

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 07 – 12/18/2023

January			
Requirement	Detailed Description	Due Date	Citation
EMPG Quarterly Report: Submit to GOHSEP Grant Specialist	EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning 	Oct. – Dec., due Jan. 15th.	Federal grant guidance GOHSEP special condition
Emergency management training program for local officials and employees	GOHSEP shall provide the training to local officials and employees identified by the parish president on no less than an annual basis and shall provide additional training as requested by any director of a parish office of homeland security and emergency preparedness.	Annually	La. R.S. 29:728(G)
Nursing Home Reviews Submit to LDH via Monday.com	OHSEP have always had to receive their nursing home plans. The updated Law requires reviews done by the local and state partners within 90 days from the assignment by LDH.	Within 90 days of receipt.	La. R.S. 40:2009.25

February			
Requirement	Detailed Description	Due Date	Citation
Parish asset certifications Submit to GOHSEP Facility Section via email with certification documents.	Parish OHSEPs must certify their GOHSEP owned assets annually, if applicable.	Certification due to the State Property Agency by February each year. GOHSEP conducts a rolling inventory, therefore due dates may vary by Parish.	State Property Law and <i>Property Hand Receipt Form</i> from GOHSEP.

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 07 – 12/18/2023

March			
Requirement	Detailed Description	Due Date	Citation
Pet Plan Submit to Department of Agricultural and Forestry	In consultation with experts in the fields of animal sheltering, veterinary medicine, public health and safety, other professional and technical personnel deemed appropriate, and the state office of homeland security and emergency preparedness, formulate emergency operation plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster.	March 1 st of each year	La. R.S. 29:729 (D. 13)
DHS Data Call Submit information to Homeland Security Branch	National Critical Infrastructure Prioritization Program (NCIPP) National Critical Infrastructure Prioritization Program (NCIPP) Data Call Nomination. Parish submits via email to homelandsecurity@la.gov no later than (NLT) March 1 st of each year. GOHSEP submits to National Critical Infrastructure Prioritization Program (NCIPP) NLT April 27 th .	March 1 st of each year.	Federal grant guidance GOHSEP special condition
Parish Shelter Plan Submit	Parish should review the Shelter Plan in January of each year and update as needed by the 31st of March.	March 31 st	

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 07 – 12/18/2023

April			
Requirement	Detailed Description	Due Date	Citation
<p>PEMAC:</p> <p>1) PEMAC formation:</p> <p style="padding-left: 40px;">Submit signed PEMAC membership annually via WebEOC</p> <p>2) PEMAC shall meet no less than twice per year:</p> <p style="padding-left: 40px;">Submit PEMAC meeting minutes via WebEOC</p> <p>3) PEMAC shall submit an annual report to the director of GOHSEP on or before April 1st</p> <p style="padding-left: 40px;">Submit annual report via WebEOC.</p>	<p>Requires each Parish or Police Jury President, through the Parish Director of Homeland Security and Emergency Preparedness, to form a Parish Emergency Management Advisory Committee (PEMAC) to offer advice and counsel to the parish or police jury president on homeland security and emergency management issues. The parish or police jury president may consider the advice and counsel from the committee on such matters as planning, development, prioritization, coordination, and implementation of homeland security and emergency management issues to include but not be limited to homeland security and emergency management mitigation, preparedness, response and recovery, grant requests, and the expenditure of grant funds.</p>	<p>April 1st each year</p>	<p>La. R.S. 29:727</p> <p>GOHSEP special condition</p>
<p>EMPG Quarterly Report: Submit to GOHSEP Grant Specialist</p>	<p>EMPG Quarterly Report includes:</p> <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning 	<p>Jan. – Mar., due April 15th</p>	<p>Federal grant guidance</p> <p>GOHSEP special condition</p>

May			
Requirement	Detailed Description	Due Date	Citation
<p>Parish Point of Distribution (POD) Review. Submit to GOHSEP Operations via WebEOC</p>	<p>The parish office of homeland security and emergency preparedness should begin review the POD locations beginning in March of each year and update WebEOC as required.</p>	<p>May 31st</p>	<p>GOHSEP special condition</p>

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 07 – 12/18/2023

June			
Requirement	Detailed Description	Due Date	Citation
Parish Emergency Operations Plan/Update: Submit to GOHSEP Planning Section via WebEOC	The parish office of homeland security and emergency preparedness shall prepare and maintain an all hazards emergency operations plan (EOP) and keep it current. EOP shall be consistent with CPG 101 v.3.	Due June 30 th , every two years (in odd years)	La. R.S. 29:729 (B) Federal grant guidance GOHSEP special condition
Integrated Preparedness Plan Workshop (IPPW) Submit to GOHSEP Preparedness Section via WebEOC.	Conduct a Training & Exercise Workshop (IPPW) annually. Submit the IPPW sign in sheet to GOHSEP via WebEOC.	June 30 th	Federal grant guidance GOHSEP special condition

July			
Requirement	Detailed Description	Due Date	Citation
EMPG Quarterly Report: Submit to GOHSEP Grant Specialist	EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning 	Apr. – Jun., due Jul. 15 th	Federal grant guidance GOHSEP special condition

August			
Requirement	Detailed Description	Due Date	Citation
EMPG Grant Acceptance Submit to GOHSEP Grant Specialist. <i>(Subject to FEMA timeline, may be delayed due to Congressional Budget Appropriation)</i>	<ul style="list-style-type: none"> • Grant Funding Agreement with Special Conditions, Federal Agreement Articles, etc. 	October 31 st or To Be Determined pending FEMA timeline of award.	GOHSEP special condition Federal grant guidance
Special Events Submit information to Homeland Security Branch	National Special Events Data Call, covering events from December 1 st - November 30 th will be entered in HSIN. Submit via email homelandsecurity@la.gov by August 1 st . GOHSEP review will conduct and review and submit by Sept. 12 th - Federal submission deadline.	Due by August 1 st of each year	Federal grant guidance GOHSEP special condition

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 07 – 12/18/2023

September			
Requirement	Detailed Description	Due Date	Citation
Integrated Preparedness Plan Submit to GOHSEP Exercise Section via WebEOC	Develop a Integrated Preparedness Plan (IPP), and update it annually or contribute to the State Integrated Preparedness (IPP) to satisfy this requirement.	Due by September 30 th of each year	Federal guidance GOHSEP special condition
Expedited Temporary Housing Assistance (ETHA) Waiver Submit to GOHSEP Individual Assistance Section via WebEOC	Parish/Municipalities must submit the waiver form annually through the Parish Office of Homeland Security and Emergency Preparedness (OHSEP) Director.	Due by September 1 st of each year	La. R.S. 29:726(F)(3)(b)(iii)(aa):

October			
Requirement	Detailed Description	Due Date	Citation
NIMS Implementation: Submit answers to NIMS questions in WebEOC	Maintain their existing NIMS compliance. Utilization of standardized resource management concepts such as typing, inventorying, and cataloging promotes strong national mutual aid capabilities that are needed to support delivery of the core capabilities.	Due October 31 st each year	Federal grant guidance GOHSEP special condition
EMPG Quarterly Report: Submit to GOHSEP Grant Specialist	EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning 	Jul. – Sep., due Oct. 15th	Federal grant guidance GOHSEP special condition
Nationwide Cybersecurity Review (NCSR) submit to GOHSEP preparedness grants section via WebEOC	The Nationwide Cybersecurity Review (NCSR) is a no cost, anonymous, annual self- assessment that is designed to measure gaps and capabilities of state, local, tribal and territorial (SLTT) governments' cybersecurity programs. The 2019 NCSR will be open from October 1 st through December 31 st .	December 31 st	Federal grant guidance GOHSEP special condition

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 07 – 12/18/2023

November			
Requirement	Detailed Description	Due Date	Citation
RISK Survey/ Assessment Submit to GOHSEP Homeland Security Branch via WebEOC	In conjunction with LASAFE, GOHSEP Operations, and all Parish OHSEPs prepare, publish and maintain a state risk assessment on a biennial basis on odd numbered years.	November 1 st	GOHSEP special condition
EMPG/SHSP/UASI Project Allocation/Applications Submit to GOHSEP Grant Specialist	Completed and approved Project Allocation Forms (SHSP and UASI only) and Project Applications	November 30 th	GOHSEP special condition

December			
Requirement	Detailed Description	Due Date	Citation
No requirements.			

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 07 – 12/18/2023

Varies by Parish			
Requirement	Detailed Description	Due Date	Citation
Hazard Mitigation Plan/Plan: Submit to GOHSEP Hazard Mitigation Section	Hazard mitigation planning is the process state, local and tribal governments use to identify risks and vulnerabilities associated with natural disasters and to develop long-term strategies for protecting people and property in future hazard events. The process results in a mitigation plan that offers a strategy for breaking the cycle of disaster damage, reconstruction and repeated damage and a framework for developing feasible and cost-effective mitigation projects.	Due every five (5) years	Disaster Mitigation Act of 2000 (Public Law 106-390)

Varies by Parish			
Requirement	Detailed Description	Due Date	Citation
Training Requirements	All EMPG funded personnel shall complete the following training requirements and record proof of completion: <ul style="list-style-type: none"> • NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version), <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • <i>FEMA Professional Development Series (PDS):</i> IS-120.a, IS-230.d, IS-235.b, IS-240.a, IS-241.b, IS-242.b, IS-244.b <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • National Emergency Management Basic Academy • <u>E/L0101, Foundations of Emergency Management</u> (40 hours) 5 days 	One time completion	Federal guidance GOHSEP special condition

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 07 – 12/18/2023

	<ul style="list-style-type: none"> • <u>E/L0102, Science of Disaster</u> (approximately 24 hours) 3 days • <u>E/L0103, Planning: Emergency Operations</u> (16 hours) 2 days • <u>E/L/K0146, Homeland Security Exercise and Evaluation Program (HSEEP) (16 hours) 2 days</u> ** • <u>E/L0105, Public Information and Warning</u> (16 hours) 2 days • Total course hours: 112 hours <p>Basic Academy Prerequisites Eleven online Independent Study courses are required as prerequisites to the classroom courses. All eleven must be completed before submitting an application for E/L0101.</p> <ul style="list-style-type: none"> • IS-100: Introduction to the Incident Command System • IS-120: Introduction to Exercise • IS-200: ICS for Single Resources • IS-230: Fundamentals of Emergency Management • IS-235: Emergency Planning • IS-240: Leadership and Influencing • IS-241: Decision Making • IS-242: Effective Communication • IS-244: Developing and Managing Volunteers • IS-700: National Incident Management System, An Introduction • IS-800: National Response Framework, An Introduction 		
--	--	--	--