

**SOUTH DAKOTA OFFICE OF EMERGENCY MANAGEMENT
2017 STATE & LOCAL AGREEMENT WORK PLAN**

A. SUMMARY

All objectives are required to be completed during the SLA fiscal year 2017 performance period of October 1, 2016 through September 30, 2017.

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

1. Administration and Finance (FEMA EMF 1)
2. Hazard Mitigation (FEMA EMF 4)
3. Operational Planning (FEMA EMF 6)
4. Incident Management (EMF 7)
5. Resource Management and Logistics (FEMA EMF 8)
6. Operations and Procedures (FEMA EMF 11)
7. Training (FEMA EMF 13)
8. Exercises, Evaluations, and Corrective Actions (FEMA EMF 14)

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 EM, in conjunction with their Regional Coordinator, and tailored to the specific needs within the county.

D. REPORTING

Within 15 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 Procedures Manual in a timely and accurate manner as well as communicating any problems or questions regarding the SLA program to their respective Regional Coordinator.
- b. PERFORMANCE MEASURES: Timely submission and accuracy of all required reports.
- 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 15 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)

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)
 - 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

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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. 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. Submit a roster of those persons who attend this meeting and either a new electronic copy of the LEOP or a "LEOP No Change" document to your Regional Coordinator. (To be completed by end of FFY 2017)
 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. (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)

7. INCIDENT MANAGEMENT (FEMA EMF 7):

- a. **OBJECTIVE:** Ensure a timely and coordinated deployment of resources.
- b. **PERFORMANCE MEASURE:** Complete NIMS Assessment.
- c. **REQUIREMENTS & FREQUENCY :**
 1. Complete the FEMA NIMS Report form and NIMS spreadsheet identifying individuals to fill the following EOC Staff positions: EOC Manager (Incident Commander), Public Information Officer, Logistics Section Chief, Planning Section Chief, Finance Section Chief. (3rd Quarter)

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 cited 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 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

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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. Meet annually with county and municipal officials.
 2. Meet with the Regional Coordinator.
- c. **REQUIREMENTS & FREQUENCY:**
 1. The Emergency Manager will meet with county commissioners and municipal elected officials for the purpose of implementing 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). (By the end of the 4th quarter)
 2. Meet with your Regional Coordinator within your jurisdiction. (Quarterly)

12. FACILITIES (FEMA EMF 12)

No Requirements

13. TRAINING (FEMA EMF 13):

- a. **OBJECTIVE:** Counties will continue to enhance their capabilities to respond to and recover from 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 EM), 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.)

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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 3 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 36 months 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.

- 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 annually)

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 an HSEEP consistent full scale exercise in FFY 2017, incorporating Operational Coordination, Operational Communications, and at least one additional capability from the Core Capabilities List (CCL). (By the end of the 4th quarter)
 2. Participate in and complete the requirements for one of the OEM scheduled drills (SD Han, Web EOC, 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 the Homeland Security Exercise and Evaluation Program (HSEEP). (Quarterly)
 3. See OEM Exercise Policy contained in the Administrative Manual for reporting guidelines, requirements, and timelines.

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

No Requirements

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**APPENDIX 2
ADDITIONAL EMF OBJECTIVES**

FY2017 State Committee Selected

INCIDENT MANAGEMENT (FEMA EMF 7)

Objective: Develop regional EOC capabilities to facilitate mutual aid personnel resources to be utilized in each counties EOC.

1st quarter:

Expected Outcome: Develop EOC position checklists for the duties to be performed by each EOC staff member. Identify training needs for each identified EOC staff member.

Results:

2nd quarter:

Expected Outcome: Train EOC personnel on the position checklist duties as well as other identified training needs identified in the 1st quarter.

Results:

3rd quarter

Expected Outcome: Schedule a regional EOC tabletop exercise with all identified county personnel. Utilize the pre-scripted FEMA tabletop exercises (within WebEOC file library) to assist in the development of the regional exercise. Submit roster to your Regional Coordinator.

Results:

4th quarter

Expected Outcome: Conduct the regional tabletop exercise with all identified regional EOC staff from each county. Facilitate an AAR following the exercise and correct any deficiencies.

Results:

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

Objective: Develop an outline for school/community outreach to educate them on severe weather/winter weather preparedness.

1st quarter:

Expected Outcome: Develop an outline of outreach activities for the year. Suggested activities could include the delivery of children's books (developed by OEM) to all schools within the county as well as providing them additional information on winter weather preparedness that is identified in the OEM developed winter weather guide, radio and newspaper information dissemination on winter weather preparedness, or other community outreach activities that are planned.

Results:

2nd quarter:

Expected Outcome: Continue any other identified outreach activities for the winter months.

Results:

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FY2017 State Committee Selected (Cont.)

3rd quarter

Expected Outcome: Continue any other identified outreach activities for the spring/summer. Suggested activities could include the delivery of additional children books (developed by OEM) to all schools within the county as well as additional information on severe summer weather preparedness that is identified in the OEM developed severe weather guide. Radio and newspaper information dissemination on severe weather preparedness. Or other community outreach activities that are planned.

Results:

4th quarter

Expected Outcome: Continue any other identified outreach activities for the summer months. Submit to the Regional Coordinator at least two descriptions of the community outreach activities conducted throughout the year.

Results:

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FY2017 County Objective Selected