



Community Plan Review Tool Guide

This document provides a brief explanation for each plan element included in the Community Plan Review Tool for Community Emergency Plan Template Version 3.0

Please note that the language provided in the plan template provided is adequate for communities to use, however instructions should be followed and blank lines completed (or deleted if not applicable).

#	Plan Element	Explanation
Record of Changes		
1	Record of plan updates/changes	Provide a table that indicates plan updates. It should serve as a record of changes made to the original plan.
Executive Summary		
2	A summary of the plan has been developed	Provide a brief summary that states the community has a disaster plan and describe the goals of the plan and the community represented. <i>(Please note that the language provided in the template is adequate.)</i>
Plan has been reviewed and approved		
3	Plan has been reviewed and approved	Obtain signature from community lead(s) and the date approved. This should be done prior to submitting plan for final review.
Plan Review, Maintenance, and Distribution		
4	Community Emergency Preparedness Plan is updated annually	Define when this plan is updated to address deficiencies identified for corrective action. <i>(Please note that the language provided in the template is adequate.)</i>
5	Maintenance	State where the preparedness plan is kept.
6	Distribution	Define who the preparedness plan is given to, and specify how and when or reference a completed "Record of Distribution" form (attachment O). <i>Note that page four (4) of the template indicates attachment "Q". This will be updated with the next plan template revisions.</i>
I. Introduction		
	Overall Plan Organization	
7	Base Plan	Include definition in plan that describes what the base plan is, example - Define as broad information that applies to all parts of the plan including annexes, appendices, and other supporting documentation. <i>(Please note that the language provided in the template is adequate.)</i>
8	Purpose	Include a statement in the plan that explains why you are doing a plan. Example; it provides community wide all-hazards approach to being prepared for any disaster. <i>(Please note that the language provided in the template is adequate.)</i>
9	Scope	Defines when the plan is utilized and who it involves. <i>(Please note that the language provided in the template is adequate.)</i>
II. Situation		
10	Planning Assumptions	See p. 6-7 in plan template for example assumptions. One example is that communities will use local resources before requesting county assistance. <i>(Please note that the language provided in the template is adequate.)</i>
11	Community Sites and Demographic Information	Indicate the number of community members and organizational structure (apartments, special living facilities, etc) if applicable. Reference map as attachment. (see plan element #32)
12	Hazard Vulnerability Assessment	Reference Florida's CEMP. Assess <u>for hazards specific to your community</u> and prioritize the significance for your planning efforts. Example, if you have a nuclear power plant nearby, your plan may include evacuation.

13	Vulnerable Population Assessment	The community should complete the "Local Vulnerable Population Assessment Tool" labeled as a "County Planning Assessment Tool" located at the website: http://www.doh.state.fl.us/demo/bpr/communications_assessment.html
III. Concept of Operations		
A. Emergency Management Roles and Responsibilities		
Planning Group formed and is working together in a collaborative planning effort with representatives from County Health Department and Emergency Management.		
14	1. Overview	Provide a brief summary of community members having specific roles during a disaster. <i>(Please note that the language provided in the template is adequate.)</i>
15	2. Roles and responsibilities are identified, i.e. organizational chart	Identify roles and responsibilities by position. For example, home owner association president, lead community organizer, block captain, etc. For full score, reference and include: <ul style="list-style-type: none"> o Attachment "F" - a "Community Organization Chart o Attachment "G" - a summary of key community emergency roles <i>(Please note that the language provided in the template is adequate.)</i>
B. Alert, Notification, Mobilization, Deactivation, Demobilization		
16	1. Alert and Notification (Local Incident Commander/Team Leader is identified with back-up and point of contact (POC) information)	Identify effective alert and notification methods. Check with local Emergency Management to see what their EOC levels of activation are. <i>(Please note that the language provided in the template is adequate, but activation levels also need to be specified.)</i>
17	2. Activation and Mobilization	Identify when and who to notify when a disaster has happened, or may happen. It also identifies when the plan is activated. <i>(Please note that the language provided in the template is adequate.)</i>
18	3. Deactivation	Identify when response and recovery activities can end. <i>(Please note that the language provided in the template is adequate.)</i>
19	4. Demobilization	Identify when community members who assisted other communities can return home. <i>(Please note that the language provided in the template is adequate.)</i>
C. Communications		
20	1. Crisis and Risk Communication	Identify overall communication methods to be used by the community with regards to disaster. <i>(Please note that the language provided in the template is adequate, but community specific protocols, phone trees and phone numbers should be included as attachments.)</i>
21	2. Internal and external communications	Identify communication methods to be used by specific key community members to deliver to all community members. Example: runners, ham radios, mega phones, etc. <i>(Please note that the language provided in the template is adequate.)</i>
D. Emergency Management Phases		
22	1. Preparedness	Initial phase of emergency management activities. <i>(Please note that the language provided in the template provided is adequate.)</i>
23	a. Planning	Identifying planning priorities, such as pre-identification of vulnerable populations that will require special needs. <i>(Please note that the language provided in the template is adequate.)</i>
24	b. Equipping	Recognize that the community may have specific equipment needs. <i>(Please note that the language provided in the template is adequate.)</i>
25	c. Training/Education Plan	Identify training needs specific to the community to implement preparedness plan. Include training plan as an attachment. <i>(Please note that the language provided in the template provided is adequate.)</i>
26	d. Exercise	Identify areas of the plan that need to be exercised. <i>(Please note that the language provided in the template is adequate for all communities, but Sustainment communities are expected to reference an exercise plan.)</i>
27	e. Evaluation	Identifying lessons learned from exercises and include in After Action Report (AAR)/Improvement Plan (IP). This is a Sustainment activity but for Start-up, there should be a placeholder for it in the plan. <i>(Please note that the language provided in the template is adequate.)</i>
28	2. Response	Identify response plans (immediate actions to save lives) pre and post event. <i>(Please note that the language provided in the template is adequate.)</i>

29	3. Recovery	Identify what needs to be done within the community to promote restoration post event. <i>(Please note that the language provided in the template is adequate.)</i>
30	4. Mitigation	Identify activities or actions that will make communities safer before another disaster. <i>(Please note that the language provided in the template is adequate.)</i>
IV. Key Authorities and References		
31	Key Authorities and references	Provide a list of source documents or resources involved in this plan. <i>(Please note that the language provided in the template provided is adequate.)</i>
Total Points:		_____ / 31
Additional Functional Components for "Final" Plan and Sustainment Communities		
32	Community Sites and Demographic Information	Include map of community as an attachment to the plan. This may be obtained from your local emergency management office (GIS), Google Earth, etc. <i>(This applies to all communities, however it need not be included in the first Draft as the map was a deliverable in of itself.)</i>
33	Community Emergency Response Positions (Attachment E)	Using Attachment "E" in Plan Template Version 3.0, identify who does what and their back up. <i>(Please note that the language provided in the template is adequate for the first Draft. This attachment should be included with the "Final" Plan.)</i>
34	Community specific ICS Structure (Attachment F)	Complete Attachment F in Plan Template Version 3.0 with individual names for each of the ICS roles that they will have in a disaster. <i>(Please note that the language provided in the template is adequate for the first Draft. This attachment should be included with the "Final" Plan.)</i>
35	Community Roles and Responsibilities (Attachment G)	Revise (if needed) and reference Attachment G in Plan Template Version 3.0 to reflect community specific roles of each of the command staff. <i>(Please note that the language provided in the template is adequate for the first Draft. This attachment should be included with the "Final" Plan.)</i>
36	Training/education plan attachment (H)	In addition to the NEPP Training Plan (Attachment H), provide an outline/table in this section which identifies the specific training needs of the community and when the training will be provided. Example: Basic ICS training is needed by all community members. There will be twelve one-hour monthly trainings so that all members have an opportunity to receive face-to-face training. These will begin in January 2013 and be held at the community clubhouse.
37	Exercise attachment (I)	Please use the NEPP Exercise Plan (Attachment I) to describe the exercise to be conducted. (This is called the "HSEEP Exercise DDS Worksheet" in the NEPP Toolkit.)
38	Evaluation attachment (J)	Please use the "Sample After Action Report (AAR) Template" (Attachment J) to develop a corrective action plan. <i>(Please note this is not really a "template", but guidance on what information is to be included.)</i>
39	Communication Procedures (K, L, & M)	<ul style="list-style-type: none"> * Outline Communication Procedures on Attachment K and indicate: <ul style="list-style-type: none"> o whether a Maintenance schedule exists (the plan for checking communication systems) Example: changing batteries in communication equipment, checking if phone numbers are up-to-date, etc o if call-down lists are reviewed and define the frequency for testing (i.e. annually, bi-annually, etc) * Use Attachment L to provide phone tree details * Use Attachment M if no other directory already exists with community member's contact information.
40	Procedures for acquisition and distribution of resources obtained from Points of Distribution (PODs)	Use Attachment N to identify methods for acquiring, and distributing, POD resources to community members in need.
Total Points:		_____ / 40