EF # 7 Initial Plan of Work

Goal #1: Coordination to facilitate the integration of resources for optimal benefit.

Work Task	Action	Assigned To:	Projected Completion Date	Actual Completion Date
Establish Organization Structure: • Identify members and establish Operations Team • Identify members and establish Advisory Council • Assign roles and responsibilities	Initiate	SCSA, Cal EMA, Development Working Group	July 31, 2010	
Establish Operations Team: • Develop Charter • Refine Work Plan and Schedule • Establish Technical Working Groups, as needed • Make assignments to complete Phase II activities	Initiate	Operations Team	August 31, 2010	
Establish Advisory Council: • Develop Charter • Hold meetings • Provide guidance to SCSA	Initiate	Advisory Council, Operations Team	September 30, 2010	
Strategic Planning: • Set goals and objectives for Resources EF #7 • Identify and refine implementation activities • Review and update Work Plan	Develop	SCSA and Cal EMA with input from the Advisory Council and Operations Team	To be determined	
Outreach & Communications: • Identify strategies to promote awareness of Resources EF #7 • Develop Resources EF #7 Orientation Package • Develop and maintain Resources EF #7 website or list serv • Disseminate policies, procedures, and protocols to stakeholders, as needed	Develop	Operations Team	To be determined	
Coordinate with other EFs: • Conduct communication and outreach with other EFs to collaborate on development and implementation	Initiate	Advisory Council, Operations Team	To be determined	
Funding Strategy: • Identify strategies to secure funding sources to support the Resources EF #7	Initiate	SCSA/Cal EMA/ Advisory Council	To be determined	
SEMS Coordination: • Provide liaison to Cal EMA and the SEMS Technical Committee Group to clarify issues and ensure compatibility	Initiate	Operations Team	To be determined	
MAC Coordination: • Establish procedures for activation of Resources-specific MAC Groups	Develop	Operations Team	To be determined	

NOTE: These dates are contingent upon additional funding and resources dedicated to this effort.

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Work Task	Action	Assigned To:	Projected Completion Date	Actual Completion Date
Training and Exercises: • Define training needs and develop training materials • Conduct regular training for stakeholders such as emergency management training, drills, and exercises	Develop	Operations Team	To be determined	

Goal #2: Support the incorporation of available resources from all levels of government, tribal governments, non-governmental organizations (NGOs), volunteers, and the private sector.

Work Task	Action	Assigned To:	Projected Completion Date	Actual Completion Date
State Subject Matter Expertise: • State departments develop list of experts within their respective agencies in regards to the identification, procurement and prepositioning of personnel, vehicles, equipment, materials, supplies and facilities • Operations Team maintains contact list of subject matter experts	Develop	State stakeholders/ Operations Team	To be determined	
Resource Leveraging: • Identify opportunities to collaborate, share and support resources (funding, resources and people) to prevent hazards and reduce vulnerability	Develop	State stakeholders/ Operations Team	To be determined	
Forecast Resource Needs: • Develop policies and procedures for forecasting, on an annual basis, the state's needs to preposition or procure emergency resources • Develop agreements for Emergency Acquisition Guide to address forecasted needs	Develop	Operations Team	To be determined	
EOC Stakeholder Point-of-Contacts (POC): • Assign one point-of-contact from each State stakeholder department to the Resources EF #7 to provide subject matter expertise to an EOC when it is activated, as defined in the Annex	Develop	State stakeholders	To be determined	
EOC POC Roles and Responsibilities: • Determine EOC POC's roles and responsibilities to provide subject matter expertise to an EOC when it is activated • Provide training to the EOC POC's on their roles and responsibilities	Develop	Operations Team	To be determined	

NOTE: These dates are contingent upon additional funding and resources dedicated to this effort.

EF #7 Initial Plan of Work

Work Task	Action	Assigned To:	Projected Completion Date	Actual Completion Date
Resources EF #7 Coordinator to the EOC: • Identify one coordinator and designated alternates to provide subject matter expertise to an EOC when it is activated • Develop and maintain tool-kit with contact lists, policies, procedures, inventories, etc. that the representative can use to assist in providing subject matter expertise to the EOC • Provide training to EF #7 coordinator and alternates on tool-kit	Develop	Operations Team	September 30, 2010 (Dependent on compilation of lists, inventories, policies, procedures, etc.)	
Expand Stakeholder Membership: • Identify strategies to integrate other levels of government, tribal governments, non-profit organizations volunteers and the private sector into the development and implementation process	Develop	Operations Team / Advisory Council	To be determined	

Goal #3: Standardization to support resources classification to improve the efficiency of procuring resources and the effectiveness of emergency assistance, as defined in the Resources EF#7 Annex.

Work Task	Action	Assigned To:	Projected Completion Date	Actual Completion Date
Resource Typing: • Coordinate with the Statewide Metrics Project and assist in maintaining the statewide resource typing classification system for personnel, equipment, vehicles, and facilities	Monitor	State stakeholders/ Operations Team	Ongoing	
Resource Inventory: • State stakeholders to develop and maintain resource inventory specific to their agency • Operations Team maintains contact list for department-specific inventories	Develop	State Stakeholders / Operations Team	To be determined	
State-Controlled Land and Facilities Inventory: • State stakeholders to develop and maintain inventory of State-controlled land and facilities specific to their agency • Operations Team maintains contact list for department-specific inventories	Develop	State Stakeholders / Operations Team	To be determined	
Mitigation Strategies: • Develop strategies and processes to prevent or reduce the impact of events and reduce the need for response activities	Develop	Operations Team / Advisory Council	To be determined	
Emergency Assistance: • Identify needs and coordinate the development of emergency assistance with the appropriate stakeholders	Develop	Operations Team / Advisory Council	To be determined	

NOTE: These dates are contingent upon additional funding and resources dedicated to this effort.

EF #7 Initial Plan of Work

Work Task	Action	Assigned To:	Projected Completion Date	Actual Completion Date
Resource Requests – Policies and Procedures: • Develop recommendations for improvements to policies, procedures and systems for State Departments to request resources during emergency circumstances	Develop	Operations Team / Advisory Council	To be determined	
Tracking Resource Utilization – Policies and Procedures: • Develop recommendations for improvements to policies, procedures and systems for State departments to track resource utilization and the cost of resources	Develop	Operations Team / Advisory Council	To be determined	
Emergency Acquisition – Policies and Procedures: • Develop recommendations for improvements to policies, procedures, and systems for State departments to expedite procurement activities under a declared state of emergency • Develop recommendations for improvements to policies, procedures, and systems for State departments to utilize existing contracts and negotiate with existing vendors, under a declared state of emergency • Develop recommendations for improvements to policies, procedures, and systems for State departments to expedite emergency leasing and utilization of state-owned or state-leased facilities	Develop	Operations Team / Advisory Council	To be determined	

NOTE: These dates are contingent upon additional funding and resources dedicated to this effort.

EF #7 Communications Strategy

Method	Specific Activities	Who	When
Road Shows	▪ Make presentations	EF #7 Operations Team Leads	As needed
Direct Communications	▪ Communicate progress, ongoing initiatives, and accomplishments to member organizations ▪ Communicate progress, ongoing initiatives, and accomplishments to other EFs ▪ Communicate progress , ongoing initiatives and accomplishments to Stakeholders via newsletter	EF #7 Lead Agency, Advisory Council, Operations Team EF #7 Advisory Council, Operations Team EF #7 Operations Team	Continuous Continuous Quarterly
Websites	▪ Develop websites for all EFs ▪ Develop EF #7 content for website ▪ Post content	Cal EMA EF #7 Operations Team Cal EMA	October 2010 Oct-Dec 2010 December 2010
Newsletter	▪ Develop content ▪ Publish newsletter quarterly	EF #7 Operations Team EF #7 Coordinator	Quarterly Quarterly
Brochure	▪ Develop brochure ▪ Distribute brochure at events & exercises	EF #7 Operations Team EF #7 Operations Team	Oct-Dec 2010 As scheduled
Orientation Package	▪ Develop content ▪ Distribute to new Advisory Council members, Operations Team Members, and Stakeholders ▪ Hold training sessions for new members	EF #7 Operations Team EF #7 Coordinator EF #7 Operations Team	September 2010 As needed As needed
Events	*Preparedness Month* ▪ Discuss EF roles at planning meetings	EF #7 Operations Team	September (annually)
	Golden Guardian ▪ Pilot test EF scenarios	EF #7 Operations Team	May (annually)
	Great Shakeout ▪ Discuss EF roles at planning meetings	EF #7 Operations Team	To be held on October 21, 2010
	Day at the Capitol ▪ Staff booth/distribute brochures	EF #7 Coordinator and Team Members	As scheduled
Exercises	▪ Participate in Cal EMA sponsored training ▪ Develop scenarios with CAL FIRE teams	EF #7 Operations Team EF #7 Operations Team	As scheduled As scheduled