

**Adams County Office of Emergency Management
2016 Work Plan**

Goal: Meet Federal and State Requirements for grant reporting

EMF PROGRAM Capability	Description of Intended Results
EMF 1 - Finance & Admin	Mandatory Federal Activity: Submit FFATA with annual grant application
EMF 1 - Finance & Admin	Mandatory State Activity (baseline): Timely submittal of quarterly report and reimbursement request

Goal: Promote efforts to improve the overall quality of life and safety of our residents

Strategic Initiative - Improve community planning around hazardous materials facilities

EMF PROGRAM Capability	Description of Intended Results
4 - Hazard Mitigation Plans & Projects	Increase the number of RMP Facilities participating in the LEPC
4 - Hazard Mitigation Plans & Projects	Industry attendees increase by 10% (Need average from last year)
4 - Hazard Mitigation Plans & Projects	Key partner attendees (municipals, hospitals) increase by 10%

Strategic Initiative - Develop and maintain current and comprehensive plans for disaster management

EMF PROGRAM Capability	Description of Intended Results
EMF 5 - Emergency Operations Plans	Mandatory State Activity (10%): Complete Communications Annex by April 30, 2016
EMF 5 - Emergency Operations Plans	Complete Volunteer & Donation Mgmt Annex by August 31, 2016
EMF 5 - Emergency Operations Plans	Review and validate school mutual aid terms and agreements by 7/30/16
EMF 5 - Emergency Operations Plans EMF 6 - Recovery	Mandatory State Activity (Baseline 20% + 20% for Recovery): Emergency Operations & Recovery Plan is updated by December 2016
EMF 6 - Recovery	Mandatory State Activity (10%): Continuity of Government Plan is developed for Government Center

Strategic Initiative - Develop Training & Exercise Plan that provides strategic, relevant, and profitable opportunities for partners to familiarize and excel in their roles.

EMF PROGRAM Capability	Description of Intended Results
EMF 7 - Training	Mandatory State Activity (baseline 5%): Development of annual Training & Exercise plan, incorporating key lessons learned, is developed by January 2016 - requires 3 year outlook
EMF 7 - Training	Mandatory State Activity (baseline 10%): number of stakeholder/partner meetings conducted (one-on-one meetings)
EMF 7 - Training	Mandatory State Activity (baseline): Update NIMSCAST data by 8-31-2016 (if system is available)
EMF 8 - Exercises	Mandatory State Activity (baseline 10%): Conduct 2 exercises with with majority of MAC Group elements represented at each (field, dispatch, PIO, EOC, Policy) - requires AAR or Corrective Action Plan be submitted
EMF 8 - Exercises	County Performance Measure: All departments have an 80% or better preparedness grade (performance grades are comprised of 3 components - COOP plan completion; Training & Exercise Attendance; and completion of NIMS e-learning course)
EMF 8 - Exercises	Mandatory State Activity (10%): 80% of County Offices and Departments have an updated COOP plan by 12/31/15

Strategic Initiative - Maintain and improve capability of County employees, and other volunteers, to provide support in the Emergency Operations Center

EMF PROGRAM Capability	Description of Intended Results
EMF 7 - Training	Mandatory State Activity (baseline): Present 2016 annual written improvement plan (Strategic Plan & Report Card) to Field Manager & County Manager by 3/31/16
EMF 7 - Training	Mandatory State Activity (baseline): Develop 2017 annual written improvement plan (Strategic Plan & Report Card) 6/30/16
EMF 7 - Training	Mandatory State Activity (baseline): Number of drills/exercises that test resource ordering capability.
EMF 7 - Training	County Performance Measure: increase number of ADVANCED EOC academy attendees by 10%
EMF 7 - Training	50% of EOC Academy participants participate in 'final' exercise

**Adams County Office of Emergency Management
2016 Work Plan**

Goal: Build Trust within the Organization and throughout the Community

Strategic Initiative - OEM Staff maintains and exceeds professional development standards within the industry

EMF PROGRAM Capability	Description of Intended Results
EMF 7 - Training	Mandatory State Activity (baseline 5%): 100% of OEM staff has completed: 100, 200, 700, 800 (all), and FEMA PDS certification (FTE's) (with renewal every 5 years) - certificates must be provided
EMF 7 - Training	Mandatory State Activity (20%): 12 staff drills are conducted during the year. Drills will provide review of EOC Management Plan, processes and procedures
EMF 8 - Exercises	Mandatory State Activity (baseline): 100% of OEM staff participates in one outside agency exercise

Strategic Initiative - Maintain systems/capabilities to support incident activation, operation and recovery

EMF PROGRAM Capability	Description of Intended Results
EMF 9 - Incident Management	Mandatory State Activity (baseline): Conduct two meetings with mutual aid and partner agencies by 12/30/2016 - requires submission of agenda
EMF 10 - Communications	Qtrly test of all groups in notification system is conducted
EMF 13 - Resource Management	Mandatory State Activity (baseline): County resource data in State WebEOC system is updated by 3/31/16
EMF 13 - Resource Management	Mandatory State Activity (baseline): support information collection and input into annual DHS data call.
EMF 13 - Resource Management	Logistics Resource Book is reviewed annually to ensure accuracy of resource vendor information
EMF 13 - Resource Management	County Performance Measure: Increase the number of volunteer organizations active in the County's disaster network