

# Albemarle County Emergency Management

## 2020-2021 Work Plan

Projects (in order of priority)	Comments/Description/Major Milestones	Hours to complet e	Expected Start	Expected Completion
<i>(1) COVID-19 IMT</i>				
Public Assistance	Identify, document and submit data required for FEMA Public Assistance	50	April 20, 2020	July 31, 2020
CARES Act	Identify, document and submit supporting data required for CARES act documentation	2/wk	April 20, 2020	December 30, 2020
IMT Functions	Act in EM advisor role to IMT. Fill in as needed with plans	4/wk	April 20, 2020	December 30, 2020
<i>(2) Continuity of Operations Pandemic Annex</i>				
Planning			COMPLETE	COMPLETE
Documenting	Documenting departments and sections pandemic plans with department assistance	40	June 9, 2020	August 9, 2020
Reviewing	Review document and develop consistency throughout	50	August 10, 2020	September 19, 2020
Vetting	Present the final document for approval	10	September 22, 2020	October 2, 2020
<i>(3) Community Resilience in Action IMT</i>				
Planning	Developing IAP and identifying action items. Define my role in Admin/Finance. Define my role in Planning.	3/wk	June 9, 2020	August 21, 2020
Actioning	Finalizing and Executing action plan for the removal of statues. Responding to large scale community actions	3/wk	June 9, 2020	September 31, 2020
<i>(4) Apply for Grant for Planning Position</i>				
Research	Find out time period	4	ONGOING	TBD
Develop	Develop Grant	30	ONGOING	TBD
Apply	Apply for Grant	10	ONGOING	TBD

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<i>(5) THIRA (Threat and Hazard Identification Risk Assessment)</i>				
Introduction	Mitigation action items identified in other supporting documents such as the County's 2015 Comprehensive Plan or the Thomas Jefferson Planning District 2018 Hazard Identification Mitigation Plan.	8	June 22, 2020	July 6, 2020
Community Profile	General information about communities in the county.	20	July 6, 2020	July 17, 2020
Threat and Hazard Identification	General information about potential threats and hazards in the county, the historic record of threat and hazard events, and the probability of future events.	60	July 20, 2020	August 7, 2020
Vulnerability and Risk Assessment	Analysis of the impact hazards could cause, with estimated potential losses for various hazard scenarios.	40	August 10, 2020	August 21, 2020
Capabilities Assessment	Survey of current local capacity to prepare and respond to hazards.	40	August 24, 2020	September 4, 2020
Review	Correct errors in the document and present to leadership for review.	12	September 5, 2020	September 9, 2020
<i>(6) Emergency Operating Plan</i>				
Planning	Establish plan for county level EOP development and determine how this plan will fit the regional EOP. Create and plan for what a county level EOC will look like and function.	40	July 20, 2020	September 30, 2020
Draft Structure	Derive a draft county/regional structure to present to the regional EM committee	30	September 1, 2020	October 15, 2020
Table Top Exercises	Create and execute table-top exercises to test actionable scenarios in order to determine.	60	October 1, 2020	November 30, 2020
Documenting	Record EOP decisions and focus on developing a divisive county EOP and EOC that fosters regional cooperation	40	December 1, 2020	January 31, 2021
Reviewing	Revise the EOP based upon internal and external critique	40	February 1, 2021	February 28, 2021
Vetting	Present to leadership for review	10	March 1, 2021	March 7, 2021

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<i>(7) Climate Resiliency Plan</i>				
Planning	Create timeline and structure of climate resiliency plan	30	September 15, 2020	October 15, 2020
Meetings	Conduct meetings to coordinate and validate information	30	September 15, 2020	November 15, 2020
Documenting	Record climate resiliency plan	30	October 1, 2020	December 1, 2020
Reviewing	Revise plan	20	December 1, 2020	December 31, 2020
Vetting	Present to leadership for review	10	January 1, 2020	January 15, 2020
<i>(8) Continuity of Operations Plan</i>				
Planning	Create a plan for developing a county level COOP	20	March 8, 2021	March 30, 2021
Meetings	Conduct Workshops and Seminars to develop the COOP	20	April 1, 2021	May 31, 2021
Documenting	Record COOP decisions and focus on creating a document that is usable and flexible	20	June 1, 2021	July 31, 2021
Reviewing	Revise the COOP based upon internal and external critique	20	August 1, 2021	August 31, 2021
Vetting	Present to leadership for review	10	September 1, 2021	September 15, 2021
<i>(9) Resilient Communities</i>				
CERT	Assist with modifying and building the regional CERT program	20	July 1, 2020	December 31, 2020
Community Emergency Organization	Create a plan for building resilient neighborhood and develop a campaign to start the plan	60	August 1, 2020	October 31, 2020
VOAD (Volunteer Organizations Active in Disasters)	Re-establish regional VOAD IOT to better prepare for future disasters and emergencies	30	August 1, 2020	December 31, 2020

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<i>(10) Training and Outreach</i>				
Internal	Institute training policy for that aligns with NIMS requirements. Develop a test, training and exercise plan for EOP, EOC & COOP	10 to start, 2/wk ongoing	ONGOING	ONGOING
External	Develop webpage and community outreach program for emergency management topics	5/wk	ONGOING	ONGOING
Self-Development	Acquire additional knowledge and skills to enhance the county EM office. Update and stay certified.	1/wk	ONGOING	ONGOING
<i>(11) EMAP Certification</i>				
Research	Establish requirements for the EMAP program and determine limitations/constraints/strengths/weaknesses	40	September 1, 2020	December 31, 2020
Planning	Develop a timeline for going through the certification process	30	January 1, 2020	February 28, 2020