State of Maine

Federal Fiscal Year 2011 (October 2010 through September 2012)
County EMA Program Planning and Reporting
October 2011

I. Overview

MEMA asks County EMAs to submit a variety of plans and periodic progress reports.

The intent of the following guideline is to:

1. Reduce duplicate reporting.
2. Create a planning and reporting cycle that will be useful for both County and State, and inform the reports that are sent forward by Maine to FEMA.

This reporting cycle will include an annual program work plan, quarterly program progress reports, and team, LEPC and/or planner reports.

All work plans and reports should be submitted electronically. A hard copy may be submitted as back up if desired.

II. Annual Work Plan

These work plan guidelines should go into effect with the next County Work Plan filed. Current 2011 Work Plans already on file with MEMA <u>*do not*</u> *need to be amended.*

The annual Work Plan is due on or about July 31st along with proposed budget and staffing pattern for the upcoming federal fiscal year (October 1 through September 30.)

The Work Plan should include

- *A look back and a look ahead*:
    - A short narrative noting the accomplishments and the challenges in the past year, and
    - Major objectives and possible challenges for the coming year.
- Specific planned activities by broad category (planning, training, etc.; see below)

There will be no separate Annual Report. The "Look Back" section of your work plan will serve as your annual report for the previous year.

Be realistic in setting your objectives and developing the plan of projects and activities.

Projects and Activities:

Organize major planned projects according to the broad categories below. For projects that have a specific timeline (such as starting in the 4th quarter, or scheduled to be complete by a certain date) include that information.

Some projects or activities may fit in more than one category. Just choose one.

Make a note if a project is *contingent* on something else, for example getting grant funding, or county budget passing or a partnership agreement being executed.

Work Plan Categories:

Bullets under each category are ***examples*** of activities. Any special quarterly reporting procedures are noted as well.

1. Finance and Administration

- Summarized routine finance and administrative activities. Develop schedule for routine required record-keeping and reporting
    - Annual EMPG submission (budget, staffing, work plan)
    - Quarterly billings and reports (EMPG, LEPC, Teams, Planner)
    - Annual report
    - Other (county requirements)

- Specific non-routine or time-intensive administrative or financial activities such as grant preparation and review

2. Planning

- Hazard identification, risk assessment, capability assessment
- Update of all or part the County Emergency Operations plan and/or LEPC plan
- Assistance in planning to towns, facilities, organizations, etc.
- Review of town or facility plans
- Development of Incident Management (IMAT) or other special team procedures

Quarterly reporting note: If your county has hired a Planner under HSGP, you are asked to send a quarterly report of activities for audit purposes. If that report includes activities also listed here, just say “See planner report”

3. Mitigation

- Mitigation planning/plan adoption
- Grant application or assistance to towns with grants
- Project monitoring

4. Homeland Security/Prevention

- Participation in or coordination of Buffer Zone Protection, Operation Stonegarden, critical infrastructure identification or other Homeland Security initiatives

5. Resource Management and Logistics

- Resource inventory development
- Logistics planning (POD, SNS, etc.)

6. Communications and Warning

- Communications checks and drills
- Assistance to towns and partners with programming, licensing procurement, etc.
- Procurement and installation of equipment

7. Facilities

- EOC or other facility upgrades

8. Incident Management, Actual Events

Quarterly Reporting Note: There will be no activity in this category unless an event has occurred that required County EMA action. These actions would be summarized in the quarterly report.

- Carry out alerting and warning
- Activate EOC and coordinate response activities
- Coordinate damage assessment (public and private damages)
- Coordinate with FEMA and MEMA during recovery activities
- After-action reviews.

9. Training

- Support coordinate and/or conduct training as needed, including emergency management, ICS/NIMS, special skills/team.
- Attend training (EMA staff)
- Maintain training records as requested by FEMA.

Quarterly Report Note: County EMAs are asked to report on the training FEMA now requests of full-time staff whose salary is supported by EMPG funds. MEMA has provided a Training/Exercise spreadsheet to do this, which will automatically summarize the information. The summary information from the spreadsheet should be submitted quarterly, with the quarterly report.

10. Exercises, Evaluations and Corrective Action

- Plan and conduct exercises
- Complete after action reviews and corrective action plan
- Assist with partner agency exercise planning and evaluation as requested
- Add exercises to HSEEP
- Maintain records of staff involvement in exercises.

Quarterly Report Note: FEMA now requests all full-time EMPG staff be involved in three (3) exercises in each 12-month period. County EMAs will need to report on

staff's exercise participation. The Training/Exercise spreadsheet referenced above will automatically summarize the information.

Note: Exercises and AAR should be added to HSEEP. *If there are technical difficulties with the portal*, contact the MEMA Exercise Officer. Tracking staff involvement in exercises is not included in HSEEP and *must be done separately using the supplied spreadsheet*.

11. Crisis Communications, Public Education and Information

- School outreach, workshops, newsletter articles, news releases, right-to-know requests, etc.
- Any other activities that support general public or officials' understanding of emergency preparedness, response, recovery, mitigation or prevention

12. Volunteer Coordination (if applicable)

- Recruitment of volunteers
- Volunteer training and coordination

Quarterly Report Note: If this information is included in your CERT reports, just note "see CERT Report"

13. LEPC Coordination and Support

The SERC has requested that LEPCs file an annual work plan with MEMA. Counties have the option of submitting that work plan separately to the SERC, or listing their initiatives here. If the LEPC work plan has been filed with the SERC, just make a note of it here.

If included in this Work Plan, LEPC activities may be listed all together in this category, or listed under the appropriate activity category. LEPC activities tend to fall under Admin, Planning, Training, Exercise and Public Information.

Refer to the LEPC Model Work Plan, distributed by the SERC, for a listing of recommended or required LEPC activities.

Quarterly and Annual Reporting:

Quarterly Work Plan Progress Reports, aka Quarterly Report:

- Quarterly overview: summary of major accomplishments and any major issues or challenges, and any other general comments.

- Report on the status of each project in your work plan. At a minimum, note whether it is complete, or in process. Add a short comment if needed.

- Add any new projects that have come up

- Include summary staff training and exercise information. Using the spreadsheet provided by MEMA, cut and paste the summary on the first page, which is automatically calculated by the spreadsheet (see example to the right).

COUNTY NAME
Summary of Training and Exercise Activity

Training:	Total	Full-Time
Number of Staff	3	2
Courses taken	16	
Target for all Staff	33	22
Percentage complete	48.48%	72.73%
Exercise Participation	3	
Target for Year	9	6
Percentage	33.33%	50.00%

- If information in any category is contained in a separate report, just say “See ___ report.”

- Attach planner reports, or other special reports

County Submission Schedule:

Annually (on or about July 31st) or as noted for budgets:

- Annual Work Plan for upcoming October 1 through September 30, including "Look Back" summary of previous year.
- Budget projection and staffing pattern: NO CHANGE in content from current practice. **However**, Counties may submit the budget at the time they are submitting their county budget if this is more convenient. Please inform the MEMA Business Office if you will be changing your budget submission date.

Quarterly (on or about 21st of the month following quarter's end, if possible):

Submission of Workplan Progress reports by the 21st will allow County accomplishments to be included in State report to FEMA.

All reports should be submitted electronically. Hard copy may be submitted as a backup if desired.

Reports:	Submit to:
Workplan Progress Report, including personnel training and exercise charts.	Lisa Cody, for distribution. lisa.b.cody@maine.gov
Planner Reports (for those counties with a planner funded by HSGP): With Workplan Progress Reports or separately, Planner reports must be on a separate page, for audit purposes.	Lisa Cody, for distribution. lisa.b.cody@maine.gov
CERT	Jeremy Damren jeremy.damren@maine.gov
IMAT	Lisa Cody, for distribution. lisa.b.cody@maine.gov
LEPC Financial Reports	Lisa Cody, for distribution. lisa.b.cody@maine.gov
HazMat Team Reports (it is understood that some are submitted by team chiefs, not EMA)	SERC/Robert Gardner robert.s.gardner@maine.gov
Billings:	
County Quarterly Billings (hard copy)	MEMA Business office
Local EMPG billings/ County special project EMPG billings: (electronic or hard copy)	Lynette Miller HSGrants.maine@maine.gov

As Completed, or Quarterly:

Electronic plan submission (e-mail or CD) is requested.

Plans and Plan Parts	
County EOP	Barbara O'Neil barbara.a.o'neil@maine.gov
LEPC Plans	Faith Mayer faith.e.mayer@maine.gov
Exercise Documentation	via HSEEP/NEXS or Jeremy Damren jeremy.damren@maine.gov
Exercise schedule	
AAR/Correction Action Plan	