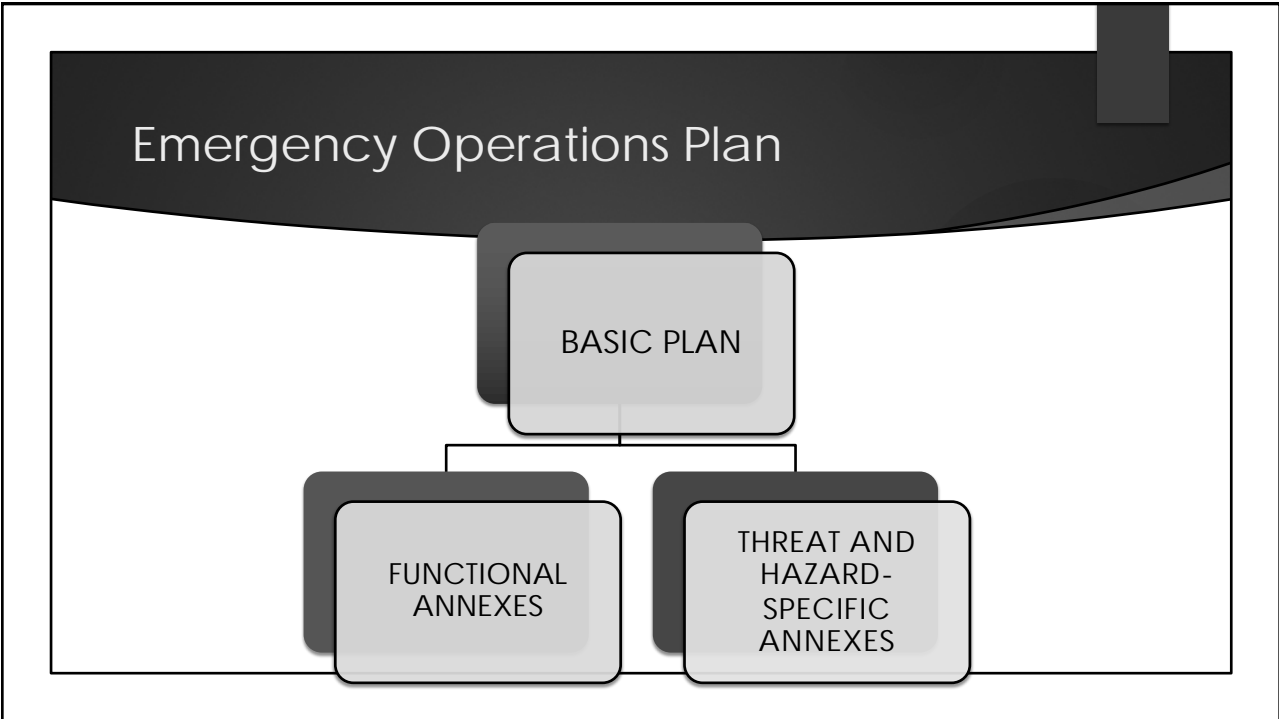


Parish Emergency Operations Planning

SESSION 4: COMPLETING THE FUNCTIONAL ANNEXES



EOP Format

FEMA Guide

Basic Plan

1. Introductory Material	2.4. Planning Assumptions
1.1. Promulgation Document and Signatures	3. Concept of Operations
1.2. Approval and Implementation	4. Organization and Assignment of Responsibilities
1.3. Record and Changes	5. Direction, Control, and Coordination
1.4. Record of Distribution	6. Information Collection, Analysis, and Dissemination
1.5. Table of Contents	7. Training and Exercises
2. Purpose, Scope, Situation Overview, and Assumptions	8. Administration, Finance, and Logistics
2.1. Purpose	9. Plan Development and Maintenance
2.2. Scope	10. Authorities and References
2.3. Situation Overview	

Functional Annexes

NOTE: This is not a complete list, but it is recommended that all EOPs include at least the following functional annexes:

1. Communications	6. Reunification
2. Evacuation	7. Continuity of Operations (COOP)
3. Shelter-in-Place	8. Security
4. Lockdown	9. Recovery
5. Accounting for All Persons	10. Health and Medical

Threat- or Hazard-Specific Annexes

NOTE: This is not a complete list. Each school's annexes will vary based on its hazard analysis.

1. Hurricane or Severe Storm	5. Mass Casualty Incident
2. Earthquake	6. <i>Active Shooter</i>
3. Tornado	7. Pandemic or Disease Outbreak
4. Hazardous Materials Incident	

Developing the Functional Annex

Start by establishing the goals and objectives for each function

- What is our desired outcome? (Goal)
- How are we going to achieve it? (Objectives)

Functional Annex

Goals: Broad general statements that indicate the desired outcome

Your team should develop three goals for every functional annex

1. Before
2. During
3. After

Functional Annex

Objectives: Specific measurable actions that are necessary to achieve the goals. Each goal will often have multiple objectives

With the goal, we asked ourselves, "What is it I want to see happen?"

With the objectives we ask, "How am I going to do that?"

Functional Annex - Evacuation

Goals: Functional Annex

1. Before – Develop a processes to assure the timely evacuation of the building in an emergency
2. During – Assure the safe and timely evacuation of the building
3. After - Account for all persons and assure their safety and security

Functional Annex - Evacuation

Goal 1:

Before – Develop processes to assure the timely evacuation of the building in an emergency

Objectives:

- Develop a plan that ensures the timely evacuation of all persons present on the property
- Develop courses of action for carrying out the plan
- Provide training and exercise the plan

Functional Annex - Evacuation

Goal 2

During - Assure the safe and timely evacuation of the building

Objectives

Exit the building using the closest evacuation route.

Assemble outside the facility in the designated areas.

Follow all instructions from the fire department and police.

Do NOT go back into the building. Re-enter only after the all-clear is given by the fire department.

Functional Annex - Evacuation

Goal 3: After - Account for all persons and assure their safety and security

Objective

Account for all individuals once assembled in the designated areas. (Be sure to designate locations that provide safety and security and do not block access of first responders to your facility).

Assure all areas of the facility have been cleared

Courses of Action

After all of the Goals and Objectives have been established, the planning team determines the courses of action for accomplishing each.

Courses of action address the what, who, when, where, why, and how. Consider each objective and determine:

1. Feasible
2. Acceptable

Courses of Action

What is the action?

Who is responsible for the action?

When does the action take place?

How long should the action take and how much time is actually available?

What has to happen before the action?

What happens after the action?

What resources and skills are need to perform the action?

How will this action affect specific populations, such as children, the elderly, and individuals with disabilities and other with access and functional needs?

Functional Annex

Additional information on the Goals, Objectives, and Courses of Action relevant to your plan may already have been developed in your existing parish emergency plan. Use that information to assist you in completion of this section.

Functional Annex – Shelter-in-Place

How would you use this activity to develop a plan for sheltering during a tornado?
What would be your before, during, and after goals?
How would you ensure all persons in the facility are guided to shelter in a timely manner?
Who would be responsible for carrying out these courses of action?

Basic Plan – Review

- ▶ Outlines the features of an EOP.
- ▶ Provides and overview of the practice and operations
- ▶ Contains 10 key parts:
 1. Introductory Material
 2. Purpose, Scope, Situational Overview and Assumptions
 3. Concept of Operations
 4. Organization and Assignment of Responsibilities
 5. Direction, Control and Coordination
 6. Information Collection and Dissemination
 7. Training and Exercises
 8. Administration, Finance, and Logistics
 9. Plan Development and Maintenance
 10. Authorities and references

Summary

For the month:

Establish the Goals and Objectives for the Evacuation Annex

Identify the Courses of Action needed to achieve these Goals and Objectives

Time permitting, complete the Shelter in Place Annex for Tornado and/or any other threats you may be comfortable addressing. Refer to your threat assessment list completed during Session One.

Questions

If you have questions or need assistance as you complete your plan:

Jane Colavecchi

jane@jhcassociates.com

515-491-6088