



Franklin County Department of Emergency Services

Strategic Plan

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Prepared by:

The strategic planning committee at Franklin County Department of Emergency Services, a public safety department, which is an entity of the County of Franklin.

Revised 2016

Our commitment to those we serve...

It is with pride in our organization and staff that we, the strategic planning working group, share the Franklin County Department of Emergency Services Strategic Plan with you.

This Plan reflects objectives the Department will accomplish in order to provide the best possible support to Franklin County before, during, and after emergencies or disasters. It describes the strategies we will employ to accomplish our objectives and establishes measurable outcomes for us to achieve.

Since 2010, The Department of Emergency Services has expanded its capabilities and role in strengthening the resilience of the whole community. During the past five (5) years, the Department has:

- Implemented a radio communications system which improved interoperability across disciplines and with agencies within our region;
- Established and strengthened working relationships with stakeholders from the community and region;
- Built a community risk reduction program that provides fire safety education to thousands of citizens each year;
- Developed and implemented plans to reduce the impact of, prevent, respond to, and recover from emergencies;
- Incorporated emergency management best practices across the board in an effort to effectively and efficiently manage Department operations

As we look into the next five years, we recognize that, while we have accomplished much, we still have a long way to go. This strategic planning document lays out the Department's strategic goals and priorities. These include:

- Serving as the primary Public Safety Answering Point;
- Providing progressive and comprehensive emergency management;
- Building strong and resilient partnerships and encouraging community resilience through understanding and engaging the Whole Community;
- Promoting and sustaining fiscal responsibility through measurable financial goals

Successful execution of this plan relies upon a foundation of building, sustaining, and drawing upon the capabilities of the whole community. We look forward to working with our partners at all levels of government, the private sector, faith based & non-governmental organizations, and the citizens of Franklin County.

Strategic Planning Working Group: Geoff Craven, Alexis Passaro, Bryan Stevenson, Bradley Stouffer, Mary Ann Alleman, Jason Miller

Franklin County Department of Emergency Services Mission, Vision, and Values Statements



Mission Statement

Franklin County Department of Emergency Services will provide accurate, quality, respectful, professional services to our internal and external stakeholders.

Vision Statement

Franklin County Department of Emergency Services envisions itself as a technologically innovative, professional, and industry-leading organization that provides for the safety of the community, property, and environment.

Values Statement

The Franklin County Department of Emergency Services values the safety and protection of the people, property, and environment of our County.

Franklin County Commissioners and Mission Statement



Robert Thomas
County Commissioner
Franklin County



David Keller
Chairman
Franklin County



Robert Ziobrowski
County Commissioner
Franklin County

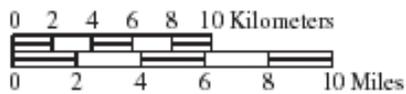


Franklin County Mission Statement

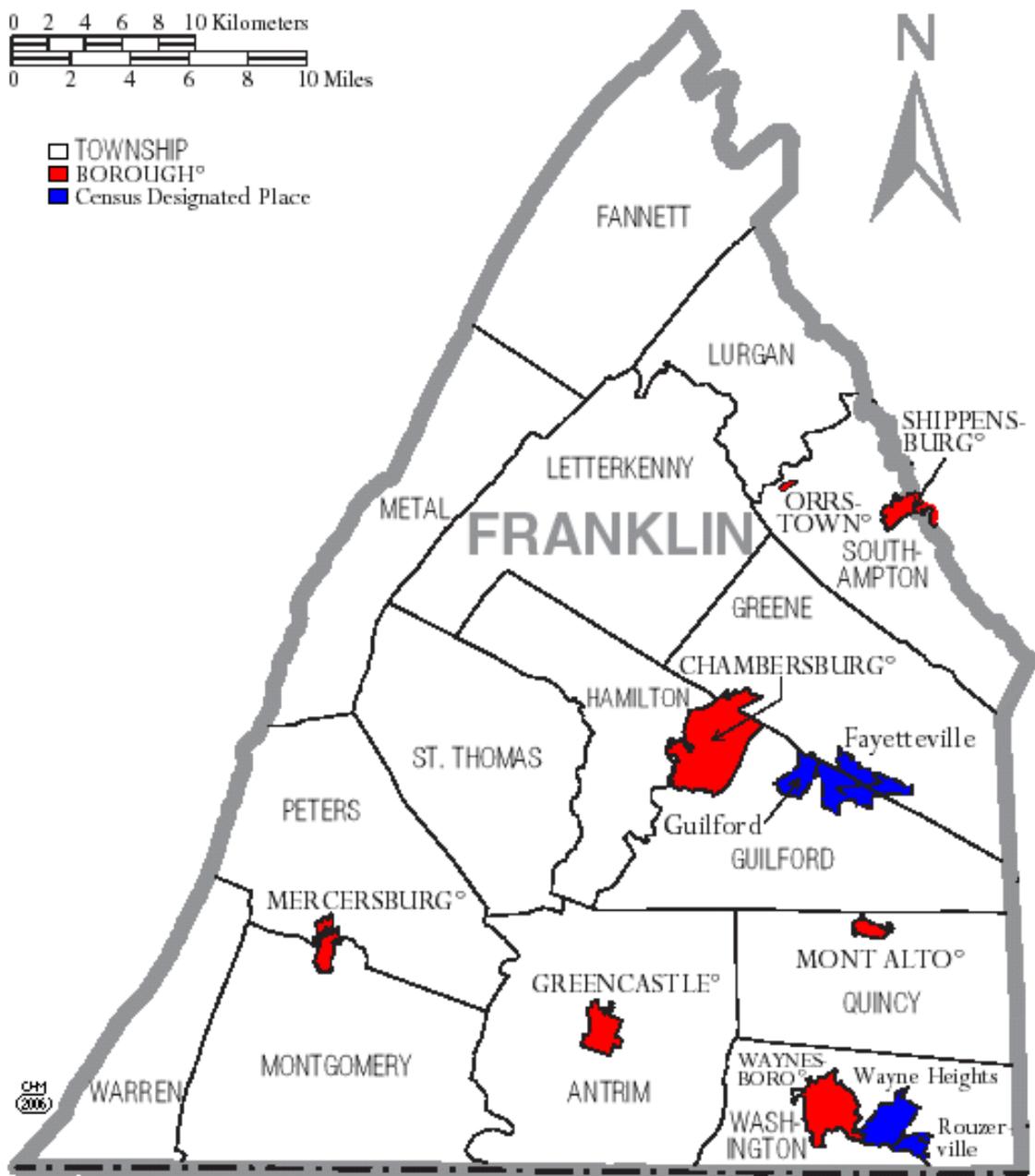
To enrich social, economic, and environmental vitality, Franklin County will provide services which are responsive to the health, safety, and general welfare needs of County residents.

The County government is dedicated to providing these services through the efficient and effective use of the County's available resources in an honest, open, and caring manner.

Map of Franklin County



- TOWNSHIP
- BOROUGH°
- Census Designated Place



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(2006)

Goals, Objectives, and Performance Measures

Goal 1 – To promote the health and well-being, provide life safety, and protect property of the public living, working, and traveling in or through Franklin County and portions of Huntingdon County by serving as the primary Public Safety Answering Point (PSAP), which includes the following objectives:

Objective 1.1 - Continue to provide emergency medical dispatch (EMD) services

Strategy 1.1.1 - By utilizing International Academies of Emergency Dispatch (IAED) protocols and standards

Performance Measure 2.1.1.1 - All current telecommunicators will maintain EMD certification, and new hires will complete EMD certification as part of their training curriculum.

Objective 1.2 - Continue to provide emergency police dispatch (EPD) services

Strategy 1.2.1 - By utilizing IAED protocols and standards

Performance Measure 1.2.1.1 - All current telecommunicators will maintain EPD certification, and new hires will complete EPD certification as part of their training curriculum.

Objective 1.3 - Continue to provide emergency fire dispatch services

Strategy 1.3.1 - By utilizing internal standard operating guidelines (SOGs) until other protocols or standards may be placed into effect

Performance Measure 1.3.1.1 - All current telecommunicators will maintain knowledge of the SOGs, and new hires will be properly trained in fire dispatch SOGs during their training period unless other protocols and standards are placed in effect.

Objective 1.4 - Become emergency fire dispatch (EFD) certified

Strategy 1.4.1 - By utilizing IAED protocols and standards

Performance Measure 1.4.1.1 - All current telecommunicators will participate in the EFD certification program through IAED, and all new hires will complete EFD certification as part of their training curriculum.

Objective 1.5 - Continue to provide municipal dispatch services for the municipalities of Franklin County

Strategy 1.5.1 - By utilizing internal SOGs and available resource information for making contact with municipal representatives

Performance Measure 1.5.1.1 - All current telecommunicators will maintain knowledge of municipal dispatch SOGs, and new hires will be properly trained in municipal dispatch SOGs during their training period.

Objective 1.6 - Continue to provide fire police dispatch for incident support on the scene of active/non-active incidents and pre-planned events

Strategy 1.6.1 - By utilizing internal SOGs

Performance Measure 1.6.1.1 - All current telecommunicators will maintain knowledge of fire police dispatch SOGs, and new hires will be properly trained in fire police dispatch SOGs during their training period.

Objective 1.7 - Continue to provide public utility resource dispatch for active/non-active public safety incidents

Strategy 1.7.1 - By utilizing internal SOGs

Performance Measure 1.7.1.1 - All current telecommunicators will maintain knowledge of public utility resource dispatch SOGs, and new hires will be properly trained in public utility resource dispatch SOGs during their training period.

Objective 1.8 - Continue to utilize the Incident Command System (ICS) while handling active public safety incidents

Strategy 1.8.1 - By utilizing the Incident Command Structure as described under the National Incident Management System (NIMS) made available through the Federal Emergency Management Agency (FEMA)

Performance Measure 1.8.1.1 - All telecommunicators are required to complete ICS-100, ICS-200, IS-700, and IS-800 as part of their training curriculum. Current telecommunicators will maintain knowledge, skills, and abilities of ICS while employed with Franklin County Department of Emergency Services.

Strategy 1.8.2 - Staff that will serve roles in the Emergency Operations Center (EOC) will be trained in accordance with internal SOGs, as well as NIMS training.

Performance Measure 1.8.2.2 - Audit of training will be conducted semi-annually to ensure potential EOC staff is completing NIMS training.

Objective 1.9 - Establish a benchmark for the gap in time between the time of the call and dispatch of responders for emergency incidents to less than 3 minutes

Strategy 1.9.1 - Utilize industry best practices for acceptable performance as related to emergency communications and community risk reduction

Performance Measure 1.9.1.1 - Emergency calls will be audited against the established benchmark of less than 3 minutes time between the call for service and dispatch of responders for emergency incidents with a goal of 100% adherence.

Objective 1.10 - Further integrate Geographic Information Systems (GIS) information into emergency call processing and dispatch, including GIS data with Next Generation 9-1-1 (NG9-1-1) components

Strategy 1.10.1 - Continue to update GIS data, including the use of oblique images, to provide more accurate coordinates of callers and incidents by utilizing an x, y, z (z = elevation) coordinate system, as well as integrating GIS data into computer-aided dispatch (CAD) for NG9-1-1 initiatives

Performance Measure 1.10.1.1 - GIS data will be continuously updated with new data as it is received from various entities including, but not limited to, Franklin County Planning, Franklin County Tax Assessment Bureau, municipalities, and the Master Street Address Guide (MSAG).

Objective 1.11 - Provide a training program for PSAP staff

Strategy 1.11.1 - Provide initial certification training for required certifications, continuing education, in-service, online education, opportunities for employees to attend external training, and ensure recertification of required certifications

Performance Measure 1.11.1.1 - Training must meet the requirements of current legislation to include Pennsylvania Emergency Management Services Code 35 Chapter 120c, Pennsylvania Emergency Management Agency (PEMA), and IAED standards through 2020.

Objective 1.12 - Maintain an equipped mobile command center to ensure mission-ready response to incidents of significance

Strategy 1.12.1 - Mobile command center will meet the requirements set forth by internal SOGs

Performance Measure 1.12.1.1 - Mobile command center will be audited annually and will be brought into service, at a minimum, twice each year to ensure full operability.

Objective 1.13 - Provide public education about 9-1-1 services

Strategy 1.13.1 - Provide formal public education to ensure proper use of 9-1-1, reduce the number of inappropriate 9-1-1 calls, and inform the public of changes to 9-1-1 systems including NG 9-1-1 components

Performance Measure 1.13.1.1 - Each year a minimum of 4 public education programs will be offered.

Objective 1.14 - Maintain partnership status in the National Center for Missing and Exploited Children (NCMEC) Missing Kids Readiness Project

Strategy 1.14.1 - Ensure newly hired telecommunicators receive proper NCMEC training as part of their training curriculum, and a member of management/administration has completed the CEO level course

Performance Measure 1.14.1.1 - Telecommunicators shall adhere to American National Standards Institute (ANSI) standard #1.101.3-2015 Standard for Public Safety Telecommunicators when responding to calls of missing, abducted, and sexually exploited children.

Goal 2 – Provide Franklin County with progressive and comprehensive emergency management through the five mission areas identified in the National Preparedness Goal.

Prevention - Prevention is focused on the activities specifically related to preventing, avoiding, or stopping a threatened or actual terrorist act. As a local emergency management agency, Franklin County Department of Emergency Services (FCDES) can ensure the terrorism annex to the County Emergency Operations Plan (EOP) is current and regularly monitor intelligence and information sharing distributions.

Protection - FCDES will ensure protection of our citizens, residents, visitors and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive in the following manner:

Objective 2.1 - Develop or ensure maintenance of current versions of emergency plans or annexes to include:

- Special Communities Plans
- Educational Communities Plans
- Hazardous Materials Plans
- Mass Sheltering Plans
- Radiation Plans

Strategy 2.1.1 - Provide Emergency Planning training, or notice of training, to all stakeholders

Performance Measure 2.1.1.1 - In 2015, FCDES will host at least one occurrence of the Prevestar Comprehensive Emergency Management (CEM) Planner course, and ensure proper notice and advertisement to all stakeholders within the County.

Performance Measure 2.1.1.2 - In 2015-2018, FCDES will host, or ensure availability of, the G-235 Emergency Planning Course for stakeholders within the County.

Strategy 2.1.2 - Continue to review, maintain, and understand current emergency plans

Performance Measure 2.1.2.1 - FCDES staff will annually review and update, as necessary, internal plans and annexes, SOGs, and other applicable documents then forward to the Board of Commissioners for review.

Performance Measure 2.1.2.2 - FCDES staff will provide updated plans to the Board of Commissioners, PEMA and other partners.

Performance Measure 2.1.2.3 - FCDES staff will increase familiarity with municipal emergency management plans in order to provide appropriate coordination and support during emergencies. All plans shall be reviewed by all EMA staff at least annually.

Mitigation - FCDES aims to mitigate the loss of life and property by lessening the impact of future disasters through the following objectives.

Objective 2.2 - Ensure the plans and activities of the Local Emergency Planning Committee (LEPC) comply with Superfund Amendments and Reauthorization Act (SARA), Title III, Act 165, and other applicable statutes and laws

Strategy 2.2.1 - LEPC will coordinate with FCDES and other government organizations to ensure activities comply with applicable legislation, rules, and standards

Performance Measure 2.2.1.1 - The LEPC will ensure compliance with stated bylaws, Federal, and Commonwealth legislation related to meeting schedules.

Performance Measure 2.2.1.2 - The LEPC will ensure plans are reviewed and updated in accordance with Act 165, SARA Title III, and other legislation.

Objective 2.3 - Enhance visibility of the LEPC and its initiatives within the Franklin County Public Safety community

Strategy 2.3.1 - Ensure information is distributed to the widest audience

Performance Measure 2.3.1.1 – LEPC, in coordination with FCDES, will distribute awareness information through social media avenues when possible.

Performance Measure 2.3.1.2 – LEPC, in coordination with FCDES, will create a one page document briefly outlining capabilities or initiatives to share with public safety agencies in the County.

Objective 2.4 - Conduct hazardous materials inspections in accordance with applicable requirements

Strategy 2.4.1 - Develop a schedule to inspect facilities in accordance with Commonwealth legislation to ensure compliance with storage, reporting, and planning requirements

Performance Measure 2.4.1.1 - FCDES will accomplish 25% of required facility inspections per year.

Objective 2.5 - Floodplain management – FCDES will coordinate with appropriate county and local government entities to reduce flood losses and further integrate floodplain management into our actions and plans.

Strategy 2.5.1 - Meet with the Franklin County Planning Commission to consider options for mitigating the impact of flooding on County citizens, visitors, structures, and natural areas

Performance Measure 2.5.1.1 - Meet no less than annually with the Franklin County Planning Commission to share information, and enhance citizen and visitor preparedness

Strategy 2.5.2 - Modify the impact of flooding on individuals and the whole community

Performance Measure 2.5.2.1 - When necessary, distribute forecasts and warnings using social media, Everbridge, or other broadcast means

Performance Measure 2.5.2.2 - Provide information and education to assist self help and protection measures

Objective 2.6 - Develop or ensure maintenance of the County Hazard Mitigation Plan

Strategy 2.6.1 - FCDES will ensure the County Hazard Mitigation Plan is maintained in accordance with the “Plan Maintenance” section of the current County Hazard Mitigation Plan.

Performance Measure 2.6.1.1 - FCDES will review the County Hazard Mitigation plan no less than annually through the next five years.

Response - FCDES will respond when requested and coordinate resources efficiently to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident using the following objectives.

Objective 2.7 - Respond safely and expeditiously when requested to incidents involving the protection of life safety, incident stabilization, and property preservation

Strategy 2.7.1 - FCDES will evaluate response time and safety records associated with agency activities on a quarterly basis.

Performance Measure 2.7.1.1 - If FCDES response times are identified, and are determined to be unreasonable based upon the criticality of the mission, recommendations for adjustments to plans and procedures will be considered.

Objective 2.8 - Provide effective coordination of resources when the EOC is activated at any level

Strategy 2.8.1 - Through the use of After Actions Reports (AAR) and Improvement Plans (IP), FCDES will identify opportunities for improvement and evaluate effectiveness of operations.

Performance Measure 2.8.1.1 - EOC personnel will provide written feedback prior to completion of their last scheduled operational period for an incident or exercise.

Performance Measure 2.8.1.2 - FCDES will ensure an After Actions Meeting is held within 30 days of demobilization or end of exercise date.

Performance Measure 2.8.1.3 - FCDES will ensure all participating agencies, entities, and stakeholders have the opportunity to participate in AARs, meetings, and improvement planning.

Recovery - FCDES understands recovery is a lengthy process and relies upon the cooperation of many stakeholders and agencies throughout the whole community. FCDES will focus on the timely restoration, strengthening, and revitalization of Franklin County infrastructure, housing, and a sustainable economy. Integral to this process are the rejuvenation of community health, social, cultural, historic, and environmental fabrics of Franklin County during the recovery process. To ensure recovery is undertaken in the most efficient and proactive manner, FCDES will use the following objectives.

Objective 2.9 - Develop or ensure maintenance of recovery centric annexes or plans

Strategy 2.9.1 - Develop and implement a County Recovery Plan

Performance Measure 2.9.1.1 - Coordinate this plan with the State Recovery Plan when it is released

Objective 2.10 - As required, implement Emergency Support Function (ESF) 14 (Long Term Community Recovery) annex following development of the document

Strategy 2.10.1 - Provide support and coordination to impacted municipalities

Performance Measure 2.10.1.1 - Distribute the Damage Assessment Plan to municipalities by end of first quarter CY 2016

Performance Measure 2.10.1.2 - Encourage and support creation of municipal Damage Assessment Plans

Strategy 2.10.2 - Identify appropriate Damage Assessment Teams (DAT)

Performance Measure 2.10.2.1 - Work with PEMA Central Area Office to train, exercise, and conduct Preliminary Damage Assessments (PDA) when needed

Performance Measure 2.10.2.2 - Develop pre-designated DATs by end of second quarter CY 2016

Spanning all mission areas - Some capabilities span the five mission areas. They serve not only to unify the mission areas, but are interrelated and require the combined efforts of the entire department in order to be effective. The following objectives address the capabilities spanning all mission areas.

Objective 2.11 - Develop internal public information guidance to ensure the uniform release of prompt and/or actionable messages to the public and other stakeholders as appropriate

Strategy 2.11.1 - Develop a guideline or policy for public information releases or messages

Performance Measure 2.11.1.1 - Draft and implement a final document with procedures for release of information, as well as example press releases, social media posts, and other related items

Performance Measure 2.11.1.2 - Provide training to all staff members on this document to ensure familiarity with its processes and intent

Objective 2.12 - Provide emergency alert and notification to the public as appropriate

Strategy 2.12.1 - Develop a guideline or policy for emergency alert and notification to the public as appropriate

Performance Measure 2.12.1.1 - Draft and implement a document with procedures for release of alerts and notifications, as well as sample alerts/notifications by end of the second quarter CY 2016

Strategy 2.12.2 - Use the Everbridge system to alert and notify the citizens of Franklin County as required

Performance Measure 2.12.2.1 - Evaluate timeliness, accuracy, and participation of alert and notification

Objective 2.13 - Provide or ensure accessibility to required training

Strategy 2.13.1 - Ensure professional in-service training is available to local Emergency Management Coordinators (EMC)

Performance Measure 2.13.1.1 - Provide timely visibility of PEMA quarterly training, local deliveries of FEMA, Emergency Management Institute (EMI), United States Fire Administration (USFA), and any other pertinent local courses to all municipal EMCs

Performance Measure 2.13.1.2 - Host local deliveries of FEMA, EMI, USFA, or other pertinent emergency management related courses when multiple municipalities have a need for the training

Performance Measure 2.13.1.3 - FCDES staff will seek opportunities to liaise with municipal EMCs and agencies to train and exercise municipal emergency plans. At a minimum, FCDES will coordinate one face-to-face meeting per year with each EMC; these meetings may be conducted in conjunction with regularly scheduled training.

Strategy 2.13.2 - Ensure professional in-service training is available to County emergency management staff

Performance Measure 2.13.2.1 - Provide timely visibility of PEMA quarterly training, local deliveries of FEMA courses, EMI, USFA, and any other pertinent local courses to all FCDES staff

Performance Measure 2.13.2.2 - Host local deliveries of FEMA, EMI, USFA, or other pertinent emergency management related courses if there is a need for the training

Performance Measure 2.13.2.3 - Work closely with the Franklin County Public Safety Training Center (FCPSTC) to host courses or provide timely course notice whenever possible

Strategy 2.13.3 - Ensure courses, or certifications, are listed in the County Position Descriptions for County emergency management staff

Performance Measure 2.13.3.1 - Provide timely visibility of courses in County position descriptions to all emergency management staff

Performance Measure 2.13.3.2 - Work closely with the FCPSTC to host courses or provide timely course notice whenever possible

Strategy 2.13.4 - Provide other courses, or certifications, required of County emergency management staff as needed or identified by legislation

Objective 2.14 - Integrate GIS capability for planning and operational needs at the policy, strategic, and task levels

Strategy 2.14.1 - GIS capability will be used in development of plans

Performance Measure 2.14.1.1 - GIS data will be continuously updated with new data as it is received from various sources

Goal 3 – Build strong and resilient partnerships utilizing the Whole Community approach in order to instill public confidence in FCDES, engage stakeholders, and increase disaster preparedness throughout the County.

The effects of natural and manmade disasters have become more far-reaching and widespread. As a result, preserving the safety, security, and prosperity of all parts of society is becoming more challenging. The traditional approach to managing the risks associated with disasters relies heavily on the government; however, today's changing reality is affecting FCDES in our efforts to improve community resilience while grappling with the limitations of our capabilities. At the very least, service gaps still exist, and at the worst, County resources and capabilities can be overwhelmed. The following objectives represent a foundation for increasing individual preparedness, and engaging with members of our whole community as vital partners in enhancing the resiliency of the County through a Whole Community approach.

Objective 3.1 - Understand and meet the actual needs of the whole community – community engagement can lead to a deeper understanding of the unique and diverse needs of a population, including its demographics, values, norms, community structures, and relationships. The more we know about our communities, the better we can understand their real-life safety and sustaining needs, as well as their motivations to participate in emergency management related activities prior to an event.

Strategy 3.1.1 - Enhance communication, coordination, and integration with intra-county departments to provide accountability in emergency preparedness activities, enhanced resource coordination, and to eliminate redundancy of efforts across County government

Performance Measure 3.1.1.1 - Provide opportunities for training, exercise, and other experience to county staff

Strategy 3.1.2 - Engage with the whole community to develop, or ensure maintenance and continual update to the County Threat and Hazard Identification and Risk Assessment (THIRA) using the 4-step risk assessment process to help the whole community understand its risks and estimate capability requirements

Performance Measure 3.1.2.1 - Synchronize county THIRA with PEMA THIRA by the fourth quarter CY 2016

Engage and empower all parts of the community - Engaging the whole community and empowering local action will better position FCDES to plan for, and meet, the actual needs of the community, and strengthen the local capacity to deal with the consequences of all threats and hazards.

Objective 3.2 - Conduct risk reduction and disaster preparedness training, and outreach to encourage community resilience

Strategy 3.2.1 - Coordinate CPR and first aid training to whole community partners and stakeholders

Performance Measure 3.2.1.1 - Evaluate the accomplishment of this training biannually

Strategy 3.2.2 - Provide outreach and coordination of the following programs: disaster preparedness, 'build-a-kit', 9-1-1, and seasonal safety

Performance Measure 3.2.2.1 - Coordinate qualified instructors for various emergency management and safety education programs

Performance Measure 3.2.2.2 - Offer tours of the County's 9-1-1 Communications Center, in accordance with applicable policies, and educational sessions to whole community partners in order to facilitate 9-1-1 outreach and education

Performance Measure 3.2.2.3 - Support distribution of smoke detectors to fire companies

Performance Measure 3.2.2.4 - Provide outreach or liaisons to fairs, community days, or other approved gatherings, with regular evaluations of effectiveness upon completion of the event

Objective 3.3 - Enhance the Community Emergency Response Team (CERT) to ensure community resiliency

Strategy 3.3.1 - Provide administrative guidance and support to CERT

Performance Measure 3.3.1.1 - By March 2016, develop or update the CERT administrative document

Performance Measure 3.3.1.2 - Establish a quarterly training schedule at least two months prior to the start of a new calendar year

Performance Measure 3.3.1.3 - In 2016, develop and implement a Concept of Operations for CERT supplementation to FCDES EOC operations, decontamination strike teams, and other applicable areas.

Goal 4 – Promote and sustain fiscal responsibility through measurable financial goals using a coordinated and integrated approach, thus allowing FCDES to operate efficiently and effectively.

Revenue - Funds allotted to FCDES come from a variety of sources. Some examples are the 9-1-1 service charge, chemical/planning fees, and state and federal grants.

Objective 4.1 - FCDES will record and document expected revenues in accordance with applicable policies and common operating practices.

Strategy 4.1.1 - Expected revenues will be tracked in the MUNIS system

Performance Measure 4.1.1.1 - FCDES will ensure expected revenues are recorded in accordance with County policies, common operating practices, and applicable legislation

Performance Measure 4.1.1.2 - Expected revenues will be monitored by FCDES based on the duration of the performance period – calendar year or fiscal year

Expenditures - Funds allotted to FCDES are divided into three essential categories: emergency management, 9-1-1, and hazardous materials services. EMA funds will be spent in one of 5 core mission areas: Prevention, Preparation, Mitigation, Response or Recovery. 911 services funds will be used only for necessary costs that enhance, operate, or maintain Franklin County's PSAP and communication systems. Hazardous materials funds will be used to protect and safeguard the citizens and the environment from the effects of hazardous material incidents and events.

Objective 4.2 - FCDES will coordinate with appropriate county and external government departments, auditors, and agencies to analyze data, coordinate, prepare, and submit reports in a timely manner.

Strategy 4.2.1 - Meet with internal and external governmental entities to ensure responsible expenditure of funds and tracking of such

Performance Measure 4.2.1.1 - All FCDES administrative and managerial staff members will perform a monthly review of department budgets

Performance Measure 4.2.1.2 - Maintain documentation of departmental contracts to ensure proper service and invoicing

Budget Preparation - In accordance with County policies and practices, the budget preparation for the following calendar year begins in the preceding July. All management and EMA positions are expected to participate in the preparation of the budget documents.

Objective 4.3 - Digital forms and documentation will be prepared, submitted, and filed as part of the FCDES budget request packet. The entire process is completed electronically, with automatic submission to the county's fiscal department after the Director of FCDES has approved each packet. Each FCDES departmental packet to be completed includes:

Expected Revenues - identifies expected income

New Projects - identifies any new initiatives proposed, planned, or being implemented for FCDES for the upcoming year

Personnel Overtime Estimates, Personnel Expansion, and Upgrades – evaluates FCDES operations and plans for the upcoming year’s operations, and evaluates situations where overtime for staff may be needed or additional staff is being recommended

Capital Requests - allows a single format for all capital requests. Capital level items include software, furniture, computers, cars, equipment, etc.

Data Items – provides statistical data about FCDES operations. FCDES must provide at least three pieces of information that are relevant and measurable regarding each department program. This can be useful in justifying various budget requests.

Strategy 4.3.1 - The FCDES projected budget will be entered into the MUNIS system according to applicable directives and policies. Budget packets will be electronically submitted to the Director of FCDES, and, upon approval, will be forwarded to the fiscal department for review and evaluation.

Performance Measure 4.3.1.1 - The fiscal director will present to the Franklin County Board of Commissioners the final budget approximately mid-November for approval. Upon approval from the Board of Commissioners, the final budget will be available for public inspection for at least 20 days. Public notice must be made of final action to be taken on budget. Then, the Board of Commissioners adopts the budget approximately mid-December. At that time, the Board of Commissioners makes a determination, based on the adopted budget, if any type of real estate tax adjustments are needed.

Acronyms Used throughout the Plan

AAR—After Action Review
ANSI—American National Standards Institute
CAD—Computer-aided Dispatch
CERT—Community Emergency Response Team
DAT—Damage Assessment Team
EFD—Emergency Fire Dispatch
EMC—Emergency Management Coordinator
EMD—Emergency Medical Dispatch
EMI—Emergency Management Institute
EOC—Emergency Operations Center
EOP—Emergency Operations Plan
EPD—Emergency Police Dispatch
ESF—Emergency Support Function
FCDES—Franklin County Department of Emergency Services
FCPSTC—Franklin County Public Safety Training Center
FEMA—Federal Emergency Management Agency
GIS—Geographical Information System
IAED—International Academies of Emergency Dispatch
ICS—Incident Command System
IP—Improvement Plan
LEPC—Local Emergency Planning Committee
MSAG—Master Street Address Guide
NCMEC—National Centers for Missing and Exploited Children
NG9-1-1—Next Generation 9-1-1
NIMS—National Incident Management System
PDA—Preliminary Damage Assessment
PEMA—Pennsylvania Emergency Management Agency
PSAP—Public Safety Answering Point
SARA—Superfund Amendments and Reauthorization Act
SOGs—Standard Operating Guidelines
THIRA—Threat and Hazard Identification and Risk Assessment
USFA—United States Fire Administration



Franklin County Department of Emergency Services

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Prepared by: The Strategic Planning Working Group, which is comprised of the following staff members of the Franklin County Department of Emergency Services:

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