

EXHIBIT C
SOUTH DAKOTA OFFICE OF EMERGENCY MANAGEMENT
2018 STATE & LOCAL AGREEMENT WORK PLAN

A. SUMMARY

All objectives are required to be completed during the SLA fiscal year 2018 performance period of October 1, 2017 through September 30, 2018.

B. EMERGENCY MANAGEMENT FUNCTION (EMF) OBJECTIVES (Appendix 1)

1. Administration and Finance (FEMA EMF 1)
2. Laws and Authorities (FEMA EMF 2)
3. Hazard Identification, Risk Assessment, and Consequence Analysis (FEMA EMF 3)
4. Hazard Mitigation (FEMA EMF 4)
5. Prevention (FEMA EMF 5)
6. Operational Planning (FEMA EMF 6)
7. Incident Management (EMF 7)
8. Resource Management and Logistics (FEMA EMF 8)
9. Mutual Aid (FEMA EMF 9)
10. Communications and Warning (FEMA EMF 10)
11. Operations and Procedures (FEMA EMF 11)
12. Facilities (FEMA EMF 12)
13. Training (FEMA EMF 13)
14. Exercises, Evaluations, and Corrective Actions (FEMA EMF 14)
15. Crisis Communication and Public Education and Information (FEMA EMF15)

C. ADDITIONAL EMF OBJECTIVES (Appendix 2)

Each county must enhance their current emergency management capabilities by adding three total additional objectives annually. Two of these objectives will be developed by a statewide committee made up of one delegate per region. The third objective will be developed by the county emergency manager, in conjunction with their regional coordinator, and tailored to the specific needs within the county.

D. REPORTING

Within 30 days after the end of each quarter, the sub recipient must submit an SLA Quarterly Activity report to their regional coordinator.

It should be noted during quarterly reporting that a detailed description on the activities performed to meet the three additional objectives must be reported under the "Results" section for the quarter in which the report is being submitted. Please be specific on the date of the meeting and what was done to complete the expected outcome for the quarter. For example, if you attended a meeting, report the date of the meeting, who attended, and what the outcome of the meeting was as well as any future activities as a result of the meeting. The quarterly report should show what progress was made for the quarter and what actions were taken to get to those results.

It is recommended you keep track of your results for each objective on a monthly basis to ensure items are not forgotten over the course of three months in the quarter. By doing monthly tracking, you may find it useful as a tool for you to report to the county commission on your monthly activities.

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APPENDIX 1

EMF OBJECTIVES

1. ADMINISTRATION AND FINANCE (FEMA EMF 1):

- a. OBJECTIVE: Counties will submit quarterly reports and other requirements as outlined in the SLA Administrative manual in a timely and accurate manner as well as communicating information on the SLA with their county commissioners and elected officials. Meet with the regional coordinator and communicate any problems or questions regarding the SLA program.
- b. PERFORMANCE MEASURES: Timely submission and accuracy of all required reports and meet with elected officials and their regional coordinator.
- c. REQUIREMENTS & FREQUENCY:
 1. Brief the county commission on the SLA Work plan. (Annually)
 2. Submit quarterly financial and activity report to the regional coordinator no later than 30 days after the end of each quarter (See SLA Administrative manual). (Quarterly)
 3. In conjunction and cooperatively with the regional coordinator, develop and submit one additional objective in addition to the 2 developed by the statewide committee for inclusion in the next year's SLA Work plan. (3rd Quarter)
 4. Complete the FEMA NIMS report form and NIMS spreadsheet. (3rd Quarter)
 5. The emergency manager will meet with county commissioners and municipal elected officials for the purpose of reviewing the LEOP, applicable response and recovery plans, and expectations. A copy of the roster of attendees will be submitted to the regional coordinator following the meeting(s). (To be completed by end of FFY 2018)
 6. Meet with your regional coordinator within your jurisdiction. (Quarterly)

2. LAWS AND AUTHORITIES (FEMA EMF 2):

No Requirements

3. HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS (FEMA EMF 3):

No Requirements

4. HAZARD MITIGATION (FEMA EMF 4):

- a. OBJECTIVE: In order to be eligible for mitigation funding, each county with a Pre-Disaster Mitigation (PDM) plan that is nearing a 5 year required FEMA approval must update the plan in accordance with the current FEMA Plan Review tool and plan requirements and submit it to the state.
- b. PERFORMANCE MEASURE: Annual review of the plan and submission of 5 year plan update.
- c. REQUIREMENTS & FREQUENCY:
 1. Conduct an annual PDM meeting with stakeholders to both review and update the current PDM plan. Review and update the mitigation projects list included in the PDM for your county. (1st Quarter)

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2. Submit a roster of those who attend this meeting to your regional coordinator. (1st Quarter)
 3. Submit an updated PDM plan by the 5 year update cycle deadline in accordance with Disaster Mitigation Act of 2000 Federal regulations. (Due date of PDM plan)
5. **PREVENTION (FEMA EMF 5)**
No Requirements
6. **OPERATIONAL PLANNING (FEMA EMF 6):**
- a. **OBJECTIVE:** Counties will review their Local Emergency Operations Plans (LEOPs), county shelter surveys, and Disaster Response & Recovery Inventory (DRRI) information, and Local Capabilities Assessment Report (LCAR). They will provide updates as needed.
 - b. **PERFORMANCE MEASURE:** Status of completion.
 - c. **REQUIREMENTS & FREQUENCY** by authority (in part) of SDCL 34-48A-40:
 1. Conduct an annual Local Emergency Operations plan meeting with stakeholders to review and update the current LEOP. Upload a new electronic copy of the LEOP to your County Plans board in WebEOC. Submit a roster of those persons who attend this meeting to your regional coordinator. (To be completed by end of FFY 2018)
 2. Review and update the shelter listings for your county in WebEOC. As a reminder, in order to update the date for each entry, you must select “update” and then “save” for all entries. Ensure all shelters have correct occupancy estimates entered (Utilize 40 square feet per person). (To be completed by end of 1st Quarter)
 3. Review and update the county DRRI information in WebEOC. As a reminder, in order to update the date for each entry, you must select “update” and then “save” for all entries. (To be completed by end of 1st Quarter)
 4. In conjunction with your regional coordinator, update your Local Capability Assessment report (LCAR) to identify improvements made and future needs for your county. (To be completed by end of 2nd Quarter)
7. **INCIDENT MANAGEMENT (FEMA EMF 7):**
- a. **OBJECTIVE:** Ensure a coordinated response to an emergency.
 - b. **PERFORMANCE MEASURE:** Maintain an EOC staffing capability.
 - c. **REQUIREMENTS & FREQUENCY :**
 1. Identify and train EOC staffing to include the following positions: EOC Manager, Public Information Officer, Logistics Section Chief, Planning Section Chief, and Finance Section Chief.
 2. Maintain EOC regional staffing capabilities thru mutual aid personnel resources within your region.
 - a. Review as a region your EOC regional staffing plan annually. (1st Quarter)
 - b. Ensure training is being accomplished by personnel named in your county EOC staffing pattern (NIMS Spreadsheet). (To be completed by end of FFY 2018)

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- c. Participate in the state sponsored Full-Scale EOC exercise. The county emergency manager and a minimum of one EOC staff position per county are required to attend to receive credit. It is encouraged to have all county EOC staff participate if possible. (To be completed as scheduled by the state by end of FFY 2018)

8. RESOURCE MANAGEMENT AND LOGISTICS (FEMA EMF 8):

- a. OBJECTIVE: To allow for the efficient location of resources and individuals needed during times of emergency or disaster, participating counties will comply with the requirements of SDCL 34-48A. The information provided pursuant to 34-48A-13 to 34-48A-18, inclusive, shall remain confidential and may only be used for emergency purposes. Counties will also update their county resource inventory as sited below.
- b. PERFORMANCE MEASURE: Status of completion.
- c. REQUIREMENTS & FREQUENCY by authority (in part) of SDCL 34-48A-5, 34-48A-6, 34-48A-12, 34-48A-26, 34-48A-39, 34-48A-40:
 - 1. Update county resource inventory within the Comprehensive Resource Management & Credentialing system (CRMCS) and ensure resources conform to Homeland Security resource typing and naming standards. (2nd Quarter)
 - 2. Update county contact list as per SDCL 34-48A-15 and provide to regional coordinator. Prior to submission to the regional coordinator: All information must be checked to ensure spelling of names, emails and addresses are accurate. (Form is available in WebEOC) (January 31)
 - 3. Update Township contact list as per SDCL 34-48A-16 and provide to regional coordinator (Auditor's list is acceptable). (March 31)
 - 4. Update Municipal contact list as per SDCL 34-48A-13 and 34-48A-14 and provide to regional coordinator. Prior to submission to the regional coordinator: All information must be checked to ensure spelling of names, emails and addresses are accurate. (Form is available in WebEOC) (July 1)

9. MUTUAL AID (FEMA EMF 9)

No Requirements

10. COMMUNICATIONS AND WARNING (FEMA EMF 10)

No Requirements

11. OPERATIONS AND PROCEDURES (FEMA EMF 11):

- a. OBJECTIVE: Counties will continue to enhance and improve response and recovery capabilities at the local level.
- b. PERFORMANCE MEASURE:
 - 1. Credential local emergency responders.
 - 2. Conduct or sponsor training or workshops.
- c. REQUIREMENTS & FREQUENCY:
 - 1. Conduct or sponsor training for local officials on the Preliminary Damage Assessment (PDA) process. Submit a roster of those who attend this meeting to your regional coordinator (Annually)

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12. FACILITIES (FEMA EMF 12)

- a. OBJECTIVE: Ensure a coordinated response to an emergency.
- b. PERFORMANCE MEASURE: Maintain a jurisdictional EOC capability.
- c. REQUIREMENTS & FREQUENCY :
 1. Identify and maintain primary and alternate EOC facilities. (To be completed in conjunction with the LCAR by the end of 2nd Quarter)

13. TRAINING (FEMA EMF 13):

- a. OBJECTIVE: Counties will continue to enhance their capabilities to prepare, respond, recover, and mitigate emergencies and disaster events through training.
- b. PERFORMANCE MEASURES: Status of completion. If you have already completed a required class or series, your completion of the course/series has been recorded and you do not need to take the course/series again.
- c. REQUIREMENTS & FREQUENCY:

New county emergency managers: If you are a new county emergency manager (this Federal Fiscal Year (FFY) will be your first full year as an emergency manager), the following classes must be completed by the end of the FFY (note that IS classes can be taken online):

 - Complete Incident Command System courses IS-100, IS-200, & IS-700. (To be completed within 12 months of hire.)
 - Complete Incident Command System courses ICS-300 and ICS-400. (To be completed within 12 months of hire.)
 - Complete National Response Framework (NRF) (IS-800). (To be completed within 12 months of hire.)
 - Complete the EM 101 course. (To be completed within 12 months of hire.)

The following courses are required for all county emergency managers. Regional coordinators will work with new county emergency managers having the following training completed within 2 years of hire. (Note that IS classes can be completed online.)

- Complete the FEMA Professional Development Series (PDS) and submit a copy of your Emergency Management Institute (EMI) certificate to your regional coordinator. (To be completed within 24 months of hire.)

The following courses are required for all county emergency managers. Regional coordinators will work with new county emergency managers having the following training completed within 5 years of hire. (Note that IS classes can be completed online.)

- Complete the FEMA Advanced Professional Series (APS) and submit a copy of your EMI certificate to your regional coordinator. (To be completed within 5 years of hire.)

The following is required for all county emergency managers. Regional coordinators will work with new county emergency managers having the following training completed annually after completion of the items listed above.

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- Complete a minimum of 1 classroom course offered by OEM for continuing education. Submit a copy of your certificate to your regional coordinator. (To be completed by end of FFY 2018)

14. EXERCISES, EVALUATIONS AND CORRECTIVE ACTIONS (FEMA EMF 14):

- a. OBJECTIVE: Counties will continue to enhance their capabilities to respond to and recover from emergencies and disaster events by conducting community based exercises and participating in drills.
- b. PERFORMANCE MEASURES: Status of completion.
- c. REQUIREMENT & FREQUENCY:
 1. Conduct a Homeland Security Exercise and Evaluation Program (HSEEP) consistent full scale exercise in FFY 2018, incorporating Operational Coordination, Operational Communications, and at least one additional capability from the Core Capabilities List (CCL). (To be completed by end of FFY 2018)
 2. Participate in and complete the requirements for one of the OEM scheduled drills (SD HAN, WebEOC, or Radio Drill) per quarter. If an OEM scheduled drill is not participated in by the jurisdiction, the jurisdiction must design and conduct a drill, table top, or functional exercise following HSEEP. (Quarterly)
 3. See OEM Exercise Policy contained in the SLA Administrative manual for reporting guidelines, requirements, and timelines.

15. CRISIS COMMUNICATION AND PUBLIC EDUCATION AND INFORMATION (FEMA EMF 15)

- a. OBJECTIVE: Conduct public outreach and awareness campaigns within the county jurisdiction during the SLA year.
- b. PERFORMANCE MEASURE: Status of completion
- c. REQUIREMENTS & FREQUENCY:
 1. The jurisdiction will conduct a minimum of two public outreach and/or awareness campaigns/activities during the SLA year. The county emergency manager will discuss and report these activities with their regional coordinator as well as documenting them on their quarterly report. (To be completed by end of FFY 2018)

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APPENDIX 2
ADDITIONAL EMF OBJECTIVES

FY2018 State Committee Selected (2)

EMF 6 Operational Planning

Objective: Develop a Civil Disturbance annex for inclusion in the County LEOP.

1st quarter:

Expected Outcome: Meet individually and/or collectively with local agency stakeholders and utilize the “draft” Civil Disturbance Annex supplied by SD OEM. Develop each section of the local annex with input and planning provided by these local stakeholder meetings.

Results:

2nd quarter:

Expected Outcome: Review and finalize the county annex with all stakeholders and institute any additional changes or information. Add Civil Disturbance annex to the county LEOP and present the annex to county elected officials for final approval.

Results:

3rd quarter:

Expected Outcome: No action required, objective complete.

Results:

4th quarter:

Expected Outcome: No action required, objective complete.

Results:

EMF 10 Communications

Objective: Develop county radio communication procedures for local agencies and mutual aid responders to follow.

1st quarter:

Expected Outcome: Obtain all local agencies radio programming (code plug) and provide the information to the Regional Coordinator which will in turn share the information with State Radio to assist in developing the communications procedures framework.

Results:

2nd quarter:

Expected Outcome: Finalize the radio communication procedures with State Radio. Complete the SD Radio Systems Communications train-the-trainer course from State Radio and then provide training to local agencies utilizing the system on the newly developed radio procedures. Submit copies of the sign in rosters to the Regional Coordinator for the trainings for all agencies identified in the 1st quarter.

Results:

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3rd quarter

Expected Outcome: If not already received in the 2nd quarter, complete the SD Radio Systems Communications train-the-trainer course from State Radio and then provide training to local agencies utilizing the system on the newly developed radio procedures. Submit copies of sign in rosters to the Regional Coordinator for the trainings for all agencies identified in the 1st quarter.

Results:

4th quarter

Expected Outcome: Coordinate and schedule with county and city agencies to test the radio procedures. Submit the participation forms from each agency utilizing the radio system identified in the 1st quarter.

Results:

FY2018 County Objective Selected (1)