

# Review Guide for Local Emergency Operations Plans



This document supersedes MSP/EMHSD Pub 201a, January 2014.

## Instructions

This review guide was developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) for the purpose of determining whether an Emergency Operations Plan (EOP) developed by an emergency management program for their community is current and adequate. An adequate EOP is one that is determined to be compliant with the plan requirements contained in this form.

The guide is based on the Michigan Emergency Management Act (Public Act 90 of 1976, as amended) and its associated Administrative Rules, Federal Emergency Management Agency, Comprehensive Preparedness Guide 101 (version 3, September 2021), and the National Incident Management System (NIMS), third edition, October 2017.

The requirements established in this guide must be addressed in the community's EOP. Below each item, the emergency management program should check if the standard has been met and cite where the item is addressed in plan. If additional information or procedures exist that support a specific plan requirement, the program can reference the documentation (e.g., community hazmat response plan, hazard mitigation plan, EOP support plans, standard operating procedures, etc.). This information should also be referenced in the plan document itself.

When developing or updating an EOP, a copy of the plan and a populated version of this form should be submitted to MSP/EMHSD through the District Coordinator (DC). The MSP/EMHSD staff will review the plan and recommend the plan for approval through the DC after it has been found to meet the plan requirements. Please note that a draft version of the plan without signatures can be submitted for review to avoid that new signatures would have to be gathered should the review find that changes to the plan are needed.

# Plan Requirements for Local EOP

## Formal requirements

*The EOP should meet the following requirements related to approval and structure of the plan.*

<b>1.</b>	<b>Proof that the Chief Executive Official (CEO) has reviewed and approved the emergency operations document (required dated signature page every four (4) years or when the CEO changes).</b>
<input type="checkbox"/>	
<b>2.</b>	<b>A plan format that includes a Base Plan (Basic Plan), functional annexes, and hazard-specific appendices.</b>
<b>a.</b>	<b>A Base Plan that describes the jurisdiction’s overall emergency management organization and its policies.</b>
<input type="checkbox"/>	
<b>b.</b>	<b>Functional annexes that describe critical operational functions and those responsible for carrying them out.</b>
<input type="checkbox"/>	
<b>c.</b>	<b>Hazard-specific appendices that contain considerations unique to specific hazards. Jurisdictions shall include appendices for relevant hazards identified in local hazard analyses and the Michigan Hazard Analysis, addressing, at a minimum, hazards including Flooding/Dam Failure, Severe Weather, Hazardous Materials incidents, Cyber-related incidents, Power Outages, and Terrorism/weapons of mass destruction incidents.</b>
<input type="checkbox"/>	
<b>3.</b>	<b>A distribution list of the document.</b>
<input type="checkbox"/>	

<b>4.</b>	<b>A table of contents that lists all major sections of the document and coincides correctly with the sections in the plan.</b>
<input type="checkbox"/>	
<b>5.</b>	<b>Functional annexes that must have a current signature by the primary agency or agencies indicating that the annex content was reviewed.</b>
<input type="checkbox"/>	
<b>6.</b>	<b>The line of succession for primary section holders of each annex (suggested three persons or positions, if available and possible).</b>
<input type="checkbox"/>	

## Base Plan (Basic Plan)

*The following requirements are generally addressed in the Base Plan portion of the EOP. The Base Plan describes the jurisdiction and outlines its overall emergency management organization and its policies.*

Purpose, Scope, Situation Overview, and Assumptions

<b>7.</b>	<b>A description of the plan's purpose, to include functional annexes and hazard-specific appendices, and scope.</b>
<input type="checkbox"/>	

<b>8.</b>	<b>A hazard analysis that identifies the hazards that pose a significant threat to the jurisdiction and that would likely result in the need to activate the response and recovery aspects of the EOP.</b>
<input type="checkbox"/>	

<b>9.</b>	<b>A description of the jurisdiction's prevention, protection, mitigation, response, and recovery capabilities.</b>
<input type="checkbox"/>	

<b>10.</b>	<b>A description of planning assumptions and a basis for improvisation and modification, if it becomes necessary based on the situation.</b>
<input type="checkbox"/>	

Concept of Operations

<b>11.</b>	<b>A concept of operations that describes the sequence and scope of the preparedness efforts, planned response operation, and incident management activities.</b>
<input type="checkbox"/>	

<b>12.</b>	<b>The identity, by title, of the individual(s) responsible for activating the response and recovery aspects of the jurisdiction's plan, emergency personnel and resources, and directing the emergency response and recovery.</b>
<input type="checkbox"/>	

<b>13.</b>	<b>A description of how protective action recommendations, such as evacuation, in-place sheltering, etc., will be determined and implemented.</b>
<input type="checkbox"/>	

<b>14.</b>	<b>If applicable, a list of municipalities with a population of over 10,000 residents that have not elected to establish independent emergency management programs and should submit Support EOP to incorporate into the county program.</b>
<input type="checkbox"/>	

Organization and Assignment of Responsibilities

<b>15.</b>	<b>An overview of the operational organization that responds to an emergency and includes the key functions assigned to stakeholders under the plan.</b>
<input type="checkbox"/>	

<b>16.</b>	<b>A method of assigning leading emergency response organizations to prepare and maintain current Standard Operating Procedures, resource lists, mutual aid agreements (MAA), and checklists that detail how responsibilities are to be performed to support plan implementation.</b>
<input type="checkbox"/>	

<b>17.</b>	<b>Description of how the local organization can accomplish its missions/tasks by allocating available resources (e.g., internal, MAA, state, regional, and federal assets) and track their status.</b>
<input type="checkbox"/>	

<b>18.</b>	<b>A description of existing MAAs or informal agreements between jurisdictions and/or other entities.</b>
<input type="checkbox"/>	

<b>19.</b>	<b>A description of the local organization's role in donations and volunteer management procedures.</b>
<input type="checkbox"/>	

<b>20.</b>	<b>Description of how the plan provides equitable services under consideration of the needs and capabilities of the whole community, including those of residents with access and functional needs, different demographic groups, non-governmental organizations, and the private sector.</b>
<input type="checkbox"/>	

<b>21.</b>	<b>Methods of coordinating emergency or disaster-related needs and services in public-private partnerships and collaborating with business, industry and critical infrastructure owners and operators.</b>
<input type="checkbox"/>	

Direction, Control, and Coordination

<b>22.</b>	<b>A reference to the line of succession for relevant elected officials and appointed leaders (suggested three (3) persons or positions in line of succession).</b>
<input type="checkbox"/>	

<b>23.</b>	<b>A method for the coordination and control (e.g., Incident Command System) of multi-jurisdictional emergency response organizations during an incident.</b>
<input type="checkbox"/>	

<b>24.</b>	<b>Procedures for notifying key personnel when activating the Emergency Operations Center (EOC).</b>
<input type="checkbox"/>	

<b>25.</b>	<b>A map or listing of the locations of the primary and alternate EOCs.</b>
<input type="checkbox"/>	

<b>26.</b>	<b>A method for establishing an information center which will be the official point of contact for the media during an emergency or disaster.</b>
<input type="checkbox"/>	

Communications

<b>27.</b>	<b>A method of communicating between the EOC and the field management system (e.g., Michigan's Public Safety Communications System, Radio Amateur Civil Emergency Services, Michigan Critical Incident Management System (MI CIMS), phone, etc.).</b>
<input type="checkbox"/>	

Information Collection, Analysis, and Dissemination

<b>28.</b>	<b>Procedures to collect, analyze, display, report, and disseminate disaster related information to, from, and among response personnel, EOC staff, state and federal government officials, and the public.</b>
<input type="checkbox"/>	

<b>29.</b>	<b>A procedure for documenting, recording, or logging of significant events in the MI CIMS throughout the duration of the emergency or disaster.</b>
<input type="checkbox"/>	

Administration, Finance, and Logistics

<b>30.</b>	<b>A description of administration, finance, and logistics.</b>
<input type="checkbox"/>	

Plan Development and Maintenance

<b>31.</b>	<b>A description of the multi-disciplinary planning process and methods used for developing and maintaining the EOP/ Emergency Action Guidelines.</b>
<input type="checkbox"/>	

Authorities and References

<b>32.</b>	<b>A list that summarizes the authority of local officials during an emergency (e.g., local emergency management resolution, local NIMS adoption resolution, Michigan Emergency Management Act, Robert T. Stafford Disaster Relief and Emergency Assistance Act, etc.)</b>
<input type="checkbox"/>	

<b>33.</b>	<b>A list that summarizes the references used in the development of the EOP (e.g., NIMS doctrine, National Response Framework, Michigan Emergency Management Plan, EMHSD Publications 201 and 201a, etc.).</b>
<input type="checkbox"/>	

## Functional Annexes

*The following requirements are generally addressed in the functional annexes to the EOP. While the Base Plan (or Basic Plan) provides broad information relevant to the emergency management organization, functional annexes focus on specific responsibilities, tasks, and operational actions for particular emergency functions.*

<b>34.</b>	<b>A statement that the primary annex holders will report to the EOC when it is activated for scheduled exercises or incident response or will coordinate other EOC coverage for the annex.</b>
<input type="checkbox"/>	
<b>35.</b>	<b>Procedures for the inspection, designation, and documentation of damaged structures.</b>
<input type="checkbox"/>	
<b>36.</b>	<b>Procedures for coordinating the community fire service assets.</b>
<input type="checkbox"/>	
<b>37.</b>	<b>Procedures for coordinating community law enforcement and public safety assets required to respond to an emergency or disaster.</b>
<input type="checkbox"/>	
<b>38.</b>	<b>Procedures for the medical care and the transportation of on-scene responders or injured people to appropriate hospitals during disaster or emergency situations.</b>
<input type="checkbox"/>	
<b>39.</b>	<b>Procedures for coordinating public health assets and response systems to minimize and prevent health-related impacts of emergencies or disasters.</b>
<input type="checkbox"/>	

<b>40.</b>	<b>Procedures to coordinate the provision of life-sustaining resources, essential services, and statutory programs to meet the mass care and human services needs of disaster survivors.</b>
<input type="checkbox"/>	

<b>41.</b>	<b>Methods to rescue, provide care, and account for the essential needs of household pets and service animals during and following an emergency or disaster.</b>
<input type="checkbox"/>	

<b>42.</b>	<b>Procedures for providing accurate, coordinated, timely, and accessible emergency or disaster-related information to the public.</b>
<input type="checkbox"/>	

<b>43.</b>	<b>Procedures for the dissemination of warnings and to communicate response and protective actions to the population (e.g., through alerting systems and Integrated Public Alert and Warning System, activation of Emergency Alert System, radio/TV/cable messages, mass notification distribution, door-to-door warnings, sirens, social media, etc.).</b>
<input type="checkbox"/>	

<b>44.</b>	<b>Procedures for conducting public works and engineering functions such as emergency repairs of damaged public infrastructure and critical facilities, and providing technical assistance related to engineering expertise and construction management.</b>
<input type="checkbox"/>	

<b>45.</b>	<b>Procedures for the clearance and proper disposal of debris.</b>
<input type="checkbox"/>	