



FEMA

September 24, 2004

The Honorable David Dunfield
Mayor of Lawrence, Kansas
111 East Eleventh Street
Lawrence, KS 66044-2909

The Honorable Charles Jones
Chair, Douglas County Commission
111 East Eleventh Street
Lawrence, KS 66044-2909

Dear Mayor Dunfield and Chairman Jones:

I am happy to confirm the commitment of the Federal Emergency Management Agency (FEMA) to conduct an Integrated Emergency Management Course (IEMC) for Douglas County/Lawrence, Kansas, in Emmitsburg, MD on December 6-10, 2004. Our commitment is contingent upon receiving a signed copy of the letter of agreement enclosed with this letter. Please return the signed agreement by October 15, 2004.

Past experience has shown that this course is most successful when top officials and department heads personally participate to learn how to improve their community's emergency management system. ***It is essential that chief elected and/or appointed officials from the community participate in the program. Without the participation of these top officials, FEMA will not conduct an IEMC program for your jurisdiction.***

After we receive your signed letter of agreement, members of the IEMC training staff will visit your community to discuss course details. They will meet with participating agencies to gather information to develop a realistic exercise scenario for your community.

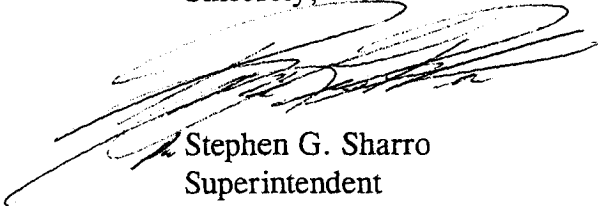
With this letter, we are sending along a course brochure, a list of suggested participants, a list of the information we will need to conduct the course, an information sheet about the course, and the letter of agreement, which must be signed and returned to us. The enclosed participant list is a generic list that should be adapted to reflect your community organization and departments.

In addition to providing an opportunity for team building among your various departments and community agencies, the exercises conducted during the course often reveal areas where plans and procedures need to be modified or additional staff training is required. Since course development and delivery involve a substantial resource commitment by both FEMA and the

community, we also require that participants make a commitment to continue to work together after the course to improve their emergency management capabilities and correct any deficiencies noted during the exercise. We appreciate your support in ensuring that the appropriate follow-up activities occur.

We look forward to working with you and your staff in the development and delivery of the IEMC for Douglas County/Lawrence, Kansas. If you have any questions about your upcoming IEMC, please contact Al Fluman at 301-447-1299 or al.fluman@dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen G. Sharro", is written over a horizontal line.

Stephen G. Sharro
Superintendent
Emergency Management Institute

Enclosures 5

cc:

Mr. Tod Bunting, Director,
Kansas Division of Emergency Management
Mr. Richard Hainje, Regional Director,
FEMA Region VII
Mr. James Nelson, Regional Training Manager,
FEMA Region VII
Ms. Paula Phillips, Director,
Douglas County Emergency Management

LETTER OF AGREEMENT INTEGRATED EMERGENCY MANAGEMENT COURSE PARTICIPATION

By acceptance of the Federal Emergency Management Agency's (FEMA) offer to conduct an Integrated Emergency Management Course (IEMC) for Douglas County/Lawrence, Kansas December 6-10, 2004, we agree to the following conditions:

Douglas County/Lawrence, Kansas will:

- Ensure that key elected and appointed officials attend the entire course, and participants represent positions consistent to those contained on the suggested participant list provided by FEMA.
- In addition to personnel listed in the suggested participant list, provide one person from each of the following disciplines to assist by working in the exercise control group: law enforcement, fire, EMS, and public works.
- Provide FEMA with copies of plans, procedures, maps, etc., needed for scenario development.
- Provide a point of contact, with principal responsibility for emergency management, to meet with FEMA staff during a pre-course visit to address course logistics and requirements, and select the type of hazard or hazards to be addressed during the course exercise.
- Provide a point of contact (which may or may not be the same person as in previous bullet) to coordinate course admissions-related logistics, including collecting and forwarding applications, organizing transportation, organizing meal payment arrangements for the group, etc.
- Complete and submit to the FEMA course manager registration forms (FEMA 75-5a) for a minimum of 55 and not to exceed 75 participants no later than 60 days prior to the course start date.
- Make use of "group rates" or other special rates in coordinating travel to FEMA resident training site in order to reduce stipend reimbursement costs. (NOTE: Normally, individuals are reimbursed. However, if the cost of airline tickets can be reduced if the local jurisdiction buys all tickets, arrangements can be made to reimburse the jurisdiction in lieu of individual course participants.) This reimbursement is limited to coach airfare. Airfare rate must be approved by FEMA prior to booking.
- Be responsible for the cost of meals for participants. (This is a non-reimbursable cost.)
- Within six months after the training, provide to EMI a written report of any actions taken or planned as a result of participating in the IEMC.

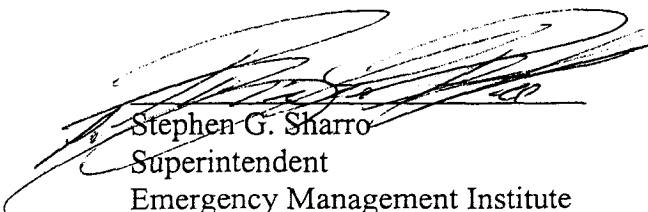
The Federal Emergency Management Agency will:

- Conduct a pre-course meeting with community officials.
- Conduct an on-site hazard analysis to be used in developing course exercises.
- Develop and conduct course and related exercises.
- Provide faculty and course materials for the IEMC training program.
- Provide student housing at the FEMA training site at no cost.
- Reimburse student travel expenses consistent with existing FEMA policy outlined in the previous section, for a maximum of 75 participants.
- Provide course certificates to participants who successfully complete the program.
- On request, arrange for State assistance in the design of follow-up exercises to test changes made in the Emergency Operations Plan as a result of training program.

In the event that any of the conditions cannot be met, it is understood that the Federal Emergency Management Agency has the right to cancel the course and will not be responsible for any expenses incurred in preparation for the training activity.

The Honorable David Dunfield
Mayor of Lawrence, KS

The Honorable Charles Jones
Chair, Douglas County Commission



Stephen G. Sharro
Superintendent
Emergency Management Institute

<p style="text-align: center;">Suggested Integrated Emergency Management Course/ Community Specific Suggested Participants List</p>
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Executive Level Officials:

Mayor
 County Executive City/County Manager
 City/County Attorney
 Public Information Officer
 Emergency Manager
 School Superintendent
 Other Elected/Appointed Officials
 Other Department Heads

Law Enforcement:

Police Chief
 Sheriff
 Assistant Police Chief
 Undersheriff
 Operations Officer
 Watch Commander
 Dispatcher (2)

Fire Service:

Fire Chief
 Assistant Fire Chief
 Fire Operations Officer
 HazMat Specialist
 Other Fire Service Positions
 Dispatcher

Medical/Health:

Public Health Director
 Public Health Officer
 Assistant Public Health Officer
 Hospital Administrator
 Medical Examiner/Coroner
 EMS/Medical Services Coordinator
 EMS Dispatcher

Public Works/Utilities:

Public Works Director
 Assistant Public Works Director
 Street Superintendent
 Sewer Superintendent
 Building and Safety
 Electric Company Representative
 Gas Company Representative
 Water Company Representative
 Telephone Company Representative
 Public Works Dispatcher

Other Agencies:

When an IEMC is developed for a requesting community we want to involve as many departments and agencies that would have emergency management responsibilities as possible. You may wish to consider some of the following agencies.

Public Transportation
 City/County Planning
 Finance Department
 School District
 Parks and Recreation
 Social Service Agencies
 Housing Department
 Private Industry
 National Guard
 State Emergency Management
 Media
 Volunteer Organizations Active
 In Disasters (VOAD), Red Cross,
 Salvation Army, Church Related, etc.)

Note: For community-specific IEMC's in addition to the positions listed above, one representative from public works, law enforcement, fire and EMS should be designated to work with the exercise control group.