MEMORANDUM

TO: County Emergency Managers

FROM: Angee Morgan, KDEM Deputy Director

DATE: August 5, 2021

SUBJECT: 2021 EMPG Sub-Recipient – Training & Exercise Requirements

As everyone is fully aware, the response to the CoVID-19 outbreak has brought many challenges and unforeseen circumstances to every level of government, within organizations and institutions all across this nation. Our state has not been exempt from any of these trials, but through dedication and hard work, we all have pressed beyond what we ever imagined it to be.

It is beyond saying we have experienced a true test of our capabilities and have learned how to turn problems into solutions. Nonetheless, we have recognized within our own programs some areas that need improvements. With the latest surge in Delta variant, we recognize that now it is important to pause and strategize the way forward.

POLICY

For the calendar year 2021 (CY2021), the Kansas Division of Emergency Management (KDEM) has examined EMPG requirements and the performance expectations that aims to strengthen emergency management programs.

Training

1. The requirement to **obtain and maintain** a certification as an emergency manager within 24 months of appointment [in accordance with KAR 56-2-2] has been waived until January 1, 2023.

2. KDEM is beginning to schedule in person courses that have been on hold since February, 2020. As the calendar begins to form, protocols are in place that follow CDC guidance for protecting participants and instructors in the classroom. If for any reason the threats and risk impacts from the surge in the Delta or other strains occur, KDEM will need to make a decision to postpone or cancel any courses on the KDEM course schedule. While it is not a desire to curb any training offerings, it is our responsibility to keep a well workforce and to keep everyone safe.
Exercises

1. It is critical that each EMPG-funded program collect corrective actions and plan a strategy for moving forward. Due to the current increase in cases from the Delta variant, KDEM is adjusting the exercise requirement to 2 for calendar year 2021 (CY2021) to the following:

- One (1) exercise - It is recommended the one exercise credit can be given for completing the COVID-19 Response Efforts – Local Program Evaluation Tool at https://www.kansastag.gov/KDEM.asp?PageID=193

The intent of this document is to provide the opportunity to dive into the issues and observations of how the CoVID19 events tested local programs and to assist in developing an Integrated Preparedness Plan (IPP) that will shape strategies based on future Planning, Organization, Equipment, Training, and Exercise (POETE) priority activities.

- One (1) Integrated Preparedness Planning Workshop (IPPW) – This is a workshop to help establish the strategy and structure for an exercise program. It allows whole community partners to examine the impacts of community risks and gaps, identify the progress of improvement since the last workshop, and to establish preparedness priorities (POETE activities). Virtual or multiple one on one discussions are acceptable, since the rise in cases may hinder in-person session(s).

- For those of you whom have already conducted a Training Exercise Planning Workshop (TEPW), you will receive credit for it and you do not need to conduct the IPPW this year. Though it is highly encouraged that you do take advantage of the extra time to build a strategy and improve and develop preparedness activities to advance your program. This year is an improvement planning year.

For CY2021 EMPG exercise credit, the expected documents be uploaded into KETS include:
- Sign in sheet which will need to record everyone that had input into the priorities and participated in the IPPW.
- Filled out calendars identifying when and what exercises, training, and follow up IPPW’s will be for the next three (3) years, at minimum.
- Need to identify minimum three (3) Core Capabilities that will be tested/used in the three above identified calendars.

KDEM leadership will revisit the FFY2022 grant year requirements after the first of the year, but expect to return to the three (3) exercise requirements. For questions, please contact Bret Rowe, email: bret.a.rowe.nfg@mail.mil or Robert Cox, email: robert.m.cox2.nfg@mail.mil