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# **Promulgation**

# **Approval and Implementation**

# **Record of Changes**

| Change Number:  YR-XXX | Date of Change:  MM/YYYY | Change Summary/Sections Affected |
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# **Record of Distribution**

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| Agency / Organization / Entity | Position Name | Date of Delivery:  MM/YYYY | Number of Copies/Format | Receipt, Review, & Acceptance |
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# **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.