



Basic Emergency Planning

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Evan's Ark





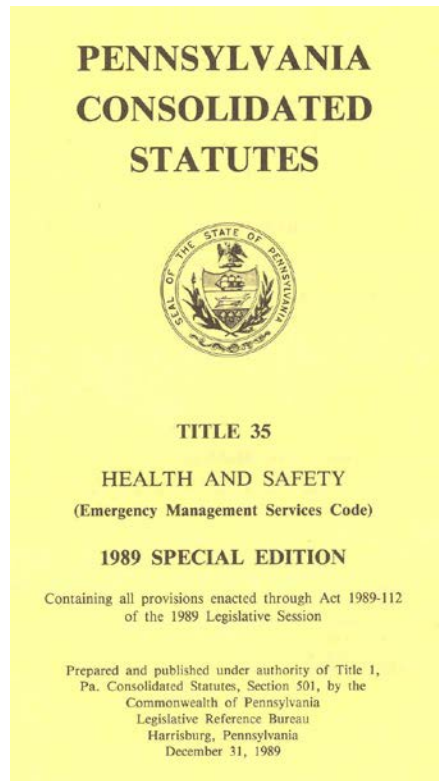
Course Objectives

- Discuss why emergency planning is necessary
 - Discuss the various types of plans
 - Discuss the planning process
 - Identify and discuss the components of an emergency plan
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Why is planning necessary?

- Certain plans are required by law....



Department of Public Welfare





Why is planning necessary?

- Identifies methods to address risks prior to them impacting the community.
 - Provides a guide to use during the response phase.
 - Provides an opportunity to collaborate with key individuals.
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Why is planning necessary?

- Ensures response actions are consistent with other agencies





Lost at Sea





Types of Plans

- EOPs
- Strategic
- Hazard Mitigation
- Recovery
- Debris Management
- Donations & Volunteer
- Mass Casualty/Fatality
- Dam
- Pandemic
- COOP/COG
- Evacuation
- Special Event
- Haz Mat
- Congregate Care
- SNS
- Shelter Operations





The Planning Process

- ✓ Form a planning team
- ✓ Conduct research
- ✓ Analyze the information
- ✓ Determine goals, objectives and courses of action
- ✓ Write the plan
- ✓ Disseminate the plan
- ✓ Train & exercise
- ✓ Review, revise and maintain





Form a planning team

- Representatives of departments, agencies, private sector and NGOs that will execute the plan





Conduct Research

- Identify....
 - Potential hazards
 - Resources
 - Geographic, Topological and population features
 - Historical events
 - By....
 - Conducting HVA
 - Working with other agencies in municipality
 - Reviewing other plans
 - Reviewing websites, newspapers, talking with seasoned veterans
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Analyze the Information

- Helps to decide
 - What hazards merit special attention
 - What actions must be planned for
 - What resources are likely to be needed
 - Helps to identify cascading events
 - Provides guide in determining priorities
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Determine Goals & Objectives

- Priorities, Goals, Objectives
- SMART Objectives
- Based on Needs
 - Hazard
 - Response
 - Constraint





Develop Courses of Action & Identify Resources

- Generate possible solutions to achieve the goals and objectives
 - Solutions based on planning concepts
 - Scenario Based
 - Functional Based
 - Capabilities Based
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Write the Plan

- Use standard format
- Keep the language simple and clear
- Avoid using jargon
- Check for spelling & grammar

DON'T RELY ON THE COMPUTER!!!



Approve & Implement

- Conformity with other plans
- Peer & superior review
- Presentation and Promulgation





Exercise the Plan

- Train
- Exercise
 - What type of exercises?
- Review exercise results
 - Is the plan;
 - Adequate?
 - Feasible?
 - Acceptable?
 - Complete?
 - Compliant?





Review, Revise, Maintain the Plan

- Establish and follow review cycle
 - No more than 24 months



- Review after
 - Change in response resources
 - Update of planning guidance or standards
 - Change in elected officials (train new EOs)
 - After activation or exercise



Plan Components

- Basic Plan
 - Notification & Resource Manual
 - Hazard Specific Checklists
 - Appendices
 - Job Aids / Field Operations Guides
 - ESFs
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Basic Plan

- Purpose & Scope
 - Policies
 - Situation & Assumptions
 - Concept of Operations
 - Responsibilities
 - Administration & Logistics
 - Training & Exercises
 - Plan Maintenance & Distribution
 - Authority & References
 - Annual Review / Changes
 - Concurrence
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Notification & Resource Manual

- Key personnel, CI/KR
- Dynamic document
- Reviewed / Update frequently
- Signature Page





Hazard Specific Checklists

- Jump start the response
- Based on hazards identified in HVA
- Checklist for each section chief





Appendices

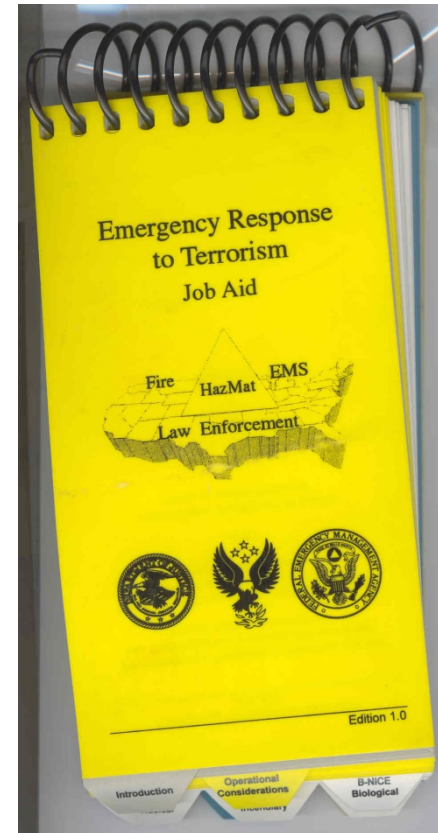
- Other information supporting the plan
 - Hazard Specific Plans
 - Definitions / Acronyms
 - Sample Declaration of Disaster





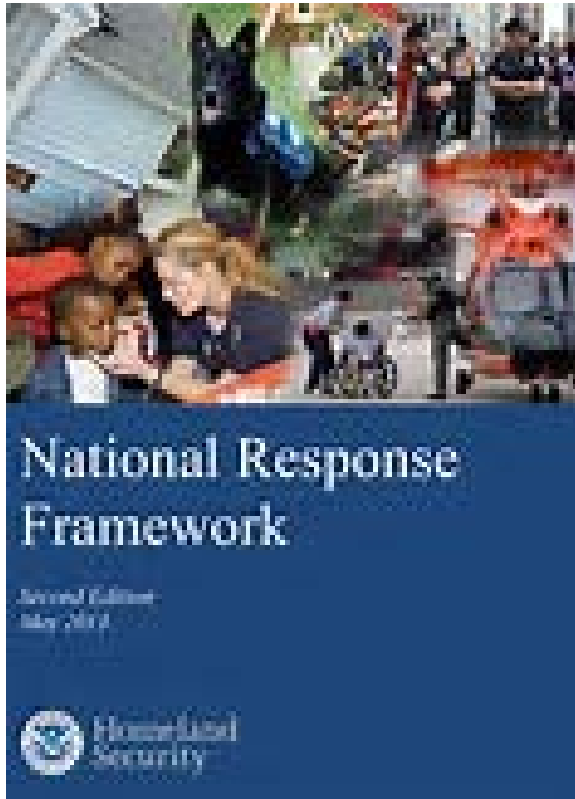
Job Aids / FOGS

- Checklist or other visual aid intended to ensure specific steps are completed
- Use in field / rugged





ESFs



- Local, County, State, National
- Group like functions and assign to primary and support agencies
- 15 Federal ESFs



15 Federal ESFs

ESF #	Function	ESF #	Function
1	Transportation	9	Search & Rescue
2	Communications	10	Oil & Hazardous Materials Response
3	Public Works	11	Agriculture & Natural Resources
4	Firefighting	12	Energy
5	Emergency Management	13	Public Safety & Security
6	Mass Care	14	Long-Term Community Recovery
7	Logistics Management & Resource Support	15	External Affairs
8	Public Health & Medical Services		





Roadblocks to Effective Planning

- Paper Plan Syndrome
- Planning in a vacuum
- Lack of Exercising
- Bookshelf Planning



"STEVE, I ADMIRE YOUR DETERMINATION TO MAKE THIS PLAN WORK."



Resources for Plan Development

- FEMA's *Guide for All-Hazard Emergency Operations Planning* (SLG101).
 - FEMA's *Producing Emergency Plans A Guide for All-Hazard Emergency Operations Planning for State, Territorial, Local, and Tribal Governments* (CPG101).
 - Canton, Lucien, *Emergency Management Concepts and Strategies for Effective Programs*.
 - PEMA's *Emergency Planning Course Student Guide*
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