Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines

A companion guide to the
Local Emergency Planning Workbook, Pub 201
Based on the Traditional Based Functions EOP Template

This document supersedes MSP/EMHSD Pub 201a, October 2009.

Instructions

This guide was developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) for the purpose of providing a measure for determining whether a community's emergency management planning documents are adequate in accordance with federal and state planning standards. The plan requirements listed in the review guide comply with the Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining Emergency Operations Plans, and 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 Operations Plan (EOP) or Emergency Action Guidelines (EAG).** If additional information or procedures exist that supports a specific plan requirement in Pub 201a, indicate in what emergency management documentation the information can be found, and specify where the document is located (e.g., community hazmat response plan, hazard mitigation plan, or mass evacuation plan.)

Below each item, the Emergency Management Coordinator (EMC) must cite where the item is addressed in the EOP or EAG. The local EMC must ensure that the designated reviewer can determine whether the plan requirements are adequately addressed by reviewing the document location given for each requirement. This may require listing more than one document location due to the overlapping responsibilities of emergency management functions.

This review guide is complimentary to the Traditional Functions Based (TFB) EOP Template, also provided by MSP/EMHSD. The EOP Template is a guide to assist local Emergency Management Programs (EMP) in developing their jurisdiction's EOP. Each item on this review document is also in the EOP Template.

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Basic Plan

All of the following requirements (1 – 67), must be in the plan:

1.	Proof that the Chief Executive Official (CEO) has reviewed and approved the emergency operations document (required dated signature page every four (4) years or when the CEO changes).
Document Location:	(Suggested location: Promulgation Document)

2.	A distribution list of the document.
Document Location:	(Suggested location: Record of Distribution)

3.	A table of contents that lists all major sections of the document and coincides correctly with the sections in the plan.
Document Location:	(Suggested location: Table of Contents)

Purpose

4.	A description of the plan's purpose, to include functional annexes and hazard-specific appendices.
Document Location:	(Suggested Location: Purpose)

Authorities and References

5.	A list that summarizes the authority of local officials during an emergency (e.g., Michigan Emergency Management Act, Public Act 390/Section 30.411, resolution for the adoption of NIMS, local emergency management resolution, resolution for emergency operations guidance, adoption of the EOP or EAG, Executive Directive 2005-09, Public Law 93-288 and Good Samaritan Law and the Federal Emergency Planning and Community Right to Know Act of 1986.)
Document Location:	(Suggested location: Authorities and References)

6.	A list that summarizes the references used in the development of the EOP (e.g., Include NIMS, National Response Framework (NRF), Michigan Emergency Management Plan (MEMP), EMHSD Publication 201a and Superfund Amendments and Reauthorization Act (SARA) Title III).
Document Location:	(Suggested Location: Authorities and References)

Plan Development and Maintenance

7.	A description of the planning process and methods used for developing and maintaining the EOP/EAG.
Document Location:	(Suggested Location: Plan Development and Maintenance)

Hazard and Threat Analysis Summary

8.	A hazard analysis and assessment which includes characterization of the population, probability of impact of hazards, vulnerability assessment, critical facilities, and resource dependencies.
Document Location:	(Suggested Location: Hazard and Threat Analysis Summary)

9.	A list of sites with extremely hazardous substances (SARA Title III, Section 302 sites).
Document Location:	(Suggested location: Hazard and Threat Analysis Summary)

Capability Assessment

10.	Descriptions of pre and post-incident public awareness, education, and communications plans and protocols.
Document Location:	(Suggested Location: Phases of Emergency Management)

11.	A description of the response and short-term recovery activities.
Document Location:	(Suggested Location: Phases of Emergency Management)

Planning Assumptions

12.	A description of planning assumptions and a basis for improvisation and modification, if it becomes necessary based on the situation.
Document Location:	(Suggested Location: Approval and Implementation, Planning Assumptions)

Concept of Operations

13.	The sequence and scope of the preparedness efforts, planned response operation, and incident management activities.
Document Location:	(Suggested Location: Concept of Operations)

14.	The identity, by title, of the individual(s) responsible for activating the jurisdiction's plan, emergency personnel and resources, and directing the emergency response and recovery.
Document Location:	(Suggested location: Activating and Deactivating the Plan)

15.	A description of how protective action recommendations, such as evacuation, in-place sheltering, etc., will be determined.
Document Location:	(Suggested location: Protective Action/Executive Orders)

16.	A list of municipalities with a population of 10,000 or more that have elected to be part of the county EMP and have developed a support plan that will become part of the county EOP per Public Act 390.
Document Location:	(Suggested Location: Additional Support/Response Plans)

Organization and Assignment of Responsibilities

17.	Organizational descriptions, listing of response agencies and personnel, structures, roles, assigned responsibilities, policies, protocols, and critical tasks for providing emergency support.
Document Location:	(Suggested Location: Organization and Assignment of Responsibilities)

18.	A method of assigning leading emergency response organizations to prepare and maintain current Standard Operating Procedures (SOPs), resource lists, mutual aid agreements (MAA), and checklists that detail how responsibilities are to be performed to support the action plan implementation.
Document Location:	(Suggested location: Organization and Assignment of Responsibilities)

19.	Description of how the local organization can accomplish its missions/tasks by allocating available resources (e.g., internal, MAA, state, regional, and federal assets) and tracking resource status within the time allotted by the plan.
Document Location:	(Suggested Location: Organization and Assignment of Responsibilities or Annexes)

20.	Description of how the "whole community" concept that includes Non-Governmental Organizations (NGOs), functional needs groups and the private sector were included in the development/revision of the plan.
Document Location:	(Suggested Location: Organization and Assignment of Responsibilities)

21.	A description of existing MAAs or informal agreements between jurisdictions and/or other entities.
Document Location:	(Suggested location: Current MAAs or Attachment of MAAs/contracts/resolutions)

Direction, Control, and Coordination

22.	A citation or copy of local legislation enabling the line of succession for elected officials and appointed leaders (suggested three (3) persons or positions in line of succession).
Document Location:	(Suggested Location: Lines of Succession or Annexes)

23.	A method for the coordination and control (e.g., Incident Command System (ICS)) of multi-jurisdictional emergency response organizations during an incident.
Document Location:	(Suggested location: Multijurisdictional Coordination Systems and Processes)

24.	Procedures for notifying key personnel when activating the Emergency Operations Center (EOC).
Document Location:	(Suggested location: Incident Facilities, Communications)

25.	A map or listing of the locations of the primary and alternate EOCs.
Document Location:	(Suggested Location: Incident Facilities)

26.	A description of the disciplines or agencies assigned to the EOC.
Document Location:	(Suggested Location: Organization and Assignment of Responsibilities or Multijurisdictional Coordination Systems and Processes)

27.	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:	(Suggested location: Incident Facilities)

28.	A method for security and access control to the disaster area and critical facilities.
Document Location:	(Suggested Location: Incident Facilities)

Communication

29.	A procedure for briefing all emergency response organizations on the potential dangers associated with hazardous materials, fire, and other hazards present during emergency operations.
Document Location:	(Suggested location: Communications)

30.	A method of communicating between the EOC and the field management system (e.g., Radio Amateur Civil Emergency Services (RACES)) through the Michigan Critical Incident Management System (MI CIMS).
Document Location:	(Suggested Location: Communications)

Information, Collection, Analysis, and Dissemination

31.	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:	(Suggested location: Information, Collection, Analysis, and Dissemination)

Administration, Finance, and Logistics

32.	A description of administration, finance, and logistics.
Document Location:	(Suggested Location: Administration, Finance, Logistics)

33.	A procedure for documenting, recording, or logging of significant events in the MI CIMS throughout the duration of the emergency or disaster.
Document Location:	(Suggested location: Administrative Documentation)

34.	A method to identify and protect records and other resources deemed essential for continuing government functions and conducting emergency operations (e.g., tax records, birth and death certificates, vital statistics, payroll, etc.)
Document Location:	(Suggested location: Administrative Documentation)

Glossary

35.	A glossary of incident management terms.
Document Location:	(Suggested location: As an attachment to the plan)

Annexes

36.	Hazard-specific procedures or guidelines.
Document Location:	(Suggested Location: Annexes)

37.	Functional Annexes that must have a current signature (primary section holder or responsible party) that indicates when the content was reviewed and approved.
Document Location:	(Suggested Location: Annexes)

38.	The line of succession for primary section holders of each annex, suggested 3 persons or positions
Document Location:	(Suggested Location: Annexes)

39.	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 person from their agency to report to the EOC and implement the plan.
Document Location:	(Suggested Location: Annexes)

Damage Assessment Annex

40.	Procedures for the inspection, designation, and documentation of damaged structures.
Document Location:	(Suggested Location: Damage Assessment Annex/SOP)

Fire Services Annex

41.	Procedures for coordinating the community fire service assets requested to respond to an emergency or disaster.
Document Location:	(Suggested Location: Fire Services Annex/SOP)

Health and Medical Annex

42.	Procedures for the medical care and the transportation of on-scene responders or injured people to appropriate hospitals during disaster or emergency situations.
Document Location:	(Suggested location: EMS Annex/SOP)

43.	Procedures for appropriate disease prevention measures (e.g., inoculation, water purification, pest control, quarantine, etc.).
Document Location:	(Suggested Location: Health and Medical Annex/SOP)

44.	Procedures to distribute medicines (e.g., antidotes, drugs, vaccines, etc.) to shelters and the general public.
Document Location:	(Suggested Location: Health and Medical Annex/SOP)

Human Services Annex

45.	Procedures to collect and distribute donations arriving for the community.
Document Location:	(Suggested location: Human Services Annex/SOP)

46.	Procedures to organize and coordinate the arrival of emergency volunteer resources, including self-deployed individuals, Michigan Volunteer Organizations Active in Disaster, American Red Cross, Salvation Army, and Community Emergency Response Teams.
Document Location:	(Suggested location: Human Services Annex/SOP)

47.	Procedures for health/medical care at shelter/congregate care facilities.
Document Location:	(Suggested location: Human Services Annex/SOP)

48.	Considerations for shelter, food, and other basic needs of survivors affected by the emergency or disaster situation.
Document Location:	(Suggested location: Human Services Annex/SOP)

49.	A map or listing of the location of shelters and reception areas for survivors of a disaster or emergency.
Document Location:	(Suggested location: Human Services Annex/SOP)

50.	A procedure to assign responsibility to track the location of affected family members.
Document Location:	(Suggested location: Human Services Annex/SOP)

51.	Procedures for identifying and accounting for personal property that may be lost during a disaster or emergency.
Document Location:	(Suggested location: Human Services Annex/SOP)

52.	Procedures for the preparation and distribution of emergency management materials, transportation, warning, and related support to functional needs groups including, but not limited to, elderly, handicapped, visually and hearing impaired, non-English speaking, and minor children.
Document Location:	(Suggested location: Human Services Annex/SOP)

53.	Methods to rescue, provide care, and account for the essential needs of household pets and service animals during and following an emergency or disaster.
Document Location:	(Suggested location: Human Services Annex/SOP)

Public Information Annex

54.	Procedures for informing the public of evacuation plans before and during an evacuation, including individuals with (a) disabilities or other functional needs; (b) limited English proficiency; or (c) other difficulties in obtaining such information.
Document Location:	(Suggested Location: Public information annex/SOP)

55.	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:	(Suggested Location: Public Information Annex/SOP)

56.	A method of coordinating with utility companies for the restoration of utility services.
Document Location:	(Suggested Location: Public Information Annex/SOP)

Public Safety Annex

57.	A method of identifying suitable evacuation routes.
Document Location:	(Suggested locations: Public Safety Annex/SOP)

Warning and Communication Annex

58.	A method for augmenting existing communication capabilities of emergency response organizations and critical facilities.
Document Location:	(Suggested location: Communications or Warning and Communications Annex)

59.	Procedure for activating public warning systems (e.g., sirens, public announcement systems, media contacts (radio, TV), or door-to-door notification.)
Document Location:	(Suggested Location: Communications or Warning and Communications Annex)

60.	Procedures for warning special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly.)
Document Location:	(Suggested Location: Communications or Warning and Communications Annex)

61.	A listing of communication channels, radio frequencies, and radio and television stations
Document Location:	(Suggested Location: Communications or Warning and Communications Annex)

Appendices

Catastrophic Incidents

62.	A description of local government catastrophic incident procedures that identify the expansion and coordination of mortuary services, temporary morgues, and victim identification.
Document Location:	(Suggested Location: Catastrophic Incident Annex)

Flooding or Dam Failure

63.	A description of local government flooding or dam failure incident procedures that identify the process for inspection of electric, gas, and water systems, sand bagging, locating flood resources, and the assessment of environmental conditions and sanitation concerns in flooded areas.
Document Location:	(Suggested Location: Catastrophic Incident Annex)

Hazmat Incident

64.	A description of local government hazmat incident procedures that identify tasks of key agencies, general response capability and hazmat response procedures to be used.
Document Location:	(Suggested location: Hazmat Incident Annex)

Severe Weather

65.	A description of local government severe weather incident procedures that identify tasks of key agencies, general response capability and severe weather response procedures to be used.
Document Location:	(Suggested location: Severe Weather Annex)

66.	Procedures for the clearance and proper disposal of debris.
Document Location:	(Suggested location: Severe Weather Annex)

Weapons of Mass Destruction (WMD)

67.	A description of local government WMD incident procedures that describe a system of coordination (e.g., ICS, EOC, state and/or federal assistance in the event of a Terrorism or WMD event.)
Document Location:	(Suggested location: WMD Annex)