

INSTRUCTIONS FOR COMPLETING 2006 PLAN OF WORK

Effective November 1, 2005

A county emergency management program should consist of activities in six functional areas:

1. Planning
2. Training
3. Exercising
4. Outreach
5. Program Administration
6. Local Program Initiatives

1. Planning

- 1.10 A policy decision has been made to transition the state Emergency Operations Plan to the National Response Plan format. In order for county plans to be consistent with the state plan as required by State Statute, the process of converting the County Emergency Operations Plan to the County Response Plan will continue through FFY 2006, at which time the County Emergency Operations Plan will be discontinued. After the conversion is complete, the County Emergency Response Plan will consist of the Basic Plan and 15 Emergency Support Functions (ESFs). Additional Support Annexes and Hazard-Specific Incident Annexes may be added as development proceeds.

In the aftermath of Hurricane Katrina, the Governor directed that we complete a comprehensive review of our operational plans and to focus on the ability to evacuate the state's 12 largest cities. That review indicated the need for additional planning in those areas. The draft Federal EMPG Guidance contains instructions for grant recipients to conduct Regional and Catastrophic planning. The most efficient way to address these new planning initiatives is to include them in the transformation of the state and county Emergency Operations Plans to the National Response Plan format. The Basic Plan and ESF #2 Communications have already been issued. The Division will develop guidance for the revision of these parts of the plan to include these new planning elements. The results of the plan review conducted for the Governor placed heavy emphasis on ESF#1 Transportation and on ESF #6 Mass Care, Housing and Human Services as being key in facilitating Mass Evacuation. Accordingly, ESF #1 and ESF #6 will receive priority attention. Guidance for these ESFs will be delivered to the counties in the first half of the year. Substantial work has been done on the guidance for ESF #5 Emergency Management, ESF # 7 Resource Support, ESF #10 Oil and Hazardous Materials Response, ESF #11 Agriculture and Natural Resources, and ESF #15 External Affairs. The guidance for these ESFs will be delivered during the first half of the year.

The guidance for ESF # 3 Public Works and Engineering, ESF #4 Firefighting, ESF #8 Public Health and Medical Services, ESF #9 Urban Search and Rescue, ESF #12 Energy, ESF # 13 Public Safety and Security, and ESF # 14 Long-Term Community Recovery and Mitigation will be delivered during the second half of the year. When completed, the Basic Plan and the Emergency Support Functions will address the 36 capabilities on the Target Capabilities List contained in the National Preparedness Guidance.

It will not be necessary to obtain signatures for the body of the ESFs at this time.

Counties will have 120 days to complete developing an Emergency Support Function after the planning template is issued.

The Basic Plan and ESFs will remain in draft form until the County Emergency Response Plan is completely developed (expected by the end of FFY 2006). In the interim, county directors will need to maintain, at a minimum, contacts and phone numbers in the County Emergency Operations Plan. For FFY 2006, full-time county directors will be expected to update at least 6 of the 12 EOP annexes. Part-time directors will be required to update a minimum of 3 of the 12 EOP annexes.

To reiterate, the 2006 EMPG guidance and the 2006 NIMS requirements call for state and local governments to conduct Regional Planning and Catastrophic Planning. As indicated in the report to the Governor, WEM will develop Regional Planning guidance based on the WEM Regions. This guidance will build upon existing structures and organizations, as much as possible, and will be included in the transformation of the state and county EOPs to the NRP format. This effort will entail greater planning among counties than in the past and involve forming Regional Planning Groups that include the key response agencies and disciplines. The counties in the Regional Planning Groups will need to share operational procedures and resource information in order to have an effective response.

Catastrophic Planning will be based on the concept of mutual aid between Regions with one or more Regions providing assistance to the affected Region. Catastrophic Response will be based on the Levels of Activation in the Basic Plan and will normally begin to take place at activation Level 2. In Catastrophic Response, counties should consider response and recovery activities taking place on the following time line:

Initial Response	Up to the first 72 hours
Extended Response	Up to the first 60 days
Short Term Recovery	The first year
Long Term Recovery	Two years or longer

Catastrophic Planning will begin in the second half of the grant year. Additional guidance for Catastrophic Planning will be issued in a forthcoming Information and Guidance Memo.

- 1.11 All EOP update submissions must include the appropriate Transmittal Sheet, signed by the County Emergency Management Director, and a current signature page from the body of the annex. At a minimum, the signature page must include the signatures of the County Emergency Management Director and that of the County Board Chair, County Executive or Administrator as applicable. The County Emergency Alert System (EAS) plan will be an attachment to Annex B, Communications and Warning.
- 1.12 County LEPCs are required to annually update the EPCRA County-wide Hazardous Materials/Strategic Plan in the first reporting period of FFY 2006. The Countywide Hazardous Materials/Strategic Plan updates must be in accordance with Information and Guidance Memo 09-02-02 regarding the Strategic Plan certification checklist. This update shall include a properly executed Plan Transmittal Sheet and Plan Review Guide.
- 1.13 The County Hazard Analysis is a stand-alone document and must be updated on an annual basis. The update of the County Hazard Analysis shall incorporate by reference, or inclusion, the appropriate portions of the EPCRA County-wide Hazardous Materials /Strategic Plan which details information regarding specific

hazardous materials risks. Update of the Hazard Analysis is a critical component of an all-hazards mitigation plan. In order to comply with the NIMS requirements, counties will complete the NIMCAST during the grant year.

- 1.14 Risk counties who are required to participate in Radiological Emergency Preparedness (REP) Planning will revise and update Annex I quarterly as per NUREG-0654. Other required REP activities will be completed as directed on the Plan of Work.
- 1.15 All county LEPCs are required to make reasonable progress on the development of new off-site facility plans. All certified planning facilities on the state database that do not have an off-site plan at the time the grant formula is determined must have a plan scheduled for completion in that year's plan of work. Plans to be developed must be listed by facility name in the appropriate six-month reporting period on the Plan of Work form and the Plan Development Attachment sheet. All county LEPCs are encouraged to update all existing off-site plans and plans should be updated in no less than a 4-year cycle. During the ESF/EOP transition, the county LEPCs may negotiate plan updates on a less than four-year update cycle for the 06-grant period.

Actual plan development and plan update numbers will be negotiated between the Regional Director and the County Director. County directors will be asked to update at least 15% of the total plans appearing on the WEM planning facility database. County directors should focus on critical updates for those facilities with changes to chemical inventories and that have vulnerability zones affecting large numbers of people. All new plan submissions and plan updates shall include a properly executed Plan Transmittal Sheet and Plan Review Guide.

- 1.16 In the Plan of Work, counties should list other local planning activities as applicable to reflect a complete scope of emergency planning. This should include, but is not limited to, such items as development or updates of all-hazard mitigation plans, municipal plans, individual agency plans, RACES/ARES Plans, Hydroelectric Facility Plans, EPCRA Facility On-Site Plans, or the plans for the development of local Hazmat Response Teams.

2. Training

- 2.10 New county Emergency Management Directors are required to attend and complete the New Directors Educational Series as negotiated with the Regional Director in the Plan of Work.
- 2.11 All emergency management employees are encouraged to complete any of the currently available FEMA independent study courses. FEMA correspondence courses may be downloaded and test results submitted online at <http://training.fema.gov/EMIWEB/IS>.
- 2.12 It is required that every EMPG-supported employee completes at least one (1) emergency management training course in 2006. Courses that WEM will offer in FFY 2006 are outlined in the grant application, and should be noted on the Plan of Work form, under the Training Section.
- 2.13 Those counties that are developing, or intend to develop, an all-hazards mitigation plan are required to attend a hazard mitigation planning workshop in FFY2006. In addition to the courses that are listed, additional training may be offered by WEM as new courses are developed, made available, or requested.

- 2.14 Counties are encouraged to provide a listing of any local training initiatives, either received or offered, as part of the Plan of Work under the Training Section. These could include, but are not limited to, such things as tornado spotters training, terrorism, school safety training, Flood Insurance Workshops, Hazard Mitigation Workshops, specialized Law Enforcement, Fire or EMS training, First Aid, and CPR, as well as local hazmat training.

Counties who participate in plume pathway planning for nuclear power plants are required to complete the following training related to their response role in accordance with NUREG-0654:

- Emergency Worker
- Emergency Operations Center Staff
- Reception Center Staff
- Shelter Center Staff
- Radiological Officer
- Emergency Alert System Training
- Communications Officer and/or Dispatch Training
- Traffic and Access Control Worker Training
- Transportation Worker (Bus Driver) Training
- MS-1 Facilities and Transportation Training

- 2.15 Every effort should be made by the counties to recruit participants for WEM-sponsored courses from all areas of the Emergency Management community. In order to satisfy NIMS requirements counties should continue to have local officials and local responders complete IS-700 and IS-800. In addition local officials and local responders should continue to take ICS-100 and ICS-200. Local officials and local responders responsible for managing the response should complete ICS-300.

- 2.16 Anticipated attendance at EMI courses by Emergency Management Directors, as well as by local officials, should also be noted in your Plan of Work. Submit your application form FEMA 75-5 (dated July 2000), through the regional office, during the open enrollment period as specified below:

For Courses Beginning:	Application Period:
October 1, 2005 – March 30, 2006	May 1 – June 30, 2006
April 1 – September 30, 2006	November 1 – December 31, 2006

Application forms are available from FEMA's web site:
www.training.fema.gov/emiweb/EMICourses.

- 2.16 All county directors will be required to attend a one day training session on the Homeland Security Exercise and Evaluation Program (HSEEP) during the first reporting period. At least one session per region will be scheduled.

3. Exercising

- 3.10 FFY 2006 is the second year of a three (3) year exercise cycle. In order to meet requirements, the Plan of Work for FFY 2006 will require counties to exercise their EOP. This will be accomplished in accordance with the three-year exercise program and concentrates on tabletop, functional and full-scale exercises and in accordance with Information & Guidance Memo (I&G) 08-03-05.

Counties involved in terrorism planning are encouraged to develop a specific terrorism exercise program to test and validate the county anti-terrorism plan.

Exercises involving hazardous materials must be incorporated into the exercise program at least once during the three-year cycle.

- 3.11 At least one exercise is required per county, per year (tabletop, functional, or full scale). For full-scale exercise credit, the full scale must be based on the themes established by a jurisdiction in previous tabletops and functional exercises.
- 3.12 The eight Critical Functions are broken down into Critical Tasks. Exercises should be developed in a manner that will incorporate as many of these Critical Functions and Critical Tasks as possible.
- 3.13 Counties are to follow Information and Guidance (I&G) Memo 08-03-05 for the development and execution of exercises.
- 3.14 The Regional Directors as well as the Exercise Training Officer and other central staff are available to assist in exercise development. All county exercises should be developed for specific local potential disaster situations as identified in the local hazard analysis.
- 3.15 All exercise forms and documentation shall be submitted to the Regional Office within 60 days of completion of the exercise. The Regional Director will forward copies of the documentation to the Exercise Training Officer.
- 3.16 Counties seeking exercise credit for an actual occurrence must submit an HSEEP after action report to the Regional Office, including supporting documentation, within 90 days of the conclusion of the emergency response effort.

4. Outreach

- 4.10 A continued emphasis will be placed on the expansion of public education and emergency information activities. All program participants will develop a comprehensive Tornado Awareness Campaign which will include, at a minimum, at least three (3) of the following types of activities:
 - 1. Print Media Articles
 - 2. Broadcast Media Appearances
 - 3. Public Service Announcements (PSAs)
 - 4. School Visits
 - 5. Speaking Engagements
 - 6. Brochure Distribution

Counties involved in plume pathway planning for nuclear power plants are required to participate in media information days or media mailings in accordance with NUREG-0654.

Program participants are encouraged to incorporate a mitigation element into public education and emergency information activities.

Public information campaigns should also contain information to inform responders and the public of the need to have a personal emergency preparedness plan for themselves and their families.

- 4.11 All EMPG supported counties shall conduct one additional Public Education Campaign addressing the need for first responders and individuals to have an emergency plan for themselves and their families. The campaign shall include, at a minimum, three (3) of the six (6) types of activities as noted in Section 4.10 above. WEM will develop materials to assist the counties in developing this campaign.

- 4.12 All county LEPCs receiving EPCRA Grant funds shall conduct an EPCRA Outreach Campaign. Methods used in the outreach effort should be noted in the bi-annual report.
- 4.13 All county LEPCs are required to publish the EPCRA Annual Notice of Public Availability, as required in Section 324 of the Federal Act and as noted in SERB Information and Guidance Memo 11-01-90.
- 4.14 Verification of public education activities is required. Copies of print media articles, PSA scripts and related materials should be retained at the local Emergency Management Office. A narrative summary of all Public Education and Emergency Information activities shall be submitted with each bi-annual report. Existing state and federal materials can be utilized and may be modified to reflect local needs.

5. Program Administration

- 5.10 All directors must attend scheduled regional meetings unless specifically excused.
- Local Emergency Planning Committees receiving EPCRA Grant funding are required to meet during the grant year and hold a minimum of one (1) meeting with additional meetings at the call of the LEPC Chair, unless otherwise negotiated with the Regional Director. Copies of LEPC agendas and meeting minutes must be submitted to the appropriate Regional Office.
- 5.11 Those counties intending to receive EMPG and/or EPCRA funding must submit letters of intent, applications, reports, and billings within designated time frames. These requirements are established on the Plan of Work and referenced in the grant policy. EMPG billings and progress reports will be on a bi-annual basis and are due in the Regional Office within ten (10) working days after the close of each six month reporting period.
- 5.12 The bi-annual Plan of Work Progress Report covering EPCRA and/or EMPG accomplishments must be submitted in order to effect the processing of EMPG claims.
- Failure to submit the bi-annual report within ten (10) working days after the close of the 6-month reporting period will delay processing of any payments and may result in a recommendation for the loss or the withholding of EMPG or EPCRA funds.
- 5.13 When the state obtains a Presidential Emergency or Presidential Major Disaster Declaration, the affected counties may have to amend their Plan of Work to accommodate the administrative requirements of the declaration.
- 5.14 As part of the annual Plan of Work, counties are required to certify LEPC Administrative Requirements. This includes certification of the existence and/or modifications to the following:
- LEPC By-Laws
 - Appointment of Designated Emergency Coordinator
 - Appointment of Coordinator of Information
 - Appointment of Officers
 - Procedures for Establishing 302, 311 and 312 Files
 - Procedures for Establishing 304 Report Files
 - Procedures for Receiving and Processing Public Requests

- Procedures for LEPC Notification of a Release
- Procedures for Review of Hazmat Response Expenditures
- Update of the LEPC Membership List
- Designation of LEPC Inspector

The documents that set out these administrative requirements must be on file at the appropriate Regional Office and at a minimum, must be reviewed annually.

Any modifications or updates to these documents must be noted in the Plan of Work and submitted with the progress report or within the reporting period in which the changes or corrections were made.

LEPC membership updates shall be submitted whenever new appointments are made, as per Information and Guidance Memo 10-03-01.

- 5.15 County LEPCs are required to review and submit corrections to the state database when made available. Database reviews should include chemical information for both planning and reporting facilities. Corrections should note additions or deletions in accordance with SERB Information and Guidance Memo 08-02-94.
- 5.16 County LEPCs shall pursue local compliance actions as necessary, and if deemed appropriate, compliance referrals will be made to WEM. The LEPC will assist WEM compliance staff in compliance actions as requested.
- 5.17 County LEPCs are required to take all actions necessary to insure the implementation of the local emergency response plan in the event of a spill or release.
- 5.18 Counties receiving EMPG funds or other funds from the DHS Office of Domestic Preparedness must ensure the adoption of NIMS at the community level and establish a NIMS baseline. Additional guidance on establishing the baseline will be forthcoming.

6. Local Program Initiatives

- 6.10 A complete list of local programs will provide the state and federal government with the ability to conduct a review of the breadth and scope of specific county/municipal emergency management programs. The county should list local program initiatives that enhance and give a complete picture of the overall emergency management program. These should be areas or programs where the county does considerable planning, developmental work or holds regular meetings.

Counties involved in plume pathway planning for nuclear power plants must perform inspections, operational checks, calibrations, and drift checks of all radiation detection instrumentation in accordance with Department of Health and Family Services—Radiation Protection Unit instrumentation and dosimetry policies. In addition, these counties must work with the nuclear utility to maintain alert and notification systems for the 10-mile emergency planning zone. This includes monthly siren operability tests and routine checks of tone alert radios and other special notification systems.

- 6.11 Counties interested in applying for a Planning or Project Grant under the Pre-Disaster Mitigation (PDM) program, Flood Mitigation Assistance (FMA) Program or the Hazard Mitigation Grant Program (HMGP) will be required to submit the application within the specified deadlines. Counties receiving a grant are required to submit quarterly reports and proper documentation for requesting reimbursement. Only those

counties or communities with a WEM and FEMA approved Flood Mitigation Plan are eligible to apply for a FMA Project Grant. Counties or communities receiving a HMGP Project Grant will be required to develop an all-hazard mitigation plan. Effective November 1, 2004, only those counties or communities with a WEM and FEMA approved all-hazard mitigation plan will be eligible to receive a PDM or HMGP Project Grant.

- 6.12 Counties interested in applying for an HMEP Planning Grant should list it under Local Program Initiatives section. Grant application information will be made available through WEM.
- 6.13 Verifications of listed local program initiatives should be retained at the local emergency management office. A summary of local program initiatives should be included as a part of the written narrative submitted with each bi-annual report.

Additional Instructions:

Work activities for the fiscal year are to be listed under each functional area. The work period of the fiscal year in which the work activity will be carried out must be listed in the space provided. Space is provided on the right side of the form to report on the status of the listed work activity or to note when the project was completed and submitted to the Regional Office.

The cover page with the appropriate signatures must be used when submitting the original annual Plan of Work. When the Plan of Work form is used as a bi-annual progress report, signature blocks are provided on a separate form for each of the six-month work periods at the end of the Plan of Work document. Bi-annual progress reports submitted without the signature of the chief executive and County Director will be considered invalid, and approval of work activity credit will be held until the signature page is properly executed.

The Plan of Work/Progress Report and narrative statement must identify work period goals in measurable terms (numbers, amounts, times, dates). A written explanation must be given for each work element listed in a given work period. This explanation needs to provide the date that the work element was completed and/or submitted to the Regional Office for review or the date a meeting was held or attended.

The annual Plan of Work agreement shall be submitted to your Regional Director for regional review and concurrence. Additions, amendments, corrections and deletions may be handled by correspondence, telephone or with an on-site visit with **final submission to your Regional Director no later than November 30, 2005.**

Emergency Management Performance Grant

and

**EPCRA
Planning and Administration Grant**

FFY 2006 PLAN OF WORK AGREEMENT AND PROGRESS REPORT

_____ **County**

This transmits the Annual Plan of Work Agreement for FFY 2006. We understand that continued receipt of Federal Funds under the Emergency Management Performance Grant and State Funds under the EPCRA Planning and Administration Grant is dependent upon the completion of the work activities detailed in this agreement as a performance contract on the part of the County and the Local Emergency Planning Committee.

County Director

Date

Chief Executive Officer

Date

LEPC Chair

Date

I. Plan Development & Operations	Scheduled	Submitted
1. Basic Plan		
2. Direction and Control (Annex A)		
3. Warning & Communications (Annex B)		
4. Resource Management (Annex C)		
5. Law Enforcement (Annex D)		
6. Evacuation & Shelter (Annex E)		
7. Human Services (Annex F)		
8. Public Works/Engineering (Annex G)		
9. Health and Medical (Annex H)		
10. Radiological Protection (Annex I)		
11. Public Information & Education (Annex J)		
12. Fire and Rescue (Annex K)		
13. Damage Assessment & Recovery (Annex L)		
14. Update EOP Table of Contents		
15. Update EOP Acronyms		
16. Update EOP Legal Basis		
17. Update of EOP Call List		

MIGRATION TO COUNTY RESPONSE PLAN AND ESF'S (FY05-FY06)

Draft Basic Plan for County Response Plan (eventually will replace EOP Basic Plan)	1	
Draft Emergency Support Function #2: Information Technology and Telecommunications	1	
Draft Emergency Support Function #1: Transportation	1	
Draft Emergency Support Function #5: Emergency Management	1	
Draft Emergency Support Function #6: Mass Care, Housing and Human Services	1	
Draft Emergency Support Function #7: Resource Support	1	
Draft Emergency Support Function #10: Oil and Hazardous Materials Response	1	
Draft Emergency Support Function #11: Agriculture and Natural Resources	1	
Draft Emergency Support Function #15: External Affairs	1	
Draft Emergency Support Function #3: Public Works and Engineering	2	
Draft Emergency Support Function #4: Firefighting	2	
Draft Emergency Support Function #8: Public Health and Medical Services	2	

Draft Emergency Support Function #9: Urban Search and Rescue	2	
Draft Emergency Support Function #12: Energy	2	
Draft Emergency Support Function #13; Public Safety and Security	2	
Draft Emergency Support Function #14: Long-Term Community Recovery and Mitigation	2	
Regional Planning	1	
Catastrophic Planning	2	

Hazard Analysis	Scheduled	Submitted
Update of County Hazard Analysis		
Complete the NIMCAST		

Mitigation	Scheduled	Submitted
Pre-disaster Mitigation Grant (Selected Counties)		
Flood Mitigation Assistance (FMA) Grants (Selected Counties)		
Hazard Mitigation Grant Program (HMGP) (Selected Counties)		
County Mitigation Plan (Selected Counties)		

LEPC Planning Initiatives/Requirements	Scheduled	Submitted
1. Update EPCRA County-Wide Hazardous Materials/Strategic Plan	1	
	Number	Submitted
2. The Number of New EPCRA Off-Site Plans that will be developed: a. First 6-Month Period (<i>list plans</i>) b. Second 6-Month Period (<i>list plans</i>)		
3. The number of EPCRA Off-Site Plans that will be updated: a. First 6-Month Period (<i>list plans</i>) b. Second 6-Month Period (<i>list plans</i>)		

Municipal Planning:	Scheduled	Submitted
Develop/Update Municipal Plan for: (Optional)		

II. Training	Scheduled	Completed
Basic PIO G-290 B	TBD	
Advanced PIO G-290 A	TBD	
Disaster Response and Recovery Operations G-385	1-10-06	
Effective Communications G-242	1-23-06	
Hazmat Technician	1-23-06	
Leadership and Influence G-240	1-25-06	
Decision Making G-241	1-27-06	
Preparedness and Response to Agricultural Terrorism MGT 322 – Subject to Funding	1-31-06	
CAMEO Train-the-Trainer		
Hazmat Technician	2-3-06	
Enhanced Threat and Risk Assessment MGT 315 – Subject to Funding	2-8-06	
Evacuation Planning G-615	2-9-06	
CAMEO LSU MGT-320 Basic – Subject to Funding	2-21-06	
Responding to WMD Incidents PER-210 – Subject to Funding	2-21-06	
Emergency Response to Domestic Biological Incidents PER-220 – Subject to Funding	3-7-06	
WMD Tactical Commanders Course MGT-321 – Subject to Funding	3-7-06	
Hazmat Technician	3-13-06	
WMD Crime Scene Management AWR-103 – Subject to Funding	3-28-06	
WMD Hazmat evidence Collection PER-201 – Subject to Funding	3-29-06	
Governor's Conference on Emergency Management	4-4&5-06	
EOC Operations G-275	4-4-06	
EMS Operations and Planning for WMD PER-112 – Subject to Funding	4-18-06	

CAMEO for Responders	5-1-06	
Managing Civil Actions in Threat Incidents Protester Devices PER-202 – Subject to Funding	5-2-06	
Hazmat Technician	5-15-06	
WMD Radiological/Nuclear Response Operations PER-240 – Subject to Funding	5-16-06	
WMD Radiological/Nuclear Awareness TTT AWR-103 TTT – Subject to Funding	5-19-06	
Hazmat Technician	TBD	
CAMEO for Planners	TBD	
Debris Management G-202	TBD	
WMD Tactical Operations PER-221 – Subject to Funding	TBD	
WMD Tactical Operations PER-221 – Subject to Funding	TBD	
Exercise Design and Evaluation G-210 and G-130 – Subject to Funding	TBD	
Exercise Design and Evaluation G-210 and G-130 – Subject to Funding	TBD	
Exercise design and Evaluation G-120 and G-130 – Subject to Funding	TBD	
I-300 ICS Intermediate – Subject to Funding	TBD	
I-300 ICS Intermediate – Subject to Funding	TBD	
I-400 ICS Advanced – Subject to Funding	TBD	
I-200 ICS Basic – Subject to Funding	TBD	
I-200 ICS Basic – Subject to Funding	TBD	
Mitigation Planning Workshop	TBD	
New Directors Module A Disaster response and Recovery	12-21-05	
New Directors Module B EPCRA	3-22-06	
New Directors Module C Exercise and Training	6-21-06	
New Directors Module D Planning	9-2-06	

II. Training Continued	Scheduled	Completed
Required REP Training: (Selected Counties) Emergency Worker EOC Staff Reception Center Staff Shelter Staff Radiological Officer EAS Communications Officer/Dispatchers Traffic and Access Control Worker Transportation Worker (Bus Driver) MS-1 Facilities and Transportation		

III. Exercising	Scheduled	Conducted
Table Top Exercise (Check as Appropriate) Natural Hazard _____ Technological Hazard _____ National Security/Terrorism Hazard _____		
Functional Exercise (Check as Appropriate) Natural Hazard _____ Technological Hazard _____ National Security/Terrorism Hazard _____		
Full-Scale Exercise (Check As Appropriate) Natural Hazard _____ Technological Hazard _____ National Security/Terrorism Hazard _____		
Off-Site Notification Drills (Selected Counties)		
Communication Drills (Selected Counties)		
MS-1 Facility and Transportation Drills (Selected Counties)		

IV. Public Education/Emergency Information	Scheduled	Completed
Tornado Awareness Campaign (Mandatory): (List 3 or more activities comprising the campaign) 1. 2. 3.		
Individual Disaster Plan Campaign (Mandatory): (List 3 or more activities comprising the campaign) 1. 2. 3.		
EPCRA Outreach Campaign (Mandatory): (List activities comprising the campaign) 1. 2. 3.		
Media Information Days/Media Mailings (Selected Counties)		

V. Program Administration	Scheduled	Submitted
EMPG Grant Application (FFY06)	1	
EPCRA Grant Application (FFY06)	1	
EMPG & EPCRA Grant Letter of Intent (Due May 1)	2	
Mid-Year and Final EMPG Billings/ POW Progress Reports: Due in Regional Office April 17 Due in Regional Office October 16	1 2	
Conduct County LEPC Meeting(s): <i>Agendas and Meeting Minutes must be sent to the Regional Office</i> (List Anticipated Date(s))		
Attend Scheduled Regional Meetings: October, 2005 November, 2005 December, 2005 January, 2006 February, 2006 March, 2006 April, 2006 May, 2006 June, 2006 July, 2006 August, 2006 September, 2006	1 1 1 1 1 1 2 2 2 2 2 2	

Annual LEPC Administrative Requirements	Scheduled	Submitted
1. Update LEPC By-Laws		
2. Update Membership List To include: a. Appointment of Designated Emergency Coordinator b. Appointment of Coordinator of Information c. Appointment/Election of LEPC Officers		
3. Establish/Update Procedures for Review of HazMat Response Expenditures		
4. Designation of LEPC Inspector		
5. Publish Annual EPCRA Notice		

Review and Correct EPCRA Database Reports:	Date Accomplished
1. First Report Reviewed and No Changes Necessary Changes Submitted	
2. Second Report Reviewed and No Changes Necessary Changes Submitted	

Compliance Actions:	Check As Appropriate
1. Requested WEM Compliance Assistance Assistance Requested No Assistance Requested	
2. Assisted WEM With Compliance Actions Assistance Requested No Assistance Requested	

Implementation of County EPCRA Plans:	Check As Appropriate
1. Local Plans Implemented	
2. No Situations Requiring Plan Implementation	

VI. Local Program Initiatives	Scheduled	Submitted
REP Counties Only: Radiation Detection Instrumentation Checks & Calibrations Monthly Siren Operability Tests Alert Radio and Other Special Notification System Checks		
Calibrate Local Radiation Detection Instrumentation (Selected Counties Only)		
HMEP Planning Grant (Optional)		

**First Six-Month Report
Submission Signature Page**

Six-Month Progress Report:

County Director's Signature

Date

Chief Executive's Signature

Date

Regional Director's Signature

Date

6-Month Report Approved _____

6-Month Report Not Approved _____

Regional Director's Comments/Summary:

**12-Month Report
Submission Signature Page**

12-Month Progress Report:

County Director's Signature

Date

Chief Executive's Signature

Date

Regional Director's Signature

Date

12-Month Report Approved _____

12-Month Report Not Approved _____

Regional Director's Comments/Summary: