



To: COMO Mary Kirkwood, DCOS Dean McFarren, DCAPT Jerry Edelen,
D-11n Board & Staff, Q-Directorate

From: Bruce Martin, DSO-IM

Date: 12 JAN, 2020

Subject: Incident Management (IM) Report

- IM Staff & Goals 2020
- Asst EPLO
- News from National

IM Staff & Goals 2020

ADSO/Deputy - Alan Stanton
ADSO Bryce Leinan
ADSO Nikolay Zhrebnekov

1. Refine and continue Everbridge drills
2. DSO-IM to meet with Sector, District and Area ICS Coordinators to market ICS/Contingency Planning/IM services of AUX. Also TC Petaluma and Pacific Strike Team.
3. Explore/facilitate initial ICS position training - e.g. Staging Area Manager, resources unit, situation unit, PIO, etc.
4. Encourage participation in any available gold side exercise.
5. Meet with new ASC Sue Fry to continue ASC-IM relationship

Asst EPLO Work

No call outs. Reviewed some material in Homeport.

News from National

See below Q Directorate DEC Quarterly Report and updated DSO-EM job description.

EMERGENCY MANAGEMENT & DISASTER RESPONSE DIRECTORATE QUARTERLY REPORT DECEMBER 2019

The Emergency Management & Disaster Response Directorate coordinates the development of policies and procedures to provide qualified Auxiliary members for Coast Guard preparedness and incident management related activities. We implement guidelines for the incident command system, support contingency CG planning efforts, coordinate guidelines for the Incident Management Auxiliary Coordination Cell (IMACC) and provide on-going support to Coast Guard COMDT- OEM Office of Emergency Management & Disaster Response.

Key Outcomes:

During the 3rd quarter of CY 2019 the Q Directorate has successfully coordinated the following:

- Q personnel revised the requirements for the ICS-Staff PQS and submitted to CG- OEM for approval. This is an active duty PQS.
- Finalized the development of the DSO-EM job aid and obtained approval from NEXCOM.
- Obtained final NEXCOM approval for the Auxiliary Deployment Guide.
- Completed the GAP Analysis survey with 100% compliance from *all* CG Districts and Sectors and submitted the final draft report. NACO – COMO King briefed the Commandant and Senior Flags on the results.
- Successfully initiated the IMACC during Hurricane Dorian and other severe weather events by coordinating daily situation update briefs to multiple CG Districts, Headquarters and Auxiliary National Leadership. Identified and assigned staff to key positions at the FEMA-National Response Coordination Center in support of CG-OEM and two CG Districts.

Goals & Objectives 2018-2019

A. Strengthen Auxiliary relevance to local Coast Guard units.

Goal: Enhance the Auxiliary's relevance to the Coast Guard by identifying what they need from local Auxiliary units.

Activities: Develop a process for units to conduct local Gap Analyses in all areas with their Coast Guard counterparts. Define schedules for periodically reviewing and updating the analyses as Coast Guard and Auxiliary units experience changes.

Distribute and train District Staff and subordinates on executing the process and keeping the data up to date:

1. Develop Gap Analysis model for District use with local Coast Guard counterparts.
2. Coordinate with the Performance / Measurements Directorate to establish a three - year 2016-2018 analysis of Sector by Sector core mission activity as an initial measurement basis for the GAP Analysis at the deck plate level.
3. Coordinate with the Training Directorate to establish training procedures and tools for reporting and conducting GAP Analysis.
4. Develop Gap Analysis model for District use with local Coast Guard counterparts. 5. Beta Test in two or more Districts through the DSO-IM at the Auxiliary Sector Coordinator (ASC) or District Captain (DCAPT)/Sector level (coordinating with The District Commodore and District Chief-of-Staff).
6. Develop GAP Analysis presentation for NACON 2019.
7. Develop GAP Analysis presentation for NTRAIN 2020. **Status: #1 through #7**

COMPLETED.

B. Implement Incident Management Auxiliary Coordination Cells (IMACC) Auxiliary-wide

1. Coordinate with CG-BSX and appropriate Active Duty staff elements (COMDT-OEM, Surge Staffing) to develop national standards (SOP) for emergency management response. Deployment activities including the development of a standardized Auxiliary coordination process to support District Directors of Auxiliary during national and regional disasters or significant events. - document the SOP in LANTAREA 9700 Plan, PACAREA 9800 Plan, and DCMS 9380 Plan. **Status: Completed and approved**

2. Propose IMACC member initial qualification standards, appropriate staffing levels, and recruitment strategy for a deployable IMACC – Hold at least one ICS Type 3 qualification and hold

THSP (Technical Specialist) qualification (PQS pending approval). **Status: Complete once AUX THSP PQS is approved**

C. 2018-2024 Long-Term Strategic Planning Goals & Priorities

1. Obtain NEXCOM approval to establish CG Auxiliary internal ICS-300 training program and designate CG AUX approved ICS instructors to deliver FEMA – USCG approved ICS-300 courses. **Status: Suggest postponing this project in light of the USCG on-line ICS 300 course designed for Active Duty, Reserve, Civilian and Auxiliary personnel.**
2. Work with BSX staff and Auxiliary counterparts to better represent Incident Management hours and missions in AUXDATA; to include representing ICS qualification skill sets, Everbridge and Skills Bank. **Status: This tasking request is being reviewed by NEXCOM and CG-BSX.**
3. Complete development of the CG Auxiliary Deployment Guide to establish national standards for deployment across all programs. **Status: Completed and approved by NEXCOM**
4. Develop standardized job description for the DSO-IM position laying out roles and responsibilities for the position. **Status: Completed and approved by NEXCOM**
5. Customize the US Coast Guard Contingency Preparedness Personnel Qualification Standard for CG Auxiliary personnel supporting planning, exercises, and other preparedness activities at the Sector level. **Status: Q assigned to working group at CG-CPE to rewrite entire PQS and reissue as Emergency Management Specialist (One PQS for AD / Reserve / AUX)**
6. Clarify ICS training requirements for CG Auxiliary members willing to serve in support of incident management activities at the basic levels of ICS within an incident command post. Identify positions such as Check-in Recorder, Status Display Processor, Incident Management System Software (IMSS) and other ICS positions which do not require, but recommend, completion of the minimum USCG ICS-300 or approved alternative course under development by the Q Directorate. **Status: Completed. Workgroup rewrote the current ICS Staff PQS and submitted to CG-OEM for implementation CG wide.**
7. Name change of “Q” to Emergency Management & Disaster Response Directorate to mirror USCG-CPE that revised its name to COMDT-OEM / Emergency Management & Disaster Response. **Status: NEXCOM approved name revision and corresponding logo.**

Ongoing Projects:

- Currently Revising the current Q Directorate personnel job descriptions to implement the name revision and to bring into compliance based on evolving emergency management / ICS requirements.
- Q personnel working directly with a CG-OEM (formerly CPE) work group to rewrite the Emergency Management Specialist PQS (formerly Contingency Planning PQS).
- Work group assigned to determine feasibility of a Coast Guard wide stand-up of the Auxiliary Mass Rescue Operations (AMROS) capability.

Three Ups:

- Obtained final NEXCOM approval for the Auxiliary Deployment Guide.
- Completed the GAP Analysis survey with 100% compliance from all CG Districts and Sectors by the deadline provided. Outstanding overall cooperation and collaboration from Team Coast Guard.
- Successfully initiated the IMACC during Hurricane Dorian and other severe weather events by coordinating daily situation update briefs to multiple CG Districts, Headquarters and Auxiliary National Leadership. Identified and assigned staff to key positions at the FEMA-National Response Coordination Center in support of CG-OEM.



Three Deltas:

- ICS-300 AUX delivered is 90% complete but placed on-hold until such time CG-OEM gauges the success of the on-line version designed and funded for active duty, reserve, auxiliary and civilians.
- A more collaborative relationship with DSO-IMs is desired. Reporting is primarily one way from the Q Directorate to DSO-IM with only a select few Districts reciprocating.
- Awaiting determination whether Q Directorate mission specific codes, ICS position specific qualifications, Everbridge and Skills Bank can be included and become compatible with the new Auxdata system.

Respectfully Submitted,

/s/ Kevin J. Cady, Director 09 DEC 2019

Emergency Management & Disaster Response Directorate US Coast Guard Auxiliary



U.S. Coast Guard Auxiliary Emergency Management & Disaster Response Directorate Position Descriptions

Edited 2019

District Staff Officer Emergency Management DSO-EM (Emergency Management)

The District Staff Officer – Emergency Management (DSO-EM), under the general direction of the Auxiliary District Commodore, through the chain of leadership and management, shall be responsible for the following:

1.
 - a. Facilitate the establishment or maintenance of standardized regional reports and reporting processes involving the Auxiliary in USCG Contingency Planning (Emergency Management) and any actual response/use of Auxiliarists in said plan(s) or response.
 - b. OPLAN 9700/9800 (USCG Crisis/Contingency Plans/OPORDERS)
 - c. Oil Spill/HAZMAT Release Area Contingency Plan (ACP)
 - d. Area Maritime Security Plan (AMSP)
Others as developed
2. The DSO-EM will collect, collate and distribute an Executive Briefing of these reports to a standardized distribution list to include at least the District Commodore (and any others they deem necessary) with a copy to the Q Directorate on a quarterly basis or as requested.
3. Manage the District's Auxiliary Incident Management System (AIMS) components by coordinating, collecting and distributing a standardized report on usage/testing (with results), requests for training, platform troubleshooting, etc., from the District's Everbridge and Skills Bank points of contact (POC). Examples of responsibilities include:
 - a. Serve as the strategic subject matter expert for the District with respect to the AIMS (Everbridge and Skills Bank platforms).
 - i. Everbridge:
 - b. Support the Everbridge POC in passing requests up the chain. For example, a particular request that something be changed to improve message delivery would be well served to get back in the hands of the users with a fairly high priority, particularly as it relates to emergency notifications or call outs.
 - c. Be readily available to the POCs/members to support whatever they want to do with the software (subject to realistic limitations).



U.S. Coast Guard Auxiliary Emergency Management & Disaster Response Directorate Position Descriptions

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- d. Train those who will be sending out messages (or refer them up to Q Directorate), depending on whether a District wants to have messages sent at only the highest level (such as critical messages), or whether they wish to have it available for use at smaller organizational units. Perhaps that training would be better accomplished through BC-QIT. The DSO would facilitate this training.
 - e. Oversee that the Everbridge databases are kept up to date. It is expected that this be done weekly, or as needed due to AUXDATA inputs.
 - f. Inform BC-QIT of changes in service needs as they surface, so that the Q Directorate can promptly respond to them
 - i. Skills Bank
 1. The DSO is responsible for the District's portion of Skills Bank, i.e.,
 - a. The training of leadership and members in the value and usage
 - b. The importance of current and updated information in the system.
 - c. How to input information into the Skills Bank system.
 - g. Serve as the District Commodore's staff representative to the Divisions and Flotillas for Emergency Management and Preparedness, working with the ASCs to ensure Auxiliary inclusion in Sector and District Planning efforts and Incident Command activities; to include the Sector Watch Quarter & Station Bill (WQ&SB) and Incident Management Team (IMT). Note: Requirements to the WQ&SB to Sector IMT being updated in the new Emergency Management Manual Vol. 4 (EMM-Vol 4) currently under revision.
 - h. Assist the District in ensuring it is prepared to meet their Sector's needs by working in conjunction with the ASC and ensuring that Auxiliary members are properly vetted for qualification, are equipped and that training is being developed. This includes but is not limited to maintaining lists of qualified (PQS completed) Auxiliarists, communicating availability of training to interested Auxiliary members, and aiding the ASCs in updating the District on Sector needs.
 - i. Work with ASC to ensure proper vetting and training in all areas related to emergency management of Auxiliary members volunteering for a response.



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4. It is suggested the DSO-EM will report directly to the DCO for response preparations, deployment of resources and the follow-up (after action) activities for deployed resources to any active incident. The DSO-EM will work with (and sometimes may serve as) the Auxiliary Senior Technical Specialist (SR THSP) assigned to the command staff of an active response organization.
5. Serve as the Auxiliary Contingency Planner and Response exercise chief in response to National, District and Sector level Incident Management exercises and real-world disasters.
6. Maintain information on District deployed assets and resources to insure when Auxiliarists are demobilized, they will have their follow-up needs met.
7. Provide a monthly update on on-going projects, accomplishments and best practices to the Director – Emergency Management & Disaster Response.
8. Special projects as requested.

District Staff Officer Emergency Management & Preparedness (DSO-EM)

Selection:

The District Commodore shall make the selection.

Position Designation: The holder of the position shall be entitled to wear the standard District Staff Officer Insignia to designate this position.



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Skills required:

The DSO-EM must have a full understanding of Incident Command System, National Incident Management System, the National Incident Management & Preparedness Framework and Homeland Security Presidential Directives. He/she must also have a thorough understanding of the USCG's Emergency Management and Disaster Response policies, instructions and processes (to include ICS training). He/she must also understand the needs of their District and understand how to fill those needs. As such, great care should be taken in the selection of a member to fill the role, and the person selected will be expected to complete required Emergency Management and Disaster Response Department training within six (6) months of assignment. The following is suggested for appointment to the position:

1. Completion of ICS 100, 200, 300 (on-line or in a classroom), 700, and 800. Completion of additional courses: ICS-400, Emergency Management Specialist PQS, Sr THSP PQS, ICS-Staff PQS (2020 version), and/or relevant experience is highly desirable.
2. Completion of the following FEMA's Emergency Management Institute's (EMI) independent study (IS) courses;
 - a. IS-120.a An Introduction to Exercises
 - b. IS-130 Exercise Evaluation and Improvement Planning
 - c. IS-139 Exercise Design
3. Must completely understand the USCG training and PQS requirements for the various relevant ICS positions.
4. Experience outside the Auxiliary in emergency services and/or experience with Coast Guard incident response highly desirable.
5. Proficiency with online technologies and systems.
6. Knowledge and skills with the Everbridge system, IMSS and Skills Bank, or willingness to learn.
7. Ability to work productively in teams or work groups.
8. Excellent technical writing skills.
9. Ability to translate broad strategies into specific objectives, metrics and action plans.
10. Excellent interpersonal, influencing and collaborative skills.
11. Advanced organizational and time management skills.



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