



Emergency Services

5 JUNE 2020

Presented as part of the Oregon Wing
Professional Development Workshop Series

Welcome



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- CAP ES Curriculum Developer
- Master Rated ESO

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Lt Col Edward Bos



- ORWG/IG
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5 June 2020

Overview



Week 1

- Specialty Track Overview
- Position Overview
- Annual Planning
- Integration Across Echelons

Week 2

- Relationship Management
- Tools & Resources
 - Online Systems
- Emergency Services Training Overview

Week 3

- Event Training Plans
- Process Improvement
- Emergency Services Awards
- Roundtable Discussion



Specialty Track Overview

Specialty Track # 213

(From CAPP 70-3)



Technician

- FEMA IS Training
 - ICS 100, 200, 700, & 800
- Reading List (per OJT Mentor)
- ADCON, OPCON, TACCON
- Training Resources List
- Notification Procedures
- Using eServices
- Using WMIRS
- Admin Retention
- Annual Training Plan
- Mission Qualification & Participation
- 6-Month Internship & Online Exam

Senior

- Mission Qualification & Participation
- IMT Qualification
- Conference Seminar Participant
- WMIRS Proficiency
- Discuss the NOC
- FRO Training (not appointment)
- ES & Staff Interaction
- Local Documentation Procedures
- Broadening Course
- Oversee 12 Months Ongoing Training (e.g., for a unit)
- Update Training Plan
- Level II
- Customer Relations Visit
- 12-Month Internship & Online Exam

Master

- Mission Qualification & Participation
- IMT Supervisor Qualification
- Conference Seminar Host
- Process Awards
- Process Safety Scenario
- Mentor ES Qual Trainee (documentation)
- Update Training Plan
- Broadening Course
- Outside-Agency Training for CAP
- Mentor Junior ES Officer
- Advice Liaison on CAP
- Level III
- 18-Month Internship & Online Exam

Notes on Cadets



- ▶ Per CAPR 35-6, paragraph 3-a. (dated 23 JAN 15)
 - ▶ CAP Basic Emergency Services Qualification Badge: Complete all requirements of CAPP 213, Emergency Services Officer-Specialty Track Study Guide, Technician Rating. Cadets can earn the Basic Emergency Services Qualification Badge as they can complete all of the requirements for this rating, though they cannot **officially** receive the Technician Rating until they become a senior member
- ▶ Document completion of requirements
 - ▶ CAPP 70-3 to track
 - ▶ CAPF 2A ('Other' in Box III)
- ▶ Approved by Wing/CC or Designee
- ▶ Update E-Services
 - ▶ OpsQuals > CAPR 35-6 Ratings, Awards, & Badges > Member > CAP Basic ES Qualification Badge
- ▶ Can continue to be worn as a Senior member, even if not in ES
 - ▶ CAPR 35-6, para 8-e.

Notes on Cadets



► **NOTE: CADETS CANNOT BE APPOINTED AS THE PRIMARY UNIT ES OFFICER**

Emergency Services
Communication Badge: Complete all
requirements of CAPP 213, Emergency
Services Officer-Specialist
Guide T

Document completion of requirements

► CAPP 70-3 to track

► **NOTE: THIS PROCESS WILL LIKELY CHANGE WHEN THE NEW PROFESSIONAL DEVELOPMENT SYSTEM IS RELEASED**

Requirements, Awards, &
CAP Basic ES
Communication Badge

► Can continue to be worn as a Senior member, even if not in ES

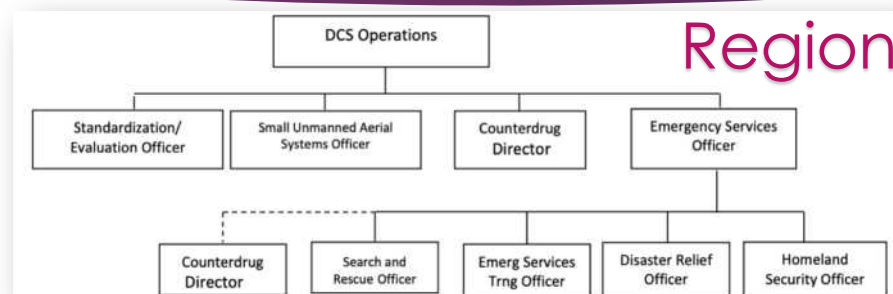
► CAPR 35-6, para 8-e.



Position Overview



Organizational Charts



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5 June 2020

Job Description: ES Officer



- ▶ Manages and directs emergency services activities. They shall:
- ▶ Develop agreements with agencies responsible for search, domestic emergencies, and civil defense.
- ▶ Develop and maintain an adequate emergency service force.
- ▶ Develop training programs to ensure that highly qualified ES personnel are available for search and rescue, and disaster relief missions.
- ▶ Develop plans and standard operating procedures to support the wing's emergency services program.
- ▶ Maintain records to determine the status of resources (personnel, vehicles aircraft, radios and other emergency equipment) available for ES missions.
- ▶ Develop and maintain a rapid alerting system for assembling necessary resources in a timely manner.

Job Description: ES Training Officer



- ▶ Assists the ES Officer in managing and directing ES training activities. They shall:
 - ▶ Document ES training accomplished and qualifications earned.
 - ▶ Coordinate with the SAR and DR officers to ensure that training programs are adequate.
 - ▶ Coordinate with external agencies for other ES training.
 - ▶ Prepare and process CAPFs 101 for new or requalifying personnel.
- ▶ The ES training officer should be familiar with CAPP [70-3], and applicable FEMA publications.

Job Description: Homeland Security Officer



- ▶ Manages HLS and monitors and supports emergency services activities. This includes:
 - ▶ Works closely with the other operations staff officers to prevent duplication of effort and to ensure CAP presents one clear voice to potential Homeland Security customers.
 - ▶ Develop agreements and maintain contact with state and local emergency management officials pertaining to HLS. Ensures coordination with unit Emergency Services Officer regarding requirements.
 - ▶ Works closely with Emergency Services Officer to ensure unit resources are capable of responding to appropriate requests in support of homeland security.
 - ▶ Monitors CAP training to ensure the HLS program is adequate to include, proper equipment (cameras, computers and radios, etc.) and training to accomplish complete aerial and ground photo reconnaissance mission requests.
 - ▶ Monitors unit procedures for rapid alerting and assembling of unit personnel to support homeland security tasking requirements.
 - ▶ Monitors unit homeland security evaluations, training missions and exercises.
 - ▶ Know CAP's homeland security responsibilities in all operational areas.
- ▶ The homeland security officer should be familiar with CAP directives in the 60, 62, 66, 77 and 100 series; and applicable federal, state and local MOUs.

Job Description: Search and Rescue Officer



- ▶ Assists the ES officer in managing and directing search and rescue activities. They shall:
 - ▶ Develop SAR agreements with state emergency management officials and other CAP units, if needed.
 - ▶ Know CAP SAR responsibilities in areas of operation.
 - ▶ Develop a unit SAR force that is capable of responding to request from the appropriate Rescue Coordination Centers or other responsible agencies.
 - ▶ Ensure the SAR training program is adequate.
 - ▶ Develop operational procedures for rapid alerting and assembling of SAR task force personnel.
 - ▶ Coordinate wing SAR evaluations, training missions, and exercises.
- ▶ The search and rescue officer should be familiar with CAP directives in the [70] 62, 66, 77 and 100 series; CAPP [70-3] and CAPP 2; applicable FEMA publications; and SAR related federal, state and local MOUs.

Job Description: Disaster Relief Officer



- ▶ Assists the ES Officer in managing and directing disaster preparedness activities. They shall:
 - ▶ Develop agreements with state emergency management officials pertaining to natural disaster and civil defense activities.
 - ▶ Develop a unit disaster preparedness force capable of responding to appropriate requests.
 - ▶ Ensure the civil defense and natural disaster training programs are adequate.
 - ▶ Develop operational procedures for rapid alerting and assembling of disaster preparedness task force personnel.
 - ▶ Coordinate wing DR evaluations, training missions, and exercises.
 - ▶ Know disaster preparedness responsibility of CAP in areas of operation.
 - ▶ The disaster preparedness officer should be familiar with CAP directives in the [70], 62, 66, 77 and 100 series; CAPP [70-3]; DR related federal, state and local MOUs, and applicable FEMA publications.

Job Description: Counter Drug Officer



- ▶ Applicable to Wing/Region only
- ▶ Manages and directs counterdrug activities. They shall:
 - ▶ Process applications for personnel entering the CD program.
 - ▶ Maintain an adequate number of trained CD personnel.
 - ▶ Schedule orientation programs to ensure highly qualified CD personnel are available to support law enforcement agencies.
 - ▶ Develop plans and standard operating procedures to support the region/wing's CD program.
 - ▶ Serve as the advisor to the commander and Operations staff for CD activities.
 - ▶ Report results of CD efforts to appropriate authorities.
- ▶ The counterdrug officer should be familiar with CAP directives in the [70], 62, 66, and 100 series; applicable FEMA publications; and CD related federal, state and local MOUs.

Takeaways: ES Officers Do



- ▶ ES Officers Advise and Commanders Decide (so have good advice!)
- ▶ Program Admin & Management
 - ▶ Document Retention
 - ▶ Annual Priorities & Planning
 - ▶ Processing Awards,
 - ▶ Etc
- ▶ Relationship Management
 - ▶ Potential Customers
 - ▶ Potential Partners
 - ▶ Internal Customers
 - ▶ Leadership
 - ▶ Trainees
 - ▶ Qualified Mission Personnel
- ▶ Ongoing Training and Cultivation of Expertise

Takeaways: ES Officers Don't



- ▶ ES Officers Don't Manage Missions
 - ▶ ADCON, not OPCON/TACCON
 - ▶ This is done by Incident Commanders
- ▶ ES Officers Don't Enact Policy
 - ▶ Commanders enact policy
 - ▶ ES Officers should advise & inform
- ▶ ES Officers Don't Sign Contracts/MOUs
 - ▶ Established process through General Counsel's office
 - ▶ Generally unnecessary to create local MOU



Annual Planning

Why Annual Planning Matters



- ▶ In the job description
- ▶ To identify goals for recruiting & retention
- ▶ To identify resources for accomplishing goals
- ▶ Accountability
- ▶ Manageability
- ▶ Continuity
 - ▶ You might get promoted to National Commander overnight

Why Goal Setting Matters



- ▶ Give us a direction to work towards
- ▶ Accountability
- ▶ Lets our leadership share a vision and know that we can see it too
- ▶ Manageability
- ▶ Other thoughts?

Annual Planning Steps



- ▶ Review Previous Plans
 - ▶ What was accomplished
 - ▶ What wasn't, & why
- ▶ Coordinate Across Echelons
 - ▶ More on this shortly
- ▶ Communicate with Leadership
 - ▶ Revise priorities and objectives
 - ▶ Identify resources & tools
- ▶ Assemble Plan
 - ▶ Sufficient detail to accomplish goals
- ▶ Things to Include
 - ▶ Training & evaluation to maintain sufficient personnel
 - ▶ Exercises, including those outside of unit
 - ▶ Relationship building with other organizations & the community
 - ▶ WHO, will do WHAT, by WHEN, and HOW

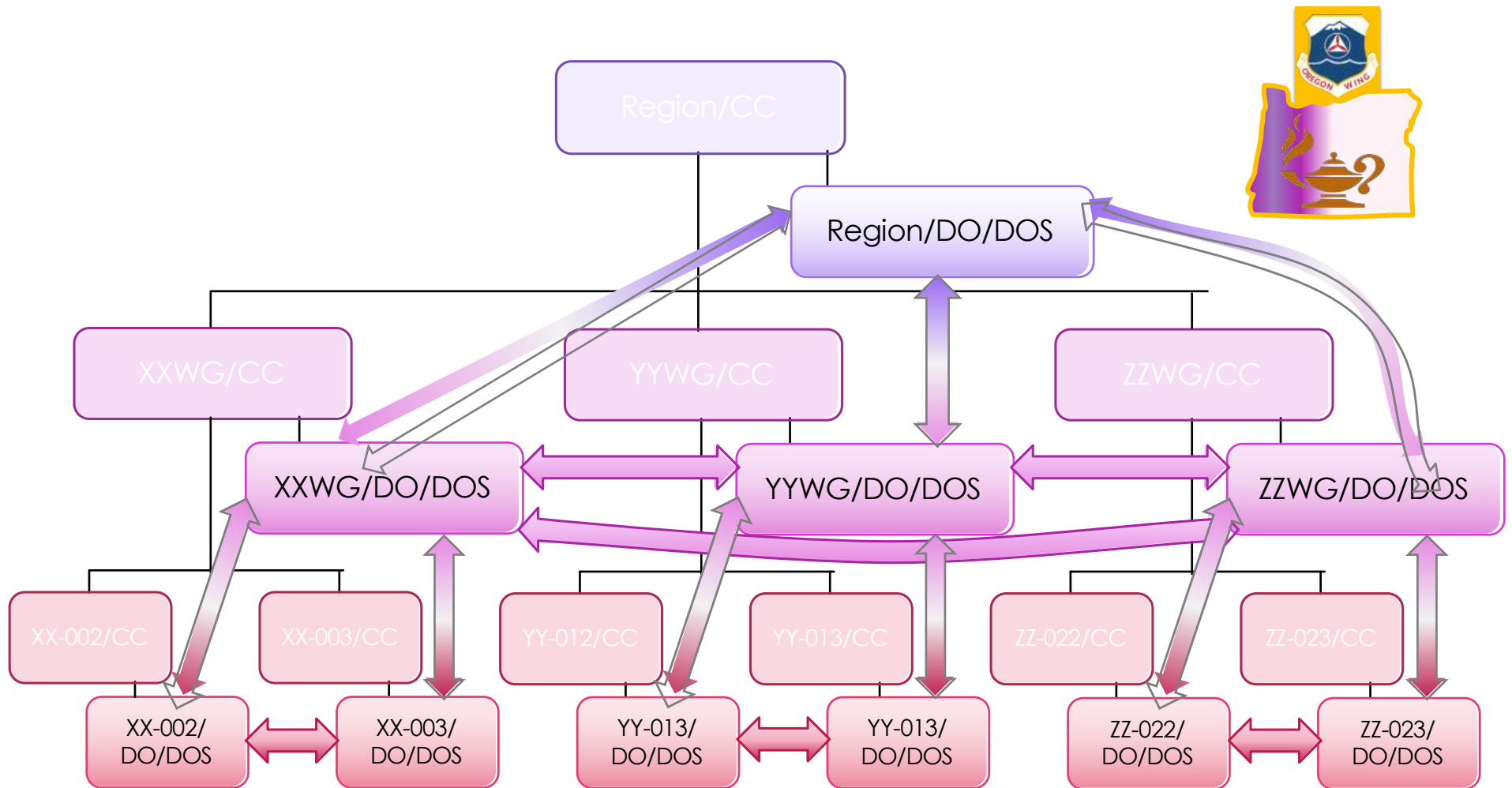


INTEGRATION ACROSS ECHELONS

Integration Across Echelons



- ▶ Strategic Plan Sets Trajectory & Intent (Unity of Command)
- ▶ Commanders Set Staff-Informed Objectives
- ▶ Goals Support Objectives
- ▶ Plans Pursue Goals
- ▶ Plans Roll-Up & Integrate
- ▶ Staff Coordinate with Counterparts to Build Efficiency (Unity of Effort)
 - ▶ Training
 - ▶ Exercises
 - ▶ Alerting & Responding
- ▶ Relationship Management Synergy
 - ▶ Units make local contacts
 - ▶ Units share with counterparts
 - ▶ Groups/Wings make area/statewide contacts
 - ▶ Coordination makes this easier



In Summary



- ▶ Specialty Track Overview
- ▶ Position Overview
- ▶ Annual Planning
- ▶ Integration Across Echelons

- ▶ Part 2 continues on 12 June 2020
 - ▶ 2100 - 2230 hrs EDT
 - ▶ 1800 - 1930 hrs PDT
 - ▶ 0100 - 0230 hrs UTC (13 June 2020)

- ▶ Until then, if you have further questions:
 - ▶ mzabetakis@nesa.cap.gov

 - ▶ frank.debros@gmail.com

 - ▶ edward.bos@orwgcap.org

- ▶ Everyone is welcome to stay on the Zoom call to chat for a few minutes.