



# PLANNING & TECHNICAL ASSISTANCE

*OFFERED BY THE WASHINGTON STATE EMERGENCY MANAGEMENT DIVISION'S  
PLANNING TEAM*

## CEMP TECHNICAL ASSISTANCE

### PURPOSE

- Provide targeted technical planning support to emergency management organizations.
- Assistance in the creation of a CEMP Basic Plan.
- Assistance in Support Annex development.
- Provide an informal reviews of CEMP Basic Plans, Support Annexes, and Appendices.
- Provide assistance on-site in your jurisdiction or through email and telephone.

### OUTCOME

- Development of a CEMP Basic Plan.
- Development of a realistic CEMP structure.
- Alleviation of road blocks to CEMP development.
- Development of a work plan for CEMP development.

## CEMP PLANNING ASSISTANCE

### PURPOSE

- Technical Assistance plus all of the following.
- Provide assistance with restructuring CEMP Support Annexes (e.g. ESFs to Department-focused annexes).
- Provide a detailed follow-up on CEMP reviews to discuss recommendations and implementation.
- Provide assistance in aligning with the National Preparedness Goal & the National Incident Management System.
- Align local information and operations into your CEMP framework.
- Provide in-depth planning support over the course of several days.

### OUTCOME

- CEMP development that aligns with the National Preparedness System and Goal.
- CEMPs that reflect the emergency management organization and supporting departments/organizations.



# PLANNING & TECHNICAL ASSISTANCE

**OFFERED BY THE WASHINGTON STATE EMERGENCY MANAGEMENT DIVISION'S  
PLANNING TEAM**

## Frequently Asked Questions

### ***How can you help us with our CEMP?***

The EMD Planning Team offers Technical and Planning Assistance to all jurisdictions and Tribes. We can assist you in modifying specific sections, the entire CEMP, or assist you in creating a new plan. We will work directly with you to alleviate as much of the burden as we can .

### ***What is the difference between a Basic Plan, Support Annexes, Hazard-specific Annexes, and Appendices?***

***Basic Plan***—the Basic Plan is a strategic overview of your emergency management organization. It addresses the Preparedness-focused and common components that affect all parts of the CEMP, to include addressing all 5 Mission Areas. The intended audience is senior/executive leadership, department/agency heads, and the general public.

***Support Annexes***—these are the operational components to the CEMP. Support Annexes explain the flow of Response operations, assign responsibilities, and organize resources.

***Hazard-specific Annexes***—these describe how Response will take place during and/or after a specific emergency or disaster (e.g. snow storm, earthquake, tsunami, etc.). The annexes prioritize the information already contained in the Support Annexes, tailored to the specific hazard, to increase response efficiency.

***Appendices***—these plans typically describe specific functions that take place under a Support Annex (e.g. debris management, sheltering, evacuation, etc.).

### ***Can I use another jurisdiction's CEMP to replace or modify my own?***

Some components of other jurisdictions' CEMP might prove more useful to incorporate into your own; however, you must ensure that the capabilities and methodologies used mirror your own. For that reason, it is strongly advised to only use another CEMP as a reference tool when updating and adding to your own.

### ***I don't like the ESF structure and it doesn't work for us, are there other options?***

There are two other options described in CPG 101: Functional and Department-focused Annexes; however, guidance says any structure is allowed as long as the necessary information is still discussed. Functional Annexes arrange or group common functions together to describe how broader objectives are accomplished during Response. Department-focused Annexes describe how a individual departments participates in Response.

### ***Do you have templates I can use?***

The EMD Planning Team has developed several templates for local jurisdictions to use in their CEMPs. The CEMP Basic Plan Guidebook can either serve as a reference tool or used as a template for your Basic Plan. Support Annex templates are customized during our Technical and Planning Assistance Visits. Appendix templates are always in development and are determined from planning gaps identified from local jurisdictions.

Email [EMDCEMPREVIEW@mil.wa.gov](mailto:EMDCEMPREVIEW@mil.wa.gov) with inquires on Technical and Planning Assistance.