

DEVELOPING THE PLAN DOCUMENT

ILCMA Winter
Conference
2016

PLANNING:

- Does not have to be:
 - Difficult
 - Complicated
 - Time Consuming
 - Intimidating



A QUALITY EMERGENCY PLAN:

- Takes advantage of:
 - Common Sense
 - Everyday Experience
 - Past Experience with Emergencies
 - Existing SOP's/SOG's/Policies



BUILDING A USABLE, EASILY MAINTAINED DOCUMENT

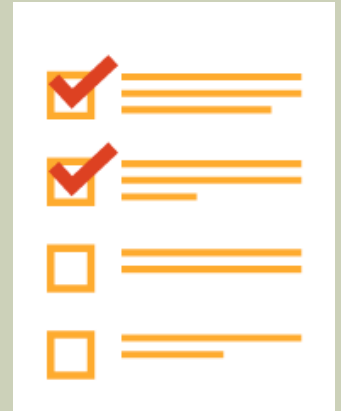
- Use a check list format
- Reminders---not detailed “how to”
- Plain English/Limited Technical Terms
- Organized Around:
 - Support of the Command Functions
 - Functional Areas
 - Primarily All Hazard Concept
 - Hazard/Occupancy Specific only as needed



Make it easy to update and revise!

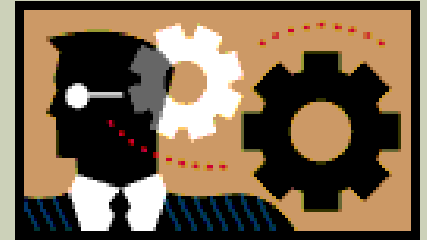
ELEMENTS OF THE PLAN

- Purpose and Empowerment
- FEMA Requirements
- Response and Recovery Check Lists
- Supporting Documents/Tools
- Line of Succession for the Functions
- EOC Set Up and Alternatives
- Activation/Deactivation Criteria & Process
- Exercise Criteria/process



PEOPLE MAKE IT WORK

- Identify leaders for functional areas
- Combine like activities
- Develop a plan of succession
- Period 1 = managing chaos
- Period 2 + should be planned
- State and Enforce the work period rules
- Use other agency operatives
- Recognize the importance of family safety



THE REALLY IMPORTANT POINTS

- Rely on:
 - Staff Experience
 - Common Sense
 - Existing SOP's/Tools
 - MABAS/ILEAS/Public Works Mutual Aid



**MAKE IT AS CLOSE TO EVERYDAY
PRACTICE AS POSSIBLE**

BE SAFE AND PLAN WELL

Douglas Forsman
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