CHAMPS VERSION 2 (V2) TRAINING AGENDAS

Appendix E-2-5
Enhanced Portion: Integration with Other Planning Initiatives

Commonwealth of Kentucky Hazard Mitigation Plan: 2013 Version
Kentucky Emergency Management (KYEM)
University of Kentucky, Martin School of Public Policy and Administration
    Hazard Mitigation Grants Program (UK-HMGP)
University of Louisville Center for Hazards Research and Policy Development (CHR)

Below are provided agendas that guided the implementation of Kentucky Community Hazard Assessment and Mitigation Planning System (CHAMPS) via training, both generally and with individual components comprising the CHAMP System (i.e., "modules").

CHAMPS INTRODUCTORY TRAINING AGENDA

Time	Topic	Specifics	Facilitator	Mode/Materials Needed
1:00 – 1:15 PM	Housekeeping	Course Reference Materials Additional Training Sessions Technical Assistance	Andrea Pompei Lacy	PowerPoint
1:15 – 1:45 PM	Damage Assessment App		Doug Eades	PowerPoint
1:45 – 2:45 PM	Introduction to CHAMPS		Doug Eades and/or Josh Human	PowerPoint
2:45 – 2:55 PM	Roles		Doug Eades or Andrea Pompei Lacy	PowerPoint
2:55 – 3:05 PM	Break			
3:05 – 3:55 PM	Accessing the System	- How to Request Access - How to Log In - How to Find the System in SharePoint	Andrea Pompei Lacy	Live System
	Navigating the System	- Elements of CHAMPS Homepage (FEMA Updates, KYEM Updates, "More about our logo," MAF Map) - Describe Each of the Module Menu Headers	Andrea Pompei Lacy or Ben Anderson	Live System
	Community Profile	- Overview of Each Sub-Module - Links	Andrea Pompei Lacy or Ben Anderson	Live System
3:55 – 4:00 PM	Break			
4:00 – 4:45 PM	What Can You Start Doing Today?	Explain that KYEM has entered information for infrastructure, civic agencies, links, and MAFs – locals need to fact-check these and bring them up-to-date and make additions. - SIEs - Infrastructure - Funding (to view availability) - MAFs	Ben Anderson Doug Eades Andrea Pompei Lacy	Live System

CHAMPS Funding and Projects Training Agenda

Time	Topic	Specifics	Facilitator	Mode/Materials Needed
1:00 – 1:15 PM	Housekeeping	• Course Reference Materials • Additional Training Sessions • Technical Assistance • Session Agenda/Format	Andrea Pompei Lacy	PowerPoint
1:15 – 1:35 PM	Introduction to Funding and Projects		Doug Eades	PowerPoint
1:35 – 1:45 PM	Accessing the System Navigating the System	• How to Request Access • How to Log-In • How to Find the System in SharePoint • Elements of the CHAMPS Homepage (FEMA Updates, KYEM Updates, "More about our logo," MAF Map) • Describe each of the Module Menu Headers	Andrea Pompei Lacy	Live System
1:45 – 2:05 PM	Mitigation Actions Overview	Completing a MAF (specific type of project)	Andrea Pompei Lacy	Live System
2:05 – 2:15 PM	Break			

2:15 – 2:50 PM	Funding	Disaster Hits:
		1. Talk about connection with Community Profile (SIEs)
		2. Funding
		   a. Disaster Management
		   b. Thresholds
		   c. Funding Splits
		   d. Lock-In Amounts
		   e. HMGP Cycle Timelines
		3. Scheduling Briefings related to the incident
			1. Andrea Pompei Lacy
			2. Doug Eades
			3. Andrea Pompei Lacy
				Live System

	Apply, Review, and Select MAF to Event	• Author/Local Admin Apply MAF to Event • Manager/Admin Review and Select MAF	Ben Anderson	Live System

Time	Topic	Specifics	Facilitator	Mode/Materials Needed
2:50 – 3:00 PM	Break			
3:00 – 3:40 PM	Application	If Selected, KYEM will work with you to complete application	Ben Anderson	Live System
	Project Implementation	Once a project is initiated, track (existing) steps on your project from start to completion	Andrea Pompei Lacy	Live System
	Projects Overview	Talk about template-builder in Projects Overview	Ben Anderson	Live System
	Grants Overview	Show Grants Overview	Ben Anderson	Live System
3:40 – 4:10 PM	Damage Assessment		Doug Eades	Live System
4:00 – 4:30 PM	Questions			

CHAMPS COMMUNITY PROFILE TRAINING AGENDA

Time	Topic	Specifics	Facilitator	Mode/Materials Needed
1:00 – 1:15 PM	Housekeeping	Course Reference Materials Additional Training Sessions Technical Assistance Session Agenda/Format	Andrea Pompei Lacy	PowerPoint
1 :15 – 1 :30 PM	Introduction to Community Profile		Doug Eades	PowerPoint
1 :30 – 1 :40 PM	Accessing the System Navigating the System	• How to Request Access • How to Log-In • How to Find the System in SharePoint • Elements of the CHAMPS Homepage (FEMA Updates, KYEM Updates, "More about our logo," MAF Map) • Describe Each of the Module Menu Headers	Andrea Pompei Lacy	Live System
1:40 – 1:55 PM	• Links • Civic Agencies	• Link Assignment Levels • How to Search Existing Links • How to Add a New Link	Andrea Pompei Lacy	Live System
1:55 – 2:10 PM	Break			
2:10 – 2:30 PM	Infrastructure	• Infrastructure Assignment Levels • How to Search Existing Infrastructure • How to Add Infrastructure • How to Add a Dependency	Ben Anderson	Live System
2:30 – 2:40 PM	Standard Requirements	• How to Search Existing Standard Requirements • How to Add a Standard Requirement	Andrea Pompei Lacy	Live System
2:40 – 2:50 PM	Break			
2:50 – 3:15 PM	Significant Incidents and Events	• How to Search Existing SIEs • How to Create an SIE and Detailed Records	Ben Anderson	Live System
3:15 – 3:40 PM	Damage Assessment App		Doug Eades	Live Feed to iPad
3:40 - ? PM	Questions/Guided Free-Time			

CHAMPS Plans and Assessments Training Agenda

Time	Topic	Specifics	Facilitator	Mode/Materials Needed
1:00 – 1:15 PM	Housekeeping	• Course Reference Materials • Additional Training Sessions • Technical Assistance • Session Agenda/Format	Andrea Pompei Lacy	PowerPoint
1:15 – 1:35 PM	Introduction to Assessments and Plans		Doug Eades	PowerPoint
1:35 – 1:45 PM	Accessing the System Navigating the System	• How to Request Access • How to Log In • How to Find the System in SharePoint • Elements of the CHAMPS Homepage (FEMA Updates, KYEM Updates, "More about our logo," MAF Map) • Describe each of the Module Menu Headers	Andrea Pompei Lacy	Live System
1:45 – 2:05 PM	Template Builder	Address Both Plans and Assessments Reference: Slide to Show Weights	Ben Anderson	Live System PowerPoint
2:05 – 2:15 PM	Break			
2:15 – 2:50 PM	Completing the Assessment	Steps to Completing and Submitting an Assessment	Ben Anderson	LiveSystem
	Review and Approval Process	Assessment Scoring	Ben Anderson	Live System
	Print/Preview/ Export		Ben Anderson	LiveSystem
2:50 – 3:00 PM	Break			
3:00 – 3:40 PM	Completing a Plan	Steps to Completing and Submitting a Plan (Show Attachments)	Andrea Pompei Lacy	Debris Removal Plan Template Creator
	Review and Approval Process	Steps for Review (Local Admin-Manager) and Final Approval (Federal)	Doug Eades	
	Print/Preview/ Export		Andrea Pompei Lacy	Live System
3:40 – 4:10 PM	Damage Assessment		Doug Eades	Live System
4:00 – 4:30 PM	Questions			