



# GEMA/HS Plans Standardization and Maintenance Policy

# 2025

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## Promulgation Statement

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The Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Plans Standardization and Maintenance Policy is the base document for the development, formatting, evaluation, maintenance, and revision of all plans, policies, procedures, and other documents created by GEMA/HS.

This policy has been developed in accordance with guidance standards set forth in the Emergency Management Accreditation Program and the State's Emergency Management Program.

This policy, and its supporting annexes, has been approved for implementation by:



Josh Lamb

Director

Georgia Emergency Management and  
Homeland Security Agency

7/15/2025

Date

## Record of Change

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Change #	Section	Date of Change	Individual Making Change	Description of Change
1	EM Planning	January 27, 2025	PSC	This version supersedes GEMA/HS Plans Standardization and Maintenance Policy (May 2018), which is rescinded.
2	EM Planning	January 27, 2025	PSC	All guidance updated; Cover Page updated.
3	EM Planning	January 27, 2025	PSC	Annex C Template Formatting added to provide detailed guidance.

Record of Distribution

Date of Delivery	Number of Copies Delivered	Method of Delivery	Name, Title, and Agency/Organization of Receiver

## 1.0 Introduction

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### 1.1 Purpose

The purpose of the Plans Standardization and Maintenance Policy is to ensure there is a methodology to promote commonality, integration, maintenance and critical evaluation among the diverse catalog of emergency plans, policies, and procedures maintained by the Georgia Emergency Management and Homeland Security Agency (GEMA/HS), herein referred to as the Agency. Standardization of plans saves time, enhances effective communication, reinforces the planning process, encourages comprehensive planning, and makes “plan” navigation easier. Once emergency plans, policies, and procedures are implemented, it is critical that every plan be maintained to ensure they remain relevant, practicable and current.

### 1.2 Scope

This Plans Standardization and Maintenance Policy applies to all sections and programs in GEMA/HS.

### 1.3 Objectives

The goals and objectives of the Plans Standardization and Maintenance Policy are:

**Goal:** Build commonality, standardization, integration and maintenance among the diverse catalog of emergency plans, policies, and procedures.

**Objectives:**

1. Promote an organized and deliberate planning process.
2. Ensure the involvement of stakeholders in plan development.
3. Ensure the widest use of the Plan Template.
4. Ensure the upkeep of the internal and external plans listed in the Plans Library.
5. Ensure the periodic evaluation, review and revision of all emergency plans, policies and procedures using the Plans Schedule.

## 2.0 Authority

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The authority for the Georgia Emergency Operations Plan is based on Official Code of Georgia, Title 38, Section 3, and Articles 1 through 3, known as the Georgia Emergency Management Act of 1981, and is compliant with the National Incident Management System and supports the National Response Framework.

O.C.G.A. § 38-3-1, et.seq. establishes legal authority for development and maintenance of Georgia's Emergency Management Program and organization, and defines the emergency powers, authorities, and responsibilities of the Governor and the Director of the Georgia Emergency Management and Homeland Security Agency. Moreover, the State's emergency services and disaster laws require State and local governments develop and maintain current Emergency Operations Plans in preparation for a variety



of natural and human caused hazards. Executive Orders by the Governor supplement the laws and establish specific planning initiatives and requirements.

## 3.0 Situation and Assumptions

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### 3.1 Situation Overview

This section is respectfully omitted; however, for the purposes of this policy it is included in the format.

### 3.2 Planning Assumptions

This section is respectfully omitted; however, for the purposes of this policy it is included in the format.

## 4.0 Functional Roles and Responsibilities

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### 4.1 Functional Roles

The Director of GEMA/HS is charged with the reduction of the loss of life and property for natural, technological, and human-caused incidents. GEMA/HS utilizes an all hazards approach to preparedness, response, recovery, and mitigation while providing leadership, assistance, and support to local, regional, State, and tribal entities.

### 4.2 Assignment of Responsibilities

**Director of GEMA/HS** shall approve any additions, changes or modifications to emergency plans in addition to the maintenance, approval, modification to and dissemination of this policy as required and will hold periodic staff meetings to ensure communication and information flow between management and staff.

**Senior Staff and Section Managers** are responsible for ensuring steps outlined in this policy are continuously monitored for consistency as well as communicating and maintaining this oversight to establish an environment that emphasizes the importance of these planning processes throughout the Agency.

#### **Senior Staff and Section Managers will**

1. Enforce this Policy and all relevant planning processes.
2. Ensure Branch specific plans, policies, and procedures are up-to-date in accordance with this Policy.
3. Supervise employees to ensure accountability for their plan, policy, and procedure development and maintenance responsibilities.

**GEMA/HS Staff** members are responsible for developing, revising, updating, and reviewing plans, policies, and procedures which include but are not limited to strategic, operational, and tactical plans. Although many planning efforts overlap dependent upon individual topics, the fundamental premise of segregated duties amongst planning staff

is to ensure that an individual or small group of individuals should not be able to initiate, approve, undertake, and review the same planning action.

This Agency will observe clear lines of authority where roles and responsibilities of each employee in the Agency are defined. All GEMA/HS staff members will be aware of designated responsibilities within the Agency. There is an expectation that all staff will follow the processes set forth in this document.

**The Deputy Director – Emergency Management (EM)** is responsible for overseeing and facilitating the process for all components of this policy, as well as providing oversight for all planning functions of GEMA/HS under the leadership of the Agency's Director. The EM Planning Manager is responsible for the implementation of the GEMA/HS Review & Revision process and has the authority to make adjustments to the GEMA/HS Plans Schedule to ensure the workload is reasonable and achievable. The EM Planning Manager also has the authority to "Defer" the revision or update of any plan in the GEMA/HS Plans Library based on the operational necessity of the Agency.

## 5.0 Logistics Support and Resources Requirements

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### 5.1 Logistics Support

This section is respectfully omitted; however, for the purposes of this policy it is included in the format.

### 5.2 Resources Requirements

This section is respectfully omitted; however, for the purposes of this policy it is included in the format.

## 6.0 Concept of the Operation

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The Plans Standardization and Maintenance Policy has four main components:

**Policy:** The Policy articulates the entire process of plan development, evaluation and maintenance. The life of a plan generally begins with an identified need, engagement of stakeholders, research, drafting of a plan, approval, promulgation, maintenance and ending with the potential rescindment of the document.

**Plans Schedule:** The Plans Schedule lists all approved and promulgated plans currently published. The Plans Schedule is the long-term work plan for ensuring all internal plans, policies and procedures are properly evaluated, reviewed and revised.

**Plans Library:** The Plans Library lists all state-level plans maintained by GEMA/HS.

**Plans Format Template:** The Plans Format Template is the agency standard and approved format for all plans.

## 6.1 Execution

### 6.1.1 Policy

The Policy outlines the three Categories of Plans, policies, and procedures: Strategic, Operational, and Tactical. Details about each plan type follow:

**Strategic Plans** describe how an entity intends to organize, prioritize and allocate planning responsibilities. These plans are driven by initiatives established by GEMA/HS executive leadership and senior State officials. Examples of strategic plans are Multi-year Strategic Plan, the Continuity of Government (COG) Plan, and Training and Exercise Plan (TEP).

**Operational Plans** provide a description of roles and responsibilities that an entity's departments and agencies are assigned during an emergency. These plans focus on coordinating and integrating the activities of several response and support organizations. Operational plans are generally complex and comprehensive, and focus more on the broader physical, spatial, and time-related dimensions of an operation. Operational plans also provide the framework for tactical plans. An example of an operational plan is the Georgia Emergency Operations Plan (GEOP).

**Tactical Plans** focus on managing personnel, equipment, and resources that play a direct role in an incident response. Pre-incident tactical planning, based upon existing operational plans, provides the opportunity to pre-identify personnel, equipment, exercise, and training requirements. Examples of tactical plans include Continuity of Operations Plan (COOP), Incident Annexes, and Logistics Plans.

This Policy also outlines the process for new plan development. A new plan is developed to achieve a desired planning goal or existing gap. The planning process identifies goals and objectives by establishing a development process to complete a fully functional plan. New Plan Development consists of seven steps:

1. Engage Stakeholders;
2. Research and Draft Plan;
3. Comment and Review Period;
4. Approval and Distribution of Plan;
5. Exercise the Plan;
6. Identify Corrective Actions and Improve Plan; and
7. Publish Lessons Learned and After-Action Reports.

This seven step process is outlined in detail below:

#### **Step 1: Engage Stakeholders**

The planning process may involve participation from multiple stakeholders depending on the plan type. The planning lead shall identify, reaffirm or include additional stakeholders at the beginning and throughout the planning process and will maintain communication and encourage stakeholder participation throughout the plan development process. Stakeholder roles will be established following initial correspondence, as applicable. GEMA/HS staff is responsible for collaborating and engaging internal and external stakeholders throughout the planning process. External

stakeholders may include, but are not limited to, representatives from local, state, federal, Non-Government Organizations, or private organizations.

## **Step 2: Research and Draft Plan**

The initial development process includes researching and drafting of a plan with input from stakeholders. To adhere to the Agency's recommended plan format, refer to the Plan Standardization Template in Annex A.

## **Step 3: Comment and Review Period**

Following the completion of a draft plan, a comment deadline for stakeholders will be established at the time of distribution and all comments will be returned to the planning lead in a pre-determined format. Stakeholders will be requested to review appropriate sections of the draft as outlined in the distribution correspondence. Stakeholder reviews will be evaluated on the following six categories:

**Category 1:** A plan may be considered **acceptable** if it meets the goals and objectives in accordance with relevant guidance, statutes and regulations.

**Category 2:** A plan may be considered **adequate** if the goals and objectives sufficiently identify and address critical tasks as stated in relevant guidance, statutes and regulations.

**Category 3:** A plan may be considered **complete** if actions are identified to support a desired outcome of goals and objectives.

**Category 4:** A plan may be considered **compliant** if developed using the necessary guidance, statutes and regulations.

**Category 5:** A plan may be considered **feasible** if the entity can accomplish the goals and objectives by utilizing all available resources.

**Category 6:** A plan may be considered **functional** if the document can be executed.

Once all stakeholder comments are received, the planning lead will review and incorporate relevant revisions. Upon completion of the revised draft, the Planning Lead will submit the document to the EM Planning Manager to insure it meets the Agency's formatting standards. The EM Planning Manager will return the document to the Planning Lead within ten business days and any outstanding comments will be incorporated at that time.

## **Step 4: Approval and Plan Distribution**

### **Approval**

If the plan requires the GEMA/HS Director's signature, then the Planning Lead shall ensure that the plan approval and adoption processes are completed in compliance with relevant mandates, statutes and regulations.

### **Plan Distribution**

Once the Director of GEMA/HS has given final approval of the plan, the Planning Lead should arrange to distribute the plan and maintain a record of the stakeholders that received a copy of the plan. A record of the plan distribution, to include the list of stakeholders and a date stamped e-mail "distributing" the plan will be maintained in the

appropriate file. All plans will be in .pdf file format for e-mail distribution. The Planning Lead will return the document to the EM Planning Manager for submission into the Plans Library.

### **Step 5: Exercise the Plan**

As applicable, the Agency's Training and Exercise Section shall exercise the plan to ensure capabilities are aligning with existing laws, statutory obligations, and resource availabilities as outlined in the plan. Exercising the plan in advance of an incident is a method to identify inefficiencies and evaluate preparedness. All exercises should include an After Action Review (AAR) to help detect weaknesses in the plan which will be remedied in future updates.

### **Step 6: Identify Corrective Actions and Improve Plan**

A corrective action process allows GEMA/HS staff to identify, address, and correct problems within a plan. This process may involve the revision of planning assumptions, operational concepts, organizational tasks, or instruction based on information from areas where deficiencies may exist such as exercises, AARs, lessons learned, and audits. Any actions identified should be discussed during the next plan review and update process, as necessary.

Included in this Step is the process for making comments and/or suggestions outside the formal solicitation for comments. Any person may submit comments outside the scheduled Comment and Review Period using the following guidelines:

1. Use only one Plan Change Request form for each proposed change.
2. Include EXACT proposed language. Any Plan Change Request form without EXACT language included will not be accepted.
3. Routine Plan Change Requests will be completed during the scheduled Comment and Review Period.
4. Immediate Plan Change Requests will be completed within 15 working days from receipt of the Plan Change Request.
5. The GEMA/HS EM Planning Manager reserves the authority to only include valid Plan Change Requests proposals.
6. All completed changes will be distributed by e-mail.

Note: GEMA/HS Plan Change Request Form can be found in Annex B.

### **Step 7: Publish Lessons Learned and After-Action Reports**

The EM Planning Manager, in cooperation with the other Section Managers, will ensure all pertinent deficiencies identified in the corrective action process are incorporated into the Review & Revision process.

#### **6.1.2 Plans Schedule**

The Plans Schedule outlines the Update and Revision guidelines. A plan is updated or revised to reflect changes in either planning goals or objectives, or as mandated by guidance or statutes and regulations.

**Reasons for a Plan Revision.** Before starting the plan update process, stakeholders must be engaged and the planning lead shall provide participants with a copy of the plan to be updated. Reasons to review and update a plan may include, but are not limited to:

- An existing plan maintenance cycle;
- A major incident;
- The impacts of an incident based on an exercise or AAR;
- Change in operational resources or elected officials;
- Change in hazards or threats;
- Updated planning standards or guidance;
- New and/or amended laws; and
- Grammatical errors or programmatic changes.

**Revision of an Existing Plan.** To revise an existing Plan, Policy Manual, and/or Standard Operating Guide/Procedure, the Planning Lead shall determine the level of revision required to modify the plan (Partial or Full). A plan may be evaluated and reviewed to determine if the planning goals or objectives sufficiently meet the mandated guidance, statutes and regulations. The Planning Lead shall review the plan thoroughly and assess the format and contents for conformity to applicable requirements. The GEMA/HS review and revision process is detailed below:

**1. Review:**

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be reviewed within 24-months of the Promulgation date. Any plan “reviewed” will have two potential findings;

- a. No Action Required or
- b. Update Required.

If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has a “No Action Required” finding, then it will be given an automatic 24-month extension.

If the Plan, Policy Manual, and/or Standard Operating Guide/Procedure has an “Update Required” finding, then it will be scheduled for an (Partial or Full) update.

Partial Updates are generally categorized as administrative updates or corrections and do not substantially change the original intent and purpose of the plan. Partial Updates can be annotated on the Record of Change table of the plan. Those changes will be distributed to those listed on the Distribution List table.

**2. Full Update:**

All Plans, Policy Manuals, and/or Standard Operating Guides/Procedures are required to be fully updated within 48-months of the Promulgation date. Based on the Review, the original Planning Lead or responsible Section Manager will determine the level or effort of the plan Update.

Full Updates require that the formal planning process be used; stakeholder engagement, content review and comment. The entire plan will require a new signature and distribution to those listed on the Distribution List table. *Note: Policy Manuals and/or Standard Operating Guides/Procedures will not require signature.*

All Updates of existing plans will have the following statement inserted in the Record of Changes table (Description of Change column); “This version supersedes Full Name and Date of Plan, which is rescinded.”

### **3. Defer:**

Any plan (other than the State Hazard Mitigation Plan) can be deferred from an Update only.

In consultation with the plan’s responsible GEMA/HS Deputy Director, the EM Planning Manager may recommend that plan(s) Updates (Partial or Full) be deferred.

Deferment would most likely be recommended/approved based on emergencies, disasters, or ongoing activations that require the full attention of GEMA/HS which negates the scheduled plan Update.

No plan may be deferred from an Update for more than one 12-month period at a time.

### **4. Rescind:**

Any plan that has outlived its usefulness or that has become obsolete may be Rescinded. In consultation with the Director of GEMA/HS, the EM Planning Manager or responsible Planning Lead may recommend that applicable plan(s) be Rescinded.

Any plan scheduled for Rescindment will require a formal letter, signed by the Director of GEMA/HS, to all plan stakeholders stating that the plan is rescinded.

**Comment and Review Period.** During the plan update and revision process, the planning lead may coordinate with stakeholders, as applicable, to identify areas requiring improvement. Stakeholders involved in this process may be requested to review the updated or revised plan to ensure it continues to meet all applicable components of the planning process. This process will also determine the plan’s progress in the six categories as outlined in the Comment and Review Period section of New Plan Development. Upon conclusion of the comment and review period, follow and complete the remaining tasks, as applicable, in the New Plan Development section.

**Review of an External Plan.** An external plan review is conducted to evaluate a plan developed by an outside entity. The evaluation should include comprehensive review of the goals and objectives as they relate to the plan-specific metrics or requirements.

GEMA/HS staff may be tasked with reviewing a plan not authored by the Agency. Different levels of review may be necessary depending on the type of plan. The planning lead may be required to make recommendations for improvement, and provide comments back to the original authoring entity.

### **6.1.3 Plans Library**

The Plans Library lists all state documents maintained by GEMA/HS. The Plans Library consists of both digital and paper copies. All paper copies are stored in the EM Planning Section.

#### **6.1.4 Plans Format Template**

The Plans Format Template is the agency standard and approved format for all plans. A successful plan format incorporates basic planning components that assist users in navigating and referencing the document. Plans Format Template provides a plan format that incorporates these components and is designed to enhance fluidity and readability of the plan in development. This template shall be incorporated into all new planning documents. The sample templates are listed in Annex A, Plan Standardization Template.

### **7.0 Plan Maintenance, Evaluation and Revisions**

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#### **7.1 Plan Maintenance**

GEMA/HS is the responsible agency for publishing the Standardization and Maintenance Policy. The Director of GEMA/HS in conjunction with Section Managers will oversee the update and maintenance of this policy as required. Appropriate officials in State agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources.

Each Plan, Policy Manual, and/or Standard Operating Guide/Procedure will include a method and schedule for evaluation, maintenance, and revision in order to ensure routine review, evaluation and update over the lifecycle of each document.

#### **7.2 Training and Exercise**

The State's EM Training and Exercise Program aims to test, assess, and improve the State's preparedness and resiliency. By assessing preparedness against a set of common preparedness priorities, the Training and Exercise Program improves preparedness and resiliency and affects policy, priorities and fiscal decisions. GEMA/HS will train to and exercise elements of this policy alone or as part of a larger exercise. As part of the planning review and revision process, all corrective actions from training and exercise events will be collected and analyzed. This corrective action process allows GEMA/HS staff to identify, address, and correct problems within a plan. This process may involve the revision of planning assumptions, operational concepts, organizational tasks, or instruction based on information from areas where deficiencies may exist such as exercises, AARs, lessons learned, and audits.

### **8.0 Administration**

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GEMA/HS will be responsible for the promulgation, distribution and periodic update of this policy.

#### **8.1 Emergency Management Program Elements**

The Standardization and Maintenance Policy adheres to the 2016 Emergency Management Standards outlined by the Emergency Management Accreditation Program (EMAP). Specifically, that the "Emergency Management Program has a



method and schedule for evaluation, maintenance, revision, of the plan and procedures identified in the following standards:"

- 3.1.1 Program Administration and Evaluation;
- 3.4.3 Administration and Finance;
- 4.1.3 Hazard Identification, Risk Assessment and Consequence Analysis;
- 4.2.5 Hazard Mitigation;
- 4.3.3 Prevention;
- 4.4.2 Operational Planning and Procedures;
- 4.4.9 Operational Planning and Procedures;
- 4.5.7 Incident Management;
- 4.6.6 Resource Management, Mutual Aid and Logistics;
- 4.7.6 Communications and Warning;
- 4.8.3 Facilities;
- 4.9.1 Training; and
- 4.11.5 Emergency Public Information and Education.

## 8.1 Acronyms

Abbreviation	Term
AAR	After Action Review
COG	Continuity of Government Plan
COOP	Continuity of Operations Plan
EM	Emergency Management
EMAP	Emergency Management Accreditation Program
GEMA/HS	Georgia Emergency Management and Homeland Security Agency
GEOP	Georgia Emergency Operations Plan
TEP	Training and Exercise Plan

## Annex A Standardization Template

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### A.1 Cover Page

The cover page should be consistent with the format utilized for the title page of this document and should contain the name of the plan and the year of the plan. The plan title shall be centered on the page and right justified, written in Arial font, no greater than 26pt, and the date shall be written in Arial font, 60pt. The remainder of the plan shall be written in Arial font, 12pt, right justified text.



## A.2 Table of Contents

The Table of Contents outlines the plan's general format and includes key sections, tables and figures, appendices and annexes. The plan's Table of Contents should not be populated manually, but rather using the 'Automatic Table 2' option under References in Microsoft Word.

*\*Do not include a section if it is not applicable to the plan.*

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### A.3 Promulgation Statement, Approval and Implementation and Executive Summary

Place the Promulgation Statement, Approval and Implementation and Executive Summary each on a separate page by ensuring there is a page break at the end of each.

The Promulgation Statement page may not be used in every plan. Promulgation is the process that officially announces/declares a plan. It gives the plan official status and gives both the authority and the responsibility to organizations to perform their tasks.

The Promulgation Statement may be replaced with a local ordinance, if applicable, which defines the requirements for the document.

***Promulgation is the process that officially announces / declares a plan. It gives the plan official status and gives both the authority and the responsibility to organizations to perform their tasks. Below is an example for the Plans Standardization and Maintenance Policy.***

#### **Promulgation Statement**

---

The Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Plans Standardization and Maintenance Policy is the base document for the development, formatting, evaluation, maintenance, and revision of all plans, policies, procedures, and other documents created by GEMA/HS.

This policy has been developed in accordance with guidance standards set forth in the Emergency Management Accreditation Program and the State's Emergency Management Program.

This policy, and its supporting annexes, has been approved for implementation by:

---

James C. Stallings

Director

Georgia Emergency Management and  
Homeland Security Agency

---

Date

## Approval and Implementation

Transmitted herewith is the **(Name of Plan)** to the **(Name of Plan)**. This plan supersedes any previous plan of the same name with a previous date and any/all previous emergency management/civil defense plans promulgated by the State of Georgia for this purpose. It provides a framework in which the agencies of the State of Georgia can plan and perform their respective emergency functions during a disaster or emergency. All recommended changes can be submitted in accordance with Annex B of the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Plans Standardization and Maintenance Policy which would result in its improvement or increase its usefulness.

## Executive Summary

The **(Name of Plan)** describes the necessary steps the State will take to prepare and respond to an incident that requires the use of (????). It describes the actions taken by the State's agencies that have been assigned Emergency Support Function (ESF) and response roles within the Georgia Emergency Operations Plan (GEOP). This plan is meant to be a guide, in that it allows the State of Georgia to adjust its response based upon the size and scope of the incident. The **(Name of Plan)** is designed to meet Federal Emergency Management Agency (FEMA) standards, Emergency Management Accreditation Program standards, National Incident Management System (NIMS) requirements, and is compliant with the GEOP. This **(Name of Plan)** also meets the Americans with Disabilities Act requirements to make it accessible under the ADA.

## A.4 Record of Change

When changes are made to the plan outside the official cycle of plan review, coordination, and update, planners should track and record the changes using a record of changes table. The record of changes will contain, at a minimum, a change number, the date of the change, the name of the person who made the change, and a description of the change.

Record of Change				
Change #	Date	Part Affected	Description	Who Posted

## A.5 Record of Distribution

The record of distribution, usually in table format, indicates the title and the name of the person receiving the plan, the agency to which the receiver belongs, the date of delivery, the method of delivery, and the number of copies delivered. The record of distribution can be used to verify that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan.

Record of Distribution			
Date of Delivery	Number of Copies Delivered	Method of Delivery	Name, Title, and Agency/Organization of Receiver

## A.6 Introduction

Section 1.0 Introduction contains a minimum of two subsections, Purpose and Scope or Goals and Objectives. GEMA/HS typically uses the following three subsections:

### 1.0 Introduction

#### 1.1 Purpose

***The purpose section should describe the purpose of the plan. The following is sample language.***

*(It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response. This plan provides guidance to agencies within the State 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.)*

***All plans, policies, Standard Operating Guides/Procedures produced by GEMA/HS, and any document produced by outside agency which supports the GEOP will contain the following statement, unless it is a hazard specific document.***

*(This Plan is based on the hazards as listed in the Georgia Hazard Identification and Risk Assessment Plan (HIRA) which includes all natural, human-caused, and technological hazards which can be reasonably presumed to occur within the geographical boundaries of the State of Georgia.)*

#### 1.2 Scope

***The scope section should describe to whom the plan applies. The following is sample language.***

*This plan applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of Georgia.*

#### 1.3 Objectives

***List the objectives of the plan (Some plans may not have objectives and this section can be omitted)***

## A.7 Authority

### 2.0 Authority

***This section should cite a list of authorities and references that mandate the development of this plan.***

#### 2.1 Laws

#### 2.2 Policies

## A.8 Situation and Planning Assumptions

The Situation Overview section is not required in subordinate plans if it is covered in the referenced base plan and referenced. If used, it will have three subsections:

1. Characteristics,
2. Hazard Profile and
3. Vulnerability Assessment.

### 3.0 Situation and Planning Assumptions

---

#### 3.1 Situation Overview

**a) Characteristics**

*The situation overview should describe the geographic characteristics and hazards. Examples:*

Location:

Geographic Map:

Demographic:

Designated Areas of Interest:

Special Events:

Economic Base and Infrastructure:

**b) Hazard Profile**

*A hazard profile is a description and analysis of a specific type of local hazard. It is performed for each natural hazard and based off of criteria such as frequency, duration, and speed of onset.*

**c) Vulnerability Assessment**

*Vulnerability Assessment is the process of identifying and quantifying vulnerabilities. Note that vulnerability assessment is different from risk assessments even though they share some of the same commonalities. Vulnerability Assessment concerns itself with the identification of vulnerabilities, the possibilities of reducing those vulnerabilities and improving the capacity to manage future incidents.*

#### 3.2 Planning Assumptions

*The assumption section should include reasonable statements assumed to be true.*



## A.9 Functional Roles and Responsibilities

### 4.0 Functional Roles and Responsibilities

*The Functional Roles 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.*

#### 4.1 Functional Roles

*The plan should include the organizations and agencies that should be typically involved in an emergency. The plan should ensure that any unique organizational arrangements pertinent to the emergency function are adequately described.*

#### 4.2 Assignment of Responsibilities

*Primary and supporting emergency function responsibilities should be assigned to specific departments, agencies, and other organizations. The Plan 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. In order to be compliant with the National Incident Management System (NIMS), this section should pre-designate functional area representatives to the SOC. A simple statement indicating that each organization listed below will send a representative to the SOC upon activation of the plan will ensure that the plan is NIMS compliant.)*

## A.10 Logistics Support and Resources Requirements

### 5.0 Logistics Support and Resources Requirements

*List the logistics support and resources requirements necessary to implement the plan.*

#### 5.1 Logistics Support

#### 5.2 Resources Requirements

## A.11 Concept of the Operation

### 6.0 Concept of the Operation

*The concept of operations section should describe the general sequence of the planned response. Subsections can be added or deleted as necessary for each plan.*

#### 6.1 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 response 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.*

#### 6.2 Public Warning

*This section should describe, in general when and how the internal and external stakeholders, and the public, will be notified and provided information.*

#### 6.3 Plan Activation

*This section should describe, in general when and how the plan will be activated.*

## A.12 Plan Maintenance, Evaluation and Revisions

### 7.0 Plan Maintenance, Evaluation and Revisions

*This section should describe the overall approach to plan maintenance, evaluation, and revisions. (Use the below statement)*

GEMA/HS is the responsible agency for publishing the Plans Standardization and Maintenance Policy. The Deputy Director of Emergency Management will oversee the update and maintenance of this policy as required. Appropriate officials in State agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources. All changes will be referred to the GEMA/HS Planning Manager.

This Plan will be reviewed and revised on a regular basis in accordance with the Plans Standardization and Maintenance Policy.

All recommended changes can be submitted in accordance with Annex B (Plan Change Request Form) of the GEMA/HS Plans Standardization and Maintenance Policy.

## A.13 Administration

### 8.0 Administration

*Some plans may require an administration section that provide guidelines that support the plan.*

*(Some plans may not have the need for an administration section and this section can be omitted)*

## Annex B Plan Change Request Form

Plan Name	GEMA/HS Plans Standardization and Maintenance Policy
Plan Date	May 2025
Page #	
Section # / Paragraph #	
Current Wording	
Recommended Change	
Reason for Change	
Name of Recommender	
Agency	
Phone #	(     )     -
Email Address	
Date Submitted	
↓ To Be Filled Out By GEMA/HS Emergency Management Planning Staff ↓	
Date Received	
Received By	
Assigned To	
Date of Assignment	
Date Processed	
Action Taken?	
Date Plan Updated	

- Please complete this form and submit to the GEMA/HS Emergency Management Planning Section for processing.
- One form is required for each recommended change to the plan.

## Annex C Template Formatting

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The new planning template is designed to meet Federal Emergency Management Agency standards, and the Emergency Management Accreditation Program standards. This template also meets the Americans with Disabilities Act requirements and provides instruction on properly converting a word document to a portable document format (PDF) to make it accessible under the ADA.

### C.1 How to use this template

*It is recommended to use the autosave function to ensure that all changes are captured in the event a computer error occurs while editing.*

Below is a list of all required sections for any plan that is developed. This is based off CPG 101 guidance, the GEOP and the requirements set forth by the Emergency Management Accreditation Program (EMAP). Not all sections and subsections are required in every plan. The saved plan has a

1. Table of Contents
2. Promulgation Statement
3. Approval and Implementation
4. Executive Summary
5. Record of Change
6. Record of Distribution
7. Introduction Section
8. Concept of Operations section
9. Organization and Assignment of Responsibilities section
10. Plan Development and Maintenance section and
11. Authorities and References section.

### C.2 Save the Plan Template

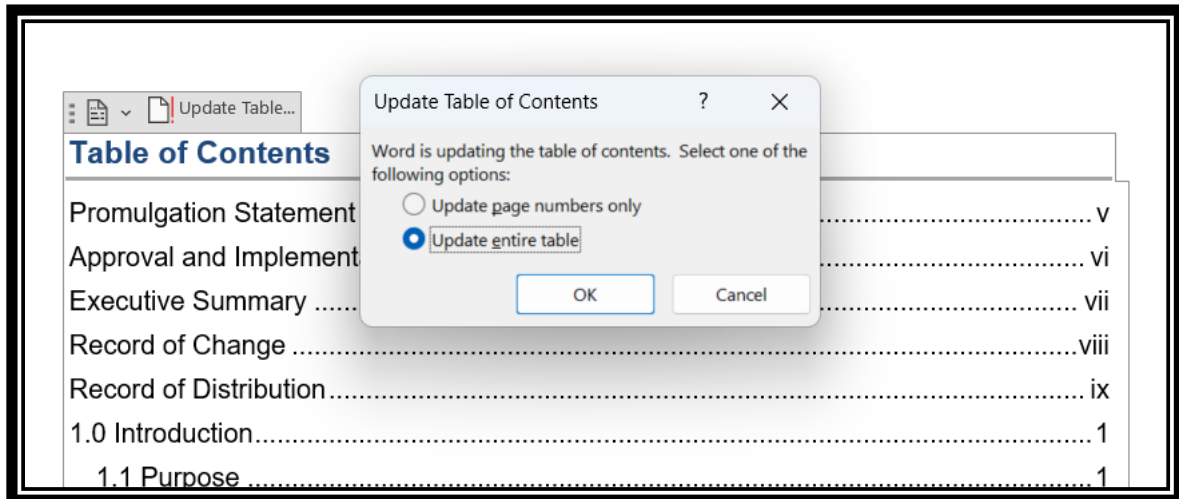
1. Open the plan template.
2. Under the “File” tab select “Save As” and save your Plan using the name of the plan to a location of your choosing. For example, the Georgia Emergency Operations Plan would be saved as “GEOP Plan” to my desk top.
3. Once you saved your Plan close the Plan template and open the saved Plan.

### C.3 Create the Cover page

1. Use the current cover page approved by GEMA/HS External Affairs and format in accordance with Appendix A of this document.
2. Ensure there is a Section Break immediately following the Date.
3. On the second page, type “This page intentionally left blank” centered at the top, middle and bottom of the page using a 24 font size.

## C.4 Table of Contents

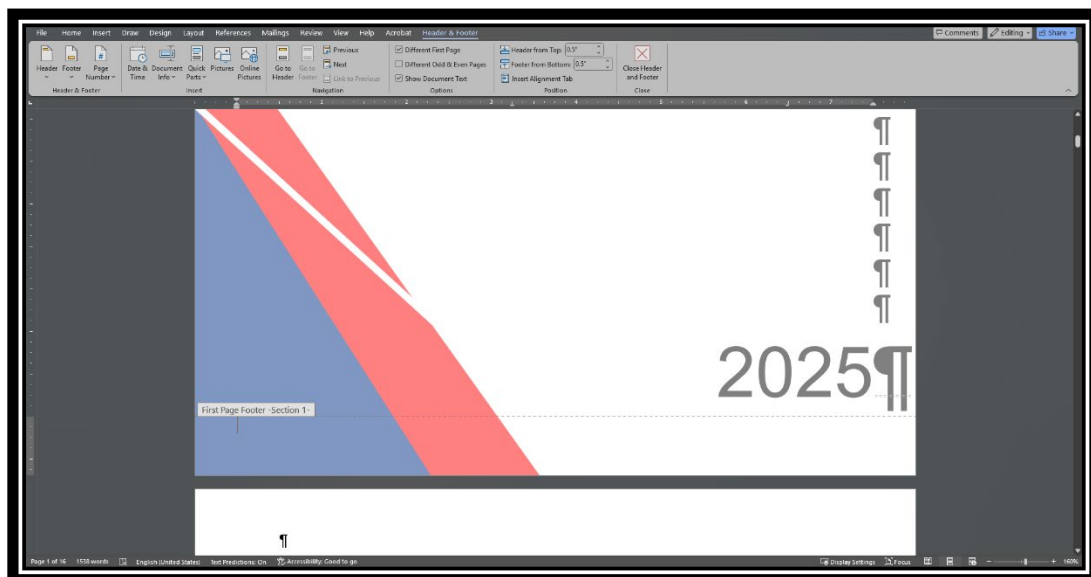
The Table of Contents is updated by clicking on the TOC and selecting update table, then update entire table.



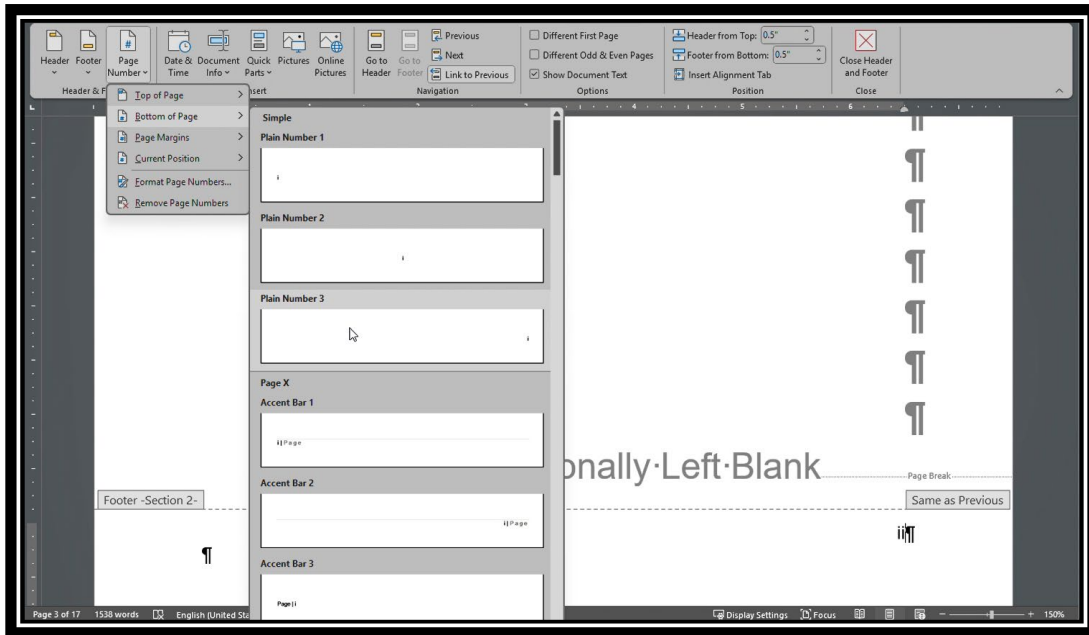
## C.5 Formatting

### C.5.1 Page Numbers

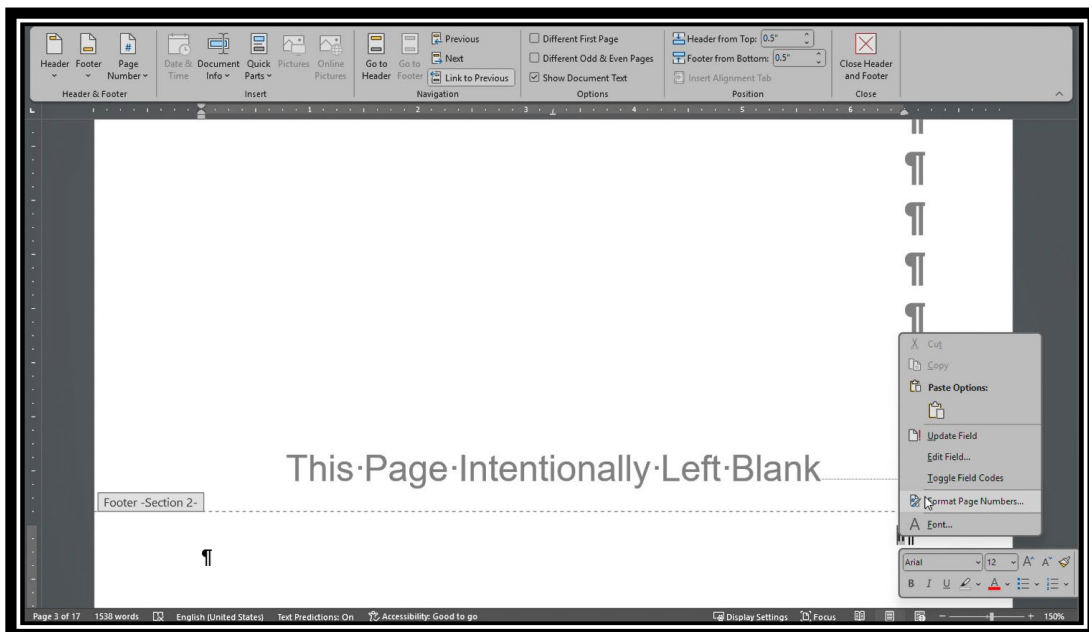
1. Cover page will not contain a page number.
2. Numbering will begin on the second page with lower case roman numerals.
3. Numbering will change between the Table of Distribution and Section 1.0.
  - a. Insert a section break after the Table of Distribution.
  - b. Double click into the Footer area. This will grey out the main body and open the Header/Footer sections. Cover page should have Different First Page Checked.



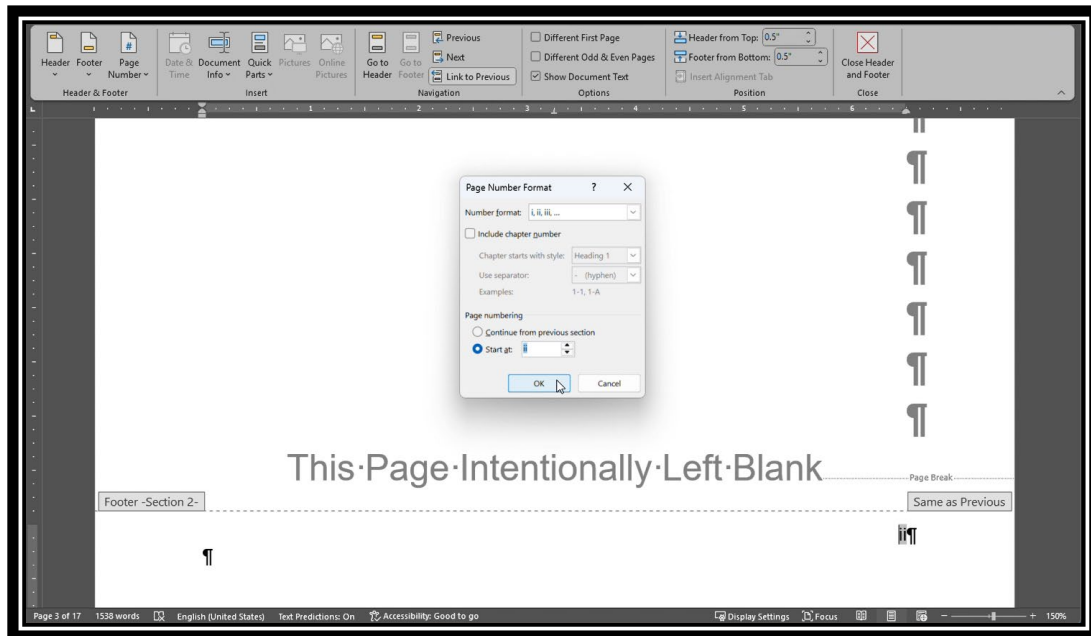
- c. Move to the Footer for the blank page immediately following the Cover Page.
- d. Under the Insert Tab on the ribbon, click Page Number -> Bottom of Page -> Plain Number 3.



- e. Right click on the page number. Select Format Page Numbers.



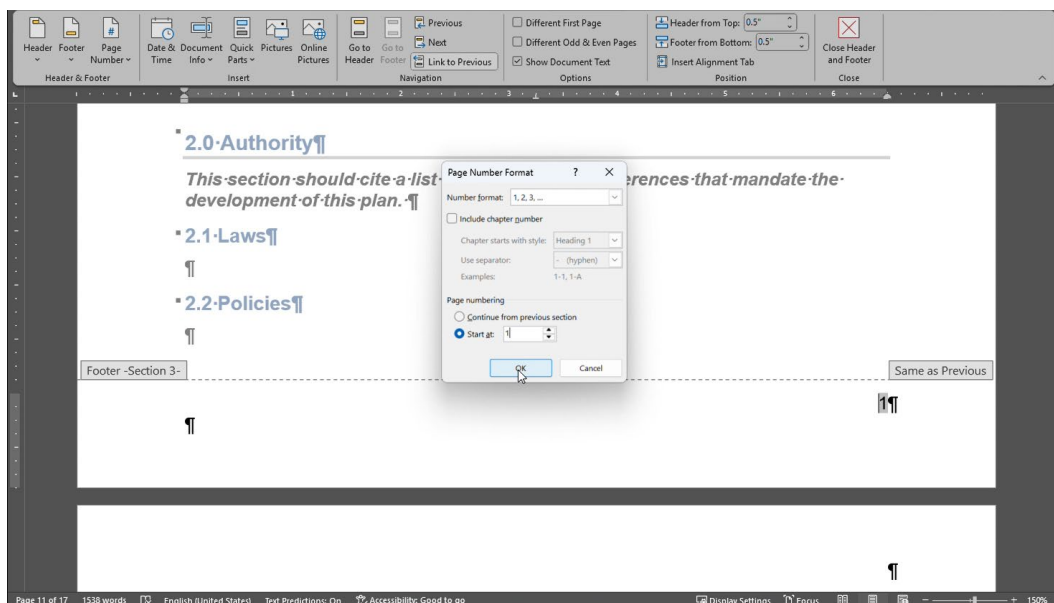
f. In Number Format, select the lower-case roman numerals. Under Page Numbering, Select Start at. Change the value to “ii” then click on OK.



g. Move to the Footer for the first page of the next section. This will be the page immediately following the Table of Distribution and will have 1.0 Introduction at the top.

h. Right click the page number and select Format Page Numbers again.

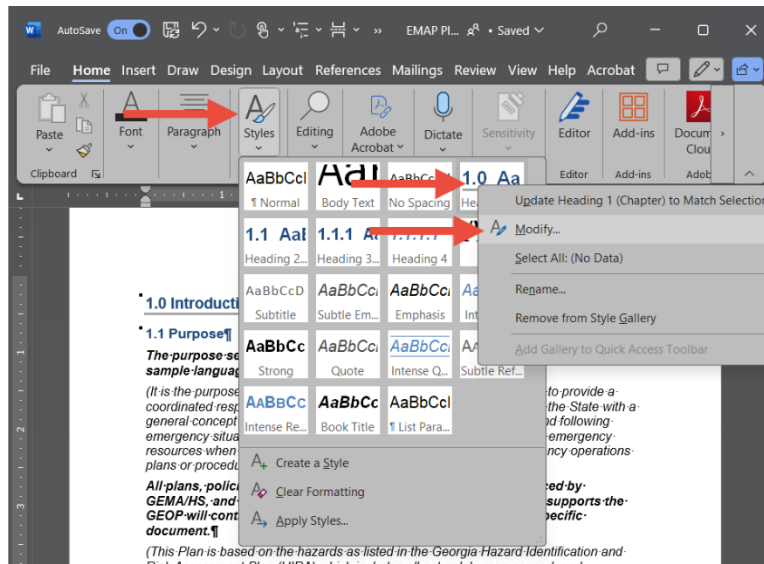
i. In Number Format, select the Arabic numbers. Under Page Numbering, Select Start at. Change the value to “1” then click on OK.



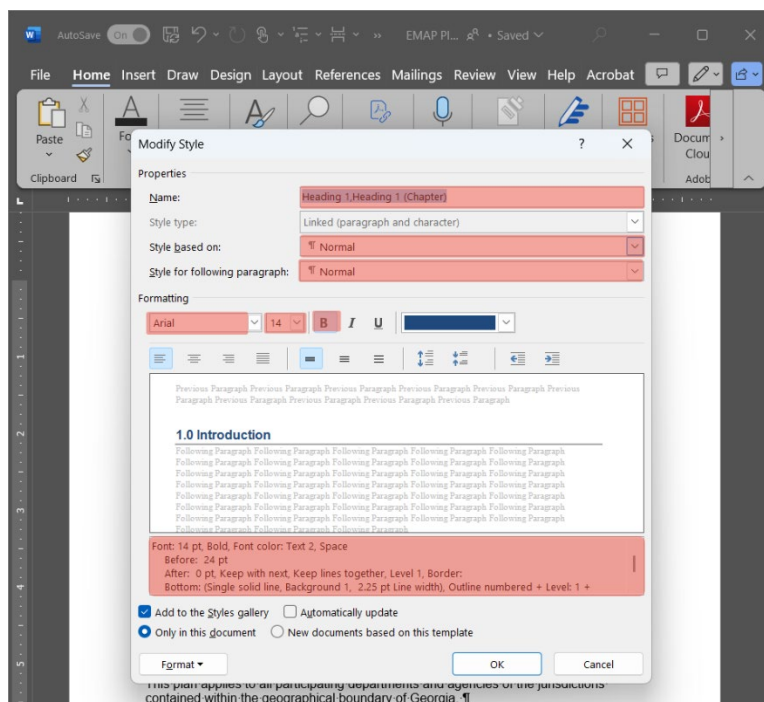


## C.5.2 Headings

1. In the ribbon, click on Styles->Right click on Heading 1 -> click on Modify.

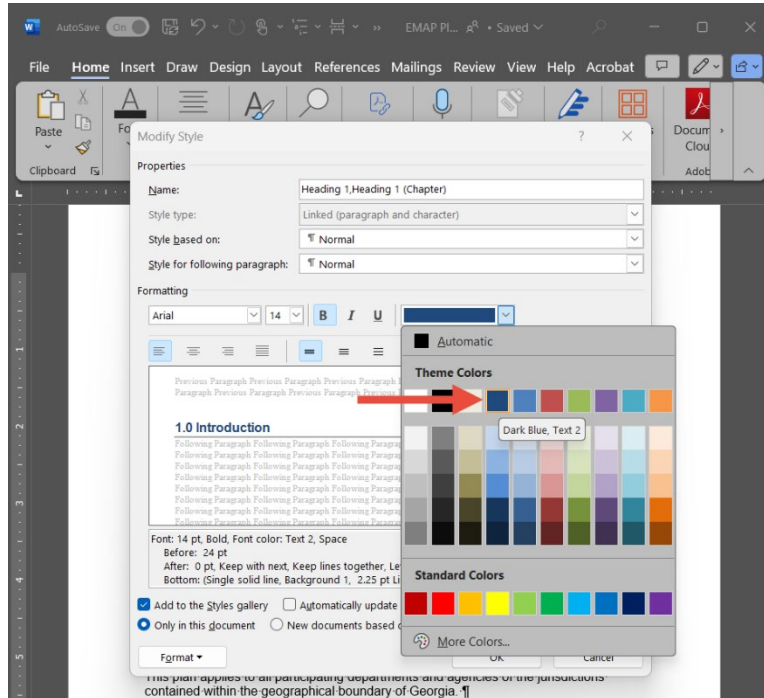


2. Check the highlighted boxes:
- a. Name = Heading 1.
  - b. Style for following Paragraph = Normal.
  - c. Font = Arial, 14pt, Bold.

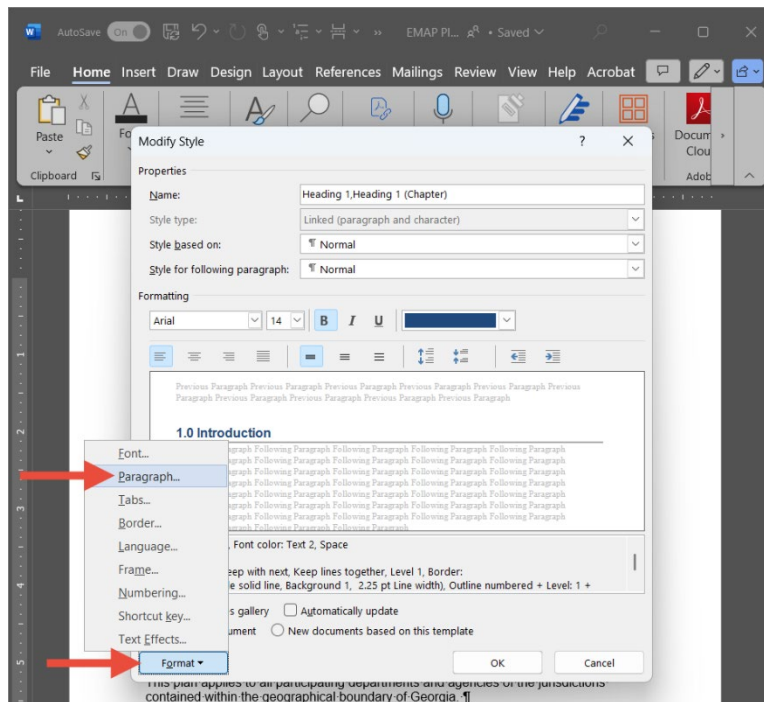




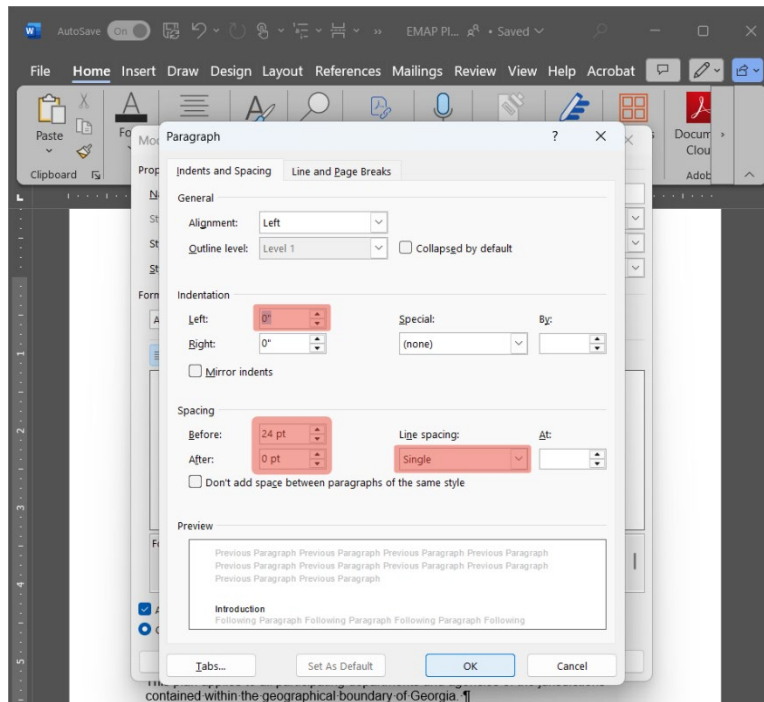
3. Click on the Font Color = Dark Blue Text 2 (see location in the picture below).



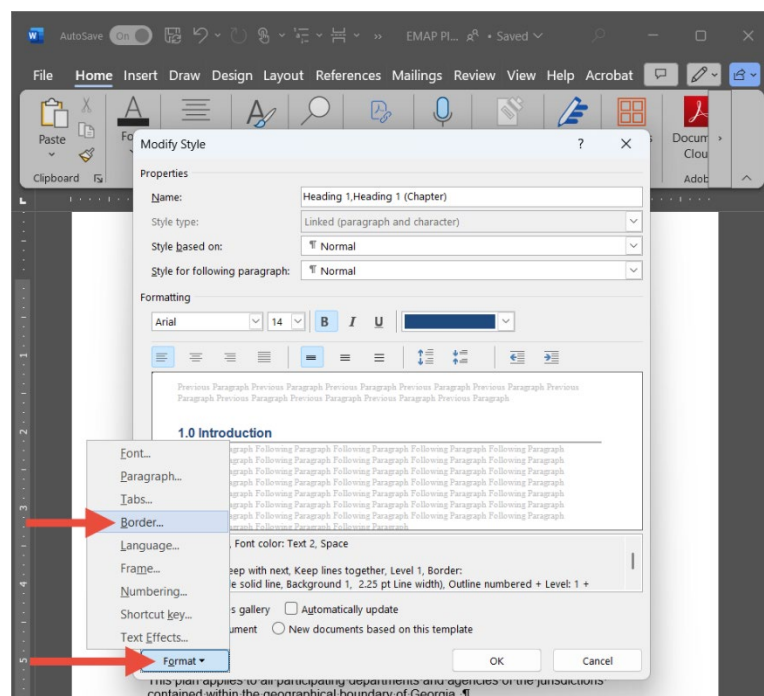
4. On the bottom, click Format -> Click Paragraph.



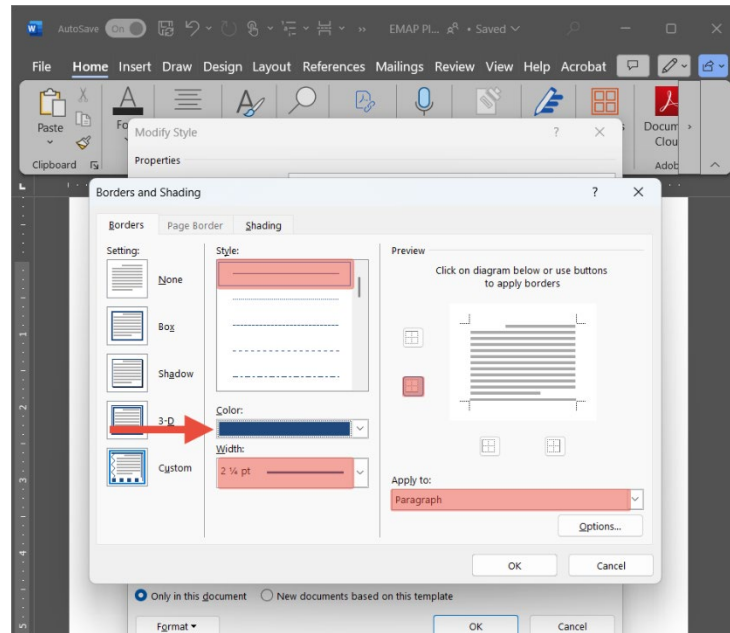
5. Check the highlighted boxes:
  - a. Indentation Left = 0.
  - b. Spacing Before = 24.
  - c. Spacing After = 0.
  - d. Line Spacing = Single.



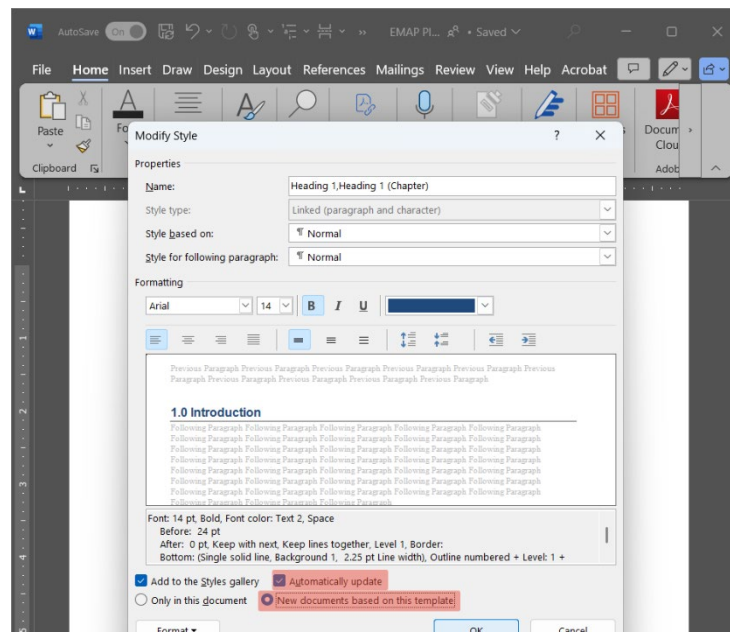
6. On the bottom, click Format -> click Border



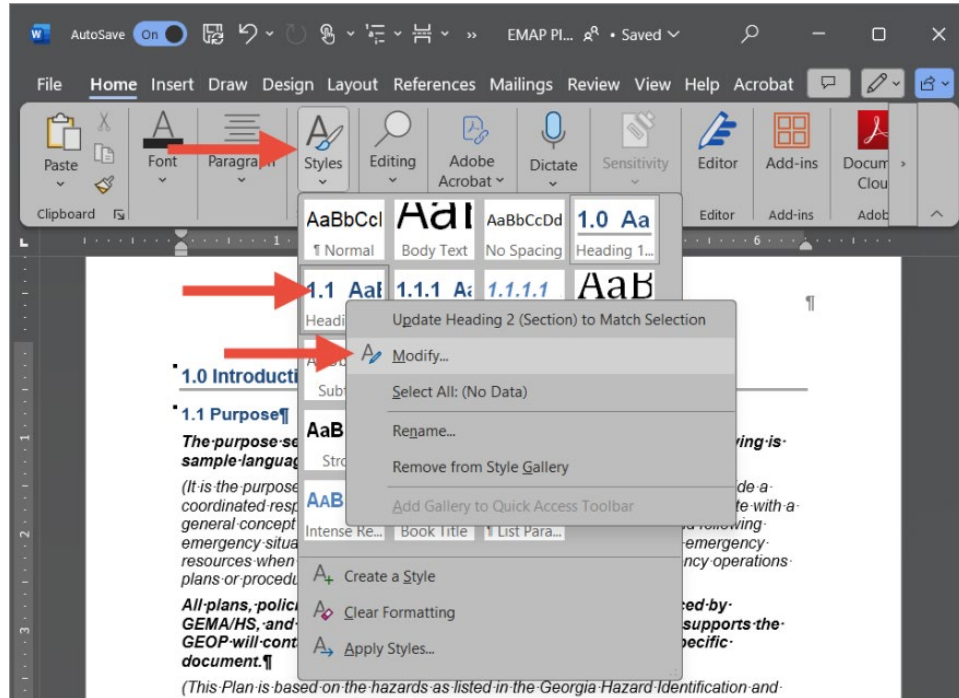
7. Check the highlighted boxes:
  - a. Line Style = solid, narrow line (first choice).
  - b. Click ONLY the location box that indicated a Bottom Border
  - c. Color = Dark Blue Text 2 (Same as the font color).
  - d. Width = 2 ¼ pt.
  - e. Apply for = Paragraph.



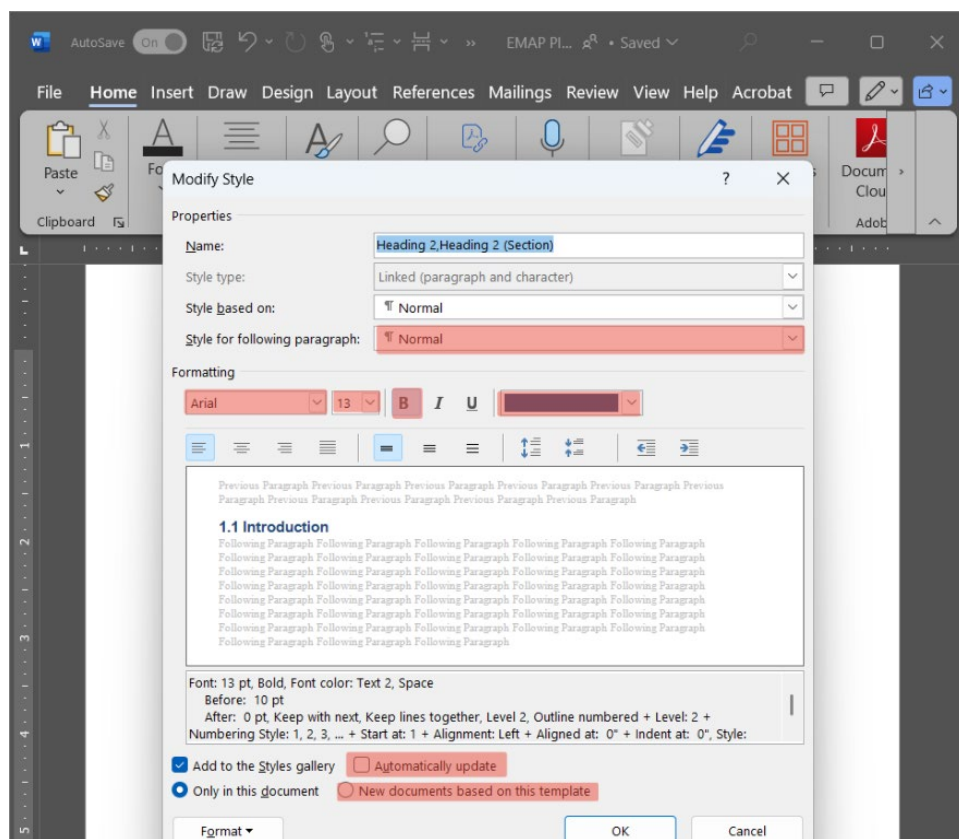
8. At the bottom of the Modify Style tab, ensure the boxes for Automatically Update and New Document based on this Template are checked.
9. Click OK



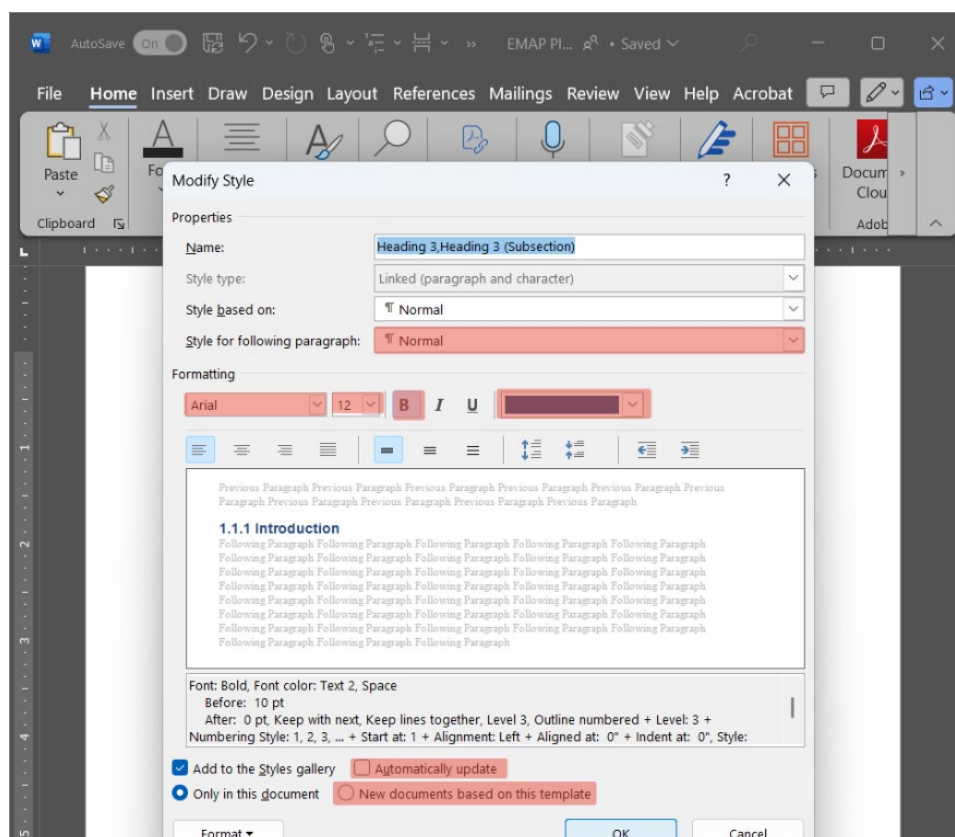
10. In the ribbon, click on Styles->Right click on Heading 2 -> click on Modify.



11. Repeat the procedure from Heading 1 with the following formats:
  - a. Name = Heading 2.
  - b. Style for following Paragraph = Normal.
  - c. Font = Arial, 13pt, Bold.
  - d. Font Color = Dark Blue Text 2.
  - e. Indentation Left = 0.
  - f. Spacing Before = 10.
  - g. Spacing After = 0.
  - h. Line Spacing = Single.
  - i. Border = None.
  - j. Ensure the boxes for Automatically Update and New Document based on this Template are checked.
  - k. Click OK



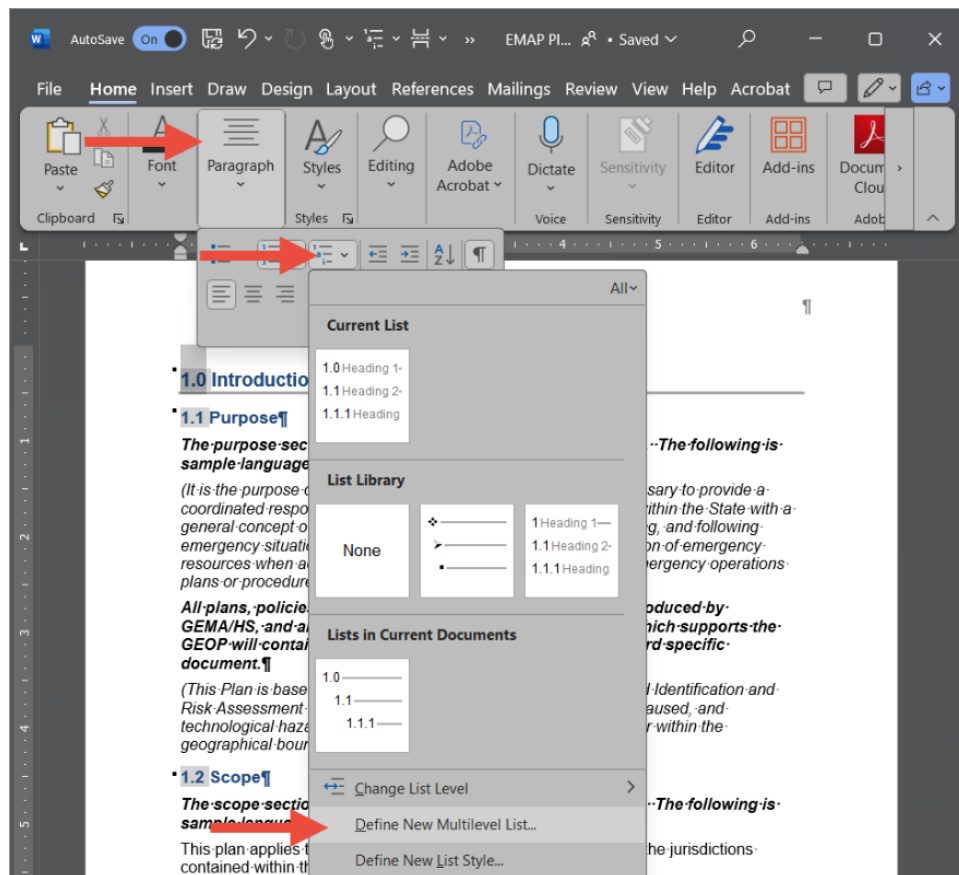
12. In the ribbon, click on Styles->Right click on Heading 3 -> click on Modify.
13. Repeat the procedure from Heading 1 with the following formats:
  - a. Name = Heading 3.
  - b. Style for following Paragraph = Normal.
  - c. Font = Arial, 12pt, Bold.
  - d. Font Color = Dark Blue Text 2.
  - e. Indentation Left = 0.
  - f. Spacing Before = 10.
  - g. Spacing After = 0.
  - h. Line Spacing = Single.
  - i. Border = None.
  - j. Ensure the boxes for Automatically Update and New Document based on this Template are checked.
  - k. Click OK



14. In the ribbon, click on Styles->Right click on Normal -> click on Modify.
15. Repeat the procedure from Heading 1 with the following formats:
  - a. Name = Normal.
  - b. Style for following Paragraph = Normal.
  - c. Font = Arial, 12pt.
  - d. Font Color = Automatic (Black).
  - e. Indentation Left = 0.
  - f. Spacing Before = 6.
  - g. Spacing After = 6.
  - h. Line Spacing = Single.
  - i. Border = None.
  - j. Ensure the boxes for Automatically Update and New Document based on this Template are checked.
  - k. Click OK

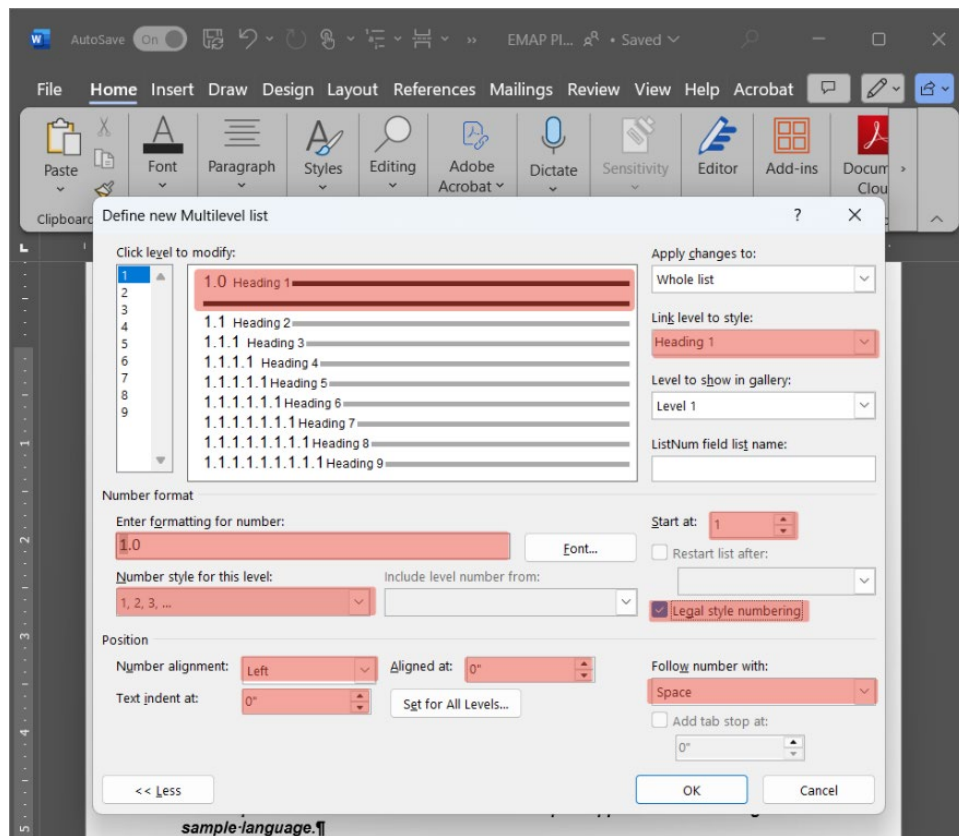
### C.5.3 Numbering Format for Headings Only

1. To create the proper numbering format for the headings, follow this procedure.
2. In the ribbon, click on Paragraph->click the dropdown arrow for Multilevel Lists -> click on Define New Multilevel List.



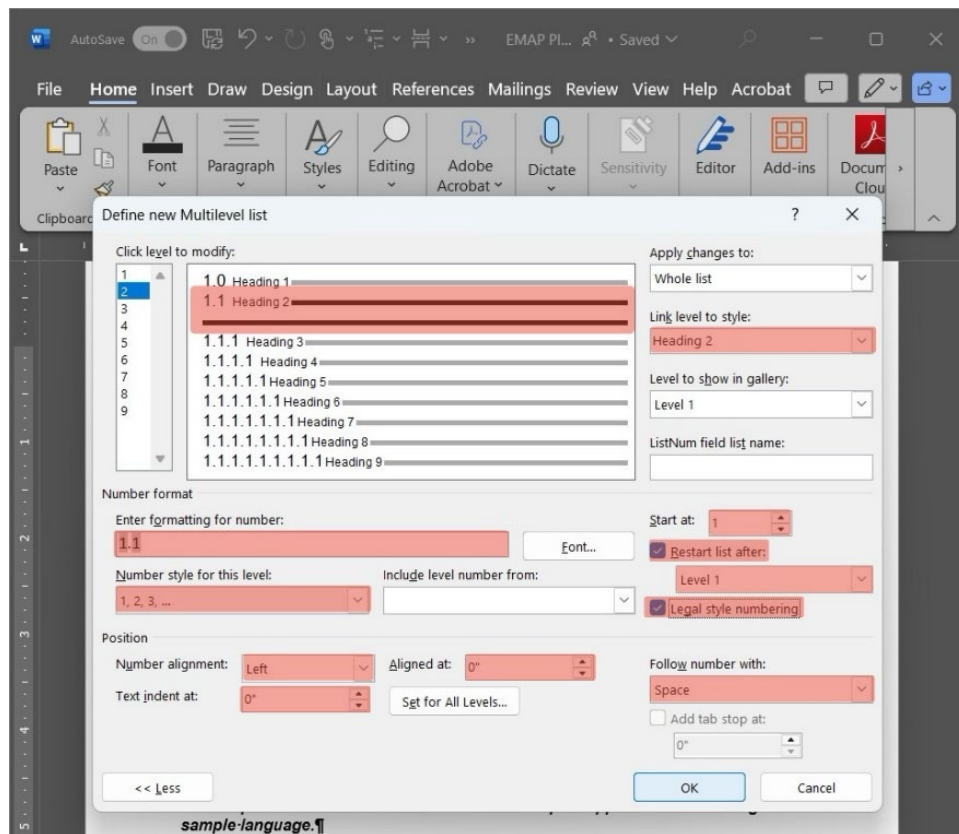


3. Click on Level 1 and check the highlighted boxes:
- Link level to Style = Heading 1.
  - Enter Formatting for Number = You must add .0 after the highlighted number.
  - Number style for this level = Arabic numbers (1, 2, 3)
  - 1)
  - Start at = 1.
  - Check Legal Style Numbering
  - Number alignment = left.
  - Aligned at = 0.
  - Text Indent at = 0.
  - Follow number with = Space

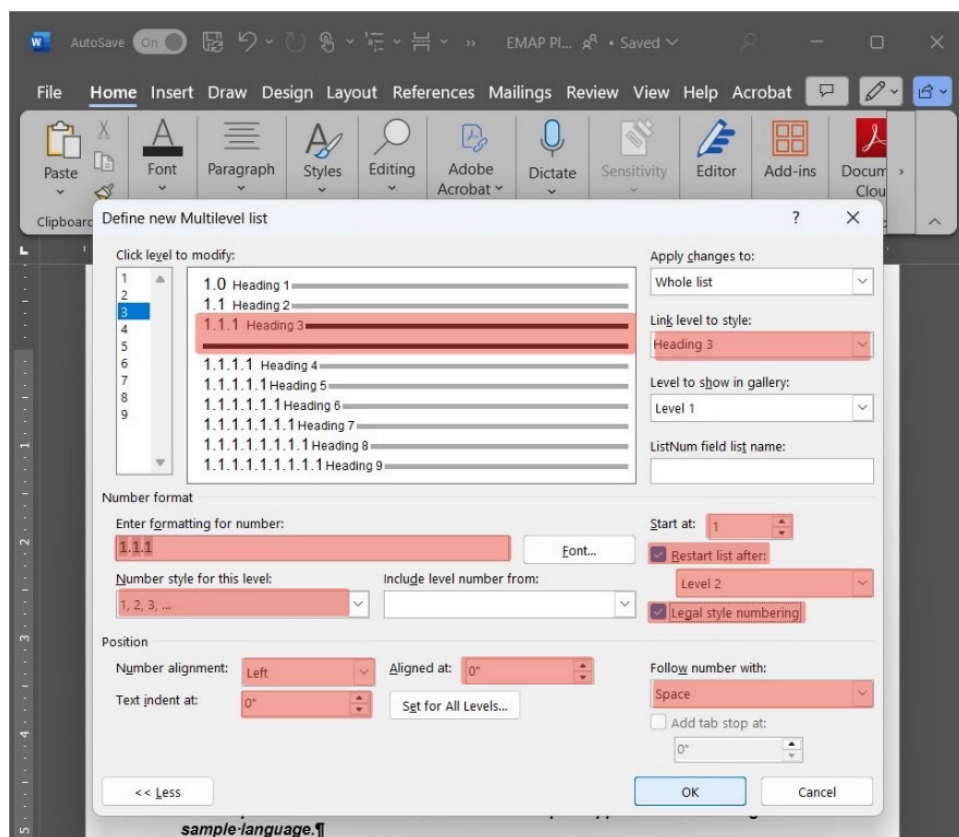




4. Click on Level 2 and check the highlighted boxes:
  - a. Link level to Style = Heading 2.
  - b. Enter Formatting for Number = You should not need to change this. Both numbers should automatically be highlighted with a period (.) in between.
  - c. Start at = 1.
  - d. Check Restart list after (the box below should automatically read Level 1).
  - e. Check Legal Style Numbering
  - f. Number alignment = left.
  - g. Aligned at = 0.
  - h. Text Indent at = 0.
  - i. Follow number with = Space



5. Click on Level 3 and check the highlighted boxes:
- Link level to Style = Heading 3.
  - Enter Formatting for Number = You should not need to change this. All three numbers should automatically be highlighted with a period (.) in between.
  - Number style for this level = Arabic numbers (1, 2, 3)  
1)
  - Start at = 1.
  - Check Restart list after (the box below should automatically read Level 2).
  - Check Legal Style Numbering
  - Number alignment = left.
  - Aligned at = 0.
  - Text Indent at = 0.
  - Follow number with = Space

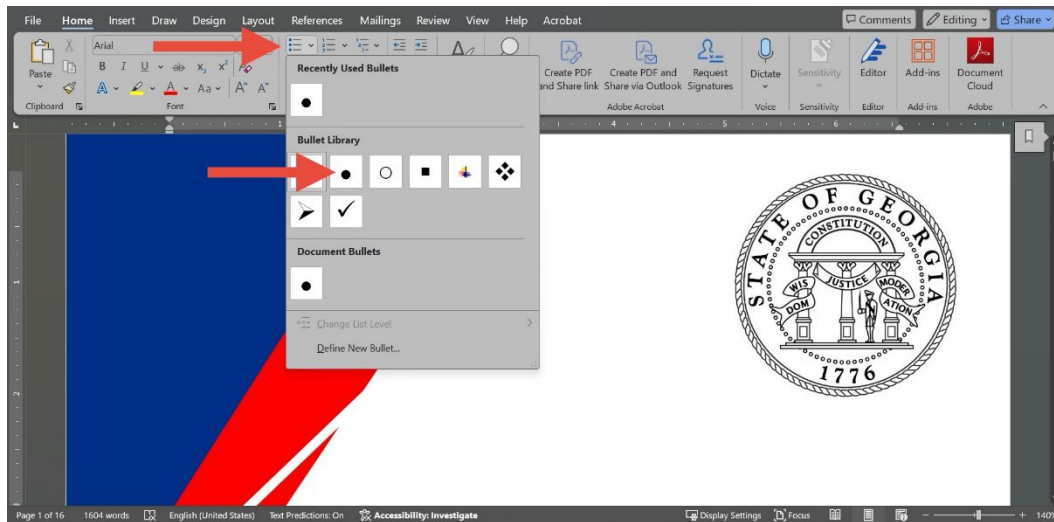


## C.6 Numbered or Bulleted Lists

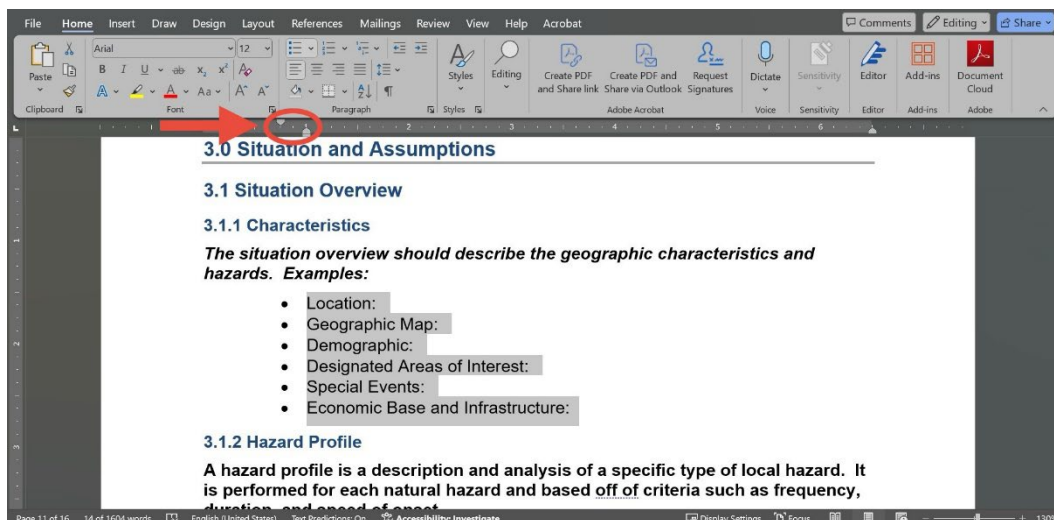
- Do not use bullets or numbered lists unless there is more than one item.
- Bullets should only be used if there is only one level of indentation.
- Numbered Lists should not exceed 3 levels, whenever possible.

### C.6.1 Bulleted Lists

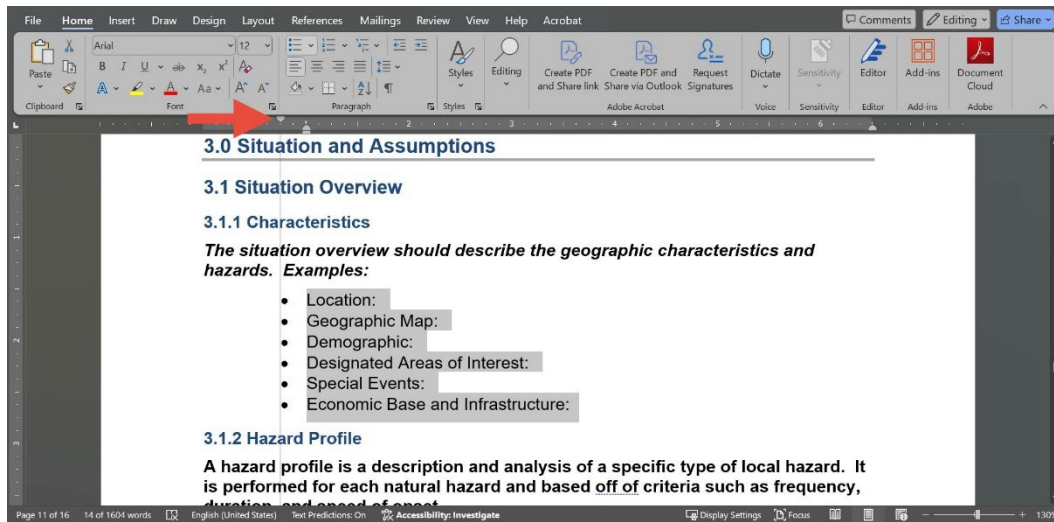
1. In the ribbon, click on the Bullet List icon.
2. Click on the solid black circle option.



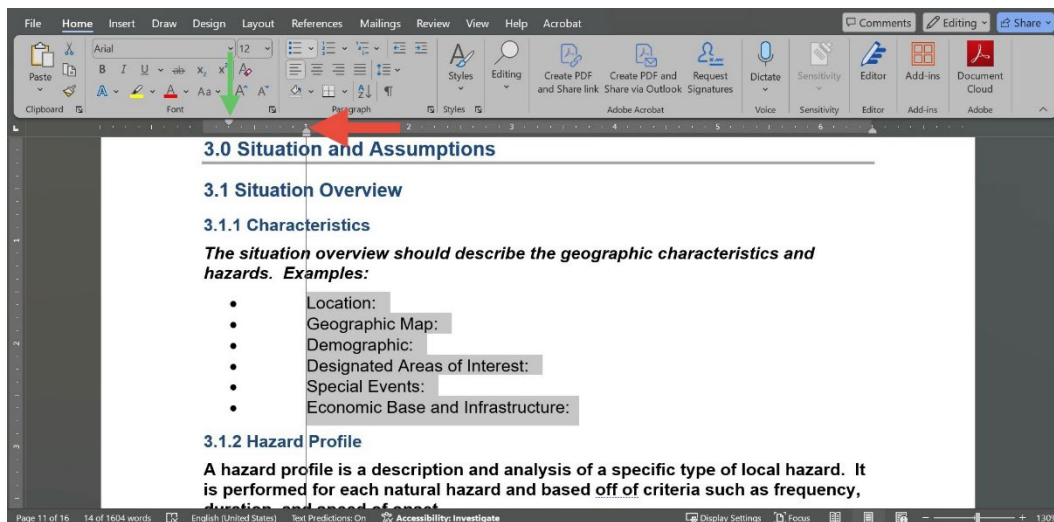
3. Check the Margin Indicators and adjust as instructed below (there is not an option to set these automatically, it must be done manually).



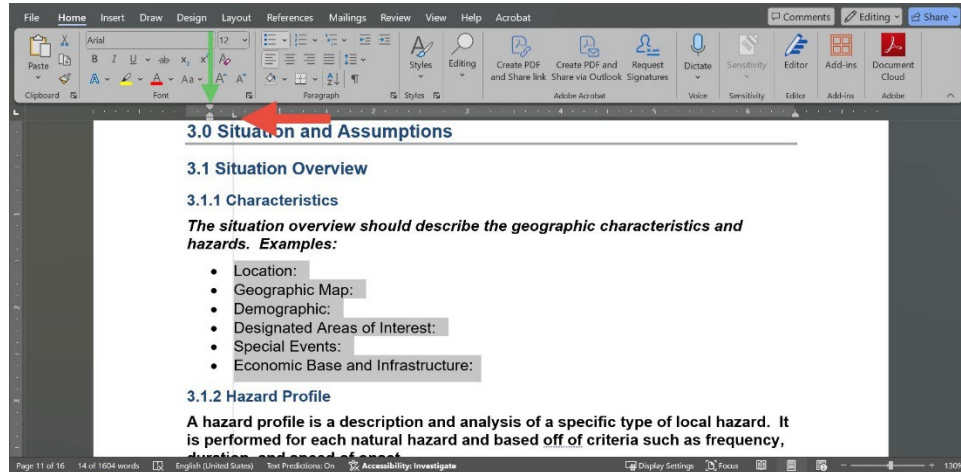
4. Click and hold the top margin and move it to the .25 inch position (indicated by the second hashmark from the left).



5. Click and hold the bottom margin and move it to the .25 inch position (ensure to grab ONLY the upward pointed block. If you grab the square block below, it will move both indicators).



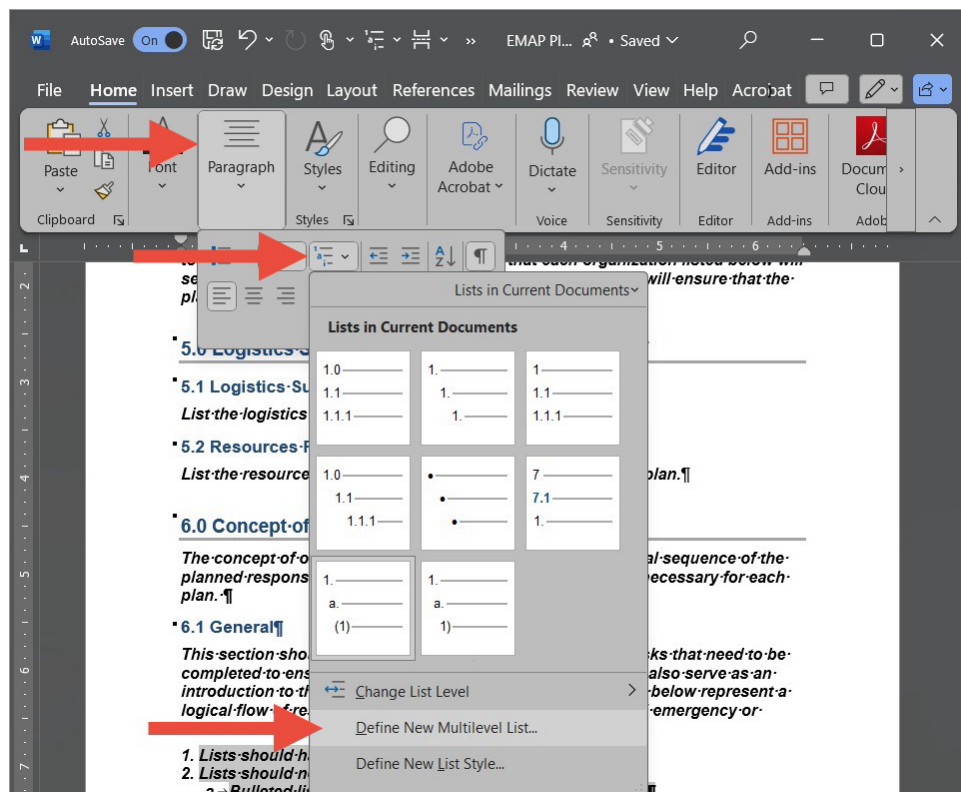
6. Clear any tab markers and place a tab stop at the .5 inch position.



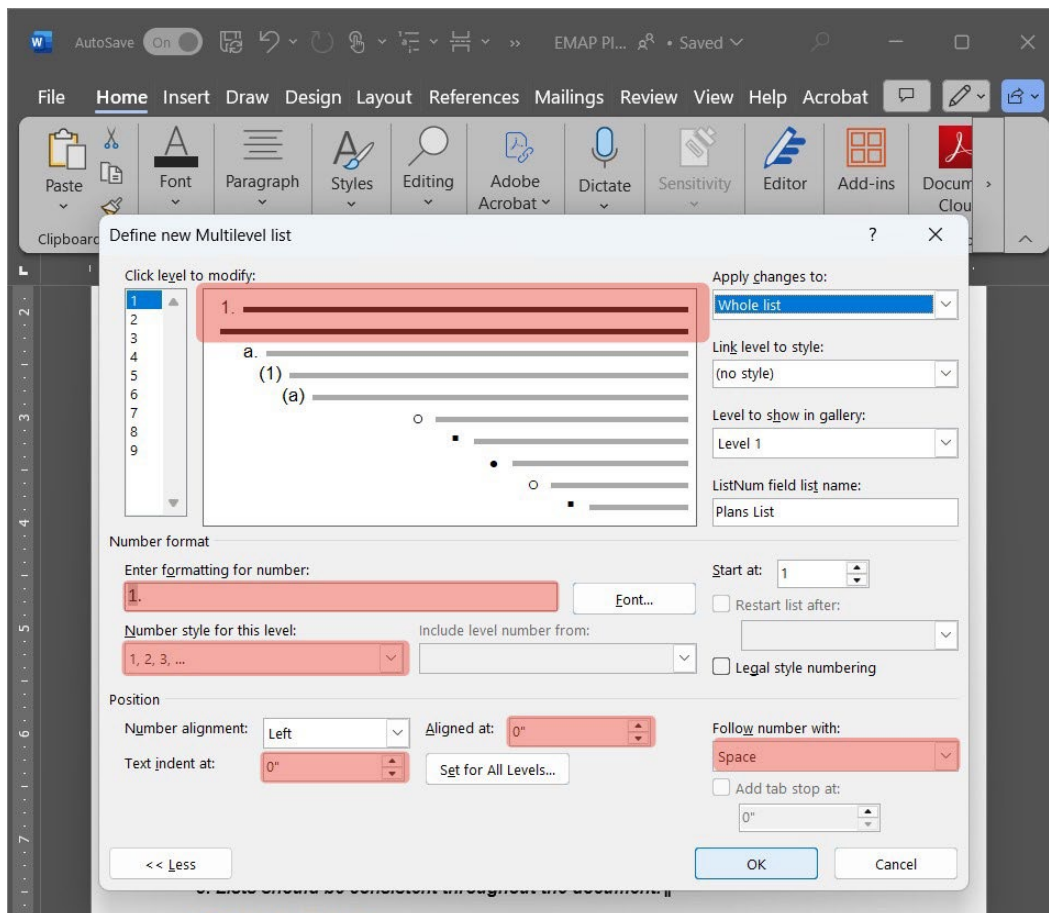
## C.6.2 Numbered Lists

To create the proper numbering format for the headings, follow this procedure.

1. In the ribbon, click on Paragraph->click the dropdown arrow for Multilevel Lists -> click on Define New Multilevel List.

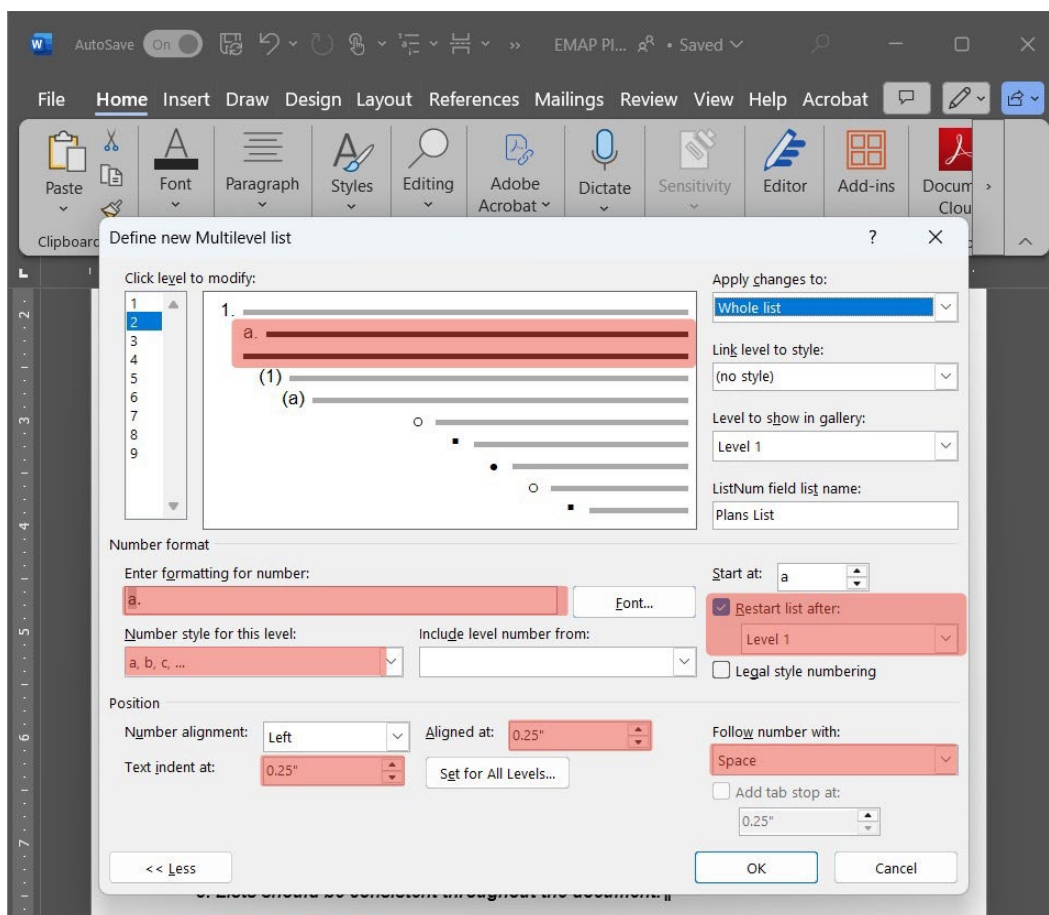


2. Click on Level 1 and check the highlighted boxes:
  - a. Link level to Style = (no style).
  - b. Enter Formatting for Number = ensure the highlighted number is followed by a period (.).
  - c. Number style for this level = Arabic numbers (1, 2, 3).
  - d. Start at = 1.
  - e. Uncheck Legal Style Numbering.
  - f. Number alignment = left.
  - g. Aligned at = 0.
  - h. Text Indent at = 0.
  - i. Follow number with = Space.

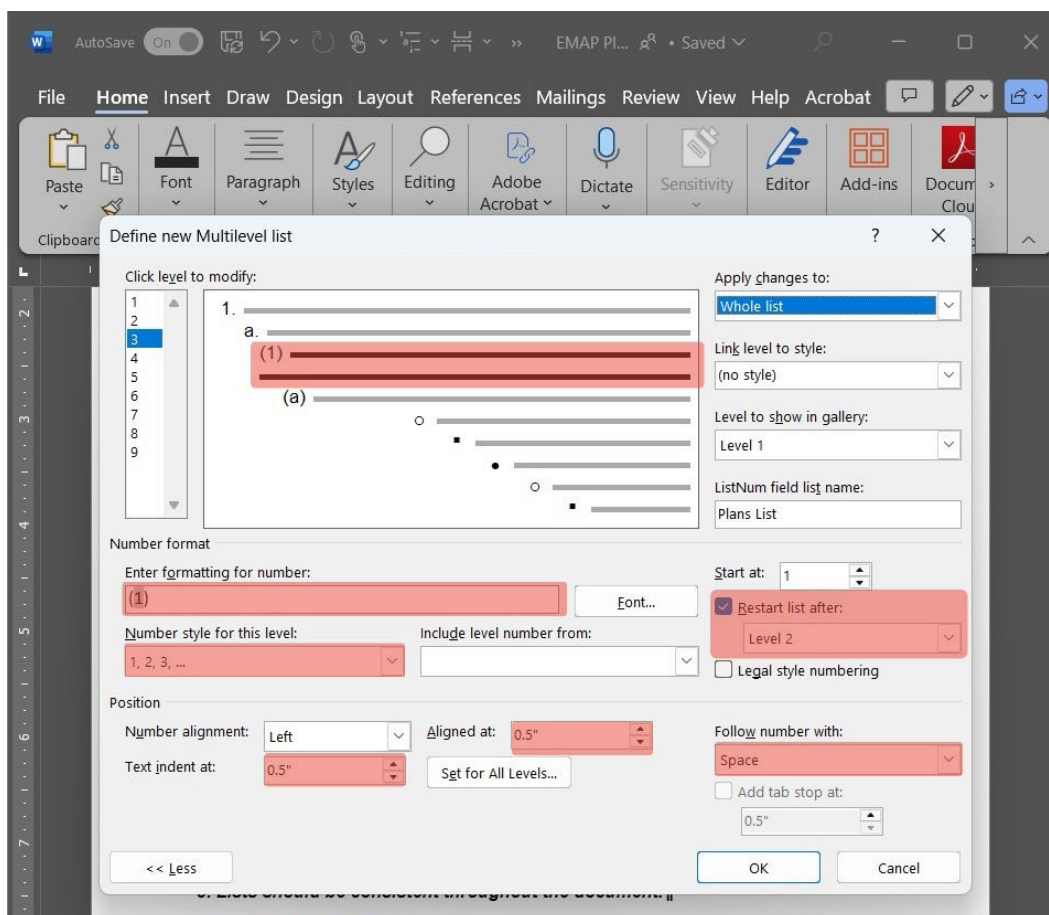




3. Click on Level 2 and check the highlighted boxes:
  - a. Link level to Style = (no style).
  - b. Enter Formatting for Number = ensure the highlighted number is followed by a period (.).
  - c. Number style for this level = lower case letters (a, b, c).
  - d. Start at = a.
  - e. Check Restart list after (the box below should automatically read Level 1).
  - f. Uncheck Legal Style Numbering.
  - g. Number alignment = left.
  - h. Aligned at = .25.
  - i. Text Indent at = .25.
  - j. Follow number with = Space.

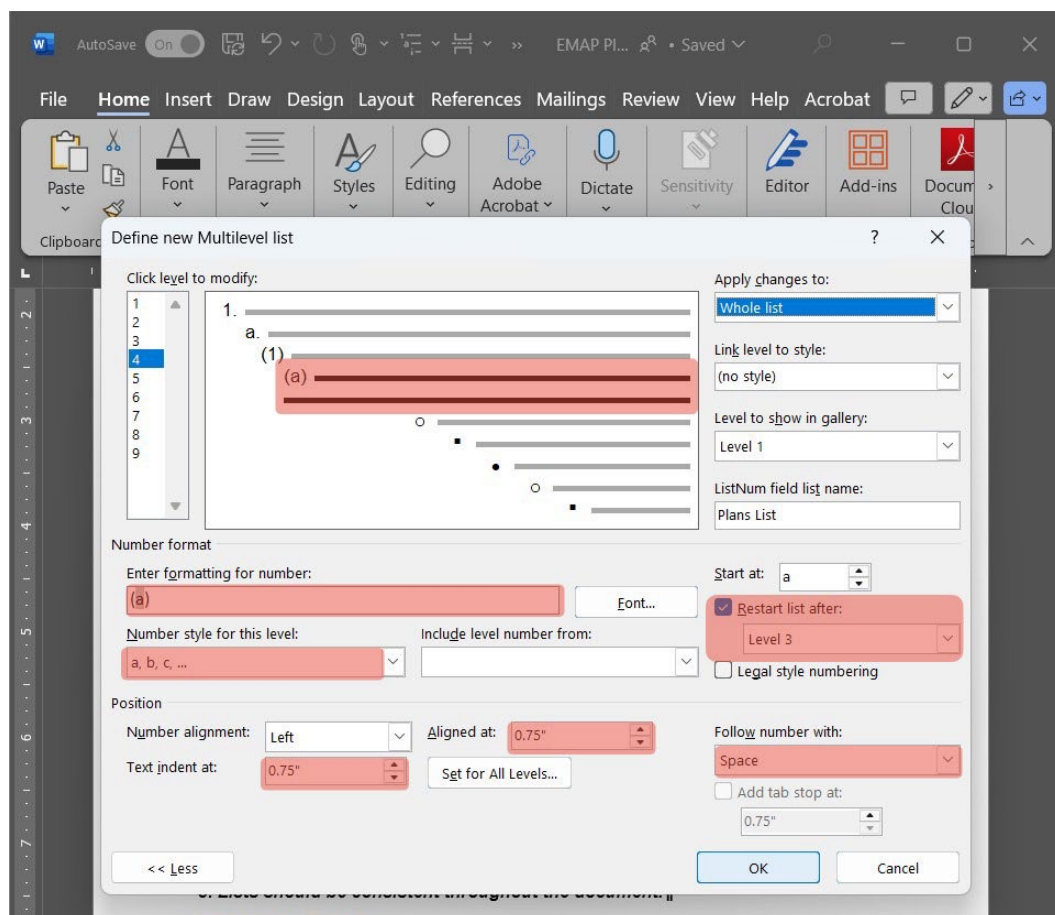


4. Click on Level 3 and check the highlighted boxes:
- a. Link level to Style = (no style).
  - b. Enter Formatting for Number = ensure the highlighted number is in parentheses ( ).
  - c. Number style for this level = Arabic numbers (1, 2, 3).
  - d. Start at = 1.
  - e. Check Restart list after (the box below should automatically read Level 2).
  - f. Uncheck Legal Style Numbering.
  - g. Number alignment = left.
  - h. Aligned at = . 5.
  - i. Text Indent at = . 5.
  - j. Follow number with = Space.





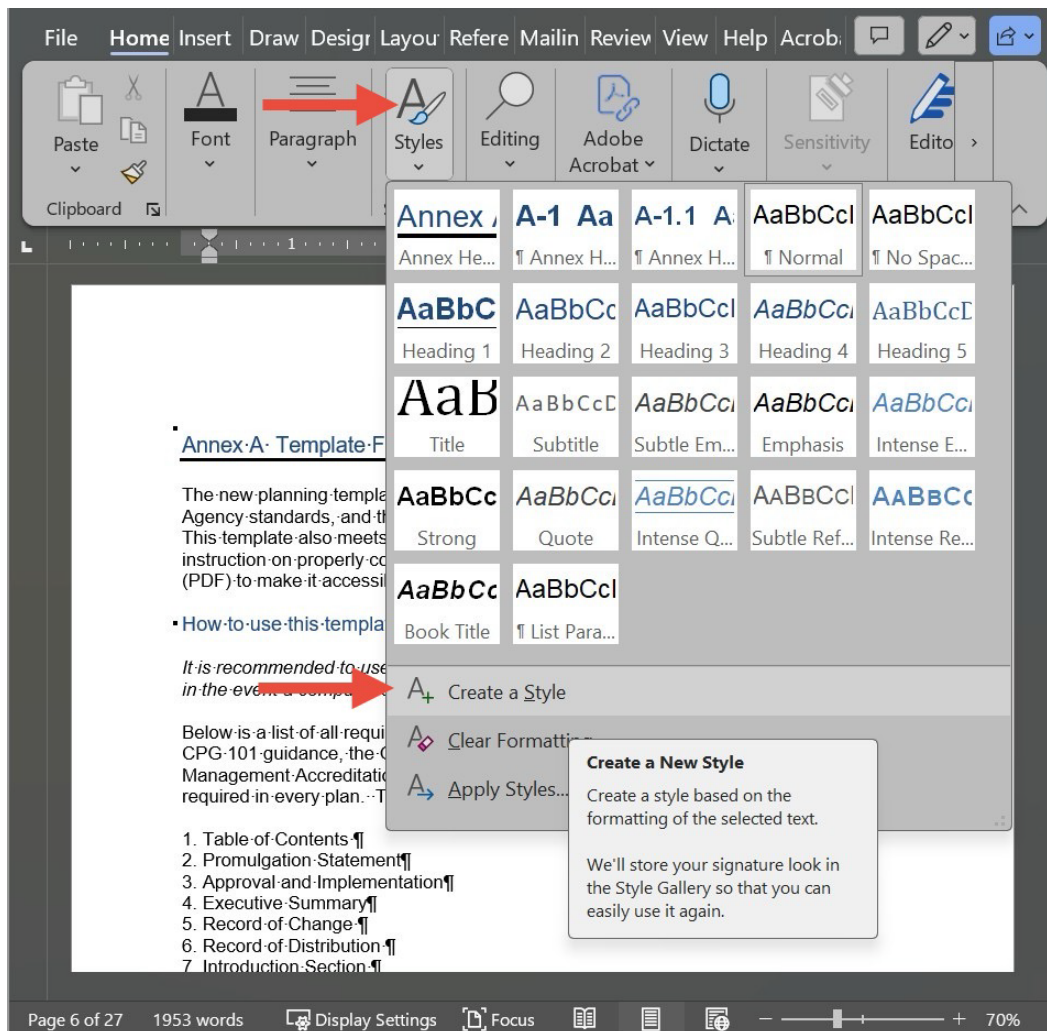
5. Click on Level 3 and check the highlighted boxes:
- Link level to Style = Heading 3.
  - Enter Formatting for Number = ensure the highlighted number is in parentheses ().
  - Number style for this level = lower case letters (a, b, c).
  - Start at = a.
  - Check Restart list after (the box below should automatically read Level 3).
  - Uncheck Legal Style Numbering.
  - Number alignment = left.
  - Aligned at = .75.
  - Text Indent at = .75.
  - Follow number with = Space



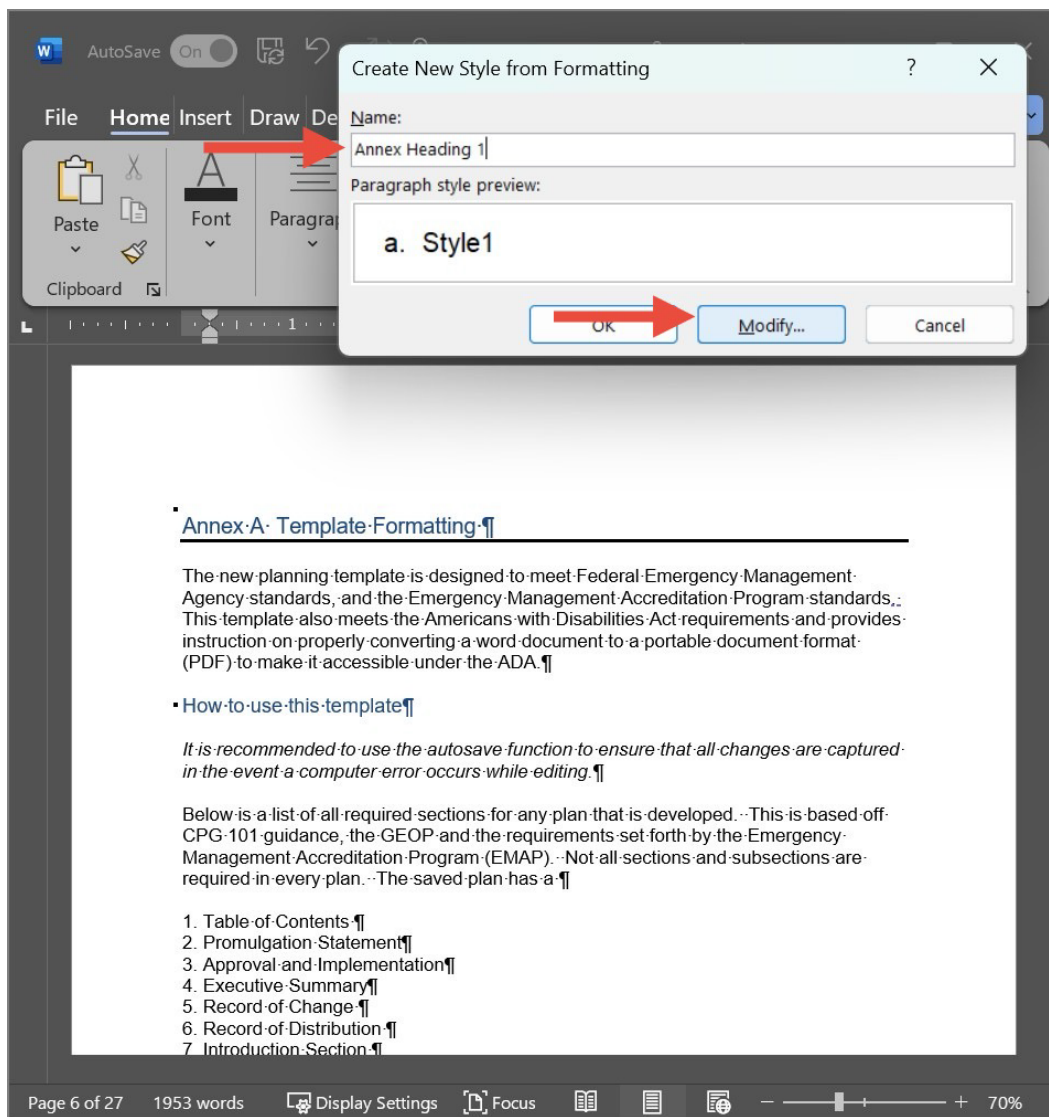
## C.7 Annex Formatting

### C.7.1 Annex Headings

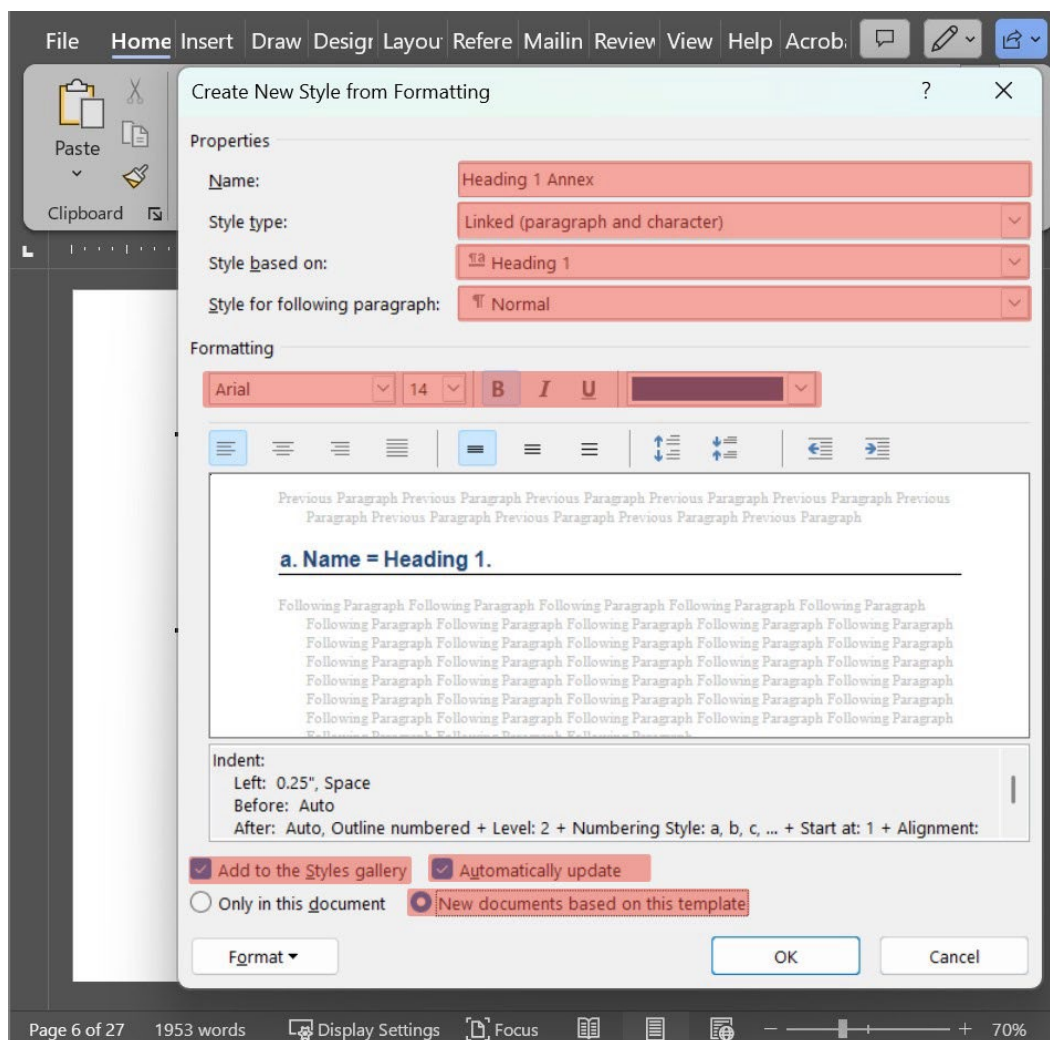
1. In the ribbon, click on Styles-> click on Create a Style.



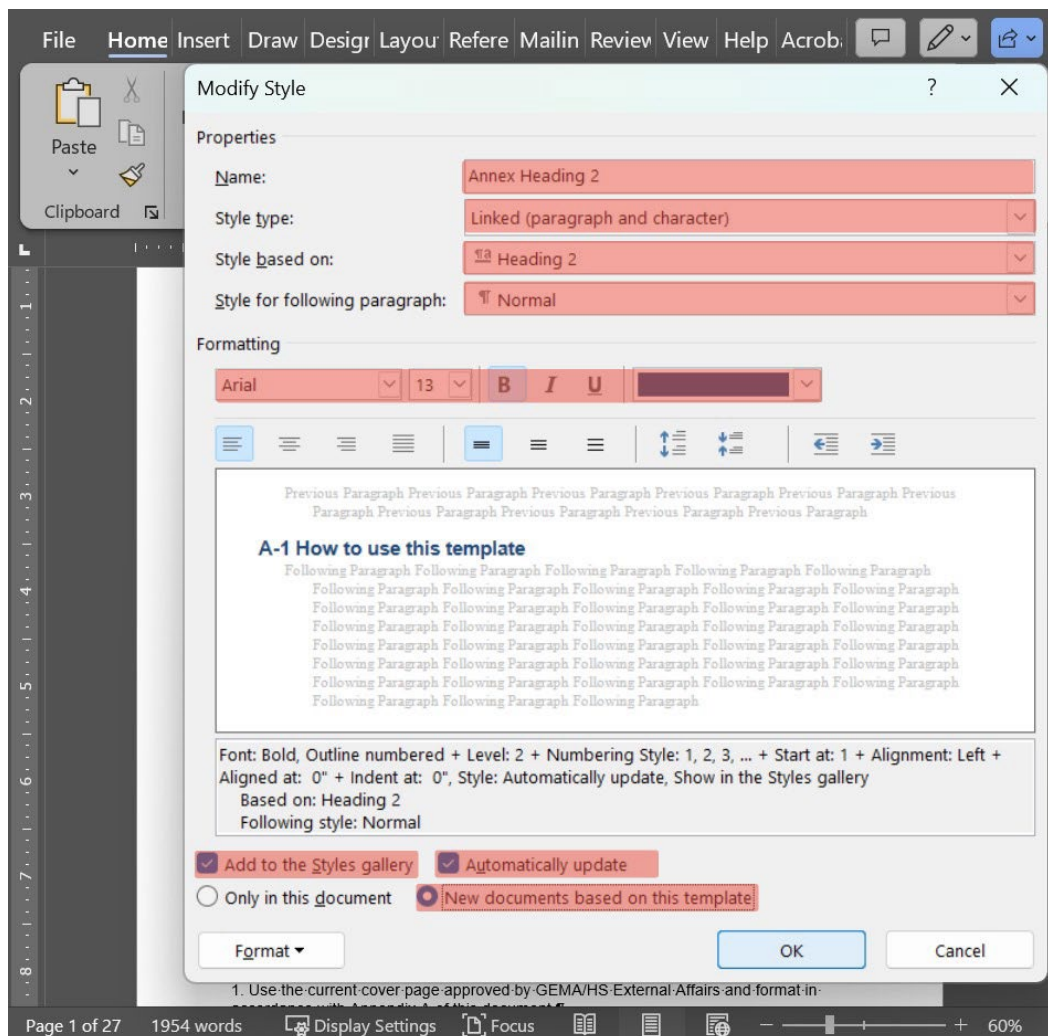
2. In the Create New Style from Formatting box:
  - a. Change the Name to “Annex Heading 1”.
  - b. Click Modify.



3. Check the highlighted boxes:
  - a. Name = Annex Heading 1.
  - b. Style type = Linked (paragraph and character).
  - c. Style based on = Heading 1
    - 1) That allows this heading to duplicate all formatting you have already developed for Heading 1 previously.
  - d. Style for following Paragraph = Normal.
  - e. Verify that all settings for Heading 1 are correct.
4. Ensure the following are checked at the bottom:
  - a. Add to the Styles gallery.
  - b. Automatically Update.
  - c. New document based on this template.

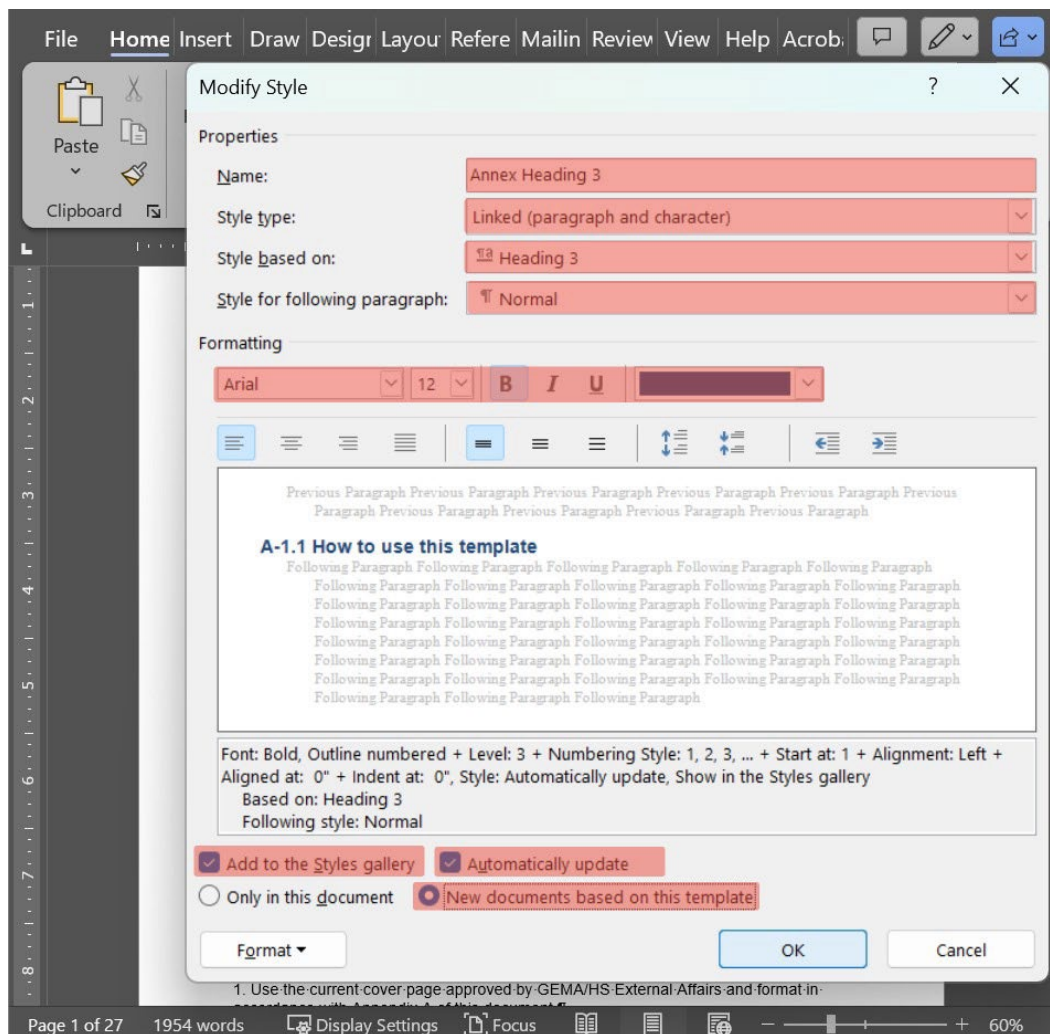


5. In the ribbon, click on Styles-> click on Create a Style.
6. In the Create New Style from Formatting box:
  - a. Change the Name to "Annex Heading 2".
  - b. Click Modify.
7. Check the highlighted boxes:
  - a. Name = Annex Heading 2.
  - b. Style type = Linked (paragraph and character).
  - c. Style based on = Heading 2
  - d. Style for following Paragraph = Normal.
  - e. Verify that all settings for Heading 2 are correct.
8. Ensure the following are checked at the bottom:
  - a. Add to the Styles gallery.
  - b. Automatically Update.
  - c. New document based on this template.



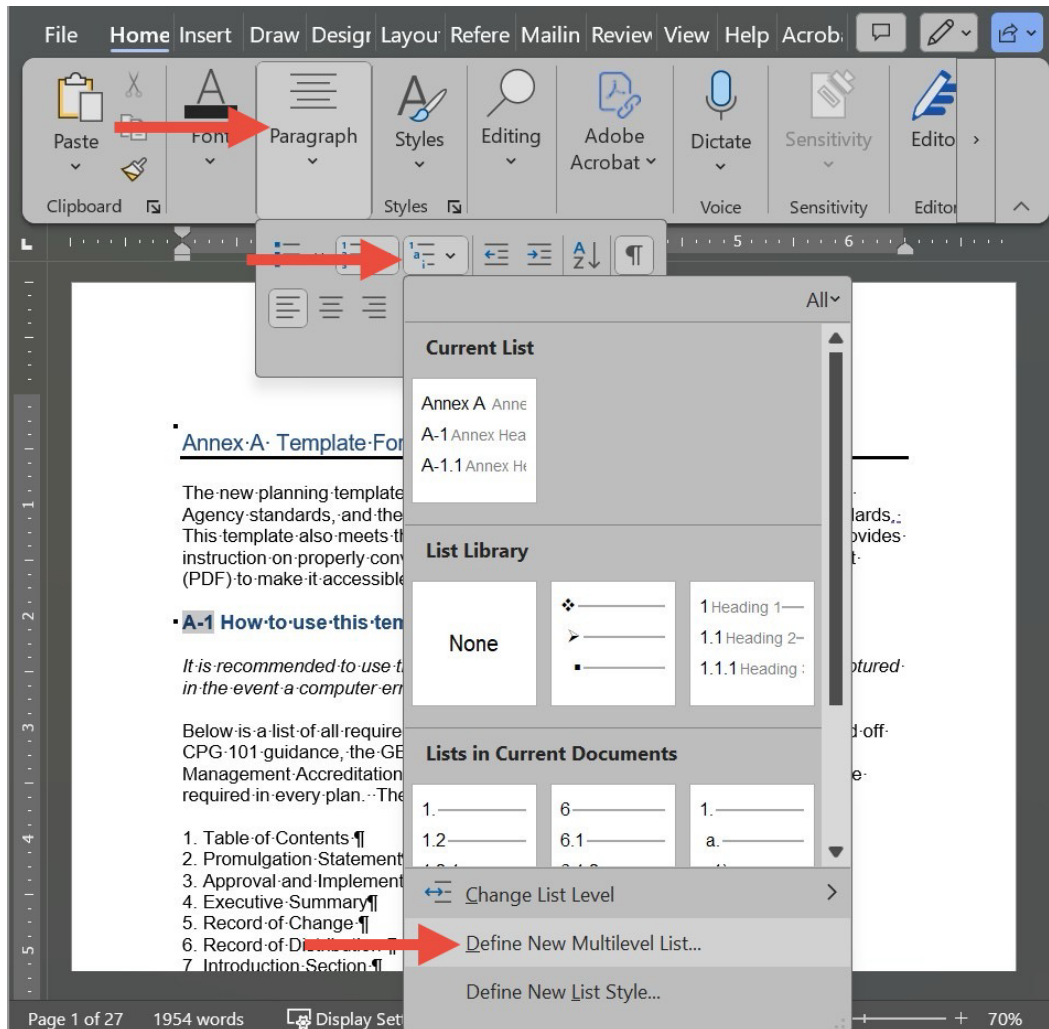


9. In the ribbon, click on Styles-> click on Create a Style.
10. In the Create New Style from Formatting box:
  - a. Change the Name to "Annex Heading 3".
  - b. Click Modify.
11. Check the highlighted boxes:
  - a. Name = Annex Heading 3.
  - b. Style type = Linked (paragraph and character).
  - c. Style based on = Heading 3
  - d. Style for following Paragraph = Normal.
  - e. Verify that all settings for Heading 3 are correct.
12. Ensure the following are checked at the bottom:
  - a. Add to the Styles gallery.
  - b. Automatically Update.
  - c. New document based on this template.

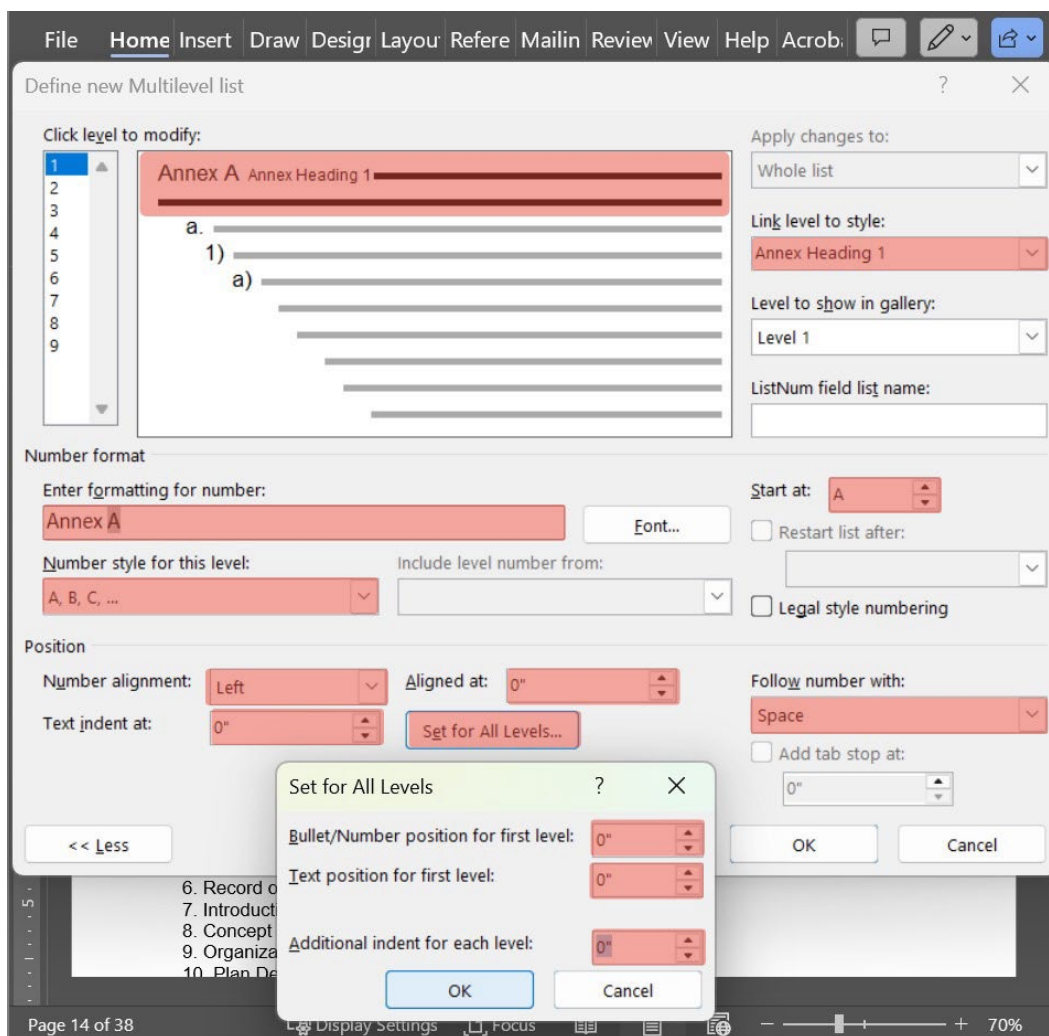


## C.7.2 Annex Numbering

1. In the ribbon, click on Paragraph->click the dropdown arrow for Multilevel Lists -> click on Define New Multilevel List.

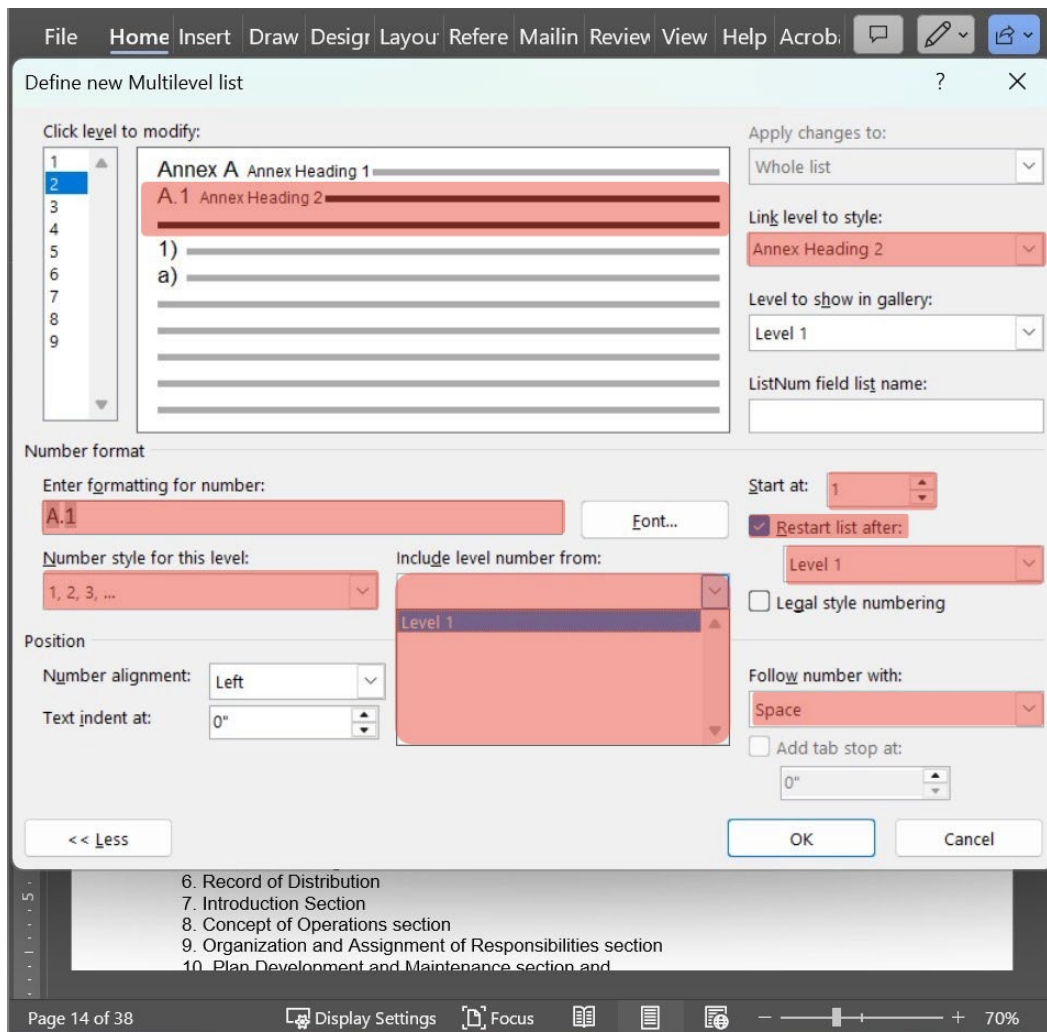


2. Click on Level 1 and check the highlighted boxes:
  - a. Link level to style = Annex Heading 1.
  - b. Enter Formatting for Number =
    - 1) Place your cursor before the highlighted number.
    - 2) Type "ANNEX ".
    - 3) Remove the period at the end.
  - c. Number style for this level = Capital Letters (A, B, C).
  - d. Start at = A.
  - e. Uncheck Legal Style Numbering
  - f. Number alignment = left.
  - g. Aligned at = 0.
  - h. Text Indent at = 0.
  - i. Click Set for All Levels
    - 1) Bullet/Number position for first level = 0.
    - 2) Text position for first level = 0.
    - 3) Additional indent for each level = 0.
  - j. Follow number with = Space





3. Click on Level 2 and check the highlighted boxes:
  - a. Link level to Style = Annex Heading 2.
  - b. Enter Formatting for Number =
    - 1) Place your cursor before the highlighted number.
    - 2) Click the dropdown for Include level number from:
    - 3) Click Level 1.
    - 4) Place a period between the two highlighted numbers.
    - 5) Remove the period at the end.
  - c. Number style for this level = Arabic numbers (1, 2, 3)
  - d. Start at = 1.
  - e. Check "Restart list after:" and select Level 1 from the dropdown.
  - f. Uncheck Legal Style Numbering
  - g. Number alignment = left.
  - h. Aligned at = 0.
  - i. Text Indent at = 0.
  - j. Follow number with = Space



4. Click on Level 3 and check the highlighted boxes:
  - a. Link level to Style = Annex Heading 3.
  - b. Enter Formatting for Number =
    - 1) Place your cursor before the highlighted number.
    - 2) Click the dropdown for Include level number from:
    - 3) Click Level 1.
    - 4) Place a period between the two highlighted numbers.
    - 5) Click the dropdown for Include level number from:
    - 6) Click Level 2.
    - 7) Place a period between the two highlighted numbers.
    - 8) Remove the period at the end.
  - c. Number style for this level = Arabic numbers (1, 2, 3)
  - d. Start at = 1.
  - e. Check "Restart list after:" and select Level 2 from the dropdown.
  - f. Uncheck Legal Style Numbering
  - g. Number alignment = left.
  - h. Aligned at = 0.
  - i. Text Indent at = 0.
  - j. Follow number with = Space

