



Georgia Emergency Management and Homeland Security Agency Plans Standardization and Maintenance



May 2018

Table of Contents

Promulgation Statement.....	1
Record of Change	2
Record of Distribution.....	2
1.0 Introduction.....	3
1.1 Purpose	3
1.2 Scope	3
1.3 Objectives	3
2.0 Authority	3
3.0 Situation and Assumptions	4
3.1 Situation Overview	4
3.2 Planning Assumptions	4
4.0 Functional Roles and Responsibilities.....	4
4.1 Functional Roles	4
4.2 Assignment of Responsibilities	4
5.0 Logistics Support and Resources Requirements.....	5
5.1 Logistics Support	5
5.2 Resources Requirements	5
6.0 Concept of the Operation	5
6.1 Execution	6
6.1.1 Policy.....	6
6.1.2 Plans Schedule	9
6.1.3 Plans Library	11
6.1.4 Plans Format Template	11
7.0 Plan Maintenance, Evaluation and Revisions	11
7.1 Plan Maintenance	11
7.2 Training and Exercise.....	11
8.0 Administration.....	12
8.1 Emergency Management Program Elements.....	12
8.1 Acronyms	12

Annex A: Standardization Template	13
A-1 Cover Page	13
A-2 Table of Contents.....	14
A-3 Promulgation Statement.....	15
A-4 Record of Change	16
A-5 Record of Distribution.....	16
A-6 Introduction	17
A-7 Authority	17
A-8 Situation and Planning Assumptions.....	18
A-9 Functional Roles and Responsibilities.....	19
A-10 Logistics Support and Resources Requirements	19
A-11 Concept of the Operation	20
A-12 Plan Maintenance, Evaluation and Revisions	20
A-13 Administration	20
Annex B PLAN Change Request Form	21

Promulgation Statement

The Georgia Emergency Management and Homeland Security Agency (herein referred to as GEMA/HS) Plans Standardization and Maintenance Policy is the base document for all plan formatting, plan evaluation, maintenance and review. GEMA/HS has established a progressive schedule for evaluation, maintenance, and revision of all plans, policies, procedures and other Emergency Management Program documents created by the Agency.

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

The Plans Standardization and Maintenance Policy and Annexes have been approved for implementation by:



Homer Bryson

Director


Date

Georgia Emergency Management and Homeland Security Agency

Record of Change

Change #	Section	Date of Change	Individual Making Change	Description of Change
1	EM Planning	June 29, 2018	PSC	Updated 4.2 Assignment of Responsibilities on pg 6.
1	EM Planning	June 29, 2018	PSC	Redefined Plans Library in 6.0 on pg 6.
1	EM Planning	June 29, 2018	PSC	Updated 7.1 Plan Maintenance on pg 12.
1	EM Planning	June 29, 2018	PSC	Updated 6.1.2 Plans Schedule on pp 10-11.

Record of Distribution

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

1.0 Introduction

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 herein referred to as GEMA/HS. Standardization of plans save 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

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

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

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

GEMA/HS Staff members are responsible for developing, revising, updating, and reviewing plans 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 in a position 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

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

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 Catalog: 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:

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

Note: GEMA/HS Plan Change Request Form can be found in Annex B, p.21.

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:

A. 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;

- 1) No Action Required or
- 2) 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.

B. 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."

C. 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.

D. 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 plans 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

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

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.

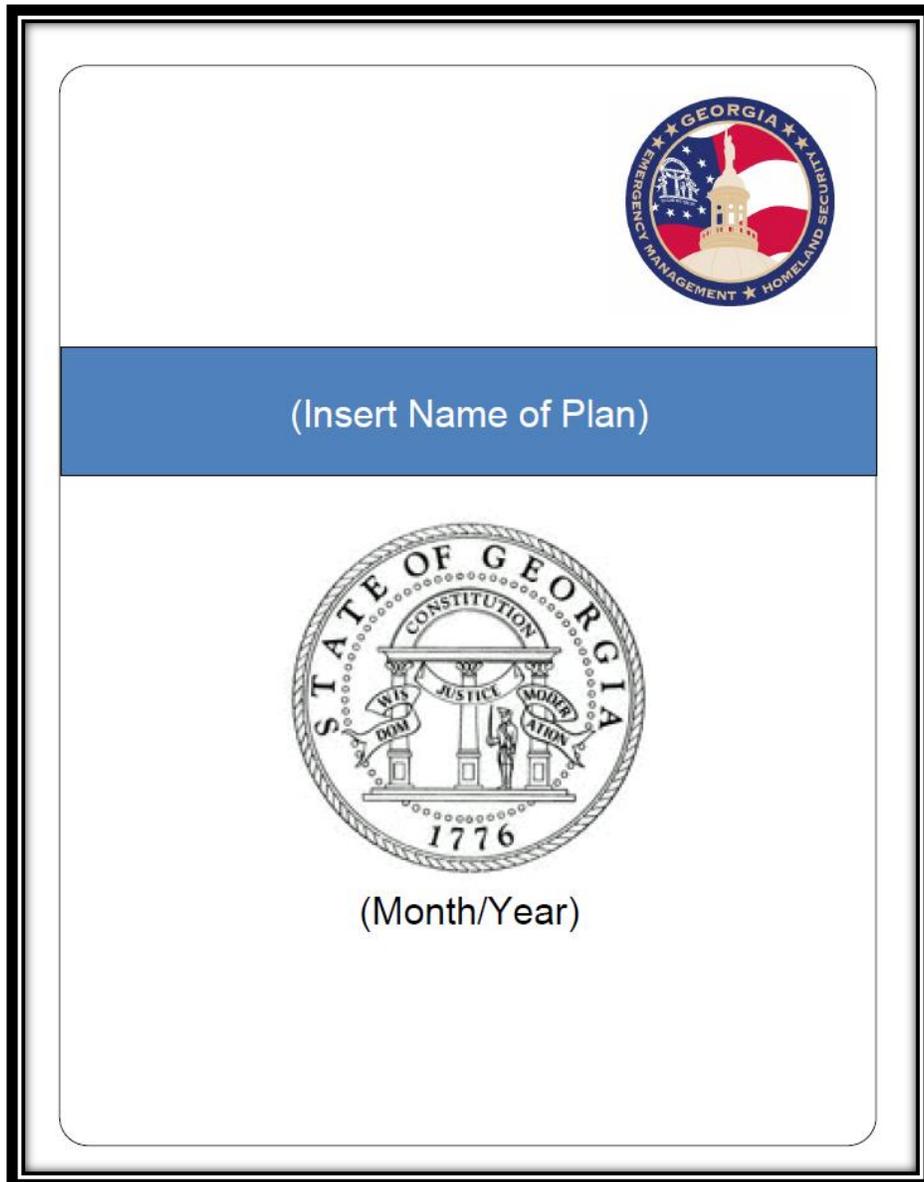
8.1 Acronyms

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

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 month/year of the plan. The plan title shall be written in uppercase Arial font, no greater than 26pt, and the date shall be written in Arial font, 18pt. The remainder of the plan shall be written in Arial font, 12pt, justified text.



(Insert Name of Plan)

STATE OF GEORGIA
CONSTITUTION
WISDOM JUSTICE MODERATION
1776

(Month/Year)

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.*

Table of Contents	
Table of Contents	1
Promulgation Statement.....	3
Record of Change	4
Record of Distribution.....	4
1.0 Introduction.....	5
1.1 Purpose	5
1.2 Scope	5
1.3 Objectives.....	5
2.0 Authority.....	5
2.1 Laws	5
2.2 Policy's	5
3.0 Situation and Planning Assumptions	5
3.1 Situation Overview.....	5
a) Characteristics	5
b) Hazard Profile.....	6
c) Vulnerability Assessment.....	6
3.2 Planning Assumptions	6
4.0 Functional Roles and Responsibilities.....	6
4.1 Functional Roles.....	6
4.2 Assignment of Responsibilities	6
5.0 Logistics Support and Resources Requirements.....	7
5.1 Logistics Support	7
5.2 Resources Requirements	7
6.0 Concept of the Operation	7
6.1 General.....	7
6.2 Plan Activation	7
7.0 Plan Maintenance, Evaluation and Revisions	7
8.0 Administration.....	8
	1

A-3 Promulgation Statement

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.

Promulgation Statement	
<p><i>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.</i></p>	
<p>The GEMA/HS Plans Standardization and Maintenance Policy is the base document for all plan formatting, plan evaluation, maintenance and review. GEMA/HS has established a progressive schedule for evaluation, maintenance, and revision of all plans, policies, procedures and other Emergency Management Program documents created by the agency.</p>	
<p>This plan has been developed in accordance with guidance standards set forth in the Emergency Management Accreditation Program (EMAP) and the State's Emergency Management Program.</p>	
<p>The Plans Standardization and Maintenance Policy and Annexes have been approved for implementation by:</p>	
_____	_____
Homer Bryson	Date
Director	
Georgia Emergency Management and Homeland Security Agency	

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 #	Section	Date of Change	Individual Making Change	Description of Change

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

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.)

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 Policy's

A-8 Situation and Planning Assumptions

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 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 maintain 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 Section Manager.

The Plans Standardization and Maintenance Policy will be revised on a regular basis in accordance with this 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 2018
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.