

State of Alaska

Multi-Year Training and Exercise Plan (MYTEP)



2017-2019

Version 2017-1

For more information or to suggest changes, corrections, or improvements, [please contact:](#)

Alaska Division of Homeland Security
and Emergency Management
ATTN: Preparedness Section
PO Box 5750
JBER, Alaska 99505-5750
Telephone: (907) 428-7000

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Table of Contents

Points of Contact (POCs)	1
State Administrative Agent	1
State Exercise POC	1
State Training POC	1
Forward	2
Purpose	3
Statewide Coordination	4
Local Jurisdictions	4
State, Federal, and Non-Government Partners	4
State Partners	4
Alaska National Guard	4
Air National Guard	5
Army National Guard	5
Department of Environmental Conservation (DEC)	5
Department of Health and Social Services (DHSS)	5
Department of Public Safety (DPS)	5
Department of Transportation and Public Facilities (DOT&PF)	5
Other state departments	6
Federal Partners	6
Federal Emergency Management Agency (FEMA)	6
Other federal departments	6
Non-government Partners	6
Alaska Voluntary Organizations Active in Disasters (AKVOAD)	6
MYTEP Methodologies	7
How MYTEP Methodologies will be identified	7
How MYTEP Methodologies will be implemented	7
How to Develop a Process to Track Local Training and Exercise Activities	7
Spring Preparedness Conferences	8
Training and Exercise Planning Workshop (TEPW)	8
Rural Resiliency Workshops	9
Alaska Statewide Preparedness Calendar	9
Monthly Training and Exercise Teleconferences	9

Types of Feedback Requested..... 9

 How to Provide Feedback to the Preparedness Section 10

Alaska Assessment..... 11

 National Preparedness Goal..... 11

 Five Mission Areas..... 11

 2017 Core Capabilities Needing Improvement 12

Emergency Management Training..... 13

 Training Mission 13

 Purpose for Conducting Training 13

 Training Contact List 13

 ICS/NIMS Training 13

 Basic ICS Training..... 13

 Advanced ICS Training..... 14

 Training Offered by Our National Training Partners 14

 Local Leadership Training..... 14

 G0191 EOC/ICS Interface Training 15

 Training Required for Preparedness Grant Awards..... 15

 Emergency Management Performance Grant (EMPG)..... 15

 Local Emergency Planning Committee (LEPC) 15

 Position-Specific/All-Hazards Credentialing Training..... 15

 Train-the-Trainer Courses..... 15

 How to Conduct Local Training 16

Emergency Management Exercises 17

 Exercise Mission..... 17

 Purpose for Conducting Exercises..... 17

 Train Exercise Practitioners 17

 Exercise Methodologies 18

 Alaska Shield (AS) Full-Scale Exercise..... 18

 2019 Alaska Shield Objectives 18

Appendix A 19

 Public Information Officer (PIO) Training..... 20

 Minimum PIO training..... 20

 Advanced PIO training..... 20

How to Coordinate Local PIO Strategies.....	20
How to Request PIO Support during an Event.....	20
Appendix B	21
Training provided by the Emergency Management Institute (EMI)	22
Independent Study (ID) Course Listing.....	22
Additional IS Training Recommended for Local Personnel.....	22
Resident Training.....	22
How to apply for EMI Training.....	22
G Course Training	23
List of G-Course Training.....	23
Responsibilities for Hosting G-Course Training.....	24
Appendix C	25
Exercise Practitioner Training	26
Basic Exercise Training.....	26
Additional Exercise Training.....	26
Master Exercise Practitioner Program (MEPP)	26
Required Prerequisite Training for MEPP Training	26
Appendix D	27
After Action Report/Improvement Plan (AAR/IP) Form	28

Points of Contact (POCs)

State Administrative Agent

Director

Alaska Division of Homeland Security & Emergency Management (DHS&EM)

PO Box 5750

JBER, AK 99505-5750

(907) 428-7066

mike.ohare@alaska.gov

State Exercise POC

Lead Exercise Planner

Alaska Division of Homeland Security & Emergency Management (DHS&EM)

PO Box 5750

JBER, AK 99505-5750

(907) 428-7049

kathy.cavyell@alaska.gov

State Training POC

State Training Officer

Alaska Division of Homeland Security & Emergency Management (DHS&EM)

PO Box 5750

JBER, AK 99505-5750

(907) 428-7021

eva.edwards@alaska.gov

Forward

The purpose of the *State of Alaska Multiyear Training and Exercise Plan (MYTEP)* is to document the State of Alaska's overall training and exercise program priorities for a specific multi-year time period. It is considered to be a living document intended to be updated and refined annually as priorities and needs change based upon real world events.

The MYTEP priorities are linked to corresponding core capabilities, and, if applicable, a rationale based on existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. The MYTEP identifies the training and exercises that will help the State better prepare itself, as well as preparing communities, boroughs and other State agencies, to meet the challenges presented in various catastrophic events.

The MYTEP is a progressive, multi-year exercise program that enables organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved. Further, by including training requirements in the planning process, organizations can address known shortfalls prior to exercising capabilities. The associated training requirements address the priorities identified in the annual Training and Exercise Planning Workshops (TEPW).

The MYTEP may also serve as a follow-on companion document to the State of Alaska's Emergency Operations Plan, Division of Homeland Security and Emergency Management (DHS&EM) Strategic Plan, Alaska Threat and Hazard Identification and Risk Assessment (THIRA), and State Preparedness Report (SPR). It provides a roadmap to follow in accomplishing the priorities described therein. A training and exercise schedule is maintained, which provides the proposed activities scheduled for the years 2017 through 2019. The MYTEP is intended to complement and enhance the training and exercises priorities of other State, federal, and local agencies to increase overall capabilities in emergency services, emergency management, and homeland security.

Purpose

The *State of Alaska Multiyear Training and Exercise Plan (MYTEP)* establishes a process for coordinating emergency management, homeland security, and emergency services training and exercise activities in Alaska.

The purpose of this plan is to determine what training and/or exercise activities are needed to:

- Test a Small Community Emergency Response Plan (SCERP) or Emergency Operations Plan (EOP) by local jurisdictions.
- Fill Core Capability gaps identified in the Alaska Assessment, THIRA, and SPR.
- Assist participating communities to meet grant requirements.
- Build towards statewide participation in Alaska Shield 2019 (AS 19).
- Build stronger Incident Management Teams (IMTs) in Alaska, which includes launching the All-Hazards Credentialing Program.
- Build a cadre of training and exercise professionals and instructors in Alaska, so our local training and exercise needs can be met in a timelier manner.
- Synchronize training and exercise activities with Alaska State Departments and Federal partners (see Statewide Coordination on page 4).

Statewide Coordination

The mission for the Division of Homeland Security & Emergency Management (DHS&EM) is to lead the way in emergency management to foster a prepared, resilient State capable of meeting the needs of its communities and citizens in response to all-hazards events **through partnerships**.

Before, during, and after a disaster, DHS&EM partners with local jurisdictions, state and federal agencies, and non-government agencies to train and exercise their primary functions, so they are better prepared to respond to actual events.

In order to be prepared for the various threats and hazards in Alaska, the State of Alaska Multi-Year Training and Exercise Plan (MYTEP) **serves as a guide to coordinate training and exercise activities** among its partners.

- Local jurisdictions, state, federal, and non-government partners are encouraged to develop a multi-year training and exercise plan, so they may allocate funds for travel, hotel accommodations, meals, transportation and other related expenses for training and exercise activities.
- DHS&EM encourages all partners to coordinate and share training and exercises activities with the DHS&EM Training and Exercise Sections.

Local Jurisdictions

Local jurisdictions will be better prepared and equipped to manage local events and disasters, if they develop a MYTEP. The plan is intended to provide a roadmap for local jurisdictions to follow, so they may accomplish the priorities established in their Emergency Operations Plan (EOP) or Small Community Emergency Response Plan (SCERP).

State, Federal, and Non-Government Partners

The following state, federal, and non-government partners conduct regular training activities, participate in local and statewide exercises, and provide coordinated support through the State Emergency Operations Center (SEOC).

- It is critical that Local Jurisdictions understand the roles and responsibilities of each agency, so they may schedule training and exercise activities with these entities as needed.

State Partners

Alaska National Guard

The **Alaska National Guard** conducts regular training activities, participates in statewide exercises, and provides coordinated support as directed by the Governor.

Air National Guard

The Air National Guard is a reserve component of the U.S. Air Force. The more than 100,000 members of the Air National Guard can be called to active duty by the president of the United States to defend America and its interests.

- The Air National Guard can be activated by the state governor as needed to respond to natural disasters and other emergencies.

Army National Guard

When Army National Guard units are not mobilized or under federal control, they report to the governor through the state Adjutant General. Each of the 54 National Guard organizations is supervised by the Adjutant General of the state or territory.

- The Army National Guard provides protection of life, property and preserves peace, order and public safety. These missions are accomplished through emergency relief support during natural disasters such as floods, earthquakes and forest fires; search and rescue operations; support to civil defense authorities; maintenance of vital public services and counterdrug operations.

Department of Environmental Conservation (DEC)

DEC's mission is conserve, improve and protect Alaska's natural resources and environment to enhance the health, safety, economic and social well-being of Alaskans.

- DEC also provides pet evacuations and sheltering during a local or state disaster.
- The DEC Exercise schedule can be found at <http://dec.alaska.gov/spar/ppr/docs/DEC-SPAR%20Drill%20Schedule.pdf>.

Department of Health and Social Services (DHSS)

The DHSS mission is to promote and protect the health and well-being of Alaskans.

- DHSS provides Health and Medical Services, Mass Casualties, Mass Care, and Mass Fatalities support during a local or state disaster.
- Please see <http://dhss.alaska.gov/dph/emergency/pages/default.aspx> for more information.

Department of Public Safety (DPS)

The DPS mission is to prevent the loss of life and property.

- DPS provides Public Safety and Search & Rescue support during a local or state disaster.
- Please see <http://dps.alaska.gov/> for more information.

Department of Transportation and Public Facilities (DOT&PF)

The DOT&PF mission is to "Keep Alaska Moving through service and infrastructure."

- DOT&PF provides Public Works and Transportation support during a local or state disaster.
- Please see <http://www.dot.state.ak.us/> for more information.

Other state departments

The Division of Homeland Security & Emergency Management (DHS&EM) will request emergency support from other state departments as needed based upon their functional capabilities.

Federal Partners**Federal Emergency Management Agency (FEMA)**

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.

- FEMA provides Catastrophic Incident support during a federal disaster.

Other federal departments

The DHS&EM will request emergency support from other federal departments as needed based upon their functional capabilities.

Non-government Partners**Alaska Voluntary Organizations Active in Disasters (AKVOAD)**

The Alaska VOAD is the forum where organizations share knowledge and resources throughout the disaster cycle—preparation, response and recovery—to help disaster survivors and their communities. Members of the Alaska VOAD form a coalition of nonprofit organizations that respond to disasters as part of their overall mission.

- The AKVOAD provides Volunteer and Donation Management support during a local, state, or federal disaster.
- National members include American Red Cross, Catholic Charities, Mennonite Disaster Services, and others.
- Alaska members include the Salvation Army, United Way of Alaska, Lutheran Disaster Response, and others.

MYTEP Methodologies

The Preparedness Section provides resources to conduct an Emergency Management Outreach Campaign, provide Public Information Officer training, assist with coordinating Emergency Management training, assist with developing exercises to test an EOP or SCERP, and coordinates and hosts the Spring Conference and Rural Resiliency Outreach Workshops.

How MYTEP Methodologies will be identified

The Preparedness Section establishes yearly **training and exercise methodologies** based upon the:

- Goals and objectives established by the State Preparedness Report produced by the DHS&EM Planning Section.
- Community Preparedness Report produced by the Alaska Assessment conducted by the DHS&EM Planning Section with communities.
- DHS&EM Improvement Plan (IP) developed from After-Action Reports conducted by the DHS&EM Exercise Section.
- Annual Training & Exercise Planning Workshop (TEPW) conducted during the Spring Preparedness Conference.
- Needs of a Hub community and the surrounding communities when conducting a Rural Resiliency Outreach Workshop.
- Capability gaps identified from actual events by the DHS&EM Operations Section when providing support to communities.

How MYTEP Methodologies will be implemented

Once the MYTEP methodologies have been identified, the Preparedness Section will coordinate and approve training and exercise activities:

- That will be conducted by local jurisdictions to meet the needs of their communities and state grant requirements.
- With the DHS&EM Planning Section to improve Core Capability Gaps.
- That will prepare participating local jurisdictions and agencies for the upcoming Alaska Shield (AS) full-scale exercise.
- That will be conducted by state and federal agencies to improve their response when providing support to a local jurisdiction and/or DHS&EM.
- To build stronger Incident Management Teams (IMTs) in Alaska, which includes launching the All-Hazards Credentialing Program.
- To build a cadre of training and exercise professionals and instructors in Alaska, so our local training and exercise needs can be met in a timelier manner.

How to Develop a Process to Track Local Training and Exercise Activities

Local jurisdictions and agencies should **develop a process to track Emergency Management training and exercise activities**. It is recommended to use Microsoft Excel, so calculations can be easily made. DHS&EM Training has a template for your use. These records will help develop an effective Training and Exercise Plan that will meet goals and objectives set forth by the local jurisdiction or agency.

The Excel workbook should contain the following spreadsheets to track:

- Training classes that a local jurisdiction conducts for a given year or fiscal year.
- Individual training records for borough/city/tribal elected officials, council members, personnel and volunteers.
- Exercise schedule for the upcoming year or fiscal year.

Spring Preparedness Conferences

The DHS&EM Preparedness Section coordinates and hosts the **Spring Preparedness Conference** each year (usually by invite only). This conference unites emergency managers, grant recipients (LEPC and EMPG members), and other key personnel to:

- Provide pertinent emergency management information or training that will assist participating agencies to meet specific goals and objectives established by the DHS&EM.
- Provide information or training to prepare for the upcoming Alaska Shield exercise.
- Participate in the annual Training and Exercise Planning Workshop (TEPW).
- If applicable, participate in the Local Emergency Planning Committee (LEPC) and Emergency Management Performance Grant (EMPG) meetings and workshops.

Training and Exercise Planning Workshop (TEPW)

The TEPW will be conducted once per year during the Spring Preparedness Conference.

Participating jurisdictions and agencies should be prepared to share a Training and Exercise (T&E) Plan for the following year(s) leading up to the next Alaska Shield exercise.

- Keep in mind that training should be developed in SMART goal format, where S=Specific, M=Measureable, A=Achievable, R=Relevant, and T=Time Bound.
- Boroughs and local jurisdictions should schedule ICS-300 and 400 at least twice per year (perhaps once in the spring and fall) **AND** G0402, G0191, and G0775 once per year.
- Additional training should be scheduled to meet the purpose of developing a Multi-Year Training & Exercise Plan (see page 3).

The G0402 Incident Command System Overview for Executives and Senior Officials course should be conducted after local elections, so elected officials, city/county managers, agency administrators understand their responsibilities during a disaster.

The G0191 Emergency Operations Center/Incident Command System Interface course provides an opportunity for emergency management and response personnel to begin developing an Incident Command System (ICS)/Emergency Operations Center (EOC) interface for their communities.

The G0775 Emergency Operations Center Management and Operations course explores the role, design, and functions of Emergency Operations Centers (EOCs) and their relationships as components of a Multi-Agency Coordination System (MACS).

Rural Resiliency Workshops

The DHS&EM Preparedness Section will assist the Planning Section with coordinating the **Rural Resiliency Workshops** that will be conducted in Hub communities throughout Alaska during the fall. The goals of each workshop will be unique to the needs of each region. The surrounding communities will be invited, so they may:

- Develop or update their **Small Community Emergency Response Plan (SCERP)**.
- Learn techniques to help their community manage a local event.
- Learn and discuss how each community can provide support to one another during an event.
- Learn how state, federal, and non-government agencies will provide support to their community during an event.
- Receive basic or advanced Incident Command System (ICS)/National Incident Management System (NIMS) training.
- Receive technical assistance as needed, such as enhancing firefighting or Search and Rescue capability.

Alaska Statewide Preparedness Calendar

The [Alaska Statewide Preparedness Calendar](#) tracks emergency management training and exercise events throughout the state. If your agency or community is interested in posting your local training and exercise events on this calendar, email:

- Training course name, beginning and ending dates, and location to eva.edwards@alaska.gov.
- Exercise name, beginning and ending dates, and location to kathy.cavyell@alaska.gov.

Monthly Training and Exercise Teleconferences

The Preparedness Section conducts a **Monthly Training and Exercise Teleconference** on the first Wednesday of each month. The purpose of the teleconference is to share reports from Outreach, Public Information Officer (PIO), Training, Exercise, SEOC Liaison, other state agencies, and participating jurisdictions that call in. It is intended for emergency planners, local governments, federal and state agencies, and others. If you are interested in participating in this teleconference, please email eva.edwards@alaska.gov.

Types of Feedback Requested

The Preparedness Section requests the following feedback from local jurisdictions and agencies:

- Does your local jurisdiction or agency use this document as a guide to develop your multi-year training and exercise plan? Why or why not?
- Are there any unmet training and exercise activities that have not been addressed in this document?
- Has your local jurisdiction or agency participated in either the Spring Preparedness Conference or a Rural Resiliency Workshop? If yes, explain how it has benefited or did not benefit your agency?
- Have the training and exercise activities conducted by DHS&EM been useful for your local jurisdiction or agency? Why or why not?

How to Provide Feedback to the Preparedness Section

- Share your training and exercise needs at the Training and Exercise Planning Workshop (TEPW) held during the Spring Preparedness Conference or Rural Resiliency Workshop.
- Email any other thoughts, ideas, and/or challenges to jeffrey.lafferty@alaska.gov.

Alaska Assessment

The Alaska Assessment provides a continuous cycle of assessing capabilities, plans, and programs and incorporates the results into future assessments allowing local jurisdictions to manage changes to their risk.

Participating communities must submit their Alaska Assessment to the DHS&EM Planning Section by December 31 of each year. The goal of the Alaska Assessment is to measure community disaster preparedness and:

- Identify gaps in capacity and capabilities
- Meet state grant requirements
- Capture preparedness activities and response assets
- Support our return on investment.

To fill gaps a local jurisdiction can provide/request training and utilize various resources that sustains and continues to build capabilities, such as local and state appropriations and/or state and federal grants.

National Preparedness Goal

The National Preparedness Goal defines what it means for the whole community to be prepared for all types of disasters and emergencies. The Goal describes 32 activities known as **Core Capabilities** that address the greatest risks to the nation. Each of these core capabilities is tied to a capability target. These targets recognize that everyone needs the flexibility to determine how they apply their resources, based on the threats that are most relevant to them and their communities.

Five Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas.

1. **Prevention:** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
2. **Protection:** Protect our citizens, residents, visitors and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive.
3. **Mitigation:** Reduce the loss of life and property by lessening the impact of future disasters.
4. **Response:** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
5. **Recovery:** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

2017 Core Capabilities Needing Improvement

The 2017 Alaska Assessment identified the following Core Capabilities (highlighted in red) that need improvement in the five mission areas.

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience	Infrastructure Systems	
Interdiction and Disruption			Critical Transportation	Economic Recovery
Screening, Search, and Detection				Environmental Response/Health and Safety
Forensics and Attribution	Access Control and Identity Verification	Long-term Vulnerability Reduction		Housing
	Cybersecurity	Risk and Disaster Resilience Assessment	Fatality Management Services	Natural and Cultural Resources
	Physical Protective Measures	Threats and Hazards Identification	Fire Management and Suppression	
	Risk Management for Protection Programs and Activities		Logistics and Supply Chain Management	
	Supply Chain Integrity and Security		Mass Care Services	
			Mass Search and Rescue Operations	
			On-scene Security, Protection and Law Enforcement	
			Operational Communications	
			Public Health, Healthcare and Emergency Medical Services	
			Situational Assessment	

Emergency Management Training

Training Mission

Facilitate Emergency Management Training Statewide

Purpose for Conducting Training

Improve the competencies of local first responders and personnel from all levels of government to prepare for, protect against, respond to, recover from, and mitigate the potential effects of all types of disasters and emergencies that pose a threat to Alaska's people.

Training Contact List

The DHS&EM Training Section maintains this list. If you are interested in being on this list, email eva.edwards@alaska.gov. Information that is shared:

- Emergency Management training opportunities and other pertinent information.
- Email invitations to participate in the T&E Monthly Teleconference.

ICS/NIMS Training

Emergency Management training begins with basic Incident Command System (ICS) training, which are online Independent Study (IS) courses. These courses are intended to provide a basic understanding of the ICS and National Incident Management System (NIMS) for local personnel (see below) to operate efficiently during an incident while learning the roles and responsibilities of involved agencies (see below) during a response. These courses lay out the foundation on how a response should be managed and it is **mandatory training for grant recipients**.

Local Personnel

- Borough/City/Tribal elected officials and staff
- Law enforcement personnel
- Fire/EMT personnel
- Hospital/Clinic personnel
- Public utility personnel
- School/Higher Education personnel

Involved Agencies:

- Federal and state agencies
- Alaska Native and other cultural organizations
- Non-government organizations
- Faith-based organizations
- Private businesses

Basic ICS Training

- [IS-100.B: Introduction to Incident Command System, ICS-100](#)
- [IS-200.B: ICS for Single Resources and Initial Action Incidents](#)
- [IS-700.A: National Incident Management System \(NIMS\) An Introduction](#)
- [IS-800.B: National Response Framework, An Introduction](#)

Advanced ICS Training

These classroom courses provide training for personnel who require advanced application of the ICS and additional Emergency Management training offered by our National Training Partners. Once 10-30 people have completed Basic ICS Training (see above), a local jurisdiction may call the State Training Office to schedule the following training:

- (Independent Study) IS-100, 200, 700, and 800 courses
- G300 ICS-300 Intermediate Incident Command System for Expanding Incidents (20 hours)
- G400 ICS-400 Advanced Incident Command System for Command and General Staff—Complex Incidents (16 hours)

Training Offered by Our National Training Partners

Once individuals complete Basic and Advanced ICS Training, they will be qualified to attend various training offered by our National Training Partners. The National Preparedness Course Catalog is available to find appropriate Emergency Management training offered by our National Training Partners. You may find training based upon Training Provider, Delivery Type, Disciplines, Core Capabilities, and Mission Area.

1. Go to <https://www.firstrespondertraining.gov/frt/npccatalog/EMI> and uncheck the Emergency Management Institute checkbox, so it will open all available training.
2. Choose the appropriate options in the left column to narrow your search, then scroll through the pages until you find appropriate training.
3. Once you find training of interest, open the course description by clicking on the Course ID.
4. If you are interested in applying for the training, read the directions on how to apply in the right column OR if it's an online course, click on the Course Title then follow the online instructions on how to apply.
5. If you need assistance to apply for any training, please contact the State Training Office at (907) 428-7065.

Also see:

- Appendix A for Public Information Officer training
- Appendix B for training offered by the Emergency Management Institute (EMI)
- Appendix C for Exercise Practitioner Training

Local Leadership Training

After a local election, the jurisdiction should schedule local leadership training so newly elected officials and council members learn and understand their roles and how local personnel will be expected to perform during an emergency.

- Request **G0402 ICS-402 - Incident Command System (ICS) Overview for Executives and Senior Officials** training (3 hours).

G0191 EOC/ICS Interface Training

A local jurisdiction may request this training, which will help a community begin developing an ICS/EOC interface for their community. This course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate the interface.

- Request **G0191 Incident Command System (ICS) Emergency Operations Center (EOC) Interface** training (8 hours).

Training Required for Preparedness Grant Awards

The DHS&EM Grants Section administers various [Non-Disaster State and Federal Grants](#). Prior to receiving any preparedness awards, local jurisdictions must ensure and maintain adoption and implementation of the National Incident Management System (NIMS).

Emergency Management Performance Grant (EMPG)

Local jurisdiction staff whose salaries are funded by EMPG grants must complete:

- Basic ICS Training (see previous page)
- The [Professional Development Series](#) courses

Local Emergency Planning Committee (LEPC)

- Basic ICS Training (see previous page)
- LEPC members are Emergency Management personnel, e.g. fire, police, emergency medical technicians, emergency managers, or persons identified to have an assigned position within the Incident Command System (ICS) during emergencies.

Position-Specific/All-Hazards Credentialing Training

Once a community establishes an Emergency Operations Center (EOC) in their community, various Position-Specific training and credentialing is available. Minimum training requirements for most of these positions includes Basic and Advanced ICS Training.

- Before an event occurs, it is critical that a local jurisdiction appoints and trains a local Public Information Officer(s) (PIOs).
- Please see Appendix A for more information.

Train-the-Trainer Courses

As an Emergency Management program matures in a borough/city/tribe, it is recommended to send qualified candidates to various Train-the-Trainer courses so local/regional training may be conducted as needed.

- E0449 Incident Command System Curricula Train-the-Trainer (4 days) qualifies instructors to teach IS-100, 200, 700, 800, ICS-300 and 400, ICS-402, and G0191.
- Position-Specific Train-the-Trainer training varies in length from 4 to 5 days.

How to Conduct Local Training

1. Determine which type of training is needed, then call the State Training Office at (907) 428-7065 for assistance on how to secure the training and get approval to conduct the training.
 - Approved training will be listed on the State Training Calendar.
2. The local jurisdiction/agency may use Grant funds and will be responsible for:
 - Securing and paying for a training venue to conduct the training.
 - Providing or hiring instructors to conduct the training.
 - Printing all training materials, such as Instructor Guide, Student Manuals and Handouts, Exams, Visuals, Course Evaluations, and all other course materials needed.
3. The local jurisdiction/agency or Training Provider will be responsible for collecting, reviewing, and approving/denying the training applications.
 - Confirmation emails will be sent to qualified individuals explaining where the training will be held, hours of training, and any other pertinent training information (G course training may require the student to print a Student Manual, i.e., ICS-300 and 400 training).
 - Denial emails will be sent individuals not qualified to attend the training and the reason why the person is not qualified.
4. At conclusion of the training, Course Evaluation forms must be completed by each training participant.
5. If applicable, the local jurisdiction/agency is responsible for submitting the applications, prerequisite certificates, sign-in sheet, and course evaluations to appropriate training provider, so certificates may be distributed.
 - For any G-course training, only a typed roster, prerequisite certificates, and course evaluation forms need to be sent to the State Training Office.
 - The local jurisdiction/agency will be responsible for distributing certificates for G-course deliveries within their respective jurisdictions.

Emergency Management Exercises

Exercise Mission

The Exercise Officers develop and assist exercise programs in Alaska guided by the Homeland Security Exercise and Evaluation Program (HSEEP) which encompasses all levels of government and private organizations. The Exercise Section shall also be aware of exercises initiated by other agencies within Alaska.

We continue to work toward reducing Alaska's vulnerability to terrorism, and minimize the loss of life or damage to critical infrastructure, and recover from attacks if they occur.

A successful future is a state prepared for all hazardous emergencies with a reduced vulnerability to acts of terrorism.

Exercises are to improve individual, organizational, and community performance throughout the disaster cycle: mitigation, preparedness, response, and recovery.

We appreciate any information regarding exercises, local, State, federal, or private to keep our team informed.

Purpose for Conducting Exercises

The purpose of an exercise is to test and improve a plan, policies, and procedures to ensure they meet the needs of local jurisdictions or agencies. They also provide personnel the opportunity to learn, practice, and improve within their emergency management roles.

Train Exercise Practitioners

It is recommended that local jurisdictions assign and train an individual or team to lead exercise activities (see Appendix C).

- Once a local jurisdiction is ready to conduct an exercise, contact the DHS&EM Exercise Section for direction and assistance.
- DHS&EM Exercise Staff is available to offer technical assistance creating attainable goals and objectives, writing scenario and assisting with exercise evaluation guides. The Exercise Section has templates available for community's use as well. Exercise Staff is available to facilitate Table Top Exercises (TTX's) and participate in full scale exercises as evaluators and/or controllers and assist with After Action Meetings. DHS&EM Exercise staff can also work with volunteers from other communities in the state to evaluate and/or control as subject matter experts.

Exercise Methodologies

Once a community has completed an exercise, an After Action Meeting (AAM) will be scheduled. DHS&EM Exercise Staff is able to facilitate the AAM if requested. From this meeting the community will write an After Action Report using the template found in Appendix D. Included with the After Action Report is an Improvement Plan. This Improvement Plan is for the community to use in planning for the next cycle of training and exercise. DHS&EM Exercise Staff is available to assist the community with follow on training and exercises.

Alaska Shield (AS) Full-Scale Exercise

Once a local jurisdiction has conducted a sufficient number of **local** training and exercise activities that validates their Emergency Operations Plan (EOP) or Small Community Emergency Response Plan (SCERP) meets the needs of their community, they should consider participating in the next Alaska Shield full-scale exercise. This exercise will provide local jurisdictions experience with a broader range of threats and requesting state and federal support when needed.

The Alaska Division of Homeland Security & Emergency Management (DHS&EM) conducts the Alaska Shield (AS) full-scale exercise every three years. DHS&EM establishes the goals and objectives of the upcoming Alaska Shield (AS) full-scale exercise based upon the current U.S. Department of Homeland Security Strategic Plan. Training and exercise activities are then scheduled to prepare participating local jurisdictions and supporting state and federal agencies for the full-scale exercise.

2019 Alaska Shield Objectives

Specific objectives to be determined at the initial Concepts and Objectives meeting in November 2017.

Appendix A

Public Information Officer (PIO) Training

A PIO is a spokesperson for the local jurisdiction, who is responsible for developing messages, issuing press releases, answering inquiries from the media, and arranging interviews. The size of your community and the complexity of the emergency will determine how many PIOs should be assigned. Many state and federal agencies already have trained PIOs, such as law enforcement, fire departments, schools, health agencies, etc.

Minimum PIO training

- G0289 Public Information Officer Awareness Training **OR** [IS-0029 Public Information Officer Awareness](#)
- G0290 Basic Public Information Officer (PIO) Course
- G0291 Joint Information System (JIS)/Center (JIC) Planning for Tribal/State/Local PIOs

Advanced PIO training

- E0388 Advanced Public Information Officer Course
- E0952 NIMS ICS All-Hazards Public Information Officer Course
- E0953 NIMS ICS All-Hazards Public Information Officer Train-the-Trainer

How to Coordinate Local PIO Strategies

While a local PIOs are completing training, they should work with other PIOs to develop coordinated strategies to interact with local and state media effectively. Use the resources from training to develop messages to:

- Warn the public about impending hazards.
- Provide instructions for evacuation and sheltering.
- Explain what emergency services are available and where they may be obtained.
- Minimize public impact on response operations.

How to Request PIO Support during an Event

If your local jurisdiction does not have an assigned PIO or if your PIO has minimal experience, you may request assistance from the State PIO.

Appendix B

Training provided by the Emergency Management Institute (EMI)

EMI provides online and instructor-led training to improve the competencies of U.S. officials at all levels of government to prevent, prepare for, respond to, recover from, and mitigate the potential effects of disasters and emergencies. EMI promotes integrated Emergency Management principles and practices through application of the National Response Framework (NRF), National Incident Management System (NIMS), and an all-hazards approach. EMI is the lead national Emergency Management training, exercising, and education institution. EMI offers a full-spectrum Emergency Management curriculum with more than 607 active courses.

Independent Study (IS) Course Listing

EMI offers online Independent Study (IS) training for people who have emergency management responsibilities and the general public. For a complete course list, see <https://training.fema.gov/is/crslist.aspx>. These online courses are free of charge and can be taken at any time.

Additional IS Training Recommended for Local Personnel

[IS-1.A: Emergency Manager: An Orientation to the Position](#)

[IS-271.a Anticipating Hazardous Weather and Community Risk, 2nd Edition](#)

[IS-288.a Role of Voluntary Agencies in Emergency Management](#)

[IS-393.a Introduction to Hazard Mitigation](#)

[IS-546.a Continuity of Operations \(COOP\) Awareness Course](#)

[IS-547.a Introduction to Continuity of Operations \(COOP\)](#)

[IS-701.a NIMS Multiagency Coordination Systems](#)

[IS-706 NIMS Intrastate Mutual Aid – An Introduction](#)

Resident Training

EMI provides resident course training to Federal, state, local, tribal, territorial (SLTT), volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. Resident training can be conducted at NETC or at offsite locations throughout the country, including FEMA's Center for Domestic Preparedness in Anniston, Alabama, and the FEMA Logistics Center in Frederick, Maryland. Courses can also be conducted through video teleconference or Adobe Connect.

How to apply for EMI Training

1. Find the course description in the EMI Catalog located at <https://training.fema.gov/emiacourses/emicalog.aspx>.
2. Ensure you meet the prerequisite requirements in the course description.
3. Complete EMI application located at <https://training.fema.gov/apply/>.
 - Thoroughly explain in block #16 how this training will benefit you in your current position.
 - Please get the appropriate agency signature in section 22.
4. **Attach the prerequisite certificates to your completed and approved application.**
5. Scan and email the completed application package to eva.edwards@alaska.gov.

G Course Training

A significant portion of EMI's training is conducted by state emergency management agencies and identified by the EMI-developed/state-delivered G course code. EMI develops and maintains the curriculum while the states tailor the courses to meet the needs of their communities and provide state-level certificates. The bolded courses are requested the most often.

List of G-Course Training

- **G108 Community Mass Care and Emergency Assistance**
- G110 Emergency Management Operations Course
- G141 Instructional Presentation and Evaluation Skills
- **G191 Incident Command System (ICS) Emergency Operations Center (EOC) Interface**
- G194.1 Local Floodplain Manager Roles and Responsibilities
- G194.2 NFIP Rules and Regulations in Depth
- G194.3 Letters of Map Change
- G194.4 Preparing for Post-Disaster Responsibilities
- G205 Recovery from Disaster - The Local Government Role
- G235 Emergency Planning Course
- G251 Workshop in Emergency Management - Amateur Radio Resources
- G270.3 Expedient Flood Training
- G271 Hazardous Weather And Flooding Preparedness
- G272 Warning Coordination
- G277 Residential Coastal Construction
- G279 Retrofitting Flood-Prone Residential Structures
- G282.1 Higher Standards in Floodplain Management
- G282.2 Manufactured Homes and the NFIP
- G282.3 NFIP Flood Insurance Principles
- G282.4 Hydrology and Hydraulics Concepts
- G284.1 Floodway Standards
- G284.2 Disconnects Between NFIP Regulations and Insurance
- G284.3 Common Noncompliance Issues
- G284.4 Digital Flood Insurance Rate Maps (DFIRMs)
- G284.5 Substantial Improvement - Substantial Damage
- G288 Local Volunteer and Donations Management
- **G289 Public Information Officer (PIO) Awareness Course**
- **G290 Basic Public Information Officer Training**
- **G291 Joint Information System - Joint Information Center Planning for Tribal, State and Local Public Information Officers**
- **G300 ICS-300 Intermediate ICS for Expanding Incidents**
- G318 Local Mitigation Planning Workshop
- G358 Evacuation and Re-Entry Planning Course
- G361 Flood Fight Operations

- G363 Hurricane Readiness For Coastal Communities
- G364 Multi-Hazard Emergency Planning for Schools
- G365 Partnerships for Creating and Maintaining Spotter Groups
- **G366 Planning for the Needs of Children in Disasters**
- G367 Emergency Planning for Campus Executives
- G386 Mass Fatalities Incident Course
- G393 Mitigation for Emergency Managers
- **G400 ICS-400 - Advanced ICS Command and General Staff - Complex Incidents**
- **G402 ICS-402 - Incident Command System (ICS) Overview for Executives and Senior Officials**
- G434A Earthquake Safety for Schools
- G489 Management of Spontaneous Volunteers in Disasters
- G548 IS548 - Continuity Program Manager
- **G556 FEMA Local Damage Assessment**
- **G557 Rapid Needs Assessment**
- **G775 EOC Management and Operations**

Responsibilities for Hosting G-Course Training

1. Call the State Training Office at (907) 428-7065 to get approval to host the training.
 - Approved training will be listed on the State Training Calendar.
 - A qualified instructor will be approved or assigned to conduct the training.
2. The hosting agency is responsible for collecting the applications.
 - It is recommended to use the EMI application.
 - A Student Identification number is **not required**, but it will be helpful to look up training requirements.
 - Ensure a signature is provided in section 22. If not call the individual to get this signature. The signature ensures the sponsoring agency is aware the individual is attending the training.
 - **Require individuals to attach prerequisite certificates to the EMI application.**
 - Have individuals scan and email the completed application package to the designated Point of Contact (POC).
3. **The Hosting Agency is responsible for reviewing the applications to ensure the individuals are qualified to attend the training and that prerequisites have been completed.**
 - Email the qualified individuals instructions where the training will be held, along with an electronic copy of the Student Manual so they can print it to take notes.
 - For those that are not qualified, call them and explain why they are not qualified.
4. After training is complete, email student names and completed evaluation forms to eva.edwards@alaska.gov for certificates.
 - Upon receipt by the State Training Office, distribute certificates to training participants.

Appendix C

Exercise Practitioner Training

An Exercise Practitioner needs to acquire the skills to design, coordinate, conduct, and evaluate exercises.

Basic Exercise Training

[IS-0120.a An Introduction to Exercises](#)

[IS-0130 Exercise Evaluation and Improvement Planning](#)

[IS-0230.d Fundamentals of Emergency Management](#)

[IS-0235.b Emergency Planning](#)

[IS-0775 Emergency Operations Center Management and Operations](#)

Additional Exercise Training

[IS-0550 Continuity Exercise Design Course](#)

E0104 Exercise Design

E0131 Exercise Evaluation and Improvement Planning

K/L0146 Homeland Security Exercise and Evaluation Program Training Course

E0547 Continuity Exercise Design

Master Exercise Practitioner Program (MEPP)

E0132 Discussion-Based Exercise Design and Evaluation

E0133 Operations-Based Exercise Design and Evaluation

E0136 Master Exercise Practitioner Capstone Course

Required Prerequisite Training for MEPP Training

Basic ICS Training (see page 13)

Basic Exercise Training (see above)

L0146 Homeland Security Exercise and Evaluation Program Training Course

Appendix D

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

State of Alaska Division of Homeland Security and Emergency Management After Action Report / Improvement Plan			
Section 1: Exercise Overview			
Jurisdiction:		Point of Contact	
Exercise Name:		Name:	
Begin: Date:	Time:	Title:	
End: Date:	Time:	Phone Number:	
Grant Program <input type="checkbox"/> Citizen Corp (CCP) <input type="checkbox"/> Emergency Management Performance Grant (EMPG) <input type="checkbox"/> Local Emergency Planning Committee (LEPC) <input type="checkbox"/> Metro Medical Response (MMRS) <input type="checkbox"/> State Homeland Security (SHSP) <input type="checkbox"/> Other _____		Type of Event <input type="checkbox"/> Actual <input type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Tabletop Exercise <input type="checkbox"/> Drill <input type="checkbox"/> Functional/Command Post <input type="checkbox"/> Full-Scale Exercise	
		Mission Focus of Exercise <input type="checkbox"/> Prevent <input type="checkbox"/> Protect <input type="checkbox"/> Mitigate <input type="checkbox"/> Respond <input type="checkbox"/> Recover	
Exercise Scenario: (Mark appropriate blocks.)			
Natural		Technological	
<input type="checkbox"/> Avalanche <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide <input type="checkbox"/> Subsidence <input type="checkbox"/> Tsunami <input type="checkbox"/> Volcano <input type="checkbox"/> Wildfire <input type="checkbox"/> Winter Storm <input type="checkbox"/> Erosion <input type="checkbox"/> Other _____		<input type="checkbox"/> Dam Failure <input type="checkbox"/> Hazardous Material-Fixed Facility <input type="checkbox"/> Hazardous Material-Transportation <input type="checkbox"/> Power Failure <input type="checkbox"/> Radiological-Fixed Facility <input type="checkbox"/> Radiological-Transportation <input type="checkbox"/> Structural Fires <input type="checkbox"/> Transportation Accident (Air, Rail, Highway, Water) <input type="checkbox"/> Airport <input type="checkbox"/> Other _____	
Homeland Security			
<input type="checkbox"/> Hostage <input type="checkbox"/> Chemical <input type="checkbox"/> Civil Disorder <input type="checkbox"/> Cyber <input type="checkbox"/> Biological <input type="checkbox"/> Radiological <input type="checkbox"/> Nuclear <input type="checkbox"/> Explosive <input type="checkbox"/> Other _____			
Number of Participants and Agencies (be sure to include all non-governmental, tribal, and private organizations)			
Local	State	Federal	Military

Section 2: Exercise Design Summary

Exercise Purpose / Goals & Objectives:

1.
2.
3.
4.
5.

Section 3: Analysis of Core Capabilities Tested	Event Results P = Performed without challenges S = Performed with Some challenges M = Performed with Major challenges U = Unable to be Performed	Observations
--	--	--------------

P S M U

<i>Mission Area: Prevention</i>					
Planning	(all mission areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Information & Warning	(all mission areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Coordination	(all mission areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forensics and Attribution		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intelligence and Information Sharing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interdiction & Disruption		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screening, Search, and Detection		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Mission Area: Protection</i>					
Access Control & Identity Verification		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyber security		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intelligence and Information Sharing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interdiction & Disruption		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Protective Measures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Mgt for Protection Programs & Activities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screening, Search, and Detection		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply Chain Integrity & Security		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Mission Area: Mitigation</i>					
Community Resilience		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long – Term Vulnerability Reduction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk & Disaster Resilience Assessment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Threats & Hazard Identification		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Mission Area: Respond</i>				
Critical Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Response / Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fatality Management Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mass Care Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mass Search & Rescue Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-Scene Security & Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public & Private Services Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Health & Medical Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situational Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Mission Area: Recovery</i>				
Economic Recovery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Social Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural & Cultural Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISCUSSIONS OR OBSERVATIONS WITH CORRESPONDING RECOMMENDATIONS:

(Evaluator/Controller or Participant feedback may be entered here or attached)

1.	
2.	
3.	
4.	

PRINCIPAL FINDINGS OR SIGNIFICANT OBSERVATIONS:

- 1.
- 2.
- 3.
- 4.

IMPROVEMENT PLAN:

1. Action-
 - Point of Responsibility-
 - Estimated Completion Date-
2. Action-
 - Point of Responsibility-
 - Estimated Completion Date-
3. Action-
 - Point of Responsibility-
 - Estimated Completion Date-
4. Action-
 - Point of Responsibility-
 - Estimated Completion Date-

