



Introduction and Purpose

The State Preparedness Report mock-up is an illustrative document States and Territories can refer to when completing their own State Preparedness Report. This mock-up provides sample narratives and charts for the fictional ‘State of Samplia.’ Much of the information presented in the mock-up is a stylized adaptation of actual State data submitted to Department of Homeland Security (DHS). However, all potential identifiers have been changed to protect sensitive and confidential State information. Correlations between fictional data presented in the mock-up and actual State data, if any exist, are coincidental.

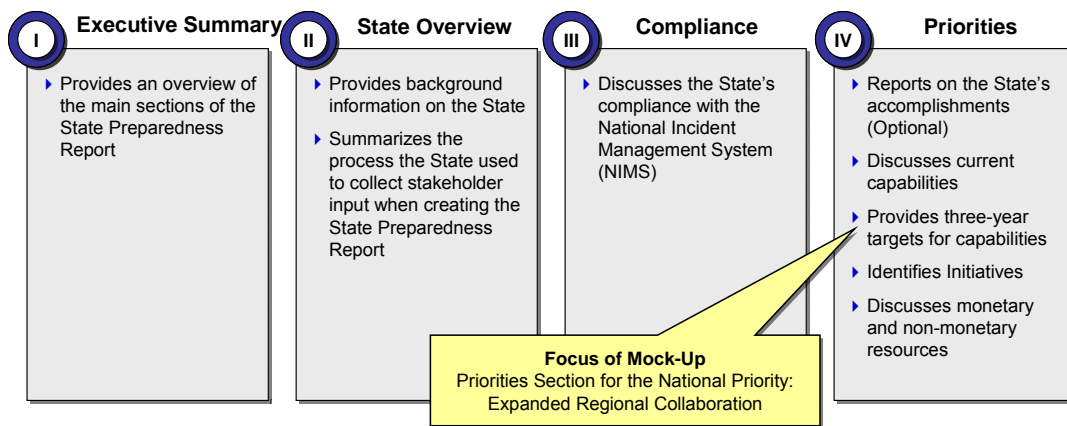
SAMPLIA'S APPROACH
 The approach Samplia took on the State Preparedness Report is addressed in various areas in the mock-up, called “Samplia’s Approach”.
 States do not have to model their approach after Samplia’s approach; it is merely one view on how to

This mock-up is purely illustrative, presents just one possible approach to the State Preparedness Report, and is not meant to be prescriptive. State Administrative Agencies (SAAs) are encouraged to expand upon the minimum requirements outlined in the State Preparedness Report Guidance Document and customize their State Preparedness Report to reflect the State’s Homeland Security Strategy and preparedness environment. While partnering with a State to create the mock-up, a realization was made that providing examples of ‘what not to do’ was, in some cases, as valuable as examples of ‘what to do’.

As such, a number of ‘quick tip’ call-out boxes have been created in the mock-up to illustrate these concepts.

Content of the Mock-Up

As stated in the Guidance Document, States are required to include the following four sections in their respective State Preparedness Reports—Executive Summary, State Overview, Compliance, and Priorities—as identified in the graphic to the right.



For simplicity, this State Preparedness Report mock-up only provides an illustrative example of the Priorities Section.

Specifically, this mock-up addresses a single National Priority (Expanded Regional Collaboration) and a single Capability/Other Factor (Intra-State Regional Collaboration). A State’s actual State Preparedness Report would contain an Executive Summary, State Overview, a Compliance section, and a sub-section for each National Priority and applicable State Priorities.

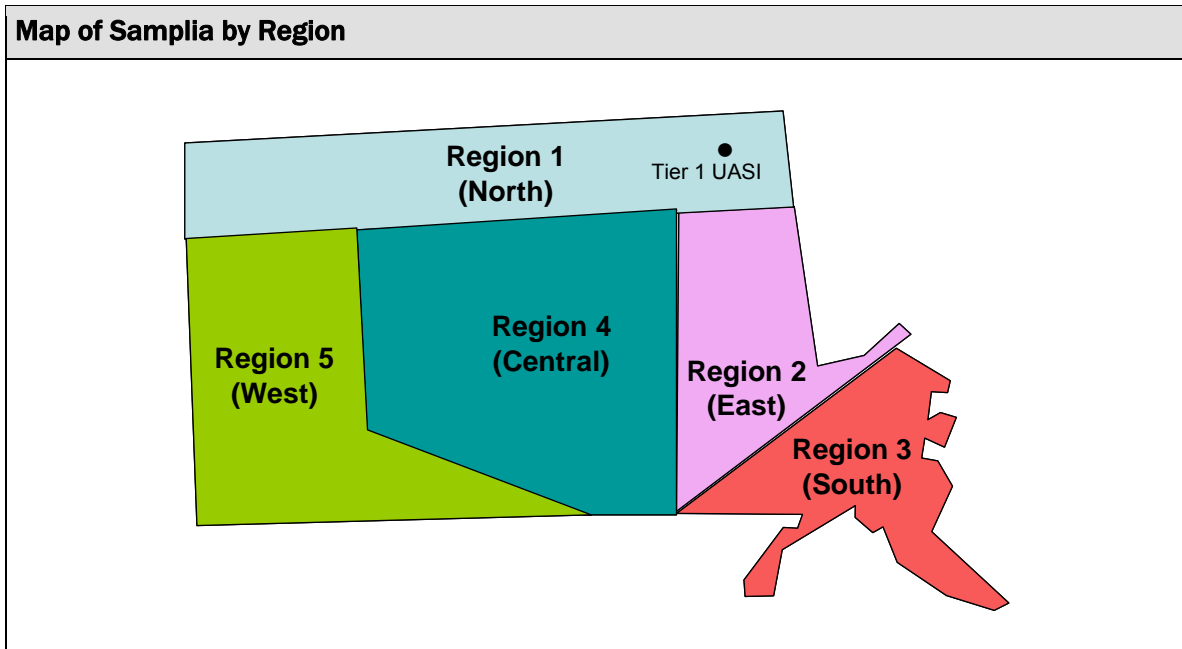
Using the FEMA Portal

States are encouraged to use the FEMA Portal to obtain existing data and information relevant to their State Preparedness Report. Data and information have been collected and prepared for each State/Territory and placed in the Secure Portal to lessen the burden in preparation of the State Preparedness Report. For example, the following existing documents and reports were referenced when creating this mock-up: State Homeland Security Annual Report (2005 and 2006), Nationwide Plans Review (2006), State Investment Justification (2006), State Homeland Security Strategy (2007), and the Program and Capability Enhancement Plan (2006). Detailed instructions on using the FEMA Portal to gather information for your State Preparedness Report are included at the end of the mock-up.

State Profile for the Fictional State of Samplia

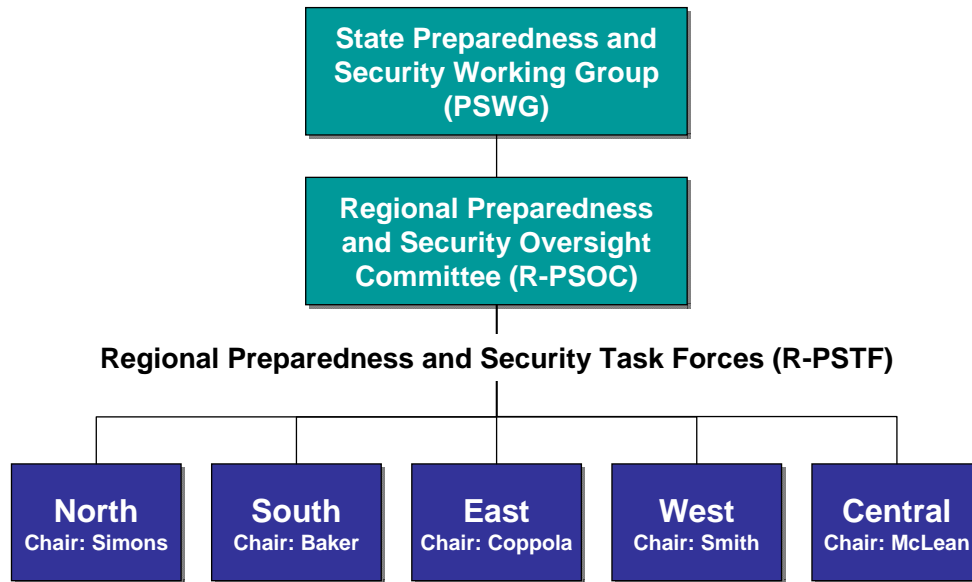
The State Preparedness Report Mock-up is based on the fictitious State of Samplia. Basic characteristics of the State are summarized in the table below. These data points are provided to support interpretation of the mock-up and drive the capability levels described in the illustrative responses.

Characteristic	Description
State Population	<ul style="list-style-type: none"> • 30,457,549
UASI Population (Tier 1)	<ul style="list-style-type: none"> • 1,397,455
Location of State	<ul style="list-style-type: none"> • Atlantic coast, between two coastal States
Regional Structure	<ul style="list-style-type: none"> • Five regions (43 counties) <ul style="list-style-type: none"> ○ Region 1 (North) – 10 counties, Dense coastal population, Tier 1 Urban Area along coast ○ Region 2 (West) – 9 counties ○ Region 3 (Central) – 13 counties ○ Region 4 (East) – 7 counties, Dense coastal population ○ Region 5 (South) – 4 counties
Centers of population	<ul style="list-style-type: none"> • Regions 1, 2, and 3 contain 75% of the State's population, concentrated along the coast
Industries	<ul style="list-style-type: none"> • Shipping • Logging • Tourism
Common Hazards	<ul style="list-style-type: none"> • Hurricanes • Forest Fires • Floods



State Overview for the Fictional State of Samplia

After September 11th, the State of Samplia embraced a regional approach to building preparedness for catastrophic events, whether intentional, accidental, or natural in origin. As shown in the figure below, three organizational bodies form the foundation of Samplia's regional structure:



- **State Preparedness and Security Working Group (PSWG)**

Representatives from the five regional task forces and other key agency liaisons come together by discipline to address statewide preparedness and security issues and develop universally applicable and accepted solutions. The working group consists of an Executive Committee and several sub-committees that convene every two years.

Executive Committee: Appointed representatives from five principal State agencies with preparedness-related responsibilities gather to identify existing and anticipated preparedness and security issues. The Executive Committee creates and disbands sub-committees as necessary and appropriate. Represented State agencies include: Department of Emergency Management and Public Safety; Department of Law Enforcement; State Fire Marshal; Department of Health; and Department of Agriculture.

Sub-Committees (as of 9/30/2007):

Planning; Training; Statewide Exercise Initiatives; Equipment Standards; Interoperable Communications; Health/Medical/Hospital/EMS; Critical Infrastructure

- **Regional Preparedness and Security Oversight Committee (R-PSOC)**

An advisory committee responsible for providing guidance to the Regional Preparedness and Security Task Forces. The R-PSOC makes recommendations to the Governor and Legislature regarding the expenditure of funds and allocation of resources related to preparedness and security efforts.

- **Regional Preparedness and Security Task Forces (R-PSTF)**

The operational component of Samplia's regional structure, the R-PSTF strategically develops and deploys regional capabilities to enhance local jurisdictions' response capacity for catastrophic events occurring in Samplia and neighboring States. Each county sheriff may appoint two representatives to the R-PSTF. Chair and co-chair positions are elected among the task force membership.

The R-PSTF structure is based on a statewide mutual aid agreement to which all counties and 92% of cities are signatories. Several regional response teams are managed and coordinated through Samplia's R-PSTF structure. These regionally-based response teams provide expertise in hazardous materials, search and rescue, weapons of mass destruction, disaster medical assistance, public health, mass casualty, urban search and rescue, forensic response, and

waterborne security and can be deployed under the authority of the State during any emergency situation. Equipment, training, and operational procedures for these regional teams are standardized statewide to allow for seamless surge support should a situation require it. Samplia continues to build its regional response capacity and plans to fully develop regional Multi-Agency Coordination (MAC) teams within the next three years to improve command, coordination, and control of needs and assets during an emergency.

**This concludes the State Preparedness Report Mock-Up Introduction and Overview.
Please see the next page for the State Preparedness Report: Priorities Section Mock-Up.**

National Priority: Expand Regional Collaboration

A. Accomplishments

Under the leadership of the Governor, with support from the PSWG and R-PSOC, and with guidance and fiscal support from the federal government, Samplia's accomplishments in Expanded Regional Collaboration have proven a high level of preparedness.

Some of Samplia's major accomplishments, with respect to Expanded Regional Collaboration, are listed below and broken into five sections: Regional Response Teams and the R-PSTFs, Standardized Operational Guidelines, Training and Exercises, Fusion Centers, and Interoperability.

Regional Response Teams and the R-PSTFs

Samplia's Regional Preparedness and Security Task Forces (R-PSTF) are able to deploy specialty teams with a consistent level of training and equipment, enabling regions to collaboratively respond with confidence that all responders on-scene have a consistent, minimum level of training.

During Fiscal Year (FY) 2004-FY 2006, Samplia accomplished the following:

- Developed plans for centralized training facilities for the regional waterborne security and SWAT specialty response teams
- Drafted the remaining two regional response plans by using the best practices learned from the prior five response plans

During FY 2007, Samplia accomplished the following:

- Placed two State-level planners in each region, to support the R-PSTF function
- Secured funding to begin the implementation of the MAC teams
- Improved response capacity for bomb and SWAT teams statewide and added waterborne and forensic response teams in three of the five regions

Training and Exercises

The Samplia Division of Emergency Management Training and Exercises (S-DEMTE) provides assistance in developing and conducting terrorism response training and exercises for emergency responders, government officials, healthcare providers, and others. The S-DEMTE additionally provides planning, training, exercises, response, and equipment resources to all of Samplia's jurisdictions.

During FY'04-FY'06, Samplia accomplished the following:

- Hosted 100 approved FEMA (formerly the Office of State and Local Coordination and Preparedness)

QUICK TIP

Accomplishments should be specific events, products, or other outputs that get you to where you are today.

An example of an accomplishment is: Samplia trained 30 police officers in FY 2007.

SAMPLIA'S APPROACH

Samplia grouped accomplishments by the immediate past fiscal year (FY'07) and by the previous three fiscal years (FY'04-FY'06). As *Accomplishments* is an optional section, States have the flexibility to report on an accomplishment using the format that works best for their State.

QUICK TIP

Accomplishments should be written in past tense, as they are outputs or products that have already been achieved.

An example of this is: Samplia trained 30 police officers in FY 2007.

- courses that were delivered to approximately 1,200 attendees
- Delivered 20 Incident Command System (ICS) courses and three ICS Train-the-Trainer courses to approximately 120 attendees

During FY'07, Samplia accomplished the following:

- Developed a Multi-Year Exercise Plan to assist with the coordination of the S-DEMTE training and exercise efforts
- Opened a centralized Emergency Management Training facility for all regional USAR teams, to provide standard training on equipment and procedures

SAMPLIA'S APPROACH

Samplia also elected to group accomplishments by relevant sub-components (e.g., Fusion Centers). Another way to structure the accomplishments section would be by grouping the entire section by fiscal year or calendar year.

Fusion Centers

Samplia has assisted in the development of the Nation's recognized best practices for fusion center development and operations, and information and intelligence sharing. Samplia continues to advance the intelligence fusion process by providing a 24/7 situational awareness component with the new addition of Samplia's Investigative Support Center (SISC) at the State fusion center. SISC additionally provides 24/7 analytical assistance and facilitates regional collaboration and coordinated response. Samplia further enhanced the operations of the fusion center by co-locating three full-time federal agency employees at the fusion center in 2007.

During FY'04-FY'06, Samplia accomplished the following:

- Added the SISC in June 2006, providing 15 new support capabilities for the State fusion center
- Participated in an on-site assessment conducted by DHS; DHS found Samplia to be in compliance with DHS requirements for State fusion centers

During FY'07, Samplia accomplished the following:

- Staffed a full-time DHS intelligence officer, FBI analyst, and Coast Guard officer at the State fusion center
- Funded and stood up three regional fusion centers and secured FY 2008 funding to build fusion centers in the remaining two regions

Interoperability

Samplia has established regional interoperability by connecting counties to the Law Enforcement Exchange (LEX) and through the acquisition of standardized mobile units that support interoperable data and voice communications. Assigned to each region and deployable statewide, these units provide "plug and play" surge support during a catastrophic event.

During FY'04-FY'06, Samplia accomplished the following:

- Secured funding to connect counties to the LEX and to purchase the necessary equipment to support regional interoperability

During FY'07, Samplia accomplished the following:

- Purchased 2 Mutual Aid Radio Caches (MARC), 1 Emergency Deployable Interoperable Communications System (EDICS) unit, and 2 Emergency Deployable Data Sharing (EDDS) units

SAMPLIA'S APPROACH

Samplia used bulleted lists to describe accomplishments. The outcomes and impact of a group of accomplishments will be discussed in the next section, *Current Capabilities*.

B. Current Capabilities

Shortly after the 9/11 attacks, Samplia was divided into five regions, each with a Regional Preparedness and Security Task Force (R-PSTF). Regional planning combines input from law, fire, EMS, health, hospital, emergency management, citizen corps, education, and communications to effectively prevent, protect against, respond to, and recover from catastrophic events.

This regional structure supports both Inter- and Intra-State Regional Collaboration. Regional resources are deployed through the R-PSTF on behalf of the State, a capability that was demonstrated during Hurricane Katrina.

QUICK TIP

A **capability** is the impact an accomplishment or a series of accomplishments has.

An example of a **capability** is in bold below:

Samplia trained 30 police officers in FY 2007, **which resulted in a crime rate that is 35% lower than previous years.**

Inter-State Regional Collaboration

NOTE: Only one factor, Intra-State Regional Collaboration, has been developed for the purpose of this illustrative Mock-up. Complete State Preparedness Reports should repeat the types of analysis demonstrated here for every Capability and 'Other Factor' identified in the State Preparedness Report Guidance document as deemed appropriate by each State/Territory.

Intra-State Regional Collaboration

Through the R-PSTFs, Samplia is able to deploy specialty response teams – SWAT (within one hour), EOC (within one hour), USAR (within one hour), HazMat (within two hours), Forensics (within two hours), and Waterborne Security (within three hours) – statewide and provide multiple back-up teams within 24 hours, as necessary. In addition to following the same plans, protocols, and guidelines, each specialty response team shares training and exercise curricula and facilities. This approach to regional collaboration ensures continuity of response during a major event or disaster. The rapid response capability of these teams has proven very successful and valuable during the multiple deployments required during the 2004 and 2005 hurricane seasons. The teams are able to rescue 70% of the affected citizens and restore 60% of the damaged land during a major event or disaster.

SAMPLIA'S APPROACH

Samplia provided an overview of its current level of capability as related to the "other factor" Intra-State Regional Collaboration. Samplia's current level of capability reflects the impact and outcomes of the accomplishments listed in the previous section.

The R-PSTF structure enhances Samplia's ability to build capabilities using a cooperative approach with consistent terminology, standardized equipment, and shared information databases. The State of Samplia has a statewide mutual aid agreement, which was exercised and utilized heavily throughout the 2006 and 2007 hurricane seasons and during the New Year's Day tornado response. The current signatories to the Samplia statewide Mutual Aid Agreement include the Sheriffs Association, Fire Chiefs Association, and the Department of Law Enforcement. The State also maintains separate mutual aid agreements with the private and non-governmental sector (e.g., Red Cross, public utilities). These Mutual Aid Agreement

programs facilitate rapid emergency responses and ensure that any persons or land sustaining physical damage as a result of natural or manmade disasters, will obtain emergency assistance within 24 hours of the disaster.

R-PSTFs, supported by the State and regional response teams, are able to facilitate close coordination and the development of strong support relationships among regions and tribal entities. State planners, located in each region, facilitate the consistent interpretation of State and national initiatives. These planners also track regional projects to discuss direction, funding, implementation and to avoid duplicative funding.

Key personnel are staffed at the State fusion center. The co-location of the DHS and FBI personnel allows for immediate, real time information and intelligence sharing between Samplia and our national partners. This allows Samplia to respond on average to 20% more of the population during a time of disaster. In addition, it also enables Samplia to intercept 65% more intelligence than it was able to intercept prior to the co-location.

In addition to the regional specialty response teams, the State of Samplia also maintains common guidelines and coordinating bodies. First responders use common parlance and operate from a single, shared, Field Operations Guide (FOG). In addition, the State is planning to implement MAC teams that will provide a common logistical support system during emergencies. The teams will facilitate the operation of the regional teams and manage resource requests for local agencies, enabling a quick and coordinated regional response to major events or catastrophes.

C. Three-Year Targets

Inter-State Regional Collaboration

NOTE: Only one factor, Intra-State Regional Collaboration, has been developed for the purpose of this illustrative Mock-up. Complete State Preparedness Reports should repeat the types of analysis demonstrated here for every Capability and 'Other Factor' identified in the State Preparedness Report Guidance document as deemed appropriate by each State/Territory.

QUICK TIP
Three-Year Targets are goals or objectives the State plans to accomplish within the next three years. For this year, the three-year targets will be achieved by 2010.

Intra-State Regional Collaboration

Samplia plans to expand regional collaboration internally with several targeted activities and investments associated with regional exercises, regional fusion centers, updated operational guidelines and mutual aid agreements, and institutionalization of the MAC teams. Specific Three-Year Targets for intra-State regional collaboration are identified in the table below.

Target Description	Projected Completion Year	Status
1.) Complete a Homeland Security Exercise and Evaluation Program (HSEEP) compliant, full-scale, multidisciplinary drill in each region, to include the development of After-Action Reports and Improvement Plans; Improvement Plans are presented annually at statewide working group session with representation from all five regions, at least once a year.	2010	Open
2.) All five regions have a fully-functional fusion center with two regions (Central and Eastern) having 24/7 facilities	<p>SAMPLIA'S APPROACH Samplia identified seven targets that can be accomplished within a three-year timeframe. States do not have to have seven</p>	
3.) Regional MAC teams are fully institutionalized and operational with coordination from a central, State-level MAC teams		
4.) Federal representation in the State fusion center includes at least one representative from National Guard and Drug Enforcement Agency (DEA), at least two representatives from DHS and FBI, and at least one representative from the Coast Guard to allow for immediate, real time information and intelligence sharing between Samplia and our national partners		
5.) A plan to develop and implement an emergency credentialing system has been reviewed and signed by the Director of the Division of Emergency Management; a pilot emergency credentialing system exercise has been completed within all regions		
6.) All regional SWAT, BOMB, and water-borne specialty response teams are cycling through a standard one-week training course at a State training facility, once per year; regional response teams have applied knowledge gained from the training course during the	2010	Open

QUICK TIP
 Each target builds on the State's current level of capability as identified in the Current Capabilities

annual HSEEP compliant, full-scale, multidisciplinary drill		
7.) All existing mutual-aid agreements have been reviewed, updated, and re-signed by all parties to the agreement; 95% of counties have signed mutual-aid agreements with all of their border counties	2010	Open

D. Initiatives

Inter-State Regional Collaboration

NOTE: Only one factor, Intra-State Regional Collaboration, has been developed for the purpose of this illustrative Mock-up. Complete State Preparedness Reports should repeat the types of analysis demonstrated here for every Capability and 'Other Factor' identified in the State Preparedness Report Guidance document as deemed appropriate by each State.

QUICK TIP

Initiatives are how the States plan on achieving their Three-Year Targets and the processes they implement to reach their Targets.

Please do not write one Initiative for each target, instead, there should be multiple targets for each initiative.

Intra-State Regional Collaboration

Enhance regional collaboration across the State of Samplia through the creation and maintenance of regional fusion centers, regional Multi-Agency Coordination (MAC) teams, and updated mutual-aid agreements (Aligns with the following Three-Year Targets: 2, 3, 4, 5, 8)

Description

This Initiative supports expanded regional collaboration by focusing on Samplia's regional fusion centers, MACs, and mutual-aid agreements.

Samplia will maintain the existing State-level and regional fusion centers and will establish two fully-functional regional fusion centers in the Western and the Southern regions. Samplia will support the Eastern region's move to a 24/7 fully-functional facility over the next three years. Samplia will support two DHS intelligence officers, two FBI analysts, a Coast Guard officer, a member of the National Guard, and a DEA agent at the SISC within the fusion center. At least two members of the federal team will rotate among the regional fusion centers to increase knowledge sharing, coordination, and collaboration.

SAMPLIA'S APPROACH
Samplia identified two Initiatives for Intra-State Regional Collaboration. The Initiative to the right describes the approach Samplia intends to take to address five of the eight three-year targets identified in the previous section. The remaining three-year targets are addressed in the second Initiative.

Samplia will institutionalize MAC teams in all five regions under the coordination and supervision of the centralized State MAC. The State MAC will host an annual, week-long regional working session to support the knowledge sharing, collaboration, and coordination between and among the five regional teams.

To further support Samplia's regional collaboration, Samplia will review, update, and sign all existing mutual-aid agreements within the State. 95% of all counties in Samplia will also have signed mutual-aid agreements with all of their border counties and counties in boarder States.

Samplia will update and maintain the Field Operations Guide (FOG) to include Standard

Operating Procedures for the SWAT, BOMB, and water-borne specialty response teams to ensure standard response capabilities across the State. The FOG will be updated to include the rules of engagement of regional MAC teams and will reference all mutual aid agreements in place at the time of print. The FOG will be piloted in the Central region and will be updated based on lessons learned after a period not to exceed six months. Once finalized, the FOG will be distributed to over 150,000 preparedness and security related personnel statewide in hard-copy form. The FOG will also be posted on the LEX system for quick and easy electronic access.

Geographic Scope

This Initiative will be implemented statewide with components both at the State-level and within each of the five regions: North, South, East, West, and Central.

Program Management

This Initiative will be managed by the R-PSOC and implemented at the regional level. The R-PSOC will directly oversee the regional MAC teams. In addition, regional fusion centers and regional MAC teams will be encouraged to coordinate and work closely with their respective R-PSTF teams. Per direction of MAC, the regional teams will be organized by the following broad functions: Command, Operations, Planning, Logistics, and Finance/Administration. This structure will allow for cross-coordination across the regional MAC teams. R-PSOC will be responsible for updating, piloting, producing, and distributing the updated FOG to preparedness and security personnel across the State.

Conduct exercises designed to orient personnel, validate and improve plans, guidelines, response capabilities, expand regional collaboration and improve information sharing and implement a statewide emergency credentialing system (Aligns with the following Three-Year Targets: 1, 6, 7)

Description

This Initiative supports Samplia's efforts to continue to conduct exercises designed to orient personnel, validate and improve plans, guidelines, response capabilities, expand regional collaboration and improve information sharing in accordance with Samplia's statewide exercise and training strategy. Specifically, Samplia will plan for and conduct an HSEEP compliant, full-scale, multidisciplinary drill in each region on an annual basis. Each regional, multidisciplinary drill will include the development of After-Action Reports and Improvement Plans. This Initiative supports the planning and implementation of annual SWAT, BOMB, and water-borne specialty response teams training course at a State training facility. Members of each regional response team will be able to apply knowledge gained from training course during the annual multidisciplinary drill. Furthermore, this Initiative supports the creation and implementation of an emergency credentialing system. Each region will pilot the new system to ensure its effectiveness in conjunction with the regional multi-disciplinary drill.

Geographic Scope

This Initiative will be implemented statewide with components both at the State-level and within each of the five regions: North, South, East, West, and Central.

Program Management

Implementation of the HSEEP compliant, full-scale multidisciplinary drill will be managed by R-PSOC with support from each region's R-PSTF team. R-PSOC is also responsible for overseeing the creation of the statewide emergency credentialing system that will be

implemented at the regional level. Samplia's State Training Facility will manage all planning and logistics activities for the implementation of annual SWAT, BOMB, and water-borne specialty response team training courses.

NOTE: Only two Initiatives have been developed for the purpose of this illustrative Mock-up. Complete State Preparedness Reports may have additional Initiatives for Intra-State Regional Collaboration to ensure that all Three-Year Targets are discussed within the Initiatives section.

E. Resources

Resources Expended in FY 2007

The total amount of monetary resources Samplia expended in FY 2007 is \$199,478,687. Samplia also had access to a variety of non-monetary resources. This resources section is organized by the following five sub-sections: Regional Response Teams and the R-PSTFs, Standardized Operational Guidelines, Training and Exercises, Fusion Centers, and Interoperability. Samplia expended a total of \$44,487,098 on the National Priority: Expand Regional Collaboration. Each sub-section demonstrates both monetary and non-monetary resources Samplia expended in FY 2007.

SAMPLIA'S APPROACH
Samplia chose to outline the monetary and non-monetary resources expended in FY 2007 following the same structure used to discuss accomplishments in FY 2007, grouped by relative sub-components.

Regional Response Teams and the R-PSTFs

Samplia spent a total of \$8,847,982 on Regional Response Teams and the R-PSTFs. Samplia placed two full-time State-level planners in each region, who support the R-PSTF function, this cost roughly \$3,982,228. Samplia spent \$399,764 coordinating updates to all regional response plans, while integrating the input of all specialty team commanders. Samplia secured funding to begin the implementation of the MAC teams, this expenditure is \$356,022. Samplia was able to improve the response capacity for the bomb and SWAT response teams statewide as a result of non-monetary resources in the form of training sessions that entailed simulations. Samplia was able to add waterborne and forensic response teams in three of the five regions due to the non-monetary funding allowing the extra funding to be available in other areas. This cost a total of \$4,109,968.

Training and Exercises

Samplia spent a total of \$10,763,242 on Training and Exercises. Samplia spent about \$522,983 developing a Multi-Year Exercise Plan to assist with training and exercise efforts. In addition, Samplia spent \$528,876 when putting together a multi-year strategy with goals, a methodology, exercises and guidelines. Samplia spent \$9,711,383 to get the centralized Emergency Management Training facility up and functioning. Samplia received non-monetary support in the form 75 FEMA Technical Assistance sessions and from the participation in TOPOFF.

SAMPLIA'S APPROACH
Samplia chose to demonstrate the monetary and non-monetary resources in the same section. States may choose to do this differently.

Fusion Centers

Samplia spent a total of \$16,880,981 on the development and operations, and the information and intelligence sharing of fusion centers. Samplia received Federal program support, a non-monetary resource, by co-locating three full-time federal agency employees at the State fusion center. Additionally, Samplia spent \$15,711,598 to build three regional fusion centers. Samplia also incurred a cost of \$1,169,382 by securing funding for FY 2008 to build fusion centers in the remaining two regions.

Interoperability

Samplia spent a total of \$7,994,893 on regional Interoperability. Samplia expended \$3,940,020 purchasing two Mutual Aid Radio Caches (MARC). \$2,003,476 was spent on one Emergency Deployable Interoperable Communications Systems (EDICS) unit and \$2,051,397

QUICK TIP
In order to keep the Resources section to the suggested two pages for each Priority, States may choose the most influential expenses to elaborate on, rather than reporting an exhaustive list of all expenses.

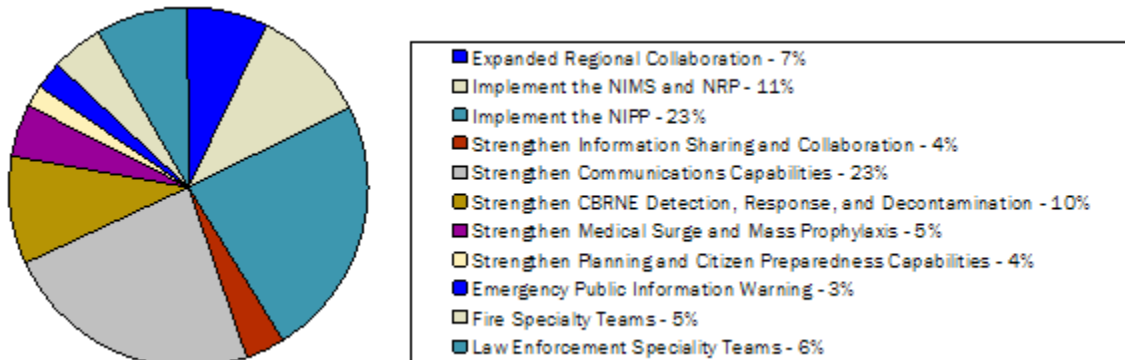
was spent purchasing two Emergency Deployable Data Sharing (EDDS) units. Samplia also received volunteer support in the form of 150 volunteers, to assist with the communications across teams and regions during times of disaster and relief.

Future Resources Required

Despite Samplia’s successes, much remains to be accomplished. In the coming fiscal year, Samplia plans to begin working towards expanding regional collaboration internally with several targeted activities and investments associated with regional exercises and regional fusion centers. Samplia plans to update operational guidelines and mutual aid agreements, and institutionalize the MAC teams. Samplia expects to require upwards of \$55,000,000 in FY 2010, designated to enhancing State Preparedness. Please see the table below for the break down of the estimate of required future resources:

Estimate of Future Resources Required	
Plan for an HSEEP compliant, full-scale, multidisciplinary drill in each region	\$4,000,000
Plan for and begin building two additional regional fusion centers	\$14,000,000
Begin implementation of the fully operational MAC teams	\$16,000,000
Place between 3-5 full-time Federal employees in the fusion center	\$5,000,000
Begin plan to develop and implement an emergency credentialing system	\$10,000,000
Train SWAT, BOMB, and water-borne specialty response teams	\$5,000,000
Review and update mutual-aid agreements	\$1,000,000
Estimate of Total Monetary Resources Required for Future	\$55,000,000

Expanded Regional Collaboration accounts for 7% of all estimated future resources over the next three years as illustrated in the chart below:



Using the FEMA Secure Portal

SAAAs must upload the final version of the State Preparedness Report to the FEMA Secure Portal no later than **5:00 p.m. EST on January 4, 2008**. Below are instructions on how to register, log on, obtain information, and post information to the Portal.

A. Registering to Use the Portal

You must be a registered user to access the FEMA Secure Portal. If you do not already have an Organization ID, username and password to access the Portal, follow the four steps outlined below to register for the Portal:

1. Contact the FEMA Secure Portal Help Desk at 804-744-8800 or at helpdesk@nc4.us to obtain an "Organization ID"
2. Navigate to <https://odp.esportals.com/login.cfm> using Internet Explorer and create a user name and password
3. Upon creating a user name and password, the FEMA Secure Portal will send a confirmation email to the email address you entered when you registered
4. Follow the instructions in the confirmation email to complete the registration process

QUICK TIP
If you experience any trouble registering for the FEMA Secure Portal, contact the Portal Help Desk at **804-744-8800** or at helpdesk@nc4.us.

B. Logging onto the Portal

The URL to reach the FEMA Secure Portal logon page is: <https://odp.esportals.com/login.cfm>. (This URL is also provided in the approval email you will automatically receive. Click on the URL and you will be taken to the logon screen.)

1. Enter the username and password created during registration
2. Click "Log In"

C. Obtaining Information from the Portal

Once you log-on to the Portal, users will see the Portal homepage image shown below:

Office for Domestic Preparedness

Help Desk phone: (804) 744-8800
email: helpdesk@espgroup.net

Kaiser Mcadoo's last login: October 08, 2007 - 9:38

Custom Tools

- Lessons Learned Information Sharing (LLIS) Portal
- Collaboration Tools
- Secure Messaging
- Library (28 new)
- Find Users
- Chat
- Online Briefings
- Forum Discussions
- Survey Wizard
- WebPort
- TaskTrac
- Calendar
- Alerts
- Admin Tools
- Update Profile/Preferences
- My Groups
- Suggestion Box
- Report Problems
- Log Out

Welcome to the State Preparedness Report Organization

Guidance Documents

[Click Here](#) to access the Draft SPR Guidance.

[Click Here](#) to access the SPR Template.

[Click Here](#) to access the SPR Mock-up.

Library Tool

[Click Here](#) to access the Library tool which will provide you access to your panel folder and allow you to upload and share documents with other users.

Library Instructions

- Click on the "Collaboration" link from the desktop.
- Select the "Library" link from the list of collaboration tools.
- Click on the appropriate folder listed in the left hand frame (all folders will follow the same schema as "State Specific Folders—State")
- Once you have selected the folder, click the "Upload Document" link in the middle of the folder screen on the right hand side.
- Type in a file name, a brief document description and select the file from your computer to upload. Click the "Finished" button to upload your file.

Portal Homepage

You will see three main headings on the Portal homepage: Guidance Documents, Library Tool, and Library Instructions. Under the “Guidance Documents” heading, users will find the State Preparedness Report Guidance and supporting documents.

To view a list of ALL documents available to the States:

1. Click on the “Click Here” link, outlined in the second red box above, under the Library Tool sub-heading and you will be taken to the Library page, shown below.

Office for Domestic Preparedness
Home -> Library

Help Desk phone: (804) 744-8800
email: helpdesk@espgroup.net

Desktop | Secure Messaging | **Library** | Find Users | Chat | Online Briefings | Forum Discussions | Survey Wizard | WebPort | TaskTrac | Calendar | Alerts | Logout

Library

New Documents (Only returns documents that you have not downloaded and have been posted within the last week)

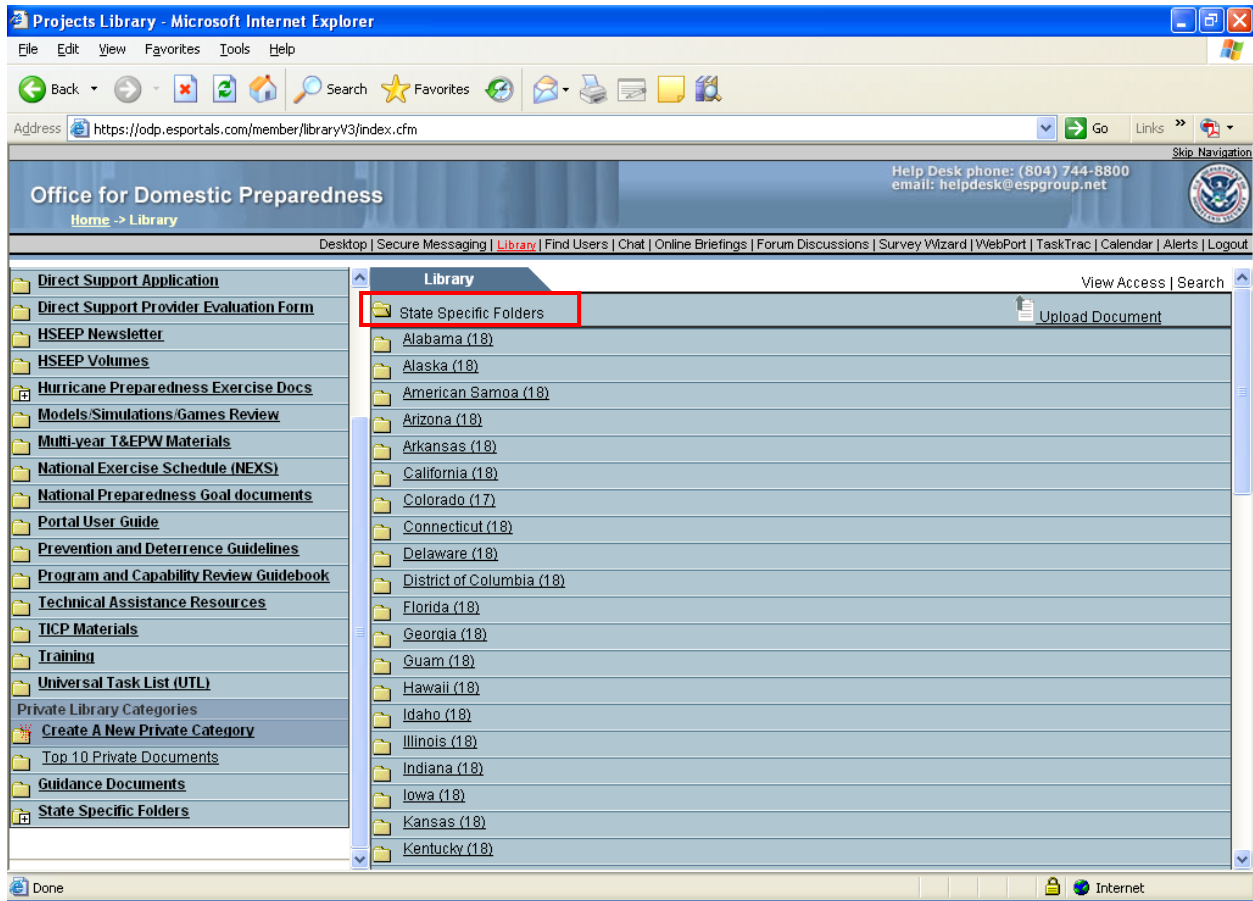
Search Show All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 - 3 of 3 Documents 10 per page Submit

Name/Description	File Type	Category	Owner	Uploaded	Size(Bytes)	Downloads
↓ SPR Guidance_Final Draft.doc SPR Guidance_Final Draft.doc	mword	Guidance Documents (Private)	Farole, Stephen	09-Oct-2007	1,740,800	6
↓ SPR Template.doc SPR Template.doc	mword	Guidance Documents (Private)	Farole, Stephen	09-Oct-2007	256,000	3
↓ SPR Mock-up.doc SPR Mock-up.doc	mword	Guidance Documents (Private)	Farole, Stephen	09-Oct-2007	953,856	1

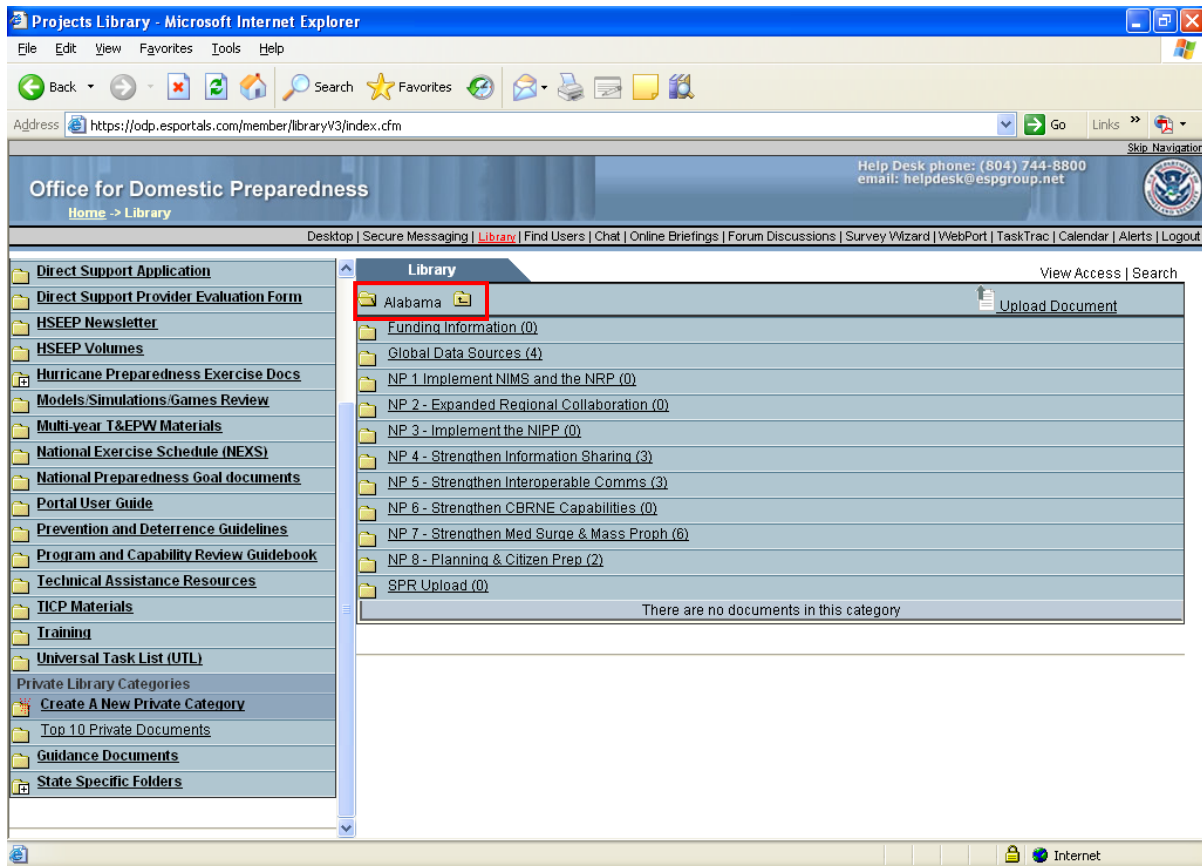
Library Page

2. Under the “Public Library Categories” heading on the left side, click on “State Specific Folder”, both are shown with a red box in the image above.
3. Once you have clicked on the “State Specific Folder”, a list of folders with States’ names will appear, as shown below. (Each State will only have access to its own State folder.)



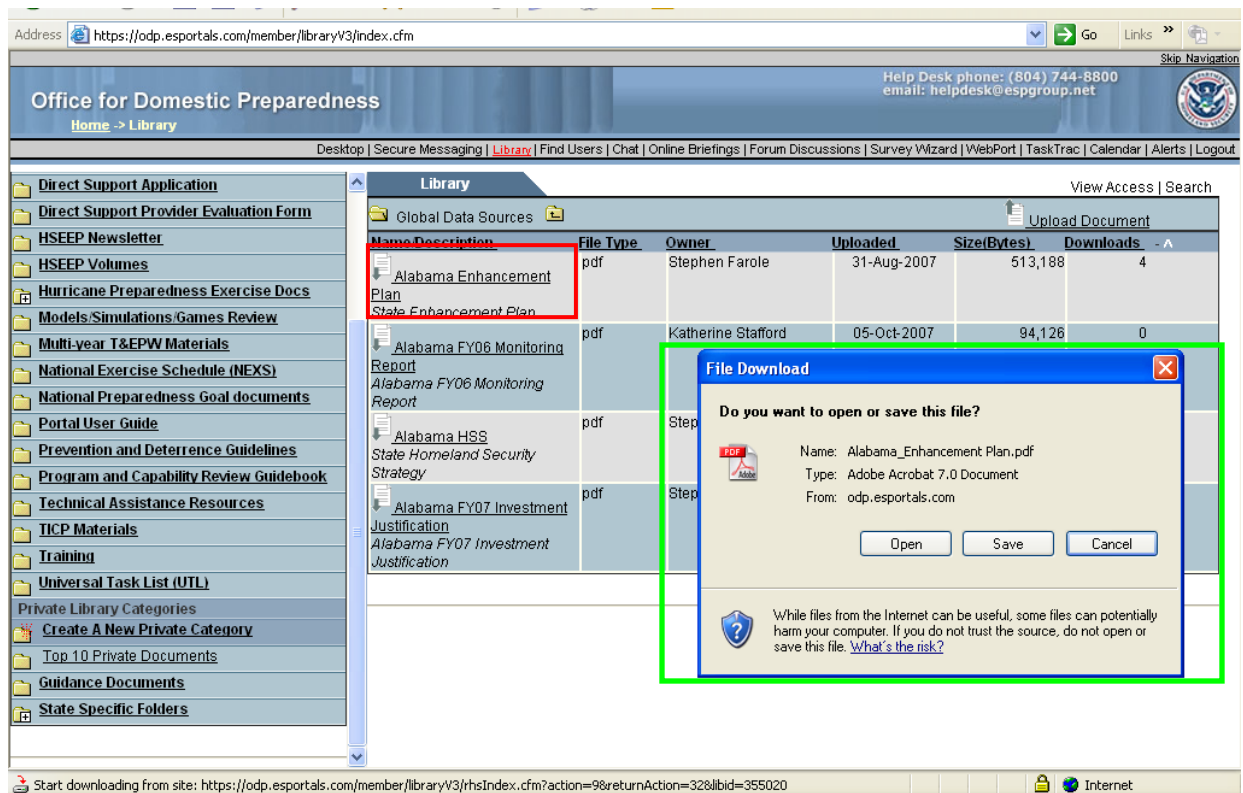
State Specific Folders Page

4. Once you click on your State folder, a list of documents located in the folder will appear on the right side of the webpage.



Documents In the State Specific Folder

5. Click on the document name that you are interested in downloading. (An example is shown in red below.)
6. Once you click on the document name, the file download box will pop up, highlighted in green below. You can choose to open the file or save it to your computer. (In order to complete the State Preparedness Report, you will need to save the file to your desktop before you can begin working.)

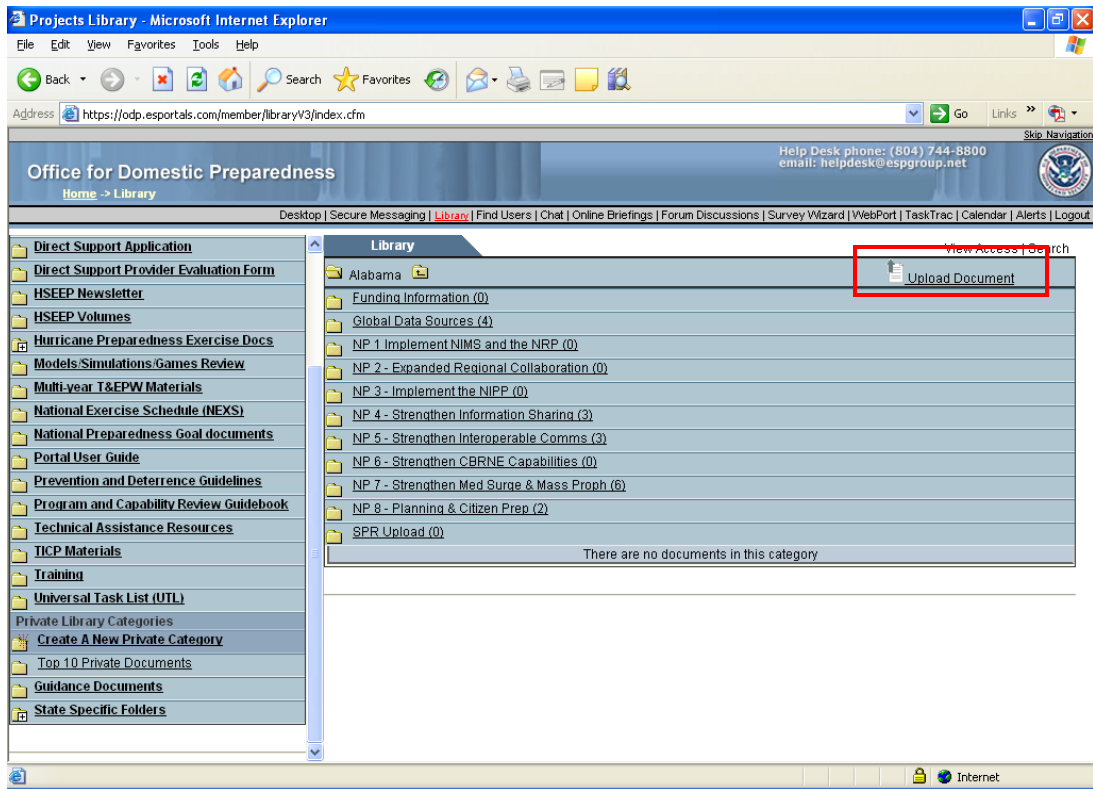


Document Name and Downloading Files

D. Posting Information on the Portal

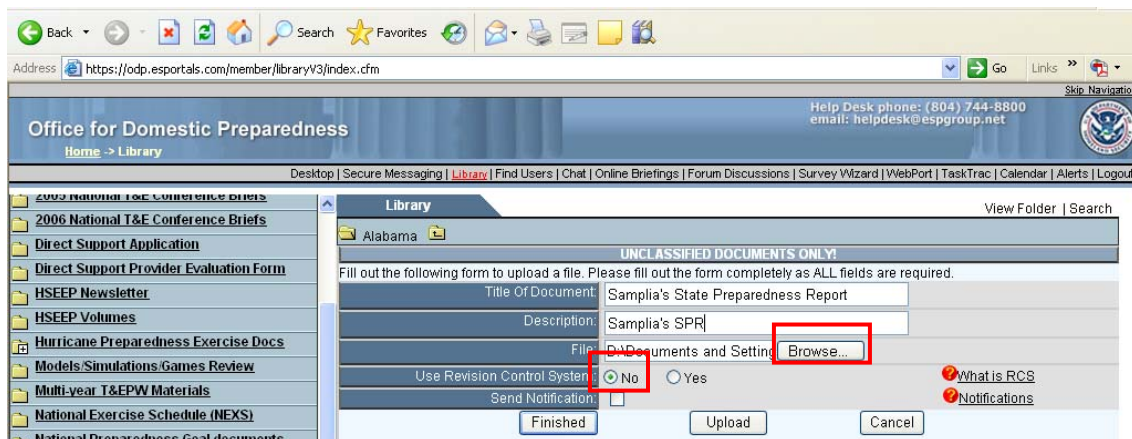
Each State must upload the final version of the State Preparedness Report to the FEMA Secure Portal no later than **5:00 p.m. EST on January 4, 2008** (<https://odp.esportals.com/login.cfm>). The State Preparedness Report must be uploaded as an attachment to each State specific folder. All users who have access to the State folder can upload documents. Once the document has been uploaded, the owner of the document has the ability to edit the name and description. Upload a document by following these steps:

1. Click on the "State Specific" folder under the main Library
2. Click on your State or Territory folder
3. Click the "Upload Document" link in the upper left corner, as shown in the figure below:



Upload Document Page

4. Enter the title and a description in the “Upload Document” screen (refer to the figure below)
5. Click the “Browse” button to select a file
6. Select the “No” radio box for “Use Revision Control System”
7. **Click the “Upload” button first and then the “Finished” button.** A message is displayed stating the document successfully uploaded into the library.



Submitting the State Preparedness Report