



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: 2-17-26

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: 2-17-26

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: 2-24-26

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: 3-23-26 3rd Quarter: 4th Quarter:
Task Completed: Yes Notes: Completed

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: Multiple 3rd Quarter: 4th Quarter:
Task Completed: Yes Notes: Completed

Prepare 11: Participate in One Drill Per Quarter

Due: Quarterly

1st Quarter: Radio 2nd Quarter: Both 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: 1-1-26 3rd Quarter: 4th Quarter:
Task Completed: Yes Notes: Completed

Recovery 1: Attend Annual Crisis Track Software Workshop

1st Quarter: Completed 2nd Quarter: 3rd Quarter: 4th Quarter:
Task Completed: Yes Notes: Completed

Hours Worked

First Quarter Required Hours: 496	Hours Worked: 499	Notes:
Second Quarter Required Hours: 488	Hours Worked: 488	Notes:
Third Quarter Required Hours:	Hours Worked:	Notes:
Fourth Quarter Required Hours:	Hours Worked:	Notes: