

# Basic Emergency Operations Planning

Emergency Operations Plan Annex Template

National Preparedness Directorate (NPD)

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**FEMA**



## How to Use this Template

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The Emergency Operations Annex Template follows the plan format established in the Federal Emergency Management Agency's (FEMA) *Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans*, March 2009.

Please note that this template contains guidance language and sample language that can be discarded or used in part or in whole at the decision of the jurisdiction. **Bold** text in parentheses is guidance information and regular text is sample language. Guidance information should be deleted before finalizing your annex, and sample language should be modified to reflect your jurisdiction. All underlined text in parentheses must be replaced with jurisdiction-specific input, such as the name of your jurisdiction, name of your emergency management agency, etc.

This template can be used to develop other items to support an emergency operations plan (EOP), such as an appendix, a functional annex, an emergency support function (ESF) annex, an incident annex, or a support annex. Functional annexes can cover issues such as direction and control, continuity of government/operations, communications, warning, emergency public information, evacuation, mass care, health and medical, or resource management. ESF annexes identify the ESF coordinator and the primary and support agencies for each ESF. Incident annexes describe the policies, situation, concept of operations, and responsibilities for particular hazards or incident types. Support annexes describe the framework through which a jurisdiction's departments and agencies, the private sector, not-for-profit and volunteer organizations, and other nongovernmental organizations (NGOs) coordinate and execute the common emergency management strategies.

Within the template are formatting functions that create main headings, subheadings, and multiple listings with ease. The following is a sample portion of the annex with instructions for using the template in an efficient and effective manner. All instructions will be in bold enclosed in brackets. Following the annex sample is a quick reference chart of features and functions, with their corresponding actions.

- I. Purpose, Scope, Situation, and Assumptions** *[At the **main heading level**, Roman numeral bullet numbering is used, and is defined as **Outline** in the **STYLE** feature. To enter body text following a main heading, hit the **ENTER** key and change the **STYLE** feature to **Body Text**. To proceed to the next main heading, and to the next Roman numeral, hit the **ENTER** key and change the **STYLE** feature to **Outline**.]*
- A. *[At the **subheading level**, the template uses capitalized letters and is defined as **OL2** in the **STYLE** feature. To get to this level after writing body text, hit the **ENTER** key and change the **STYLE** feature to **OL2**. If a subheading is needed immediately following a main heading, then simply hit the **ENTER** key and then the **TAB** key and the subheading style will change and update automatically. If text is needed following the **subheading level**, hit the **ENTER** key and change the **STYLE** feature to **OL2\_Text**. The next section demonstrates these features. This template is designed to continue in this manner through outline level 7 (i.e., **OL7** and **OL7\_Text**).]*
- B. Purpose
- It is the purpose of this annex to define the actions and roles necessary to provide a coordinated response within (Name of Jurisdiction).
- This annex provides guidance to agencies within (Name of Jurisdiction) with a general concept of potential emergency assignments before, during, and following emergency situations.
- C. Scope
- This annex applies to all departments and agencies of (Name of Jurisdiction).
- D. Situation Overview
1. *[At the **multiple listing level**, the template uses a standard numbering format, and is defined as **OL3** in the **STYLE** feature. As with moving from a main heading to a subheading, hitting the **TAB** key after a subheading will change and update the new multiple listings automatically.]*
2. Characteristics
3. *[To move back and create a new subheading or main heading after completing a multiple listing, hit the **ENTER** key and change the **STYLE** feature to either **OL2** for a subheading or **Outline** for a main heading.]*
- E. Planning Assumptions
1. Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve arson, shootings, and bombings, including

the use of chemicals, biological agents, radiological dispersion devices, or nuclear detonations.

2. Terrorist attacks may or may not be preceded by a warning or a threat, and may at first appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.
3. Devices may be set off to attract and then injure emergency responders.
4. Effective response to the use of chemical, biological, radiological, nuclear, and high-yield explosives (CBRNEs) may require:
  - a. *[At times, a **multiple sub-listing level** is required. To achieve this, the template uses lowercase lettering, and is defined as **OL4** in the **STYLE** feature. As with moving from a subheading to a multiple listing, hitting the **TAB** key after a multiple listing will change and update a new multiple sub-listing automatically. To continue adding multiple sub-listings, hit the **ENTER** key after each sub-listing until the listing is complete. To move back to another heading or listing level, change the **STYLE** feature to **OL3** for the **multiple listing level**, **OL2** for the **subheading level**, or **Outline** for the **main heading**.]*
  - b. Specialized equipment to detect and identify chemical, biological, or radiological hazards.

### Template User Instructions Quick Reference

Feature/Function	Corresponding Action
<b>ENTER Key</b>	Moves to next sequential item within a specific heading or listing level (e.g., moves from <b>I. Purpose</b> to <b>II. Concept of Operations</b> )
<b>TAB Key</b>	Changes to the item within the next heading or listing level (e.g., moves from <b>II. Concept of Operations</b> to <b>A. Location</b> )
<b>SHIFT + TAB Keys</b>	Changes to the item within the previous heading or listing level (e.g., moves from <b>A. Location</b> to <b>II. Concept of Operations</b> )
<b>STYLE Feature:</b>	<b>I. Main Heading Level (Outline)</b> <ul style="list-style-type: none"> <li><b>Outline</b> Paragraph containing subject matter specific to the topic covered in the Annex. (<b>Body Text</b>)</li> <li><b>Body Text</b></li> <li><b>OL2</b> <b>A. Subheading Level (OL2)</b></li> <li><b>OL3</b> 1. <b>Multiple Listing Level (OL3)</b></li> <li><b>OL4</b> a. <b>Multiple Sub-Listing Level (OL4)</b></li> </ul>

## Annex (A): (Name of Annex)

### I. Purpose, Scope, Situation, and Assumptions

(The purpose section should describe the purpose of the annex. The scope section should describe to whom the annex applies. The situation overview should describe the geographic characteristics and hazards. The assumption section should include reasonable statements assumed to be true. The following is sample language.)

#### A. Purpose

It is the purpose of this annex to define the actions and roles necessary to provide a coordinated response within (Name of Jurisdiction). This annex provides guidance to agencies within (Name of Jurisdiction) with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

#### B. Scope

This annex applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of (Name of Jurisdiction).

#### C. Situation Overview

##### 1. Characteristics

##### a. Location

- i. (Name of Jurisdiction) includes (Name of City/County 1) and (Name of City/County 2).

##### b. Geographic

- i. (Name of City/County 1) is the fifth largest (City/County) in the state. (Name of City/County 2) lies west of (Name of City/County 1) and is the gateway to the jurisdiction. A map illustrating the areas covered by the annex is as follows.

##### c. Demographic

- i. (Name of Jurisdiction) has a population of 950,000 residents as of July 1, 2007. Daytime population in (Name of Jurisdiction) exceeds 1,020,000 due to large commercial and industrial areas in the southeastern portion of the jurisdiction. The jurisdiction is also a popular base for

outdoor adventurers, attracting a large number of tourists each year.

- d. Designated Areas of Interest
  - i. Two State parks within the jurisdiction are visited by over 1 million tourists during the months of June, July, August, and September.
- e. Special Events
  - i. In mid-August the (Name of Jurisdiction) hosts the State County Fair for two weeks. The fair is usually attended by 750,000 people.
- f. Economic Base and Infrastructure
  - i. (Name of Jurisdiction)'s economy has evolved from its traditional tourism and textile dependence into one of great diversity. Today's commercial and industrial manufacturing base is complemented by solid and growing trade and service sectors. Much tourism activity is centered around (Capital City/County Seat). This economic diversification has helped create new employment and smooth the impact of cyclical swings. As a result, unemployment rates have been below State and national averages since 1987. Finances have improved with three years of surplus operations and are expected to be further strengthened by solid operating results in 2008.

## 2. Hazard Profile

### a. Potential Hazards

(City/County/State) is subjected to the effects of many disasters, varying widely in type and magnitude from local communities to statewide in scope.

Disaster conditions could be a result of a number of natural phenomena such as avalanches, earthquakes, floods, severe thunderstorms, high water, drought, severe winter weather, fires (including urban, grass, and forest fires), epidemics, severe heat, or high winds. Apart from natural disasters, (City/County/State) is subject to a myriad of other disaster contingencies, such as derailments, aircraft accidents, transportation accidents involving chemicals and other hazardous materials, plant explosions, chemical oil and other hazardous material spills, leaks or pollution problems, dumping of hazardous wastes, building or bridge collapses, utility service interruptions, energy shortages, civil disturbances or riots, terrorism, warfare, applicable criminal acts, or a combination of any of these.



3. Vulnerability Assessment
  - a. (Name of City/County 1)  
The vulnerability assessment checklist for (Name of City/County 1) is shown below.
  - b. (Name of City/County 2)  
The vulnerability assessment checklist for (Name of City/County 2) is shown below.

D. Planning Assumptions

1. Effective prediction and warning systems have been established that make it possible to anticipate certain disaster situations that may occur throughout the jurisdiction or the general area beyond the jurisdiction's boundaries.
2. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within (Name of Jurisdiction). It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastated. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.
3. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible by the local government.
4. Assistance to the affected jurisdiction(s) response organizations from another jurisdiction(s) is expected to supplement the efforts of the affected jurisdiction(s) in an efficient, effective, and coordinated response when jurisdiction officials determine their own resources to be insufficient.
5. Federal and State disaster assistance, when provided, will supplement, not substitute for, relief provided by local jurisdictions.
6. It is the responsibility of officials under this annex to save lives, protect property, relieve human suffering, sustain survivors, repair essential facilities, restore services, and protect the environment.
7. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
8. Official requests for assistance from other recognized or authorized organizations and agencies may also receive assistance.

## **II. Concept of Operations**

**(The concept of operations section should describe the general sequence of the planned response.)**

### **A. General**

**(This section should contain general information about the tasks that need to be completed to ensure an effective response. This section can also serve as an introduction to the tasks outlined below. The tasks below represent a logical flow of response from the time an impending or actual emergency or disaster situation is perceived through recovery.)**

1. (City/County) commissioners may declare local states of emergency and request State assistance. All requests for State assistance should go through the local emergency management area coordinator and the appropriate emergency management branch manager to the State Emergency Operations Center (EOC).
2. When the State EOC is activated, the (Name of Emergency Management Agency) becomes the office of primary responsibility for the State Emergency Response Team (SERT). The director of emergency management will normally serve as SERT Leader.
3. (County) EOCs will serve as clearinghouses for response and recovery operations and for deployment of resources within the counties, including cities within the counties.
4. Planning for recovery will be implemented at the same time local governments are taking the emergency response actions necessary to protect the public. Preparations will be made for rapid deployment of resources necessary to facilitate recovery.

### **B. Hazard Control and Assessment**

**(This section should describe, in general, the capabilities and processes the jurisdiction has in place to identify, analyze, gain control of, and monitor hazards that may affect the jurisdiction. The response activities listed below normally take place at a scene. Not all emergency and disaster situations have a scene, so these activities apply to many but not all hazards. The first activity, which is to perceive the threat, applies to all hazards. The activities are ordered steps listed below. The following is sample language.)**

1. Perceive the threat
2. Assess the hazard
3. Select control strategy

4. Control hazard

5. Monitor hazard

C. Protective Action Selection

**(This section should describe, in general, the capabilities and processes the jurisdiction has in place to select protective action strategies and actions. The response activities listed below normally take place at an EOC. In some cases, information from the scene must be communicated to the EOC for these tasks to be done properly. Ordered steps for protective action selection are as follows. The following is sample language.)**

1. Analyze the hazard

2. Determine protective action

3. Determine public warning

4. Determine protective action implementation plan

D. Public Warning

**(This section should describe, in general, the capabilities and processes the jurisdiction has in place to disseminate public warning messages to the public as to the nature of the hazard, the timing, and the recommended or required protective actions the public should implement. The following is sample language.)**

1. Determine message content

2. Select appropriate public warning system(s)

3. Disseminate Public Warning

E. Protective Action Implementation

**(This section should describe, in general, the capabilities and processes the jurisdiction has in place to implement the range of protective actions that may be required for various hazards. The response activities listed below are examples of activities that may be required to implement protective actions in response to certain types of hazards. The following is sample language.)**

1. Monitor progress of protective action implementation

2. Control access and isolate danger area

3. Evacuation support

4. Decontamination support

5. Medical treatment
6. Special population support
7. Search and rescue

**F. Short-term Needs**

**(This section should describe, in general, the capabilities and processes the jurisdiction has in place to address the short-term needs of the population once the population has been protected from the hazard. The response activities listed below are examples of activities that may be required in the early stages after a disaster has occurred. These activities can help stabilize the jurisdiction and the affected population. The following is sample language.)**

1. Shelter operations
2. Unite families
3. Continued medical treatment
4. Increase security
5. Stabilize the affected area

**G. Long-term Needs**

**(This section should describe, in general, the capabilities and processes the jurisdiction has in place to restore the jurisdiction and its affected population to a “normal” state. The response activities listed below are examples of activities that may be addressed in this section. The following is sample language.)**

1. Re-entry
2. Recovery

**III. Organization and Assignment of Responsibilities**

**(The organization and assignment of responsibilities section establishes the organizations and agencies that will be relied upon to respond to a disaster or emergency situation. This section also includes tasks that these organizations and agencies are expected to perform. The following is sample language.)**

**A. General**

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties. These emergency functions usually parallel or

complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures.

B. Organization

**(This section should list the organizations and agencies that have responsibilities in this annex. The annex should ensure that any unique organizational arrangements pertinent to the emergency function are adequately described. Several strata of organizations should be included. Each organization should be listed separately and by its official title. The following is an example of the types of agencies and organizations included in many annexes.)**

1. Chief elected officials
2. Homeland security and emergency management agencies
3. Law enforcement agencies
4. Fire departments
5. Emergency medical services agencies
6. Health departments
7. Hospitals
8. Public works agencies
9. Departments of education

C. Assignment of Responsibilities

**(Primary and supporting emergency function responsibilities should be assigned to specific departments, agencies, and other organizations. The annex assigns general responsibilities for emergency functions during emergencies. These tasks should be clearly defined and assigned to the departments and agencies that have the capability to perform them. Coordination requirements should also be described. The assignment of responsibilities listed below is an example of what can be found in many annexes, but remember that each assignment of responsibilities list must be tailored for each particular jurisdiction. In order to be National Incident Management System (NIMS) compliant, this section should pre-designate functional area representatives to the EOC or to work within the multi-agency coordination system. A simple statement indicating that each organization listed below will send a representative to the EOC upon activation of the annex will ensure that the annex is NIMS compliant.)**

1. Chief Elected Officials
  - a. Disaster declarations
  - b. Evacuation orders
  - c. Re-entry decisions
  - d. Other protective action decisions as necessary
2. Homeland Security and Emergency Management Agencies
  - a. EOC staffing and functioning
  - b. Communications
  - c. Operations of the shelter system in conjunction with the American Red Cross
  - d. Emergency public information
  - e. Alert and warning systems
  - f. Assistance from other jurisdictions
  - g. State assistance
  - h. Federal assistance
  - i. Emergency control and use of resources
  - j. Homeland security and emergency preparedness training and education
  - k. Rumor control
  - l. Damage assessment
  - m. Comprehensive homeland security and emergency preparedness planning
3. Law Enforcement Agencies
  - a. Maintaining law and order
  - b. Controlling traffic
  - c. Protecting vital installations
  - d. Controlling and limiting access to the scene of the disaster
  - e. Supplementing communications
  - f. Assisting with all evacuation efforts
  - g. Search and rescue
4. Fire Departments
  - a. Providing fire protection and the combating of fires
  - b. Search and rescue

- c. Decontamination
  - d. Damage assessment
- 5. Emergency Medical Services Agencies
  - a. Emergency medical transportation
  - b. Emergency medical treatment
  - c. Triage or assisting with triage
  - d. Assisting with special needs evacuation
- 6. Health Departments
  - a. Emergency medical care information and coordination
  - b. Emergency hospital treatment information and coordination
  - c. Medical support to shelters
  - d. Health advisories
  - e. Identification of local health facilities, including hospitals, clinics, dialysis centers, and nursing or rehabilitation centers, supplying and using medical and health items
  - f. Identification of special needs populations, including the elderly and very young, and populations requiring specific life-saving services (e.g., dialysis or assistance with breathing)
  - g. Emergency interment coordination
  - h. Insect and rodent control
  - i. Pest control as required
  - j. Inoculations for the prevention of disease
  - k. Sanitation
- 7. Hospitals
  - a. Emergency medical care
  - b. Limited on-site decontamination
  - c. Hospital evacuation
  - d. Traditional hospital medical services
- 8. Public Works Agencies
  - a. Maintaining designated major streets and avenues, highways, and other designated routes of travel
  - b. Assisting with heavy rescue
  - c. Decontamination

- d. Engineering services as required
  - e. Transportation
  - f. Debris removal
  - g. Inspection of shelter sites for safe occupancy
  - h. Inspection of damaged buildings, public and private, for safe occupancy
  - i. Enforcement of building codes
  - j. Maintenance of vehicles and other essential equipment of the various departments and agencies
  - k. Development of a plan of priorities to be used during the period of increased readiness that addresses the repair of vehicles and equipment
  - l. Maintenance of a reserve supply of fuel
  - m. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits
9. Departments of Education
- a. Providing the use of facilities for emergency public education
  - b. Providing facilities for emergency housing of evacuees and relief forces
  - c. Providing facilities for emergency first aid stations, emergency hospitals, or emergency morgues
  - d. Providing personnel for shelter managers and staff
  - e. Providing recreation plans for shelter occupants' use during shelter-stay period
  - f. Coordinating transportation

D. Support Functions

**(This section describes responsibilities or capabilities of other entities beyond direct jurisdictional control that are known to support, or are capable of supporting, disaster response or recovery within the jurisdiction. Examples of some support functions are shown below.)**

- 1. Support from the National Guard may be requested through the State office of emergency management. Military assistance will complement and not be a substitute for local participation in emergency operations. Military forces will remain at all times under military command, but will support and assist response efforts.



2. Support from other State government departments and agencies may be made available in accordance with the State plan.
3. Private sector organizations within the jurisdiction may assist with a wide variety of tasks based on their capabilities.
4. Volunteer agencies, such as the American Red Cross, local church/synagogue congregations, and assistive organizations, such as the Salvation Army, are available to give assistance with sheltering, feeding, and other issues, as necessary.
5. Assistance from surrounding jurisdictions may be available through the execution of a memorandum of understanding (MOU) or MOA.

#### **IV. Direction, Control, and Coordination**

**(This section should describe the framework for all direction, control, and coordination. The following is sample language.)**

##### **A. Authority to Initiate Actions**

1. Describe who is responsible for activating the annex. The decision will be made by the responsible public official(s) and the on-scene commander within the jurisdiction.
2. Assign responsibility for implementation of the annex.

##### **B. Command Responsibility for Specific Actions**

1. General guidance of emergency operations
2. Direction of response  
Responsible for overall direction of the disaster response activities of all of the jurisdiction's departments and agencies. During emergencies, those responsibilities will be carried out normally from the EOC.
  - a. Each jurisdiction's chief elected official has the responsibility for addressing threats to his or her jurisdiction. This authority shall include, but not be limited to, the declaration of an emergency condition or disaster declaration within the political jurisdiction.
  - b. Each homeland security and emergency preparedness director will act as the chief advisor to his jurisdiction's chief elected official during any declared emergency affecting the people and property of the jurisdiction. Various agencies and departments under the direction of the jurisdiction's homeland security and emergency preparedness agency director will conduct emergency operations.

- c. In order to be NIMS compliant, information in this section should include, where required by law, that a State agency assumes command of an incident scene in this section. This section should also include information about the agency having designated personnel trained in the NIMS Incident Command System (ICS).
  - d. State and Federal officials will coordinate their operations through the jurisdiction's elected or appointed officials or their designated representatives.
- 3. Incident Command System  
The local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities or jurisdictions, separate incident command operations and an area command may be set up.
- 4. Assistance  
If the jurisdiction's own resources are insufficient or inappropriate to respond to the emergency situation, a request may be made for assistance from other jurisdictions, the State, or Federal government. All response agencies are expected to fulfill mission assignments directed by the incident commander.

## **V. Information Collection and Dissemination**

**(This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.)**

- A. Disaster information managed by the (Name of Jurisdiction) Emergency Operations Center is coordinated through agency representatives located in the EOC. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific times the information is needed are maintained at the (Name of Jurisdiction) Emergency Operations Center.

## **VI. Communications**

**(This section describes communication protocols between response organizations and coordination procedures used during emergencies and disasters. It does not describe communications hardware or specific procedures found in departmental standard operating procedures (SOPs). The following is sample language.)**

- A. Communication protocols and coordination procedures are described in detail in the (City/County/State) (Name of Communications Plan). Please refer to this plan for additional information.

## **VII. Administration, Finance, and Logistics**

**(This section should describe administration, finance, and logistics policies that support the implementation of the annex. At a minimum, this section should contain information about agreements and understandings that support regional response. The following is sample language.)**

### **A. General Policies**

This section outlines general policies for administering resources, including the following:

1. Appointment of officials
2. Funding and accounting
3. Records and reports
  - a. Responsibility for submitting local government reports to the State office of homeland security and emergency preparedness rests with each jurisdiction's homeland security and emergency preparedness director.
  - b. Each jurisdiction's homeland security and emergency preparedness director maintains records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.
4. Agreements and Understandings
  - a. General
    - i. Emergency use of resources and capabilities of organizations that are not part of a government structure will be pre-arranged through agreements to the maximum extent feasible. Duly authorized officials will enter into agreements, which will be formalized in writing whenever possible.

- ii. Agreements between elements of the same government will be included in their respective annexes. Details of such agreements, which are inappropriate for inclusion in these annexes, will be set forth in an SOP, instructions, or other directives of the units of government concerned.
    - iii. Unless otherwise provided, agreements remain in effect until rescinded or modified. Annual or other periodic updates will prevent them from becoming outdated.
    - iv. A clear statement of agreement regarding payment reimbursement for personal services rendered, equipment costs, and expenditures of material is mandatory.
  - b. Agreements  
Agreements with private relief organizations provide immediate aid to disaster victims and provide some types of aid that the government is unable to render.
  - c. Understandings  
MOUs with adjoining counties or local governments recognize that certain situations require effective coordination and cooperation between jurisdictions to achieve effective response and provide for the general safety and health of residents. These documents formalize and focus attention on commitments and help avoid misunderstandings.
- 5. Assistance Stipulations  
Local policies that have been established regarding the use of volunteers or accepting donated goods and services should be summarized. Elements that should be addressed in this section include:
  - a. Administration of insurance claims
  - b. Consumer protection
  - c. Duplication of benefits
  - d. Nondiscrimination
  - e. Relief assistance
  - f. Preservation of environment and historic properties

**B. Additional Policies**

- 1. When the resources of local government are exhausted or when a needed capability does not exist within a local government, the local units of government call for assistance from the State.
- 2. The incident commander will submit periodic situation reports to the appropriate authority during a major disaster using standard ICS formats.

## **VIII. Annex Development and Maintenance**

**(This section should describe the overall approach to annex development and maintenance. The following is sample language.)**

### **A. Development**

**(Identify by position the individuals responsible for developing, revising, and approving the annex, appendices, and supplementary documents, such as checklists, SOPs, etc. The following is sample language.)**

1. The State office of homeland security and the emergency preparedness coordinator are responsible for coordinating emergency planning.
2. The director of each jurisdiction's homeland security and emergency preparedness agency is responsible for supporting emergency planning.

### **B. Maintenance**

**(The annex is a living document. Problems emerge, situations change, gaps become apparent, Federal requirements are altered, and the annex must be adapted to remain useful and up-to-date. This section identifies the requirements and the individuals responsible for maintaining, reviewing, and updating the annex, appendices, and supplementary documents, such as checklists, SOPs, etc. Once planning documents are developed, a system of maintenance must be established to ensure they are current. The following sub-sections provide an example of types of information that should be addressed in this section of the annex, and is provided as a starting point for developing language for this section. The following is sample language.)**

#### **1. Requirements**

- a. The emergency management coordinator will maintain, distribute, and update the annex. Responsible officials in State or local agencies should recommend changes and provide updated information periodically (e.g., changes of personnel and available resources). Revisions will be forwarded to people on the distribution list.
  - i. To comply with requirements outlined in Nuclear Regulatory Commission Regulation 0654/FEMA-REP-1, the plans of jurisdictions located within the emergency planning zones with nuclear power plants must annually review, update (if needed), and certify plans to be current.
- b. Directors of supporting agencies have the responsibility of maintaining internal plans, SOPs, and resource data to ensure prompt and effective response to and recovery from emergencies and disasters.

2. Review and Update

a. Review

The annex and its appendices should be reviewed annually by local officials. The emergency management coordinator or, if no coordinator has been appointed, the local chief elected official, should establish a process for the annual review of planning documents by those tasked in those documents, and for preparation and distribution of revisions or changes.

b. Update

i. Changes

Changes should be made to this annex when the document is no longer current. Changes may be needed:

- 1) When hazard consequences or risk areas change
- 2) When the concept of operations for emergencies changes
- 3) When departments, agencies, or groups that perform emergency functions are reorganized and can no longer perform the emergency tasks laid out in planning documents
- 4) When warning and communications systems change
- 5) When additional emergency resources are obtained through acquisition or agreement, the disposition of existing resources changes, or anticipated emergency resources are no longer available
- 6) When a training exercise or an actual emergency reveals significant deficiencies in existing planning documents
- 7) When State/territorial or Federal planning standards for the documents are revised

ii. Methods of Updating Planning Documents

1) Annex Revision

A revision is a complete rewrite of an existing annex or appendix that essentially results in a new document. Revision is advisable when numerous pages of the document have to be updated, when major portions of the existing document must be deleted or substantial text added, or when the existing document was prepared using a word processing program that is obsolete or no longer

available. Revised documents should be given a new date and require new signatures by officials.

2) Formal Annex Change

A formal change to a planning document involves updating portions of the document by making specific changes to a limited number of pages. Changes are typically numbered to identify them, and are issued to holders of the document with a cover memorandum that has replacement pages attached. The cover memorandum indicates which pages are to be removed and which replacement pages are to be inserted in the document to update it. The person receiving the change is expected to make the required page changes to the document and then annotate the record of changes at the front of the document to indicate that the change has been incorporated into the document. A change to a document does not alter the original document date; new signatures on the document need not be obtained.

**IX. Authorities and References**

**(This section should describe the legal basis for emergency operations and contain references to important documents the annex supports, such as the emergency operations plans. The following is sample language.)**

A. Legal Authority

1. Federal

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended
- b. Other executive orders and acts pertaining to disasters enacted or to be enacted
- c. Public Employees Occupational Safety and Health Act (PEOSHA) regulations

2. State

- a. Insert State laws pertaining to homeland security and emergency management.

3. Local

- a. Insert applicable ordinances.

4. Volunteer, Quasi-Governmental
  - a. Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.
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