NEVADA
DIVISION OF EMERGENCY MANAGEMENT

EMERGENCY OPERATIONS PLANNING GUIDE
June 2012

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FOREWARD

The Planning, Training and Exercise program of the Nevada Division of Emergency Management (NDEM) developed the Nevada Emergency Operations Planning Guide as a supplement to the FEMA Comprehensive Preparedness Guide (CPG 101) *Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans (March 2009)*. The purpose of this guide is to provide Nevada specific guidance for local jurisdiction emergency planners to produce Emergency Operations Plans (EOP) as required by Nevada Revised Statute (NRS) 215. This guide complements CPG101, which is a very current and useful reference, designed to help state agencies, local governments, tribal nations, and businesses develop integrated, all-hazards planning program.

This guide incorporates the planning policies and unique requirements for Nevada. It takes the planner through the process of planning and provides references to where the user can find best practices which may be useful for jurisdictions. The emphasis of this guide includes "Whole Community" concept, plan development, Threat and Hazards Identification and Risk Analysis (THIRA), National Incident Management System (NIMS) inclusion in the EOP, planning for High Risk/Special Populations, and planning for pet and service animal sheltering and evacuation.

The Nevada Emergency Operations Planning Guide is consistent with and supports the Emergency Management Accreditation Program (EMAP) standards. Nevada is in the voluntary EMAP accreditation process which compares quality emergency management organizations across the nation to accepted best practice standards.

In addition to this guide, the NDEM offers direct planning assistance through the State Emergency Management Planner. You can contact the State Emergency Management Planner at (775)687-0308.

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DOCUMENT CHANGE CONTROL

Version	Date	Summary of Changes	Name

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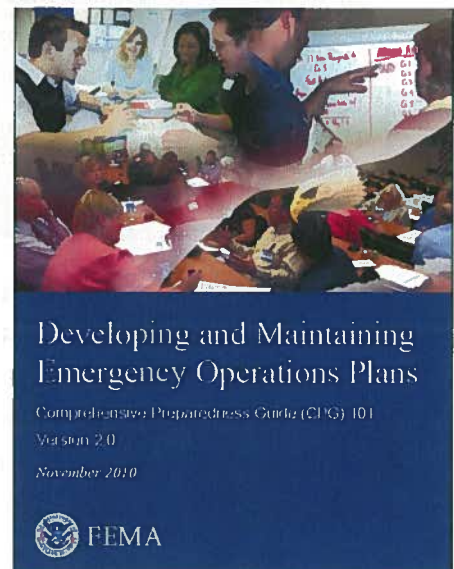
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I.　Purpose

The Nevada Division of Emergency Management (NDEM) has, in the past, developed and provided guidance for the development of National Incident Management System (NIMS) compliant Emergency Operations Plans (EOPs) for local governments, Tribal Nations, and State Agencies. Rather than produce a "how to" manual, NDEM has endorsed the useful FEMA Comprehensive Preparedness Guide 101 Version 2 (CPG-101v2), *Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans,* which provides a detailed guide for state, local and tribal emergency planners. This guide is intended to be a supplement to CPG-101 that focuses on Nevada specific information emergency planners needed to be consistent with the State Comprehensive Emergency Management Plan (SCEMP) and maintain compliance with Nevada Revised Statutes governing the development of emergency plans and compliance with NIMS concepts.

NDEM firmly believes that the process of planning is equally as important as the product. Plans should never lay stagnant, but be in a constant motion of review, implementation, testing, evaluation and improvement.

II.　CPG 101

Comprehensive Preparedness Guide (CPG) 101 provides guidance for developing emergency operations plans. It promotes a common understanding of the fundamentals of risk-informed planning and decision making to help planners examine a hazard or threat and produce integrated, coordinated, and synchronized plans. CPG 101 assists in making the planning process routine across all phases of emergency management and for all homeland security mission areas. This Guide helps planners at all levels of government in their efforts to develop and maintain viable all-hazards, all-threats EOPs. Accomplished properly, planning provides a methodical way to engage the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. It shapes how a community envisions and shares a desired outcome, selects effective ways to achieve it, and communicates expected results. Each jurisdiction's plans must reflect what that community will do to address its specific risks with the unique resources it has or can obtain.


Developing and Maintaining Emergency Operations Plans
Comprehensive Preparedness Guide (CPG) 101
Version 2.0
November 2010

FEMA

A copy of CPG 101 can be found at http://www.fema.gov/prepared/plan.shtm .

III.   Plan Development

EOP Development

There are many ways to produce an EOP. The planning process that follows is flexible and allows communities to adapt it to varying characteristics and situations. While not ideal, if time is a constraint, steps can be minimized or skipped in order to accelerate the process. Small communities can follow just the steps that are appropriate to their size, known risks, and available planning resources. The below diagram depicts steps in the planning process. At each step in the planning process, jurisdictions should consider the impact of the decisions made on training, exercises, equipment, and other requirements.
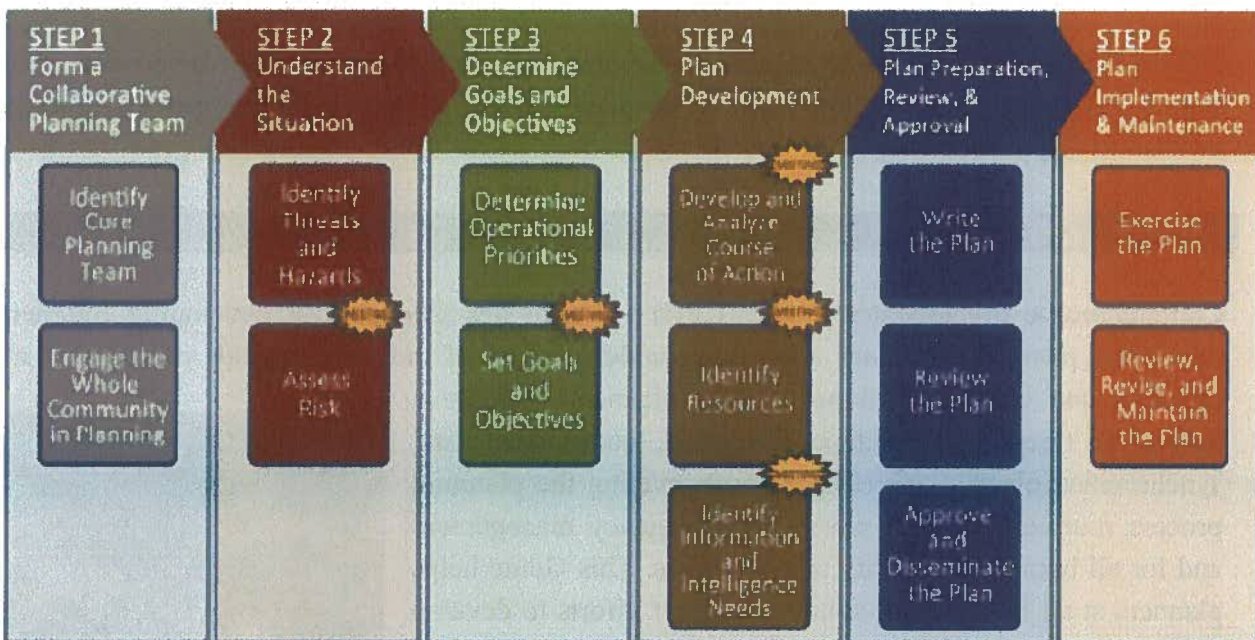
Whole Community Approach

The NDEM recommends that the start of any planning or EOP review process includes the representative participation of all of the community stakeholders including first responders, emergency management public health government agencies, businesses, not-for-profit/non-governmental groups, special needs/special population representatives, and tribal nations. Later in this document we discuss in further detail the "Whole Community" concept.

THIRA

The Threat and Hazard Identification and Risk Analysis (THIRA) is a required assessment which allows a jurisdiction to understand its threats and hazards and how their impacts may vary according to time of occurrence, seasons, locations, and community factors. This knowledge

allows a jurisdiction to develop plans that will establish informed and defensible capability targets and commit appropriate resources drawn from the whole community to closing the gap between a target and a current capability or for sustaining existing capabilities. The THIRA Process is discussed in detail in section IV.

EOP NIMS Requirement

Homeland Security Presidential Directive-5 requires that all Federal departments and agencies make adoption of the National Incident Management System (NIMS) by local, State, Territorial, and Tribal organizations a condition to receive Federal Preparedness Grant Awards. NDEM has made it a requirement that all jurisdictions, tribes, agencies and non-governmental organizations (NGO), receiving federal funds managed by NDEM must include all of the NIMS elements in their EOPs and participate in the annual NIMS Compliance Assistance Support Tool (NIMSCAST) assessment (see Annex B for the NIMSCAST Matrix). NIMS elements are discussed in detail in section V.

EOP Format

The CPG 101 details a step by step process for the development of an EOP and it gives examples of multiple formats that a jurisdiction may use. While the Nevada State Comprehensive Emergency Management Plan uses an Emergency Support Function (ESF) format in order to parallel the National Response Framework (NRF), this may not be the optimal choice for cities, town, tribes, districts and counties. Chapter 3 of CPG101 discusses three most commonly used formats for emergency plans: a traditional Functional Format; the Emergency Support Function Format: and the Agency/Department Focused Format.

Regardless of the format used, all EOPs, recovery plans, communications plans, continuity of operations (COOP) plans and continuity of government (COG) plans are required to include the following:

- A Title Page with date and name of the organization or names of the jurisdiction(s) covered by the plan
- A letter of promulgation signed by the executive head making the document official
- Purpose, scope and/or goals and objectives
- Authority
- Situation and assumptions
- Functional roles and responsibilities for internal and external agencies
- Logistics support and resource requirements necessary to implement the plan
- Concept of operation
- Plan Maintenance.

Also required by Nevada Revised Statute (NRS) 239C.250 jurisdiction emergency plans must include:

- A drawing or map of the layout and boundaries of the political subdivision;
- A drawing or description of the streets and highways within, and leading into and out of, the political subdivision, including any approved routes for evacuation;
- The location and inventory of emergency response equipment and resources within the political subdivision;
- The location of any unusually hazardous substances within the political subdivision;
- A telephone number that may be used by residents of the political subdivision to receive information and to make reports with respect to an act of terrorism or related emergency;
- The location of one or more emergency response command posts that are located within the political subdivision;
- A depiction of the location of each police station, sheriff's office and fire station that is located within the political subdivision;
- Plans for the continuity of the operations and services of the political subdivision, which plans must be consistent with the provisions of NRS 239C.260; and
- Any other information that the Commission may determine to be relevant.

Jurisdiction EOPs in Nevada shall also identify and assign specific areas of responsibility for performing essential functions in response to an emergency or disasters. Areas of responsibility to be addressed include:

- Direction/control and coordination
- Information and planning
- Detection and monitoring
- Alert and notification
- Warning
- Communications
- Emergency public information
- Resource management
- Evacuation
- Mass care
- Sheltering
- Needs and damage assessment
- Mutual aid
- Military support
- Donations management
- Volunteer organizations
- Law enforcement
- Fire fighting/fire protection
- Search and rescue

- Public health and medical
- Agriculture
- Animal management
- Food, water and commodities distribution
- Transportation resources
- Energy and utilities services
- Public works and engineering services
- Hazardous materials
- Special needs populations
- Fatality and mortuary services

EOP Templates

The NDEM has a number of templates for emergency plans and COOP plans that a jurisdiction may elect to utilize which meets all of the above mentioned elements. The templates however, should not be used to circumvent the planning process and whole community involvement. The NDEM offers direct planning assistance for jurisdictions and agencies through the State Emergency Management Planner. You can contact the State Planner at (775) 687-0300.

EOP Review and Maintenance

Each jurisdiction has a responsibility in accordance with NRS 239C.250 to adopt and maintain an emergency response plan and within 10 days of adoption or revision, submit a copy of the plan to NDEM. The State Emergency Management Planner will review each plan submitted for the above required elements and submit a report to the filing jurisdiction (See Annex: C for EOP Review Checklist). NDEM comments are intended to assist the local jurisdiction with subsequent updates. NDEM recommends that each jurisdiction reviews its EOP with its stakeholders on an annual basis to update the plan and incorporate any findings or recommendations discovered during an exercise or real event. Jurisdictions are encouraged to go through the full planning process every four years to ensure that the EOP is up to date with the best emergency management practices which suit the jurisdiction.

IV.   Whole Community Concept

NDEM recognizes that it takes all aspects of a community (volunteer, faith and community-based organizations, the private sector, and the public, including survivors themselves) — not just the government — to effectively prepare for, protect against, respond to, recover from, and mitigate against any disaster. It is critical that emergency management works together to enable communities to develop collective, mutually supporting local capabilities to withstand the potential initial impacts of these events, respond quickly, and recover in a way that sustains or improves the community's overall well-being. How communities achieve this collective capacity

calls for innovative approaches from across the full spectrum of community actors to expand and enhance existing practices, institutions, and organizations that help make local communities successful every day.

Building community resilience in this manner requires emergency managers to engage effectively with and holistically plan for the needs of the whole community, realign emergency management practices to support local needs, and work to strengthen the institutions, assets, and networks that work well in communities on a daily basis. We can do this by greatly expanding the traditional emergency management team to include the full fabric of the community, increasing the capacity of all team members, broadening participation in all aspects of emergency management, and strengthening underlying economic, social, and environmental conditions.

The Whole Community concept includes the following tenants:
- Understanding and meeting the true needs of the entire affected community.
- Engaging all aspects of the community (pub/k, private, and civic in both defining those needs and devising ways to meet them.
- Strengthening the assets, institutions, and social processes that work well in communities on a daily basis to improve resilience and emergency management outcomes.

How can a jurisdiction most effectively engage the Whole Community?
- Groups to Consider:
    - Phone companies
    - School Districts /Private Schools
    - Churches/Faith-based
    - Chamber of Commerce
    - Community Service Organizations
    - Farmer's Markets
    - Businesses
    - National Service Teams: AmeriCorps, Senior Corps, National Civilian Community Corps (NCCC)
    - Seasonal Employment/Employers
    - Insurance Companies
- Utilize free resources such as: Public Service Announcements (PSA), local press, free press
- Conduct Joint Exercises — include everyone at all phases

The NDEM, in the development of statewide emergency plans, will use the whole community approach. Plan development workshops will be utilized in the 3 regions of the state to develop concepts of operation to best support rural and metropolitan needs of the state. Potential workshop participants may include:
- o   Representative counties and communities from the 3 regions of the state
- o   Representative Tribal Nations

- o State Agencies
- o Federal Agencies
- o Military
- o Critical Infrastructure/Key Resources (CI/KR)
- o Utilities
- o Businesses (casinos, hospitals, major retailers)
- o Business associations
- o Schools
- o Churches/ faith based groups
- o Non-Governmental/Not for Profit groups

V.   THIRA

The Threat and Hazard Identification and Risk Assessment (THIRA) Guide, CPG 201 is an all-hazards capability-based assessment tool suited for use by all jurisdictions. The THIRA allows a jurisdiction to understand its threats and hazards and how their impacts may vary according to time of occurrence, seasons, locations, and community factors. This knowledge allows a jurisdiction to establish informed and defensible capability targets and commit appropriate resources drawn from the whole community to closing the gap between a target and a current capability or for sustaining existing capabilities. The THIRA CPG201 can be viewed at http://www.fema.gov/prepared/plan.shtm .

Threat and Hazard Identification and Risk Assessment Guide

Comprehensive Preparedness Guide (CPG) 201

First Edition
April 2012

The THIRA is a State Homeland Security Grant Program (SHSGP) program requirement starting in FY2013. The SHSGP is the federal grant which funds many of the emergency management programs in the state.

Using the THIRA results, a jurisdiction can develop a strategy to allocate resources effectively to achieve capability targets and reduce risk. The strategy should consider finding, connecting to, and strengthening community resources by leveraging the expertise and capability of individuals, communities, the private and nonprofit sectors, faith-based organizations, and all levels of government. Ultimately, a jurisdiction may find that it must fill gaps in order to build and sustain capabilities. A jurisdiction can utilize resources such as bond initiatives and local and state appropriations as well as Federal grants, as appropriate, to support building and sustaining capabilities.

THIRA-informed planning is consistent with and expands on nationally accepted emergency management standards, which have long required using risk assessments, as the basis for planning across the mission areas. A continuous cycle of assessing capabilities, plans, and
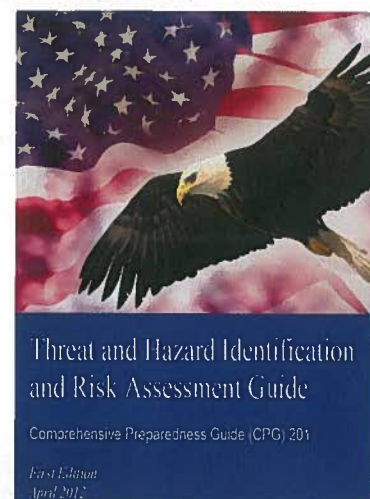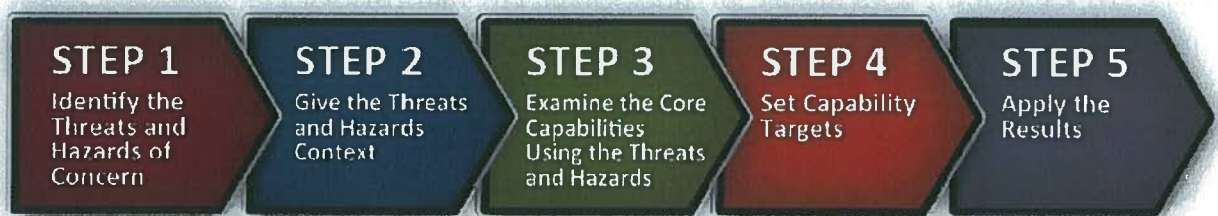
programs and incorporating the results into future THIRAs allows a jurisdiction to manage changes to its risk landscape. It also provides the means to educate and update individuals, families, businesses, organizations, community leaders, and senior officials on the risks facing a community. An informed public is the best advocate for building required capabilities and creating a secure and resilient community.

The THIRA process consists of five basic steps:

1. *Identify the Threats and Hazards of Concern.* Based on past experience, forecasting, expert judgment, and available resources, identify a list of the threats and hazards of concern to the community.
2. *Give Threats and Hazards Context.* Using the list of threats and hazards, develop context that shows how those threats and hazards may affect the community.
3. *Examine the Core Capabilities Using the Threats and Hazards.* Using the threat and hazard context, identify impacts to the community through the lens of the core capabilities described in the Goal.
4. *Set Capability Targets.* Looking across the estimated impacts to the community, in the context of each core capability and coupled with a jurisdiction's desired outcomes, set capability targets.
5. *Apply the Results.* Plan for the ability to deliver the targeted level of capability with either community assets or through mutual aid, identify mitigation opportunities, and drive preparedness activities.

These five steps are adaptable to the needs and resources of any jurisdiction. The THIRA process can be employed by a small, one-person department as well as a larger organization with greater needs and resources.

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Identify the Threats and Hazards of Concern	Give the Threats and Hazards Context	Examine the Core Capabilities Using the Threats and Hazards	Set Capability Targets	Apply the Results

VI.   NIMS

What is NIMS?

The National Incident Management System (NIMS) is a comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines. NIMS provides a consistent nationwide approach for federal, state, tribal entities, local governments, and private and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

There are four phases for NIMS Implementation. They are:
1. Staff Training
2. Evaluation of existing plans, policies, and procedures to identify aspects where NIMS needs to be integrated in them. In particular, Emergency Operations Plans (EOPs) must be evaluated for NIMS incorporation.
3. Modification of existing plans, procedures, and policies to reflect NIMS adoption. This includes modification of any emergency response plans in support of the National Response Framework (NRF) and any internal emergency plans such as Continuity of Operations Plans (COOP) or Continuity of Government (COG) Plans. There is a guide for making your plans NIMS compliant for Local/Tribal Jurisdictions available at the NIMS website, www.fema.gov/emergency/nims/index.shtm.

Note: The NRF is a guide to how the Nation conducts all hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government.

A COOP is a local and tribal government, local and state agency, or business plan that details how the entity will maintain mission essential functions during an emergency.

A COG is a federal, state, local or tribal government plan on how the entity will continue government functions during an emergency or disaster when the leadership is impaired, missing, or unavailable.

4. Verification of achievement of the NIMS standards, including conducting training and exercises to demonstrate compliance with the standards.

An important component of NIMS implementation is the use of an Incident Command System (ICS) to provide a flexible and scalable, but consistent structure to organize response to emergencies and disasters. Many emergency response organizations have been using some form of ICS for many years. The ICS described in NIMS recognizes local ICS usages, and often what is used locally is acceptable for NIMS compliance, though sometimes some terminology or adaptations for ICS structure may be required. *Note: ICS is only one element of NIMS; there are several emphasis elements.*

All county and tribal agencies – police, sheriff, fire, emergency medical services, emergency management, homeland security, public health, public works, and all others who have a duty to respond to emergencies – should work together on NIMS implementation. In many counties, this activity is coordinated by the person designated as the lead for Emergency Management.

NIMS Adoption
One of the key requirements of NIMS compliance is for local jurisdictions which provide emergency management, public health, public works, emergency medical services, police, and/or

fire response to adopt NIMS through executive order, proclamation, resolution or legislation as the county's all-hazards, incident response system.

Jurisdictions are required to designate and maintain a single point of contact to serve as principal coordinator for NIMS implementation jurisdiction wide.

Federal agencies that provide emergency management grant funding will require evidence of compliance with NIMS objectives as a condition of funding. NIMS compliance may also be included by audit and review agencies in all audits associated with federal emergency management/ preparedness awards.

Planning

The planning process is dynamic and involves an ongoing system of updating plans based on results of training, drills, exercises, responses, changes in local, state, and federal rule making, updated knowledge about hazards, and by incorporating changes based on best practices of other jurisdictions.

Emergency Operations Plans (EOPs) primarily spell out roles and responsibilities during an incident/event and they are often supplemented with additional documents such as Standard Operating Procedures (SOPs) and Emergency Operating Guides (EOGs) which describe steps to follow when an event happens. Procedures are developed through training, planning and exercising those plans. Plans include NIMS requirements and elements of the NRF and are often tested through evaluating actual responses and making adjustments to response procedures based on objective evaluation. NIMS also requires testing plans and procedures through various response exercises.

NIMS specifies that mutual aid agreements be in writing. There are many forms of mutual aid agreements, some simple and some complex. For example, informal mutual aid agreements among intra-county communities have existed for a long time. When resources are deployed across county or state borders, more formal mutual aid agreements need to be in place. This applies to tribes also, by creating agreements to support each other during crisis periods. Tribes may also create agreements with local county and city governments, and special districts like public utility districts and school districts for response and recovery. Also it is a best practice to review mutual aid agreements often and to update them when needed.

Documenting and formalizing mutual aid agreements between agencies and jurisdictions is a major part of NIMS and one of the measurements of NIMS compliance. Agency-to-agency, city-to-city, county-to-county, and inter-state mutual aid agreements exist all over the country. NIMS compliance requirements suggest that jurisdictions revisit existing mutual aid agreements to ensure that NIMS standards are incorporated in them.

Training

Jurisdictions are required to develop a NIMS training plan as a part of their NIMS compliance. The NIMS training plan should include an identification of positions / personnel, training strategy, timeline and documentation of training

Free training about NIMS, ICS, the National Response Framework (NRF), and related topics is available from FEMA's Emergency Management Institute virtual campus.

A complete list of all training that is available to take on-line is at www.training.fema.gov/EMIWeb/IS/crslist.asp.

Training requirements for basic NIMS compliance is the on-line course ICS-700: NIMS, An Introduction. This course is accessible from the link above.

Further, training courses are strongly recommended for the categories of personnel listed below.

NIMS ICS Training includes:
<u>Entry Level</u> – personnel who have a direct role in emergency preparedness, incident management, or response:
- ICS-700: NIMS, An Introduction
- IS-100: Introduction to Incident Command System
  Note: there are different versions of IS-100 available. Personnel with these specialties may find it more suitable to take the version created for their line of work:
  - Law Enforcement (IS-100LE)
  - Public Works (IS-100PW)
  - Schools (IS-100SC)
  - Operational first responders (IS-100, cross listed with the National Fire Academy course Q-462.)

<u>First Line, Single Resource, Field Supervisors</u> – personnel who have an operational role in emergency response
- IS-700: NIMS, An Introduction
- IS-100: Introduction to Incident Command System
- IS-200: Basic Incident Command System\

<u>Middle Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.</u>
- IS-700: NIMS, An Introduction
- IS-100: Introduction to Incident Command System
- IS-200: Basic Incident Command System
- ICS-300: Intermediate Incident Command System (Note: this is a classroom course offered at the state level and is an FY07 requirement
- IS-800b: National Response Framework (NRF)

<u>Command and General Staff; Area, Emergency and EOC Managers</u>

- IS-700: NIMS, An Introduction
- IS-800b: National Response Framework (NRF)
- IS-200: Basic Incident Command System
- ICS-300: Intermediate Incident Command System (see above note)
- ICS-400: Advanced Incident Management System (see above note)

Anyone may participate in any of these training courses provided prerequisites are met. The courses are free, and take from 30 minutes to an hour per lesson for the basic courses. Advanced courses are three days in length depending on

Courses offered on-line will have course numbers that begin with "IS". Courses offered in a classroom will have course numbers that begin with "ICS". Courses at the 300 level and above are classroom-based only and will have IS-100 and IS-200 as prerequisites.

Training for Elected Officials:
The NIMS Integration Center strongly recommends that all elected officials who will be interacting with multiple jurisdictions and agencies during an emergency incident at the minimum complete ICS-700: NIMS, An Introduction and IS-100: Introduction to ICS. These courses provide a basic understanding of the NIMS and the ICS. Everyone directly involved in managing an emergency should understand the command reporting structures, common terminology and roles and responsibilities inherent in a response operation. FEMA also offers a class room course for elected officials called *G402 Incident Command System (ICS) Overview for Executives/Senior Officials* which NDEM also highly recommends.

Drills and Exercises
Drills and exercises are used to demonstrate proficiency in disaster and emergency response plans, and to provide qualitative and quantitative measurements on how the plan works, and where gaps exist or adjustments are needed. NIMS requires that jurisdictions plan for and/or participate in **"All Hazard"** exercises (NDEM recommends utilizing the Homeland Security Exercise and Evaluation Program [HSEEP] approach to all hazards exercises).

There are many different types of drills and exercises, all of which have their plusses and minuses. There may be tabletop exercises, functional exercises, and full-scale exercises.

Exercises which involve responders from multiple disciplines and multiple jurisdictions are the best way to measure incorporation of NIMS principles and practices, and also is a measurement criterion for NIMS compliance for federal FY07.

Conducting regular drills and exercises enhance the institutionalization of NIMS, which is one of the primary measurements of NIMS compliance.

When exercises are completed, NIMS calls for the development of an **After Action Report** (AAR) and incorporating corrective actions also called a **Corrective Action Plan** (CAP) from the AAR into preparedness and response plans and procedures.

More information about HSEEP and AARs may be found at
https://hseep.dhs.gov/pages/1001_HSEEP7.aspx.

Communications and Information Management

NIMS and ICS describe standardized communication procedures. There is also an emphasis in NIMS for increasing the capacity for interoperable communications among responders, particularly those from multiple jurisdictions.

During federal FY07 and beyond, the use of standardized and consistent terminology, including the establishment of plain language communications standards across the public safety sector, are required for NIMS compliance.

More information on the use of plain language and standardized terminology may be found at www.fema.gov/pdf/emergency/nims/More10Codes02-08-06.pdf.

Resource Management

Resource management under NIMS defines standardized mechanisms and establishes requirements for processes to describe, identify, inventory, mobilize, dispatch, track, and recover resources over the cycle of the incident.

A resource typing system allows responders to keep track of all resources required and used for response. This is especially important when the county is receiving or providing mutual aid. Typed resources are easy to identify for replacement, upgrading, exchange or deployment.

Resources are organized in these ways:
- Category – function for which the resource is most useful (firefighting, law enforcement & security, transportation, communications, public works & engineering, information & planning, mass care, etc.)
- Kind – broad class of characterization, such as teams, personnel, equipment, supplies, vehicles, and aircraft.
- Components – what composes the resource (e.g., hose, pump, ladder, truck, personnel, cots, blankets, water storage containers, syringes, etc.)
- Metrics – measurement standards that identify capability or capacity. Metrics will differ depending on the kind of resource being typed.
- Type – refers to the level of resource capability, and provides managers with additional information to aid the selection and best use of resources. A type is based on a minimum level of capability described by the identified metrics for that resource or component. Type I implies a higher capability than Type II.

Counties and tribes should use resource typing definitions to describe or inventory their resources. A description of the typing definitions and approach can be found at http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm .

Starting in 2008 states, local governments and tribes are required to initiate the development of a system to credential emergency management /response personnel. Currently this program is under development by the NDEM.

More information about Credentialing may be found at
http://www.fema.gov/good_guidance/documents/10280.

Command and Management: Incident Command System

The Incident Command System (ICS) manages all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning (IAP) and Common Communications Plans. An IAP gives the local and tribal emergency management a strategic direction on how the jurisdiction will manage their portion of the emergency or incident. The ICS form 202 is the standardized form which begins the IAP. Local and tribal emergency management may elect to use the ICS 202 or an alternate method, but must describe how the jurisdiction will manage incident action planning in the EOP.

Note: Many ICS forms are available and provide valuable assistance in organizing and maintaining organization integrity during response and recovery. ICS forms may be found at:
http://training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm .

ICS enables effective and efficient incident management via the integration of a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance administration. ICS is also flexible and scalable allowing for functional areas to be added as necessary and terminated when no longer necessary. A description of the local government or tribal ICS must be detailed in the entity's EOP as a strategy and in tactical procedures. Some local governments and smaller tribes may not the staff to fill all ICS positions, but since ICS is built to be scalable to fit the organization and the incident, incident command and operations sections may only be needed. Regardless of the scale of the ICS used, the EOP must describe how the jurisdiction will manage the incident through the structure.

For more information about ICS may be found at
http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm.

Command and Management: Multi-Agency Coordination System

The Multi Agency Coordination System (MACS) coordinates and supports emergency incident and event management through the coordination and use of integrate incident response entities. That is, develop and coordinate connectivity capability with local Incident Command Posts (ICPs), local 911 centers, local Emergency Operations Centers (EOCs), the state EOC and others as applicable.

A MAC unit is a combination of facilities, equipment, personnel, procedures and communications integrated into a common system with responsibility for coordinating and supporting incident management activities. MACS can include the following entities:

- Hospitals and Public Health Agencies
- Emergency medical services (EMS) (both private and public);
- Local 911 centers;
- Fire Departments;
- Hazardous materials response teams;
- Public Works
- Local and/or state emergency management;
- Local law enforcement offices/departments;

The primary functions of multi-agency coordination systems are to:

- Support incident management policies and priorities;
- Facilitate logistics support and resource tracking;
- Provide information regarding resource allocation decisions to incident management personnel in concert with incident management priorities;
- Coordinate incident related information; and
- Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

More information about MACS may be found at
http://www.fema.gov/emergency/nims/MultiagencyCoordinationSystems.shtm.

Command and Management: Public Information

Institutionalized, within the framework of ICS, the **Public Information System** (PIS), comprising of the **Joint Information System** (JIS) and a **Joint Information Center** (JIC). The PIS will ensure an organized, integrated, and coordinated mechanism to perform critical emergency information, crisis communications and public affairs functions which is timely, accurate, and consistent.

The PIS establish a system and protocol for providing timely and accurate information to the public during crisis or emergency situations. This system includes "many voices" and creates "one message" that is sent out to the public. During an event, an EOC would assign a **Public Information Officer** (PIO) or Public Affairs Representative/Spokesperson to handle:

- Media and public inquiries;
- Emergency public information and warnings;
- Rumor monitoring and response;
- Media monitoring; and
- Other functions required for coordinating, clearing with appropriate authorities, and disseminating accurate and timely information related to the incident, particularly regarding information on public health and safety and protection.

A PIS is comprised of a JIS and a JIC. The JIS provides an organized, integrated, and coordinated mechanism to ensure delivery of understandable, timely, accurate, and consistent information to the public in a crisis. The JIC is a physical location where public information professionals from organizations involved in incident management activities can co-locate to perform critical emergency information, crisis communications, and public affairs functions.

Small local governments and tribes may not have the staff to operate a JIS and a JIC, but may collaborate with larger jurisdictions or a joint tribal JIS to manage public information,

For more information about JIS may be found at
http://www.fema.gov/emergency/nims/PublicInformation.shtm.

VII.   High Risk/ Special Needs Populations

The wind driven wildfires in Reno and Washoe Valley in 2011/2012 emphasized the importance of prior planning to the quality of response and support of high risk/special needs populations. Jurisdictions are required to consider the need of high risk/special needs populations when developing or revising EOPs. The term high risk/special needs populations is defined as follows:

> **High Risk/Special Needs Populations** – *Individuals who have high risk for harm from an emergency event due to significant limitations in their personal care or self protection abilities, mobility, vision, hearing, communications or health status. These limitations may be the result of physical, mental, or sensory impairments or medical conditions. Some of these individuals may be reliant on specialized supports such as mobility aids (wheelchairs, walkers, canes or crutches), communication systems (hearing aids, TTY's, etc.) medical devices (ventilators, dialysis, pumps or monitors) prescription medication, service animals, or personal attendants. For some individuals, loss of these supports due to the emergency related power and communications outages or transportation and supply disruptions may place these individuals at risk.*

Issues which have the greatest impact on high risk/special needs populations include:
- Notification,
- Evacuation,
- Emergency transportation,
- Sheltering,
- Access to medications, refrigeration, and back-up power,
- Access to their mobility devices or service animals while in transit or at shelters, and
- Access to information.

The most current resource available to assist incorporating this critical subject into your EOP is the *Americans with Disabilities Act (ADA) Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities.* This guide can be accessed at http://www.ada.gov/emergencyprep.htm .

VIII. Planning for Pet Sheltering and Evacuation

Most people consider pets a part of their family, so when a disaster strikes, some residents refuse to evacuate if it means they will have to leave their animal friends behind. In 2007, the Nevada Legislature amended NRS 414 – Emergency Management in subsection .095, *"...political subdivision or a local organization for emergency management must, without limitation, address the needs of persons with pets, service animals or service animals in training during and after an emergency or disaster."* In 2009, Legislature further amended NRS 414 in subsection .097, *"...state or local governmental agency must include provisions ensuring that, to the extent practicable, a person with a disability who uses a service animal is evacuated, transported and sheltered together with the service animal during a disaster or emergency."*

Resources

In Nevada, the lead state agency for coordinating pet related guidance and disaster resources is the Nevada Department of Agriculture, as part of ESF – 11. There are a number of state and national level organizations and agencies that offer assistance with planning, mitigation and response to disasters affecting animals.

Agency/Organization	Resources	Website
U.S. Department of Health and Human Services	• Facility/Shelter management expertise. • Emergency animal response/ incident management leadership.	http://sis.nlm.nih.gov/enviro/animals.html
National Animal Control Association	• National Association of Animal Control Officers (ACO) work with local jurisdiction in the area of animal emergency management.	http://www.nacanet.org/
Delta Society	• Veterinary organization specific to human-animal bond issues.	http://www.deltasociety.org/
American Humane Association	• Provides assistance with animal emergency preparedness and response.	http://www.americanhumane.org/
Humane Societies	• Humane Society of the US (HSUS) has formal agreements with FEMA and Red Cross for animal protection and disaster mitigation/response. • Many counties have their own non-profit humane societies.	https://secure.humanesociety.org/ http://www.nevadahumanesociety.org/
FEMA	• Animal disaster shelter kits	http://www.fema.gov/plan/prepare/animals.shtm

Community Partners

Almost every community has a veterinarian, whether established as a permanent business or mobile veterinary service. Animal special interest groups or animal welfare organizations are

usually eager to participate in disaster planning workshops. Commercial businesses like pet stores, farm supply stores, groomers and pet day care/kennel services and animal trainers are excellent resources for disaster infrastructure.

Sample Plans and Training

- Louisiana State Animal Response Team: LSART Companion Animal Evacuations and Sheltering Manual http://www.lsart.org/site/view/107338_PlanningResources.pml .
- Jefferson County Large Animal Evacuation and Rescue: www.jeffcohorse.com/docs/Owner_Summary.pdf
- IS-10.a - Animals in Disasters: Awareness and Preparedness http://training.fema.gov/EMIWeb/IS/IS10a.asp
- IS-11.a - Animals in Disasters: Community Planning http://emilms.fema.gov/IS11A/index.htm

IX.   Annexes

Annex A	Acronyms
Annex B	NIMSCAST Metrics and EOP Location
Annex C	EOP Review Check Sheet

Acronyms

AAR/IP	After Action Report / Improvement Plan
ADA	Americans with Disabilities Act
CAP	Corrective Action Plan
CI/KR	Critical Infrastructure/Key Resource
COG	Continuity of Government
COOP	Continuity of Operations
CPG101	Comprehensive Planning Guide
DMORT	Disaster Mortuary Team
DMS	Debris Management Site
EAS	Emergency Alert System
EMAP	Emergency Management Accreditation Program
EMS	Emergency Medical System
EOC	Emergency Operations Center
EOG	Emergency Operating Guide
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FY	Fiscal Year
HDAP	Home Owners Disaster Assistance Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSUS	Humane Society of the United States
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
IDAP	Individual Disaster Assistance Program
JIC	Joint Information Center
JIS	Joint Information System
LHA	Local Health Authority
MAA	Mutual Aid Agreement
MACS	Multi-Agency Coordination System
NAC	Nevada Administrative Code
NCCC	National Civilian Community Corps
NDEM	Nevada Division of Emergency Management
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
NRS	Nevada Revised Statute
PA	Public Administration

Acronyms

PIS	Public Information System
PIO	Public Information Officer
PSA	Public Service Announcements
SAR	Search and Rescue
SBA	Small Business Administration
SCEMP	State Comprehensive Emergency Management Plan
SHSGP	State Homeland Security Grant Program
SOP	Standard Operating Procedures
TDSR	Temporary Debris Reduction Site
THIRA	Threat and Hazards Identification and Risk Assessment
VRC	Volunteer Reception Center

NIMSCAST METRICS AND EOP LOCATION

No.	Description of Metric	Page	Notes
1.1	Formal Adoption of NIMS	Base Plan (BP)	
1.2	Promotion and Encouragement Methods	BP 7-4	
1.3	Designation of NIMS Coordinator	BP 16	
2.1	Implementation of NIMS prescribed ICS for All-Hazards Incident Response	BP 6, 10,	
2.2	Implementation of NIMS prescribed ICS for Preplanned Events	BP 10	
2.3	Consistent Application of Incident Action Planning	BP 7-2 Annex N page N-5	
2.4	Consistent Application of Common Communications Plans	BP 7-2	
2.5	Incident Action Plan	BP 7-2	
2.6	Common Communications Plan	Annex B B-7	
2.7	Encourage Multi-Agency Coordination System (MACS)	BP 11	
2.8	Designation or Utilization of Multi-Agency Coordination Systems	BP 11	
2.9	MACS Function Coordination	BP 11,12	
2.10	Public Information System included in EOP	Annex I Page 1-2	
2.11	Types of Information that PIS gather, verify, coordinate and disseminate	Annex I Page 1-2	
3.1	NIMS Baseline Established		
3.2	Utilization of Federal Preparedness Funds		
3.3	Quantify Departments / Agencies have incorporated NIMS	BP V-VI	
3.4	Extent of NIMS Concepts / Principal Incorporation	BP 7-1	
3.5	Participate in mutual aid agreements	Annex U Page U-3	
3.6	Promotion of interstate and interagency Mutual Aid Agreements	Annex U Page U-3	
3.7	Promotion of Mutual Aid Agreements with Private Sector and NGOs	Annex U Page U-3	
3.8	Types of Mutual Aid Agreements Trained and or Exercised	Annex U Page U-3	

No.	Description of Metric	Page	Notes
4.1 and 4.2	Preparedness Training	BP 47	
5.1 thru 5.7	Preparedness Exercises	BP 48	
6.1	Inventory of Response Assets	Multiple locations	
6.2	Response Asset Inventory Developed	Multiple locations	
6.3	Resource Typing for Response Assets	Multiple locations	
6.4	Acquisition Adoption of Interoperability Standards	Multiple locations	
6.5	Incorporation of Standard Equipment List and other Federal Standards Data	Multiple locations	
6.6	Validation of Inventory	Multiple locations	
6.7	Utilization of Response Asset Inventory	Multiple locations	
7.1	Implementation of communications standards	Annex B B-3	
7.2	Methods to ensure Consistent and Accurate Information during Event	Annex I 1-6	

Emergency Operations Plan Development and Review Checklist: Basic Plan (Strategy)
(Items highlighted in red and italicized indicate NIMS compliance standards or required under NRS)

Plan Section and Page   **Plan Elements**

Basic Plan – Provides an overview of the jurisdiction's emergency management/response program and the jurisdiction's ability to prepare for, respond to, and recover from emergencies and disasters.

A.   **Table of Contents and Plan Development and Review Checklist** - An outline of the plan's format, key sections, attachments, charts, etc.

To meet standards it is recommended that the plan should, at a minimum:

☐   Include a table of contents that lists/identifies the major sections/chapters and/or key elements of the plan.

☐   Include a completed, current copy of the Plan Development and Review checklist.

☐   Include a Record of Changes.

Comments:

B.   **Promulgation Statement** - A signed statement formally recognizing and adopting the plan as the jurisdiction's all hazard EOP.

To meet standards it is recommended that the plan should, at a minimum:

☐   Include the plan's Promulgation Statement, signed by the jurisdiction's Chief Elected Official(s). This statement should be updated each time a new Chief Elected Official takes office.

☐ The Plan's promulgation statement must emphasize that the plan is an "All-Hazards" plan.;

Comments: _____

I. **<u>Governing Authorities</u>** – Provide a statement or list governing federal, state, and local authorities that regulates the operations of the jurisdiction's emergency management.

To meet standards it is recommended that the plan should, at a minimum:

☐ Include federal authorities: Stafford Act, Civil Defense Act: Emergency Management and Assistance, 44CFR; Homeland Security Presidential Directives; National Response Framework, etc.

☐ Include state authorities: NRS Chapter 414, Emergency Management; NAC Chapter 414, Emergency Management, etc.

☐ Include local authorities: County resolution for NIMS implementation; mutual aid agreements; agreements with non-governmental organizations, etc.

Comments: _____

II. **<u>Introduction</u>** - This explains the plan's intent, who it involves, and why it was developed.

To meet standards it is recommended that the plan should, at a minimum:

☐ Describe the purpose for developing and maintaining the EOP

☐ Describe what types of incidents and under what conditions the plan will be activated.

_____ ☐   Describe who has the authority to activate the plan.

_____ ☐   List and define words phrases acronyms and abbreviations that have special meaning to emergency management and that are used repeatedly in the plan.

Comments: _____

III.   **Situation and Assumptions** – Summary of the major findings of the jurisdiction's hazard analysis and a discussion of the hazards that are likely to impact the jurisdiction.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Summarize/Identify the hazards that pose a unique risk to the jurisdiction and would create a need to activate this plan (natural, technological, public health and manmade hazards).

_____ ☐   Summarize/Identify the probable high risk areas, both population and environmental, that are likely to be impacted by the defined hazards (special needs facilities, wildlife refuges, types/numbers of houses/businesses in flood plains, areas around chemical facility, etc.).

_____ ☐   Summarize/Identify the likelihood that the defined hazards have and will continue to occur within the jurisdiction; prioritize the hazard based on likelihood and impact on the jurisdiction.

_____ ☐   Describe assumptions made and methodology used to complete the jurisdiction's Hazard Analysis.

_____ ☐   Include in an appendix maps that show high risk areas that are likely to be impacted by the identified hazard (residential/commercial areas within defined flood plains,

earthquake fault zones, vulnerable zones for hazardous material facilities/routes, etc.).

Comments: _____

_____

Additional planning elements could include:

☐ Describe/Identify unique time variables that may influence the hazard analysis and pre-planning for the event (rush hour, annual festivals, seasonal events, etc.).

Comments: _____

_____

IV.   **Concept of Operations** – Provides an overview for the jurisdiction's/agencies overall approach to emergency Management.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe the jurisdiction's overall objectives to emergency management.

_____ ☐ Describe the incident command arrangements from the initial response to the establishment of an incident command and the interface between field operations, local EOC and the State EOC.

_____ ☐ *Describe the Incident Command System (ICS) structure for the jurisdiction and how it will be implemented.*

_____ ☐ *Include a statement that describes the jurisdiction's adoption of NIMS for all of the jurisdiction's departments/agencies.*

_____ ☐ *Include a statement that the jurisdiction manages all emergency incidents and pre-planned (recurring/special) events in*

accordance with ICS organizational structures, doctrines and procedures as defined by NIMS.

☐ *Designate a jurisdiction point of contact to serve as principal coordinator for NIMS implementation jurisdiction wide.*

☐ *Outline the process that will be used to obtain and manage resources.*

☐ *Summarize the process how the agency develops, processes and makes requests through Mutual Aid Agreements (MAAs).*

☐ *Outline the process that will be used to manage resources and request resources form the state or federal government.*

☐ Outline the process that will be used to obtain state or federal assistance.

☐ *Outline the process that will be used to manage resources and request resources form the state or federal government.*

☐ Summarize emergency authorities of local /agency officials.

☐ Summarize the jurisdictions actions by phases of emergency management including pre and post event mitigation, community preparedness, response to an incident or disaster, and recovery from an incident or disaster.

☐ *Detail the jurisdiction's approach to interoperable communications, how the EOC will maintain a common operating picture with the field, and how all agencies involved with the incident will use common and consistent language during the response and recovery phases of the incident.*

☐ *Summarize how the jurisdiction will address the needs of persons with pets, service animals or service animals in training during and after an emergency or disaster in accordance with NRS414.095.*

_____ ☐ *Summarize how the agency will participate in the Public Information System (PIS); its part in the Joint information System (JIS); how the agency will appoint a Public information Officer (PIO); and how the PIO will participate in the Joint Information Center (JIC) if activated.*

Comments: _____

V. **Assignment of Roles and Responsibilities** – Provides an overview of the key functions and procedures that local jurisdictions/agencies will accomplish during an emergency, including the roles that state, federal, and private agencies will take to support local operations

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe the emergency responsibilities of the chief elected official and other members of the executive staff and jurisdiction's departments as an executive policy group.

_____ ☐ Outline the role and responsibilities of the City/ County Manager.

_____ ☐ Describe the common emergency management responsibilities for all of the jurisdiction's departments.

_____ ☐ Outline the role and responsibility of the incident commander of the Emergency Management Director.

_____ ☐ Outline the role of the Emergency Management Director.

_____ ☐ Outline the responsibilities for each organization/agency/ emergency support function, summarize tasks involved and show title/position of primary responsibility of each function. *Note: Key functions will be broken down by ESFs and functional annexes later in this document.*

_____ ☐ Outline the emergency services that organized volunteer groups and businesses have agreed to provide.

☐ Include an emergency operations organization chart and/or a matrix that lists primary and secondary support roles for all tasked agencies by Functional Annex/ESF/Appendix.

Comments: _____

_____

VI.   **Direction and Control** – *Discuss the jurisdiction's implementation of the Incident Command System (ICS) and how they manage response operations during an emergency or disaster.*

To meet standards it is recommended that the plan should, at a minimum:

☐ Identify the agency/position/title that will command incidents and have overall responsibility to coordinate response operations (Fire Service for chemical, Law Enforcement for Riot, Mayor/Manager for natural hazard, etc.), including how they will share command if the incident crosses multiple jurisdictional boundaries

☐ Summarize the line of succession for key personnel.

☐ *Describe the actions that will be used to implement ICS (first arriving unit etc.) and to coordinate response operations, including the identification of key positions used to staff the ICS (Operations, Agency Liaisons, Safety, etc.)*

☐ *Indicate who is responsible for establishing an Incident Command Post (ICP), where it might be located (chief's car, command bus, nearest enclosed structure, etc.), and how it will be identified as the ICP during the emergency.(green light, flag etc.).*

☐ Describe the actions that will be used to coordinate activities between ICP and an activated EOC including how and when the Incident Commander (IC) can request the activation of an EOC.

_____ ☐ Describe the actions that will be taken to coordinate direct communications between on-scene responders, and between off-scene agencies that have a response role (Hospital, ARC, Health Department, etc.).

_____ ☐ Describe the actions that will be taken by the IC to secure additional resources and integrate the unplanned arrival of individual spontaneous/unsolicited citizen-responders and volunteer groups into the response system.

Comments: _____

VII. **Emergency Operations Center (EOC)** - *The process the jurisdiction uses to activate and utilize an EOC to support and coordinate response operations during the disaster.*

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe the purpose and function of the EOC during an emergency/declared disaster.

_____ ☐ Identify and describe under what circumstances the jurisdiction will activate their EOC and identify who has the activation authority.

_____ ☐ Identify the jurisdiction's primary and alternate EOC facilities.

Comments: _____

VIII. **Readiness Levels:** The process by which a jurisdiction follows a prescribed build up period which can be taken to achieve a gradually increased state of readiness.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe the jurisdiction's actions under normal conditions or how it responds to minor incidents.

_____ ☐ Describe the jurisdiction's actions under state of increased readiness.

_____ ☐ Describe the jurisdiction's actions under state of high readiness.

_____ ☐ Describe the jurisdiction's actions under state of maximum readiness.

Comments:

XI.   **Recovery Operations** - These are the activities taken to restore vital services and return the jurisdiction to its pre-disaster conditions. (Note this section may be included in the EOP or in a separate annex for more detail)

A.   **Damage Assessment** - The actions to be taken to determine the extent of damage caused by the disaster to private and public property and facilities.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Identify the agencies and the actions they will take to conduct and coordinate damage assessments on private property (homeowners, businesses, renters, etc.).

_____ ☐ Identify the agencies and the actions they will take to conduct and coordinate damage assessments on public property (government, private-non-profit, etc.).

_____ ☐ Identify the agencies and the actions they will take to collect and report initial damage assessment information within 36 hours of the disaster/emergency.

Comments:

B.   **Damage Assessment** - The actions to be taken to coordinate the clean-up and disposal of debris from a disaster site. NDEM has developed specific planning guidance on how to develop a debris management program and subsequent plans. This guidance should be used to assist in the development of the jurisdiction's separate Debris Management Plan.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Identify the agencies and the actions they will take to assist in the management of debris during emergencies and disasters.

_____ ☐   Identify the agencies and the actions they will take to communicate debris management instructions to the general public, (separating/sorting debris, scheduled pickup times, drop-off sites for different materials, etc.) including actions to issue updated information.

_____ ☐   Identify the agencies and the actions they will take to ensure the safety of those involved in debris operations and how their actions are compliant with applicable federal, state and local safety standards.

_____ ☐   Identify the agencies and the actions they will take to assess and resolve potential health-related debris management issues (mosquito/fly infestation, hazardous and infectious waste, etc.).

_____ ☐   Identify the agencies and the actions they will take to address environmental requirements for managing solid waste, hazardous waste, construction and demolition debris, infectious waste and radiological waste.

_____ ☐   Identify the agencies and the actions they will take to handle and process unique debris types such as white metals (household appliances), woody/agricultural debris, tires, vehicles, mobile homes, food, dead animals, human remains, etc.

☐   Identify potential Debris Management Sites (DMS) or Temporary Debris Storage and Reduction Sites (TDSR) and disposal facilities and plans for their staffing, operating, managing and monitoring.

Comments: _____

_____

C.   **Donations Management** - The process for coordinating and collecting and distribution of goods and monetary donations donated following an emergency.

To meet standards it is recommended that the plan should, at a minimum:

☐   Identify the agencies that will establish and staff donations management functions(activation, recordkeeping, cost documentation, reporting, setup toll-free hotlines, creating and managing databases, identify a donations coordinator/agency, use support organizations, etc.).

☐   Identify the agencies that will collect, sort, manage, and distribute in-kind contributions.

☐   Identify the agencies that will collect, sort, manage, and distribute un-solicited contributions.

☐   Identify the agencies that will mange the receipt, storage and distribution of large-scale donations.

☐   Describe the procedures and agencies used to receive, manage, and distribute cash contributions during and following an emergency or disaster.

☐   Identify the agencies that will manage the disposal of, or refusal of unacceptable goods.

☐   Describe the actions that will be taken to communicate current donations needs to the general public (instructions on what are acceptable donations, scheduled drop-off sites and times, how and

where to send cash, etc.) including a process for issuing routine updates.

_____ ☐ Describe the actions that will be taken to establish and manage a Volunteer Reception Center (VRC), including the identification of VRC sites and facilities.

_____ ☐ Identify the agencies that will manage a spontaneous influx of volunteers.

_____ ☐ Identify agencies that will manage the demobilization of donations management operations following an emergency or disaster.

Comments: _____

C.   **Cost Recovery and Reimbursement** - The procedures used to recover the costs incurred during the response to a disaster.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe/Identify the various programs that allow the jurisdictions and the response/support agencies to recover their costs (Small Business Administration (SBA), Public Administration (PA), Home Owners Disaster Assistance Program (HDAP, etc.).

_____ ☐ Describe the actions that will be taken to document extraordinary costs incurred during response and recovery operations (personnel overtime, equipment used/expended, contracts initiated, etc.).

_____ ☐ Identify the agencies and their programs and actions they will take to assist the general public to recover their costs and begin rebuilding following an emergency or disaster (SBA, Individual Disaster Assistance Program (IDAP), unemployment, worker's comp, etc.).

_____ ☐ Identify drop-off sites and times, how and where to send cash including a process for issuing routine updates.

_____ ☐ Describe the actions that will be taken to establish and manage a Volunteer Reception Center (VRC), including the identification of VRC sites and facilities.

_____ ☐ Identify the agencies that will manage a spontaneous influx of volunteers.

_____ ☐ Identify agencies that will manage the demobilization of donations management operations following an emergency or disaster.

Comments: _____

IX. **Administration and Support** -

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ *Summarize the mutual aid agreements and contracts that have been entered into for the quick activation and sharing of resources during an emergency. Also detail contact numbers and agreement expiration dates.*

_____ ☐ Establish requirements for reports during emergency operations including: Hazardous material spill reporting, initial emergency report, situation report, and other reports.

_____ ☐ Establish requirements for emergency management record keeping, including: activity logs, incident costs, emergency or disaster costs, and other records as needed.

_____ ☐ Outline requirements for record keeping related to emergencies and for preservation of government records.

Comments: _____

A. **Training Program** - *The process used by the jurisdiction to provide or develop training programs and other types of educational programs for emergency responders, medical personnel and local government officials.*

To meet standards it is recommended that the plan should, at a minimum:

☐ *Describe the actions that will be taken to ensure that the jurisdiction meets NIMS training requirements.*

☐ *Describe/identify the training requirements of emergency response personnel and local officials to prepare for and respond to a disaster (ICS/EOC interface, emergency planning, damage assessment, etc.).*

☐ Identify the agencies that will be used to provide/coordinate training.

Comments: _____

B. **Exercise Program** – *The methods used to conduct and evaluate an exercise of the plan*

To meet standards it is recommended that the plan should, at a minimum:

☐ Describe the schedule that the jurisdiction has to periodically test its EOP.

☐ Based on exercise results, describe the actions and methods the jurisdiction will use to evaluate the preparedness for the identified hazards, including documentations made to improve the local emergency management/response program.

☐ *Identify the agencies that will be responsible and the actions they will take to ensure that deficiencies and recommended changes that are discovered through exercises and real events are implemented/accomplished, including ensuring that changes are made to the plan. After-action reports (AAR) and Corrective*

Action Plan/Improvement Plan (CAP/IP) guidelines and templates are contained in HSEEP Volume III.

Comments: _____

_____

C.   **Plan Maintenance** – Identifies the process the jurisdiction uses to regularly review and update the EOP

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed.

_____ ☐   Outline the process used to annually review and revise the plan, including the roles of support agencies in the process, and the process for annual submittal of the plan to the NDEM.

Comments: _____

_____

Emergency Operations Plan Development and Review Checklist:
Functional Annexes (Tactics)

Annex A.   **Direction and Control**

To meet standards the plan it is recommended it should, at a minimum:

☐   Indentify the primary and secondary sites for the EOC.

☐   Identify the agencies and the actions they will take to maintain direction and control.

☐   Describe the concept of operations for the EOC; how information will flow from the field; how incident action plans will be developed, how personnel needed will be determined, and determine the capability of the jurisdiction to respond to the emergency.

☐   Describe the actions organization of the EOC and the responsibility of the ICS section including Incident Commander, Operations section, Planning Section, Logistics Section, and Administration/Finance Section.

Comments: _____

_____

Annex B.   **Evacuation**.

To meet standards the plan it is recommended it should, at a minimum:

☐   Describe incidents that would necessitate an evacuation and identify who has the authority to initiate an evacuation.

☐   Identify the agencies that would assist in conducting an evacuation (establishing alternate transportation/detour routes, and providing transportation, housing, security, etc.).

☐ Describe how and when the public will be notified of evacuations, and what actions they may be advised to follow during an evacuation.

☐ Identify the resources that will be used to assist in moving evacuees, including assisting special/functional needs populations, mobility impaired individuals, and institutionalized persons.

☐ *Describe the actions that will be taken to care for evacuee's animals/pets/livestock or to instruct evacuees on how to manage the care of their animals/pets/livestock during an evacuation in accordance with NRS414.095.*

☐ Describe how agencies will coordinate the decision to return survivors to their homes, including informing survivors about health concerns and actions they should take when returning to homes/businesses.

☐ Describe the actions that will be taken if the general public refuses to evacuate (forced removal, contact of next of kin, unique marking on home, take no action, etc.).

Comments: _____

Annex C.   **<u>Communications</u>**

To meet standards the plan it is recommended it should, at a minimum:

☐ Identify the agencies and the actions they will take to manage interoperable communications between on scene personnel/agencies (radio frequencies/tactical channels, cell phones, CP Liaisons, communications vehicle/van, etc.).

☐ Identify the agencies and the actions they will take to identify and overcome communications shortfalls (personnel with incompatible equipment use of ARES/RACES at the CP/off-site locations, CB radios, etc.).

_____ ☐ Identify the agencies and individual personnel, and the actions they will take to manage communications between on-site and off-site personnel and agencies (shelters, hospitals, EMA, etc.).

_____ ☐ Describe the actions that 911/Dispatch Centers will take to support/coordinate communications between on-scene personnel/agencies, including alternate methods of service if 911/Dispatch is out of operation (resource mobilization, documentation, backup, etc.).

_____ ☐ Identify the agencies and the actions they will take to identify and overcome communications shortfalls (personnel with incompatible equipment use of ARES/RACES at the CP/off-site locations, CB radios, etc.).

_____ ☐ Describe the actions that will take place within the County EOC to support and coordinate communications between on-scene and off-scene personnel and agencies.

Comments: _____

_____

Annex D.   **Alert and Warning**

To meet standards the plan it is recommended it should, at a minimum:

_____ ☐ Identify the agencies that will assist in initiating/disseminating initial notification that an emergency/disaster has occurred (EAS activation, door-to-door, sirens, cable/TV messages, etc.).

_____ ☐ Identify the agencies that will assist in providing continuous public information about an emergency/disaster (media briefings, press releases, cable interruptions, EAS, etc.).

Comments: _____

_____

Annex E.   **Shelter and Mass Care**

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Identify the agencies that will identify, open, and staff emergency shelters, including the temporary use of reception centers while waiting for shelters to officially open.

_____ ☐ Identify the agencies that will provide short-term lodging and other mass care needs (beds/rest, food/water, crisis counseling, phones, clergy support, etc.).

_____ ☐ Describe how shelters will coordinate their operations with on-scene and other off-site support agencies.

_____ ☐ Describe how shelters will keep evacuees informed about the status of the disaster, including information about actions that shelter residents may need to take when they return home.

_____ ☐ Identify the agencies that will provide care and support for institutionalized or special/functional needs populations (medical/prescription support, transportation, etc.).

_____ ☐ *Identify the agencies that will care for pets/animals brought to shelters, including service animals, service in training animals and companion animals in accordance with NRS414.095.*

_____ ☐ Identify the agencies that will notify and inform the public about the status of injured or missing relatives.

_____ ☐ Identify the resources that will be used to shelter special/functional needs populations, mobility impaired individuals, and institutionalized persons.

_____ ☐ Identify the agencies that will inform the public about what actions they will be advised to follow when implementing in-place sheltering and then kept informed throughout the incident, including the termination of in-place sheltering.

Comments: _____

_____

Annex F.   **<u>Radiological Protection</u>**

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Identify who is responsible for primary responsibility for this function.

_____ ☐   Identify the inventory of radiological detection equipment.

_____ ☐   Identify the inventory of radiological protective equipment.

_____ ☐   Identify the number of personnel who are trained to respond to a radiological emergency.

Comments: _____

_____

Annex G.   **<u>Police</u>**

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Describe how the jurisdiction will protect life and safety during a disaster.

_____ ☐   Describe how the jurisdiction will maintain law and order during a disaster.

_____ ☐   Describe how the jurisdiction will provide emergency traffic control and provide escort for emergency responders.

_____ ☐   Describe how the jurisdiction will provide crowd control assistance.

☐   Describe how the jurisdiction will assist in warning citizens.

Comments: _____

Annex H.   **Fire and Rescue**

To meet standards it is recommended that the plan should, at a minimum:

☐   Describe how the jurisdiction will function to prevent the loss of life and property from fires or the threat of fires.

☐   Describe how the jurisdiction will assist with the warning and evacuation of citizens.

☐   Describe how the jurisdiction will assist and cooperate with other counties/cities agencies and departments responding to disasters.

Comments: _____

Annex H.   **Public Works**

To meet standards it is recommended that the plan should, at a minimum:

☐   Describe how the jurisdiction will provide manpower, vehicles and equipment to maintain the roadways.

☐   Describe how the jurisdiction will provide manpower, vehicles and equipment to maintain the County/City water system.

☐   Describe how the jurisdiction will provide manpower, vehicles and equipment to maintain County/town sewer system.

_____ ☐ Describe how the jurisdiction will provide manpower, vehicles and equipment to remove debris.

_____ ☐ Describe how the jurisdiction will provide manpower, vehicles and equipment to assist in evacuation.

_____ ☐ Describe how the jurisdiction will provide manpower, vehicles and equipment to provide emergency power.

Comments: _____

Annex J.   **Emergency Public Information**

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe the jurisdictions public information system (PIS), the role of public information officer(s) and describe the how public information releases will be coordinated within a Joint Information Center (JIC), coordinating information between agencies/elected officials, etc.).

_____ ☐ Describe how the JIC will work with news media, agencies, elected officials, etc., to ensure that a unified message will be disseminated to the public during and emergency/disaster.

_____ ☐ Describe how emergency responders/local officials will work with the media during an emergency (scheduling press briefings, establishing media centers on-scene, controlling access to the scene/responders/victims, etc.).

Comments: _____

Annex K.   **Resource Management**

To meet standards it is recommended that the plan should, at a minimum:

☐   List all of the resources available to the jurisdiction during an emergency or disaster situation by type

Comments: _____

_____

Annex L.   **Mass Casualty**

To meet standards it is recommended that the plan should, at a minimum:

☐   Identify and describe the actions that will be taken by Emergency Medical personnel to contain and stabilize a disaster (setup triage, provide initial treatment, conduct/coordinate transport, etc.).

☐   Identify the agencies and the actions they will take to manage on-scene functions of mass casualty/fatality events (body identification, expanded mortuary services, notifies next of kin, etc.).

☐   Identify and describe the tasks that the coroner will take during an emergency or disaster (victim identification, morgue operations and expansion, mortuary services, DMORT activation, etc.), and how their actions will be coordinated with responders (EMS officer, ICP/EOC, local Hospitals, etc.).

Comments: _____

Annex M.   **Hazardous Material and Oil Spill Res**

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Define what a level 1 Haz-Mat incident is and how the jurisdiction would respond to it

_____ ☐ Define what a level 2 Haz-Mat Emergency is and how the jurisdiction would respond to it.

_____ ☐ Define what a level 3 Haz-Mat Disaster is and how the jurisdiction would respond to it.

_____ ☐ Describe how the jurisdiction would identify the hazardous material being released.

_____ ☐ Describe how the jurisdiction would initially report a Haz-Mat situation.

_____ ☐ Describe how the jurisdiction would determine the extent of danger to responders and the protective measures the jurisdiction would employ.

_____ ☐ Describe how the jurisdiction would determine the extent of danger to the general public and how they would employ protective measures such as evacuation, shelter in place and hoe the jurisdiction would go about to inform the public.

_____ ☐ Describe how the jurisdiction would respond to a hazardous material that threatens water and sewer systems and bodies of water such as lakes and rivers.

_____ ☐ Describe how the jurisdiction would go about decontaminating persons and items contaminated by hazardous materials

Comments: _____

_____

Annex N.   **Transportation**

To meet standards it is recommended that the plan should, at a minimum:

☐ Describe how the jurisdiction or agency manages and coordinates activities to support the effort of local agencies.

☐ Describe how the jurisdiction or agency establishes transportation priorities for allocating transportation resources and transportation requests.

☐ Describe how the jurisdiction or agency will assess the transportation infrastructure and respond to maintaining open road access.

☐ Describe how the jurisdiction or agency will coordinate the response of evacuating the population to safety.

Comments: _____

Annex O. **<u>Resource Support</u>**

To meet standards it is recommended that the plan should, at a minimum:

☐ Identify the agencies responsible to maintain emergency response equipment and materials.

☐ Identify the agencies responsible for requisitioning needed external resources.

☐ Provide a brief summary statement of specialized equipment, facilities, personnel, and emergency response organizations currently available for a response to the defined hazards.

☐ Describe the process used to identify private agencies/contractors that will support resource management issues (waste haulers, spill contractors, landfill operators, etc.).

☐ Describe how the jurisdiction will coordinate volunteers.

_____ ☐ Describe how the jurisdiction will coordinate donations.

_____ ☐ Describe how the jurisdiction will coordinate food, water, and commodity distribution.

Comments: _____

Annex P. __Animal and Plant Emergency Services__

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Identify the agency responsible to coordinate and manage the containment of any communicable disease resulting in an animal and plant emergency.

_____ ☐ Describe how the jurisdiction will coordinate the quarantine and isolation of livestock.

_____ ☐ Describe how the jurisdiction will manage the mass culling of suspected infected livestock.

_____ ☐ Describe how the jurisdiction will coordinate the disposal of animal carcasses.

Comments: _____

Annex Q. __Search and Rescue (SAR)__ –

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Identify the agencies that would assist in conducting of SAR activities.

_____ ☐ Describe the actions that will be taken to coordinate internal and external SAR equipment and resources.

☐   Describe the actions that will be taken to respond to wilderness SAR, collapsed building SAR, collapsed building SAR, water SAR and underground/mine SAR.

Comments: _____

Annex R.   Energy

To meet standards it is recommended that the plan should, at a minimum:

☐   Identify the agency responsible for coordinating the provision of emergency power and fuel to support the immediate response activities as well as providing power and fuel to normalize community functions.

☐   Describe how the jurisdiction will coordinate power and fuel resources to meet the response and recovery needs of the community

Comments: _____

Annex S.   Military Support

To meet standards it is recommended that the plan should, at a minimum:

☐   Identify how the jurisdiction will coordinate military support.

Comments: _____

Emergency Operations Plan Development and Review Checklist:
Emergency Support Functions

ESF 1. <u>Transportation</u> – Provides a coordinated response in the management of transportation needs.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe how the jurisdiction or agency manages and coordinates activities to support the effort of local agencies.

_____ ☐ Describe how the jurisdiction or agency establishes transportation priorities for allocating transportation resources and transportation requests.

_____ ☐ Describe how the jurisdiction or agency will assess the transportation infrastructure and respond to maintaining open road access.

_____ ☐ Describe how the jurisdiction or agency will coordinate the response of evacuating the population to safety.

Comments: _____

ESF 2. <u>Communications and Alerting</u>– Provides reliable, timely, and effective information/warnings to the public at the onset and throughout a disaster and establishes and maintains interoperable communications (part of the Public Information System).

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Identify the agencies that will assist in initiating/disseminating initial notification that an emergency/disaster has occurred (EAS activation, door-to-door, sirens, cable/TV messages, etc.).

_____ ☐   Identify the agencies that will assist in providing continuous public information about an emergency/disaster (media briefings, press releases, cable interruptions, EAS, etc.).

_____ ☐   Identify the agencies and the actions they will take to manage communications between on scene personnel/agencies (radio frequencies/tactical channels, cell phones, CP Liaisons, communications vehicle/van, etc.).

_____ ☐   Identify the agencies and the actions they will take to identify and overcome communications shortfalls (personnel with incompatible equipment, use of ARES/RACES at the CP/off-site locations, CB radios, etc.).

_____ ☐   Identify the agencies and individual personnel, and the actions they will take to manage communications between on-site and off-site personnel and agencies (shelters, hospitals, EMA, etc.).

_____ ☐   Describe the actions that 911/Dispatch Centers will take to support/coordinate communications between on-scene personnel/agencies, including alternate methods of service if 911/Dispatch is out of operation (resource mobilization, documentation, backup, etc.).

_____ ☐   Describe the actions that will take place within the County EOC to support and coordinate communications between on-scene and off-scene personnel and agencies.

Comments: _____

ESF 3. Public Works and Engineering – The response need to identify and coordinate the control of public utilities issues that otherwise can create additional hazards to the local population.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Identify the conditions that could result from energy and utility problems that will be created as a result of identified hazards (downed power lines,

wastewater discharges, water system interruption, ruptured underground storage tanks, etc.).

_____ ☐ Identify the agencies that will identify, prioritize, and coordinate response to energy and utilities problems that could be created as a result of identified hazards (shutoff of gas/electric in flooded areas, restoration of critical systems, controlling underground water/gas main breaks, etc.).

_____ ☐ Identify the agencies that will identify, prioritize, and coordinate the removal of debris from roadways to ensure access for local responders (snow/debris removal, stream clearance of debris/ice, etc.), including the coordination of road closures and the establishment of alternate access routes.

_____ ☐ Identify the agencies that will protect affected populations during incidents that could result in periods of extreme temperatures and/or shortages of energy and other utilities, and discuss how the jurisdiction will coordinate with utility-providing entities during utility outages.

Comments:

_____

ESF 4. <u>Fire Fighting</u>– Provides a coordinated response in the management of fire fighting.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe how the jurisdiction will function to prevent the loss of life and property from fires or the threat of fires.

_____ ☐ Describe how the jurisdiction will assist with the warning and evacuation of citizens.

_____ ☐ Describe how the jurisdiction will assist and cooperate with other counties/cities agencies and departments responding to disasters.

Comments:

ESF 5. <u>Emergency Management</u> – coordinates and analyses data relevant to the jurisdictions management of the incident and coordinates the internal and external resources necessary to manage the incident.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Describe how the jurisdiction activates the EOC and staffs the EOC in accordance with ICS.

_____ ☐ Describe how the jurisdiction coordinates the internal and external resources necessary to manage the incident.

_____ ☐ Describe how the jurisdiction collects, verifies, analyzes and disseminates incident information as needed.

_____ ☐ Describe how the jurisdiction coordinates with the on scene incident commander.

_____ ☐ Describe how the jurisdiction coordinates/monitors/oversees public information activities.

_____ ☐ Describe how the jurisdiction collects and processes information concerning recovery activities while the response phase of the disaster is on-going.

_____ ☐ Describe how the jurisdiction deploys appropriate ESF assets in support of recovery operations.

Comments:

ESF 6. <u>Mass Care and Shelter</u>– The procedures used to implement sheltering and mass care operations for the evacuees.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Identify the agencies that will identify, open, and staff emergency shelters, including the temporary use of reception centers while waiting for shelters to officially open.

_____ ☐   Identify the agencies that will provide short-term lodging and other mass care needs (beds/rest, food/water, crisis counseling, phones, clergy support, etc.).

_____ ☐   Describe how shelters will coordinate their operations with on-scene and other off-site support agencies.

_____ ☐   Describe how shelters will keep evacuees informed about the status of the disaster, including information about actions that shelter residents may need to take when they return home.

_____ ☐   Identify the agencies that will provide care and support for institutionalized or special/functional needs populations (medical/prescription support, transportation, etc.).

_____ ☐   Identify the agencies that will care for pets/animals brought to shelters, including service and companion animals.

_____ ☐   Identify the agencies that will notify and inform the public about the status of injured or missing relatives.

_____ ☐   Identify the agencies that will inform the public about what actions they will be advised to follow when implementing in-place sheltering and then kept informed throughout the incident, including the termination of in-place sheltering.

Comments:

_____

ESF 7. <u>Resource Support</u> – Provides resource support to the local response and recovery efforts and coordination of unaffiliated volunteers and donations proceeding or following a disaster.

To meet standards it is recommended that the plan should, at a minimum:

☐ Identify the agencies responsible to maintain emergency response equipment and materials.

☐ Identify the agencies responsible for requisitioning needed external resources.

☐ Provide a brief summary statement of specialized equipment, facilities, personnel, and emergency response organizations currently available for a response to the defined hazards.

☐ Describe the process used to identify private agencies/contractors that will support resource management issues (waste haulers, spill contractors, landfill operators, etc.).

☐ Describe how the jurisdiction will coordinate volunteers.

☐ Describe how the jurisdiction will coordinate donations.

Comments:

ESF 8. <u>Public Health and Medical Services</u> – Provides a coordinated response in the management of transportation needs.

To meet standards it is recommended that the plan should, at a minimum:

☐ Identify and describe the actions that will be taken by Emergency Medical personnel to contain and stabilize a disaster (setup triage, provide initial treatment, conduct/coordinate transport, etc.).

☐ Identify the agencies and the actions they will take to manage on-scene functions of mass casualty/fatality events (body identification, expanded mortuary services, notify next of kin, etc.).

☐ Identify and describe the tasks that the coroner will take during an emergency or disaster (victim identification, morgue operations and expansion, mortuary services, DMORT activation, etc.), and how their

actions will be coordinated with responders (EMS officer, ICP/EOC, local Hospitals, etc.).

☐ Identify the agencies and methods they will use to assess and address public health issues resulting from emergencies and disasters (food/water safety, biological concerns, transportation, etc.) and to prioritize how those issues will be managed, including how these actions are coordinated between the local health authority (LHA) and the local EOC (issue vaccinations, establish quarantines, etc.).

☐ Identify the agencies and their methods for providing public health surveillance to assess and address public health issues resulting from emergencies and disasters (sanitarian and epidemiological) operations.

Comments: _____

ESF 9.   Search and Rescue (SAR)

To meet standards it is recommended that the plan should, at a minimum:

☐ Identify the agencies that would assist in conducting of SAR activities.

☐ Describe the actions that will be taken to coordinate internal and external SAR equipment and resources.

☐ Describe the actions that will be taken to respond to wilderness SAR, collapsed building SAR, collapsed building SAR, water SAR and underground/mine SAR.

Comments: _____

ESF 10.   Hazardous Materials– Provides a coordinated local response and mitigate potential effects of a hazardous material incident.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐ Define what a Level 1 Haz-Mat incident is and how the jurisdiction would respond to it

_____ ☐ Define what a Level 2 Haz-Mat Emergency is and how the jurisdiction would respond to it

_____ ☐ Define what a Level 3 Haz-Mat Disaster is and how the jurisdiction would respond to it

_____ ☐ Describe how the jurisdiction would identify the hazardous material being released.

_____ ☐ Describe how the jurisdiction would initially report a Haz-Mat situation.

_____ ☐ Describe how the jurisdiction would determine the extent of danger to responders and the protective measures the jurisdiction would employ.

_____ ☐ Describe how the jurisdiction would determine the extent of danger to the general public and how they would employ protective measures such as evacuation, shelter in place and hoe the jurisdiction would go about to inform the public.

_____ ☐ Describe how the jurisdiction would respond to a hazardous material that threatens water and sewer systems and bodies of water such as lakes and rivers.

_____ ☐ Describe how the jurisdiction would go about decontaminating persons and items contaminated by hazardous materials.

Comments:

_____

ESF 11.   **Animal and Plant Emergency Services** -- Provides a coordinated response in the management of animal and plant emergencies.

To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Identify the agency responsible to coordinate and manage the containment of any communicable disease resulting in an animal and plant emergency.

_____ ☐   Describe how the jurisdiction will coordinate the quarantine and isolation of livestock.

_____ ☐   Describe how the jurisdiction will manage the mass culling of suspected infected livestock.

_____ ☐   Describe how the jurisdiction will coordinate the disposal of animal carcasses.

Comments:

_____

      ESF 12.   **Energy** – Provides a coordinated response in the management of energy needs.

      To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Identify the agency responsible for coordinating the provision of emergency power and fuel to support the immediate response activities as well as providing power and fuel to normalize community functions.

_____ ☐   Describe how the jurisdiction will coordinate power and fuel resources to meet the response and recovery needs of the community,

Comments:

_____

      ESF 13.   **Law Enforcement and Security** – Provides police action to minimize the adverse impact upon a disaster area..

      To meet standards it is recommended that the plan should, at a minimum:

_____ ☐   Describe how the jurisdiction will protect life and safety during a disaster.

☐ Describe how the jurisdiction will maintain law and order during a disaster.

☐ Describe how the jurisdiction will provide emergency traffic control and provide escort for emergency responders.

☐ Describe how the jurisdiction will provide crowd control assistance.

☐ Describe how the jurisdiction will assist in warning citizens.

Comments:

ESF 14. Public Information – Establishes uniform policies for the effective development, coordination, and dissemination of information to the public in the event of a disaster as part of the public information system.

To meet standards it is recommended that the plan should, at a minimum:

☐ Describe the role of public information officer(s) and describe the how public information releases will be coordinated within a Joint Information Center (JIC), coordinating information between agencies/elected officials, etc.).

☐ Describe how the JIC will work with news media, agencies, elected officials, etc., to ensure that a unified message will be disseminated to the public during an emergency/disaster.

☐ Describe how emergency responders/local officials will work with the media during an emergency (scheduling press briefings, establishing media centers on-scene, controlling access to the scene/responders/victims, etc.)

Comments: