



Emergency Preparedness Committee

FISCAL YEAR 2009 WORK PLAN

Mission/Work Plan Creation:

The Emergency Preparedness Committee (EPC) of the Minnesota Governor's Council on Geographic Information is Minnesota's principal organization for promoting, coordinating, and standardizing GIS use across all levels of the state's Emergency Management community. In support of that mission, the Committee continuously updates a comprehensive "Vision Statement" that is used to anticipate tasks in the foreseeable future. From that document, the EPC selects and refines items to create its Work Plan for the state's fiscal year.

FY 2009 Work Plan:

EPC Leadership/Steering Committee:

- Maintain and continuously upgrade the committee's MN GCGI web site.
- Maintain a SharePoint site for committee and work group coordination.
- Ensure each Committee sponsored work group has a minimum of 10 active members.

Outreach Work Group:

- Create a work group participation certificate to be awarded annually.
- Recruit and maintain a committee membership of 75 or greater. Keep current contact information to support that effort.
- Create a standard electronic flyer that can be distributed by email to announce committee meetings.
- Distribute at least five informative EM/GIS articles by email during the FY.
- Ensure committee representation at the MN GIS/LIS Consortium Convention, HSEM Governor's Conference, AMEM Conference and others deemed appropriate by the EPC Steering Committee.

Education Work Group:

- Develop classes and training opportunities for the GEMS training and certification program that create opportunities for GIS and Emergency Management professionals to learn and train together, thus forging relationships.

- Develop and manage an online course and completion tracking system that provides information on the progress of students.
- Maintain and manage a GIS/EM training events calendar on the committee's MN GCGI web site.
- Arrange at least one EPC-sponsored training event on a topic such as HAZUS.
- Create and maintain a HAZUS User Group for Minnesota.

Data Work Group:

- Complete the delivery of geospatial data to USGS per the NSDI 2008 CAP Structures grant. These data will be used with The National Map and include four types of structures: schools (public/private), hospitals/clinics, police stations and fire stations. Also, successfully demonstrate the feasibility of a stewardship program for each custodian of each of these structure types that will ensure its yearly update, long-term maintenance and availability.
- Work with GCGI Standards Committee to create a U.S. National Grid standard for Minnesota. Develop additional supporting materials, guidelines, and examples to encourage its implementation in state and local mapping projects. Work with the EPC's Education Work Group to develop training materials to facilitate a train the trainer strategy. Develop presentations for various EM and GIS conferences promoting the use of the National Grid to reinforce the effort related to homeland security structures. Write articles for local publication for the same purpose.
- Complete an inventory of all possible EM related geospatial data layers that are currently available for Minnesota. These may include layers already incorporated in functional platforms like Palenterra, or are owned individually by state or federal agencies (HSIP Gold, HSIP Freedom, etc.) or the private sector (e.g. ERDAS / MCH - Places2Protect). If multiple layers depict the same information, determine which data layer is most accurate.
- Create a list of critical geospatial data needed to support emergency management events typically occurring in Minnesota. Identify potential sources and priorities.
- Create a command and control data layer for Minnesota that incorporates EOC locations, staging sites, and other decision making facilities related to EM. Include HSEM and other members of the EM community in the review process.
- Participate in current activities being conducted by Mn/DOT, LMIC, FEMA and others to create a common EM symbology set. This will be a hybrid of NIMS symbology and local symbol choices.

Go Team Work Group:

- Develop standard operating procedures for Go Team members to use during a disaster. Consideration should be given to both deployed and non-deployed operations. (GIS Standard Operating Procedures On Incidents, National Wildfire Coordinating Group germane)
- In keeping with recommendations of the "Review of GIS Capabilities in Minnesota's Emergency Management Community", develop detailed Go Team staffing plans and procedures. Consideration should be given to both deployed and non-deployed operations, as well as the need for interagency MOUs. (GISCorps Volunteer Deployment Handbook germane)

- Develop and maintain an inventory of equipment and points of contact for GIS equipment and software that are available for loan from various governmental units and business entities during a disaster. Develop procedures and documents to facilitate interagency use during an emergency.
- In keeping with recommendations of the “Review of GIS Capabilities in Minnesota’s Emergency Management Community”, develop a statewide COP that can be used for exercises and events.
- Develop an inventory of current EM GIS activities taking place at various levels of local, state and federal government in Minnesota (e.g. Mn/DOT is developing transportation evacuation modeling software).

NG911 Work Group

- Educate Minnesota’s 9-1-1 community on the role GIS will play in the Next Generation 9-1-1. (NG9-1-1)
- Educate Minnesota’s 9-1-1 community on the efforts to standardize, on a national level, NG9-1-1 GIS datasets.
- Provide guidance and data standards (per NENA) for GIS datasets that are to be utilized for 9-1-1.
- Support and provide documentation to Minnesota’s 9-1-1 communities for preparing GIS data for use in NG9-1-1.
 - Reconciling centerlines with Master Street Address Guide (MSAG), and Emergency Services Zones (ESZ)
 - Synchronizing street centerlines with MSAG
 - Creation of Delta MSAGs
- Develop support through various means to establish 9-1-1 GIS datasets (geo-codeable street centerlines, Emergency Service Zones) in Minnesota communities.

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