

Instructions

The purpose of the Review Guide is to provide a measure for determining whether a community's emergency management planning documents are adequate in accordance to planning standards and for the integration of the National Incident Management System (NIMS). This document is a list of items incorporating planning considerations common to all hazards. A community must determine how it would provide for each item during a disaster or emergency situation. **The items must be addressed somewhere in the community's emergency management documentation, i.e., Emergency Operations Plan, Emergency Action Guidelines, Community HazMat Response Plan, Hazard Mitigation Plan, Mass Evacuation Plan, etc.**

Below each item, the Emergency Management Coordinator must cite where the item is addressed in the community's emergency management documentation. The local coordinator must ensure that the district coordinator or reviewer can determine whether the issue is adequately addressed by reviewing the citation given for each item. This may require more than one citation.

The issues that are not addressed in the community's emergency management documentation should be used as goals or work products for planning in the next annual work agreement. The local coordinator should work toward providing the missing elements and documenting their location. Needed amendments should be included in the annual work agreement with the Michigan State Police, Emergency Management and Homeland Security Division District Coordinator.

For jurisdictions seeking accreditation through the Emergency Management Accreditation Program (EMAP), please refer to Standard 4.6 of the *Emergency Management Standard, September 2007* document, which contains a list of items that a plan must identify and address to meet accreditation. This document is available at <http://www.emaponline.org>.

Review Guide for Local Emergency Response Plans/Guidelines

Each Emergency Management Program must provide.....

1.	Proof that the Chief Executive Official has reviewed and approved the emergency operations document with a dated signature page, every four years or when the Chief Executive Official changes.
Document Location:	(Must be in the plan. Suggested location: Promulgation Document, beginning of the document)
2.	A hazard analysis and assessment of the jurisdiction’s vulnerability to those hazards.
Document Location:	(As a supporting document or included in the plan. Suggested location: Basic Plan – Situation, Hazard Analysis)
3.	A listing of sites with extremely hazardous substances (302 sites).
Document Location:	(As a supporting document or included in the plan. Suggested location: Basic Plan – Situation, Hazard Analysis)
4.	A citation or copy of the local emergency management resolution. Include citations or copies of local resolutions regarding Good Samaritan laws and other local, State and Federal laws, e.g. NIMS, SARA Title III, and others that provide a legal basis for developing emergency operations guidance. Include Good Samaritan laws that provide immunity from liability for involved individuals, jurisdictions, and organizations.
Document Location:	(As a supporting document or included in the plan. Suggested location: Basic Plan – Program Overview)
5.	A citation or copy of local legislation enabling the line of succession for elected officials and appointed leaders.
Document Location:	(Must be in the plan. Suggested Location: Annexes/Sections – Signature Page)

6.	A method for the coordination and control of multi-jurisdictional emergency response organizations to an incident (e.g. Incident Command System).
Document Location:	(Must be in the plan. Suggested location: Basic Plan – NIMS/ICS, Concept of Operations, Direction and Control)

7.	A description of how protective action recommendations, such as evacuation, in-place sheltering, etc. will be determined.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – General, Executive Orders)

8.	A description of local government procedures for responding to a hazardous material incident. Description should identify tasks of key agencies, description of general response capability and general procedures to be used
Document Location:	(Must be in the plan. Suggested location: Annex – HazMat incident)

9.	A method of assigning responsibility to leading emergency response organizations for preparing and maintaining current SOPs, resource lists, mutual aid agreements, and checklists detailing how assigned responsibilities are to be performed to support the action plan implementation.
Document Location:	(Must be in the plan. Suggested location: Letter of Agreement, Basic Plan)

10.	A method to identify and protect records and other resources deemed essential for continuing government functions and conducting emergency operations (i.e., tax records, birth and death certificates, vital statistics, payroll, etc.)
Document Location:	(Must be in the plan. Suggested location: Continuity of Government – Preservation of Records)

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11.	A table of contents listing all major sections of the document.
Document Location:	(Must be in the plan. Suggested location: beginning of document)
12.	A distribution list of the document.
Document Location:	(Must be in the plan. Suggested location: Beginning of document, Plan Distribution)
13.	The line of succession for each key official identified in the document (key official plus two alternates). Identify these people by title or position. This item should be addressed in each section.
Document Location:	(Must be in the plan. Suggested location: Annexes - Signature Page)
14.	Evidence that section representatives reviewed and approved their section of the document.
Document Location:	(Must be in the plan. Suggested location: Annexes – Signature Page)
15.	In each section, a system for augmenting existing, e.g. mutual aid, informal agreements between counties.
Document Location:	(Must be in the plan. Suggested location – Attachment of mutual aid agreements/contracts/resolutions, etc.. between counties, Authorities and References)
16.	The identity, by title, of the individual(s) responsible for activating the jurisdiction’s plan and emergency personnel and resources, and directing the emergency response and recovery.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – Activation & Deactivation of Plan)

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17.	A map or listing of the locations of the primary and alternate Emergency Operations Centers.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Situation, Emergency Operations Center, Direction and Control)
18.	A procedure for recording or logging of significant events throughout the duration of the emergency or disaster.
Document Location:	(Must be in the plan. Suggested location: Basic Plan - Administration and Logistics)
19.	Procedures to collect, analyze, display, report, and disseminate disaster related information to, from, and among response personnel, EOC staff, State and Federal government officials, and the public.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – Administration and Logistics)
20.	Procedure for activating the public warning systems, e.g. sirens, public announcement systems, media contacts (radio, TV), door-to-door.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Communications, Annexes – Warning/Communications)
21.	Procedures for warning special locations, such as schools, hospitals, nursing homes, major industries, institutions, and places of public assembly.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Communications, Warning and Communications Annex)
22.	Procedures for warning special needs populations identified in the community, i.e. the elderly, hearing impaired, non-English speaking groups and others.
Document Location:	(Must be in the plan.)

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23.	Procedures for notifying key personnel when activating the Emergency Operations Center.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – EOC)
24.	A method of communicating between the EOC and the field management system, e.g. RACES, ARES.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – EOC, Communications)
25.	A method for augmenting existing communication capabilities of emergency response organizations and critical facilities.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – Communications, Communications Annex)
26.	A method for establishing an information center which will be the official point of contact for the media during an emergency or disaster.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – Facilities)
27.	Procedures for emergency response organizations to coordinate press releases with the Public Information Official and procedures to clear information with the jurisdiction’s chief executive before release to the media and general public.
Document Location:	(Must be in the plan. Suggested Location: Public Information Annex/ SOPs)
28.	Procedures for the preparation and distribution of emergency management materials to identified special needs groups in the community, e.g. the visually impaired, hearing impaired, non-English speaking groups, children, and others.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – Community Awareness)

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29.	A map or listing of the location of shelters and reception areas for victims of the disaster or emergency.
Document Location:	(As a supporting document or included in the plan. Suggested location: Human Services Annex)
30.	A procedure to assign responsibility to track the whereabouts of affected family members.
Document Location:	(Must be in the plan. Suggested location: Human Services Annex/ SOPs)
31.	Procedures for identifying and accounting for personal property that may be lost during a disaster or emergency.
Document Location:	(Must be in the plan. Suggested location: Human Services Annex/SOPs)
32.	A method for security and access control to the disaster area and critical facilities.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Facilities)
33.	A procedure for briefing all emergency response organizations to the potential dangers associated with hazardous materials, fire, and other hazards present during emergency operations.
Document Location:	(Must be in the plan. Suggested location: Incident Action Planning, Incident Briefing, ICS Forms, Safety Officer Job Aid)
34.	Procedures for the clearance and proper disposal of debris during a disaster or emergency.
Document Location:	(Must be in the plan. Suggested Location: Public Works Annex/SOPs, Debris Removal SOPs)

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35.	A method of identifying suitable evacuation routes.
Document Location:	(Must be in the plan. Suggested locations: Transportation Annex, Public Safety Annex)

36.	Procedures for the inspection, designation, and documentation of damaged structures.
Document Location:	(Must be in the plan. Suggested Location: Damage Assessment Annex/ SOPs)

37.	A method of coordinating with utility companies for the restoration of utility services.
Document Location:	(Must be in the plan. Suggested location: Public Works Annex/SOPs, Energy Annex/SOPs)

38.	Procedures to collect and distribute donated goods arriving for the community.
Document Location:	(Must be in the plan. Suggested location: Human Services Annex/ SOPs)

39.	Procedures to organize and coordinate the arrival of emergency volunteers.
Document Location:	(Must be in the plan. Suggested Location – Human Services Annex/ SOPs)

40.	Procedures for the medical care and transportation of on-scene responders or injured people to appropriate hospitals during disaster or emergency situations.
Document Location:	(Must be in the plan. Suggested location – EMS Annex/SOPs)

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41.	Procedures for health/medical care at shelter/congregate care facilities.
Document Location:	(Must be in the plan. Suggested location: Human Services Annex/SOPs)
42.	Procedures for appropriate disease prevention measures (i.e., inoculation, water purification, pest control, quarantine, etc.).
Document Location:	(Must be in the plan. Suggested Location: Health/Medical Annex/SOPs)
43.	Procedures to distribute medicines (i.e. antidotes, drugs, vaccines, etc.) to shelters.
Document Location:	(Must be in the plan. Suggested Location: Health/Medical Annex/SOPs)
44.	Procedures for the expansion and coordination of mortuary services, temporary morgues, and victim identification.
Document Location:	(Must be in the plan. Suggested Location: Catastrophic Incident Annex)
45.	Considerations for shelter, food and other basic needs of victims affected by the emergency or disaster situation.
Document Location:	(Must be in the plan. Suggested location: Human Services Annex/SOPs)
46.	Consideration for medical, transportation, and related support to elderly, handicapped and other special needs groups.
Document Location:	(Must be in the plan. Suggested location: Human Services Annex)
47.	Procedures for coordinating the Fire Service assets of the community
Document Location:	(Must be in the plan. Suggested Location: Fire Services Annex/SOPs)

48.	A system of coordination in the event of a Terrorism or Weapons of Mass Destruction (WMD) event, e.g. ICS, EOC, state and/or federal assistance.
Document Location:	(Must be in the plan. Suggested location: Basic Plan –NIMS/ICS, WMD Annex)
49.	Considerations or procedures that address Weapons of Mass Destruction (WMD) and Terrorism in each annex/section of the document.
Document Location:	(Must be in the plan. Suggested Location: Annexes/Sections)
50.	A statement/signature by the primary section holders indicating that they will report to the EOC when it's activated for scheduled exercises or disasters, or delegate another from their agency to staff the EOC and implement the plan.
Document Location:	(Must be in the plan. Suggested Location: Annexes – Signature Page)
51.	A listing of communication channels e.g., radio frequencies, radio and television stations.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Communications, Communications Annex)
52.	A process for managing volunteer resources and donations.
Document Location:	(Must be in the plan. Suggested location: Annexes – Human Services Annex/SOPs, Volunteer Mngmt Annex/SOPs)
53.	A method to account for the needs of individuals with household pets and service animals during and following an emergency or disaster.
Document Location:	(Must be in the plan. Suggested Location: Human Services Annex, Basic Plan – Animal Care)

54.	Methods of rescue, care, shelter, and essential needs to individuals with household pets and services animals; and to such pets and animals.
Document Location:	(Must be in the plan. Suggested Location: Human Services Annex, Basic Plan – Animal Care)

55.	Procedures for informing the public of evacuation plans before and during an evacuation, including individuals–(a) with disabilities or other special needs;(b) with limited English proficiency; or (c) who might otherwise have difficulty in obtaining such information.
Document Location:	(Must be in the plan or as a supporting document). Suggested Location: Public information annex / SOP. Mass Evacuation Plan.

The Following 16 items are required for the integration of NIMS concepts and principles.

Each Emergency Management Program must provide.....

56.	A description of the plan’s purpose to include functional annexes and hazard-specific appendices.
Document Location:	(Must be in the plan. Suggested Location: Plan’s Purpose, Foreword, Introduction)

57.	The scope of preparedness and incident management activities necessary for the jurisdiction.
Document Location:	(Must be in the plan. Suggested Location: Foreword, Basic Plan – Scope)

58.	The organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Organization and Assignment of Responsibilities, NIMS/ICS)

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59.	The jurisdiction’s situation which includes characterization of population, probability of impact of the hazard, vulnerable facilities, and resource dependencies. (<i>Hazard Analysis</i>)
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Situation, Hazard Analysis)
60.	Assumptions to include the limitations of the plan and a basis for improvisation and modification if it becomes necessary based on the situation.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Assumptions)
61.	A concept of operation that captures the sequence and scope of the planned response, explaining the overall approach to the emergency situation.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – Concept of Operations, Phases of EM)
62.	A description of the organization and assignment of responsibilities.
Document Location:	(Must be in the plan. Suggested location: Basic Plan – Organization and Assignment of Responsibilities)
63.	A description of the functional areas or agencies assigned to the emergency operations center.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Incident Management Structure)
64.	A description of administration and logistics.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Administration and Logistics)
65.	A description of the methods for developing and maintaining the plan/guidelines.
Document Location:	(Must be in the plan. Suggested Location: Plan Development and Maintenance)

66.	Citations of authorities and references relevant to managing emergencies.
Document Location:	(Must be in the plan. Suggested Location: Authorities and References)
67.	A description of the response and short-term recovery activities.
Document Location:	(Must be in the plan. Suggested Location: Phases of Emergency Management)
68.	Functional Annexes.
Document Location:	(Must be in the plan.)
69.	Hazard-specific procedures/guidelines.
Document Location:	(Must be in the plan. Suggested Location: Annexes/Appendices)
70.	Descriptions of pre-incident and post-incident public awareness, education, and communications plans and protocols.
Document Location:	(Must be in the plan. Suggested Location: Basic Plan – Phases of EM)
71.	A glossary of incident management terms.
Document Location:	(As a supporting document or included in the plan. Suggested location – mid section of plan) Recommend this as a stand alone document.

