively participating in no less than three (3) exercises in a 12-month period.** Subrecipients are required to report progress towards this requirement in Grant Progress Reports and submit proof of participation to their Grant Specialist for review and approval.

Of the three exercises required, subrecipients shall, at a minimum, participate in no less than two (2) discussion-based exercises and one (1) operations-based exercise per calendar year. Please note that participation in a TEPW counts as one (1) discussion-based exercise and in keeping with maintaining a progressive exercise program, all subrecipients are required to participate in a Full-Scale exercise a minimum of once every three (3) years.

Grant Funded Personnel Exercise Requirements:

| Two (2) Discussion-Based Exercises | One (1) Operations-Based Exercise |
|---|---|
| Seminar | Drill |
| Workshop (TEPW requirement) | Functional |
| Tabletop | Full-Scale (Triennial requirement) |
| Game | |

EMPG Exercise (minimum) Standards

| | Exercise Activity | Required | No. of EM Agencies Involved | EO or Rep Required | Direction & Control | No. of Capabilities-Functions |
|---------------------------|--------------------------|--------------------|------------------------------------|---------------------------|--------------------------------|--------------------------------------|
| Discussion - Based | Seminar | Optional | Two | No | No | Two |
| | Workshop | Required | Three | No | No | Three |
| | Tabletop | Optional | Four | Yes | Yes | Four |
| | Game | Optional | Two | No | Yes | Three |
| Ops- Based | Drill | Optional | Two | No | Yes | Three |
| | Functional | Optional | Four | Yes | Yes | Four |
| | Full-Scale | Required Triennial | Four | Yes | Yes | Four |

The requirements listed above are the minimal levels expected to maintain grant compliance. Jurisdictions are encouraged to exceed these requirements.

Exercises must be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contains guidance and recommendations for designing, developing, conducting, and

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evaluating exercises. HSEEP Volume IV provides sample exercise materials. All four volumes can be found at the HSEEP website (<http://hseep.dhs.gov>).

An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to OHS (through SEMA if EMPG) **no later than 45 days** after completion of the exercise.

Objective #4- Target Training and Verify Capability of Personnel

Training activities supported with EMPG funds should strategically align to a core capability identified in a Multi-Year Training and Exercise Plan. To ensure development of a professional emergency management workforce, all EMPG emergency response funded personnel shall complete the following training requirements and record proof of completion.

- NIMS Training- IS 100, IS 200, IS 700, IS 800 (available at <http://www.training.fema.gov/is>)
- Professional Development Series- IS 120.a, IS 230.d, IS 235.c, IS 240.b, IS 241.b, IS 242.b, IS 244.b (available at <http://www.training.fema.gov/emiweb/PDS/>)
- For Local Delivery, L-146 HSEEP (applicable to supervisory and management personnel), prior to taking this course students must submit proof of completion for IS-120.a. This is a three (3) day course.

Subrecipients are required to report progress toward this requirement in Grant Progress Reports and submit proof of participation to their Grant Specialist for review and approval.

Additionally, all EMPG subrecipients who are emergency response agencies shall develop and maintain a progressive training program that is compliant with the following NIMS Training Matrix.

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NIMS Training Matrix

| All Emergency Responders | First-Line Supervisors | Mid-Level Response Supervisors | Senior-Level Response Managers | Elected/Appointed Officials*** | Emergency Operations Center (EOC)/Multi-Agency Coordination System (MACS) Personnel** |
|--|--|--|---|--|---|
| IS100 (4 hrs) Introduction to the Incident Command System | IS100 (4 hrs) Introduction to the Incident Command System | IS100 (4 hrs) Introduction to the Incident Command System | IS100 (4 hrs) Introduction to the Incident Command System | IS100 (4 hrs) Introduction to the Incident Command System | IS100 (4 hrs) Introduction to the Incident Command System |
| IS700 (4 hrs) NIMS, an Introduction | IS700 (4 hrs) NIMS, an Introduction | IS700 (4 hrs) NIMS, an Introduction | IS700 (4 hrs) NIMS, an Introduction | IS700 (4 hrs) NIMS, an Introduction | IS700 (4 hrs) NIMS, an Introduction |
| | IS200 (12 hrs) ICS for Single Resources and Initial Action Incidents | IS200 (12 hrs) ICS for Single Resources and Initial Action Incidents | IS200 (12 hrs) ICS for Single Resources and Initial Action Incidents | IS100 and IS700 listed above OR G402 (2 hrs)* ICS, Overview for Executives and Senior Officials | IS800 (3 hrs) National Response Framework (NRF), an Introduction |
| | | IS800 (3 hrs) National Response Framework (NRF), an Introduction | IS800 (3 hrs) National Response Framework (NRF), an Introduction | | G191(8 hrs)* ICS/EOC Interface |
| | | ICS/G300 (18 hrs)* Intermediate ICS for Expanding Incidents | ICS/G300 (18 hrs)* Intermediate ICS for Expanding Incidents | Recommended Additional Course: G191 (8 hrs)*, ICS/EOC Interface | G775 (16 hrs) EOC Management and Operations |
| | | | ICS/G400 (14 hrs)* Advanced ICS, Command and General Staff-Complex Incidents | | IS706 (2.5 hrs) NIMS Intrastate Mutual Aid-an Introduction |
| | | | | | IS701 (5 hrs) Multi-Agency Coordination System (MACS) Course |

* Available in classroom setting only

** Individuals who will be working in MACS including EOCs should take IS700, IS100, IS800, and other NIMS courses related to emergency management responsibilities.

*** Elected/Appointed officials should as a minimum complete the IS100 and IS700 or the G402 in order to have the baseline knowledge needed to work within NIMS and ICS.

For additional questions regarding training requirements, you may contact The SEMA Training and Exercise Department at: <http://training.dps.mo.gov/>

Objective #5- Develop and Maintain Multi-Year Training and Exercise Plans (TEPs)

All EMPG and HSGP subrecipients are required to conduct or participate in an annual Training and Exercise Plan Workshop (TEPW). At a minimum, subrecipients should maintain a local TEP that addresses the jurisdiction's compliance with Objective #3 and Objective #4, thus fulfilling Objective #5 requirements.

NOTE: For additional information regarding training see Information Bulletin OHS-GT-2012-006-01 "Policy on Utilization of the Training Request Form for Approved and Non-Approved Training".

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IV. Grant Contact Information

The OHS grant points of contact can be found online at:
<http://www.dps.mo.gov/dir/programs/ohs/grantstraining/?h=0>

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