Jurisdiction

Name: Kristen Longville   County: Kingsbury   Region: Region 6

Admin 1: Submit Quarterly Reports
Due: 30 days after end of each quarter

1st Quarter: 1-12-26   2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Admin 2: Submit Workplan Reports
Due: 30 days after end of each quarter

1st Quarter: 1-12-26   2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Admin 3: Attend Quarterly Monitoring Visits with Regional Coordinator
Due: Quarterly

1st Quarter: 12-5-25   2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Admin 4: Complete LCAR with Regional Coordinator
Due: December 31st

1st Quarter: 12-5-25   2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Yes   Notes:

Admin 5: Complete EM101 and EM102 Courses (First Year) and EM103 Course (Second Year)
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes: Needs EM102

Admin 6: Complete ICS Courses: IS100, IS200, IS700, IS800, and ICS300 (First Year) and ICS400 (Second Year)
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes: Needs ICS 300 and 400

Admin 7: Complete PDS Courses (Second Year)
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Admin 8: Complete APS Courses (By End of Sixth Year)
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Admin 9: Complete HSEEP Course (Second Year)
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Prepare 1: Conduct LEOP, Shelter, and DRRI Updates; Upload Updated Documents to the County Plans Board in WebEOC
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Prepare 2: Conduct CRMCS Salamander Equipment Updates
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Prepare 3: Conduct CRMCS Salamander Personnel Updates
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Prepare 4: Attend Annual CRMCS Salamander Software Workshop
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Prepare 5: Identify and Maintain Primary and Alternate EOC Facilities
Due: September 30th

1st Quarter: 2nd Quarter: 3rd Quarter: 4th Quarter:

Task Completed: Notes:

Prepare 6: Maintain EOC Regional Staffing Capabilities
Due: September 30th

| 1st Quarter: | 2nd Quarter: | 3rd Quarter: | 4th Quarter: |

Task Completed: **Notes:**

Prepare 7: Maintain Jurisdictional PIO and Finance EOC Staffing Capabilities
Due: September 30th

| 1st Quarter: | 2nd Quarter: | 3rd Quarter: | 4th Quarter: |

Task Completed: **Notes:**

Prepare 8: Develop and Participate in Regional EOC Staffing Exercise
Due: September 30th

| 1st Quarter: | 2nd Quarter: | 3rd Quarter: | 4th Quarter: |

Task Completed: **Notes:**

Prepare 9: Maintain Just-in-Time EOC Staffing Plans
Due: September 30th

| 1st Quarter: | 2nd Quarter: | 3rd Quarter: | 4th Quarter: |

Task Completed: **Notes:**

Prepare 10: Conduct a Minimum of Two Public Preparedness Outreach Activities
Due: September 30th

| 1st Quarter: Multiple | 2nd Quarter: | 3rd Quarter: | 4th Quarter: |

Task Completed: Yes   **Notes:**

Prepare 11: Participate in One Drill Per Quarter
Due: Quarterly

| 1st Quarter: Radio | 2nd Quarter: | 3rd Quarter: | 4th Quarter: |

Task Completed: **Notes:**

Response 1: Conduct Duty Officer Reporting Per Guidance
Due: Quarterly

| 1st Quarter: | 2nd Quarter: | 3rd Quarter: | 4th Quarter: |

Task Completed: **Notes:**

Response 2: Be Prepared to Utilize the Bridge4PS Application
Due: Quarterly

| 1st Quarter: | 2nd Quarter: | 3rd Quarter: | 4th Quarter: |

Task Completed: **Notes:**

Recovery 1: Attend Annual Crisis Track Software Workshop

1st Quarter: **2nd Quarter:**   **3rd Quarter:**   **4th Quarter:**

Task Completed: **Notes:**

Hours Worked

First Quarter Required Hours: 496   **Hours Worked:** 499   **Notes:**

Second Quarter Required Hours: **Hours Worked:**   **Notes:**

Third Quarter Required Hours: **Hours Worked:**   **Notes:**

Fourth Quarter Required Hours: **Hours Worked:**   **Notes:**