

EMHSD-31 (5/01) Michigan State Police Emergency Management Division	County of Washtenaw EMERGENCY MANAGEMENT FY2010 WORK AGREEMENT/REPORT		AUTHORITY: PA 390, 1976 COMPLIANCE: VOLUNTARY
<input type="checkbox"/> 1 st Quarter	<input type="checkbox"/> 2 nd Quarter	<input type="checkbox"/> 3 rd Quarter	<input type="checkbox"/> 4 th Quarter
SIGNATURE OF CHIEF ELECTED OFFICIAL		DATE	SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER Same as Coordinator		DATE	SIGNATURE OF DISTRICT COORDINATOR
		DATE	DATE

This is a template with suggested work items generally falling under the (14) EMHSD Standards. A final 2009 work agreement tailored specifically to the needs of the local program shall be completed with input from the Local EM Coordinator and the District Coordinator. The final work agreement shall include consistent plan revisions and updates, quality exercising to meet the needs of the jurisdiction, and should also include efforts in the "Standards" the program presently does not meet.

(1) LAWS & AUTHORITIES			
The Emergency Management Program shall comply with the Emergency Management Act 390 and applicable laws, regulations, and have a local Emergency management resolution.			
	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none"> ▪ Attend Quarterly District Emergency Management meetings. 	Local Coordinator: report your work on these items in this column and print as your quarterly report.	Comments section is for District Coordinator notes during review of this report.
2 nd	<ul style="list-style-type: none"> ▪ Attend Quarterly District Emergency Management meetings. ▪ Report any other EM related meetings 		
3 rd	<ul style="list-style-type: none"> ▪ Attend Quarterly District Emergency Management meetings. 		
4 th	<ul style="list-style-type: none"> ▪ Report any other EM related meetings ▪ Attend Quarterly District Emergency Management meetings. 		

(2) HAZARD IDENTIFICATION & RISK ASSESSMENT

The jurisdiction shall continually identify credible hazards as to likelihood and vulnerability. The jurisdiction shall conduct a periodic hazard analysis for personnel, systems, operations, equipment and facilities at risk. The jurisdiction shall identify mitigation and preparedness considerations based on that hazard analysis.

	Planned Activities	Action Taken	Comments
1 st			
2 nd	<ul style="list-style-type: none"> ▪ Report the date of your Hazard Analysis. A hazard analysis done recently in a submitted mitigation plan can suffice. ▪ Department of Homeland Security Risk and Threat Assessment to be completed as per instructions to meet Federal Homeland Security compliance if required. 		
3 rd			
4 th			

(3) CAPABILITY ASSESSMENT

A comprehensive assessment of the emergency management program elements shall be conducted periodically to determine operational capability and readiness to address all hazards and risks.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none"> • Participate in the completion of the Regional Capability Assessment as required by DHS. 		
2 nd			
3 rd			
4 th			

(4) HAZARD MANAGEMENT

The jurisdiction shall identify potential hazard mitigation projects and develop a comprehensive hazard mitigation plan.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none"> ▪ Report on progress of your Hazard Mitigation Plan. Complete? FEMA approved? Board of Commissioners resolution adopted? ▪ Emergency management program should actively work with local units of government to solicit support for mitigation plan. ▪ Report any mitigation grants activity. 		
2 nd	<ul style="list-style-type: none"> ▪ Report any mitigation grants activity. 		
3 rd	<ul style="list-style-type: none"> ▪ Report any mitigation grants activity. 		
4 th	<ul style="list-style-type: none"> ▪ Report any mitigation grants activity. 		

(5) RESOURCE MANAGEMENT

The jurisdiction shall develop the capability to identify, acquire, distribute, account for, and utilize resources essential to emergency functions. The jurisdiction shall identify resource shortfalls and implement mutual aid for resource needs.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none"> ▪ Report any Citizens Corps. Activity ▪ Report any other volunteer projects. (I.e. RACES, ARES, etc.) ▪ Ensure the local programs complete and submit their Resource Inventory information (form provided by the Planning Section) ▪ Promote membership in MEMAC ▪ Facilitate resource typing required by NIMS and MEMAC 		
2 nd	<ul style="list-style-type: none"> ▪ Promote membership in MEMAC ▪ Facilitate resource typing required by NIMS and MEMAC 		
3 rd	<ul style="list-style-type: none"> ▪ Promote membership in MEMAC ▪ Facilitate resource typing required by NIMS and MEMAC 		
4 th	<ul style="list-style-type: none"> ▪ Facilitate resource typing required by NIMS and MEMAC ▪ Promote membership in MEMAC 		

(6) PLANNING

The jurisdiction shall actively develop emergency response plans, and maintain a current and adequate Emergency Operations Plan. The program should include ongoing assistance to public and private entities.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none">▪ Submit at least one revised section/ annex for your EAG/EOP. Update and submit a revised Plan Review Guide (EMHSD Pub 201a) for each revised annex/section. Revise with NIMS when required.▪ Current County CEO signature every 4 years▪ Local Support Plans current, should be signed by CEO every 4 years.▪ Report other planning activities. (i.e. 302 Site Plans, Local Government▪ Update EAG/EOP to meet FEMA Planning requirements▪ bldgs., School Plans, etc.)▪ Comply with national planning standards including incorporation of NIMS in EOP/EAG's. i.e.: the 16 components outlined in the Local and Tribal NIMS Integration document on Page 3.	Submit a entire copy of the EAG with each revision to the District Coordinator	
2 nd	<ul style="list-style-type: none">▪ Submit at least one revised section/ annex for your EAG/EOP. Update and submit a revised Plan Review Guide (EMHSD Pub 209a) for each revised annex/section. Revise with NIMS when required.▪ Current County CEO signature every 4 years▪ Local Support Plans current, should be signed by▪ CEO every 4 years.▪ Update EAG/EOP to meet FEMA Planning requirements▪ Report other planning activities. (i.e. 302 Site Plans, Local Government bldgs., School Plans, etc.)		
3 rd	<ul style="list-style-type: none">▪ Submit at least one revised section/ annex for your EAG/EOP. Update and submit a revised Plan Review Guide (EMHSD Pub 209a) for each revised annex/section. Revise with NIMS when required.▪ Current County CEO signature every 4 years▪ Local Support Plans current, should be signed by CEO every 4 years.▪ Report other planning activities. (i.e. 302 Site Plans, Local Government bldgs., School Plans, etc.)▪ Update EAG/EOP to meet FEMA Planning requirements		
4 th	<ul style="list-style-type: none">▪ Submit at least one revised section/ annex for your EAG/EOP. Update and submit a revised Plan Review Guide (EMHSD Pub 209a) for each revised annex/section. Revise with NIMS when required.▪ Current County CEO signature every 4 years.▪ Local Support Plans current, should be signed by CEO every 4 years.▪ Report other planning activities. (i.e. 302 Site Plans, Local Government bldgs., School Plans, etc.)▪ Update EAG/EOP to meet FEMA Planning requirements		

(7) DIRECTION, CONTROL & COORDINATION

The jurisdiction shall establish and maintain the capability to direct, control and coordinate disaster response. The program shall establish a means of interfacing on-scene management with direction and control facilities (UICS-EOC interface). The jurisdiction shall actively support use of the NIMS by all agencies.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none">▪ EOC Call list update quarterly and submit with quarterly reports. Hard copy this list to DC.▪ Report NIMS compliance activity (i.e. NIMSCAST) and follow DHS guidance for future compliance when issued.		
2 nd	<ul style="list-style-type: none">▪ EOC Call list update quarterly and submit with quarterly reports▪ Report NIMS compliance activity (i.e. NISCAST) and follow DHS guidance for future compliance when issued.		
3 rd	<ul style="list-style-type: none">▪ EOC Call list update quarterly and submit with quarterly reports▪ Report NIMS compliance activity(i.e. NIMSCAST) and follow DHS guidance for future compliance when issued.		
4 th	<ul style="list-style-type: none">▪ EOC Call list update quarterly and submit with quarterly reports▪ Report NIMS compliance activity (i.e. NIMSCAST) and follow DHS guidance for future compliance when issued.		

(8) DAMAGE ASSESSMENT

Develop and maintain Damage Assessment capability consistent with local, state and federal requirements, including a Damage Assessment annex to county plans, designation of an individual and staff responsible, and current training for them to conduct this function.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none">Schedule Damage Assessment Training for appropriate personnel. EMHSD PEM course or local workshop by DC or others.Include DA reporting via E Team in your SOP's		
2 nd	<ul style="list-style-type: none">Include DA reporting via E Team in your SOP's		
3 rd	<ul style="list-style-type: none">Include DA reporting via E Team in your SOP's		
4 th	<ul style="list-style-type: none">Include DA reporting via E Team in your SOP's		

(9) COMMUNICATIONS & WARNING

Develop and maintain the capability of disseminating warning to the public, key officials and facilities. Maintain a primary and secondary means of communication to support direction and control, and overall coordination of emergency response.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none">800 mz: participate in your district and statewide radio testing as scheduledE-team Drill: participate in your district E-team drills.		
2 nd	<ul style="list-style-type: none">800 mz: participate in your district and statewide radio testing as scheduledE-team Drill: participate in your district E-team drills.		
3 rd	<ul style="list-style-type: none">800 mz: participate in your district and statewide radio testing as scheduledE-team Drill: participate in your district E-team drills.		
4 th	<ul style="list-style-type: none">800 mz: participate in your district and statewide radio testing as scheduledE-team Drill: participate in your district E-team drills.		

(10) OPERATIONS & PROCEDURES

Develop and maintain the ability to implement operation plans, procedures and policies to mitigate, prepare, respond and recover.

	Planned Activities	Action Taken	Comments
1 st			
2 nd	<ul style="list-style-type: none"> ▪ Provide the District Coordinator with a current copy of your EOC activation procedures. (Standard Operating Procedures) 		
3 rd			
4 th			

(11) TRAINING

The Emergency Management Coordinator shall complete a state recognized professional development curriculum within four years of appointment, and should obtain the certification. The program shall actively promote available emergency management training for all county personnel specific to their responsibilities. EOC staff should receive training specific to their roles within two years of appointment.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none"> ▪ NIMS training as required by DHS ▪ Schedule and train sufficient EOC personnel in E Team 		
2 nd	<ul style="list-style-type: none"> ▪ Provide training opportunities and information to appropriate Emergency Management Staff. Distribute EMHSD/HazMat training calendar to your local agencies. ▪ NIMS training as required by DHS ▪ Schedule and train sufficient EOC personnel in E Team 		
3 rd	<ul style="list-style-type: none"> ▪ Schedule and train sufficient EOC personnel in E Team ▪ NIMS training to meet NIMS compliancy as required 		
4 th	<ul style="list-style-type: none"> ▪ Schedule and train sufficient EOC personnel in E Team 		

(12) EXERCISES

Conduct exercises at least annually that comply with local, state and federal requirements. Complete a multi-year progressive exercise plan that meets the needs of your program. Promote support and participation from all entities in design, development, implementation and evaluation of all exercising.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none">Exercise activity and reporting must be in compliance with HSEEP.Comply with EMHSD exercise requirements.Develop and submit new multi-year exercise plan in NEXS during the first quarter. (Each region should participate in state T&EPW annually)Include the District Coordinator as a "Planning Team Member" in all NEXS exercise entries.Participate with regional partners in developing and conducting region wide disaster exercises.Develop AAR's/IP's per HSEEP guidelines.		
2 nd	<ul style="list-style-type: none">Conduct your EMPG exercise by August 15thExercise new equipment and procedures not recently tested.Utilize E Team during exercises.		
3 rd	Participate in Regional exercise activity.		
4 th	Review exercise AAR's and IP's and incorporate them into next FY's Training and Exercise Planning.		

(13) PUBLIC EDUCATION & INFORMATION

The jurisdiction should support the development of capabilities to electronically collect, compile, report, receive, and transmit emergency public information.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none">Inform public of various awareness weeks and report means by which this was accomplished.Report any EMHSD related speaking engagements promoting preparedness.		
2 nd	<ul style="list-style-type: none">Report any EMHSD related speaking engagements promoting preparedness.		
3 rd			
4 th			

(14) FINANCE & ADMINISTRATION

The jurisdiction shall promulgate laws, ordinance, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The jurisdiction should incorporate an emergency management role in the job description of each individual having an emergency management responsibility as defined in the EM ordinance, resolution, or county plans.

	Planned Activities	Action Taken	Comments
1 st	<ul style="list-style-type: none">▪ Submit Quarterly EMPG report on or before due date.▪ Promote projects from your LPT for 06/07/08 HS funding to submit to the Regional HS board to fund training, exercising, equipment, planning and other areas▪ Make BSIR entry for EMPG: Dec., Jan., June, July		
2 nd	<ul style="list-style-type: none">▪ Submit Quarterly EMPG report on or before due date.▪ Promote projects from your LPT for 06/07/08 HS funding to submit to the Regional HS board to fund training, exercising, equipment, planning and other areas		
3 rd	<ul style="list-style-type: none">▪ Submit Quarterly EMPG report on or before due date.▪ Promote projects from your LPT for 06/07/08 HS funding to submit to the Regional HS board to fund training, exercising, equipment, planning and other areas		
4 th	<ul style="list-style-type: none">▪ Submit Quarterly EMPG report on or before due date▪ Promote projects from your LPT for 07/07/08 HS funding to submit to the Regional HS board to fund training, exercising, equipment, planning and other areas		

(15) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the above (14) EM Standards areas.

	Planned Activities	Action Taken	Comments
1st			
2nd			
3rd			
4th			

* While using this 2007 Work Agreement as a “quarterly report”, the table boxes will expand to allow your report of work in all areas. After completion of your report, space the tables to keep each completed section entirely on one page.