Title Page

# **Table of Contents**

**Contents**

[Table of Contents 2](#_Toc195177295)

[Promulgation 5](#_Toc195177296)

[Approval and Implementation 6](#_Toc195177297)

[Record of Changes 7](#_Toc195177298)

[Record of Distribution 8](#_Toc195177299)

[Introduction 9](#_Toc195177300)

[**Purpose** 9](#_Toc195177301)

[**Scope** 9](#_Toc195177302)

[**Situation Overview** 9](#_Toc195177303)

[**Hazard Assessment Summary** 9](#_Toc195177304)

[**Planning Assumptions** 9](#_Toc195177305)

[Concept of Operations 10](#_Toc195177306)

[**General** 10](#_Toc195177307)

[**Plan Activation** 10](#_Toc195177308)

[**Whole Community Involvement** 10](#_Toc195177309)

[**Operational Objectives** 10](#_Toc195177310)

[**Incident Management** 10](#_Toc195177311)

[**NIMS Components to Achieve Priorities** 10](#_Toc195177312)

[**Request for a Proclamation of Emergency** 10](#_Toc195177313)

[Direction, Control, and Coordination 11](#_Toc195177314)

[**Multi-Jurisdictional Coordination** 11](#_Toc195177315)

[**Horizontal Integration** 11](#_Toc195177316)

[**Vertical Integration** 11](#_Toc195177317)

[**Unity of Effort through Core Capabilities** 11](#_Toc195177318)

[**Prevention Mission** 11](#_Toc195177319)

[**Protection Mission** 11](#_Toc195177320)

[**Mitigation Mission** 12](#_Toc195177321)

[**Response Mission** 12](#_Toc195177322)

[**Recovery Mission** 12](#_Toc195177323)

[Organization 12](#_Toc195177324)

[**Jurisdictional Organizational Structure** 13](#_Toc195177325)

[**Emergency Organizational Structure** 13](#_Toc195177326)

[**Emergency Operations Center/Emergency Coordination Center** 13](#_Toc195177327)

[**Primary/Alternate Locations** 13](#_Toc195177328)

[**Activation Process** 13](#_Toc195177329)

[**Deactivation Process** 13](#_Toc195177330)

[**Emergency Roles** 13](#_Toc195177331)

[**Coordinating** 13](#_Toc195177332)

[**Primary** 13](#_Toc195177333)

[**Support** 14](#_Toc195177334)

[Responsibilities 14](#_Toc195177335)

[**Elected/Appointed Officials** 14](#_Toc195177336)

[**Local Government Agencies/Departments** 14](#_Toc195177337)

[**Regional Organizations** 14](#_Toc195177338)

[**Private Sector** 14](#_Toc195177339)

[**Nongovernmental/Volunteer and Community Organizations** 14](#_Toc195177340)

[**Individual Community Members** 15](#_Toc195177341)

[Communications 15](#_Toc195177342)

[**Interoperable Communications Plans** 15](#_Toc195177343)

[**Federal** 15](#_Toc195177344)

[**State** 15](#_Toc195177345)

[**Regional** 15](#_Toc195177346)

[**Community Communications Plans** 15](#_Toc195177347)

[Administration 15](#_Toc195177348)

[**Documentation** 15](#_Toc195177349)

[**Retention** 15](#_Toc195177350)

[**Preservation** 16](#_Toc195177351)

[Finance 16](#_Toc195177352)

[**Incurred Costs Tracking** 16](#_Toc195177353)

[**Cost Recovery** 16](#_Toc195177354)

[**Federal Assistance Programs** 16](#_Toc195177355)

[**State Assistance Programs** 16](#_Toc195177356)

[**Local Assistance Programs** 16](#_Toc195177357)

[Logistics and Resource Management 17](#_Toc195177358)

[**Resource Typing** 17](#_Toc195177359)

[**Emergency Worker Program/Liability Protection** 17](#_Toc195177360)

[**Procurement Methodology** 17](#_Toc195177361)

[**Demobilization** 17](#_Toc195177362)

[**Resource Gaps** 17](#_Toc195177363)

[Development and Maintenance 17](#_Toc195177364)

[**Core Planning and Development Team** 17](#_Toc195177365)

[**Planning Process** 17](#_Toc195177366)

[**Review Process** 17](#_Toc195177367)

[**Revision Process** 18](#_Toc195177368)

[**Maintenance Schedule** 18](#_Toc195177369)

[**Training & Exercise Program** 18](#_Toc195177370)

[**Training Program** 18](#_Toc195177371)

[**Exercise Program** 18](#_Toc195177372)

[**After-Action Reporting Process** 18](#_Toc195177373)

[**Corrective Action Program** 18](#_Toc195177374)

# **Promulgation**

# **Approval and Implementation**

# **Record of Changes**

| Change Number:YR-XXX | Date of Change:MM/YYYY | Change Summary/Sections Affected |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# **Record of Distribution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Agency / Organization / Entity | Position Name | Date of Delivery:MM/YYYY | Number of Copies/Format | Receipt, Review, & Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |
|  |  |  | (#) [ ]  Hardcopy(#) [ ]  Digital | [ ]  Receipt[ ]  Review[ ]  Acceptance |

# **Introduction**

## **Purpose**

## **Scope**

## **Situation Overview**

### **Hazard Assessment Summary**

[*Insert Hazard Matrix*]

## **Planning Assumptions**

# **Concept of Operations**

## **General**

### **Plan Activation**

## **Whole Community Involvement**

See Local CEMP Template Guide (p. 11) for possible language to include.

## **Operational Objectives**

### **Incident Management**

See Local CEMP Template Guide (p. 13) for possible language to include.

### **NIMS Components to Achieve Priorities**

See Local CEMP Template Guide (p. 13) for possible language to include.

### **Request for a Proclamation of Emergency**

# **Direction, Control, and Coordination**

You may want to consider including graphical depictions in the following sections to further describe your jurisdiction’s integration and coordination efforts across, up, and down departments and/or agencies. See Local CEMP Template Guide (p. 15) for a sample graphic.

## **Multi-Jurisdictional Coordination**

## **Horizontal Integration**

## **Vertical Integration**

## **Unity of Effort through Core Capabilities**

See Local CEMP Template Guide (p. 15) for a description of the purpose of core capabilities and a table outlining the common core capabilitiesthat can be used in this section if desired.

See Local CEMP Template Guide (p. 16) for a table outlining the shared prevention and protection mission areas core capabilities that can be used in this section if desired.

### **Prevention Mission**

See Local CEMP Template Guide (p. 16) for a description of and table outlining the prevention mission area core capabilities that can be used in this section if desired.

### **Protection Mission**

See Local CEMP Template Guide (p. 17) for a description of and table outlining the protection mission area core capabilities that can be used in this section if desired.

### **Mitigation Mission**

See Local CEMP Template Guide (p. 17) for a description of and table outlining the mitigation mission area corecapabilities that can be used in this section if desired.

See Local CEMP Template Guide (p. 18) for a table outlining the shared response and recovery mission areas core capabilities that can be used in this section if desired.

### **Response Mission**

See Local CEMP Template Guide (p. 18) for a description of and table outlining the response mission area core capabilities that can be used in this section if desired.

### **Recovery Mission**

See Local CEMP Template Guide (p. 20) for a description of and table outlining the recovery mission area core capabilities that can be used in this section if desired.

# **Organization**

## **Jurisdictional Organizational Structure**

See Local CEMP Template Guide (p. 21) for an example of how your jurisdiction may graphically represent your organizational structure.

## **Emergency Organizational Structure**

See Local CEMP Template Guide (p. 22) for language broadly describing EOC/ECC organizational structures (read and edit to better explain your jurisdiction’s structure) and a starting point of a graphical representation of the structure.

## **Emergency Operations Center/Emergency Coordination Center**

See Local CEMP Template Guide (p. 23) for language broadly describing EOCs/ECCs (read and edit to better explain your jurisdiction’s structure).

### **Primary/Alternate Locations**

### **Activation Process**

**Activation Levels**

See Local CEMP Template Guide (p. 24) for an example on how your jurisdiction could graphically represent your activation levels.

### **Deactivation Process**

## **Emergency Roles**

Local CEMP Template Guide (p. 25) for language broadly describing emergency roles.

### **Coordinating**

### **Primary**

### **Support**

See Local CEMP Template Guide (p. 26) for an example of how your jurisdiction may graphically represent the structure you will be using for you annexes.

# **Responsibilities**

## **Elected/Appointed Officials**

See Local CEMP Template Guide (p. 28) for a description of and table outlining the elected/appointed officialsresponsibilities that can be used in this section if desired.

## **Local Government Agencies/Departments**

See Local CEMP Template Guide (p. 29) for a description of and table outlining the Local Government Agencies/Departments responsibilities that can be used in this section if desired.

## **Regional Organizations**

See Local CEMP Template Guide (p. 30) for a description of and table outlining the regional organizationsresponsibilities that can be used in this section if desired.

## **Private Sector**

See Local CEMP Template Guide (p. 30) for a description of and table outlining the private sector responsibilities that can be used in this section if desired.

## **Nongovernmental/Volunteer and Community Organizations**

See Local CEMP Template Guide (p. 32) for a description of and table outlining the Non-governmental/volunteer and community organizations responsibilities that can be used in this section if desired.

## **Individual Community Members**

See Local CEMP Template Guide (p. 33) for a description of and table outlining the individual community members responsibilities that can be used in this section if desired.

# **Communications**

## **Interoperable Communications Plans**

### **Federal**

### **State**

### **Regional**

## **Community Communications Plans**

# **Administration**

## **Documentation**

See Local CEMP Guide (p. 38) for language broadly describing records keeping (read and edit to better explain your jurisdiction’s process).

## **Retention**

## **Preservation**

See Local CEMP Guide (p. 38) for language broadly describing records preservation (read and edit to better explain your jurisdiction’s process).

# **Finance**

See Local CEMP Guide (p. 39) for language broadly describing finance protocols (read and edit to better explain your jurisdiction’s process).

## **Incurred Costs Tracking**

## **Cost Recovery**

See Local CEMP Guide (p. 40) for language broadly describing cost recovery (read and edit to better explain your jurisdiction’s process).

### **Federal Assistance Programs**

See Local CEMP Template Guide (p. 40) for possible language to include.

### **State Assistance Programs**

See Local CEMP Template Guide (p. 41) for possible language to include.

### **Local Assistance Programs**

# **Logistics and Resource Management**

See Local CEMP Guide (p. 41) for language broadly describing federal logistics and resource management (read and edit to better explain your jurisdiction’s process).

## **Resource Typing**

## **Emergency Worker Program/Liability Protection**

## **Procurement Methodology**

See Local CEMP Guide (p. 42) for language broadly describing procurement methodology (read and edit to better explain your jurisdiction’s process).

## **Demobilization**

## **Resource Gaps**

# **Development and Maintenance**

## **Core Planning and Development Team**

### **Planning Process**

### **Review Process**

### **Revision Process**

See Local CEMP Template Guide (p. 44) for an example on how your jurisdiction could graphically represent your revision process.

## **Maintenance Schedule**

See Local CEMP Template Guide (p. 44) for an example on how your jurisdiction could graphically represent your maintenance schedule.

## **Training & Exercise Program**

See Local CEMP Guide (p. 44) for language broadly describing training and exercise (read and edit to better explain your jurisdiction’s program).

### **Training Program**

**Credentialing**

### **Exercise Program**

See Local CEMP Template Guide (p. 45) for possible language to include.

### **After-Action Reporting Process**

See Local CEMP Template Guide (p. 45) for possible language to include.

### **Corrective Action Program**

See Local CEMP Template Guide (p. 46) for possible language to include.