2009 Program Worksheet
Shelby County

Task/Program Elements	*Projected Quarter Completion*
EMAP STANDARD 3.1 – Program Administration, Plans & Evaluation	
• Develop a program worksheet which becomes a part of the EMPG contract.	1st Quarter
• Submit a quarterly report 10 days following the end of each quarter. This Report is to be all inclusive and give the actions taken during the reporting quarter on each Task/Program Element listed in the Program Worksheet. *Note* all actions projected to be completed in a later quarter should be addressed in each quarterly report. All actions not completed by projected quarter require a written explanation and new schedule completion date.*	Quarterly
• Complete an After Action Review/Exercise Evaluation Form on all exercises conducted by or participated in by EMA.	Within 10 days following each exercise
• Review program goals and objectives	1st quarter
• Revise BEOP and ESF	3rd quarter
EMAP STANDARD 3.2 – Program Coordinator	
• Submit a letter of appointment following every City/County Mayor election or the appointment of a new local EMA Director, empowered with the authority to execute the emergency management program for the covered jurisdiction.	On occurrence
• Program Coordinator or designee will attend quarterly director meetings	Quarterly
EMAP STANDARD 3.3 - Advisory Committee	
• Revitalize the EMA Advisory Committee and conduct quarterly meetings	Quarterly
• Submit copy of minutes from the Advisory Committee meetings	Quarterly
EMAP STANDARD 4.1 -	
• Submit staffing pattern to the regional office with a letter from County Mayor requesting funding for the next FFY (due end of June)	3rd Quarter
• Submit a copy of the county budget showing emergency management budget line. (Must show dollars spent on EM totals needed for the 50-50 match.)	4th Quarter
• Submit a funding certification form with supporting documentation to the regional office with the quarterly report. (funding certification can not be forwarded to Nashville without an approved quarterly report on file at the regional office)	Quarterly
• Insure all files relating to emergency management funding and activities are current and open for review.	Daily
EMAP STANDARD 4.2 – Laws and Authorities	
• Review the LEPC membership list with the County Mayor and submit a letter of appointment of the committee and the chairperson to the Regional Office by December 31. (If LEPC is an all hazards or includes mitigation this should be noted in the narrative of the appointment letter)	1st quarter
EMAP STANDARD 4.3 – Hazard Identification & Risk Assessment	
• Conduct an impact analysis to determine the impact of an earthquake (4.0 magnitude or greater) along the New Madrid Seismic zone.	3rd quarter
EMAP STANDARD 4.4 – Hazard Mitigation	
• Conduct meetings of the LEPC and /or All Hazard Mitigation Committee to review mitigation plan. Submit a copy of the minutes with the quarterly report.	Quarterly
EMAP STANDARD 4.5 – Prevention and Security	
▪ Continue being an active member of the Homeland Security District Council; attending meetings and insuring the county is meeting district goals and objectives	Quarterly

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EMAP STANDARD 4.6 – Planning	
• Develop COG and COOP plans • Review all plans required by EMAP requirements • Complete a strategic plan that meets EMAP requirement • Develop severe weather (tornados, freezing rain/ice, high heat indices, floods) annexes to the BEOP	1st quarter 3rd quarter 4th quarter 4th quarter
EMAP STANDARD 4.7 – Incident Management	
• All incident/mission are reported to the SEOC and/or regional office as soon as practical after the event. • All incident/mission status updates to SEOC are made in a timely manner. • Mission/incident activities are noted in the quarterly report. • All new NIMS requirements will be briefed to all appropriate departments	On occurrence On occurrence Quarterly On occurrence
EMAP STANDARD 4.8 – Resource Management and Logistics	
• Develop and maintain a list of vendors for resources • Complete the installation and activation of WEB EOC • Develop a tracking system for local distribution and accountability for goods, services, and resources	1st quarter 2nd quarter 2nd quarter
EMAP STANDARD 4.9 – Mutual Aid	
• Update intergovernmental, local and statewide mutual aid compact	4th quarter
EMAP STANDARD 4.10 – Communications and Warning	
• Conduct quarterly interoperable communication tests with local agencies, departments, TEMA regional EOC, and the state EOC • Test amateur interface on a quarterly basis • Develop a tactical communications interoperable plan (TCIP) • Maintain NAWAS as a 24hr warning point to be tested monthly	Quarterly Quarterly 4th quarter Quarterly
EMAP STANDARD 4.11 – Operations and Procedures	
• Conduct RADEF readings quarterly in 4 identified locations of the county and submit findings with quarterly report.	Quarterly
EMAP STANDARD 4.12 – Facilities	
• Identify a back up EOC	1st quarter
EMAP STANDARD 4.13 – Training	
• Maintain records on NIMS requirements and encourage all agencies to meet the require training. • Complete NIMSCAST • Each paid position complete 1 FEMA IS course or emergency management related training quarterly	Quarterly 4th quarter Quarterly
EMAP STANDARD 4.14 – Exercises, Evaluations and Corrective Actions	
• Participate in the annual LEPC exercise • Develop a local exercise and evaluation program • Participate in Severe weather awareness week drills	3rd quarter 4th quarter 2nd quarter
EMAP STANDARD 4.15 – Crisis Communications, Public Education and Information	
• Incorporate the JIC into EOC operations • Develop pre-scripted information bulletins for each identified hazard • Conduct public information activities quarterly (health fair, churches, speaking engagements, neighborhood associations, etc.)	1st quarter 2nd quarter Quarterly

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Bob Nations Jr — Print EMA Director

Bob Nations — Signature

10/23/08 — Date

Jane Waldrop — Print Regional Director

Jane Waldrop — Signature

10/23/08 — Date Approved