



Homeland Security and Emergency Management Agency HSEMA (BN)

MISSION

To support and coordinate homeland security and emergency management efforts, ensuring that the District of Columbia's all-hazards emergency operations are prepared to protect against, plan for, respond to, and recover from natural and man-made hazards.

SUMMARY OF SERVICES

HSEMA coordinates all planning and preparedness efforts, training and exercises, homeland security grants, and facilitates a common operating picture during events, to facilitate good decision-making and response. This common operating picture will achieve situational awareness and, where possible, eliminate or minimize conflicting information received from numerous sources.

The Homeland Security and Emergency Management Agency is comprised of five major divisions: 1) **Agency Management / Office of the Director** provides leadership to internal agency operations to perform its overall mission efficiently and effectively, as well as leadership to the Washington region as members of the National Capital Region homeland security policy advisory group; 2) **Plans and Preparedness Division** facilitates the comprehensive planning that promotes resiliency in government agencies, our communities and critical infrastructure; 3) **Training and Exercises Division** ensures that all relevant individuals, agencies and responders are able to operate in their respective roles through effective training courses, hazard and capabilities-based exercises and plan validations; 4) **Operations Division** provides situational awareness, logistical and resource support, and field command operation to coordinate incident response, mitigation, and recovery, and to support District and Federal agencies during special events; 5) **Homeland Security Grants Division** is the State Administrative Agent (SAA) for the federal homeland security grant programs that are awarded to the District of Columbia and to the National Capital Region (NCR), which encompasses neighboring counties in Maryland and Virginia, and provides programmatic oversight to grant-funded homeland-security projects to ensure milestones are met and are in compliance with the applicable grant guidance.

ACCOMPLISHMENTS

- 1. Coordinated successful response to the Hurricane Irene Event**
 - Coordination of multi-agency emergency response, including activating the Emergency Operations Center, coordinated emergency shelter operations, and commodity distribution to the public in Wards 3, 5, 7, 8
 - Received Hurricane Irene Disaster Declaration on September 28, 2011.
- 2. Conducted over 50 citywide trainings, exercises and symposiums to prepare for all hazards events with more than 1,400 individuals attending**
 - Training included WebEOC, DRP/ ELO, NIMS/ICS, ANC Training, Emergency Preparedness Training, Rapid Assessment Planning Workshop in Emergency Management, Legal Issues In The Aftermath, Resilient Accord Continuity Cyber Awareness for Federal and Nonfederal Entities, Emergency Management Compact (EMAC)

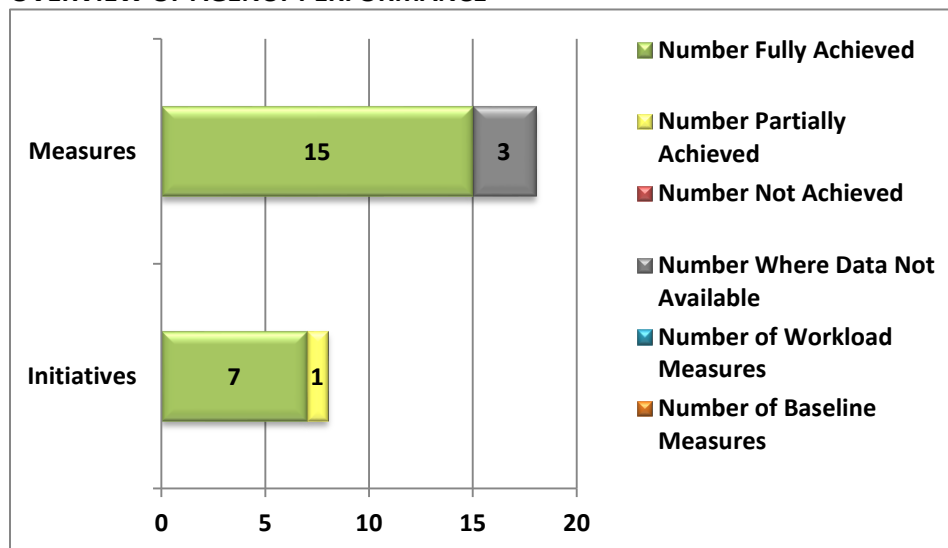


- Exercises included Cabinet level Senior Leaders Seminar on Emergency Preparedness, Citywide Functional Exercise, Consequence Management Team Exercise, and Citywide Full-Scale Exercise.
- Severe Weather Symposium from District agencies and departments, District residents, business and community stakeholders, regional and federal partners.

3. **Led the Mayor’s Special Events Task Group by providing the public safety review of 124 special events and applications (112 were approved) including, but not limited to:**





- ✓ **Local Events:** H Street Festival, and Adams Morgan Day Festival
- ✓ **Citywide Events:** Fiesta DC, Taste of DC, National Capital Barbecue Battle, Japanese Street Festival, Caribbean Carnival Parade & Festival, Capital Pride Parade & Festival, Susan G. Komen Global Race for the Cure, Washington, DC Triathlon, National Marathon and National Memorial Day Parade.
- ✓ **National/Regional Events:** Rally to Restore Sanity and/or Fear, Martin Luther King, Jr. Memorial unveiling, National Cherry Blossom Festival Parade, Army 10-Miler, Marine Corps Marathon

OVERVIEW OF AGENCY PERFORMANCE





Performance Initiatives – Assessment Details

Performance Assessment Key:							
	Fully achieved		Partially achieved		Not achieved		Data not reported

Plans and Preparedness Division

OBJECTIVE 1: Identify the District's greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks.

No Initiative for this Objective

OBJECTIVE 2: Devise contingencies to sustain essential government operations and protect critical infrastructure and key assets.

- **INITIATIVE 2.1: Develop continuity of operations (COOP) plans for non-primary Emergency Support Function (ESF) agencies.**

Response: The Plans and Preparedness Division completed COOP plans for OUC - Public Safety Communications Center (PSCC), District Department of Human Resources (DCHR), Department of Real Estate Services (DRES), Department of Mental Health (DMH), District of Columbia Public Schools (DCPS), and the District of Columbia Water and Sewer Authority (DC Water). HSEMA worked with agencies to collect required information, draft plans, and provided training and exercises for these plans. Plans contain all required COOP elements. The COOP plans will allow agencies to continue performing essential functions during and after any type of emergency.

This measure was fully achieved.

- **INITIATIVE 2.2: Sustain a systematic critical infrastructure program**

Response: The Plans and Preparedness Division conducted several activities in support of this initiative in order to better protect District critical infrastructure and key resources (CIKR). HSEMA conducted an annual data call to identify critical District assets to be added to the Federal CIKR repository. HSEMA participated in information sharing meetings with the Downtown Business Improvement District to increase the private sector's familiarization of the District's critical infrastructure protection (CIP) program. HSEMA collaborated with National Capital Region (NCR) stakeholders through the NCR Critical Infrastructure Working Group on a monthly basis. HSEMA coordinated with CIKR owner/operators to enlist participation in the NCR's efforts to enter critical asset information into the Automated Critical Asset Management System (ACAMS), which is a central repository for protected critical infrastructure data. HSEMA completed development of the new District Protected Critical Infrastructure Information (PCII) Plan and revised the existing Critical Infrastructure Protection Plan.

This measure was fully achieved.

- **INITIATIVE 2.3: Review and update plans identified through Emergency Management Accreditation Program.**

Response: The Plans and Preparedness Division reviewed and updates plans identified through the



Emergency Management Accreditation Program to ensure timely preparedness, response, recovery, and mitigation of emergencies. HSEMA conducted planning meetings and revised the District Response Plan. HSEMA revised existing plans and developed thirty-five (35) emergency plans. This measure was fully achieved.

Training and Exercise Division

OBJECTIVE 1: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements.

No Initiative for this Objective

OBJECTIVE 2: Ensure that all programs and exercises are compliant with National Incident Management System (NIMS) standards and guidelines.

No Initiative for this Objective

OBJECTIVE 3: Ensure that all programs, training classes and exercises incorporate requirements for the District's special needs population.

● **INITIATIVE 3.1: Include special needs target populations in emergency preparedness through training, exercises and outreach.**

Response: HSEMA enhanced emergency preparedness outreach to citizens with access and functional needs and collaboration with District Agencies and Advisory Neighborhood Commissions. HSEMA conducted eight (8) city-wide ward-based exercises three (3) seminars for citizens with limited or non-English proficiency including Mandarin and Cantonese, Amharic and French, and Spanish; one (1) exercise for the special needs population, one (1) special needs provider presentation/seminar, four (4) National Preparedness Month forums addressing the business community, the faith community, special needs service providers, and youth; and one (1) exercise of the DC Text Alert System

HSEMA outreach events were supported by more than 3,500 citizens:

- (240) Citizens better prepared through community exercises
- (300) Participants in the LEP/NEP seminars learn about disaster preparedness
- (150) Special needs service provider organizations better understand their roles in preparing for disasters
- (2500) DC Text Alert users participate in a functional exercise testing the alert system and user response
- (400) Participants involved in National Preparedness Month Forums learn more about community and national preparedness

This measure was fully achieved.

OBJECTIVE 4: The Training and Exercise Division will engage local, regional, federal and private sector entities in the development and execution of training and exercises when required.

No Initiative for this Objective



Operations Division

OBJECTIVE 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

No Initiative for this Objective

OBJECTIVE 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.

● **INITIATIVE 2.1: Integration of Closed Circuit TV (CCTV) systems into a single interoperable program.**

Response: In support of this initiative, HSEMA delivered the first phase of an Integrated CCTV Platform. The platform integrated the CCTV camera feeds from the Department of Transportation (DDOT), Protective Service Division (PSD), and Public Schools (DCPS) also integrating the access control systems from PSD and DCPS. Deployment of the fully functional platform is being done on a rolling basis to District agencies while a quickly deployable, lightweight Web-based version is available for ad hoc implementation on an as needed basis. User training for the Integrated CCTV Platform was performed for multiple stakeholder agencies. Using the Metropolitan Police Department (MPD) rules as a best practices model, rules were drafted that suit HSEMA's all-hazards emergency preparedness, response, and recovery mission. To accomplish this initiative, HSEMA gathered CCTV requirements from multiple agencies and stakeholders, designed and developed the CCTV system, and conducted system testing. Ongoing enhancement and development of features will continue through 2012.

This initiative has been achieved, as the Integrated CCTV Platform is operational. Usage rules will be sent to the Office of Policy and Legislative Affairs (OPLA) for formal promulgation in the next two weeks.

Homeland Security Grants Division

OBJECTIVE 1: Improve the District's and the Region's administration of grant funding for preparedness, response, and recovery capabilities.

● **INITIATIVE 1.1: Develop a risk-based monitoring plan for subgrantees.**

Response: The Grants Division implemented a risk based monitoring protocol that determined which of over 500 active subgrants would receive either an on-site visit or desk monitoring reviews. By conducting eighteen (18) on-site visits and thirty-six (36) desk monitoring reviews, the Grants Division helped to ensure that subgrantees were abiding by applicable federal and District grant requirements.

This measure was fully achieved.

OBJECTIVE 2: Identify emergency preparedness areas in need of improvement.

No Initiative for this Objective

● **INITIATIVE 2.1: Develop a database/reporting tool to track performance standards for subgrantees.**

Response: During FY 2011, the Grants Division developed a detailed statement of work for the acquisition of a new Grants Management System. The implementation of a revised Grants



Management System will permit the Grants Division to increase its effectiveness of program, financial, and performance management of administering Department of Homeland Security grant funds. Detailed workflows were constructed for use with the new system. The Grants Division received approval from the District's Office of the Chief Technology Officer to proceed with this procurement, in hopes that the final product will serve as a benefit to the entire District.

However, due to procurement delays, the procurement was not finalized during FY 2011, resulting in the measurement being partially achieved.

OBJECTIVE 3: Provide critical information for dissemination, as needed, to Congress, the public, the media, and the emergency management community.

Agency Management/Office of the Director

OBJECTIVE 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

No Initiative for this Objective

OBJECTIVE 2: Increase awareness to the public and District agencies on community preparedness, resiliency and emergency management.

● **INITIATIVE 2.1: Expand outreach activities to special needs populations.**

Response: HSEMA enhanced emergency preparedness outreach to citizens with access and functional needs and collaboration with District Agencies and Advisory Neighborhood Commissions. HSEMA conducted eight (8) city-wide ward-based exercises, four (4) National Preparedness Month forums addressing the business community, the faith community, special needs service providers, and youth; and one (1) exercise of the DC Text Alert System one (1) Mayor's Senior Leaders Seminar on Emergency Preparedness attended by 125 participants from the Mayor's Cabinet, one (1) Citywide Full-Scale Exercise attended by over 189 participants from 30 District agencies, 6 Federal agencies and 19 non-governmental and private sector organizations, and (1) Citywide Functional Exercise.

HSEMA outreach events were supported by more than 3,500 citizens:

- (300) Participants in the LEP/NEP seminars learn about disaster preparedness
- (2500) DC Text Alert users participate in a functional exercise testing the alert system and user response
- (400) Participants involved in National Preparedness Month Forums learn more about community and national preparedness

This measure was fully achieved.

OBJECTIVE 3: Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the NCR UASI homeland security grant awards decision-making process.

No Initiative for this Objective



Key Performance Indicators – Details

Performance Assessment Key:

● Fully achieved
 ● Partially achieved
 ● Not achieved
 ● Data not reported

		Measure Name	FY2010 YE Actual	FY2011 YE Target	FY2011 YE Revised Target	FY2011 YE Actual	FY2011 YE Rating	Budget Program
Plans and Preparedness Division								
●	1.1	Number of COOP plans developed for lead Emergency Support Function agencies.	12	6		14	233.33%	PLANS AND PREPAREDNESS
●	1.2	Number of critical infrastructure plans developed, reviewed and/or updated	1	1		1	100%	PLANS AND PREPAREDNESS
●	1.3	Number of HSEMA plans reviewed and updated annually	36	10		35	350%	PLANS AND PREPAREDNESS
Training and Exercise Operations Division								
●	1.1	Percentage of corrective action items in after action reports that are successfully implemented in compliance with HSEEP	100%	100%		100%	100%	TRAINING & EXERCISE
●	1.2	Increase exercise participant's satisfaction rating by 5% annually	64	80		87.10%	108.87%	TRAINING & EXERCISE
●	1.3	Number of exercises conducted	2	4		4	100%	TRAINING & EXERCISE
●	2.1	Percent of all programs and exercises compliant with National Incident Management System (NIMS) standards and guidelines	100%	100%		100%	100%	TRAINING & EXERCISE



		Measure Name	FY2010 YE Actual	FY 2011 YE Target	FY 2011 Revised YE Target	FY2011 YE Actual	FY2011 YE Rating	Budget Program
●	3.1	Percentage of new District employees trained in emergency preparedness	100%	100%	Not Available	Not ¹ Available	Not Available	TRAINING & EXERCISE
●	3.2	Percent of all programs, training classes and exercises to incorporate requirements for the District's special needs population	0%	100%		100%	100%	TRAINING & EXERCISE
Operations Division								
●	1.1	Number of notifications disseminated within 15 minutes of receipt	0%	0%	Not Available	Not ² Available	Not Available	OPERATIONS
●	1.2	Percentage of agencies satisfied with daily emergency management activities	0%	0%	Not Available	Not ³ Available	Not Available	OPERATIONS
●	2.1	Number of District special events supported each quarter	4	4		7	175%	OPERATIONS
●	2.2	Number of daily tests performed on the EMNet system.	1	1		1	100%	OPERATIONS

¹ This data is no longer available. In the past, HSEMA's outreach staff delivered new hire orientation. The Training and Exercise Division is no longer directly involved in the delivery of new hire orientation. The Office of Personnel has made the new hire orientation available to new hires via video.

² This indicator is not an accurate measure of operational capabilities and has not been tracked in two years. HSEMA will remove this KPI from subsequent performance reports.

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		Measure Name	FY2010 YE Actual	FY2011 YE Target	FY2011 YE Revised Target	FY2011 YE Actual	FY2011 YE Rating	Budget Program
Homeland Security Grants Division								
●	1.1	Percentage of grant dollars spent within the timeframe of the grants	100%	100%		100%	100%	HOMELAND SECURITY GRANTS
●	1.2	Number of audit exceptions reported in the annual DC Single Audit	6	1		1	100%	HOMELAND SECURITY GRANTS
●	1.3	Percentage of subgrants issued within 45 days of award receipt	0%	80%		97.39%	121.74%	HOMELAND SECURITY GRANTS
●	1.4	Percentage of subgrantee's budget spent on programmatic costs	0%	65%		90.25%	138.85%	HOMELAND SECURITY GRANTS
●	1.5	Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award	0%	100%		100%	100%	HOMELAND SECURITY GRANTS