|  |  |
| --- | --- |
| **http://www.kansastag.gov/AdvHTML_Upload/KDEM_color_logo_2.jpgAPPLICATION PACKAGE TO SUBSTITUTE A**  **REAL INCIDENT FOR EMPG EXERCISE CREDIT**  Kansas Division of Emergency Management |  |

Through the Emergency Management Performance Grant (EMPG) Program, state and local jurisdictions that have experienced a major disaster and want to request exemption for a scheduled exercise, must submit a request in writing that would be reviewed on a case-by-case basis (see current NOFO). KDEM has developed this application package for county emergency management programs that would like to request a *real incident* to be used as an exemption for a scheduled exercise.

* A real incident cannot be substituted for an annual Integrated Preparedness Planning Workshop (IPPW);
* A real incident cannot be used more than once in a five-year cycle unless the second occurrence includes a Federal disaster declaration;
* The real incident must have occurred within the current calendar year (January-December);
* Submission of this application attests to the belief that a real incident provided an extraordinary opportunity to test local plans, policies, and procedures beyond current, existing capabilities;
* This application pertains to incidents that are not pre-planned and/or annual community events.

**APPLICATION PROCESS**

The application to request substituting a major real incident for EMPG exercise credit is separated into two primary steps.

**Section 1: Incident Summary**

There are seven (7) critical tasks that must be met for the application to be considered for substitute EMPG exercise credit.

* If the real incident being considered as a replacement for an exercise cannot justify all seven critical tasks, the application will not be considered.
* If the real incident being considered as a replacement for an exercise has the documentation necessary to show how each of the critical tasks were demonstrated, complete the remaining information in Section 1. Submit Section 1 with the necessary documentation to KDEM within 30 days of the conclusion of the incident.

**Section 2-5: Analysis, Evaluation, and AAR/IP**

If Section 1 of the application is approved, the remaining sections of the application must be completed and submitted to KDEM within 60 days following notice of Section 1 approval.

**REVIEW PROCESS**

Applications will be reviewed on a case-by-case basis and will be approved or denied by a committee composed of KDEM Preparedness Bureau and KDEM Response and Recovery Bureau personnel.

This application must include completion of an After Action Report/Improvement Plan (AAR/IP) (template included in Section 4 and 5 of this application) and a corrective action process with community partners, as well as submission of all supporting documentation that would further demonstrate the incident as an extraordinary event for your county.

**Note:** Do not add the incident into the Kansas Exercise Tracking System (KETS) unless you have approval from the committee to substitute the incident for an EMPG exercise credit.

Appendix A of this application provides a glossary and acronym list for your reference. If you have additional questions, contact a KDEM Exercise Officer.

**DEADLINES**

The entire application package, including the AAR/IP and supporting documents, must be completed and submitted within 90 days of conclusion of the incident. Draft or incomplete documents will not be accepted. The application must be submitted to [a](mailto:ng.ks.ksarng.list.kdem-exercise@mail.mil) KDEM Exercise Officer and the committee will review the request within 90 days of receipt. A KDEM Exercise Officer will provide a written response within five working days of the committee’s vote to the Point of Contact identified in Section 6 of this application package.

**APPEAL PROCESS**

The decision to approve or deny the application rests with a committee of members from the KDEM Preparedness Bureau and the KDEM Response & Recovery Bureau. Should an applicant wish to appeal the decision of the committee, the following procedure will be used:

* Within 30 working days of receipt of the notice of action, the applicant will submit to the KDEM Deputy Director a written notice of appeal. The notice of appeal should clearly identify the action being appealed and contain the relevant facts and explanations upon which the appeal is based.
* The KDEM Deputy Director will provide the applicant with a written response within 30 working days of receipt of notice of appeal. The determination of the Deputy Director is final.

**APPLICATION PACKAGE TO SUBSTITUTE A**

**REAL INCIDENT FOR EMPG EXERCISE CREDIT**

**Section 1: Incident Summary**  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**County:** Click here to enter text.

**Number of Operational Periods:** Click here to enter text.

**Incident Beginning Date:** Click here to enter a date.

**Incident End Date:** Click here to enter a date.

**General Description of Incident:** Click here to enter text.  
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The following critical tasks must all be met for the application to be considered for approval:***(Documentation must be submitted for each critical task, check all that apply).*

A county disaster declaration (State or Local Disaster Emergency) was made (Core Capability:   
 Situational Assessment).  
 Emergency Operations Center (EOC) was activated and/or Emergency Management functions were   
 coordinated through county Emergency Manager (Core Capability: Operational Coordination).  
 An Incident Command Post (ICP), Unified Command, or Area Command was established and covered   
 multiple operational periods (Core Capability: Operational Coordination).   
 Mutual aid and/or inter-jurisdictional/intra-jurisdictional resource support was coordinated to   
 support incident response operations (Core Capability: Logistics and Supply Chain Management).   
 An IAP was completed during the incident for all operational periods and submitted with application   
 (Core Capability: Operational Coordination).  
 A current Multi-Year Calendar (i.e., IPPW) is on file at KDEM (Core Capability: Planning).   
 An evaluation process was conducted with community partners following the incident (Core   
 Capability: Planning), see section 3.

**Type of Incident**(Based on Kansas Hazard Rankings Core Capabilities: Risk & Disaster Resilience Assessment, and Threats & Hazard Identification)

Flood  Utility/Infrastructure Failure  Lightning  
 Tornado  Drought  Extreme Temperatures   
 Windstorm  Civil Disorder  Dam and Levee Failure  
 Winter Storm  Expansive Soils  Agriculture Infestation   
 Wildfire  Land Subsidence  Radiological  
 Landslide  Major Disease Outbreak  Soil Erosion and Dust   
 Hailstorm  Terrorism/Agri-Terrorism  Earthquake  
 Hazardous Materials   
 Other (Identify): Click here to enter text.

Is this type of incident identified in your gap analysis or priority in your hazard assessment?  
 YES  NO

Was the KDEM Staff Duty Officer (SDO) notified of the incident?   
 YES  NO

Was there a review of and changes made to the county EOP as a result of the incident?   
 YES  NO

Did this incident require you to cancel a scheduled exercise?   
 YES  NO **Identify the community partners that actively participated in the incident response and/or recovery, check all that apply.**

Transportation (ESF 1)  American Red Cross (ESF 6)  Utilities (ESF 12)  
 Communications (ESF 2)  Spontaneous Volunteers  Law Enforcement (ESF 13)  
 Public Works (ESF 3)  EMS (ESF 8)  Long Term Recovery (ESF 14)  
 Fire Service (ESF 4)  Public Health (ESF 8)  Public Information (ESF 15)  
 GIS (ESF 15)  Hospital(s) (ESF 8)  Emergency Management (ESF 5)  
 Schools/Universities  Behavioral Health (ESF 8)  Incident Support Team (ESF 5)  
 At Risk Population (ESF 6)  Search & Rescue (ESF 9)  State/Federal  
 CERT/VOAD (ESF 6)  Hazard Materials (ESF 10)  Finance/Administration  
 Private Sector  Veterinarians/Ag (ESF 11)  Faith Based Organizations (ESF 6)  
 Military/Civil Support   
 Other (Identify): Click here to enter text.

**Identify sources of information that have been collected to best document the incident.   
NOTE:** Check all that apply and attach supporting documentation for each selected to support application.

Photographs  Dispatch Transcripts  Newspaper Articles   
 WebEOC Logs  Video/Audio Recordings  Maps  
 Incident Action Plan (IAP)  ICS Forms  
 Other (Identify): Click here to enter text.



**Section 1 must be submitted to KDEM Exercise Officer and approved before continuing on to subsequent sections.**

**Section 2: Core Capabilities & Critical Tasks Tested**   
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Critical tasks listed in this section are excerpts from the Core Capability Targets in the National Preparedness Goal (September 2015), as well as key emergency actions and responsibilities outlined in the Kansas Planning Standards. For more details on Capability Target definitions, refer to: <https://www.fema.gov/emergency-managers/national-preparedness/goal>. The Kansas Planning Standards can be found on the KDEM website, https://kansastag.gov under KDEM, Planning/Mitigation Bureau, Local Emergency Operations Planning, and click on Kansas Planning Standards.

**Note:** Check only those that apply.

**MISSION AREA: COMMON**

**Core Capability: Planning**

Incident Action Plan (IAP) was developed (i.e., ICS 202, 203, 204, 205, 206, 207 and 209 were   
 completed).  
  A disaster recovery plan was completed to provide a strategy and timeline to meet defined   
 objectives.

**Core Capability: Public Information and Warning**

Protective action recommendations were issued to the public through multiple methods of   
 communication (e.g., radio, television, sirens, EAS, flyers, social media, town hall meetings,   
 and message boards).  
  Multiple media outlets were present and coordination was required with a Joint Information   
 Center (JIC) and/or Joint information System (JIS).  
  Resources were implemented to develop culturally and linguistically appropriate tools and   
 methods to relay information.  
  Evacuation warnings or shelter-in-place provisions were issued and communicated.

**Core Capability: Operational Coordination**

A NIMS-compliant command and control structure (e.g., ICS, Unified Command, or Area   
 Command) was established to meet basic human needs, coordinate incident stabilization,   
 and transition to recovery.  
  Critical/specialized resources were mobilized and managed through an established command   
 and control structure.  
  An Emergency Operations Center (EOC) was activated and staffed to support field operations   
 and to coordinate State and Federal assets (e.g., ICS/EOC interface).  
  Local teams were used to conduct damage assessment activities and data was shared with   
 appropriate entities (e.g., appraiser’s office was involved with providing information).  
  Debris management activities were coordinated and utilized (e.g., subject matter experts   
 assisted in managing debris activities and temporary debris storage and reduction sites were   
 established).  
  Specialized resource support and logistical coordination were required with other   
 jurisdictions/agencies (e.g., ICS 218, 219S) were completed.

**MISSION AREA: PREVENTION**

**Core Capability: Forensics and Attribution**

Evidence collection and analysis were conducted to prevent or follow-up on a terrorist act.   
 *(Other Prevention Core Capabilities are listed under Protection and designated as both).*

**MISSION AREA: PROTECTION**

**Core Capability: Access Control & Identity Verification**

Protocols were implemented and maintained to: (1) verify and authorize, grant, or deny   
 access to specific locations; (2) personnel activated to manage resource accountability   
 systems (e.g., Resource Accountability Team deployed); and (3) credentials tracked/verified.

**Core Capability: Cybersecurity**

Investigations found damage to, the unauthorized use of, and/or exploitation of electronic   
 communication systems and services, and investigative-based countermeasures were   
 conducted in coordination with technical experts.

**Core Capability: Intelligence and Information Sharing (Prevention and Protection)**

Intelligence, information, and data on emerging and/or imminent threats were exchanged   
 through intelligence circles and suspicious activity was reported to law enforcement-aided   
 investigations.

**Core Capability: Interdiction and Disruption (Prevention and Protection)**

Tactical counterterrorism operations were conducted to deter, detect, interdict, and protect   
 against domestic and/or transnational criminal and terrorist activities.

**Core Capability: Physical Protective Measures**

Critical infrastructure sector partners implemented and maintained risk-informed physical   
 protections, countermeasures, and policies to protect people, structures, materials,   
 products, and systems associated with key operational activities (e.g., physically establishing   
 movement controls, border protection, safeguards to critical infrastructure).

**Core Capability: Risk Management for Protection Programs and Activities**

Operational activities and critical infrastructure sectors maintained ongoing assessments of   
 appropriate threats, vulnerabilities, and consequences during the incident.

**Core Capability: Screening, Search, and Detection (Prevention and Protection)**

Procedures were incorporated to conduct active or passive surveillance and/or search and   
 detection operations (e.g., detection measures could include a laboratory diagnostic   
 capability, bio-surveillance systems, CBRNE detection systems, and/or trained healthcare,   
 emergency medical, veterinary, and environmental laboratory professionals).

**Core Capability: Supply Chain Integrity and Security**

A compromise was found in the security of the food and/or agricultural products supply chain requiring a rapid determination of the nature of the event, an initiation of the appropriate response, development of containment steps for the disrupting effects, and/or facilitation of the recovery of the overall critical infrastructure sector. Challenges to accessing critical resources affecting incident response was found.

**MISSION AREA: RESPONSE**

**Core Capability: Critical Transportation**

Public transportation resources were used to evacuate people and/or animals from the   
 affected area.  
  Transportation resources were used to deliver vital response personnel, equipment,   
 and/or services to the affected area.  
  Transportation corridors were re-routed to restore basic services and community   
 functionality, and signage or other devices were brought in to provide traffic management.  
 Animal response team(s) were utilized to evacuate companion animals and livestock from   
 affected areas.

**Core Capability: Environmental Response/Health and Safety**

Protective actions were implemented for the health and safety of emergency workers and   
 affected populations due to a hazardous material release, intentional act (i.e., terrorist   
 attack), and/or a natural disaster.  
  Notifications were made to local, State, and Federal authorities (e.g., Kansas Form A was   
 submitted, or federal notifications outlined in 40 CFR 300.125).  
  Hazmat team/Civil Support Team (CST) was deployed and/or monitoring assets were   
 implemented (e.g., air, water, radiological).  
  Cleanup actions were performed, requiring external assets seldom or never used before   
 (e.g., CBRNE).

**Core Capability: Fatality Management Services**

Fatality management services were provided, including body recovery and victim   
 identification.  
  Temporary morgue sites were established.   
  Reunification procedures were implemented for family members and caregivers.  
  Counseling services were provided to the bereaved and/or community displays or events   
 were organized expressing sympathy.

**Core Capability: Fire Management and Suppression**

Specialized firefighting capabilities and/or resources were utilized.  
  Complexities arose while protecting lives and/or property in the area.  
  Augmented local resources through deployment of regional and State fire suppression   
 resources.  
  Conducted expanded or extended attack firefighting and support operations.

**Core Capability: Infrastructure Systems (Response & Recovery)**

Immediate threats to critical infrastructure and the affected populations were stabilized in   
 order to minimize health and safety threats (e.g., water and/or sewer systems, power   
 supplies, gas, and water for firefighting). Responders worked with nearby communities affected by cascading effects of   
 infrastructure damages (e.g., water and/or sewer systems, power supplies, gas, and water for   
 firefighting).  
  Survivors in heavily-damaged areas were evacuated to mass care support facilities and   
 evacuation processing centers.

**Core Capability: Logistics and Supply Chain Management**

Mobilized and delivered governmental, nongovernmental, and private sector resources to   
 stabilize the incident.  
  Deployed resources and services to meet the needs of disaster survivors.  
  Delivered emergency power, fuel support, food and water to affected disaster area.   
  A resource management system was implemented to maintain accountability of resources   
 (e.g., CRMCS and/or Kansas-MAP were utilized or ICS218 completed).   
  Restoration of services (e.g., gas, and electric) was coordinated with the appropriate utility   
 providers and/or other private sector resources were drawn in to support responder services   
 to affected area and/or populations.  
  Donated goods and/or services were provided and managed.

**Core Capability: Mass Care Services**

Shelter/warming center operations were established, staffed, and equipped to meet the   
 needs of disaster survivors (e.g., hydration, feeding, and sheltering). Resources were mobilized to meet the needs of individuals with access and functional needs,   
 and others who may be considered at-risk.  
  Pet/domestic animal sheltering activities were coordinated and implemented and/or   
 technical experts and specialized resources were brought in to support these activities.  
  Volunteer resources were coordinated and managed and/or procedures were developed and   
 implemented to manage spontaneous volunteers.

**Core Capability: Mass Search and Rescue Operations**

Search and rescue operations were coordinated and conducted to locate and rescue persons   
 in distress.  
  The deployment of a community-based search and rescue support operation was   
 synchronized across a wide geographically-dispersed area. (This may include involvement of   
 regional, national or international teams to reinforce on-going and extended search and   
 rescue efforts).  
  Specialized animal team(s) and other specialized search assets were utilized.

**Core Capability: On-Scene Security & Protection and Law Enforcement**

Safe and secure perimeters were established in the affected areas through law enforcement   
 and other related security and protection operations.  
  On-scene security operations met the needs of the affected population and were   
 coordinated with incident management structures established in the affected community.

**Core Capability: Operational Communications**

Damaged communication infrastructure (e.g., voice and/or data) was re-established within   
 the impacted areas to support ongoing life-sustaining activities and to provide basic human   
 needs. Interoperable communication systems were coordinated with responding agencies from   
 outside affected jurisdiction (e.g., ICS 205A completed during the incident).  
  ComL (Communications Unit Leader) and/or ComT (Communications Technician) and/or   
 licensed amateur group resources were utilized to support the incident.

**Core Capability: Public Health, Healthcare, and Emergency Medical Services**

Medical countermeasures were dispensed to the affected population and/or emergency   
 workers (e.g., vaccines, prophylactic treatment, and antidotes). Triage and initial stabilization of casualties were initiated to begin definitive care for those   
 likely to survive their injuries.  
  Hospital resources were overwhelmed with a mass casualty incident and went into diversion   
 status.  
  Volunteer medical resources were activated and coordinated.

**Core Capability: Situational Assessment**

Appointed and elected officials were provided with regular briefings with information   
 relevant for making decisions.  
  Geographic Information System (GIS) capabilities (e.g., mapping) were coordinated and   
 utilized to provide status of response and/or decision-relevant information.

**MISSION AREA: RECOVERY**

**Core Capability: Economic Recovery**

Preliminary assessments were conducted of economic issues and potential inhibitors to   
 fostering stabilization were identified (e.g., Individual Assistance (IA) and/or Public   
 Assistance (PA) activities were requested and implemented, and local resources interfaced   
 working with State and Federal partners). Community recovery and mitigation plans were developed to incorporate economic   
 revitalization and remove inhibitors to post-disaster economic sustainability.  
  A recovery plan identified returning affected areas to sustained economy within a specified   
 timeframe.

**Core Capability: Health and Social Services**

An assessment was conducted (e.g., disaster welfare inquiries made) with whole-community   
 partners to determine health and social service needs including behavioral health. Basic health and social services were restored for key partners and at-risk individuals (e.g.,   
 children, those with disabilities and others having access and functional needs, and   
 populations with limited English proficiency).

**Core Capability: Housing**

Options for temporary housing were identified for displaced persons.  
  Recovery plans to address interim housing needs and permanent housing options were   
 developed.

**Core Capability: Infrastructure Systems (Recovery)**

A revitalization plan was developed with specified timelines for redeveloping community   
 infrastructures to efficiently restore systems and services in support of a viable, resilient   
 community.

**Core Capability: Natural and Cultural Resources**

Measures were implemented to protect and stabilize records and culturally significant   
 documents, objects, and structures (e.g., libraries, museums, and historic landmarks).  
  Efforts were coordinated with natural and cultural resource experts to preserve, conserve,   
 rehabilitate, and/or restore natural and cultural resources and historic properties.

**MISSION AREA: MITIGATION**Capabilities and Critical Tasks under the Mitigation Mission Area would identify future improvements or planning updates based on lessons learned during the incident response.

**Core Capability: Community Resilience**

New mitigation actions were identified and updates will be incorporated into the next plan   
 review cycle as necessary as a result of this incident.

**Core Capability: Long-Term Vulnerability Reduction**

Community partners examined critical infrastructure and key resource lifelines and identified   
 ways to reduce vulnerabilities that would lessen the likelihood, severity, and duration of the   
 adverse consequences if this type of incident happened again.

**Core Capability: Risk and Disaster Resilience Assessment**

A community (i.e., county) hazard analysis, which defines localized vulnerabilities and   
 consequences associated with threats and hazards that impact natural, human, physical,   
 cyber, and socioeconomic interests, was reviewed and will be updated as necessary as a   
 result of this incident.

**Core Capability: Threats and Hazards Identification**

A capability assessment and/or gap analysis was conducted and reviewed in collaboration   
 with whole community partners to clearly understand the needs of the community or an   
 entity and will be updated as necessary as a result of this incident.

**Section 3: Post-Incident Summary**   
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of hot wash or LEPC meeting at which corrective actions identified:** Click here to enter a date.  
**NOTE:** Submit a sign-in sheet and/or meeting minutes showing collaboration with partners.

**Identify the community partners that actively participated in the post-incident hot wash, check all that apply.**

Transportation (ESF 1)  American Red Cross (ESF 6)  Utilities (ESF 12)  
 Communications (ESF 2)  Spontaneous Volunteers  Law Enforcement (ESF 13)  
 Public Works (ESF 3)  EMS (ESF 8)  Long Term Recovery (ESF 14)  
 Fire Service (ESF 4)  Public Health (ESF 8)  Public Information (ESF 15)  
 GIS (ESF 15)  Hospital(s) (ESF 8)  Emergency Management (ESF 5)  
 Schools/Universities  Behavioral Health (ESF 8)  Incident Management Team (ESF 5)  
 At Risk Population (ESF 6)  Search & Rescue (ESF 9)  State/Federal  
 CERT/VOAD (ESF 6)  Hazard Materials (ESF 10)  Finance/Administration  
 Private Sector  Veterinarians/Ag (ESF 11)  Faith Based Organizations (ESF 6)  
 Military/Civil Support   
 Other (Identify): Click here to enter text.

**Section 4: After Action Report (AAR)**   
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note:** Of the core capabilities selected in Section 2, please address each capability(s) below for the AAR.

**EXECUTIVE SUMMARY**Identify in complete sentences at least three **major strengths** identified during the incident:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

Identify in complete sentences at least three **areas of improvement** identified during the incident:

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**ANALYSIS OF CAPABILITIES**An analysis (including the analysis section, recommendations, and references) should be completed for each Core Capability and/or Critical Task identified in Section 2. Additional pages may be attached as needed.

**Capability/Critical Task #1**This should align with the Core Capabilities and Critical Tasks you selected in Section 2.

Click here to enter text.

**Analysis**Describe through a detailed analysis (i.e., root cause) how each Core Capability and/or Critical Task selected in Section 2 proved an extra-ordinary test of your plans, policies, and procedures beyond current, existing capabilities. Identify specifically what was demonstrated and what lessons were learned (e.g., new partnerships and/or systems were identified and tested during the incident).

Click here to enter text.

**Recommendations**Identify recommendations for improvement and corrective action steps to address the recommendations. Identify any challenges you may face in implementing the corrective actions.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**References**Identify references (e.g., County Emergency Operations Plan, support annexes, polices, and/or procedures) that were tested and will be updated as a result of lessons learned from this incident.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**Capability/Critical Task #2**This should align with the Core Capabilities and Critical Tasks you selected in Section 2.

Click here to enter text.

**Analysis**Describe through a detailed analysis (i.e., root cause) how each Core Capability and/or Critical Task selected in Section 2 proved an extra-ordinary test of your plans, policies, and procedures beyond current, existing capabilities. Identify specifically what was demonstrated and what lessons were learned (e.g., new partnerships and/or systems were identified and tested during the incident).

Click here to enter text.

**Recommendations**Identify recommendations for improvement and corrective action steps to address the recommendations. Identify any challenges you may face in implementing the corrective actions.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**References**Identify references (e.g., County Emergency Operations Plan, support annexes, polices, and/or procedures) that were tested and will be updated as a result of lessons learned from this incident.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**Capability/Critical Task #3**This should align with the Core Capabilities and Critical Tasks you selected in Section 2.

Click here to enter text.

**Analysis**Describe through a detailed analysis (i.e., root cause) how each Core Capability and/or Critical Task selected in Section 2 proved an extra-ordinary test of your plans, policies, and procedures beyond current, existing capabilities. Identify specifically what was demonstrated and what lessons were learned (e.g., new partnerships and/or systems were identified and tested during the incident).

Click here to enter text.

**Recommendations**Identify recommendations for improvement and corrective action steps to address the recommendations. Identify any challenges you may face in implementing the corrective actions.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**References**Identify references (e.g., County Emergency Operations Plan, support annexes, polices, and/or procedures) that were tested and will be updated as a result of lessons learned from this incident.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**Capability/Critical Task #4**This should align with the Core Capabilities and Critical Tasks you selected in Section 2.

Click here to enter text.

**Analysis**Describe through a detailed analysis (i.e., root cause) how each Core Capability and/or Critical Task selected in Section 2 proved an extra-ordinary test of your plans, policies, and procedures beyond current, existing capabilities. Identify specifically what was demonstrated and what lessons were learned (e.g., new partnerships and/or systems were identified and tested during the incident).

Click here to enter text.

**Recommendations**Identify recommendations for improvement and corrective action steps to address the recommendations. Identify any challenges you may face in implementing the corrective actions.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**References**Identify references (e.g., County Emergency Operations Plan, support annexes, polices, and/or procedures) that were tested and will be updated as a result of lessons learned from this incident.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**Capability/Critical Task #5**This should align with the Core Capabilities and Critical Tasks you selected in Section 2.

Click here to enter text.

**Analysis**Describe through a detailed analysis (i.e., root cause) how each Core Capability and/or Critical Task selected in Section 2 proved an extra-ordinary test of your plans, policies, and procedures beyond current, existing capabilities. Identify specifically what was demonstrated and what lessons were learned (e.g., new partnerships and/or systems were identified and tested during the incident).

Click here to enter text.

**Recommendations**Identify recommendations for improvement and corrective action steps to address the recommendations. Identify any challenges you may face in implementing the corrective actions.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**References**Identify references (e.g., County Emergency Operations Plan, support annexes, polices, and/or procedures) that were tested and will be updated as a result of lessons learned from this incident.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.

**CONCLUSIONS**Provide a brief summary of all actions that will be taken as a whole community to ensure that the lessons learned and major recommendations will be used to refine plans and procedures, as well as future training and exercise needed to build your local capabilities.

Click here to enter text.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section 5: Improvement Plan (IP)** | | | | | | |
| *An Improvement Plan is used to determine what actions will be taken to increase a specific Core Capability or critical task and which agency will be responsible for completing the action with an estimated timeline for completion. Corrective actions may be short-term (less than one year) or long-term (more than one year).* ***REQUIRED*** *to include at least 3 corrective actions.* | | | | | | |
| **Core Capability** | **Observation / Recommendation** | **Corrective Action** | **Common Element**   * Planning * Organization * Equipment * Training * Exercise | **Primary Responsible Agency** | **Agency Point of Contact** | **Target Completion Date** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Section 6: Application Point of Contact**   
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:** Click here to enter text.

**Agency:** Click here to enter text.

**Email:** Click here to enter text.

**Phone:** Click here to enter text.

**Fax:** Click here to enter text.

**==========================KDEM EXERCISE PROGRAM USE ONLY============================**

**Incident meets NIMS requirements:** YES  NO  PARTIAL  
NIMS requirements include the categories of: (1) Resource Management; (2) Command & Coordination; (3) Communication & Information Management

**Reporting Deadlines:**

Incident End Date: Click here to enter a date.  
Application Receipt Date: Click here to enter a date.  Submitted within 90 days of the incident.   
Committee Review Date: Click here to enter a date.  Reviewed within 90 days of receipt.

**Incident approved for EMPG exercise credit:**  YES  NO Click here to enter a date.

**State Exercise Officer (name):** Click here to enter text.

**State Exercise Officer (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:** Click here to enter text.

**Appendix A: Glossary**   
**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Acronym** | **Term** | **Definition** |
| AAR | After  Action  Report | The main product of the Evaluation and Improvement Planning process. The After-Action Report/Improvement Plan (AAR/IP) has two components: an After-Action Report (AAR), which captures observations of an exercise and makes recommendations for post-exercise improvements; and an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion. (FEMA) |
|  | Analysis | A detailed examination of anything complex in order to understand its nature or to determine its essential features**:**a thorough study. (Merriam Webster) |
|  | Area  Command | An organization that oversees the management of multiple incidents or oversees the management of a very large or evolving situation with multiple ICS organizations. (FEMA) |
|  | Assessment | The evaluation and interpretation of measurements and other information to provide a basis for decision making. (FEMA) |
| CRMCS | Comprehensive Resource Management and Credentialing System | CRMCS is a resource management and situational awareness tool that combines many systems to increase effectiveness and efficiency of emergency services. At its core, it is an intelligent accountability system that allows responders to tag, track, and report on assets during incidents or pre-planned events. |
|  | Core  Capability | An element defined in the National Preparedness Goal as necessary to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk. (FEMA) |
|  | Corrective  Action | Corrective actions are the concrete, actionable steps outlined in an IP that are intended to resolve preparedness gaps and shortcomings experienced in exercises or real-world events. (FEMA) |
|  | Critical  Tasks | Critical tasks are the distinct elements required to perform a core capability. Critical tasks may be derived from Mission Area Frameworks, organizational operations plans or SOPs, or discipline-specific standards. (FEMA) |
|  | Disaster | (State definition) The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause, including, but not limited to: fire, flood, earthquake, wind, storm, epidemic, air contamination, blight, drought, infestations, explosion, riot, or hostile military or paramilitary action. (KS Adjutant General’s Office) |
|  | Emergency | Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. (FEMA) |
|  | Emergency Management | As subset of incident management, the coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against threatened or actual natural disasters, acts of terrorism, or other manmade disasters. (FEMA) |
| EMPG | Emergency Management Performance Grant | The purpose of the EMPG program is to provide Federal funds to states to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by Section 662 of the Post-Katrina Emergency Management Reform Act, as amended (6 U.S.C. § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. §§ 5121 et seq.). Title VI of the Stafford Act authorizes DHS/FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from all hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, states, and their political subdivisions. (FEMA) |
| EOC | Emergency Operations Center | The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof. (FEMA) |
| EOP | Emergency Operations Plan | An ongoing plan for responding to a wide variety of potential hazards. An EOP describes how people and property will be protected; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available; and outlines how all actions will be coordinated. (FEMA) |
| ESF | Emergency Support Function | A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to state, local, and tribal governments or to federal departments and agencies conducting missions of primary federal responsibility. (KS Adjutant General’s Office) |
|  | Exercise | An instrument to train for, assess, practice, and improve performance in prevention, protection, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and inter­agency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement. Note: Exercises are also an excellent way to demonstrate school resolve to prepare for disastrous events. (FEMA) |
|  | Extraordinary | Going beyond what is usual, regular, or customary. (Merriam Webster) |
| FY | Fiscal  Year | The Federal Fiscal Year for the EMPG period of performance starts on October 1 and ends on September 30. The fiscal year reporting period for Kansas sub-grantees (i.e., county emergency management programs) coincides with the calendar year of January 1 through December 31. |
| FOA | Funding Opportunity Announcement | A publicly available document by which a federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program. Funding opportunity announcements can be found at Grants.gov in the Search Grants tab and on the funding agency's or program's website. (Grants.gov) |
|  | Hazard | Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome. (FEMA) |
| HSEEP | Homeland Security Exercise and Evaluation Program | A capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. (FEMA) |
|  | Hot  Wash | A Hot Wash is a facilitated discussion held immediately after an exercise among exercise players. It captures feedback about any issues, concerns, or proposed improvements players may have about the exercise. The Hot Wash is an opportunity for players to voice their opinions on the exercise and their own performance. (FEMA) |
| IP | Improvement Plan | The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. The IP is developed in conjunction with the After-Action Report. (FEMA) |
|  | Incident | An occurrence or event, natural or manmade that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response. (FEMA) |
| IAP | Incident  Action  Plan | An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. (FEMA) |
| ICP | Incident Command  Post | The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities. (FEMA) |
| ICS | Incident Command System | A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations. (FEMA) |
| IMT | Incident Management Team | An incident command organization made up of the Command and General Staff members and appropriate functional units of an Incident Command System organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the “type,” or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are State or regional, Type IV are discipline- or large jurisdiction-specific, and Type V are ad hoc incident command organizations typically used by smaller jurisdictions. (FEMA) |
|  | Interoperability | The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communications system that is the same or is linked to the same system that a jurisdiction uses for nonemergency procedures, and that effectively interfaces with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment. (FEMA) |
| JIC | Joint Information Center | An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident. (FEMA) |
| JIS | Joint Information System | Mechanism that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. (FEMA) |
|  | Jurisdiction | A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, and local boundary lines) or functional (e.g., law enforcement, public health). (FEMA) |
| LEPC | Local Emergency Planning Committee | LEPC is a voluntary organization established to meet the requirements of the Federal Emergency Planning and Community Right-to-Know Act (EPCRA), also known as the Superfund Amendment and Reauthorization Act (SARA Title III), for emergency response planning. (K.S.A. 65-5703, K.S.A. 65-5705, and P.L. 99-499 Sec. 301-305) |
|  | Mission  Area | One of five areas (Prevention, Protection, Mitigation, Response, and Recovery) designated in the National Preparedness Goal to group core capabilities. (FEMA) |
|  | Mitigation | The capabilities necessary to reduce the loss of life and property from natural and/or manmade disasters by lessening the impacts of disasters. (FEMA) |
| MAA | Mutual  Aid  Agreement | A written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate the rapid, short-term deployment of support prior to, during, and/or after an incident. (FEMA) |
| NIMS | National Incident Management System | A systematic, proactive approach to guide all levels of government, NGOs, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response. (FEMA) |
| NPG | National Preparedness Goal | Doctrine describing what it means for the whole community to be prepared for the types of incidents that pose the greatest threat to the security of the Nation, including acts of terrorism and emergencies and disasters, regardless of cause. The goal itself is: "A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk." (FEMA) |
|  | Operational Period | The time scheduled for executing a given set of operation actions, as specified in the IAP. Operational periods can be of various lengths, but are typically 12 to 24 hours. (FEMA) |
|  | Planned  Event | An incident that is a scheduled non-emergency activity (e.g., sporting event, concert, parade). (FEMA) |
|  | Preparedness | Actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident. (FEMA) |
|  | Prevention | Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice. (FEMA) |
|  | Protection | The capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters. (FEMA) |
|  | Recovery | The capabilities necessary to assist communities affected by an incident to recover effectively. (FEMA) |
|  | Response | The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. (FEMA) |
|  | Root  Cause  Analysis | When evaluating exercises, root-cause analysis involves not merely identifying what issues emerged, but rather discovering the root causes of those issues. Root-cause analysis enables exercise stakeholders to target how best to address areas for improvement and close capability gaps. (FEMA) |
|  | State  of  Disaster Emergency | A condition proclaimed by the governor when, in their judgment, the actual occurrence or threat of a disaster in any part of the state is of such magnitude to warrant disaster assistance by the state to supplement the efforts and available resources of the several localities and relief organizations in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby. (KS Adjutant General’s Office) |
|  | State  of  Local  Disaster Emergency | A condition declared via the issuance of a proclamation by the chairman of the board of county commissioners or by other principal city executive officer of any city upon finding that a disaster has occurred or the threat thereof is imminent within their jurisdiction. (KS Adjutant General’s Office) |
| THIRA | Threat  and  Hazard Identification Risk Assessment | The Threat and Hazard Identification and Risk Assessment (THIRA) is a three-step risk assessment process that helps communities answer the following questions: 1) What threats and hazards can affect our community? 2) If they occurred, what impacts would those threats and hazards have on our community? 3) Based on those impacts, what capabilities should our community have? The THIRA helps communities understand their risks and determine the level of capability they need in order to address those risks. The outputs form this process lay the foundation for determining a community’s capability gaps as part of the Stakeholder Preparedness Review. (FEMA) |
| UC | Unified Command | In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, unified command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. (FEMA) |
|  | Whole Community | A focus on enabling the participation in incident management activities of a wide range of players from the private and nonprofit sectors, including NGOs and the general public, in conjunction with the participation of all levels of government, to foster better coordination and working relationships. (FEMA) |