



HOMELAND SECURITY PREPAREDNESS  
TECHNICAL ASSISTANCE PROGRAM (HSPTAP)

# TECHNICAL ASSISTANCE CATALOG



Homeland  
Security



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# Program Overview

*Office for Domestic Preparedness (ODP)  
Homeland Security Preparedness Technical Assistance Program (HSPTAP)*

ODP's Homeland Security Preparedness Technical Assistance Program provides direct assistance to State and local jurisdictions to improve their ability to prevent, respond to, and recover from threats or acts of terrorism involving chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons. A primary objective of the program is to enhance the capacity of State and local jurisdictions, as well as special needs jurisdictions such as port authorities and mass transit agencies to develop, plan, and implement effective strategies for CBRNE preparedness. Technical Assistance (TA) may be provided to State and local governments, law enforcement, fire, hazardous materials, and other community agencies that

have CBRNE responsibilities. TA initiatives are overseen and managed by two components of ODP's State and Local Program Management Division (SLPMD): the Information Management and Preparedness Support Division; and the Local Programs Division.

**All TA services are available to eligible recipients at no charge. ODP will cover the cost of providing the technical expertise, travel, and related expenses.**

**HSPTAP exists to address CBRNE terrorism as well as other hazards a jurisdiction may face. To that end, HSPTAP is built on a solid foundation including: HSPD-8, the Universal Task List, the Universal Adversary, and the Prevention and Deterrence Guidelines.**

# Technical Assistance Defined

Technical assistance is a process of providing help to resolve a problem and/or create innovative approaches to CBRNE terrorism **prevention, response, and recovery**. TA seeks to provide State and local jurisdictions with assistance that can accomplish one or more of the following objectives:

- ❖ Identify a problem
- ❖ Address an identified problem
- ❖ Address items in a corrective action plan (CAP) from a completed exercise
- ❖ Fill “gaps” between equipment, training, and exercise programs

TA deliveries may take a variety of forms that can be combined or modified to meet the specific needs of each requesting State/local jurisdiction. In order to best accommodate the wide variety of TA needs and deliverables, ODP supports several levels of technical assistance:

**LEVEL ONE:** Provision of general information to raise awareness or enhance familiarity with practices/protocols required within all jurisdictions. Level One delivery methods include:

- ❖ Information
- ❖ Resources

**LEVEL TWO:** Delivery of solution packages and performance models drawn from Federal, State, and local studies, best practices, and experience that guide the implementation of various initiatives. Level Two delivery methods include:

- ❖ Models
- ❖ Templates
- ❖ Samples

**LEVEL THREE:** Delivery of rigorous, customized solutions through direct, on-site support. Workshops, guidance, and facilitation efforts maximize direct interaction between TA providers and TA recipients to ensure the successful implementation of the most complex initiatives. Level Three delivery methods include:

- ❖ On-site Specific Workshops
- ❖ Direct Guidance and Consultation
- ❖ Meeting Facilitation



# How to Use this Catalog

CBRNE terrorism prevention, response, and recovery, as outlined in the Homeland Security Presidential Directive/HSPD-8, December 2003, are defining elements of the Homeland Security Preparedness Technical Assistance Program, and serve as the foundation for all TA services. As a result, this catalog is divided into three sections that correspond with these preparedness objectives:

## CBRNE Terrorism Prevention

Detect, deter, and mitigate threats to our homeland.

## CBRNE Terrorism Response

Lead, manage, and coordinate the national response to acts of terrorism, natural disasters, or other emergencies.

## CBRNE Terrorism Recovery

Lead national, State, local, and private sector efforts to restore services and rebuild communities after acts of terrorism.

Using the “Table of Contents” as a guide, readers can quickly locate available TA services based on the broad categories of **prevention**, **response**, and **recovery**. Some TA services are applicable to more than one of these preparedness objectives and therefore appear in the catalog more than once.

Each TA service has its own catalog entry that contains the following information:

- ❖ Brief Overview/Description
- ❖ Objective(s)
- ❖ Delivery Method(s)
- ❖ Identification of TA Levels
- ❖ Duration
- ❖ Target Audience
- ❖ Eligibility

Each TA service has been assigned a programmatic number that will be useful in the TA request process. These numbers appear on the table of contents and on the corresponding catalog entry page. The structure of these numbers is as follows:

- ❖ Prevention TA Services: PREV-1##
- ❖ Response TA Services: RESP-2##
- ❖ Recovery TA Services: RECV-3##

For more information concerning any of the TA services that appear in this catalog, please contact the Centralized Scheduling & Information Desk (CSID) by phone at 1-800-368-6498 or by email at [askcsd@ojp.usdoj.gov](mailto:askcsd@ojp.usdoj.gov). The CSID hours of operation are 8:00 a.m. – 7:00 p.m. (EST) Monday–Friday.

# How to Request Technical Assistance

All State and local jurisdiction requests for technical assistance must be made in writing and sent through the State Administrative Agency (SAA) to ODP for approval, coordination, and execution.

## Steps to Apply for Technical Assistance

- (1) State and local jurisdictions applying for TA must submit a written request (e-mail is acceptable) to their SAA. In order to expedite the TA request process, the requestor can use the “TA Service Request” form (found in Appendix A of this document). This form can serve as the formal TA request.
- (2) The SAA evaluates the request to ensure concurrence with the State’s strategy goals and objectives.
- (3) If the SAA determines the request is in-line with the strategy, the SAA sends the request to the appropriate ODP State Preparedness Officer.
- (4) Following a final review, the Preparedness Officer forwards the request to the appropriate ODP TA Managers.

For further information on requesting technical assistance, contact the ODP Preparedness Officer assigned to your State. You can also call the CSID at (800) 368-6498 or e-mail [askcsd@ojp.usdoj.gov](mailto:askcsd@ojp.usdoj.gov).



# DOMESTIC PREPAREDNESS EQUIPMENT TECHNICAL ASSISTANCE PROGRAM (DPETAP)

In partnership with the United States Army's Pine Bluff Arsenal (PBA), the Department of Defense (DoD) center of expertise for chemical/biological defensive equipment production and support, ODP has established a comprehensive, national equipment technical assistance program for emergency responders. The Domestic Preparedness Equipment Technical Assistance Program (DPETAP) provides on-site technical assistance and training through Mobile Teams to assist emergency responders to better choose, operate, and maintain their chemical, biological, radiological, nuclear, and explosive (CBRNE) detection and response equipment by providing detailed technical information and hands-on equipment operation and maintenance training. In addition, DPETAP Instructor/Technicians provide intensive hands-on Homeland Defense Equipment Reuse (HDER) Program Training, WMD Mass Casualty Personnel Decontamination Training, and WMD Personal Protective Equipment (PPE) Field Training.

## OBJECTIVES

Enable emergency responders to gain a necessary level of expertise regarding CBRNE detection and response equipment.

## DELIVERY METHODS

DPETAP currently offers more than 40 courses and exercises that range from 45-minutes to 24-hours in length. They include:

### ❖ Three levels of CBRNE DETECTION

**TECHNOLOGIES:** The Basic Course, Introduction to WMD-related Hazardous Material – Substances and Symptoms, provides a foundation for those unfamiliar with the “WMD Delta” of hazardous materials. The Intermediate and Advanced Courses cover detection technologies primarily associated with the term “Weapons of Mass Destruction (WMD)”; the capabilities and limitations of these technologies; the types of equipment that employ these technologies; and the CBRNE materiel that can be detected. The three courses were designed to train “apprentice through

journeyman”...from beginners having no prior knowledge of CBRNE-related technologies to the veteran responders in need of a refresher.

### ❖ OPERATION AND MAINTENANCE (O&M)

**COURSES:** The 25 1-4 hour, hands-on courses cover the capabilities and limitations, pre-operation, operation, preventive and corrective maintenance of CBRNE detection equipment.

❖ **TABLETOP PRACTICAL EXERCISES:** There are currently eight exercise scenarios employed. These 45-minute practical exercises present students with a variety of potential CBRNE event scenarios that require teams to evaluate the conditions, determine the technology(ies) that will be effective, decide on the types of detection equipment to be used in each situation, describe how they would employ the equipment selected, and present their findings to the entire class. “Hot washes” and group discussions follow student team presentations.

## TA LEVELS

Level Three: On-site assistance and training through Technical Assistance Visits (TAVs).

## TARGET AUDIENCE

Members of all emergency response communities, including:

- ❖ Hazardous Materials (HAZMAT)
- ❖ Fire
- ❖ Law Enforcement
- ❖ Emergency Management
- ❖ Emergency Medical Services
- ❖ Environmental Health

## CERTIFICATE

A certificate is issued for each course completed.

## ELIGIBILITY

Each host jurisdiction or agency will determine its program participants.

## ***ENHANCING GRANTS MANAGEMENT CAPACITIES OF STATE ADMINISTRATIVE AGENCIES***

(THIS SERVICE IS CURRENTLY UNDER DEVELOPMENT)

This TA service seeks to improve the overall ability of State Administrative Agencies (SAAs) to manage and account for Office for Domestic Preparedness (ODP) grants. Integrated research efforts consisting of expert analysis, case studies, surveys, and focus groups will accurately develop compilations of best grants management practices and critical grant management needs/problems. These documents, coupled with ongoing electronic grants management research, will serve as the foundation for the development of a tailored on-site assistance program. Targeted efforts to address identified issues will rapidly be designed, developed, and delivered.

### **OBJECTIVE**

Enhance SAA grant management capabilities through robust research and on-site support.

### **DELIVERY METHODS**

This service will focus on on-site assistance including workshops, training sessions, and tabletop exercises.

### **TA LEVELS**

Level Two: Comprehensive analysis of State and local funding practices and final best grant management practices report

Level Three: On-site assistance

### **DURATION**

This service will be completed over a 12 month period.

### **TARGET AUDIENCE**

SAA personnel responsible for ODP grant management.

### **ELIGIBILITY**

All SAAs are eligible to receive this TA service.

# INTEROPERABLE COMMUNICATIONS TECHNICAL ASSISTANCE PROGRAM (ICTAP)

The Interoperable Communications Technical Assistance Program is designed to enhance interoperable communications between local, State and Federal emergency responders and public safety officials, and is associated with ODP's Urban Areas Security Initiative (UASI) Grant Program. Regardless of the status of the jurisdiction's interoperability efforts, ICTAP will work with the Urban Area Working Group (UAWG) to assess the current communications infrastructure for gaps, and to determine the technical requirements that can be used to design an interoperable communications system.

Specific TA tasks include:

## Needs Assessment

- ❖ Define who needs to talk with whom and when
- ❖ Develop and test operationally-based scenarios
- ❖ Identify and define interoperability gaps

## Enhancement Definition

- ❖ Scope realistic solutions
- ❖ Develop interoperability architecture
- ❖ Select architecture solution
- ❖ Develop implementation steps

## Implementation

- ❖ Coordinate host site agreements
- ❖ Support technical integration
- ❖ Test, train, and evaluate

## Transition Services

- ❖ Provide maintenance assistance
- ❖ Provide technical assistance (e.g. integration and planning)
- ❖ Exercise, assess, and evaluate

## OBJECTIVE

Enable local public safety agencies to communicate as they prevent or respond to a CBRNE attack.

## DELIVERY METHODS

ICTAP provides on-site support using a systems engineering approach.

## TA LEVELS

Level Three: On-site support

## DURATION

On-going support throughout the duration of the UASI Program.

## TARGET AUDIENCE

These workshops are intended for UAWGs and their communications designees. The UAWG may also want to include State and/or Federal representatives from the region that are involved in interoperable communications.

## ELIGIBILITY

Eligibility is limited to State agencies and agencies participating in the UASI Program.

Additional information on this TA service can be obtained via ODP-sponsored Satellite Video Broadcasts. These broadcasts are conducted in partnership with the Federal Emergency Management Agency (FEMA) Emergency Education Network (EENET) and are produced by the National Terrorism Preparedness Institute (NTPI) of St. Petersburg College in Florida.

To access the broadcasts, please visit the NTPI website at (<http://terrorism.spcollege.edu/>). Under the "Broadcasts" heading in the right hand column, click on "Archives." The following broadcasts are applicable to this TA service:

- ❖ CoMNET, February, 25, 2004:  
"Radio Interoperability – Part I"
- ❖ CoMNET, April 28, 2004:  
"Radio Interoperability – Part II"

More detailed information on the Satellite Video Broadcasts (RESP-221) can be found on page 30 of this catalog.

## PREVENTION TECHNICAL ASSISTANCE

The newest facet of the Homeland Security Preparedness Technical Assistance Program, Prevention TA is specialized assistance that helps State and local jurisdictions proactively impede CBRNE terrorism incidents. Based on ODP's Preparedness Guidelines for Homeland Security on Prevention and Deterrence issued in June 2003, Prevention TA is comprised of five functional categories:

- ❖ **Collaboration:** Joint efforts between and among public and private sector agencies to prevent terrorism.
- ❖ **Information Sharing:** Active linkages of information to prevent terrorism.
- ❖ **Risk Management:** Approaches to reduce vulnerability of targets.

- ❖ **Threat Recognition:** The act of stopping a terrorism threat by discovery before it is executed.

- ❖ **Intervention:** The act of stopping terrorists with force before a threat is executed.

The Prevention TA services will be rigorously developed in the coming months. Please check back as new programs will be added as soon as they become available.

# TERRORISM EARLY WARNING GROUP (TEW) EXPANSION – ORIENTATION AND TECHNICAL ASSISTANCE

Since 1996, the Los Angeles County Sheriffs Department has operated a Terrorism Early Warning Group (TEW) to cover the anti-terrorism intelligence needs of the county. ODP has identified it as a model for replication throughout the country due to its success in gathering and analyzing large quantities of intelligence information from a regional, multi-discipline approach, while ensuring a flow of intelligence information from all sectors and through all levels of government. This technical assistance program will share lessons learned regarding the establishment of TEW fusion center operations and how to share that information through regional teams. Included in this approach are strategies for prevention, detection, apprehension, and response.

## OBJECTIVE

Offer support to all 51 Urban Areas Security Initiative (UASI) sites and their respective States to consider implementing their own TEW approach, as a part of our effort to create a nationwide network of TEWs.

## DELIVERY METHODS

### *PREV-104(A) Orientation Sessions – Understanding the TEW Model*

ODP is providing orientation sessions at the Los Angeles TEW Resource Center to assist local jurisdictions understand the TEW model and the keys to successfully adopting the model to meet the specific needs of individual jurisdictions. The orientation introduces attendees to the following:

- ❖ Regional approach models
- ❖ Multi-disciplinary involvement
- ❖ Staffing approaches
- ❖ Outreach techniques
- ❖ Terrorism Liaison Officers
- ❖ Intelligence fusion techniques
- ❖ Behind-the-Scenes tour at the Los Angeles County TEW Resource Center
- ❖ Attendance at LATEW's monthly meeting
- ❖ Funding TEWs through UASI grants
- ❖ Continuing involvement with the TEW Resource Center Circle of Excellence, granting access to educational resources, continuing best practice, research, workshops and seminars, and collaborative support

### *PREV-104(B) Direct Technical Assistance Workshop – Structuring Your Own TEW*

As a follow-up to the Los Angeles orientation, ODP will send a team of experts to an individual jurisdiction that has indicated an intention to develop a local TEW. The technical assistance team will organize a workshop to:

- ❖ Provide consulting and organizational support to develop a TEW model that works best for each jurisdiction
- ❖ Review templates for target folders, requests for information, alerts, etc.
- ❖ Organize jurisdictional working groups
- ❖ Develop an implementation plan
- ❖ Provide assistance to the level required to ensure jurisdiction success

In advance of the workshop the technical assistance team will work with the lead contacts to ensure participation by individuals necessary for that jurisdiction's successful implementation of a TEW.

### *PREV-104(C) Continuing Technical Assistance – Implementing the TEW Model*

The TEW Resource Center, established by the LATEW through ODP assistance, is a valuable continuing technical assistance resource for all TEWs nationwide. The Resource Center will be available to answer routine follow-up questions, and will maintain a library with the following information:

- ❖ Best practices and lessons learned from previously established TEWs
- ❖ TEW historical documentation
- ❖ Continuing conference and educational offerings
- ❖ Up-to-date studies and research
- ❖ Intelligence training information and intelligence experts
- ❖ TEW staff exchange opportunities
- ❖ National TEW registry to encourage networking among TEWs

Additionally, ODP will continue to work directly with jurisdictions to ensure the success of TEWs nationwide.

## TA LEVELS

Level Three: On-site assistance (conferences, workshops, direct support)

## DURATION

- ❖ *Orientation Sessions – Understanding the TEW Model*: One-day session with the day before and after as travel days.
- ❖ *Direct Technical Assistance Workshop – Structuring Your Own TEW Workshop*: A one or two-day session will be organized depending on the needs of each jurisdiction.
- ❖ *Continuing Technical Assistance – Implementing the TEW Model*: On a case-by-case basis.

## TARGET AUDIENCE

Individual UASI jurisdictions and/or State working groups. Teams from each region should have multi-agency, multi-discipline representation, and include the local UASI representative.

## ELIGIBILITY

Eligibility will be determined by the ODP TEW Program Manager.

# URBAN AREAS SECURITY INITIATIVE (UASI) PORT/MASS TRANSIT TECHNICAL ASSISTANCE PROGRAM

This technical assistance program is designed to enable transit agencies and port asset owners to participate in a comprehensive, facilitated risk assessment that supports effective decision making at many levels in the organization. It is associated with ODP's Urban Areas Security Initiative (UASI) Transit System Security and Port Security grant programs.

There are three major components to the program:

- ❖ Risk Assessment, which is composed of:
  - Criticality assessment
  - Threat assessment
  - Vulnerability assessment
  - Impact assessment
- ❖ Response capabilities assessment
- ❖ Needs assessment

## OBJECTIVE

Enable grantees to quantify their risk factors, and then make informed choices on how to reduce that risk based on their existing capabilities and the benefits of proposed improvements through prioritized risk reduction investments.

## TA LEVELS

Level Three: On-site assistance

## DELIVERY METHODS

The elements of the technical assistance program are deployed as a Special Needs Jurisdiction Tool Kit. Agencies and assets participate in an interactive multi-step facilitated assessment process that involves a series of site visits and workshops with the ODP assessment team and personnel from the agency/asset.

## DURATION

The entire process for a single agency or asset takes approximately four months to complete. The technical assistance will be provided throughout the duration of the UASI Program.

## TARGET AUDIENCE

Transit agencies and port asset owner/operators

## ELIGIBILITY

Eligibility is limited to transit agencies and port asset owner/operators participating in the UASI Program.



## ***BUSINESS EXECUTIVES FOR NATIONAL SECURITY BUSINESS FORCE***

This technical assistance program is designed to assist State and local jurisdictions in building public-private partnerships to improve Homeland Security at the local, State, and regional level. The Business Force programs, include: 1) Business Response Network: A web-based information system that connects State emergency management personnel to needed business resources quickly and effectively during a catastrophic event. 2) Business Volunteer Training: Business recruit employees and provide facilities for government-funded emergency management training. They participate in the Citizen Corps training to create community emergency response teams (CERTs) within companies. 3) Strategic National Stockpile (SNS) Distribution and Dispensing: Assist State and local public health officials with distribution and dispensing of the SNS. 4) Information Sharing Portal: A web portal prototype to enable company security executives to share information, including suspicious activity and emergency response plans.

### **OBJECTIVES**

Enable State and local jurisdictions to draw upon business companies with relevant assets to create programs that help meet their deficiencies in efforts to prevent, respond to and recover from terrorism incidents.

### **TA LEVELS**

Level Two: [www.bens.org](http://www.bens.org)

Level Three: On-site assistance

### **DELIVERY METHODS**

The Business Force Program provide executive level directorship to support the four elements and to support business participation.

### **DURATION**

The entire process to set-up the business force takes approximately one year.

### **TARGET AUDIENCE**

This TA program is currently under-going a pilot phase in three different locations.

### **ELIGIBILITY**

Eligibility is limited to the pilot sites.

## CHEMICAL PROTECTIVE CLOTHING (CPC) TEAM TECHNICAL ASSISTANCE

The Chemical Protective Clothing Team Technical Assistance is an innovative approach to preparing emergency responders for chemical incidents involving mass casualties. This TA service will provide information and training required to properly don, utilize, and remove items of Chemical Protective Clothing designed for use at chemical related incidents. In addition to training on the proper use of CPC, this TA service provides first responders with critical skills in how to recognize and work within a contaminated area. Course participants will incorporate this knowledge into their community's emergency response plans.

### OBJECTIVE

Properly train first responders in the use of chemical protective clothing so that they are able to perform rapid victim assessment and rescue within contaminated areas.

### DELIVERY METHOD

This service will combine classroom education sessions with hands-on training.

### TA LEVELS

Level One: Participant manual

Level Three: On-site training workshops

### DURATION

CPC TA will be delivered in a single eight-hour course.

### TARGET AUDIENCE

- ❖ Fire
- ❖ EMS
- ❖ Law Enforcement

### ELIGIBILITY

This course is primarily intended for fire, EMS, and law enforcement personnel. It is the responsibility of the jurisdiction to determine medical clearance for stresses related to the wearing of CPC.

Additional information on this TA service can be obtained via ODP-sponsored Satellite Video Broadcasts. These broadcasts are conducted in partnership with the Federal Emergency Management Agency (FEMA) Emergency Education Network (EENET) and are produced by the National Terrorism Preparedness Institute (NTPI) of St. Petersburg College in Florida.

To access the broadcasts, please visit the NTPI website at (<http://terrorism.spcollege.edu/>). Under the "Broadcasts" heading in the right hand column, click on "Archives." The following broadcasts are applicable to this TA service:

- ❖ Live Response, May 28, 2003: "Personal Protection Equipment – Know and Follow Self-Protective Measures for WMD Events"

More detailed information on the Satellite Video Broadcasts (RESP-221) can be found on page 30 of this catalog.

## CITIZEN CORPS TECHNICAL ASSISTANCE

Citizen Corps, a vital component of USA Freedom Corps, was created to help coordinate volunteer activities that will make our communities safer, stronger, and better prepared to respond to any emergency situation. It provides opportunities for people to participate in a range of measures to make their families, their homes, and their communities safer from the threats of terrorism, crime, and disasters of all kinds. Citizen Corps programs build on the successful efforts that are in place in many communities around the country to prevent crime and respond to emergencies. Programs that started through local innovation are the foundation for Citizen Corps and this national approach to citizen participation in community safety.

### OBJECTIVE

To foster, encourage and coordinate citizen participation in individual and community activities that promote preparedness for threats of all kinds. By focusing on preparing, training, and volunteering at the community level, Citizen Corps is a way for state and local governments to leverage community members (the citizen) to take an active role in hometown preparedness.

### DELIVERY METHODS

Through its network of state and local councils, Citizen Corps fosters activities to increase preparedness and response capabilities through public education, outreach, and training and volunteer service.

Citizen Corps is comprised of a number of programs including:

- ❖ **Citizen Corps Councils** helps drive local citizen participation by coordinating Citizen Corps programs, developing community action plans, assessing possible threats, and identifying local resources, conducting preparedness outreach and awareness campaigns.
- ❖ The **Community Emergency Response Team (CERT) Program** educates people about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations.

Using their training, CERT members can assist others in their neighborhood or workplace following an event and can take a more active role in preparing their community.

- ❖ The **Medical Reserve Corps (MRC) Program** strengthens communities by helping medical, public health and other volunteers offer their expertise throughout the year as well as during local emergencies and other times of community need. MRC volunteers work in coordination with existing local emergency response programs and also supplement existing community public health initiatives, such as outreach and prevention, immunization programs, blood drives, case management, care planning, and other efforts.
- ❖ An expanded **Neighborhood Watch Program (NWP) Program** incorporates terrorism awareness education into its existing crime prevention mission, while also serving as a way to bring residents together to focus on emergency preparedness and emergency response training.
- ❖ **Volunteers in Police Service (VIPS)** works to enhance the capacity of state and local law enforcement to utilize volunteers. VIPS serves as a gateway to resources and information for and about law enforcement volunteer programs.
- ❖ The **Citizen Corps Affiliate Program** expands the resources and materials available to states and local communities by partnering with Programs and Organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their community safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

## **TA LEVELS**

Level One: Information resources

(<http://citizencorps.gov>)

Level Two: Templates, samples, and best practices

Level Three: On-site assistance

Types of TA requests can include: how to organize and maintain Councils; how to integrate the various programs at the state and local levels; how to leverage the resources of the Affiliate organizations and other community groups; how to work with the media to conduct a preparedness awareness campaign; how to include citizens in exercises and drills and other planning and training opportunities.

## **DURATION**

The duration of services vary.

## **TARGET AUDIENCE**

Anyone that is able to participate in making America safer.

## **ELIGIBILITY**

Eligibility is contingent on approval by State and/or local government entities.

## ***CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT (COOP/COG)***

(THIS SERVICE IS CURRENTLY IN PILOT)

This TA service assists States and local jurisdictions in the review, development, and/or revision of their Continuity of Operations / Continuity of Government plans for emergency management.

### **OBJECTIVES**

- ❖ Develop or review COOP and/or COG plans
- ❖ Develop planning guides for local jurisdictions and other State agencies

### **DELIVERY METHODS**

- ❖ Workshops
- ❖ Training sessions
- ❖ Direct planning support

### **TA LEVELS**

Level One: Information Clearinghouse:  
(<http://odp.ncjrs.org>)

Level Two: Templates available for adaptation

Level Three: On-site assistance - Subject matter experts are sent to the State to facilitate discussions with agencies to assist in plan development.

### **DURATION**

The full TA delivery is conducted over the course of 2-10 days.

### **TARGET AUDIENCE**

- ❖ Emergency Management
- ❖ Other agencies as appropriate

### **ELIGIBILITY**

Eligibility is established through State Administrative Agency.

## **CRITICAL INCIDENT PROTOCOL: A PUBLIC AND PRIVATE PARTNERSHIP PROCESS**

This TA service will provide a process for communities to develop and validate joint public/private disaster plans and assist in CBRNE preparedness. The program will bring together teams from both the public and private sectors for community facilitation on planning, mitigation, business recovery, lessons learned, best practices, and plan exercising. An interactive website and follow-up involvement will be provided to continue support for and guidance to the teams participating in the process.

### **OBJECTIVES**

- ❖ Create public and private sector understanding of their common goal to protect lives and property while sustaining continuity of community life
- ❖ Encourage the public and private sector entities that may have engaged in the assessment and planning process in isolation to form cooperative partnerships
- ❖ Assist those businesses and communities lacking emergency planning experience in the development of a joint emergency planning process
- ❖ Develop an understanding of mutual or respective goals and understand how public and private resources can complement and support each other
- ❖ Serve as a resource for those engaged in the joint planning process

### **DELIVERY METHODS**

- ❖ Facilitation Meeting
- ❖ Workshops
- ❖ Tabletop

### **TA LEVELS**

Level One: Interactive website for TA recipients  
Level Three: On-site assistance

### **DURATION**

The session will be a 6-8 month process, which includes a 1-day (8-hour) community facilitation meeting, 1- or 2-day follow-up meetings, and a 1-day tabletop to end the process. Throughout the process, an interactive website will be available to the community for continuation of support for and guidance to the teams.

### **TARGET AUDIENCE**

- ❖ Public Sector
- ❖ Emergency Management
- ❖ Fire/HazMat
- ❖ Law Enforcement
- ❖ EMS
- ❖ Health and Medical
- ❖ Public Works
- ❖ Private Sector
- ❖ Utilities
- ❖ Large Businesses
- ❖ Retail
- ❖ Banks
- ❖ Shipping Companies
- ❖ Small Businesses

### **ELIGIBILITY**

All jurisdictions are eligible to receive this TA service.

## DATA REVIEW PROJECT TECHNICAL ASSISTANCE

The State Homeland Security Assessment and Strategy (SHSAS) Program is designed to provide a national baseline of first responder capabilities and needs for use at the local, State, and federal levels. However, time constraints on the assessment process, as well as performance issues related to the Data Collection Tool (DCT) impacted the ability of States to verify assessment data prior to submission to ODP.

The Homeland Security Data Review Project will encourage every State to successfully submit homeland security assessment data that has been reviewed for accuracy. All submitted assessment data should correspond with ODP SHSAS guidance, State instruction/guidance and jurisdiction specific planning factors.

### OBJECTIVES

- ❖ Enhance the State's ability to employ the Data Analysis Tool (DAT) to analyze their assessment data as part of the Data Review Project
- ❖ Enhance the State's understanding of the Quality Assurance Report and the Data Review Project
- ❖ Complete the data entry for the SHSAS Data Review Project

### DELIVERY METHODS

ODP is providing three distinct training sessions to assist State and local jurisdictions to review and submit accurate homeland security assessment data:

#### *RESP-205(A) Data Review Technical Assistance Workshop*

This workshop focuses on explaining the data identified in the customized Quality Assurance Report, interpreting electronic copies of State SHSAS reports, and providing further instruction on completing the Data Review Project. Jurisdiction Assessment Reports (which are complete copies of each jurisdiction's assessment) will be provided to State personnel during this visit. The expected outcome of this workshop will be an understanding of the Quality Assurance Report and understanding of the Data Review Project process.

#### *RESP-205(B) Data Analysis Technical Assistance Workshop*

This workshop is provided to assist State jurisdictions with viewing and analyzing reports available through the Data Analysis Tool (DAT) for their assessment data. The workshop will include facilitators demonstrating the data analysis tool. The expected outcome of this workshop is that participants can employ the DAT to analyze their assessment data as part of the Data Review Project process.

#### *RESP-205(C) Data Entry*

This workshop follows the SHSAS Data Review TA and completion of the State's review of the SHSAS data for all jurisdictions. This workshop focuses on inputting the corrected data into the secure, online Data Collection Tool (DCT). The expected outcome of this TA will be completion of the data entry for the SHSAS Data Review Project.

### DURATION

- ❖ **Data Review Technical Assistance Workshop:** One day, with a pre-workshop meeting prior to the delivery of the workshop
- ❖ **Data Analysis Technical Assistance Workshop:** Four to six hours
- ❖ **Data Entry:** The length of this workshop is dependant on the number of jurisdictions and the amount of data to be updated, ranging from one to four days.

### TARGET AUDIENCE

These workshops are intended for State administrative agency personnel and State and urban area working groups responsible for SHSAS development and implementation. Participants may represent any of the disciplines designated by ODP, as well as others deemed necessary by the State Administrative Agency.

### ELIGIBILITY

Eligibility is established through State Administrative Agency.



## DOMESTIC PREPAREDNESS EQUIPMENT TECHNICAL ASSISTANCE PROGRAM (DPETAP)

In partnership with the United States Army's Pine Bluff Arsenal (PBA), the Department of Defense (DoD) center of expertise for chemical/biological defensive equipment production and support, ODP has established a comprehensive, national equipment technical assistance program for emergency responders. The Domestic Preparedness Equipment Technical Assistance Program (DPETAP) provides on-site technical assistance and training through Mobile Teams to assist emergency responders to better choose, operate, and maintain their chemical, biological, radiological, nuclear, and explosive (CBRNE) detection and response equipment by providing detailed technical information and hands-on equipment operation and maintenance training. In addition, DPETAP Instructor/Technicians provide intensive hands-on Homeland Defense Equipment Reuse (HDER) Program Training, WMD Mass Casualty Personnel Decontamination Training, and WMD Personal Protective Equipment (PPE) Field Training.

### OBJECTIVES

Enable emergency responders to gain a necessary level of expertise regarding CBRNE detection and response equipment.

### DELIVERY METHODS

DPETAP currently offers more than 40 courses and exercises that range from 45-minutes to 24-hours in length. They include:

- ❖ Three levels of **CBRNE DETECTION TECHNOLOGIES**: The Basic Course, Introduction to WMD-related Hazardous Material – Substances and Symptoms, provides a foundation for those unfamiliar with the “WMD Delta” of hazardous materials. The Intermediate and Advanced Courses cover detection technologies primarily associated with the term “Weapons of Mass Destruction (WMD)”; the capabilities and limitations of these technologies; the types of equipment that employ these technologies; and the CBRNE materiel that can be detected. The three courses

were designed to train “apprentice through journeyman”...from beginners having no prior knowledge of CBRNE-related technologies to the veteran responders in need of a refresher.

- ❖ **OPERATION AND MAINTENANCE (O&M)**

**COURSES**: The 25 1-4 hour, hands-on courses cover the capabilities and limitations, pre-operation, operation, preventive and corrective maintenance of CBRNE detection equipment.

- ❖ **TABLETOP PRACTICAL EXERCISES**: There are currently eight exercise scenarios employed. These 45-minute practical exercises present students with a variety of potential CBRNE event scenarios that require teams to evaluate the conditions, determine the technology(ies) that will be effective, decide on the types of detection equipment to be used in each situation, describe how they would employ the equipment selected, and present their findings to the entire class. “Hot washes” and group discussions follow student team presentations.

### TA LEVELS

Level Three: On-site assistance and training through Technical Assistance Visits (TAVs).

### TARGET AUDIENCE

Members of all emergency response communities, including:

- ❖ Hazardous Materials (HAZMAT)
- ❖ Fire
- ❖ Law Enforcement
- ❖ Emergency Management
- ❖ Emergency Medical Services
- ❖ Environmental Health

### CERTIFICATE

A certificate is issued for each course completed.

### ELIGIBILITY

Each host jurisdiction or agency will determine its program participants.

## **DOMESTIC PREPAREDNESS SUPPORT INFORMATION CLEARINGHOUSE**

This TA service makes available a virtual library of information and resources on domestic preparedness, counterterrorism, and CBRNE issues for use by State and local jurisdictions. Resources can be viewed online, downloaded, linked, or ordered through the National Criminal Justice Reference Service (NCJRS) Clearinghouse. Topics include:

- ❖ Terrorism
- ❖ Preparedness
- ❖ First Responders
- ❖ HazMat
- ❖ WMD
- ❖ Victims' Issues
- ❖ Training
- ❖ Exercises

### **OBJECTIVE**

The goal of this TA service is to enhance the capacity and preparedness of State and local jurisdictions to respond to CBRNE domestic terrorism incidents through the use of a search and retrieval system that includes a variety of publications, videos, abstracts, articles, templates, models, samples, and links to other sites.

### **DELIVERY METHODS**

Self-service library that requires users to pull information from a repository.

### **TA LEVELS**

Level One: Information Clearinghouse (<http://odp.ncjrs.org>)

### **TARGET AUDIENCE**

- ❖ Emergency Management
- ❖ Fire/HazMat
- ❖ Law Enforcement
- ❖ EMS
- ❖ Health and Medical
- ❖ Public Works

### **ELIGIBILITY**

Eligibility is established through State Administrative Agency.

## **EMERGENCY OPERATIONS PLAN (EOP)/TERRORISM INCIDENT ANNEX (TIA)**

The intended outcome of this session is to assist State and local jurisdictions in building a multidisciplinary emergency response planning team that is able to develop or revise an effective EOP, or other appropriately named emergency response plan, and the respective TIA that guides the jurisdiction's preparation for and response to a CBRNE/terrorism incident.

### **OBJECTIVES**

- ❖ Determine the desired format and content for jurisdiction EOP
- ❖ Determine the desired format and content for TIA to the EOP
- ❖ Determine the desired format and content for up to 3 EOP annexes

### **DELIVERY METHODS**

- ❖ Training sessions
- ❖ Direct support

### **TA LEVELS**

Level One: CoMNET Broadcasts

Level Two: Templates

Level Three: On-site assistance. Subject matter experts are sent to the State to facilitate discussions with agencies to assist in plan development.

### **DURATION**

This TA service is designed for two days, with an additional day for a preliminary site assessment visit to the jurisdiction to gather specific EOP/TIA information that will be used to tailor the TA to the unique planning needs of the jurisdiction.

### **TARGET AUDIENCE**

- ❖ Emergency Management
- ❖ Other agencies as appropriate

### **ELIGIBILITY**

Eligibility is established through State Administrative Agency.

# EMERGENCY RESPONSE SYNCHRONIZATION MATRIX TECHNICAL ASSISTANCE

The Emergency Response Synchronization Matrix (Sync Matrix) TA program provides an effective means for developing emergency preparedness and response capabilities and allows users to integrate, coordinate, and synchronize plans for multi-jurisdictional emergency operations. Developed by Argonne National Laboratory, U.S. Department of Energy (DOE), Sync Matrix is an innovative software tool that provides emergency planning assistance by graphically displaying the complex multi-jurisdictional activities that support the planning and decision-making process.

## OBJECTIVES

- ❖ Enhance emergency planning by eliminating the difficulties associated with the preparation of coordinated emergency operations plans and procedures
- ❖ Enhance emergency response exercise design and evaluation
- ❖ Provide feedback that allow planners to identify needed improvements in plans, procedures, and training requirements
- ❖ Provide a response implementation and management tool

## DELIVERY METHODS

Sync Matrix TA will be delivered through a series of on-site consultations:

- ❖ Initial assessment meeting(s) will enable TA recipients to gain a broad understanding of the TA service and allow the TA provider to gain a solid understanding of the core city's planning requirements.
- ❖ A kick-off meeting will formally launch the TA initiative.
- ❖ The TA provider will then conduct on-site training workshops in order to teach TA recipients how to properly use the Sync Matrix software.
- ❖ Return visits will be scheduled as needed to ensure effective Sync Matrix implementation.

## TECHNICAL ASSISTANCE LEVELS

Level Two: Models, templates, samples

Level Three: On-site training workshops

## DURATION

The duration of the TA delivery will vary depending on location. The initial assessment meeting(s), kick-off meeting, and training workshops can generally be conducted over the course of 3-6 months with return visits scheduled as needed.

## TARGET AUDIENCE

Emergency management/homeland security managers and planners from UASI core cities.

## ELIGIBILITY

Sync Matrix is initially being offered to Urban Areas Security Initiative (UASI) core cities.

## ***ENHANCING GRANTS MANAGEMENT CAPACITIES OF STATE ADMINISTRATIVE AGENCIES***

(THIS SERVICE IS CURRENTLY UNDER DEVELOPMENT)

This TA service seeks to improve the overall ability of State Administrative Agencies (SAAs) to manage and account for ODP grants. Integrated research efforts consisting of expert analysis, case studies, surveys, and focus groups will accurately develop compilations of best grants management practices and critical grant management needs/problems. These documents, coupled with ongoing electronic grants management research, will serve as the foundation for the development of a tailored on-site assistance program. Targeted efforts to address identified issues will rapidly be designed, developed, and delivered.

### **OBJECTIVE**

Enhance SAA grant management capabilities through robust research and on-site support.

### **DELIVERY METHODS**

This service will focus on on-site assistance including workshops, training sessions, and tabletop exercises.

### **TA LEVELS**

Level Two: Comprehensive analysis of State and local funding practices and final best grant management practices report

Level Three: On-site assistance

### **DURATION**

This service will be completed over a 12 month period.

### **TARGET AUDIENCE**

SAA personnel responsible for ODP grant management.

### **ELIGIBILITY**

All SAAs are eligible to receive this TA service.

## FIRST RESPONDER TRAINING VIDEOS

ODP has developed a variety of first responder training videos at the awareness level for use by organizations, departments, and training academies nationwide.

Titles currently available for distribution include the following:

### *Responding to a WMD Crime Scene*

Emergency responders may find themselves responding unknowingly to a criminal incident involving weapons of mass destruction (WMD). This is an entirely new and different set of responsibilities for the emergency responder. The purpose of this video is to demonstrate the responsibilities of recognizing, identifying and preserving potential evidence at a WMD crime scene, thereby affording the best possibility for a positive identification of suspects and successful prosecution.

#### **TARGET AUDIENCE**

- ❖ Law Enforcement
- ❖ Fire/HazMat
- ❖ Emergency Management

### *Surviving the Secondary Device—The Rules Have Changed*

Produced in partnership with the Georgia Emergency Management Agency, this video is designed to assist public safety officials in making informed decisions concerning the real potential of secondary explosive devices. These devices, which detonate after the initial explosion, target blast survivors, other individuals who converge on the scene, and, more often, responding public safety personnel. The possibility of secondary devices requires that public safety officials look at not only how to protect the lives of citizens, but also how to protect the emergency responders. This video discusses policies and procedures for effectively responding to and managing a bomb incident, and for better ensuring the safety of the public and the emergency responder.

#### **TARGET AUDIENCE**

- ❖ Law Enforcement

### *Surviving Weapons of Mass Destruction*

The threat of terrorist incidents involving chemical or biological agents is very real. This training video is designed to enhance the survival and safety of emergency responders during such incidents. Although protecting the public is the principal mission of all public safety agencies, it is also important that emergency responders do not forget their own safety. This video, produced in partnership with the Georgia Emergency Management Agency, approaches safety from the perspective of the individual responder and agency.

#### **TARGET AUDIENCE**

- ❖ Fire/HazMat

### *Weapons of Mass Destruction—The First Responder*

Being prepared for incidents involving weapons of mass destruction means knowing what to look for and how to react. Preparation means that all emergency response agencies, including law enforcement, fire, emergency medical services and others, at all levels of government, work together in responding to such events. This video, produced in partnership with the City of Seattle Fire Department, was prepared to familiarize emergency responders with steps they can take to mitigate the effects of such incidents, and to better ensure their own and the public's safety.

#### **TARGET AUDIENCE**

- ❖ Law Enforcement
- ❖ Fire/HazMat
- ❖ EMS

### *Using ICS in a WMD Incident*

This video addresses the implementation of an Incident Command System (ICS) in a CBRNE incident. Topics include background, overview of model ICS, basic ICS scenario, expansion of ICS to accommodate multi-agency and multi-jurisdiction elements, integration of external resources, and culmination of the scenario covering all aspects of ICS in a CBRNE incident.

## TARGET AUDIENCE

- ❖ Law Enforcement
- ❖ Fire/HazMat
- ❖ Emergency Management

### *Using Unified Command in a WMD Incident*

This video addresses the transition to a Unified Command (UC) in a CBRNE incident. Topics include background, overview of model ICS, transition to a Unified Command, integration of Federal assets, Emergency Operation Center (EOC) interface, Joint Operations Center (JOC) interface, and culmination of the scenario covering all aspects of Unified Command in a CBRNE incident.

## TARGET AUDIENCE

- ❖ Law Enforcement
- ❖ Fire/HazMat
- ❖ Emergency Management

## OBJECTIVE

Provide first responders with adequate awareness training that can accommodate requests for distance learning initiatives.

## DELIVERY METHODS

Videos are available for independent viewing by interested parties.

## TA LEVELS

Level One: Information / resources

## ELIGIBILITY

State and local emergency management agencies are eligible to receive this TA.



# INITIAL STRATEGY IMPLEMENTATION PLAN (ISIP) TECHNICAL ASSISTANCE

Initial Strategy Implementation Plan Technical Assistance workshops are designed to provide facilitation and assistance to the State Administrative Agency (SAA) in preparing the ISIP template and submitting the required information to ODP.

## OBJECTIVE

Capture the most current information available for planned projects, and estimates of the grant funding to be applied to these projects, for all FY 2004 Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI) Grant Program funding received.

## DELIVERY METHODS

ODP is providing two training sessions to assist SAAs in preparing and submitting the ISIP template. The workshops may be delivered together in one workshop, or delivered in two separate workshops.

### *RESP-212(A) ISIP Project TA Workshop*

This workshop focuses on providing facilitation and assistance to the SAA in developing a list of projects based on its State and/or Urban Area Homeland Security Strategy. This TA will cover:

- ❖ Determining a project list;
- ❖ Determining funding strategies for all projects;
- ❖ Demonstrating how the expenditure of grant funds will support the goals and objectives outlined in the State and/or Urban Area Homeland Security Strategy.

### *RESP-212(B) ISIP Template Completion TA Workshop*

This workshop focuses on enhancing understanding of how to complete the ISIP template and the process for ISIP submission. This includes:

- ❖ Providing a complete accounting of how the State or territory has complied with pass-through requirements;
- ❖ Completing, reviewing and submitting the ISIP electronic template.

## DURATION

Each workshop is delivered over one to two days, which may include a pre-workshop meeting with the SAA on the day prior to the workshop.

## TARGET AUDIENCE

These workshops are intended for SAA personnel and any additional personnel responsible for developing and updating projects to be funded through the FY04 HSGP and UASI grants, and may include subgrantees. The SAA may also want to include the State financial services representative responsible for managing grant resources in these programs.

## ELIGIBILITY

Eligibility is established through SAA.

# INTEROPERABLE COMMUNICATIONS TECHNICAL ASSISTANCE PROGRAM (ICTAP)

The Interoperable Communications Technical Assistance Program is designed to enhance interoperable communications between local, State and Federal emergency responders and public safety officials, and is associated with ODP's Urban Areas Security Initiative (UASI) Grant Program. Regardless of the status of the jurisdiction's interoperability efforts, ICTAP will work with the Urban Area Working Group (UAWG) to assess the current communications infrastructure for gaps, and to determine the technical requirements that can be used to design an interoperable communications system.

Specific TA tasks include:

## Needs Assessment

- ❖ Define who needs to talk with whom and when
- ❖ Develop and test operationally-based scenarios
- ❖ Identify and define interoperability gaps

## Enhancement Definition

- ❖ Scope realistic solutions
- ❖ Develop interoperability architecture
- ❖ Select architecture solution
- ❖ Develop implementation steps

## Implementation

- ❖ Coordinate host site agreements
- ❖ Support technical integration
- ❖ Test, train, and evaluate

## Transition Services

- ❖ Provide maintenance assistance
- ❖ Provide technical assistance (e.g. integration and planning)
- ❖ Exercise, assess, and evaluate

## OBJECTIVE

Enable local public safety agencies to communicate as they prevent or respond to a CBRNE attack.

## DELIVERY METHODS

ICTAP provides on-site support using a systems engineering approach.

## TA LEVELS

Level Three: On-site support

## DURATION

On-going support throughout the duration of the UASI program.

## TARGET AUDIENCE

These workshops are intended for UAWGs and their communications designers. The UAWG may also want to include State and/or Federal representatives from the region that are involved in interoperable communications.

## ELIGIBILITY

Eligibility is limited to agencies participating in the UASI Program.

Additional information on this TA service can be obtained via ODP-sponsored Satellite Video Broadcasts. These broadcasts are conducted in partnership with the Federal Emergency Management Agency (FEMA) Emergency Education Network (EENET) and are produced by the National Terrorism Preparedness Institute (NTPI) of St. Petersburg College in Florida.

To access the broadcasts, please visit the NTPi website at (<http://terrorism.spcollege.edu/>). Under the "Broadcasts" heading in the right hand column, click on "Archives." The following broadcasts are applicable to this TA service:

- ❖ CoMNET, February, 25, 2004: "Radio Interoperability – Part I"
- ❖ CoMNET, April 28, 2004: "Radio Interoperability – Part II"

More detailed information on the Satellite Video Broadcasts (RESP-221) can be found on page 30 of this catalog.

## ODP LISTSERVS

RESP-214(A) The Domestic Preparedness Support Listserv is an electronic dissemination tool designed to provide State and local agencies with information on domestic preparedness, counterterrorism, and CBRNE issues. This TA service includes a daily update on global terrorism activities, fact sheets, and announcements.

RESP-214(B) The State Administrative Agency Listserv is a private electronic dissemination tool designed to provide the ODP's State Administrative Agencies (SAAs) and contacts with information on domestic preparedness, CBRNE, and counterterrorism issues. It has been designed to provide the SAAs with a forum to receive ODP-specific information, including information bulletins, and to share information with each other. The SAA listserv is for invited guests only.

### OBJECTIVE

Provide a rigorous mechanism for information dissemination in order to ensure the establishment of a universal basis of common knowledge among vital homeland security parties.

### DELIVERY METHOD

Listsers information will be disseminated via e-mail.

- ❖ Interested parties can register for the Domestic Preparedness Support listserv by accessing the Information Clearinghouse website (<http://odp.ncjrs.org>), clicking on the hyperlink, "Subscribe to the Resource Newsletter", and entering a valid e-mail address.
- ❖ The SAA listserv is a private group that will be accessed via invitation.

### TA LEVELS

Level One: Information Clearinghouse – (<http://odp.ncjrs.org>); ODP Helpline: 1-800-368-6498

### TARGET AUDIENCE

*Domestic Preparedness Support Listserv*

- ❖ Emergency Management
- ❖ Fire/HazMat
- ❖ Law Enforcement
- ❖ EMS
- ❖ Health and Medical
- ❖ Public Works

*State Administrative Agency Listserv*

- ❖ SAAs and contacts only by invitation from ODP

### ELIGIBILITY

*Domestic Preparedness Support Listserv:* All interested parties

*State Administrative Agency Listserv:* SAAs and contacts only by invitation from ODP

## OPERATIONAL PLAN DEVELOPMENT

This TA service assists in developing and enhancing CBRNE operational plans, response plans, emergency operating procedures, and terrorism annex plans. Many State, regional, and local jurisdictions are facing numerous issues in the revision and implementation of their response and emergency planning, and have requested assistance in developing a logical plan to be implemented. Some States have requested assistance in developing a template for a terrorism annex for use by local jurisdictions.

### OBJECTIVES

- ❖ Develop operational plans derived from State strategic plan, response plans, emergency operating procedures, and/or terrorism annex plans to respond to CBRNE terrorism incidents
- ❖ Examine options to implement the strategic plan in a coordinated fashion

### DELIVERY METHODS

- ❖ Seminars
- ❖ Facilitated planning meetings
- ❖ Training sessions
- ❖ Direct planning support

### TA LEVELS

Level Two: Operational plans available for adaptation  
Level Three: On-site assistance - Subject matter experts are sent to the State to facilitate discussions with agencies to assist in plan development

### DURATION

1-5 days

### TARGET AUDIENCE

- ❖ Emergency Management
- ❖ Other agencies as appropriate

### ELIGIBILITY

Eligibility is established through State Administrative Agency.

## PUBLIC HEALTH DEPARTMENTAL OPERATIONS CENTER

This type of assistance was developed to apply the principles of an emergency management system to the public health system. TA providers will assist with the planning and implementation of a department operations center (DOC) to be established to enhance the local health department's response to large-scale incidents.

### OBJECTIVES

- ❖ Identify the organizational structure and management approach to the receiving, tracking, and coordination of taskings utilizing the DOC
- ❖ Identify physical support needs for implementation of the DOC, primarily using existing infrastructure and networks
- ❖ Acquire and install infrastructure needed to operate the DOC, develop operating guidelines for the DOC, and detail position duties
- ❖ Train Department of Health personnel who will staff the DOC during incidents, and finalize the operating guidelines for the DOC

### DELIVERY METHODS

- ❖ Workshops
- ❖ Training sessions

### TA LEVELS

Level One: Information Clearinghouse – (<http://odp.ncjrs.org>)  
Level Two: Public Health DOC plan has been developed for jurisdictions to adapt to their public health system.  
Level Three: On-site assistance

### DURATION

12-15 days

### TARGET AUDIENCE

- ❖ Health and Medical

### ELIGIBILITY

Eligibility is established through State Administrative Agency.

## ***PUBLIC INFORMATION PLAN DEVELOPMENT AND REVIEW***

This TA service assists in the development and enhancement of public information plans and assists in the integration of public information at the Federal, State, and local levels. TA providers can train public information officers as well as support the integration of public information into disciplines such as law enforcement, public health, and emergency management.

### **OBJECTIVES**

- ❖ Develop public information plans
- ❖ Integrate the plans at different levels of government and among disciplines
- ❖ Train public information officers

### **DELIVERY METHODS**

- ❖ Seminars
- ❖ Workshops
- ❖ Training sessions
- ❖ Direct planning support

### **TA LEVELS**

Level Two: Templates under development

Level Three: On-site assistance – Subject matter experts are sent to the State to facilitate discussions with agencies to assist in plan development.

### **DURATION**

1-5 days

### **TARGET AUDIENCE**

- ❖ Public Information Officers
- ❖ Emergency Management
- ❖ Other agencies as appropriate

### **ELIGIBILITY**

Eligibility is established through State Administrative Agency.

## **RAPID ASSISTANCE TEAM (RAT) TECHNICAL ASSISTANCE**

The ODP Rapid Assistance Team Technical Assistance provides telephone and on-site assistance to State Administrative Agencies (SAAs) and Urban Areas Security Initiative (UASI) Grant participants in identifying State/urban area equipment needs, developing State/urban area equipment procurement plans, preparing grant application documents (e.g., program narratives, budgets, etc.) and other related support. If necessary, RAT personnel can be dispatched on short notice to help applicants meet deadlines for funding provided through ODP grant programs.

### **OBJECTIVE**

Provide mechanisms to rapidly fill gaps and/or solve problems regarding ODP grant management.

### **DELIVERY METHODS**

Telephone assistance and tailored, on-site support.

### **TA LEVELS**

Level One: Telephone assistance

Level Three: On-site assistance

### **DURATION**

Duration depends on the request.

### **TARGET AUDIENCE**

SAAs/UASI grant recipients

### **ELIGIBILITY**

Eligibility is established through State Administrative Agency.



## REGIONAL RESPONSE PLANNING/ASSESSMENTS

Many States are exploring the use of regional response as a solution to Statewide delivery of specialized CBRNE responder assets. TA providers can assist in the development of a detailed assessment process to evaluate current capabilities in the various disciplines, as a baseline for determining what CBRNE capabilities exist and where capability may need to be created. Some of the assessments can be conducted using existing data, while others will require a mail survey or on-site visits to conduct a more thorough assessment. The results of the assessment process can be used to assist in a Statewide all-hazards regional response planning process.

### OBJECTIVES

- ❖ Identify and resolve the various issues that are associated with regional response, including regional boundaries, determining regional assets, developing standardized equipment lists, training, and operations guidelines
- ❖ Identify baseline capabilities and needs

### DELIVERY METHODS

- ❖ Seminars
- ❖ Workshops
- ❖ Training sessions

### TA LEVELS

Level One: Information Clearinghouse – (<http://odp.ncjrs.org>)  
Level Two: Prototype assessments have been developed for the various disciplines, focusing on four areas: training, equipment, staffing, and procedures.  
Level Three: On-site assistance

### DURATION

10-14 days

### TARGET AUDIENCE

- ❖ Emergency Management

### ELIGIBILITY

Eligibility is established through State Administrative Agency.

## SATELLITE VIDEO BROADCASTS

The Office for Domestic Preparedness (ODP)-sponsored Satellite Video Broadcasts are conducted in partnership with the Federal Emergency Management Agency (FEMA) Emergency Education Network (EENET) and are produced by the National Terrorism Preparedness Institute (NTPI) of St. Petersburg College in Florida. Broadcasts alternate between CoMNET (Consequence Management News, Equipment, and Training) and “Live Response.” The broadcasts occur at 2:00 p.m. (EST) on the fourth Wednesday of each month.

**CoMNET** offers CBRNE – related awareness information to the Nation’s civilian and military emergency response communities. CoMNET is a news magazine-style program consisting of multiple segments, similar to the National Alert programs aired on the FEMA’s EENET.

“**Live Response**” is a program during which a panel of subject matter experts explores topics related to CBRNE consequence management and engages in question and answer session with the program audience, “Live Response” also helps local, State, and Federal administrators stay informed of CBRNE resources and operational considerations that may impact their communities. Live calls to the broadcast can be made via a toll free number: 1-888-870-3000.

Both CoMNET and “Live Response” are available via the NTPI Web page – (<http://terrorism.spjc.edu/>)

Through “Yahoo Groups” a live chat room is provided where viewers may ask questions regarding the program directly online at:  
<http://groups.yahoo.com/group/CoMNET2001/> and  
<http://groups.yahoo.com/group/liveresponse/>.

These broadcasts are also archived for viewing at any time. Archived shows from 2004 include:

### “LIVE RESPONSE,” JANUARY 28, 2004

The feature discussion is, “Perimeter Security when Victims are Present.”

### CoMNET, FEBRUARY 25, 2004

Feature stories include:

- ❖ Conducting A Mass Fatality Exercise
- ❖ Radio Interoperability
- ❖ Transfer Within the ICS
- ❖ Know Self Protection Strategies

### “LIVE RESPONSE” MARCH 24, 2004

The feature discussion is, “Recognizing a WMD Incident Through Calls for Service, Dispatch Patterns, & Signs and Symptoms.”

### CoMNET, APRIL 28, 2004

Feature stories include:

- ❖ Coordination of Public Warning
- ❖ Radio Interoperability – Part II
- ❖ Direct Threat Assessment
- ❖ Scene and Crowd Control Procedures

### TA LEVELS

Level One: NTPI Web page – (<http://terrorism.spjc.edu/>)

### DELIVERY METHOD

Satellite Broadcast seminar

### TARGET AUDIENCE

- ❖ Emergency Management
- ❖ Fire/HazMat
- ❖ Law Enforcement
- ❖ EMS
- ❖ Health and Medical
- ❖ Public Works

### ELIGIBILITY

This TA service is available to all interested parties.

## ***STATE AND LOCAL DOMESTIC PREPAREDNESS: CENTRALIZED SCHEDULING AND INFORMATION DESK (CSID)***

The Centralized Scheduling and Information Desk (CSID) is a non-emergency resource for use by State and local emergency responders across the United States. The CSID provides general information on all of the ODP programs and information on the characteristics and control of CBRNE materials, defensive equipment, mitigation techniques, and available Federal assets.

The CSID provides information on the following services: CBRNE Training, Centralized Scheduling Capability, CBRNE Exercises, State Homeland Security Assessment and Strategy Grants, and Technical Assistance.

### **OBJECTIVES**

Provide a single resource for the dissemination of non-emergency information on ODP programs.

### **DELIVERY METHOD**

Telephone assistance

### **TA LEVELS**

Level One: Information Clearinghouse:  
<http://odp.ncjrs.org> CSID telephone number:  
1-800-368-6498. E-mail address: [askcsd@ojp.usdoj.gov](mailto:askcsd@ojp.usdoj.gov).  
For more information, please see the ODP fact sheet at: <http://www.ojp.usdoj.gov/odp/docs/helpline.htm>.

### **TARGET AUDIENCE**

- ❖ State and local public safety agencies
- ❖ Emergency Management
- ❖ Fire/HazMat
- ❖ Law Enforcement
- ❖ EMS
- ❖ Health and Medical
- ❖ Public Works

### **ELIGIBILITY**

All State and local jurisdiction emergency responders are eligible for this TA service.

## STATE HOMELAND SECURITY ASSESSMENT AND STRATEGY TECHNICAL ASSISTANCE

State Homeland Security Assessment and Strategy Technical Assistance was developed to assist States in meeting the needs assessment and comprehensive planning requirements under the ODP State Homeland Security Assessment and Strategy Process (SHSAS). The purpose of State Homeland Security Assessment and Strategy TA is to assist States in developing and implementing an assessment and State strategy for the enhancement of jurisdictional preparedness to respond to a CBRNE terrorism incident.

ODP is providing four distinct training sessions to assist State and local jurisdictions to develop comprehensive State homeland security strategies.

### **RESP-223(A) Understanding and Implementing the ODP SHSAS**

This session provides an overview of the assessment and strategy development process. Facilitators will be able to assist States to:

- ❖ Understand the requirements of the ODP SHSAS process for the State and local jurisdictions
- ❖ Understand how to organize at the State level
- ❖ Register SAAs in the ODP Online Data Collection Tool
- ❖ Develop jurisdictions for the State
- ❖ Develop jurisdictional assessment instructions that supplement the Jurisdiction Assessment Handbook
- ❖ Provide assistance to the level required to ensure State success

### **RESP-223(B1) Jurisdiction Assessment Technical Assistance**

This session trains presenters to instruct jurisdictions in completing the jurisdiction assessments. Facilitators will be able to assist jurisdictions to:

- ❖ Organize jurisdictional working groups
- ❖ Analyze State instructions and the Jurisdiction Assessment Handbook
- ❖ Successfully complete the Threat and Vulnerability Assessments (Risk Assessment)

- ❖ Use the Risk Assessment to develop planning factors
- ❖ Complete the assessment of Mutual Aid and Response Team Capabilities
- ❖ Develop Current and Desired Response Levels (Capabilities Assessment)
- ❖ Analyze Tasks by Discipline
- ❖ Determine requirements and current levels in the solution areas of planning, organization, equipment, training, and exercises (Needs Assessment)
- ❖ Detail requirements for submission to the SAA
- ❖ Provide assistance to the level required to ensure jurisdiction success

### **RESP-223(B2) Direct Jurisdiction Assessment Technical Assistance**

ODP Technical Assistance Providers can also work directly with the jurisdiction or group of jurisdictions to assist those jurisdictions in completing the tasks as outlined for the train-the-trainer program above.

### **RESP-223(C) Developing a State Homeland Security Strategy**

This session provides assistance in completing the strategy for submission to ODP. Facilitators will be able to assist States to:

- ❖ Analyze/process jurisdictional input/information
- ❖ Prioritize jurisdictions
- ❖ Input State-level data
- ❖ Develop the strategy by:
  - Analyzing all roll-up information collected in the ODP Online Data Collection Tool
  - Developing a vision
  - Developing a strategic focus
  - Developing goals and objectives
  - Prioritizing objectives
  - Completing all written areas of the strategy
- ❖ Submit the strategy to ODP
- ❖ Provide assistance to the level required to ensure State success

## OBJECTIVES

- ❖ Enhance the State and local jurisdictions' understanding of the assessment process
- ❖ Enhance the State and local jurisdictions' ability to conduct assessments
- ❖ Enhance the States' ability to develop a comprehensive State homeland security strategy

## DELIVERY METHODS

- ❖ Conferences
- ❖ Workshops
- ❖ Training sessions
- ❖ Train-the-trainer programs
- ❖ Direct Support

## TA LEVELS

Level Three: On-site assistance

## DURATION

- ❖ Understanding and Implementing the ODP SHSAS: One session per State
- ❖ Jurisdiction Assessment Technical Assistance: Each State may receive a total of five Train-the-Trainer and/or Direct Jurisdiction Assessment Technical Assistance sessions
- ❖ Developing a State Homeland Security Strategy: One session per State

## TARGET AUDIENCE

- ❖ Understanding and Implementing the ODP SHSAS: State working group
- ❖ Jurisdiction Assessment Technical Assistance: Local jurisdictions
- ❖ Developing a State Homeland Security Strategy: State planners

## ELIGIBILITY

Eligibility is established through State Administrative Agency.

## **STATE HOMELAND SECURITY STRATEGY REGIONAL IMPLEMENTATION TECHNICAL ASSISTANCE (TA)**

(THIS SERVICE IS CURRENTLY UNDER DEVELOPMENT)

This TA service will provide assistance to the State Administrative Agency (SAA) in revising and updating the State Homeland Security Strategy (SHSS) to develop a regional response system.

### **OBJECTIVES**

- ❖ Review the State Homeland Assessment and Strategy (SHSAS) process
- ❖ Review assessment data and discuss how the data is used in regional strategy implementation
- ❖ Prioritize the SHSS goals, objectives, and projects for the region
- ❖ Develop a SHSS Regional Implementation plan

### **DURATION**

This is a three-day workshop. In addition, there will be a one-day preliminary site visit, approximately two weeks prior to the workshop, and a one-day pre-meeting the day before the workshop.

### **ELIGIBILITY**

Eligibility is established through the SAA.

# TERRORISM EARLY WARNING GROUP (TEW) EXPANSION – ORIENTATION AND TECHNICAL ASSISTANCE

Since 1996, the Los Angeles County Sheriffs Department has operated a Terrorism Early Warning Group (TEW) to cover the anti-terrorism intelligence needs of the County. ODP has identified it as a model for replication throughout the country due to its success in gathering and analyzing large quantities of intelligence information from a regional, multi-discipline approach, while ensuring a flow of intelligence information from all sectors and through all levels of government. This technical assistance program will share lessons learned about establishing TEW fusion center operations and how to share that information through regional teams. Included in this approach are strategies for prevention, detection, apprehension, and response.

## OBJECTIVE

Offer support to all 51 Urban Areas Security Initiative (UASI) sites and their respective States to consider implementing their own TEW approach, as a part of our effort to create a nationwide network of TEWs.

## DELIVERY METHODS

### *PREV-104(A) Orientation Sessions – Understanding the TEW Model*

ODP is providing orientation sessions at the Los Angeles TEW Resource Center to assist and local jurisdictions understand the TEW model and the keys to successfully adopting the model to meet the specific needs of individual jurisdictions. The orientation introduces attendees to the following:

- ❖ Regional approach models
- ❖ Multi-disciplinary involvement
- ❖ Staffing approaches
- ❖ Outreach techniques
- ❖ Terrorism Liaison Officers
- ❖ Intelligence fusion techniques
- ❖ Behind-the-Scenes tour at the Los Angeles County TEW Resource Center
- ❖ Attendance at LATEW's monthly meeting
- ❖ Funding TEWs through UASI grants
- ❖ Continuing involvement with the TEW Resource Center Circle of Excellence, granting access to educational resources, continuing best practice,

research, workshops and seminars, and collaborative support

### *PREV-104(B) Direct Technical Assistance Workshop – Structuring Your Own TEW*

As a follow-up to the Los Angeles orientation, ODP will send a team of experts to an individual jurisdiction that has indicated an intention to develop a local TEW. The technical assistance team will organize a workshop to:

- ❖ Provide consulting and organizational support to develop a TEW model that works best for each jurisdiction
- ❖ Review templates for target folders, requests for information, alerts, etc.
- ❖ Organize jurisdictional working groups
- ❖ Develop an implementation plan
- ❖ Provide assistance to the level required to ensure jurisdiction success

In advance of the workshop the technical assistance team will work with the lead contacts to ensure participation by individuals necessary for that jurisdiction's successful implementation of a TEW.

### *PREV-104(C) Continuing Technical Assistance – Implementing the TEW Model*

The TEW Resource Center, established by the LATEW through ODP assistance, is a valuable continuing technical assistance resource for all TEWs nationwide. The Resource Center will be available to answer routine follow-up questions, and will maintain a library with the following information:

- ❖ Best practices and lessons learned from already established TEWs
- ❖ TEW historical documentation
- ❖ Continuing conference and educational offerings
- ❖ Up-to-date studies and research
- ❖ Intelligence training information and intelligence experts
- ❖ TEW staff exchange opportunities
- ❖ National TEW registry to encourage networking among TEWs

Additionally, ODP will continue to work directly with adopting jurisdictions to ensure the success of TEWs nationwide.

### **TA LEVELS**

Level Three: On-site assistance (conferences, workshops, direct support)

### **DURATION**

- ❖ Orientation Sessions – Understanding the TEW Model: One day-long session with the day before and after as travel days
- ❖ Direct Technical Assistance Workshop – Structuring Your Own TEW Workshop: A one or two-day session will be organized depending on the needs of each jurisdiction.
- ❖ Continuing Technical Assistance – Implementing the TEW Model: On a case-by-case basis.

### **TARGET AUDIENCE**

Individual UASI jurisdictions and/or State working groups. Teams from each region should have multi-agency, multi-discipline representation, and include the local UASI representative.

### **ELIGIBILITY**

Eligibility will be determined by the ODP TEW Program Manager.



## TRAINING ON THE ODP ELECTRONIC DATA COLLECTION SYSTEM

Through hands on training sessions, this TA service provides assistance on the use of the electronic data collection tools, data-mapping tools, and queries.

### OBJECTIVES

- ❖ Understand and effectively use the ODP online assessment tool
- ❖ Familiarize States and jurisdictions with the capabilities of the online data-mapping tool
- ❖ Understand how to effectively query data and data analysis

### DELIVERY METHODS

- ❖ Workshops
- ❖ Training sessions

### TA LEVELS

Level One:

<http://www.ojp.usdoj.gov/odp/assessments/definition.htm#tools>

Level Two: State and jurisdiction assessment handbooks

Level Three: On-site assistance

### DURATION

1-2 days

### TARGET AUDIENCE

- ❖ Emergency Management
- ❖ Fire/HazMat
- ❖ Law Enforcement
- ❖ EMS
- ❖ Health and Medical
- ❖ Public Works

### ELIGIBILITY

Eligibility is established through State Administrative Agency.

## URBAN AREAS SECURITY INITIATIVE (UASI) PORT/MASS TRANSIT TECHNICAL ASSISTANCE PROGRAM

This technical assistance program is designed to enable transit agencies and port asset owners to participate in a comprehensive, facilitated risk assessment that supports effective decision making at many levels in the organization. It is associated with ODP's Urban Areas Security Initiative (UASI) Transit System Security and Port Security Grant Programs.

There are three major components to the program:

- ❖ Risk Assessment, which is composed of:
  - Criticality assessment
  - Threat assessment
  - Vulnerability assessment
  - Impact assessment
- ❖ Response capabilities assessment
- ❖ Needs assessment

### OBJECTIVE

Enable grantees to quantify their risk factors, and then to make informed choices on how to reduce that risk based on their existing capabilities and the benefits of proposed improvements through prioritized risk reduction investments.

### TA LEVELS

Level Three: On-site assistance

### DELIVERY METHODS

The elements of the technical assistance program are deployed as a Special Needs Jurisdiction Tool Kit. Agencies and assets participate in an interactive multi-step facilitated assessment process that involves a series of site visits and workshops with the ODP assessment team and personnel from the agency/asset.

### DURATION

The entire process for a single agency or asset takes approximately four months to complete. The technical assistance will be provided throughout the duration of the UASI program.

### TARGET AUDIENCE

Transit agencies and port asset owner/operators

### ELIGIBILITY

Eligibility is limited to transit agencies and port asset owner/operators participating in the UASI Program.

## ***CONTINUITY OF OPERATIONS/CONTINUITY OF GOVERNMENT (COOP/COG)***

(THIS SERVICE IS CURRENTLY IN PILOT)

This TA service assists States and local jurisdictions in the review, development, and/or revision of their Continuity of Operations / Continuity of Government plans for emergency management.

### **OBJECTIVES**

- ❖ Develop or review COOP and/or COG plans
- ❖ Develop planning guides for local jurisdictions and other State agencies

### **DELIVERY METHODS**

- ❖ Workshops
- ❖ Training sessions
- ❖ Direct planning support

### **TA LEVELS**

Level One: Information Clearinghouse:

<http://odp.ncjrs.org>

Level Two: Templates available for adaptation

Level Three: On-site assistance - Subject matter experts are sent to the State to facilitate discussions with agencies to assist in plan development.

### **DURATION**

The full TA delivery is conducted over the course of 2-10 days.

### **TARGET AUDIENCE**

- ❖ Emergency Management
- ❖ Other agencies as appropriate

### **ELIGIBILITY**

Eligibility is established through State Administrative Agency.

## CRITICAL INCIDENT PROTOCOL: A PUBLIC AND PRIVATE PARTNERSHIP PROCESS

This TA service will provide a process for communities to develop and validate joint public/private disaster plans and assist in weapons of mass destruction (WMD) preparedness. The program will bring together teams from both the public and private sectors for community facilitation on planning, mitigation, business recovery, lessons learned, best practices, and plan exercising. An interactive website and follow-up involvement will be provided to continue support for and guidance to the teams participating in the process.

### OBJECTIVES

- ❖ Create public and private sector understanding of their common goal to protect lives and property while sustaining continuity of community life
- ❖ Encourage the public and private sector entities that may have engaged in the assessment and planning process in isolation to form cooperative partnerships
- ❖ Assist those businesses and communities lacking emergency planning experience in the development of a joint emergency planning process
- ❖ Develop an understanding of mutual or respective goals and understand how public and private resources can complement and support each other
- ❖ Serve as a resource for those engaged in the joint planning process

### DELIVERY METHODS

- ❖ Facilitation Meeting
- ❖ Workshops
- ❖ Tabletop

### TA LEVELS

Level One: Interactive website

Level Three: On-site assistance

### DURATION

The session will be a 6-8 month process, which includes a 1-day (8-hour) community facilitation meeting, 1- or 2-day follow-up meetings, and a 1-day tabletop to end the process. Throughout the process, an interactive website will be available to the community for continuation of support for and guidance to the teams.

### TARGET AUDIENCE

- ❖ Public Sector
- ❖ Emergency Management
- ❖ Fire/HazMat
- ❖ Law Enforcement
- ❖ EMS
- ❖ Health and Medical
- ❖ Public Works
- ❖ Private Sector
- ❖ Utilities
- ❖ Large Businesses
- ❖ Retail
- ❖ Banks
- ❖ Shipping Companies
- ❖ Small Businesses

### ELIGIBILITY

All jurisdictions are eligible to receive this TA service.

## ***ENHANCING GRANTS MANAGEMENT CAPACITIES OF STATE ADMINISTRATIVE AGENCIES***

(THIS SERVICE IS CURRENTLY UNDER DEVELOPMENT)

This TA service seeks to improve the overall ability of State Administrative Agencies (SAAs) to manage and account for Office for Domestic Preparedness (ODP) grants. Integrated research efforts consisting of expert analysis, case studies, surveys, and focus groups will accurately develop compilations of best grants management practices and critical grant management needs/problems. These documents, coupled with ongoing electronic grants management research, will serve as the foundation for the development of a tailored on-site assistance program. Targeted efforts to address identified issues will rapidly be designed, developed, and delivered.

### **OBJECTIVE**

Enhance SAA grant management capabilities through robust research and on-site support.

### **DELIVERY METHODS**

This service will focus on on-site assistance including workshops, training sessions, and tabletop exercises.

### **TA LEVELS**

Level Two: Comprehensive analysis of State and local funding practices and final best grant management practices report

Level Three: On-site assistance

### **DURATION**

This service will be completed over a 12 month period.

### **TARGET AUDIENCE**

SAA personnel responsible for ODP grant management.

### **ELIGIBILITY**

All SAAs are eligible to receive this TA service.

# INTEROPERABLE COMMUNICATIONS TECHNICAL ASSISTANCE PROGRAM (ICTAP)

The Interoperable Communications Technical Assistance Program is designed to enhance interoperable communications between local, State and Federal emergency responders and public safety officials, and is associated with ODP's Urban Areas Security Initiative (UASI) Grant Program. Regardless of the status of the jurisdiction's interoperability efforts, ICTAP will work with the Urban Area Working Group (UAWG) to assess the current communications infrastructure for gaps, and to determine the technical requirements that can be used to design an interoperable communications system.

Specific TA tasks include:

## Needs Assessment

- ❖ Define who needs to talk with whom and when
- ❖ Develop and test operationally-based scenarios
- ❖ Identify and define interoperability gaps

## Enhancement Definition

- ❖ Scope realistic solutions
- ❖ Develop interoperability architecture
- ❖ Select architecture solution
- ❖ Develop implementation steps

## Implementation

- ❖ Coordinate host site agreements
- ❖ Support technical integration
- ❖ Test, train, and evaluate

## Transition Services

- ❖ Provide maintenance assistance
- ❖ Provide technical assistance (e.g. integration and planning)
- ❖ Exercise, assess, and evaluate

## OBJECTIVE

Enable local public safety agencies to communicate as they prevent or respond to a CBRNE attack.

## DELIVERY METHODS

ICTAP provides on-site support using a systems engineering approach.

## TA LEVELS

Level Three: On-site support

## DURATION

On-going support throughout the duration of the UASI Program.

## TARGET AUDIENCE

These workshops are intended for UAWGs and their communications designees. The UAWG may also want to include State and/or Federal representatives from the region that are involved in interoperable communications.

## ELIGIBILITY

Eligibility is limited to agencies participating in the UASI Program.

Additional information on this TA service can be obtained via ODP-sponsored Satellite Video Broadcasts. These broadcasts are conducted in partnership with the Federal Emergency Management Agency (FEMA) Emergency Education Network (EENET) and are produced by the National Terrorism Preparedness Institute (NTPI) of St. Petersburg College in Florida.

To access the broadcasts, please visit the NTPI website at (<http://terrorism.spcollege.edu/>). Under the "Broadcasts" heading in the right hand column, click on "Archives." The following broadcasts are applicable to this TA service:

- ❖ CoMNET, February, 25, 2004: "Radio Interoperability – Part I"
- ❖ CoMNET, April 28, 2004: "Radio Interoperability – Part II"

More detailed information on the Satellite Video Broadcasts (RESP-221) can be found on page 30 of this catalog.

## TECHNICAL ASSISTANCE (TA) REQUEST FORM

TA Requestor: \_\_\_\_\_ Date \_\_\_\_\_  
*(State or local jurisdiction requesting TA)*

Please describe the nature and extent of the issue or problem you are experiencing:

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Catalog Number of TA Service Requested: \_\_\_\_\_

Catalog Title of TA Service Requested: \_\_\_\_\_

Jurisdiction Level to Receive TA: State                      Local                      Both                      Regional

Additional Information: \_\_\_\_\_

Request is consistent with the technical assistance goals, projected needs, and priorities addressed in the statewide strategy.

Yes. If "yes," please list the strategy goal/objective:

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No. If "no," please attach an explanation or strategy update justifying this need for technical assistance or redefining goals, objectives, and priorities.

Desired Delivery Dates/Timeline: \_\_\_\_\_

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Anticipated Number of TA Participants: \_\_\_\_\_

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Additional Information on Specific Needs: \_\_\_\_\_

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TA Requestor Point of Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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SAA Authorized Signature

ODP Preparedness Officer Signature

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Date

Date

## FIRST RESPONDER TRAINING VIDEO REQUEST FORM

Note: Unlike all other TA services, this request form does not have to be routed through the SAA and Preparedness Officer. Please send this form directly to the Centralized Scheduling & Information Desk (CSID) by e-mail at askcsd@ojp.usdoj.gov.

Requestor \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Intended Use for Video \_\_\_\_\_

Audience \_\_\_\_\_

Please check the video(s) you would like to receive:

- Responding to a WMD Crime Scene
- Surviving the Secondary Device—The Rules Have Changed
- Surviving Weapons of Mass Destruction
- Weapons of Mass Destruction—The First Responder
- Using ICS in a WMD Incident
- Using Unified Command in a WMD Incident

Requestor Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

E-mail Address: \_\_\_\_\_