



2013 STRATEGIC PLANNING SCHEDULE

Overall Agency Priorities

1. Prepare for the 2013 Hurricane Conference
2. Coordinate the Adoption and Implementation of the Employee State of Emergency Work Assignment and Compensation Policy
3. Coordinate the Emergency Operations Center (EOC) Design Project
4. Coordinate the Development of a Disaster Recovery Plan
5. Receive and Integrate the Mobile Command Vehicle and the Mobile Satellite Trailer into Operations
6. Meet Regularly to Build out the Emergency Support Functions (ESFs)
7. Prepare for Emergency Management Accreditation Program (EMAP) Assessment
8. Take Personal Responsibility for Effective Communications (lateral and vertical)
9. Build Relationships (internal and external)

<u>ACTION</u>	<u>Ann Req</u>	<u>Update Due</u>	<u>New Item</u>	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>	<u>RP</u>
<u>ESF-01 TRANSPORTATION AND EVACUATION SERVICES</u>								
• EOP, ESF-01 Annex, ESF-01 Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-01 Annex, Appendix 1-1, Evacuation Coordination	X			X	X			DG
• EOP, ESF-01 Annex, Appendix 1-2, Transportation Assets Mgmt	X			X	X			DG
• EOP, ESF-01 Annex, Appendix 1-4 Re-Entry and Return Coord			X	X	X	X		DG
<u>ESF-02 COMMUNICATIONS AND WARNING SERVICES</u>								
• EOP, ESF-02 Annex, ESF-02 Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-02 Annex, Appendix 2-2, Interoperable Communications		X		X	X			DH
<u>ESF-03 PUBLIC WORKS AND ENGINEERING SERVICES</u>								
• EOP, ESF-03 Annex, ESF-03 Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-03 Annex, Appendix 3-1, CF Rest Priorities Coordination	X			X	X			DG/DS
• EOP, ESF-03 Annex, Appendix 3-2, Render Safe Teams	X			X	X			DG/DS
• EOP, ESF-03 Annex, Appendix 3-3, Damage Assessment	X			X	X			DG
• EOP, ESF-03 Annex, Appendix 3-3, Tab D, Damage Assmnt Trng			X	X (J)				DG
• EOP, ESF-03 Annex, Appendix 3-5, Road Clearing Priorities	X			X	X			DG/DS



<u>ACTION</u>	Ann Req	Update Due	New Item	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	RP
<u>ESF-04 FIRE FIGHTING SERVICES</u>								
• EOP, ESF-04 Annex, ESF-04 Job Aid Notebook Build Out		X		X	X	X		JR/KB
<u>ESF-05 EMERGENCY MANAGEMENT SERVICES</u>								
• Strategic Plan		X		X (J)				CS
• Strategic Plan, Annex C, Annual Goals and Objectives	X						X (D)	DJ
• COG Plan		X		X	X			CS/DJ
• COOP Base and Annexes	X			X	X			KB
• EOP, ESF-05 Annex, Appendix 5-2, Mutual Aid Coordination	X			X	X			KB
• EOP, ESF-05 Annex, Appendix 5-4, Stabilization Strategy	X			X	X			JR
• EOP, Incident Annex A, Hurricane Incident Management	X			X	X			DJ
• EOP, Incident Annex B, Bridge Disruption Incident Management	X			X	X			CS
• EOP, Incident Annex C, Catastrophic Incident Management		X				X		DJ
• EOP, Incident Annex D, Terrorism Incident Management		X				X		DJ
• EOP, Incident Annex E, Biological Incident Management		X				X		DJ
• EOP, Incident Annex F, Cyber Incident Management		X				X		DJ
• EOP, Incident Annex G, Radiological Incident Management		X				X		DJ
• EOP, Support Annex B, Private Sector Coordination		X				X		KB
• EOP, Support Annex C, Worker Health and Safety		X				X		KB
• EOP, Support Annex F, EOC Staff Manual	X			X	X			JR
• Duty Officer Field Operations Guide					X (J)		X (D)	KB
• CEMA Standard Operating Procedures	X						X	KB
<u>ESF-06 MASS CARE AND SHELTERING SERVICES</u>								
• EOP, ESF-06 Annex, ESF-06 Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-06 Annex, Appendix 6-1, Mass Care and Sheltering			X	X	X	X		JR
• EOP, ESF-06 Annex, Appendix 6-2, CWFS Coordination	X			X	X			JR
• EOP, ESF-06 Annex, Appendix 6-3, Mass Feeding Coordination			X	X	X	X		JR



<u>ACTION</u>	Ann Req	Updte Due	New Item	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	RP
<u>ESF-07 LOGISTICS AND RESOURCE SERVICES</u>								
• EOP, ESF-07 Annex, ESF-07 Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-07 Annex, Appendix 7-1, Disaster Vol Asst & Mgmt		X				X		KH
• EOP, ESF-07 Annex, Appendix 7-3, VOAD/CCOAD Coord			X	X				DS
• EOP, Support Annex D, Appendix 4, Tab C, Fuel Consumption Rates	X			X	X			DS
<u>ESF-08 HEALTH AND MEDICAL SERVICES</u>								
• EOP, ESF-08 Annex, ESF-08 Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-08 Annex, Appendix 8-1, Special Needs	X			X	X			JR
• EOP, ESF-08 Annex, Appendix 8-2, Health and Medical Services		X		X	X			JR
• EOP, ESF-08 Annex, Appendix 8-3, Health Care Facility Coordination		X		X	X			JR
• EOP, ESF-08 Annex, Appendix 8-4, Crisis Counseling Coordination			X	X	X	X		JR
• EOP, ESF-08 Annex, Appendix 8-7, Nursing Homes	X			X	X			JR
• EOP, Incident Annex H, Mass Casualty Incident Management			X	X	X			DJ
<u>ESF-09 SEARCH AND RESCUE SERVICES</u>								
• EOP, ESF-09 Annex, ESF-09 Job Aid Notebook Build Out		X		X	X	X		JR/KB
<u>ESF-10 HAZARDOUS MATERIALS SERVICES</u>								
• EOP, ESF-10 Annex, ESF-10 Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-10 Annex, Appendix 10-1, Hazmat ERP	X			X	X			AC
<u>ESF-11 NATURAL, CULTURAL AND AGRICULTURE SERVICES</u>								
• EOP, ESF-11 Annex, ESF-11A Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-11 Annex, ESF-11B Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-11 Annex, ESF-11C Job Aid Notebook Build Out		X		X	X	X		JR/KB
• EOP, ESF-11 Annex, Appendix 11-1, Animals in Disasters		X		X (J)				KB
• EOP, ESF-11 Annex, Appendix 11-2, Food and Water Coord			X	X	X	X		DS
• EOP, ESF-11 Annex, Appendix 11-3, NCH Coordination			X	X	X	X		JR



<u>ACTION</u>	Ann Req	Updte Due	New Item	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	RP
<u>ESF-12 UTILITY (ENERGY) SERVICES</u>								
• EOP, ESF-12 Annex, ESF-12 Job Aid Notebook Build Out		X		X	X	X		JR/KB
<u>ESF-13 LAW ENFORCEMENT SERVICES</u>								
• EOP, ESF-13 Annex, ESF-13 Job Aid Notebook Build Out		X		X	X	X		JR/KB
<u>ESF-14 HAZARD MITIGATION AND LONG TERM RECOVERY PLANNING</u>								
• Disaster Recovery Plan		X	X	X	X	X	X	DJ
<u>ESF-15 EXTERNAL AFFAIRS SERVICES</u>								
• EOP, ESF-15 Annex, Appendix 15-1, JIS Coordination	X			X (J)				KH
• EOP, ESF-15 Annex, Appendix 15-3, DAPS	X			X (J)				KH
<u>TRAINING AND EXERCISE PROGRAM</u>								
• EOP, ESF-05 Annex, Appendix 5-5, NIMS Matrix	X						X	JR
• EOP, Support Annex E, Appendix 4, Annual Training & Ex Objectives	X (D)						X (D)	JR
• EOP, Support Annex E, Training and Exercise		X				X		JR
• Evacuation Assembly Area Orientation Exercise	X		X		X			DG/JR
• Damage Assessment Team Training	X		X	X	X	X	X	DG/JR
• Damage Assessment Team Exercise	X		X		X			DG/JR
• Special Needs Plan Orientation Exercise	X		X		X			JR
• Disaster Finance Training	X		X	X	X			KB/JR
• COOP Sharepoint Training	X		X	X (J)				KB
• COOP Exercise	X		X	X (J)				KB/JR
<u>CHATHAM COUNTY CITIZEN CORPS COUNCIL PROGRAM</u>								
• Establish an Active Citizen Corps Council			X	X				KH
• Establish Trng for CERT Vols (Animal Hndlng, Shelter Ops, PODs)	X			X				KH
• Create a More Detailed Video Highlighting the CERT Program			X	X				KH
• Train at Least 60 New Volunteers in the CERT Program	X			X	X	X	X	KH
• Continue to get CERT and VIPS active in COAD	X			X	X	X	X	KH

General Requirements Applicable to All ESFs and Program Elements (Job Aids)

- Develop a Communication Protocol with all ESF Partners
- Develop Pre- and Post- Priorities
- Determine Needs to Meet Priorities
- Inventory Equipment and Supplies by NIMS Type and Mode
- Determine Logistical Requirements for Response (Identify Gap)
- Develop a Roster of ESF Personnel to Support the EOC
- Maintain Appropriate Records of Costs (Disaster Finance)
- Plan to Integrate State and Federal Support into Local Program
- Coordinate Information Dissemination Through the JIC
- Collect Information for Situation Reports, IAPs, and Damage Assessment

General Requirements Applicable to All ESFs and Program Elements (Other Locations)

- Meet Regularly to Build Out the ESF (as determined by the ESF Task List)
- Train ESF Personnel to NIMS Matrix
- Participate in Exercises and Training to Validate the ESF
- Identify Possible Mitigation Measures Specific to the ESF Program Element



THIS PAGE INTENTIONALLY BLANK