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# Project Plan

## Continuation of COG Professional, Technical, and Secretariat Support Contact Information

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Project Information: Included in Project Plan

Period of Performance: February 1, 2007 through February 1, 2008

**Grant Request: \$960,000**

Related Documents: This Project Plan is a critical part of the FY06 UASI process that was developed based on guidance documents from DHS and the SAA and earlier Concept Papers and Initiative plans

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## I. Project Summary

COG supports the COG Board of Directors, NCR Emergency Preparedness Council (EPC), Chief Administrative Officer's (CAO's) Committee, Regional Emergency Support Functions (R-ESFs) 1-15/Committees and others in a very broad mission. UASI funds are used to address Homeland Security and emergency preparedness activities to include priority needs and strengths identified through the program and capability evaluation. COG assists the State Administrative Agent's (SAA's) representative in the prioritization analysis. COG works with R-ESFs and others to develop Concept Papers/Initiative Plan Templates to address selected priority needs and strengths identified through gap analysis in the NCR and coordinates with the SAA throughout the UASI process to include assisting with Investment Justification. Once ODP approves projects, COG becomes the project manager for selected projects, provides support to R-ESFs/Committees and others in administering other projects, and provides coordination/communication link between R-ESFs/Committees/others and the SAA's representative and others. COG also works with private, non-profit, for profit and other organizations to address priority needs and strengths identified through the program and capability evaluation.

## II. Project Background

### A. Project Background

The Metropolitan Washington Council of Governments (COG) proposes under the Urban Area Security Initiative (UASI) to continue to provide Professional, Technical, and Secretariat Support to include Program Coordination for the National Capital Region Emergency Preparedness Council (NCREPC), for the Chief Administrative Officers (CAO) Committee in its UASI support and oversight role, and the supporting of the COG Committee/Regional Emergency Support Function structure serving as the lead for UASI funding process. The Professional, Technical, and Secretariat Support provided by COG assist the Senior Policy Group with ensuring that preparedness-planning efforts across the NCR are fully coordinated and appropriately integrated so that activities are consistent, non-duplicative, efficient and effective. COG will perform these services by providing a forum to convene, record, and support the coordination of regional preparedness efforts across the National Capital Region. In addition, COG will provide program support for certain UASI activities approved by the CAOs. This includes working with COG committees/regional emergency support functions to solicit concept papers, to develop projects, to present grant applications to CAO's, and to execute approved grants when appropriate.

COG has a long and distinguished history of facilitating regional agreements and plans, with a special focus on emergency planning and program coordination. Prior to September 11, 2001, more than twenty major regional agreements and plans had been adopted through COG, addressing problems related to snowstorms, water supply and drought, bioterrorism, transportation, energy, and other areas. These agreements and plans have been of great benefit to the region when responding to emergencies over the past two decades. In early 2005, COG led an effort that resulted in Congress approving legislation that enabled jurisdictions throughout the region to fully participate in mutual aid agreements and those documents are being put in place. Since September 11, 2001, COG has assisted the region in its greatly enhanced effort to prepare for and respond to regional emergencies by providing Professional, Technical, and Secretariat Support under its FY 2003, FY 2004, and FY 2005 UASI grants.

NCR Strategic Initiatives	DHS Target Capabilities & Performance Measures
<ul style="list-style-type: none"> <li>• 1.1.1 Develop and periodically update the strategic plan and related processes</li> <li>• 4.1.2 Align and integrate response plans across jurisdictions (including Federal partners), with emphasis on continuity of government, operations, and evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• COG supports the 37 DHS Target Capabilities and Performance Measures. The support includes but is not limited to convening subject matter experts to identify gaps, working with them to develop Concept Papers, Initiative Plans, and Project Plans to address the gaps, and to implement the plans once funds are approved for the projects.</li> </ul>

<ul style="list-style-type: none"> <li>• 4.3.1 Develop a regional resource management system for deployment and utilization of resources</li> <li>• 4.4.2 Align public, private and NGO resources with identified needs for response and recovery</li> </ul>	
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**B. Goals and Outcomes**

David Robertson, Executive Director, leads COG. He works for the COG Board of Directors made up of appointed and elected officials from throughout the region. All activities at COG come under the direction of the Board of Directors. COG staffs the Emergency Preparedness Council (EPC), made up of elected, appointed, and other local, state, and federal officials plus private and volunteer organizations that provides leadership and policy guidance in the emergency preparedness area. In addition, COG has the Chief Administrative Officer’s Committee that is made up of Chief Administrative Officers (CAO’s) from jurisdictions throughout the region. The Committee provides leadership and direction for Homeland Security and emergency preparedness efforts in the region. It provides supervision, guidance, and direction to the 15 R-ESFs/Committees. The CAO’s, Senior Policy Group (SPG), and the State Administrative Agent (SAA) work together to lead and implement the Urban Area Security Initiative in the NCR. COG also coordinates with Office of National Capitol Region Coordination on the NCR Strategic Plan and other matters.

**C. Project Managers**

The following individuals at the Metropolitan Washington Council of Governments are responsible for ensuring that the goals and objectives of this project are met.

- David Robertson, Executive Director, MWCOG
- Calvin Smith, Director of HSPPS, MWCOG
- Dave McMillion, Project Manager, MWCOG
- Other MWCOG Staff

**D. Project Assumptions**

The Metropolitan Washington Council of Governments will continue to serve local government constituents in the National Capital Region and that approximately the same level of jurisdictional funding will continue to be available to support the staff, the facility, and associated activities. Federal funding from the US Department of Homeland Security will continue to be provided through the Urban Area Security Initiative to the National Capital Region to enhance all hazards emergency preparedness. MWCOG Board of Directors will continue to be supportive on MWCOG’s participation in the Urban Area Security Initiative to enhance all hazards preparedness in the region.

**Scalability**

The metropolitan Council of Governments provides tremendous professional, technical, and secretariat support to local jurisdictions and others throughout the NCR. Recently when R-ESFs and RPWGs were prioritizing FY06 Concept Papers and Initiative Plans, they ranked the MWCOG initiative to provide support to the region at the top of a list of more than 100 projects. Some MWCOG staff and others find that the serve that MWCOG staff provides to local jurisdictions and others in the region is a bargain compared to what consulting firms would be

charging for the similar service. The administration of the Urban Area Security Initiative requires tremendous coordination and communications among all the players. The current level of MWCOG support is about the minimum required to achieve the desired results. Some R-ESFs would like additional MWCOG assistance with the Urban Area Security Initiative Program. A reduction in funding for MWCOG is not recommended and any reduction will adversely affect the coordination and communications needed to implement the Urban Area Security Initiative in the NCR.

### III. Project Approach

#### A. Activities

Continuation of COG Professional, Technical, and Secretariat Support	2. Baseline Value	1. Target Value
1. Provide professional, technical, and secretariat support to the Emergency Preparedness Council	90%	100%
2. Provide professional, technical, and secretariat support to the Chief Administrative Committee and its Homeland Security Executive Committee	90%	100%
3. Provide professional, technical, and secretariat support to more than fifty committees and subcommittees in the public safety area	90%	100%
4. Work in partnership with the State Administrative Agent and the fifteen Regional Emergency Support Functions to implement the UASI in accordance with DHS guidance	90%	100%
5. Work with the states, federal partners, private, and volunteer organizations to enhance communications, coordination, and emergency preparedness	90%	100%

#### B. Resources

COG has been existence for almost 50 years. It has a long, distinguished record of providing leadership and support for programs throughout the region. Fortunately, COG has most of the resources, processes, and tools in place to provide for the continuation of support to the NCR. In fact, COG is ideally suited to provide needed support to the region. COG has professional, trained staffs who already work with the 15 R-ESFs/Committees as well as a number of technical committees. The primary effort of most of these groups is focused on the enhancement of Homeland Security in the NCR. They have and continue to set up special groups to address specific Homeland Security matters. The processes are well established at COG to provide the needed support. For example, the SAA's representative recently needed a consultant to do facilitation and the COG staff was able to have the contract in place in less than three days. In the area of tools, COG has exceptional meeting room space with all the needed support equipment. The facility is centrally located on the Metro and is used on a continuing basis to support Homeland Security meetings. Finally, the resources, processes, and tools available at COG make it ideally suited to provide needed support in the NCR. Funding is necessary to continue and to enhance the current level of support to the region.

#### C. Deliverables

Project Deliverables			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
1. Coordinate, schedule & staff NCR EPC meetings to address National and NCR priorities to include UASI matters	COG Board, State and local officials from MD, VA, and DC and federal partners as well as private, for profit, non-profit, and volunteer organizations	Prepare meeting notes, research documents and action items addressing regional priorities; support EPC in decision making & in tracking and addressing action items	Meeting notes are normally prepared and distributed within 14 days of the meetings and action items are tracked and addressed IAW Chair guidance

Project Deliverables			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
2. Coordinate, schedule, & staff CAO's Committee meetings to address National and NCR priorities to include UASI matters	MD, VA, & DC CAO's meet with State and local officials from MD, VA, and DC and federal partners as well as private, for profit, non-profit, and volunteer organizations	Prepare meeting notes, research documents and action items addressing regional priorities; support CAO's in tracking & addressing action items; assist w/priorities/decisions	Meeting notes are normally prepared and distributed within 14 days of the meetings and action items are tracked and addressed IAW Chair guidance
3. Coordinate, schedule, & staff Emergency Managers (EM) Committee (R-ESF#5) meetings to address National and NCR priorities to include UASI matters	Local EM Directors from MD, VA, and DC meet with other R-ESFs, officials from MD, VA, and DC and federal partners as well as private, for profit, non-profit, and volunteer organizations	Prepare meeting notes, research documents and action items addressing regional priorities; support EM Committee in tracking and addressing action items; support decision making & priority setting	Meeting notes are normally prepared and distributed within 14 days of the meetings and action items are tracked and addressed IAW Chair guidance
4. Coordinate, schedule, & staff the Fire Chiefs Committee (R-ESF#4, 9, 10) meetings to address National and NCR priorities to include UASI matters	Local Fire Chiefs from MD, VA, & DC meet with subcommittee chairs, State and local officials and federal partners as well as private, for profit, non-profit, and volunteer organizations	Prepare meeting notes, research documents and action items addressing regional priorities; support Fire Chiefs in tracking and addressing action items; support decision making and priority setting	Meeting notes are normally prepared and distributed within 14 days of the meetings and action items are tracked and addressed IAW Chair guidance
5. Coordinate, schedule, & staff the Health Officials Committee (R-ESF#8) meetings to address National and NCR priorities to include UASI matters	Local Health Officers from MD, VA, & DC meet with subcommittees, State and local officials and federal partners as well as private, non-profit, and other organizations	Prepare meeting notes, research documents and action items addressing regional priorities; support Health Officials Committee in tracking & addressing action items/priority setting	Meeting notes are normally prepared and distributed within 14 days of the meetings and action items are tracked and addressed IAW Chair guidance
6. Coordinate, schedule, & staff the Police Chiefs Committee (R-ESF#13) meetings to address National and NCR priorities to include UASI matters	Police Chiefs from MD, VA, & DC meet with subcommittees, State and local officials and federal partners as well as private, non-profit, and other organizations	Prepare meeting notes, research documents & action items addressing regional priorities; support Police Chiefs in tracking and addressing action items & priority setting	Meeting notes are normally prepared and distributed within 14 days of the meetings and action items are tracked and addressed IAW Chair guidance
7. Coordinate, schedule, & staff the R-ESF and Regional Program Working Groups (RPWG) meetings to address National and NCR priorities to include UASI matters	All RPWG's brief the 15 R-ESFs and State and local officials from MD, VA, and DC and federal partners as well as private, for profit, non-profit, and volunteer organizations	Prepare meeting notes, research documents and action items addressing regional priorities; support leads in tracking and addressing action items; assist in priority setting & decision making	Meeting notes are normally prepared and distributed within 14 days of the meetings and action items are tracked and addressed IAW Chair guidance
8. COG maintains data bases that enable the NCR EPC, CAO's, SAA, and others to distribute information	The data bases are maintained by R-ESF for State and local officials from MD, VA, and DC and federal partners as well as	COG can deliver documents to representatives on all R-ESFs in a relatively short period of time and it can	Data bases are accurately maintained & records of documents sent and received are recorded in the data base by COG

Project Deliverables			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
to and receive information from the R-ESFs	private, for profit, non-profit, and volunteer organizations	receive and compile requested input in a timely manner; + COG web site	staff and are available to authorized individuals upon request
9. COG assist the SAA in setting up and administering the UASI process and in working with the R-ESFs to develop and execute initiatives	State and local officials from MD, VA, and DC and federal partners as well as private, for profit, non-profit, and volunteer organizations are included in the UASI process	COG works with R-ESFs and others to develop Concept Papers and other documents IAW established timelines established by the SAA or his representative; COG supports the UASI decision making process	COG will place Concept Papers and other documents on the COG web site and prepare notebooks containing these documents for the review process IAW with established timelines
10. Coordinate, schedule, & staff other support R-ESFs: Transportation (R-ESF#1), Communications (R-ESF#2), Water & Debris Mgt (R-ESF#3), Mass Care (R-ESF#6), Resource Support (R-ESF#7), Food (R-ESF#11), Energy (R-ESF#12), Media & Outreach (R-ESF#14), Donations & Vol Mgt (RESF#15), Correctional Chiefs Committee, & others to address priorities	Support R-ESFs representatives from local jurisdictions in MD, VA, and DC State and local officials from MD, VA, and DC and federal partners as well as private, for profit, non-profit, and volunteer organizations	For each of the additional 9 Support R-ESFs and others COG prepares meeting notes, research documents and action items addressing regional priorities; supports tracking and addressing action items; supports decision making; supports priority setting; and supports the R-ESFs in maintaining accountability	Meeting notes are normally prepared and distributed within 14 days of the meetings and action items are tracked and addressed IAW Chair guidance

#### D. Next Steps

Project Performance Measures	Baseline Value	Target Value
<ul style="list-style-type: none"> <li>Meet the needs of the NCR EPC Chair and its members in scheduling and staffing meetings and addressing action items (National and Regional priorities) and assist in maintaining accountability</li> </ul>	90%	100%
<ul style="list-style-type: none"> <li>Meet the needs of the Chair of the CAO's and its members in scheduling and staffing meetings and addressing action items (National and Regional priorities) and assist in maintaining accountability</li> </ul>	90%	100%
<ul style="list-style-type: none"> <li>Meet the needs of the Chairs of each of the 15 R-ESFs/others and their members in scheduling and staffing meetings and addressing action items (National and Regional priorities) and assist in maintaining accountability</li> </ul>	90%	100%
<ul style="list-style-type: none"> <li>Work with R-ESFs to prepare Concept Papers that they desire to develop to address identified Target Capability weakness and other</li> </ul>	90 %	100%

Project Performance Measures	Baseline Value	Target Value
items in accordance with established timeline (National and Regional Priorities)		
<ul style="list-style-type: none"> <li>Maintain a data base for R-ESFs/Committees so that information can be distributed in a timely manner when requested by the a chair</li> </ul>	90%	100%
<ul style="list-style-type: none"> <li>Prepare and submit monthly financial reports and quarterly program reports in accordance with guidance from the SAA's office</li> </ul>	90%	100%

## IV. Project Methodology

COG supports the 20 jurisdictions that make up the National Capital Region and works with them to address regional program and capability needs. COG promotes regional coordination and cooperation in emergency planning and preparedness. COG coordinates the regional collection of jurisdictional data for emergency preparedness projects. COG provides regional promotion and awareness of upcoming emergency preparedness events. COG promotes cross-disciplinary emergency preparedness communications. COG provides timely dissemination of emergency preparedness communications from the COG Board, SAA, SPG, and CAO's to R-ESFs and Technical committees. COG provides planning support to the R-ESFs/Committees. COG collaborates with the SAA's representative to develop strategic guidance for the NCR.

### A. Project Dependencies

COG plays a key role in coordinating Urban Area Security Initiatives among the Emergency Preparedness Council, the SPG, the CAO's, R-ESFs and other COG Committees. COG staff works with more than 50 different committees to address challenges associated with the 37 Target Capabilities, 49 Initiatives in the NCR Strategic Plan and other matters identified by the committees. COG's coordination role is critical to the successful implementation of the UASI process in the NCR.

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# Project Plan

## National Capital Region Emergency Operations and Coordination Planning

### Contact Information

Contact name: Mark Penn

Title: Emergency Management Coordinator

Organization affiliation: City of Alexandria on behalf of the MWCOG Emergency Management Committee

Jurisdiction: Alexandria, Virginia.

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### Project Information:

Period of Performance: Continually Ongoing effort

Grant Award: \$5,000,000

### Related Documents:

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## V. Project Summary

This planning initiative will involve the NCR as defined by Federal legislation. This project involves updating or creating local and regional plans to govern the responses to disasters. The region has conducted an assessment of our plans, held and evaluated exercises, and developed after action reports from both real incidents and exercises. This project will bring together those lessons into a major planning effort to address the identified areas for improvement of our plans as we know them today. It is proposed that we hire planning staff and contractors to support this work. Planning staff is proposed to be allocated as follows: Planning staff is proposed as follows:

District of Columbia: 2 position

Prince Georges County: 2 positions (to include City and Towns within)

Montgomery County: 2 positions (to include City and Towns within)

Prince William County: 2 positions (to include City and Towns within)

Loudoun County: 1 position

Fairfax County: 2 positions (to include City and Towns within)

Arlington County: 1 position

City of Alexandria: 1 position

City of Falls Church: 1 position

## VI. Project Background and Goals

### A. Project Background

This initiative will provide planning staff to assist the local governments in creating, updating and coordinating plans within the National Capital Region. Current plans have been assessed several different ways including the completion of a regional EMAP assessment and exercise and evaluations. Plans both local and regional need to be updated in several specific areas as well as generally. The planning staff will be primarily utilized to work on the following priorities not necessarily in order:

1. Ensuring EMAP compliance where applicable
2. Evacuation Planning
3. Mass Care/Sheltering planning including animals and host centers and agreements
4. Regional Coordination Planning
5. Regional Response Planning
6. Continuity of Government planning

- 7. Continuity of Operations Planning
- 8. Recovery planning

This planning initiative will involve the NCR as defined by Federal legislation. Planning staff is proposed as follows:

District of Columbia: 2 position

Prince Georges County: 2 positions (to include City and Towns within)

Montgomery County: 2 positions (to include City and Towns within)

Prince William County: 2 positions (to include City and Towns within)

Loudoun County: 1 position

Fairfax County: 2 positions (to include City and Towns within)

Arlington County: 1 position

City of Alexandria: 1 position

City of Falls Church: 1 position

Additional funds are included to purchase contract support to assist in the planning efforts. These funds will be allocated by the COG Emergency Manager’s Committee to support EMAP compliance, RECP update and other regional planning processes.

<b>NCR Strategic Initiatives</b>	<b>DHS Target Capabilities &amp; Performance Measures</b>
<ul style="list-style-type: none"> <li>• 1.3.1 Establish regional oversight and accountability function with appropriate tools and resources for performance transparency</li> <li>• 3.1.1 Develop a prevention and mitigation framework for the region</li> <li>• 3.1.2 Develop a synchronized and integrated training and exercise framework, with appropriate common standards</li> <li>• 3.2.1 Develop common regional information sharing and collaboration frameworks, to include determining roles, responsibilities and protocols</li> <li>• 3.2.2 Enhance regional interoperability, and protection of sensitive and classified information, through technical connectivity and protocols, while building upon existing programs and promoting common systems</li> </ul>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Citizen Preparedness and Participation</li> <li>• Onsite Incident Management</li> <li>• Emergency Operations Center Management</li> <li>• Emergency Public Information and Warning</li> <li>• Citizen Protection: Evacuation and/or In-Place Protection</li> <li>• Mass Care (Sheltering, Feeding, and Related Services)</li> <li>• Economic &amp; Community Recovery</li> </ul>

## **B. Goals and Outcomes**

This initiative encompasses the entire NCR, by providing planning personnel throughout the NCR. These planners are currently not funded

## **C. Project Managers**

Let us know who has responsibility for ensuring the goals and objectives of this project are met. Please list them using the following format:

- Mark Penn, Emergency Manager, City of Alexandria
- This initiative will be governed by the Emergency managers who will report to the Senior Policy Group and the Chief Administrative Officers Committee

## **D. Project Assumptions**

The existing Council of Governments Emergency Management Committee will govern this initiative. Every jurisdiction and additional Federal partners are members of this committee. Plans will be developed and sent to all relevant ESF committees for review if applicable. The Chief Administrative Officer's Committee at COG will approve regional plans.

Planning is the foundation on which all capabilities are developed and enhanced. Planning is a mechanism to develop, validate, and maintain plans, policies, and procedures describing how the entire response spectrum will coordinate and manage resources to prevent, protect, respond to and recover from all disasters. Planning processes incorporate hazard analysis and risk assessment.

Planning supports all of the Emergency Support Functions and all response agencies including Federal, State and local assets. Planning ensures implementation of the National Incident Management System, coordinates with the National Response Plan and develops regional capabilities.

### *1. Scalability*

The project is not scalable unless jurisdictional plans are to be omitted. Without the allotted number of planners, plans will be deficient or omitted, leaving the regional plans below the target capabilities identified in the TCL and the regional priorities outlined by the CAOs/SPG.

## VII. Project Approach

### A. Activities

1.	2.	3.
5. Hire Staff		
6. Conduct biweekly planning staff meetings/conf calls		
7. Develop a program plan and maintain an updated list of deliverables		
8. Assign responsibilities amongst planners		
9. Maintain a list of deliverables/project plan		
10. Update the Emergency Mangers on a monthly basis.		

### B. Resources

Each local government has personnel in place to work on planning issues related to homeland security. Currently these staff members are over extended keeping individual jurisdiction plans up to date and relevant. Additional planning staff will allow a regional planning group to be formed to accomplish the tasks mentioned above. Additionally a pool of additional money will be allocated to purchase contract support if needed to complete the tasks.

### C. Deliverables

Project Deliverables			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
11. Evacuation Planning	All NCR Jurisdictions and ESFs	Local and regional evacuation plans including host shelters, mass care and animal provisions	Updated local and regional plans within 18 months of final award
12. Mass Care planning including animals and host centers and agreements	All NCR Jurisdictions and ESFs	Local and regional shelter and mass care plans including host shelters, mass care and animal provisions	Updated local and regional plans within 18 months of final award
13. Regional Coordination Planning	All NCR Jurisdictions and ESFs	Update the RECP to reflect lessons learned and changes n the National Response plan and implementation of NIMS	Updated regional plans within 18 months of final award
14. Regional Response Planning	All NCR Jurisdictions and ESFs	Develop local and regional response plans as appropriate	Final local and regional plans within 18 months of final award
15. Continuity of Operations Planning	All NCR Jurisdictions and ESFs	Develop local and regional continuity of operations plans	Final local and regional plans within 18 months of final award
16. Recovery planning	All NCR Jurisdictions and ESFs	Develop local and regional recovery plans	Final plans within 18 months of final award.

## D. Next Steps

1. <i>Project Performance Measures</i>	2. <i>Baseline Value</i>	3. <i>Target</i> 4. <i>Value</i>
11. Ensuring EMAP compliance where applicable	Current EMAP assessment	EMAP Compliance
12. Updated RECP	Current RECP	Updated RECP
13. Development of local and regional plans that strengthen the response, recovery, mitigation and prevention activities in the NCR	Current plans	Updated plans

## VIII. Project Methodology

For complex projects we ask that you complete the sections below.

### A. Project Dependencies

This project will be heavily dependant upon the timely hiring of the additional staff and the procurement process for contract support. In addition the completion of the plans will be dependant upon each jurisdiction's ability to support the planning efforts.

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# Project Plan

## N.C.R. Exercises and Training Programs

### Contact Information

Contact name: Christopher Voss  
Title: Chief, Training, Exercise, Mitigation and Planning  
Organization affiliation: Emergency Management Agency  
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### Project Information

Period of Performance: 24 Months  
Grant Award: \$4,500,000 (FY06)  
Related Documents:

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## IX. Project Summary

### **Project 1. NRC on going Training and Exercise Program**

Provide funding for training priorities throughout the region and support of regional exercises. This initiative includes support in meeting requirement for the National Incident Management System (NIMS) as well as training on systems including WebEOC all on a rolling basis. The funding will also support regional exercises including 1 senior leader exercise, 3 RESF tabletop exercises, 1 regional Command Post Exercise and One full Field Exercise. Additional exercises and training will be supported as funding allows.

### **Project 2. Regional Energy Emergency Exercise and Emergency Liaison Officers Training Program**

The program and capability evaluation identified gaps in communication and coordination between the public and private sector energy planners and professionals, energy emergency responders across jurisdictional lines, and training for ESF #12 ELOs. Throughout the capability review, a number of key elements in the program were highlighted. They are:

- A critical look at lessons learned from Hurricanes Katrina and Isabel is essential;
- The private sector must be included in the scenario planning exercise;
- Identification of key personnel, roles and responsibilities, and communication flow should be outlined;
- Specific training for ELOs is necessary for them to function effectively and efficiently in an energy emergency;
- A review of existing contingency plans for all energy sources is required, including electric, natural gas, and petroleum; and a
- Need standard operating procedures across jurisdictional

This initiative will be implemented over a period of 18 months in two phases. Phase 1 will include, identification of key personnel (public and private), critical agencies, roles and responsibilities, ELO training, as well as a review and goal synthesis development existing energy contingency plans. During Phase 2 will include further clarification of key personnel, roles, and responsibilities, and flow of communication, tabletop exercise, and final report

### **Project 3 - Managing Metro Emergencies (Awareness Level)**

The Metro rail system generally operates with a high degree of reliability. Approximately 220,000 people are carried in a rush hour period, with more than 80,000 people in the system during the peak one hour. There have been instances when major service disruptions or temporary closures created a chaotic situation above ground highlighted by an extreme level of auto and pedestrian congestion. In the post 9/11 environment, the public expects a more orderly response to major service disruptions. The purpose for providing regional first responders and transit personnel enhanced training for managing transit emergencies is to improve the passenger evacuation process and provide a more orderly response for managing the associated spillover effects that result from major service disruptions.

The Managing Metro Emergencies training course (Awareness Level) was developed in early 2005 and presented before 1,429 of the NCR's first responders from 44 different agencies. There are thousands of first responders in the NCR and numerous recruit officers who have yet to take this important training.

#### **Project 4. Managing Metro Emergencies II**

The purpose for providing regional first responders and transit personnel enhanced training for managing transit emergencies is to improve the passenger evacuation process and provide a more orderly response for managing the associated spillover effects that result from major service disruptions.

The Managing Metro Emergencies training course (Awareness Level) was developed in early 2005 and presented before 1,429 of the NCR's first responders from 44 different agencies. There are thousands of first responders in the NCR and numerous recruit officers who have yet to take this important training.

#### **Project 5. Strategic Planning for Health and Medical Core Curriculum**

Existing training programs and products are not systematically inventoried, consistently standardized, or similarly used. This project would render a con plan for how a unified core emergency curriculum could be ratified and implemented across the National Capital Region.

#### **Project 6. Regional Expansion of the Terrorist Prevention Program TIPP**

Because of the uniqueness and threat profile of the National Capitol Region (NCR) there is a critical need to expand the Metropolitan Police Department's Operation TIPP-Terrorist Incident Prevention Program, to encompass areas surrounding the District of Columbia. Currently, this program strategically targets more than 60 types of businesses and industries that pose a higher risk due to their vulnerability to exploitation by potential terrorist. This program enhances local law enforcements' relationship with these critical partners by developing a mechanism for effective two-way communication and threat reporting that is separate from the general community reporting process. This separation also allows LE to track and measure more specific suspicious activity that can be rapidly investigated and measured enhancing our ability to identify increases in potential terrorist activity.

#### **Project 7. HICS, and NIMS: A Forum on Hospital Incident Command**

Hospitals in 2006 must become NIMS compliant. However, most hospitals and other healthcare facilities are neither aware of the expectation, know what must be done or how the new Hospital Incident Command System (HICS) can help meet some of the requirements. The proposed seminar will provide needed incite on NIMS requirements, how these expectations can be met and details about new HICS and accompanying tools and educational materials. This project will offer training will be presented 3 times one in each jurisdiction. This is part of an ongoing effort to improve Methods and Materials for Increasing NCR Public Health and preparedness.

## **X. Project Background and Goals**

### **A. Project Background**

#### **Project 1. NCR on going Training and Exercise Program**

This funding would continue to fund the Exercise Training and Oversight Panel (ETOP) in support of both training and Exercises. Specifically, the funding would support various priorities including WebEOC Training, NIMS training, training on regional communication systems or other first responder training critical for response and regional in scope. Unlike other proposals, this funding remains flexible and is allocated as needed for training.

The Proposal will also fund contractor support for several exercises including 1 senior leader exercise, 3 RESF tabletop exercises, 1 regional Command Post Exercise and One full Field Exercise. Over the last year, these funds have supported:

- Training for Health Officials
- Exercises for Law Enforcement
- Systems training on WebEOC
- Systems training for Radio Cache Managers
- Overtime and backfill for Firefighters
- Overtime and Backfill to support Operation Fast Forward
- Training for the Incident Management Team
- Training for WMATA
- PIO Training
- Training Assessment Tool

These are just some of the projects funded over the last year, with much of the funding for responders going towards backfill and overtime.

### **Project 2. Regional Energy Emergency Exercise and Emergency Liaison Officers Training Program**

All major energy sources would be incorporated into the scenario planning and training. This plan will address how public and private parties can coordinate their plans to accomplish timely and effective response and restoration operations. Existing energy emergency procedures and techniques would be tested. It will provide a forum for ESF #12 ELOs to discuss what resources each agency has and under what conditions those resources will be mobilized and will also provide an opportunity to further familiarize themselves with each other. A after action report will also be prepared. Information and BMPs obtained from alternative energy systems technology project would be incorporated into scenarios and responses.

COG recently completed the regional energy plan. One of our objectives is to validate the policy and procedures outlined. One of the policy recommendations is to develop an Energy emergency exercise and training plan for the region. Additionally, the District of Columbia Energy Office and the Department of Public Works conducted an emergency function exercise to test their emergency plans, titled Golden Egret 05. The Golden Egret exercise highlighted two major gaps:

The need for additional energy emergency trainings so that DCEO 'S ELOs are able to function effectively and efficiently during energy emergencies.

ESF #12 ELOs were not always clear about the type of resources available from each support agency, and under what emergency conditions those resources will be mobilized.

Based on these identified gaps this project will also design a training program for ESF#12 ELOs within the NCR. The ELO Training Curriculum that has been developed by the DCEO will be used as a guide as it identifies key knowledge and skill capabilities that are essential for ESF#12 ELOs to respond to and manage energy emergencies. The Training Program will also include in-depth discussions on the energy emergency plans and the ELO standard operating guidelines within each jurisdiction.

### **Project 3. Managing Metro Emergencies (Awareness Level).**

This operations-level training course is designed for all first responders who are likely to take action during a Metro emergency. The course focuses on reinforcing and applying the five tactical priorities of Mitigation, Evacuation, Transporting, Recovery and Overall Return to Service to training exercises. The training exercises entail multiple improvised explosive device explosions on Metrorail and Metrobus. Participants will practice the National Incident Management System, Incident Command, Chemical Emergency Management Information System (CEMIS), Emergency Traffic Control, and rescue and recovery from tunnels, elevated structures, and grade level facilities.

### **Project 4. Managing Metro Emergencies II**

This operations-level training course is designed for all first responders who are likely to take action during a Metro emergency. The course focuses on reinforcing and applying the five tactical priorities of Mitigation, Evacuation, Transporting, Recovery and Overall Return to Service to training exercises. The training exercises entail multiple improvised explosive device explosions on Metrorail and Metrobus. Participants will practice the National Incident Management System, Incident Command, Chemical Emergency Management Information System (CEMIS), Emergency Traffic Control, and rescue and recovery from tunnels, elevated structures, and grade level facilities.

### **Project 5. Strategic Planning for Health and Medical Core Curriculum**

A core curriculum in all hazards emergency preparedness and response would meet requirements of the National Reponses Plan. This project will build high priority R-ESF 8 medical surge and mass prophylaxis capability throughout the NCR by standardizing training on a regional basis.

### **Project 6. Regional Expansion of the Terrorist Prevention Program TIPP**

Because of the limited geographic boundaries of the District of Columbia, and the limited number of businesses having exploitable recourses within the city, it is very conceivable that a terrorist event will have its initial planning stages occur outside of the city limits. Therefore, the crucial need exists to expand the TIPP's program regionally to allow for the expanded collection and tracking of submitted intelligence information which will be analyzed among the NCR partners for information that may be developed in reference to a threat not just posed towards the District of Columbia, to the entire NCR.

NCR Strategic Initiatives	DHS Target Capabilities & Performance Measures
2.1.1 Establish regional protocols and systems for developing and distributing emergency information	1.Planning and Decision Making -Through exercises provides feedback on strengths, weaknesses, gaps regarding plans, procedures and operational readiness to develop strategic plans and facilitate decision-making.
3.1.1 Develop a prevention and mitigation framework for the region	2. Community Engagement-Provides training to community members in all emergency preparedness activities.
3.1.2 Develop a synchronized and integrated training and exercise framework with appropriate common standards	3. Prevention and Mitigation -Provides trained personnel to support the prevention and mitigation efforts.
	4.Response and Recovery - Provides trained personnel to support response and recovery efforts

## B. Goals and Outcomes

### Project 1. NCR on going Training and Exercise Program

To support regional training and exercise requirements and develop a regional corrective action program.

### Project 2. Regional Energy Emergency Exercise and Emergency Liaison Officers Training Program

This initiative encompasses the entire NCR, by providing three warehouses one in NOVA, one in DC and one in MD. These three warehouses will be used to house critical logistical supplies for the entire NCR.

Currently the NCR has several logistical caches of Equipment the Red Cross warehouse in Lorton, the PEP warehouse in Fairfax and most of the Fire department have a warehouse that is used for storage of PPE and other equipment. These three warehouses will be used to help all of the first responder communities with extra space that can be used for excess disaster equipment storage.

### Project 3. Managing Metro Emergencies (Awareness Level)

The project will be coordinated through the newly created ESF-1 Working Group and will involve the participation of State, Municipal, and County Transportation Departments, State Associations of Counties and Municipalities, and Private (profit and non-profit) Transit providers as well as others. It will require interfaces with Emergency Operations, Law Enforcement, and local education departments as well as regional government organizations such as COG and the Baltimore Metropolitan Council as examples.

### Project 4. Managing Metro Emergencies II

The project will be coordinated through the newly created ESF-1 Working Group and will involve the participation of State, Municipal, and County Transportation Departments, State Associations of Counties and Municipalities, and Private (profit and non-profit) Transit providers as well as others. It will require interfaces with Emergency Operations, Law Enforcement, and local education

departments as well as regional government organizations such as COG and the Baltimore Metropolitan Council as examples.

**Project 5. Strategic Planning for Health and Medical Core Curriculum**

Not available

**Project 6. Regional Expansion of the Terrorist Prevention Program TIPP**

The Terrorist Incident Prevention Program would be in cooperation with various local and federal agencies within the city and throughout the NCR by allowing for the expanded collection and tracking of submitted intelligence information which will be analyzed among the NCR partners for information that may be developed in reference to a threat not just posed towards the District of Columbia, to the entire NCR.

Project 7. HICS, and NIMS: A forum on Hospital Incident Command

Not available

Goal	Outcomes
NCR incident management team (IMT)	A trained and nationally certified Type III incident management team for the NCR

**C. Project Managers**

ETOP, comprised of state and Local representatives throughout the National Capital Region.

**D. Project Assumptions**

Item Number	Description	Notes
1	The existing ETOP group will govern this initiative.	
2	ETOP members will work with RESF groups in support of their training and exercise requirements.	
3		
4		

*1. Scalability*

This project is scalable.

## XI. Project Approach

### A. Activities

### B. Resources

Resource Name	Type	Responsibility	Duration
	Staff	Provide strategic guidance and program oversight for the NCR-IMT. Serve as a liaison between the COG Fire Chiefs and the team.	22 months
	Staff	Develop NCR-IMT policies and procedures. Manage the team's budget.	22 months
	Staff	Manage and coordinate all NCR-IMT training and shadowing.	22 months
	Staff	Manage and maintain the IMT's equipment cache.	22 months

#### **Project 1. NCR on going Training and Exercise Program**

Over the last 18 months, ETOP has built an infrastructure of people to support initiatives.

#### **Project 2. Regional Energy Emergency Exercise and Emergency Liaison Officers Training Program**

The initial planning effort also calls for the review and exercise of all energy sources including petroleum and natural gas. Previous exercises had focused primarily on the dominant energy source – electricity. Future exercises should be expanded to included natural gas and petroleum concerns.

The public sector is well represented in the energy emergency contingency process, starting from the local government to federal agencies. However, the private sector is under represented. It is our goal to work closely with the energy utilities to identify and recommend other energy professionals with in the energy industry (such as pipeline operators) to participate in the planning.

#### **Project 3. Managing Metro Emergencies (Awareness Level)**

State, Municipal, County, and Private (profit and non-profit) transit and Para-transit vehicles are distributed throughout the region. Several thousand of these vehicles operate daily. We will be able to enhance the ability to leverage large numbers of these vehicles during a mass evacuation event if we develop relationships, agreement, and widely communicated concepts of operations throughout the region as described above.

#### **Project 4 Managing Metro Emergencies II**

State, Municipal, County, and Private (profit and non-profit) transit and Para-transit vehicles are distributed throughout the region. Several thousand of these vehicles operate daily. We will be able to enhance the ability to leverage large numbers of these vehicles during a mass evacuation event if we develop relationships, agreement, and widely communicated concepts of operations throughout the region as described above.

**Project 5. Strategic Planning for Health and Medical Core Curriculum**

Not available

**Project 6. Regional Expansion of the Terrorist Prevention Program TIPP**

The Terrorist Incident Prevention Program would be in cooperation with various local and federal agencies within the city and throughout the NCR by allowing for the expanded collection and tracking of submitted intelligence information which will be analyzed among the NCR partners for information that may be developed in reference to a threat not just posed towards the District of Columbia, to the entire NCR

The following processes will need to be established for the smooth implementation of this initiative:

- Development of TIPP information gathering, sharing and investigation protocols and guidelines accepted by all NCR partners that will allow for the collection of threat/suspicious activity reporting across the region, as well as the rapid and seamless information sharing, notification and investigation across the region.
- Establishment, and extensively advertised and published, regional TIPP Hotline and Call Center for the collection, storage and dissemination of the TIPP information. This will allow for a single centralized point of information gathering, tracking and dissemination which will ultimately allow for the more effective and efficient investigation of potential threats to the NCR partners.
- Established and governed coordination between the Regional TIPP call center and designated fusion center(s) for the rapid and effective exchange of information.
- Procure necessary tracking, storage and investigative technology which will allow for effective and efficient information gathering and exchange.
- All TIPP call takers, investigators and users receive the necessary training to collect, retain, disseminate and investigate the collected TIPP information as governed by developed protocols, MOU's and guidelines developed by the NCR.
- Printing, Publication and distribution of a regionally accepted TIPP pamphlet for use in the regionally expanded TIPP program.

**C. Deliverables**

<b>Project 1 Deliverables</b>			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
Maintain a training and exercise calendar for the	All NCR Jurisdictions and ESFs, and the	Regional Calendar posted on the COG website	Continue to update the current calendar

NCR	ETOP.		
Provide training opportunities for all ESFs and disciplines	All NCR Jurisdictions and ESFs, ETOP.	NIMS Training WebEOC Training First responder Training	Continue to provide training for all responders and ESFs.
3.Exercise, design and development	All NCR Jurisdictions and ESFs, ETOP	Regional exercises designed to evaluate specific objectives developed by the emergency preparedness community.	Hold three regional exercises within the grant period.
4. After action review and improvement plan monitoring.	All NCR Jurisdictions and ESFs, ETOP	Review all after action reports from funded exercises. Recommend improvement plan items and monitor improvement plan progress and report to the SPG and CAOs.	Continue to evaluate exercises and training and continually update the SPG and CAOs on needed improvements.

<b>Project 2 Deliverables</b>			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
17. Review lessons learned from Hurricane Katrina	All NCR Jurisdictions and ESF #12 ELOs	A list of missing components and set of matching solutions.	10%
18. Identify qualified and experienced energy emergency plan trainers or training opportunities	All NCR Jurisdictions and ESF #12 ELOs	Contract agreement(s) for training	5%
19. Prepare an outline of trainings that is tailored to the needs of ESF #12 ELO	Identified trainer	Training outline	5%
20. Conduct a succession of trainings per ELO over a 9 month period to maintain the knowledge and skills of ESF #12 ELOs	All ESF#12 ELOs		25 %
21. Identified qualified trainer and/or facilitator of tabletop scenario exercise		Contract agreement(s) for training	5%
22. Prepare an outline of tabletop scenario exercise	Identified trainer/facilitator	Tabletop exercise outline	5%
23. Select presenters from each of ESF#12's support agencies (including all NCR jurisdictions, Federal, and Private agencies) to discuss the resources they have available and under what circumstances those resources will be mobilized	All NCR Jurisdictions and ESF #12 ELOs	Presentation outlines from each ESF#12 agency	10%
24. Conduct tabletop scenario exercise	All NCR Jurisdictions, and ESF #12 ELOs, Federal, and private agencies		20%
25. Develop After Action Report		Meeting Report	15%

<b>Project 3 Deliverables</b>			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
26. Obtain budget approval from WMATA Board	Metro Transit Police, Office of Safety and Risk Protection	Board resolution	February 2006
27. Identify stakeholders and schedule training	NCR first responders	Scheduling and training locations	February 2006
28. Initiate and award training contract	WMATA Office of Procurement	Contract	April 3, 2006
29. Procure course materials	Contractor	600 manuals	April 3, 2006
30. Procure course materials	Contractor	600 quick reference guides	April 3, 2006
31. Conduct classes	Contractor	In-class training	May 1 – Nov. 30, 2006

<b>Project 4 Deliverables</b>			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
32. Equipment	Contractor	CEMIS Laptop & Software	March 1, 2006
33. Equipment	Contractor	Powered Rescue Trolley	March 1, 2006
34. Equipment	Contractor	Emergency Tunnel Evacuation Cart	March 1, 2006
35. Equipment	Contractor	2 Warning Strobe Alarm Devices	March 1, 2006
36. Instructors	Contractor	Scenario based training exercises	April 3 – Nov. 30, 2006

<b>Project 5 Deliverables</b>			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
37. Convene training steering committee	Health director, training representatives	Attendance roster widely representative of disciplines	First quarter of project
38. Review existing gap information	Training Working Group	Summary of existing needs assessment and strategic plans	First quarter of project
39. Located and inventory all educational products and programs	Same	Database including developers info, format, duration, dates	Second quarter
40. Conduct roundtable	Same	Qualitative evaluation report	Third quarter
41. Determine a standard content, objectives, and formats of	Same plus ETOP and COG officials	Prioritize training list that can be used and is user friendly.	Third quarter

Project 5 Deliverables			
curricular			
42. Develop an implementation plan with any necessary academic/ consulting R-EFS8 resources	Same plus additional partners	Plan to include credentialing options, tracking of mastery, timetable for course development	Fourth quarter

**Project 6 Deliverables (not available)**

Project 7 Deliverables			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
43. Present 8 Hour seminars	Washington Hospital Center, California Emergency Medical Services, and Kaiser Permanente	1-8 Hour seminars (same content each time) consisting of interactive presentation and scenarios review	September, October, November 2006

**D. Next Steps**

<i>Project Performance Measures</i>	<i>Baseline Value</i>	<i>Target Value</i>
14. NIMS Compliance		
15. Training on WebEOC		
16. 5 Regional exercises (4 with focus on a specific Support Function)		
17. Number of ESF #12 ELOs attending the Energy Emergency Plan seminar		All ELOs under ESF #12
18. Key Energy Emergency managers (public and private) to review existing energy contingency plans		All energy managers under ESF #12 and private sector personnel from utilities, etc.
19. First Responders have the knowledge, skills, and abilities to manage Metro emergencies by using the five tactical priorities of Mitigation, Evacuation, Transportation, Recovery, and Overall Return to Service.	1429	2029
20. First Responders have the knowledge, skills and abilities to manage Metro emergencies by using the five tactical priorities of Mitigation, Evacuation, Transportation, Recovery, and Overall Return to Service.		600
21. Participants will receive a written evaluation of their performance during the exercises. Upon completion of the exercises, participants as a whole will be debriefed. The scenarios will be reviewed and the participants will receive verbal feedback from the instructors.	Acceptable Performance	Exceeds Expectations

## **XII. Project Methodology**

### **A. Project Dependencies**

There are not project dependencies.

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# Project Plan

## NCR Regional ESF-14 Planning – Long Term Community Recovery

### Contact Information

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### Project Information

Period of Performance: 19 months  
Grant Award: **\$ 100,000.00 (Scaled)** from \$150,000.00 (FY06)  
Related Documents: Concept paper & Initiative Plan

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### **XIII. Project Summary**

The Nonprofit Roundtable of Greater Washington, in conjunction with the recently formed ESF Committee for Long Term Recovery, the NCR Emergency Managers and other key partners will complete the following objectives against the project goal to address the above problem statement:

- Document most major Recovery partners and their roles and responsibilities.
- Document significant standards for Recovery which may exist across the NCR
- Assess any existing Recovery plans throughout region to ID gaps, issues and opportunities for integration across the plans
- Develop a Concept of Operations for Recovery for a multi-jurisdictional response, including terrorism
- Develop a plan template for each jurisdiction to adapt or adopt in ESF-14-Long Term Recovery congruent with the NRP
- Plan an exercise or series of exercises for the plans to analyze and improve the effectiveness of these plans.

### **XIV. Project Background and Goals**

#### **A. Project Background**

The National Response Plan (NRP) created a new Emergency Support Function, the New ESF-14 – Long Term Recovery, which is not yet included in most NCR Emergency Operations or Coordination Plans. Accordingly, in order to be in compliance with NIMS, the NRP and the Planning Capability of the TCL, this new ESF must be added to most, if not all of the NCR Emergency Operations and Coordination Plans, including the Regional Emergency Coordination Plan (RECP). There will be much work to make this happen, including documenting the best practices and lessons learned from response and recovery efforts from Hurricane Katrina, 9-11 and Oklahoma City which showed that significant alignment is required in a major incident between Mass Care /Response agencies and long term Human Service Recovery agencies.

<b>NCR Strategic Initiatives</b>	<b>DHS Target Capabilities &amp; Performance Measures</b>
1.1.1 Develop and periodically update the strategic plan and related documents	This Planning effort is explicitly allowable under the UASI guidelines as it is tied to local and national homeland security strategic efforts, such as the NCR strategic plan and implementing the National Response Plan (NRP) and Target Capability List (TCL) in the NCR.

1.2.1 Design and conduct a risk based threat analysis to identify gaps in regional preparedness	Rec.C.4.2 provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors; e.g., medical, financial, public health and safety
3.1.1 Develop a prevention and mitigation framework for the region	Rec.C.4.2.1 Implementation of tribal, state, regional, and local assistance and recovery plans
4.3.1 Develop a regional resource management system for deployment and utilization of resources	Rec.C.4.2.4 Conduct post event assessment and planning to effect successful long-term recovery, including the mitigation of damages from future disasters. New task Provide recovery and mitigation assistance to individuals, governments and businesses.

## B. Goals and Outcomes

Develop scalable & integrated plans, processes and procedures for effectively coordinating Long Term Recovery in a sustained capacity to prepare for, respond to and recover from a catastrophic NCR event, including terrorism.

The following deliverables will be produced as a result of this grant:

1. Document defining the key Long Term Recovery partners, their roles & responsibilities
2. Document with conclusions from SWOT analysis of gaps and best practices in Long Term Recovery plans throughout the region
3. Document defining significant Standards for Recovery and Mitigation across the NCR
4. NCR ESF-14 ConOps for Multi-Jurisdictional Response
5. NCR ESF-14 Plan template
6. NCR ESF-14 Exercise Plan
- 7.

## C. Project Managers

Let us know who has responsibility for ensuring the goals and objectives of this project are met. Please list them using the following format:

- Program Director: Terrance Gainer The Nonprofit Roundtable of Greater Washington
- Project Manager Elliot Harkavy EGH & Associates
- This initiative will be governed by the Regional ESF-14 Committee and the Human Services Working Group who will report to the Senior Policy Group and the Chief Administrative Officers Committee

## D. Project Assumptions

During the recovery from a significant Emergency or Disaster;

Number	Description	Notes
1.	There is a significant base of existing plans, planning tools, templates, lessons learned and overall Long Term Recovery expertise within the NCR to facilitate the full execution of this project.	Should such an existing base not be applicable, we will pursue other channels to utilize as much existing information as possible to complete this effort.
2.	The region of focus will include Northern Virginia, Washington, D.C, and Maryland.	It may be necessary to integrate Southern Maryland, Frederick County and many of the jurisdictions around Baltimore and the greater Northern Virginia region to enhance the regional functionality of these resources

### 1. Scalability

Resulting from the dramatically reduced DHS UASI Award total for the region, and as part of an effort by the Human Services Regional Working Group and the ESF Communities to fund multiple projects and efforts, the new scaled back effort totals **\$175,000.00 (Scaled)**. The leads for the 6 inter-related projects under the auspices of the Human Services Working Group have all agreed to reduce their total request by approximately 1/3 in an effort to ensure that all 6 projects are funded to some level.

These projects include:

- Mass Care Bundle
- Special Needs Bundle
- Volunteer Management
- Family Assistance Center
- Long Term Recovery Planning
- 2-1-1 linkage to Emergency Management

The Human Services working group strongly endorses this effort to ensure that all 6 projects are funded.

## XV. Project Approach

### A. Activities

Preliminary Project Plan (Tasks, Resources, Deliverables, Collaborating Partners, etc.)			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
44. Document most major key Recovery partners and their roles and responsibilities.	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	Document defining the key players, their roles & responsibilities	4th quarter of Calendar Year 2006 (4q06)
45. Assess any existing	Nonprofit Roundtable of	Document with	1st quarter of Calendar

Recovery plans throughout region to ID gaps, issues & opportunities for integration across the plans	Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	conclusions from SWOT analysis of gaps and best practices in these plans throughout the region	Year 2007 (1q07)
46. Document any significant standards for Recovery which may exist across the NCR	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	Document defining any Standards for Recovery and Mitigation across the NCR	2nd quarter of Calendar Year 2007 (2q07)
47. Develop a Concept of Operations for Recovery for a multi-jurisdictional response, including terrorism	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	NCR ESF-14 ConOps for Multi-Jurisdictional Response	3rd quarter of Calendar Year 2007 (3q07)
48. Develop a plan template for each jurisdiction to adapt or adopt in ESF-14 congruent with NRP	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	NCR ESF-14 Plan template	3rd quarter of Calendar Year 2007 (3q07)
49. Plan an exercise or series of exercises for the plans (Template & ConOps) to analyze and improve the effectiveness of these plans.	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	NCR ESF-14 Exercise Plan	4 <sup>th</sup> quarter of Calendar Year 2007 (4q07)

## B. Resources

Resource Name	Type	Responsibility	Duration
Human Services Regional Programmatic Working Group	Committee Members	Project Oversight, Program management and Overall Project Guidance	24 Months
ESF-14 Committee	Staff	Planning – Project oversight, input and guidance	19 Months
ESF-15 Committee	Staff	Coordinate with NCR VOAD Agencies	19 Months
ESF -6 Committee	Staff	Coordinate with Mass Care, Housing and HUMAN Service Agencies in Response and Recovery	19 Months
ESF -5 Committee	Staff	Coordinate with Emergency Managers	19 Months

## C. Deliverables

Project Deliverables			
Task(s)	Owner(s) or Collaborating Partners	Deliverable(s)	Target Date(s) or Level of Effort
50. Document all key Recovery & Mitigation partners and their roles and responsibilities.	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	Document defining the key players, their roles & responsibilities	4th quarter of Calendar Year 2006 (4q06)
51. Assess any existing Recovery & Mitigation plans throughout region to ID gaps, issues & opportunities for integration across the plans	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	Document with conclusions from SWOT analysis of gaps and best practices in these plans throughout the region	1st quarter of Calendar Year 2007 (1q07)
52. Document any standards for Recovery and Mitigation which may exist across the NCR	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	Document defining any Standards for Recovery and Mitigation across the NCR	2nd quarter of Calendar Year 2007 (2q07)
53. Develop a Concept of Operations for Recovery and Mitigation for a multi-jurisdictional response, including terrorism	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	NCR ESF-14 ConOps for Multi-Jurisdictional Response	3rd quarter of Calendar Year 2007 (3q07)
54. Develop a plan template for each jurisdiction to adapt or adopt in ESF-14 congruent with NRP	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	NCR ESF-14 Plan template	3rd quarter of Calendar Year 2007 (3q07)
55. Plan an exercise or series of exercises for the plans (Template & ConOps) to analyze and improve the effectiveness of these plans.	Nonprofit Roundtable of Greater Washington, in conjunction with NCR Emergency Managers and R-ESF-14 Committee	NCR ESF-14 Exercise Plan	4 <sup>th</sup> quarter of Calendar Year 2007 (4q07)

## D. Next Steps

<i>Project Performance Measures</i>	<i>Baseline Value</i>	<i>Target Value</i>
22. Have issues, opportunities and best practices for Recovery across the NCR been identified	No	Yes
23. Do standards for Recovery exist across the NCR	No	Yes
24. Is there a NCR Regional Concept of Operations for Recovery	No	Yes
25. Is there a standard plan template for Recovery in the NCR to guide jurisdictions in developing an effective plan?	No	Yes
26. Is there a plan to test these plans against the standards?	No	Yes
27. Does the new ESF-14 have defined & agreed upon plans processes & procedures to respond to a catastrophic incident in the NCR	No	Yes

## XVI. Project Methodology

### A. Project Dependencies

*Cost Factors include:*

- Staff support from the Nonprofit Roundtable to coordinate project and planning <sup>1</sup>
- Consultants to execute project and planning
- Availability of 3<sup>rd</sup> party information on Recovery & Mitigation, including best practices and formal standards
- Support from key stakeholders including
  - o New R-ESF-14 Committee
  - o Emergency Management Offices
  - o Human Services Offices
  - o Housing Departments
  - o VOAD member agencies
  - o Nonprofit Emergency Preparedness Task Force