

GOAL 1: Develop EOC management system (EMF7) - Aligns with the County Goal of PROSPERITY and								YTD PM Met			
Strategy 1.1 - EOC needs and shortfalls are prioritized and systematically addressed (EMAP 4.8.3)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	2012 YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Provide completed corrective action reports to BoCC in study session		1	0	0	1	4		25%	Due to staffing changes and the EOC relocation in June, the Office has not yet presented the corrective action reports for the exercise that was conducted on September 18th. The exercise in August focused on orientation to the new EOC and does not require a corrective action go to the BoCC	quarterly	1, 2, 7, 13, 14
Strategy 1.2 - Procedures are developed to guide situation and damage assessment, situation reporting and incident support planning (EMAP 4.11.4. in part)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	2012 YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Develop process/protocol for EOC operations (may include EOC printing, faxing, and documentation)		1	1	1	3	3		100%	The EOC was relocated in June. New login criteria for each computer is established and defaulted to print to the EOC printer and to access to an EOC file folder where documentation can be saved. In the 4th Qtr the resource books with protocol for the ESF's were completely reformulated.	quarterly	6, 7, 11
Checklists developed to include Planning Section - Documentation and Demobilization			1	0	1	2		50%	Planning Section Checklist was reviewed with new staff and modified to be more user friendly and to ensure a more regular process of documentation and backup. For 4th Qtr these processes were reviewed to begin	2nd/4th	6, 7, 11
Protocol for EOC reports developed (may include Planning P, Sit Stat Submission Guide, and Emergency Support Plan Process Flow)	1	1	0	0	2	3		67%	Due to staffing changes and the EOC relocation in June, there was no activity on this item in the 4th Qtr.	2nd/3rd/4th	6, 7, 11
Number of times Initial Sit Report is prepared within 1 hour			0		0	4		0%	Due to staffing changes and the EOC relocation in June, there was no activity on this item in the 3rd Qtr.	quarterly	6, 7, 11
Strategy 1.3 - There are established and tested procedures for operation of the EOC facility (EMAP 4.12.2)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	2012 YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Test/drill Primary EOC Positions (EOC Manager, Plans & Logs Chief)		3	1	1	5	6		83%	During staffing transition the Plans Section and Logs Section were drilled. EOC Manager Position/Plans were drilled during the Virtual Exercise in September	2nd/3rd/4th	6, 7, 11
GOAL 2: Develop Resource Management and Mutual Aid System - Aligns with the County Goal of PROSPERITY and COMMUNITY (EMF 8, 9)								YTD PM Met			
Strategy 2.1 - A system and a plan is developed and tested for obtaining internal and external resources (EMAP 4.8.5)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		Variance %	Planned Activities Summary	Est. Completion Date	EMF's

Number of agencies met with to determine resource needs	9		6	0%	15	30		50%	During May, 6 out of 7 school districts' resources for special needs transport were collected and entered into the WebEOC Resource Coordination Center. Due to changes in the State Office of Emergency Management, resource updates were postponed.	quarterly	8, 9
Logistics Resource book is updated annually	Y				Y	Y/N		100%	Resource book updated Dec 2011	annually	8, 9
Logistics resource book is utilized /drilled to quarterly					Y	Y/N		0%	Due to staffing changes and EOC relocation this activity was not completed this quarter.	quarterly	8, 9
Update Resource Boards (in Resource Coordination Center) within WebEOC			2	0	2	6		34%	No updates due to difficulties with State transition. State has been not responded to request to migrate existing county resource boards over to state resource system		
Resource ordering process is tested/drilled quarterly		1	1	0	2	4		50%	Due to EOC move and questions regarding State Resource ordering, this function was not tested during 4th Qtr.	quarterly	8, 9
Strategy 2.2 - There is an implemented resource management process allowing for acceptance, management, and distribution of donations, services, personnel, financial resources and facilities that are either solicited or unsolicited (EMAP 4.8.6)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Develop process maps (may include Finance process approval and donations acceptance process)	1		1	0	2	2		50%	No development during 4th Quarter as resources were focused on EOC relocation	2nd/4th	8, 9
Strategy 2.3 - Emergency Management shall explore mutual aid agreements or memoranda of understanding, along with the State Emergency Management Agreement to provide alternate EOC facilities, additional equipment outside of traditional first response equipment, supplies, and/or personnel (EMAP 4.9.2)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Mutual Aid Agreement for ACF and LTP signed by Oct. 2012			Y		Y	Y/N		Y	Agreement signed by BoCC	4th	8, 9
County-wide umbrella mutual aid template developed by February 2012		Y			Y	Y/N		Y	Draft agreement is developed and currently being run through municipal attorneys	2nd	8, 9
Number of jurisdictions providing input on umbrella mutual aid agreement	0	2	2	1	5	4		133%	Input received from TCHD, Brighton, Westminster, Thornton and Federal Heights. Arvada will not be utilizing.	quarterly	8, 9
Approval of umbrella mutual aid agreement by signatories				1	1	4		25%	Federal Heights has indicated preliminary approval of the agreement. Other jurisdictions need a letter from BoCC to City Council for approval	4th	8, 9

Letter agreement developed for school resources by June 2012					N	Y/N		N	Draft template reviewed with schools on 12/2/11. No additional activity during 4th Qtr.	3rd	8, 9
50% of schools having signed off on letter agreement					0%	50%		0%	Initial edits have been made; 2nd draft need writing and distributing. No additional activity during 4th quarter.	4th	8, 9
<b>GOAL 3: Maintain training, exercise &amp; corrective action program - Aligns with the County Goal of PROSPERITY and COMMUNITY (EMF14)</b>									YTD PM Met 14/16		
Strategy 3.1 - <b>ESF Team personnel</b> and policy receive and maintain training consistent with their current and potential responsibilities and the risks confronting the County (EMAP 4.13.2)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
EOC personnel have started EOC Task Books		3	3	1/8	14	7		200%	Heather, Ryan, Jason, Jeff and Brandi Rank have started task books. Additionally, task books were handed out to 2 interested county employees. In the 4th Qtr approximately 8 additional people have been assigned their Task Books in preparation for		
8 training meetings per year with Emergency Services Section	1	2	1	1	5	8		63%	EOC Team - Emergency Services Meetings held on Jan 27th and Feb 24th. April 27th meeting was held. May and June meetings were cancelled due to staffing changes and EOC relocation. EOC orientation was held August 21st where each Section focused on	quarterly	13, 14
8 training meetings per year with Community Services Section	1	2	1	2	6	8		75%	EOC Team - Community Services Meetings held on Jan 27th and Feb 24th. April 27th meeting was held. May and June meetings were cancelled due to staffing changes and EOC relocation. EOC orientation was held August 21st where each Section focused on future training needs and goals. Additional training was held for new Community Service members on September 25th.	quarterly	13, 14
8 Training meetings per year with Infrastructure Branch	1	2	1	1	5	8		63%	EOC Team - Infrastructure Meetings held on Jan 23rd and Feb 27th. April Infrastructure Meeting was cancelled due to participation in State Reorganization Meeting at Capital Hill. May and June meetings were cancelled due to staffing changes and EOC relocation. EOC orientation was held August 21st where each Section focused on future training needs and goals.	quarterly	13, 14
8 Training meetings per year with Finance Section	2	0	0	0	2	8		25%	Last meetings held 11/3/11 and 12/7/11; due to changes in staff and additional burdens, the Finance department has placed this on hold.	quarterly	13, 14

8 Training meetings per year with PIO/JIC Group	1	0	2	0	3	8		38%	Group was merged into the standing Adams County PIO group which meets quarterly. Meeting/training on JIC was held 2/16/12. Additional meeting on 2/29/12 with Adams PIO group for new Notify Me system ideas. No updates for 3rd Qtr due to hiring of new staff. Due to changes in staff and additional burdens, the Communications Group and Sheriff's Office has placed this on hold.	quarterly	13, 14
8 Training meetings per year with Communications/IT group	1	2	0	0	3	8		38%	Group was merged into the standing Adams County PIO group which meets quarterly. Meeting/training on JIC was held 2/16/12. Additional meeting on 2/29/12 with Adams PIO group for new Notify Me system ideas. No updates for 3rd Qtr due to hiring of new staff in both the Communications Group and Emergency Management. Due to changes in staff and additional burdens, the Communications Group and Sheriff's Office has placed this on hold.	quarterly	13, 14
2 Exercises/trainings per year with Policy Group	0	0	0	0	0	2		0%	No trainings occurred in 3rd Qtr. Due to changes in staff and the EOC relocation, this was placed this on hold.	2nd/4th Qtr	1, 2, 13, 14
<b>Strategy 3.2 - Emergency Management (EMPG funded) personnel receive and maintain training consistent with their potential responsibilities and the risks confronting the County (EMAP 4.13.2)</b>	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Percentage of EMPG personnel having completed 2012 NIMS Recommended Training	100%	67%	67%	75%	77%	100%		77%	New hire in office started March 1st and June 4th. Only one of new staff, including intern, has not yet completed 701 and above.	quarterly	2, 13
Number of drills performed	2	1	1	2	6	12		50%	EOC Duty Officer drill was conducted in June. Activation drill was conducted in August. Plans Section Chief position was drilled during September virtual exercise.	quarterly	13, 14
Participate in regional exercise - VORTEX	Y	Y	Y	Y	Y	Y/N		Y	OEM staff member participating on regional tornado exercise planning team. Attended planning team meetings on Jan 19th, Feb 14th, and March 12th. Participation continues in 3rd Qtr as staffing levels resume to normal. Full participation in 4th Qtr.	4th	13, 14
Number of staff with CEMA/IAEM certification	3	2	2	2	2	3		66%	New hire in office starting March 1st and is making progress towards IAEM application completion.	annually	
Number of staff with Advanced Professional Series Certification	1	1	1	2	2	3		67%	Heather has APS certification; new hire began in March and is working on APS certification; Additional new hire began June 4th and has APS certification	annually	13, 14

Percentage of sessions attended at annual emergency management conference	75%				75%	75%		100%	Office staff attended 75% of sessions of EM conference	2nd	13
Number of position specific trainings attended		1	3	1	5	3		167%	Heather attended the Situation Unit Leader class in Utah during February 2012; In 3rd Qtr, Adams County began attending Boulder's Plans and Logs labs which are held monthly; Plans Section Chief attended Res Unit Leader class in Sept.	quarterly	13, 14
Number of additional trainings attended relative to emergency management	1	1	0	2	4	3		133%	Heather attended WARRP Legal Issues Workshop Feb 15; Trainings scheduled for 3rd Qtr were cancelled due to state wildfire situation; Intern attended Emergency Management Basics course in Utah during September; LEPC Conference attended	quarterly	13, 14
Strategy 3.3 - Exercises are regularly scheduled and conducted in conjunction with the overall goals and objectives of the training program and is based on internal and external requirements and mandates (EMAP 4.13.3)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Quarterly EOC exercises are conducted	1	1	0	2	4	4		100%	Exercises were discontinued in 3rd Qtr due to change in personnel and EOC relocation. Orientation exercise was conducted in August 21 and virtual exercise was held September 18	quarterly	13, 14
Quarterly exercise evaluations completed	1	1	0	2	4	4		100%	Exercises were discontinued in 3rd Qtr due to change in personnel and EOC relocation. Exercise evaluations are not complete at the time of submitting this report.	quarterly	13, 14
Quarterly corrective actions completed & distributed to participants		1	0	0	1	4		25%	Exercises were discontinued in 3rd Qtr due to change in personnel and EOC relocation. At the time of completing this report coorrective actions were not yet completed.	quarterly	1, 2, 13, 14
Quarterly After Action Report and corrective actions reviewed in Study Session with BoCC	1	1	0	0	1	4		25%	2nd Qtr was presented on Feb.22; due to staffing changes and similar findings in the March exercise, no report was scheduled with the BoCC. At the time of this report corrective actions were not yet complete.	quarterly	1, 2, 7, 13, 14
Number of agencies with designated points of contact for NIMS compliance	17				17	17		100%	By end of Quarter 1, 17 agencies with designated points of contact for NIMS compliance identified	quarterly	2, 13
Number of agencies reporting NIMS information by August 15				17	17	17		100%	All agencies reported for 2012	quarterly	2, 13
Percent EMPG funded personnel participating in exercise	100%	100%	0%	67%	67%	100%		67%	100% EMPG funded personnel participated in March 23rd EOC exercise; due to staffing changes and EOC relocation no exercise was held in 3rd Qtr	quarterly	13, 14

GOAL 4: Plan development - Aligns with the County Goal of PROSPERITY and COMMUNITY (EMF 6)								YTD PM Met 2/2			
Strategy 4.1 - The planning process incorporates the Plan Analysis Tool (found at <a href="http://www.fema.gov/prepared/plan.shtm">http://www.fema.gov/prepared/plan.shtm</a> )	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Plan Analysis Tool and EOP submitted annually to State	Y				Y	Y/N		Y	EOP and supporting plans submitted to State Nov 2011 Plan Analysis Tool submitted with 1st qtr EMPG report- Jan 2012	annually	6
Annual updates completed within Plan Analysis Tool	1				1	1		100%	Plan Analysis Tool submitted with 1st qtr report	quarterly	6
2 plans are analyzed	1		2		3	2		150%	East I-70 Plan updated Dec 2011; Updates were made in the 3rd Qtr to the Animal Annex and ESF 6 annex (changes have not yet been finalized and redistributed)	quarterly	6
Strategy 4.2 - Emergency Management, involving stakeholders, finalizes the Emergency Operations Plan, to include a formalized planning process. The formal planning process provides for regular review and update of the plans (EMAP 4.6.1)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Distribute DRAFT EOP by December 2011	N	N	Y		Y	Y/N		Y	EOP was formally sent out to all partners for feedback on May 16th. Comments were due back by June 15th	1st	2, 6
BoCC has signed EOP by March 2012	N	N	N	N	N	Y/N		Y	Due to staffing changes this goal was not completed within deadline. At the time of this report the EOP is ready to be scheduled for approval by the BoCC	2nd	2, 6
Strategy 4.3 - The formal planning process for COOP provides for regular review and update of the plans (EMAP 4.6.1)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Two COOP workshops held per year	1				1	2		50%	Due to staffing changes this goal will not be addressed this year	2nd/3rd	1, 6
Strategy 4.5 - In coordination w/Planning Department, develop Risk Assessment & Mitigation Plan as part of the County Comprehensive Plan	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Provide input analysis on scope of work for RFP	Y				Y	Y/N		Y	Input provided for RFP scope of work	2nd/3rd	1, 6
Participate in selection committee for hiring of contractor		Y			Y	Y/N		Y	Contractor selected during 2nd Quarter	2nd/3rd	1, 6
Provide relevant documents & guidance to contractor for Risk Analysis and Mitigation Plan elements			Y		Y	Y/N		Y	In May the contractor was provided all relevant documents to complete	2nd/3rd	1, 6

Finalize Risk Analysis & Mitigation Plan elements as part of County Wide Comprehensive Plan by December 31, 2012					Y		Y/N		Y	Mitigation Plan, Comprehensive Plan, HIRA and capability assessment are in final draft form.	2nd/3rd	1, 6
<b>GOAL 5: Develop and maintain plan to communicate internally and externally - Aligns with the County Goal of PROSPERITY and COMMUNITY (EMF 10)</b>									YTD PM Met 2/2			
<b>Strategy 5.1 - Emergency Management maintains capability to initiate, receive, and/or relay warnings to alert key decision makers and emergency personnel (EMAP 4.10.3)</b>	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator			% Met	Planned Activities Summary	Est. Completion Date	EMF's
Maintain contract for notification system (i.e. Blackboard)	Y	Y	Y	Y	Y	Y/N			Y	During 3rd Qtr, switch was made to FirstCall system as provided by Adcom.	annually	1, 10
Maintain contract for OEM Duty Officer pager	Y	Y	Y	Y	Y	Y/N			Y	Contract maintained during 4th Qtr	annually	1, 10
EOC Notification Protocol is sent to MAC Group	1	0	1	1	3	4			75%	EOC Notification Protocol was sent out December 1st; 2nd quarter reminder was not completed; 3rd Qtr Reminder was sent on May 3rd; 4th Qtr reminder was sent early due to June fires	quarterly	1, 10
EMWIN MOU is supported financially by subscription fees	45%	91%			91%	50%			91%	Current subscription fee collection is \$3000 or 182% of goal; no additional collections were received in 3rd or 4th Qtr	annually	1, 10
Develop protocol for EAS use within Adams County by March 2012	N	Y			Y	Y/N			Y	Office EAS activation standard operating guidelines finalized in February, 2012	2nd	1, 10
Weather notification letter reminder is distributed to key partners 2x/year (May & October)	1	0	0	0	1	2			50%	Last reminder letter sent Oct 25, 2011. Due to changes in philosophy, May letter did not go out. Revisions are currently being made to the letter to coincide with new practices. May letter was not sent due to staffing changes.	1st/3rd	1, 10
<b>Strategy 5.2 - Communication and notification systems owned by Emergency Management are tested on an established schedule under operational conditions and the results documented and addressed (EMAP 4.10.2 and 4.10.4)</b>	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 April-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator			% Met	Planned Activities Summary	Est. Completion Date	EMF's
Blackboard tested quarterly	1	1	0	1	3	4			75%	Blackboard was tested and utilized for the Mar 23rd exercise; Due to changes in Blackboard, OEM switched to the FirstCall system during the 3rd Qtr. Significant testing occurred during 4th qtr in order to ensure adequate transition to FirstCall.	quarterly	1, 10
WebEOC notification system is tested quarterly	1	1	1	1	4	4			100%	Tests are done during pager rotation when duty officer enters information about on-call status	quarterly	1, 10
Pager is tested quarterly	1	1	1	1	4	4			100%	Pager was tested during new employee training and during employee transitions of pager duty.	quarterly	1, 10

GOAL 6: Emergency Management Program administration, coordination, and involvement - Aligns with the County Goal of PROSPERITY and COMMUNITY (EMF 1)								YTD PM Met 2/2			
Strategy 6.1 - Emergency Management has a multi-year strategic plan that defines the mission, goals, objectives, milestones and implementation method for the Emergency Management Program (EMAP 3.1.1)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Strategic Plan developed by October 2012 for Budget Review and Study Session	Y				Y	Y/N		100%	New Strategic Plan for 2013 is currently under development.		
Hazard Vulnerability Analysis is conducted by December 2012 for incorporation into 2013 Strategic Planning				Y	Y	Y/N		100%	Analysis currently underway as part of development of County Comprehensive Plan	annually	1, 2
Strategy 6.2 - Adams County has fiscal and administrative procedures in place for use during and after an emergency or disaster (EMAP 4.1.1)	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Number of meetings/trainings conducted with finance	2	0	0	0	2	8		25%	Due to changes and burdens, this item has been put on hold by the Finance Dept	quarterly	1, 14
Number of job descriptions for EMPG funded personnel that are updated	0	1	1	1	3	3		100%	To better meet the needs of the office, the previous Emergency Management Specialist Postion was updated in February to a Public Outreach & Education Coordinator; the previous Coordinator postion was retitled and repurposed to the Training & Exercise Coordinator in May; Director description was reviewed by HR during September	quarterly	1
Strategy 6.3 - Maintain Tier II reporting responsibilities	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
LEPC Committee meetings coordinated	1	0	1	2	4	4		100%	2nd Quarter LEPC meeting was cancelled due to staff changes; 3rd Qtr Meeting was held May 23rd. 4th Qtr Meetings were held during EOC Orientation on August 21 and Sept 26	quarterly	1, 2
LEPC authority identified at County level				N		Y/N		0%	Discussed at length with Tim Gablehouse (former chair of CEPC); also discussed strategy with County Attorney. Next step is to request 'appointment' formally from CEPC; no additional activity in 4th Qtr due to staffing	4th	1, 2
Provide annual messaging to Industry Partners regarding reporting requirements	Y				Y	Y/N		100%	submittal info sent to LEPC partners 1st qtr	1st	1, 2
Strategy 6.4 - Maintain Ambulance Licensing responsibility	2011 Q1 Oct-Dec	2012 Q2 Jan-March	2012 Q3 Aprl-June	2012 Q4 July-Sept	YTD	2012 Perf. Indicator		% Met	Planned Activities Summary	Est. Completion Date	EMF's
Qtrly EMS Council Meetings attended	1	1	1	2	5	4		125%	February Meeting attended; May 14 meeting attended; meeting held during EOC orientation and September 10	quarterly	1



