

Homeland Security and Emergency Management Agency FY2016

Agency Homeland Security and Emergency Management Agency

Mission The Mission of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) is to lead the planning and coordination of homeland security and emergency management efforts to ensure that the District of Columbia is prepared to prevent, protect against, respond to, mitigate, and recover from all threats and hazards.

Summary of Services HSEMA plans and prepares for emergencies; coordinates emergency response and recovery efforts; provides training and conducts exercises for emergency first responders, employees and the public; provides emergency preparedness information to the public; and disseminates emergency information.

2016 Objectives

FY16 Objectives

Objective Number	Objective Description
Agency Management / Office of the Director (3 Objectives)	
1	Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.
2	Increase awareness to the public and District agencies on community preparedness, resiliency, and emergency management.
3	Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the National Capital Region Urban Area Security Initiative homeland security grant awards decision-making process.
Finance / Administration and Homeland Security Grants Division (1 Objective)	
1	Improve the District's and the Region's administration of grant funding and management of grant funded projects for preparedness, response, and recovery capabilities.
Operations Division (2 Objectives)	
1	Ensure a common operating picture during emergencies to facilitate informed decision-making and response.
2	Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.
Planning and Preparedness Division (2 Objectives)	
1	Establish, promulgate, and institutionalize a standardized preparedness planning system that delineates the structure, plans, process, and personnel needed to effectively execute the District's preparedness planning activities.
2	Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS).

2016 Key Performance Indicators

Measure	Division	Frequency of Reporting	FY 2013	FY 2014	FY 2015	FY 2015 Target	FY 2016 Target
1 - Ensure a common operating picture during emergencies to facilitate informed decision-making and response. (2 Measures)							

Number of HSEMA Operations Center System Checklist Tests	Quarterly	1,098	1,298	907	1,095	1095
Percentage of WRTAC analytic products on the WRTAC production plan that are completed answering a Key Stakeholder Standing Information Need (SIN), special request or a DHS Homeland Security SIN	Quarterly		97.98	100	90	90
1 - Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled. (1 Measure)						
Percentage of documents reviewed by Executive Secretariat for compliance of Agency policy within 48 business hours.	Quarterly		97.73	100	95	95
1 - Establish, promulgate, and institutionalize a standardized preparedness planning system that delineates the structure, plans, process, and personnel needed to effectively execute the District's preparedness planning activities. (3 Measures)						
Number of critical infrastructure program outreach meetings, seminars, workshops to Critical Infrastructure Key Resource (CIKR) partners.	Quarterly	39	28	13	25	25
Number of reviewed and/or updated HSEMA plans annually	Quarterly	40	44	146	25	25
Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training.	Quarterly	71	81	78	80	80
1 - Improve the District's and the Region's administration of grant funding and management of grant funded projects for preparedness, response, and recovery capabilities. (4 Measures)						
Percentage of grant dollars spent within the timeframe of the grants	Annually		99.82	99.09	98	98
Number of audit exceptions reported in the annual DC Single Audit.	Annually		1	0	1	1
Percent of subgrants issued within 45 days of award receipt	Annually		85.4	95.57	90	90
Number of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award.	Annually	20	24	25	25	25
2 - Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. (4 Measures)						
Number of internal tests of the Emergency Alert System completed annually	Quarterly	366	1,001	365	365	365
Number of Emergency Liaison Officer contact information validated and/or updated quarterly	Quarterly	114	205	75	100	100
Number of system tests of the HSEMA Operations Center COOP Site	Quarterly	119	180	67	100	24
Percent of WAWAS participants who comply with daily roll call system tests.	Quarterly		92	100	90	90

2 - Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS). (5 Measures)							
Percentage of HSEMA corrective action items in after action reports successfully addressed in compliance with HSEEP.		Quarterly	100	43	68.31	100	100
Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) Program Guidelines.		Quarterly	8	7	12	3	80
Percentage of After Action Reports (AAR) completed after every exercise.		Quarterly		71.4	100	100	100
Percentage of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines.		Quarterly	100	92.3	100	90	90
Percentage of all training classes and exercises that incorporate requirements for the District's special needs population.		Quarterly	100	100	100	100	100
2 - Increase awareness to the public and District agencies on community preparedness, resiliency, and emergency management. (4 Measures)							
Number of emergency preparedness media or public information messaging plans completed		Quarterly		17	12	12	12
Percent increase of recipients of DC Alerts		Quarterly		1.01	6.6	3	3
Number of events attended by HSEMA Outreach Division.		Quarterly		228	190	150	150
Number of District special events supported each quarter		Quarterly	46	55	25	4	4

2016 Workload Measures

Measure	Frequency of Reporting	FY 2013	FY 2014	FY 2015
Workload Measure (8 Measures)				
Number of Alert DC messages disseminated.	Quarterly	6,624	4,508	5,964
Homeland security grant dollars managed	Annually	196,680,927	180,431,070	196,650,148
Number of grant projects managed.	Annually	456	471	546
Number of special events that have been processed by the Mayor's Special Events Task Group	Quarterly	91	109	116
Number of partial and full Emergency Operations Center activations	Quarterly	42	13	8
Number of Heat Emergency Plan Activations.	Annually	17	31	26
Number of trainings provided to first responders, District employees, and the public.	Quarterly	36	33	38

Number of individuals trained at HSEMA.	Quarterly	953	1,095	1,078
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2016 Initiatives

Objective Number	Objective Title	Initiative Number	Initiative Title	Initiative Description
Agency Management / Office of the Director - 1 (1 Initiative)				
1		1.1	Build agency capacity and capability by establishing agency wide professional development requirements.	HSEMA will continue to enhance its professional development process by establishing competency measurements for all employees that align with District training requirements, agency performance measurements, federal grant requirements (i.e., NIMS) and the Emergency Management Accreditation Program. In addition, HSEMA employees will achieve the competency standards set forth by FEMA for incident management teams utilizing the FEMA Qualification System through the District All Hazards Incident Management Team Certification/Credentialing Program. HSEMA will fully implement the performance management system consistent with HR chapter 14 regulations.
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Agency Management / Office of the Director - 2 (1 Initiative)				
2		2.1	Utilize the Ward Ambassador Program and HSEMA Community Outreach Coordinators to educate District residents, workers, and visitors about emergency preparedness.	HSEMA will continue to have our Community Outreach Coordinators, in conjunction with the newly completed Ward Ambassador program, reach out to residents, workers, and visitors in all eight wards about the importance of personal, workplace, and business preparedness.
TOT				
Agency Management / Office of the Director - 3 (1 Initiative)				
3		3.1	Work with the National Capital Region (NCR) ERS to improve funding opportunities for the District.	Through the NCR ERS, the DCERS will work with the regional Emergency Response System committees of Northern Virginia and Maryland, to optimize funding opportunities and promote regional preparedness in alignment with the goals and priorities of the District.
TOT				
Finance / Administration and Homeland Security Grants Division - 1 (3 Initiatives)				

1		1.1	Continue to support District agencies competitiveness in receiving Urban Area Security Initiative grants by providing technical assistance.	The State Administrative Agent and District of Columbia Emergency Response System (DCERS) Program Management Office (PMO) will provide technical assistance to District agencies to assist them with the management and reporting of their projects. The technical assistance will support agencies in creating defined metrics, allocating funding, meeting deadlines, achieving established goals and objectives, and improving other causes factored into the National Capital Region Scorecard.
1		1.2	Implement a new web-based system for managing grant projects and reporting.	The State Administrative Agent will implement a new web-based SharePoint system for managing grant-funded projects, project reporting and closeout in FY16. SAA staff will train subrecipients to use the system, issue new awards and adjustments, and approve project plans and reports in this new system. This new system will provide improved data reporting capacity and a clearer picture of any pending actions or approvals needed.
1		1.3	Develop and finalize fiscal and administrative procedures to better support disaster operations.	HSEMA, in coordination with the District Office of Contracting and Procurement, will refine emergency procedures for fiscal and administrative processes such as procurement and contracting.

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Operations Division - 1 (3 Initiatives)

1		1.1	Improve disaster logistics capability for the District Government.	In 2015, HSEMA worked to address the three District priorities identified using the national Logistics Capability Assessment Tool (LCAT). Specifically, HSEMA worked to identify a full-time logistics staff member to begin the development a comprehensive tracking of commodities; conduct a series of Commodities Points of Distribution (CPOD) train the trainer classes to increase our training personnel cadre; and conduct a federal staging area training and CPOD training during the month of September 2015. In 2016, HSEMA will once again lead the District through the LCAT to identify any remaining gaps in the District's capability to perform basic logistics response and recovery functions and target specific areas that need improvement and improve the common operating picture for the District's responders.
1		1.2	Implement, socialize, train, and exercise the District's new Crisis Communication Strategy.	In 2015, the District developed a Crisis Communications Strategy, including the ESF 15 Operational Plan and Crisis Communications Guide, which provide effective formal standards, strategy, and structure for a unified approach to managing accurate, timely, and critical communications to the public during emergencies or disasters. In 2016, the District will implement this strategy and train District Public Information Officers on the plans and their roles within the Joint Information Center.

1		1.3	Continue integration of National Capital Region (NCR) Information Collection & Coordination Center (IC3) into the JAHOC and EOC functions.	This initiative will facilitate the integration of the IC3 which will be operating out of the Joint All Hazard Operations Center (JAHOC). The IC3 will maintain a 24 hour, 365 day, all-hazard regionally focused watch capability. The primary mission of IC3 will be to provide regional situational awareness and monitor emerging incidents or potential threats, whether natural or manmade, with possible operational consequences to the surrounding jurisdictions. Additionally, HSEMA will finalize the IC3 standard operating procedure and integrate IC3 personnel into JAHOC operations. The overall objective of the IC3 will be to enhance information sharing and situational awareness among NCR partners.
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Operations Division - 2 (1 Initiative)

2		2.1	Improve Emergency Operation Center (EOC) performance through the continued implementation of the Incident Command System (ICS).	HSEMA will implement homeland security and emergency management and Incident Command System (ICS) training and exercises, in accordance with the Multi-Year Exercise Training Work Plan to improve core capabilities and EOC performance. HSEMA Training and Exercise Division will training HSEMA staff, District government emergency liaison officers, the District's Executive Leadership and the private sector. Training activities will be conducted in compliance with the Homeland Security Exercise Evaluation Program (HSEEP).
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Planning and Preparedness Division - 1 (4 Initiatives)

1		1.1	Continue implementation of the District Preparedness System to promote interagency coordination, integrate the Emergency Preparedness Council, and create preparedness committees.	In 2016, the District will continue to utilize the District Preparedness System (DPS) through the District of Columbia Emergency Preparedness Council (DCEPC) and the District of Columbia Emergency Response System (DCERS) to prioritize and close gaps in the 31 core capabilities identified through the Threat and Hazard Identification and Risk Assessment (THIRA) in accordance with the National Preparedness Goal.
1		1.2	Improve on risk-based approach to selection of grant proposals.	Grant investments will be aligned to the goals, objectives, and initiatives established in the DC Homeland Security and Emergency Management Strategy and Playbook. The Strategy and Playbook were created based on the Threat Hazard Identification Risk Analysis Report and after action reports, which incorporate a risk based approach for the election of grant funded initiatives. These goals will be organized by mission area, prioritized by the DC ERS, and tracked through established performance metrics to ensure progress towards the District's Homeland Security and Emergency Management goals.

1		1.3	Strengthen our commitment to the Whole Community by continuing to update and revamp our access and functional needs programing and planning efforts.	In 2016, the HSEMA Access and Functional Needs Coordinator will be on staff and working exclusively on access and functional needs issues and programs related to emergency management, including ensuring that the District Preparedness Program and all related plans are compliant with the Americans with Disabilities Act (ADA) and other vulnerable population considerations.
1		1.4	Continue to develop and update all-hazard preparedness plans in accordance with the District Preparedness System.	<p>The following plans will be developed for the mission areas below:</p> <ul style="list-style-type: none"> • Framework: District Protection/Prevention Plan, District Mitigation Plan, District Preparedness Planning Toolkit, Information Integration and Governance White Paper, and SharePoint Site Governance Model. • Protection/Prevention: District Protection/Prevention Base Plan, Critical Infrastructure and Key Resources (CIKR) Plan, and the Information and Intelligence Annex. • Mitigation: Update the District All-Hazard Mitigation Plan and create the Enhanced Risk Assessment. • Response: District Evacuation Plan, District Mass Care Plan, District Terrorism Plan, District Damage Assessment Plan, District Resource Management Plan, ESF Operational Plans, Military Support to Civil Authority Plan, and the Business Emergency Management Operations Center (BEMOC) Plan. • Recovery: Operational Plan for standing up Recovery Steering Committee, develop SOPs, checklists, and other tools that support the Recovery Base Plan and Operational Plan, and Recovery Support Function (RSF) Operational Plans. • Continuity of Operations Planning: Support the 80 District agencies responsible for updating their COOP plans annually, exercising the COOP, evaluating, and if necessary revising their COOP plans. HSEMA will provide technical support for each of the 80 agencies as they fulfill new requirements as stipulated in a Mayor’s Order issued in 2012

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Planning and Preparedness Division - 2 (1 Initiative)				
2		2.1	HSEMA will implement and maintain a progressive training exercise program consistent with the National Exercise Program base plan.	The Homeland Security Exercise and Evaluation Program (HSEEP) and NIMS constitute national standards and recommended methodologies for all exercises and conduct of emergency operations. HSEMA will continue to implement and maintain as part of the District Preparedness System a progressive exercise and training program consistent with the Department of Homeland Security Federal Emergency Management Agency (FEMA) standards. Pursuant to the FEMA Emergency Management Performance Grant (EMPG) requirements, the annual exercise program will include no less than four exercises of any type and one full-scale exercise or major real world event subject to FEMA approval within a 12-month period.

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