



# **Nevada Local, Jurisdictional, and Tribal Emergency Operations Planning and NIMS Compliance Guide**

Nevada Office of Emergency  
Management

Version 5

JUL 2025

## Foreword

The Nevada Office of Emergency Management and Homeland Security (NV OEM) presents the updated Nevada Emergency Operations Planning Guide. In accordance with [NRS 239C.250](#), local jurisdictions are required to maintain an emergency operations plan and submit an annual copy to the Office. This guide complements FEMA's [Comprehensive Planning Guide \(CPG 101\)](#) and is designed to assist local and tribal emergency managers in developing high-quality, executable plans that adhere to the principle of being locally executed, state-guided, and federally supported.

While the final plan is critical, the planning process itself is even more valuable. Engaging a broad range of stakeholders is essential to ensure the plan reflects the community's needs. Involve government agencies, private organizations, non-governmental organizations, and citizens. Adopt the motto: "No decision about me, without me." Your local emergency planning committee (LEPC) is an excellent starting point for initiating these discussions.

### Key Factors Influencing Your Plan

Several factors will shape your emergency operations plan:

- **Hazard Mitigation Plan:** Integrate insights from your community's mitigation strategies.
- **THIRA and Risk Assessments:** Utilize your analysis findings.
- **Past Incidents and After-Action Reviews:** Learn from historical events and lessons.
- **National Incident Management System (NIMS):** Ensure alignment with national standards.
- **Collaborative Efforts:** Prioritize teamwork and partnerships.

Emergency managers are not incident commanders. They are facilitators, leading diverse teams to address complex challenges under pressure. Engage your community, leverage professional expertise, and collaborate with neighboring emergency managers. A robust planning process directly contributes to the successful management of incidents.

NV OEM is committed to support you with a proactive, solution-oriented customer service team with planners, mitigators, grant specialists, rural and tribal coordinators, and an Access and Functional Needs coordinator.

Thank you in helping Nevada prepare for, respond to, and recover from emergencies and disasters by building a more resilient Nevada through partnerships and collaboration.

Brett Compston  
Nevada's Emergency Manager and Homeland Security Chief

## Document Change Control

Version	Date	Summary of Changes	Name
1	2/26/15	This Guide has been reviewed but has not been substantively changed. All elements are still in effect.	B. Elliott, Lead Planner
1	2/14/16	This Guide has been reviewed but has not been substantively changed. All elements are still in effect.	B. Elliott, Lead Planner
2	7/15/2018	Changes to the Whole Community Planning Process, The EOP Guide	B. Elliott, Lead Planner
3	12/15/19	Reviewed and updated promulgation page and added Section 3. To update requirements under NRS 239.250	B. Elliott, Lead Planner
4	7/6/23	Reviewed and updated to include CPG 101 Version 3.0 guidance on EOP Formats, Community Lifelines, THIRA/SPR, POETE, AFN Integration, AFN Appendix, and NRS requirements under 414.095	H. Lafferty, L. Downey, R. Graves
5	1/6/25	Updated links, DEM vocabulary, logo	R. Graves, S. Grennan
6	7/24/25	Updated links, OEM vocabulary, logo	R. Davidson

# Table of Contents

<b>I. Purpose .....</b>	<b>1</b>
<b>II. CPG 101 .....</b>	<b>1</b>
<b>III. Requirements for Emergency Plan Development and Submission Under NRS 239C.250 .....</b>	<b>2</b>
<b>IV. Plan Development .....</b>	<b>3</b>
<b>V. Whole Community Concept .....</b>	<b>10</b>
Addressing Equity in the Planning Process .....	12
Access and Functional Needs Planning Best Practices .....	12
<b>VI. THIRA/SPR and POETE .....</b>	<b>15</b>
<b>VII. NIMS .....</b>	<b>18</b>
What is NIMS?.....	18
NIMS Adoption.....	19
Planning .....	20
Training .....	21
Drills and Exercises.....	23
Communications and Information Management .....	23
Resource Management.....	24
Command and Management: Incident Command System.....	25
Command and Management: Multi-Agency Coordination System.....	25
Command and Management: Public Information .....	26
<b>VIII. Planning for Pet Sheltering and Evacuation .....</b>	<b>27</b>
Resources.....	27
Community Partners .....	29
Sample Plans and Training .....	29
<b>IX. Acronyms .....</b>	<b>29</b>
<b>Annex A: Example POETE Capability Gap Identification .....</b>	<b>32</b>
<b>Annex B: EOP Development and Review Check Sheet Base Plan.....</b>	<b>35</b>
<b>Annex C: Whole Community Planning and CMIST Resource Tools .....</b>	<b>81</b>

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<b>Framework Title:</b>	<b>Nevada Local, Jurisdictional, and Tribal Emergency Operations Planning and NIMS Compliance Guide</b>		
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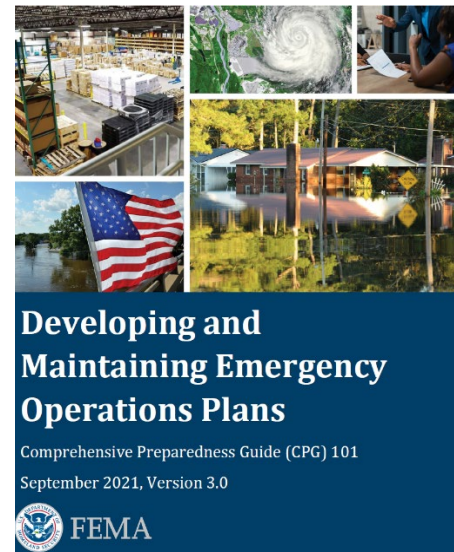
## I. Purpose

The Office of Emergency Management (NV OEM) has previously developed and provided guidance for the creation of National Incident Management System (NIMS) compliant Emergency Operations Plans (EOPs) for local governments, Tribal Nations, and State Agencies. Rather than produce a “how to” manual, NV OEM has endorsed the useful FEMA Comprehensive Preparedness Guide 101 Version 3 (CPG-101v3), *Developing and Maintaining State, Territorial, Tribal and Local Government Emergency Plans*, which provides a detailed guide for state, local and tribal emergency planners. This guide is intended to be a supplement to CPG-101 that focuses on Nevada specific information emergency planners need to be consistent with the State Comprehensive Emergency Management Plan (SCEMP) and maintain compliance with Nevada Revised Statutes governing the development of emergency plans and compliance with NIMS concepts.

NV OEM firmly believes that the process of planning is equally as important as the product. Plans should never lie stagnant, but be in a constant motion of review, implementation, testing, evaluation, and improvement.

## II. CPG 101

[Comprehensive Preparedness Guide \(CPG\) 101](#) provides guidance for developing emergency operations plans (EOPs). It outlines a practical framework for understanding the key principles of risk-informed planning and decision making. This helps planners examine hazards and threats to produce integrated, synchronized, and effective plans. CPG 101 promotes a consistent approach to planning across all phases of emergency management and homeland security mission areas. It supports planners at all levels of government in developing and maintaining EOPs considering an all-hazards approach and viable threat. Effective planning involves engaging the whole community, anticipating potential crises, identifying necessary capabilities, and establishing a framework for roles and responsibilities. Planning helps communities define their goals, identify actionable strategies to achieve them, and communicate expectations clearly. Each jurisdiction’s plans must reflect what that community will do to address its specific risks with the unique resources it has or can obtain.



### III. Requirements for Emergency Plan Development and Submission Under NRS 239C.250

#### NRS 239C.250

1. Each political subdivision shall adopt and maintain a response plan. Each new or revised plan must be filed within 10 days after adoption or revision with:
  - a. The Office; and
  - b. Each response agency that provides services to the political subdivision.
2. The response plan required by subsection 1 and any revised response plan pursuant to subsection 3 must include:
  - a. A drawing or map of the layout and boundaries of the political subdivision;
  - b. A drawing or description of the streets and highways within, and leading into and out of, the political subdivision, including any approved routes for evacuation;
  - c. The location and inventory of emergency response equipment and resources within the political subdivision
  - d. The location of any unusually hazardous substances within the political subdivision;
  - e. A telephone number that may be used by residents of the political subdivision to receive information and to make reports with respect to an act of terrorism or related emergency;
  - f. The location of one or more emergency response command posts that are located within the political subdivision;
  - g. A depiction of the location of each police station, sheriff's office and fire station that is located within the political subdivision;
  - h. Plans for the continuity of the operations and services of the political subdivision, which plans must be consistent with the provisions of [NRS 239C.260](#); and
  - i. Any other information that the Commission may determine to be relevant.
3. Each political subdivision shall review its response plan at least once each year and, as soon as practicable after the review is completed but not later than December 31 of each year, file with the Office and each response agency that provides services to the political subdivision:
  - a. Any revised response plan resulting from the review; or
  - b. A written certification that the most recent response plan filed pursuant to subsection 1 is the current response plan for the political subdivision.

4. Except as otherwise provided in [NRS 239.0115](#), a plan filed pursuant to the requirements of this section, including any revisions adopted thereto, is confidential and must be securely maintained by the entities with whom it is filed pursuant to subsection 1 or 3. An officer, employee or other person to whom the plan is entrusted by the entity with whom it is filed shall not disclose the contents of such a plan except:
  - a. Upon the lawful order of a court of competent jurisdiction;
  - b. As is reasonably necessary in the case of an act of terrorism or related emergency; or
  - c. Pursuant to the provisions of [NRS 239.0115](#).

## IV. Plan Development

### EOP Development

There are many ways to produce an EOP. The planning process that follows is flexible and allows communities to adapt it to varying characteristics and situations. While not ideal, if time is a constraint, steps can be minimized or skipped to accelerate the process. Small communities can follow just the steps that are appropriate to their size, known risks, and available planning resources. The following diagram depicts steps in the planning process. At each step in the planning process, jurisdictions should consider the impact of the decisions made on training, exercises, equipment, and other requirements.



### Whole Community Approach

NV OEM recommends that the start of any planning or EOP review process includes the representative participation of all the community stakeholders. This includes first responders, emergency management public health government agencies, businesses, not-

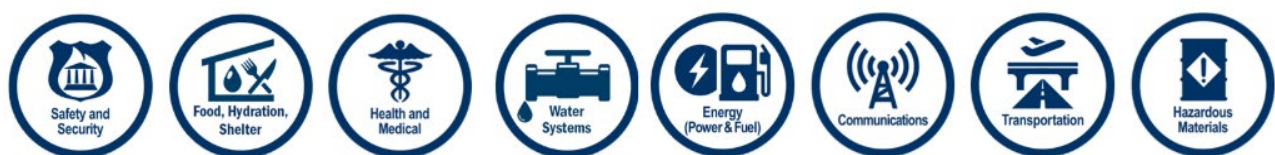
for-profit/non-governmental groups, access and functional needs representatives, and tribal nations. Later in this document we discuss in further detail the “Whole Community” concept.

## THIRA

The Threat and Hazard Identification and Risk Analysis (THIRA) is a required assessment which allows a jurisdiction to understand its threats and hazards. Their impacts may vary according to time of occurrence, seasons, locations, and community factors. The THIRA requires input from community stakeholders and involving them in this process will be critical. The knowledge of threats and hazards allows a jurisdiction to develop plans that will establish informed and defensible capability targets. This allows jurisdictions to commit appropriate resources drawn from the whole community, closing the gap between a target and a current capability. It allows for sustaining existing capabilities. The THIRA Process is discussed in detail in Section VI.

## Community Lifelines

Community Lifelines are fundamental services that enable the continuous operation of critical government and business functions. They are essential to human health, safety, and economic security. During initial response, a priority needs to be placed on assessing the status of community lifelines for stabilization. An EOP needs to identify community lifelines and specify how they will be restored when a disaster strikes.



The Community Lifelines are as follows:

- **Safety and Security:** Includes law enforcement, fire service, search and rescue, government, and community safety services.
- **Food, Water, and Shelter:** Includes services responsible for providing food, hydration, shelter, and maintaining agriculture during a disaster.
- **Health and Medical:** Includes medical care, public health, patient movement, medical supply chain management, and fatality management services.
- **Energy:** Includes power grid and fuel services.

- **Communications:** Includes infrastructure, responder communications, finance, 911 and dispatch, alerts, warnings, and messages.
- **Transportation:** Includes highway/roadway/motor vehicle, mass transit, railway, aviation, and maritime services.
- **Hazardous Materials:** Includes facilities, hazardous material (HAZMAT) services, and pollutant management and contaminant services.
- **Water Systems:** Includes potable water infrastructure and wastewater management.

## **EOP Format**

[CPG 101](#) details a step-by-step process for development of an EOP and it gives examples of multiple formats that a jurisdiction may use. While the Nevada State Comprehensive Emergency Management Plan uses an Emergency Support Function (ESF) format to parallel the National Response Framework (NRF), this may not be the optimal choice for cities, town, tribes, districts, and counties. Chapter 2 of CPG 101 discusses the three most used formats for emergency plans: a traditional Functional Format; the Emergency Support Function Format; and the Agency/Department Focused Format.

## Function-Focused Format

The functional structure is the most used EOP format, according to FEMA. Traditionally, a function focused format has three major sections: the base plan, functional annexes, and hazard specific annexes.

1

### Base Plan

- Introductory Material
  - Promulgation Document/Signatures
  - Approval and Implementation
  - Record of Changes
  - Record of Distribution
  - Table of Contents
- Purpose, Scope, Situation Overview, and Assumptions
  - Purpose
  - Scope
  - Situation Overview
    - Hazard Analysis Summary
    - Capability Assessment
    - Mitigation Overview
  - Planning Assumptions
- Concept of Operations
- Organization and Assignment of Responsibilities
- Direction, Control, and Coordination
- Information Collection, Analysis, and Dissemination
- Communications
- Administration, Finance, and Logistics
- Plan Development and Maintenance
- Authorities and References

2

### Functional Annexes

*[NOTE: Not a complete list; core functions will vary by jurisdiction]*

- Agriculture and Natural Resources
- Communications
- Continuity
- Direction, Control and Coordination
- Energy
- Financial Management
- Firefighting
- Hazardous Materials
- Law Enforcement
- Logistics and Resource Management
- Mass Care
- Mutual Aid/Multijurisdictional Coordination
- Private Sector Coordination
- Protective Actions
- Public Alert and Warning
- Public Health and Medical Services
- Public Information
- Public Works and Engineering/Infrastructure Restoration
- Recovery
- Search and Rescue
- Transportation
- Volunteer and Donations Management
- Worker Safety and Health

3

### Threat- or Hazard-Specific Annexes

*[NOTE: Not a complete list; annexes will vary based on jurisdiction's hazard analysis]*

- Biological Incident
- Earthquake
- Flood
- Hurricane/Severe Storm
- Tornado
- Dam and Levee Emergency
- Hazardous Materials Spill
- Radiological Incident
- Cyber Incident
- Terrorism

## Functional Structure

The federal government, most states and some local jurisdictions use ESFs to group response resources and capabilities from various departments and agencies. Jurisdictions that use ESFs to coordinate support typically use them to organize EOPs functionally. A functional structure using ESFs is similar to a more general functional EOP approach, with a base plan supplemented by functional annexes and threat and hazard specific annexes.

1

### Base Plan

- Introductory Material
  - Promulgation Document/Signatures
  - Approval and Implementation
  - Record of Changes
  - Record of Distribution
  - Table of Contents
- Purpose, Scope, Situation Overview, and Assumptions
  - Purpose
  - Scope
  - Situation Overview
    - Hazard Analysis Summary
    - Capability Assessment
    - Mitigation Overview
  - Planning Assumptions
- Concept of Operations
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- Direction, Control, and Coordination
- Information Collection, Analysis, and Dissemination
- Communications
- Administration, Finance, and Logistics
- Plan Development and Maintenance
- Authorities and References

2

### Emergency Support Function Annexes

- ESF #1: Transportation
- ESF #2: Communications
- ESF #3: Public Works and Engineering
- ESF #4: Firefighting
- ESF #5: Emergency Management
- ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services
- ESF #7: Logistics Management and Resource Support
- ESF #8: Public Health and Medical Services
- ESF #9: Search and Rescue
- ESF #10: Oil and Hazardous Materials Response
- ESF #11: Agriculture and Natural Resources
- ESF #12: Energy
- ESF #13: Public Safety and Security
- ESF #14: Cross-sector Business and Infrastructure
- ESF #15: External Affairs
- Other ESFs as defined by the jurisdiction

3

### Support Annexes

*[NOTE: Not a complete list; core functions will vary by jurisdiction]*

- Continuity of Government/Operations
- Financial Management
- Mutual Aid/Multi-Jurisdictional Coordination
- Population Protection
- Prevention and Protection
- Private Sector Coordination
- Recovery
- Volunteer and Donation Management
- Warning
- Worker Safety and Health

4

### Threat- or Hazard-Specific Annexes

*[NOTE: Not a complete list; annexes will vary based on jurisdiction's hazard analysis]*

- Biological Incident
- Earthquake
- Flood
- Hurricane/Severe Storm
- Tornado
- Dam and Levee Emergency
- Hazardous Materials Spill
- Radiological Incident
- Cyber Incident
- Terrorism

## Agency/Department Focused Format

This EOP format addresses each department or agency's tasks in a separate section. In addition to the base plan, this format includes lead and support agency sections and hazard specific procedures for the individual agencies.

**1 Base Plan**

- Introductory Material
  - Promulgation Document/Signatures
  - Approval and Implementation
  - Record of Changes
  - Record of Distribution
  - Table of Contents
- Purpose, Scope, Situation Overview, and Assumptions
  - Purpose
  - Scope
  - Situation Overview
    - Hazard Analysis Summary
    - Capability Assessment
    - Mitigation Overview
  - Planning Assumptions
- Concept of Operations
- Organization and Assignment of Responsibilities
- Direction, Control, and Coordination
- Information Collection, Analysis, and Dissemination
- Communications
- Administration, Finance, and Logistics
- Plan Development and Maintenance
- Authorities and References

**2 Lead Agencies**

- Fire
- Law Enforcement
- Emergency Medical
- Emergency Management
- Hospital
- Public Health
- Others as Needed

**3 Support Agencies**

- Identify those agencies that have a support role during an emergency and describe/address the strategies they are responsible for implementing

**4 Hazard-Specific Procedures**

- For any response or support agency, describe/address its hazard-specific strategies

Regardless of the format used, all EOPs, recovery plans, communications plans, continuity of operations (COOP) plans and continuity of government (COG) plans are required to include the following:

- A cover page with the date and name of the organization or names of the jurisdiction(s) covered by the plan.
- A letter of promulgation signed by the executive head making the document official.
- Purpose, scope and/or goals and objectives
- Authority
- Table of contents
- Situation and assumptions
- Functional roles and responsibilities for internal and external agencies
- Logistics support and resource requirements necessary to implement the plan.
- Concept of operations
- Plan maintenance

As required by Nevada Revised Statute (NRS) 239C.250 jurisdiction emergency plans must include:

- A drawing or map of the layout and boundaries of the political subdivision.
- A drawing or description of the streets and highways within, and leading into and out of, the political subdivision, including any approved routes for evacuation.
- The location and inventory of emergency response equipment and resources within the political subdivision.
- The location of any unusually hazardous substances within the political subdivision.
- A telephone number that may be used by residents of the political subdivision to receive information and to make reports with respect to an act of terrorism or related emergency.
- The location of one or more emergency response command posts that are located within the political subdivision.
- A depiction of the location of each police station, sheriff's office and fire station that is located within the political subdivision.
- Plans for the continuity of the operations and services of the political subdivision, which plans must be consistent with the provisions of [NRS 239C.260](#); and
- Any other information that the Commission may determine to be relevant.

Jurisdiction EOPs in Nevada shall identify and assign specific areas of responsibility for performing essential functions in response to an emergency or disaster. Areas of responsibility to be addressed include:

- Direction/control and coordination
- Information and planning
- Detection and monitoring
- Alert and notification
- Warning
- Communications
- Emergency public information
- Resource management
- Evacuation
- Mass care
- Sheltering
- Needs and damage assessment
- Mutual aid
- Military support
- Donations management
- Volunteer organizations
- Law enforcement
- Firefighting/fire protection

- Search and rescue
- Public health and medical
- Agriculture
- Animal management
- Food, water, and commodities distribution
- Transportation resources
- Energy and utilities services
- Public works and engineering services
- Hazardous materials
- Priority populations
- Fatality and mortuary services

## EOP Guidance

NV OEM offers planning assistance for jurisdictions and agencies through the State Emergency Management Planning Team. You can access the team [NDEMPPlanning@dem.nv.gov](mailto:NDEMPPlanning@dem.nv.gov).

## EOP Review and Maintenance

Each jurisdiction has a responsibility in accordance with [NRS 239C.250](#) to adopt and maintain an emergency response plan and within 10 days of adoption or revision, submit a copy of the plan to NV OEM. The State Emergency Management Planner will review each plan submitted for the above required elements and submit a report to the filing jurisdiction (See Annex: C for EOP Review Checklist). NV OEM comments are intended to assist the local jurisdiction with subsequent updates. NV OEM recommends that each jurisdiction reviews its EOP with its stakeholders on an annual basis to update the plan and incorporate any findings or recommendations discovered during an exercise or real event. Jurisdictions are encouraged to go through the full planning process every **five** years to ensure that the EOP is up to date with the best emergency management practices which suit the jurisdiction.

## V. Whole Community Concept

NV OEM recognizes that it takes all aspects of a community (volunteer, faith and community-based organizations, the private sector, access and functional needs groups, and the public, including survivors themselves) — not just the government — to effectively prepare for, protect against, respond to, recover from, and mitigate against any disaster. Community

emergency management organizations must work together to develop mutually supporting local capabilities to withstand the initial impacts of disasters. They must respond quickly to disasters and recover from disasters in a way that sustains and/or improves the community's overall well-being. How communities achieve this capacity calls for innovative approaches from across the full spectrum of community actors. This participation expands and enhances existing practices, institutions, and organizations that help make local communities successful every day.

Building community resilience in this manner requires emergency managers to effectively engage with and plan for the needs of the whole community. It realigns emergency management practices to support local needs, work to strengthen the institutions, assets, and networks to keep communities functioning a daily basis. We can do this by greatly expanding the traditional emergency management team. This encompasses the full fabric of the community and increasing the capacity of all team members. Broadening participation in all aspects of emergency management while strengthening underlying economic, social, and environmental conditions.

The Whole Community concept includes the following tenants:

- Understanding and meeting the true needs of the entire affected community.
- Engaging all aspects of the community (public, private, and civic in both defining those needs and devising ways to meet them).
- Strengthening the assets, institutions, and social processes that work well in communities on a daily basis to improve resilience and emergency management outcomes.

How can a jurisdiction most effectively engage the Whole Community?

- Groups to Consider:
  - Phone companies
  - School Districts/Private Schools
  - Churches/Faith-based
  - Access and Functional Needs Groups
  - Chamber of Commerce
  - Community Service Organizations
  - Farmer's Markets
  - Businesses
  - National Service Teams: AmeriCorps, Senior Corps, National Civilian Community Corps (NCCC)

- Seasonal Employment/Employers
- Insurance Companies
- Utilize free resources such as: Public Service Announcements (PSA), local press, free press.
- Conduct Joint Exercises — include everyone at all phases.

### **Addressing Equity in the Planning Process**

Incidents disproportionately affect people of color and others who have historically been under-served, marginalized, and adversely impacted by persistent poverty and inequality. Planners should address equity in all phases of the planning process. Racial inequality, financial inequity, unequal access to information and assistance, and transportation inequity directly and profoundly affect emergency preparedness, response, and recovery. Ensuring those impacted by inequality participate in the planning process is necessary, and planners should continuously seek to identify and confront issues of equity through the plan's goals and objectives, courses of action, means of communication, and resources.

### **Access and Functional Needs Planning Best Practices**

Incorporating the needs of people with access and functional needs into all phases of prevention, mitigation, protection, response, and recovery programs is a best practice based on FEMA's strategic goals of whole community inclusion. Individuals with access and functional needs can be aided to preserve their health, safety, and independence before, during, and after an incident by identifying their needs using the "C-MIST" framework. The C-MIST abbreviation stands for Communication, Maintaining Health, Independence, Safety, Support Services, Self- Determination, and Transportation.

In emergency or crisis situations, individuals are able to preserve their health, safety, and independence when physical and programmatic access, auxiliary aids and services, integration, and efficient communications are provided. Individuals with access and functional needs may have extra needs in one or more of the following functional categories to participate in and benefit from emergency preparedness programs and services.

## Communication

## Independence

## Transportation



### **C = Communication**

Individuals with communication requirements may communicate using American Sign Language (ASL), Limited English Proficiency (LEP), braille print, or other auxiliary aids and technology to communicate or navigate their surroundings. These people may be unable to hear announcements, see signs, comprehend communications, or articulate their problems.

A disaster or public health emergency may necessitate specific medications, supplies, services, Durable Medical Equipment (DME), electricity for life-sustaining equipment, breastfeeding and infant/childcare, or nutrition to mitigate the negative health effects.

### **M = Maintaining Health**

A disaster or public health emergency may necessitate specific medications, supplies, services, DME, electricity for life-sustaining equipment, breastfeeding and infant/childcare, or nutrition to mitigate the negative health effects. Those at risk who are identified and screened early, and whose functional independence needs are met within the first 48 hours, can avoid costly health deterioration and hospitalization. Maintaining functional independence may necessitate replacement of essential blood pressure medications, seizures, diabetes, psychiatric disorders, lost or damaged teeth, mobility equipment, other assistive devices (wheelchairs, walkers, scooters, and canes), and necessary consumables. It may include individuals who are unable to provide for themselves or who lack adequate resources.

### **I = Independence**

When relocating adults with disabilities to shelters, and medical care settings and when discharging them home or into the community, it is essential to ensure continuity of access to necessary mobility devices or assistive technology, vision and communication aids, and service animals that help the individual maintain independence. Maintaining independence requires that persons are not separated from their mobility devices, assistive technology, service animals, or primary support person.

## **S = Support**

Early detection and planning for Access and Functional Needs (AFNs) can lessen the negative effects of a public health emergency on the autonomy and well-being of individuals. Some individuals may have lost caregiver assistance during a hospital stay and require additional support following discharge; others may find it difficult to adapt to a new or unfamiliar environment or have trouble understanding or remembering; and still others may have suffered trauma or be victims of abuse.

## **T = Transport**

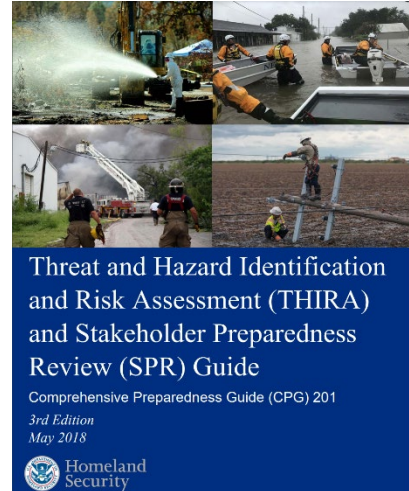
Individuals may lack access to personal transportation or be unable to operate a motor vehicle due to decreased or impaired mobility caused by age and/or disability, temporary conditions, injury, or legal constraint. In some places, disasters and public health situations can dramatically decrease transportation alternatives, making it difficult to obtain services and remain connected. Coordination with mass transit and accessible transportation service providers is required for disaster preparation.

NV OEM, in the development of statewide emergency plans, will use the whole community approach. Plan development workshops will be utilized in the 3 regions of the state to develop concepts of operation to best support rural and metropolitan needs of the state. Potential workshop participants may include:

- Representative counties and communities from the 3 regions of the state
- Representative Tribal Nations
- State Agencies
- Federal Agencies
- Military
- Critical Infrastructure/Key Resources (CI/KR)
- Utilities
- Businesses (casinos, hospitals, major retailers)
- Business associations
- Schools
- Church / faith-based groups
- Non-Governmental/Not for Profit groups

## VI. THIRA/SPR and POETE

The [Threat and Hazard Identification and Risk Assessment \(THIRA\) and Stakeholder Preparedness Review \(SPR\) Guide--CPG 201](#) is an all-hazards capability-based assessment tool suited for use by all jurisdictions. The THIRA and SPR allow a jurisdiction to understand its threats and hazards and how their impacts may vary according to time of occurrence, seasons, locations, and community factors. This knowledge allows a jurisdiction to establish informed and defensible capability targets. Knowledge of hazards and risks allows a jurisdiction to commit appropriate, whole community-drawn resources to closing the gap between a target and current capability or sustaining a current capability.



The THIRA is a State Homeland Security Grant Program (SHSGP) program requirement which started FY2013. The SHSGP is the federal grant which funds many of the emergency management programs in the state.

Using the THIRA results, a jurisdiction can develop a strategy to allocate resources effectively to achieve capability targets and reduce risk. The strategy should consider finding, connecting to, and strengthening community resources by leveraging the expertise and capability of individuals, communities, the private and nonprofit sectors, faith-based organizations, and all levels of government. A jurisdiction may find that it must fill gaps to build and sustain capabilities. They can utilize resources such as bond initiatives, local and state appropriations, and Federal grants to support building and sustaining capabilities.

THIRA-informed planning is consistent with and expands on nationally accepted emergency management standards. These plans require using risk assessments as the basis for planning across the mission areas. A continuous cycle of assessing capabilities, plans, and programs and incorporating the results into future THIRAs allows a jurisdiction to manage changes to its risk landscape. It provides the means to educate and update individuals, families, businesses, organizations, community leaders, and senior officials on the risks facing a community. An informed public is the best advocate for building required capabilities and creating a secure and resilient community.

The THIRA process consists of three basic steps:

1. **Identify the Threats and Hazards of Concern.** Based on prior experience, forecasting, expert judgment, and available resources, identify a list of the threats and hazards of concern to the community.
2. **Give Threats and Hazards Context.** Using the list of threats and hazards from Step 1, develop context that shows how those threats and hazards may affect the community.
3. **Establish Capability Targets.** Using the threats and hazards identified in Step 2, determine the level of capability that the community plans to achieve over time to manage those threats and hazards.

These three steps are adaptable to the needs and resources of any jurisdiction. The THIRA process can be employed by a small, one-person department as well as a larger organization with greater needs and resources.



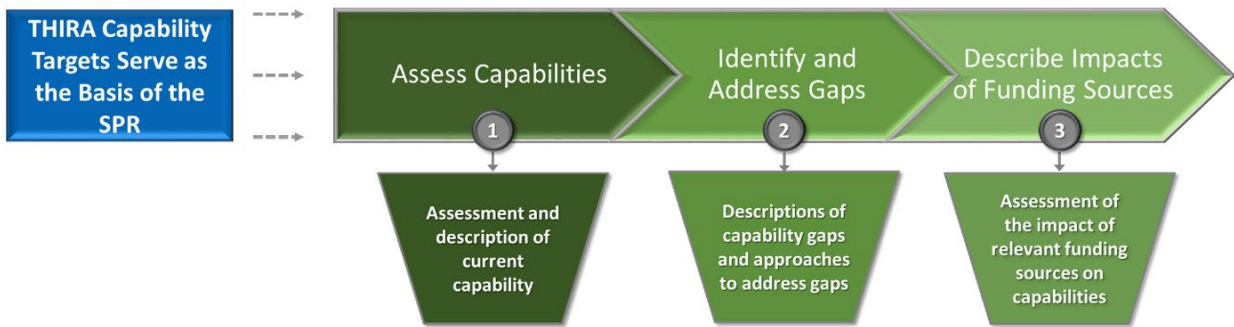
The SPR is an annual three-step self-assessment of a community's capability levels based on the capability targets identified in the THIRA. It helps answer the following questions:

- What are our current capability levels and how have our capabilities changed over the last year?
- What gaps exist between the capabilities we want to achieve and the capabilities we currently have?
- What do we need to do to close the capability gaps or sustain the capabilities?
- What impact did different funding sources—including grants—have on building or sustaining the capabilities assessed by the capability targets over the last year?

An accurate and complete SPR requires the perspectives of a broad range of informed stakeholders and subject matter experts (SMEs) from a variety of fields, including local governments, businesses, faith-based organizations, non-profit organizations, lifeline functions, access and functional needs groups, and institutions of higher education.

The SPR Process consists of three basic steps:

1. **Assess Capabilities.** Based on the language from the capability targets set in THIRA Step 3, identify the community’s current capability and how that capability changed over the last year, including capabilities lost, sustained, and built. Then, provide additional context to explain the reported data and its sources.
2. **Identify Capability Gaps and Intended Approaches to Address Them.** Determine the causes of the capability gap between the capability target and the current capability identified in SPR Step 1. Then, describe the actions and investments needed to close the capability gap or sustain the capability.
3. **Describe the Impacts of Funding Sources.** Identify how relevant funding sources, including but not limited to grant programs and the community’s own resources, helped to build, or sustain the capabilities assessed by the capability targets and describe how those capabilities were used in a real-world incident(s) over the past year.



NV OEM recommends that each jurisdiction implement a comprehensive analysis of current capability gaps identified in SPR process. Once a capability gap is established, it can be assessed through a cycle of planning, organizing/equipping, training, exercising, and evaluating/improving (POETE). This is a continuous process that ensures the regular examination of ever-changing threats, hazards, and risks.

POETE Areas	
<b>P</b> lanning	Development of policies, plans, procedures, mutual aid agreements, strategies, and other publications; involves the collection and analysis of intelligence and information

<b>Organization</b>	Individual teams, an overall organizational structure, and leadership at each level in the structure
<b>Equipment</b>	Equipment, supplies, and systems that comply with relevant standards
<b>Training</b>	Content and methods of delivery that comply with relevant training standards
<b>Exercises</b>	Exercises and actual incidents that provide an opportunity to demonstrate, evaluate, and improve the ability of core capabilities to perform assigned missions and tasks to standards

The SPR serves as a foundation for identification of POETE Capability Gaps (see **Annex A: Example POETE Capability Gap Identification**). Each jurisdiction can use the information from the THIRA/SPR and POETE Capability Gap analysis to establish preparedness priorities to develop a comprehensive EOP.

## VII. NIMS

### What is NIMS?

The National Incident Management System (NIMS) is a comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines. NIMS provides a consistent nationwide approach for federal, state, tribal entities, local governments, and private and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

There are four phases for NIMS Implementation:

1. Staff Training in NIMS processes.
2. Evaluation of existing plans, policies, and procedures to identify aspects where NIMS needs to be integrated in them. Emergency Operations Plans (EOPs) must be evaluated for NIMS incorporation.
3. Modification of existing plans, procedures, and policies to reflect NIMS adoption. This includes modification of any emergency response plans in support of the National Response Framework (NRF) and any internal emergency plans such as Continuity of Operations Plans (COOP) or Continuity of Government (COG) Plans.

There is an [NQS Sample Implementation Plan Template Guide](#) for making your plans NIMS compliant for Local/Tribal Jurisdictions. The [NIMS website](#) has additional information on Implementation, training, and other components and tools such as resource typing.

The **NRF** is a guide to how the Nation conducts all hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government.

A **COOP** is a local and tribal government, local and state agency, or business plan that details how the entity will maintain mission essential functions during an emergency.

A **COG** is a federal, state, local or tribal government plan on how the entity will continue government functions during an emergency or disaster when the leadership is impaired, missing, or unavailable.

4. Verification of achievement of the NIMS standards, including conducting training and exercises to demonstrate compliance with the standards.

An important component of NIMS implementation is the use of an Incident Command System (ICS) to provide a flexible and scalable, but consistent structure to organize response to emergencies and disasters. Many emergency response organizations have been using some form of ICS for many years. The ICS described in NIMS recognizes local ICS usages, and often what is used locally is acceptable for NIMS compliance, though sometimes some terminology or adaptations for ICS structure may be required. *Note: ICS is only one element of NIMS; there are several emphasis elements.*

All county and tribal agencies – police, sheriff, fire, emergency medical services, emergency management, homeland security, public health, public works, and all others who have a duty to respond to emergencies – should work together on NIMS implementation. In many counties, this activity is coordinated by the person designated as the lead for Emergency Management.

## **NIMS Adoption**

A key requirement of NIMS compliance is for local jurisdictions who provide emergency management, public health, public works, emergency medical services, police, and/or fire response to adopt NIMS. This is done through executive order, proclamation, resolution, or legislation as the county's all-hazards, incident response system.

Jurisdictions are required to designate and maintain a single point of contact to serve as principal coordinator for NIMS implementation jurisdiction wide.

Federal agencies that provide emergency management grant funding will require evidence of compliance with NIMS objectives as a condition of funding. NIMS compliance may be included by audit, and review agencies in all audits associated with federal emergency management/preparedness awards.

## **Planning**

The planning process is dynamic and involves an ongoing system of updating plans based on results of training, drills, exercises, responses, changes in local, state, and federal rule making, updated knowledge about hazards, and by incorporating changes based on best practices of other jurisdictions.

Emergency Operations Plans (EOPs) explain roles and responsibilities during an incident/event and they are often supplemented with additional documents. These include Standard Operating Procedures (SOPs) and Emergency Operating Guides (EOGs) which describe steps to follow when an event happens. Procedures are developed through training, planning, and exercising those plans. Plans include NIMS requirements and elements of the NRF and are often tested through evaluating actual responses and adjusting response procedures based on objective evaluation. NIMS requires testing plans and procedures through various response exercises.

NIMS specifies that mutual aid agreements be in writing. There are many forms of mutual aid agreements, and range in complexity. For example, informal mutual aid agreements among intra-county communities have existed for a long time. When resources are deployed across county or state borders, more formal mutual aid agreements need to be in place. This applies to tribes as well, by creating support agreements during crisis periods. Tribes may create agreements with local county and city governments, and special districts like public utility districts and school districts for response and recovery. It is best practice to review mutual aid agreements often and to update them when needed.

Documenting and formalizing mutual aid agreements between agencies and jurisdictions is a major part of NIMS and one of the measurements of NIMS compliance. Agency-to-agency, city-to-city, county-to-county, and inter-state mutual aid agreements exist all over the

country. NIMS compliance requirements suggest that jurisdictions revisit existing mutual aid agreements to ensure that NIMS standards are incorporated in them.

## Training

Jurisdictions are required to develop a NIMS training plan as a part of their NIMS compliance. The NIMS training plan should include an identification of positions / personnel, training strategy, timeline, and documentation of training.

Free training about NIMS, ICS, the National Response Framework (NRF), and related topics is available from FEMA's Emergency Management Institute virtual campus.

A complete list of all training that is available to take online is at <https://training.fema.gov/is/crslist.aspx?lang=en>

Training requirements for basic NIMS compliance is the online course ICS-700: NIMS, An Introduction. This course is accessible from the link above.

Further, training courses are strongly recommended for the categories of personnel listed below.

NIMS ICS Training includes:

**Entry Level** – personnel who have a direct role in emergency preparedness, incident management, or response:

- ICS-700: NIMS, An Introduction
- IS-100: Introduction to Incident Command System

There are different versions of IS-100 available. Personnel with these specialties may find it more suitable to take the version created for their line of work:

- Law Enforcement (IS-100LE)
- Public Works (IS-100PW)
- Schools (IS-100SC)
- Operational first responders (IS-100, cross listed with the National Fire Academy Course Q-462.)

**First Line, Single Resource, Field Supervisors** – personnel who have an operational role in emergency response:

- IS-700: NIMS, An Introduction
- IS-100: Introduction to Incident Command System
- IS-200: Basic Incident Command System

**Middle Management:** Strike Team Leaders, Office Supervisors, EOC Staff, etc.:

- IS-700: NIMS, An Introduction
- IS-100: Introduction to Incident Command System
- IS-200: Basic Incident Command System
- ICS-300: Intermediate Incident Command System (**Note:** this is a classroom course offered at the state level and is an FY07 requirement).
- IS-800b: National Response Framework (NRF)

**Command and General Staff:** Area, Emergency and EOC Managers:

- IS-700: NIMS, An Introduction
- IS-800b: National Response Framework (NRF)
- IS-200: Basic Incident Command System
- ICS-300: Intermediate Incident Command System (see above note)
- ICS-400: Advanced Incident Management System (see above note)

Anyone may participate in any of these training courses provided prerequisites are met. The courses are free and take from 30 minutes to an hour per lesson for the basic courses.

Courses offered online will have course numbers that begin with “IS”. Courses offered in a classroom will have course numbers that begin with “ICS”. Courses at the 300 level and above are classroom-based only and will have IS-100 and IS-200 as prerequisites.

**Training for Elected Officials:**

The NIMS Integration Center strongly recommends that all elected officials who will be interacting with multiple jurisdictions and agencies during an emergency incident complete, at a minimum, ICS-700: NIMS, An Introduction and IS-100: Introduction to ICS. These courses provide a basic understanding of the NIMS and the ICS. Everyone directly involved in managing an emergency should understand the command reporting structures, common terminology and roles and responsibilities inherent in a response operation. FEMA offers a classroom course for elected officials called *G402 Incident Command System (ICS) Overview for Executives/Senior Officials* which NV OEM highly recommends.

## Drills and Exercises

Drills and exercises are used to demonstrate proficiency in disaster and emergency response plans, provide qualitative and quantitative measurements on how the plan works, and identify where gaps exist, or adjustments are needed. NIMS requires that jurisdictions plan for and/or participate in “**All Hazard**” exercises. NV OEM recommends utilizing the Homeland Security Exercise and Evaluation Program (HSEEP) approach to all-hazards exercises.

There are many different types of drills and exercises, all of which have their pros and cons. They are tabletop exercises, functional exercises, and full-scale exercises.

Exercises that involve responders from multiple disciplines and jurisdictions are the best way to measure incorporation of NIMS principles and practices. .

Conducting regular drills and exercises enhance the institutionalization of NIMS, which is one of the primary measurements of NIMS compliance.

When exercises are completed, NIMS calls for the development of an **After-Action Report** (AAR) and incorporating corrective actions called a **Corrective Action Plan** (CAP) from the AAR into preparedness and response plans and procedures.

More information about HSEEP and AARs may be found at <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

## Communications and Information Management

NIMS and ICS describe standardized communication procedures. NIMS emphasizes increasing the capacity for interoperable communication amongst responders, particularly those from multiple jurisdictions.

During federal FY07 and beyond the use of standardized and consistent terminology, including the establishment of plain language communications standards across the public safety sector, is required for NIMS compliance.

More information on the use of plain language and standardized terminology may be found at [www.fema.gov/pdf/emergency/nims/More10Codes02-08-06.pdf](http://www.fema.gov/pdf/emergency/nims/More10Codes02-08-06.pdf)

## Resource Management

Resource management under NIMS defines standardized mechanisms and establishes requirements for processes to describe, identify, inventory, mobilize, dispatch, track, and recover resources over the cycle of the incident.

A resource typing system allows responders to keep track of all resources required and used for response. This is especially important when the county is receiving or providing mutual aid. Typed resources are easy to identify for replacement, upgrading, exchange or deployment.

Resources are organized in the following ways:

- **Category** – function for which the resource is most useful (firefighting, law enforcement & security, transportation, communications, public works & engineering, information & planning, mass care, etc.)
- **Kind** – broad class of characterization, such as teams, personnel, equipment, supplies, vehicles, and aircraft.
- **Components** – what composes the resource (e.g., hose, pump, ladder, truck, personnel, cots, blankets, water storage containers, syringes, etc.)
- **Metrics** – measurement standards that identify capability or capacity. Metrics will differ depending on the kind of resource being typed.
- **Type** – refers to the level of resource capability and provides managers with additional information to aid the selection and best use of resources. A type is based on a minimum level of capability described by the identified metrics for that resource or component. Type I implies a higher capability than Type II.

Counties and tribes should use resource typing definitions to describe or inventory their resources. A description of the typing definitions and approach can be found at <https://www.fema.gov/sites/default/files/documents/nims-guideline-resource-management-preparedness.pdf>

Starting in 2008, states, local governments and tribes are required to initiate the development of a system to credential emergency management/response personnel. Currently this program is in progress at NV OEM. More information about Credentialing may be found at [https://www.fema.gov/sites/default/files/2020-04/nims\\_guideline\\_for\\_the\\_credentialing\\_of\\_personnel\\_aug2011.pdf](https://www.fema.gov/sites/default/files/2020-04/nims_guideline_for_the_credentialing_of_personnel_aug2011.pdf)

## **Command and Management: Incident Command System**

The Incident Command System (ICS) manages all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning (IAP) and Common Communications Plans. An IAP gives the local and tribal emergency management a strategic direction on how the jurisdiction will manage their portion of the emergency or incident. The ICS form 202 is the standardized form which begins the IAP. Local and tribal emergency management may elect to use the ICS 202 or an alternate method but must describe how the jurisdiction will manage incident action planning in the EOP.

*Note: Many ICS forms are available and provide valuable assistance in organizing and maintaining organization integrity during response and recovery. ICS forms may be found at: <https://training.fema.gov/icsresource/icsforms.aspx>.*

ICS enables effective and efficient incident management via the integration of a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance administration. ICS is flexible and scalable, allowing for functional areas to be added or terminated as necessary. Some local governments and smaller tribes may not have the staff to fill all ICS positions, but since ICS is built to be scalable to fit the organization and the incident, incident command and operations sections may only be needed. A description of the local government or tribal ICS must be detailed in their EOP as a strategy and in tactical procedures. Regardless of the scale of the ICS used, the EOP must describe how the jurisdiction will manage the incident through the structure. More information about ICS may be found at <http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm>

## **Command and Management: Multi-Agency Coordination System**

The Multi Agency Coordination System (MACS) supports emergency incident and event management through the coordination and use of integrated incident response entities. It develops connectivity capability with local Incident Command Posts (ICPs), local 911 centers, local Emergency Operations Centers (EOCs), the state EOC and others as applicable.

A MAC unit is a combination of facilities, equipment, personnel, procedures, and communications. It is integrated into a common system with responsibility for coordinating and supporting incident management activities. MACS can include the following entities:

- Hospitals and Public Health Agencies
- Emergency medical services (EMS) (both private and public).
- Local 911 centers.
- Fire Departments.
- Hazardous materials response teams.
- Public Works
- Local and/or state emergency management.
- Local law enforcement offices/departments.

The primary functions of multi-agency coordination systems are to:

- Support incident management policies and priorities.
- Facilitate logistics support and resource tracking.
- Provide information regarding resource allocation decisions to incident management personnel in concert with incident management priorities.
- Coordinate incident related information.
- Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

More information about MACS may be found at

<https://training.fema.gov/is/courseoverview.aspx?code=IS-701.a&lang=en>

## **Command and Management: Public Information**

Institutionalized, within the framework of ICS, the **Public Information System (PIS)**, comprising of the **Joint Information System (JIS)** and a **Joint Information Center (JIC)**. The PIS will ensure an organized, integrated, and coordinated mechanism to perform critical emergency information, crisis communications and public affairs functions which is timely, accurate, and consistent.

The PIS will establish a system and protocol for providing timely and accurate information to the public during crisis or emergency situations. This system includes “many voices” and creates “one message” that is sent out to the public. During an event, an EOC would assign a **Public Information Officer (PIO)** or Public Affairs Representative/Spokesperson to handle:

- Media and public inquiries.
- Emergency public information and warnings.
- Rumor monitoring and response.
- Media monitoring; and

- Other functions required for coordinating, clearing with appropriate authorities, and disseminating accurate and timely information related to the incident, particularly regarding information on public health and safety and protection.

A PIS is comprised of a JIS and a JIC. The JIS provides an organized, integrated, and coordinated mechanism to ensure delivery of understandable, timely, accurate, and consistent information to the public in a crisis. The JIC is a physical location where public information professionals from organizations involved in incident management activities can co-locate to perform critical emergency information, crisis communications, and public affairs functions.

Small local governments and tribes may not have the staff to operate a JIS and a JIC but may collaborate with larger jurisdictions or a joint tribal JIS to manage public information.

More information about JIS may be found at

[https://www.fema.gov/sites/default/files/documents/fema\\_nims-basic-guidance-public-information-officers\\_12-2020.pdf](https://www.fema.gov/sites/default/files/documents/fema_nims-basic-guidance-public-information-officers_12-2020.pdf)

## VIII. Planning for Pet Sheltering and Evacuation

People consider pets a part of their family, so when a disaster strikes, residents could refuse to evacuate if it means they will have to leave their animal friends behind. In 2023, the legislature amended [NRS 414.095\(1\)\(a\)](#) as follows: “... (a) Address the needs of persons with pets, service animals or service animals in training during and after an emergency or disaster; (b) To the extent practicable, designate at least one shelter to accommodate persons with pets; and (c) To the extent practicable, include provisions for the evacuation, transport and shelter of persons with pets.”

### Resources

In Nevada, the leading state agency for coordinating animal-related guidance and disaster resources is the Nevada Department of Agriculture. This is in effort with emergency support function-6 Mass Care, with service animal and pet sheltering. There are several state and national level organizations that help with planning, mitigation and response to disasters affecting animals.

Agency / Organization	Resources	Website
U.S. Department of Health and Human Services	Facility/Shelter management expertise. Emergency animal response/ incident management leadership.	<a href="https://aspr.hhs.gov/at-risk/Pages/service_animals.aspx">https://aspr.hhs.gov/at-risk/Pages/service_animals.aspx</a>
National Animal Control Association	National Association of Animal Control Officers (ACO) work with local jurisdiction in animal emergency management.	<a href="http://www.nacanet.org/">http://www.nacanet.org/</a>
Delta Society	Veterinary organization specific to human-animal bond issues.	<a href="http://www.deltasociety.org/">http://www.deltasociety.org/</a>
American Humane Association	Provides assistance with animal emergency preparedness and response.	<a href="http://www.americanhumane.org/">http://www.americanhumane.org/</a>
Humane Societies	Humane Society of the US (HSUS) has formal agreements with FEMA and Red Cross for animal protection and disaster mitigation/response. Many counties have their own non-profit humane societies.	<a href="https://secure.humanesociety.org/">https://secure.humanesociety.org/</a> <a href="http://www.nevadahumanesociety.org/">http://www.nevadahumanesociety.org/</a>
FEMA	Animal disaster shelter kits.	<a href="https://www.fema.gov/fact-sheet/are-you-petpared-disasters">https://www.fema.gov/fact-sheet/are-you-petpared-disasters</a>

## Community Partners

Most communities have a veterinarian, whether established as a permanent business or mobile veterinary service. Animal special interest groups or animal welfare organizations are usually eager to participate in disaster planning workshops. Commercial businesses like pet stores, farm supply stores, groomers, pet day care/kennel services and animal trainers are excellent resources for disaster infrastructure.

## Sample Plans and Training

- Louisiana State Animal Response Team: LSART Companion Animal Evacuations and Sheltering Manual: [http://www.lsart.org/site/view/107338\\_PlanningResources.pml](http://www.lsart.org/site/view/107338_PlanningResources.pml)
- Jefferson County Large Animal Evacuation and Rescue: <https://www.jeffco.us/468/Animal-Evacuations>
- IS-10. a - Animals in Disasters: Awareness and Preparedness: <http://training.fema.gov/EMIWeb/IS/IS10a.asp>
- IS-11. a - Animals in Disasters: Community Planning [https://emilms.fema.gov/is\\_0011a/curriculum/1.html](https://emilms.fema.gov/is_0011a/curriculum/1.html)

## IX. Acronyms

<b>AAR/IP</b>	After-Action Report / Improvement Plan
<b>ADA</b>	Americans with Disabilities Act
<b>CAP</b>	Corrective Action Plan
<b>CI/KR</b>	Critical Infrastructure Key Resource
<b>COG</b>	Continuity of Government
<b>COOP</b>	Continuity of Operations
<b>CPG101</b>	Comprehensive Planning Guide
<b>DMORT</b>	Disaster Mortuary Team
<b>DMS</b>	Debris Management Site
<b>EAS</b>	Emergency Alert System
<b>EMAP</b>	Emergency Management Accreditation Program
<b>EMS</b>	Emergency Medical System
<b>EOC</b>	Emergency Operations Center
<b>EOG</b>	Emergency Operating Guide
<b>EOP</b>	Emergency Operations Plan
<b>ESF</b>	Emergency Support Function

<b>FEMA</b>	Federal Emergency Management Agency
<b>FY</b>	Fiscal Year
<b>HDAP</b>	Homeowner's Disaster Assistance Program
<b>HSEEP</b>	Homeland Security Exercise and Evaluation Program
<b>HSUS</b>	Humane Society of the United States
<b>IAP</b>	Incident Action Plan
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IDAP</b>	Individual Disaster Assistance Program
<b>JIC</b>	Joint Information Center
<b>JIS</b>	Joint Information System
<b>LHA</b>	Local Health Authority
<b>MAA</b>	Mutual Aid Agreement
<b>MACS</b>	Multi-Agency Coordination System
<b>NAC</b>	Nevada Administrative Code
<b>NCCC</b>	National Civilian Community Corps
<b>NV OEM</b>	Nevada Office of Emergency Management/Homeland Security
<b>NGO</b>	Non-Governmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRF</b>	National Response Framework
<b>NRS</b>	Nevada Revised Statute
<b>PA</b>	Public Administration
<b>PIS</b>	Public Information System
<b>PIO</b>	Public Information Officer
<b>POETE</b>	Planning, Organizing, Equipping, Training, Exercising
<b>PSA</b>	Public Service Announcements
<b>SAR</b>	Search and Rescue
<b>SBA</b>	Small Business Association
<b>SEMP</b>	State Comprehensive Emergency Management Plan
<b>SHSGP</b>	State Homeland Security Grant Program
<b>SOP</b>	Standard Operating Procedures
<b>TDSR</b>	Temporary Debris Reduction Site
<b>THIRA</b>	Threat and Hazard Identification and Risk Assessment
<b>VRC</b>	Volunteer Reception Center

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## Annex A: Example POETE Capability Gap Identification

Example POETE Capability Gap Identification	
<b>Capability Target</b>	Within <b>2 hours</b> of an incident, reach <b>10,000</b> community members, including <b>5,000</b> without mobile devices, with protective action warning communications.
<b>Current Capability</b>	Within <b>2 hours</b> of an incident, reach <b>3,000</b> community members, including <b>1,000</b> without mobile devices, with protective action warning communications.
<b>Capability Gap</b>	Within <b>2 hours</b> of an incident, reach <b>7,000</b> community members, including <b>4,000</b> without mobile devices, with protective action warning communications.
<b>POETE Area</b>	<b>Free-Text Capability Description</b>
<b>Planning</b>	Current protective action mass notification plan does not account for dissemination of protective action warnings through any other means outside of SMS text messages disseminated through the jurisdiction’s mass notification platform to mobile devices listed in the active directory.
<b>Organization</b>	Jurisdiction does not have sufficient personnel to disseminate protective action warnings through the mass notification platform and to those without mobile devices. In addition, the jurisdiction does not have sufficient personnel to administer the mass notification platform’s contact list beyond what is automatically populated by the jurisdiction’s active directory.
<b>Equipment</b>	The jurisdiction’s current mobile mass notification platform is not capable of disseminating protective actions warnings in any other format other than SMS text messages to mobile devices.

<b>Training</b>	Protective action alerts disseminated through the mass notification platform will enhance the reach of the alert to capture the 4,000 community members without mobile devices. Only 4 employees are authorized to activate the mass notification platform while an optimal of 10 employees twenty-four-hours-a-day/seven- days-a-week (24/7) is needed to activate the mass notification platform.
<b>Exercises</b>	There was a workshop exercise in 2016 to develop procedures for activating the mass notification platform.
<b>POETE Area</b>	<b>Free-Text Approaches to Address Capability Gaps</b>
<b>Planning</b>	Develop a plan to disseminate protective action warnings through other means beyond SMS text messages to mobile devices listed in the jurisdiction’s active directory.
<b>Organization</b>	Identify at least 6 employees to train and exercise dissemination of protective actions warnings through the mass notification platform.
<b>Equipment</b>	Upgrade subscription to mass notification platform add capabilities.
<b>Training</b>	Train at least 6 employees to activate the mass notification platform.
<b>Exercises</b>	Conduct a seminar, table-top exercise, and drill on the activation of the mass notification system annually. Incorporate evaluation of the activation of the mass notification system in the jurisdiction’s annual full-scale exercise of emergency response operations.

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## Annex B: EOP Development and Review Check Sheet Base Plan

Emergency Operations Plan Development and Review Checklist: Basic Plan (Strategy)  
*Items highlighted in red and italicized indicate NIMS compliance standards or required under NRS.*

Plan Section and Page \_\_\_\_\_ Plan Elements \_\_\_\_\_

**Basic Plan** – Provides an overview of the jurisdiction’s emergency management/response program and the jurisdiction’s ability to prepare for, respond to, and recover from emergencies and disasters.

- A. **Table of Contents and Plan Development and Review Checklist** - An outline of the plan’s format, key sections, attachments, charts, etc.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Include a table of contents that lists/identifies the major sections/chapters and/or key elements of the plan.
- \_\_\_\_\_  Include a completed, current copy of the Plan Development and Review checklist.
- \_\_\_\_\_  Include a Record of Changes.

Comments:

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- B. **Promulgation Statement** - A signed statement formally recognizing and adopting the plan as the jurisdiction’s all hazard EOP.

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Include the plan’s Promulgation Statement, signed by the jurisdiction’s Chief Elected Official(s). This statement should be updated each time a new Chief Elected Official takes office.

\_\_\_\_\_  The Plan’s promulgation statement must emphasize that the plan is an “All-Hazards” plan.

Comments:

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- I. **Governing Authorities** – Provide a statement or list governing federal, state, and local authorities that regulates the operations of the jurisdiction’s emergency management.

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Include federal authorities: Stafford Act, Civil Defense Act: Emergency Management and Assistance, 44CFR; Homeland Security Presidential Directives; National Response Framework, etc.

\_\_\_\_\_  Include state authorities: NRS Chapter 414, Emergency Management; NAC Chapter 414, Emergency Management, etc.

\_\_\_\_\_  Include local authorities: County resolution for NIMS implementation; mutual aid agreements; agreements with non-governmental organizations, etc.

Comments:

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- II. **Introduction** - This explains the plan’s intent, who it involves, and why it was developed.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe the purpose for developing and maintaining the EOP.
- \_\_\_\_\_  Describe what types of incidents and under what conditions the plan will be activated.
- \_\_\_\_\_  Describe who has the authority to activate the plan.
- \_\_\_\_\_  List and define words phrases acronyms and abbreviations that have special meaning to emergency management and that are used repeatedly in the plan.

Comments:

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- III. **Situation and Assumptions** – Summary of the major findings of the jurisdiction’s hazard analysis and a discussion of the hazards that are likely to impact the jurisdiction.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Summarize/Identify the hazards that pose a unique risk to the jurisdiction and would create a need to activate this plan (natural, technological, public health and manmade hazards).
  
- \_\_\_\_\_  Summarize/Identify the probable high-risk areas, both population and environmental, that are likely to be impacted by the defined hazards (access and functional needs facilities, wildlife refuges, types/numbers of houses/businesses in flood plains, areas around chemical facility, etc.).
  
- \_\_\_\_\_  Summarize/Identify the likelihood that the defined hazards have and will continue to occur within the jurisdiction; prioritize the hazard based on likelihood and impact on the jurisdiction.
  
- \_\_\_\_\_  Describe assumptions made and methodology used to complete the jurisdiction's Hazard Analysis.
  
- \_\_\_\_\_  Include an appendix map that show high risk areas that are likely to be impacted by the identified hazard (residential/commercial areas within defined flood plains, earthquake fault zones, vulnerable zones for hazardous material facilities/routes, etc.).

Comments:

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**Additional planning elements could include:**

- \_\_\_\_\_  Describe/Identify unique time variables that may influence the hazard analysis and pre-planning for the event (rush hour, annual festivals, seasonal events, etc.).

Comments:

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IV. **Concept of Operations** – Provides an overview for the jurisdiction’s/agencies overall approach to emergency Management.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe the jurisdiction’s overall objectives to emergency management.
  
- \_\_\_\_\_  Describe the incident command arrangements from the initial response to the establishment of an incident command and the interface between field operations, local EOC and the State EOC.
  
- \_\_\_\_\_  *Describe the Incident Command System (ICS) structure for the jurisdiction and how it will be implemented.*
  
- \_\_\_\_\_  *Include a statement that describes the jurisdiction’s adoption of NIMS for all of the jurisdiction’s departments/agencies.*
  
- \_\_\_\_\_  *Include a statement that the jurisdiction manages all emergency incidents and pre-planned (recurring/special) events in accordance with ICS organizational structures, doctrines and procedures as defined by NIMS.*
  
- \_\_\_\_\_  *Designate a jurisdiction point of contact to serve as principal coordinator for NIMS implementation jurisdiction wide.*
  
- \_\_\_\_\_  *Outline the process that will be used to obtain and manage resources.*

\_\_\_\_\_  *Summarize the process how the agency develops, processes, and makes requests through Mutual Aid Agreements (MAAs).*

\_\_\_\_\_  *Outline the process that will be used to manage resources and request resources form the state or federal government.*

\_\_\_\_\_  Outline the process that will be used to obtain state or federal assistance.

\_\_\_\_\_  *Outline the process that will be used to manage resources and request resources form the state or federal government.*

\_\_\_\_\_  Summarize emergency authorities of local /agency officials.

\_\_\_\_\_  Summarize the jurisdictions actions by phases of emergency management including pre and post event mitigation, community preparedness, response to an incident or disaster, and recovery from an incident or disaster.

\_\_\_\_\_  *Detail the jurisdiction’s approach to interoperable communications, how the EOC will maintain a common operating picture with the field, and how all agencies involved with the incident will use common and consistent language during the response and recovery phases of the incident.*

\_\_\_\_\_  *Summarize how the jurisdiction will address the needs of persons with pets, service animals or service animals in training during and after an emergency or disaster in accordance with NRS414.095.*

\_\_\_\_\_  *Summarize how the agency will participate in the Public Information System (PIS); its part in the Joint information System (JIS); how the agency will appoint a Public Information Officer*

*(PIO); and how the PIO will participate in the Joint Information Center (JIC) if activated.*

Comments:

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- V. **Assignment of Roles and Responsibilities** – Provides an overview of the key functions and procedures that local jurisdictions/agencies will accomplish during an emergency, including the roles that state, federal, and private agencies will take to support local operations

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe the emergency responsibilities of the chief elected official and other members of the executive staff and jurisdiction’s departments as an executive policy group.
  
- \_\_\_\_\_  Outline the role and responsibilities of the City/ County Manager.
  
- \_\_\_\_\_  Describe the common emergency management responsibilities for all the jurisdiction’s departments.
  
- \_\_\_\_\_  Outline the role and responsibility of the incident commander of the Emergency Management Director.
  
- \_\_\_\_\_  Outline the role of the Emergency Management Director.
  
- \_\_\_\_\_  Outline the responsibilities for each organization/agency/ emergency support function, summarize tasks involved and show title/position of primary responsibility of each function. *Note: Key functions will be broken down by ESFs and functional annexes later in this document.*

\_\_\_\_\_  Outline the emergency services that organized volunteer groups and businesses have agreed to provide.

\_\_\_\_\_  Include an emergency operations organization chart and/or a matrix that lists primary and secondary support roles for all tasked agencies by Functional Annex/ESF/Appendix.

Comments:

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VI. **Direction and Control** – *Discuss the jurisdiction’s implementation of the Incident Command System (ICS) and how they manage response operations during an emergency or disaster.*

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify the agency/position/title that will command incidents and have overall responsibility to coordinate response operations (Fire Service for chemical, Law Enforcement for Riot, Mayor/Manager for natural hazard, etc.), including how they will share command if the incident crosses multiple jurisdictional boundaries.

\_\_\_\_\_  Summarize the line of succession for key personnel.

\_\_\_\_\_  *Describe the actions that will be used to implement ICS (first arriving unit etc.) and to coordinate response operations, including the identification of key positions used to staff the ICS (Operations, Agency Liaisons, Safety, etc.)*

- \_\_\_\_\_  *Indicate who is responsible for establishing an Incident Command Post (ICP), where it might be located (chief's car, command bus, nearest enclosed structure, etc.), and how it will be identified as the ICP during the emergency. (green light, flag etc.).*
  
- \_\_\_\_\_  Describe the actions that will be used to coordinate activities between ICP and an activated EOC including how and when the Incident Commander (IC) can request the activation of an EOC.
  
- \_\_\_\_\_  Describe the actions that will be taken to coordinate direct communications between on-scene responders, and between off-scene agencies that have a response role (Hospital, ARC, Health Department, etc.).
  
- \_\_\_\_\_  Describe the actions that will be taken by the IC to secure additional resources and integrate the unplanned arrival of individual spontaneous/unsolicited citizen-responders and volunteer groups into the response system.

Comments:

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- VII. **Emergency Operations Center (EOC)** - The *process the jurisdiction uses to activate and utilize an EOC to support and coordinate response operations during the disaster.*

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe the purpose and function of the EOC during an emergency/declared disaster.

\_\_\_\_\_  Identify and describe under what circumstances the jurisdiction will activate their EOC and identify who has the activation authority.

\_\_\_\_\_  Identify the jurisdiction's primary and alternate EOC facilities.

Comments:

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VIII. **Readiness Levels:** The process by which a jurisdiction follows a prescribed build-up period which can be taken to achieve a gradually increased state of readiness.

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Describe the jurisdiction's actions under normal conditions or how it responds to minor incidents.

\_\_\_\_\_  Describe the jurisdiction's actions under state of increased readiness.

\_\_\_\_\_  Describe the jurisdiction's actions under state of high readiness.

\_\_\_\_\_  Describe the jurisdiction's actions under state of maximum readiness.

Comments:

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- XI. **Recovery Operations** - These are the activities taken to restore vital services and return the jurisdiction to its pre-disaster condition. (Note this section may be included in the EOP or in a separate annex for more detail)
- A. **Damage Assessment** - The actions to be taken to determine the extent of damage caused by the disaster to private and public property and facilities.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agencies and the actions they will take to conduct and coordinate damage assessments on private property (homeowners, businesses, renters, etc.).
- \_\_\_\_\_  Identify the agencies and the actions they will take to conduct and coordinate damage assessments on public property (government, private-non-profit, etc.).
- \_\_\_\_\_  Identify the agencies and the actions they will take to collect and report initial damage assessment information within 36 hours of the disaster/emergency.

Comments:

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- B. **Damage Assessment** - The actions to be taken to coordinate the clean-up and disposal of debris from a disaster site. NV OEM has developed specific planning guidance on how to develop a debris management program and subsequent plans. This guidance should be used to assist in the development of the jurisdiction’s separate Debris Management Plan.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agencies and the actions they will take to assist in the management of debris during emergencies and disasters.
  
- \_\_\_\_\_  Identify the agencies and the actions they will take to communicate debris management instructions to the public, (separating/sorting debris, scheduled pickup times, drop-off sites for different materials, etc.) including actions to issue updated information.
  
- \_\_\_\_\_  Identify the agencies and the actions they will take to ensure the safety of those involved in debris operations and how their actions are compliant with applicable federal, state, and local safety standards.
  
- \_\_\_\_\_  Identify the agencies and the actions they will take to assess and resolve potential health-related debris management issues (mosquito/fly infestation, hazardous and infectious waste, etc.).
  
- \_\_\_\_\_  Identify the agencies and the actions they will take to address environmental requirements for managing solid waste, hazardous waste, construction and demolition debris, infectious waste, and radiological waste.
  
- \_\_\_\_\_  Identify the agencies and the actions they will take to handle and process unique debris types such as white metals (household appliances), woody/agricultural debris, tires, vehicles, mobile homes, food, dead animals, human remains, etc.
  
- \_\_\_\_\_  Identify potential Debris Management Sites (DMS) or Temporary Debris Storage and Reduction Sites (TDSR) and disposal facilities and plans for their staffing, operating, managing, and monitoring.

Comments:

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- C. **Donations Management** - The process for coordinating and collecting and distribution of goods and monetary donations donated following an emergency.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agencies that will establish and staff donations management functions (activation, recordkeeping, cost documentation, reporting, setup toll-free hotlines, creating and managing databases, identify a donations coordinator/agency, use support organizations, etc.).
- \_\_\_\_\_  Identify the agencies that will collect, sort, manage, and distribute in-kind contributions.
- \_\_\_\_\_  Identify the agencies that will collect, sort, manage, and distribute un-solicited contributions.
- \_\_\_\_\_  Identify the agencies that will manage the receipt, storage, and distribution of large-scale donations.
- \_\_\_\_\_  Describe the procedures and agencies used to receive, manage, and distribute cash contributions during and following an emergency or disaster.
- \_\_\_\_\_  Identify the agencies that will manage the disposal of, or refusal of unacceptable goods.
- \_\_\_\_\_  Describe the actions that will be taken to communicate current donations needs to the public (instructions on what are

acceptable donations, scheduled drop-off sites and times, how and where to send cash, etc.) including a process for issuing routine updates.

\_\_\_\_\_  Describe the actions that will be taken to establish and manage a Volunteer Reception Center (VRC), including the identification of VRC sites and facilities.

\_\_\_\_\_  Identify the agencies that will manage a spontaneous influx of volunteers.

\_\_\_\_\_  Identify agencies that will manage the demobilization of donations management operations following an emergency or disaster.

Comments:

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C. **Cost Recovery and Reimbursement** - The procedures used to recover the costs incurred during the response to a disaster.

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Describe/Identify the various programs that allow the jurisdictions and the response/support agencies to recover their costs (Small Business Administration (SBA), Public Administration (PA), Homeowners Disaster Assistance Program (HDAP), etc.).

\_\_\_\_\_  Describe the actions that will be taken to document extraordinary costs incurred during response and recovery operations (personnel overtime, equipment used/expended, contracts initiated, etc.).

- \_\_\_\_\_  Identify the agencies and their programs and actions they will take to assist the public to recover their costs and begin rebuilding following an emergency or disaster (SBA, Individual Disaster Assistance Program (IDAP), unemployment, worker's comp, etc.).
  
- \_\_\_\_\_  Identify drop-off sites and times, how and where to send cash including a process for issuing routine updates.
  
- \_\_\_\_\_  Describe the actions that will be taken to establish and manage a Volunteer Reception Center (VRC), including the identification of VRC sites and facilities.
  
- \_\_\_\_\_  Identify the agencies that will manage a spontaneous influx of volunteers.
  
- \_\_\_\_\_  Identify agencies that will manage the demobilization of donations management operations following an emergency or disaster.

Comments:

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IX. **Administration and Support**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  *Summarize the mutual aid agreements and contracts that have been entered into for the quick activation and sharing of resources during an emergency. Also, detail contact numbers and agreement expiration dates.*

\_\_\_\_\_  Establish requirements for reports during emergency operations including: hazardous material spill reporting, initial emergency report, situation report, and other reports.

\_\_\_\_\_  Establish requirements for emergency management record keeping, including: activity logs, incident costs, emergency or disaster costs, and other records as needed.

\_\_\_\_\_  Outline requirements for record keeping related to emergencies and for preservation of government records.

Comments:

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- A. **Training Program** - *The process used by the jurisdiction to provide or develop training programs and other types of educational programs for emergency responders, medical personnel, and local government officials.*

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  *Describe the actions that will be taken to ensure that the jurisdiction meets NIMS training requirements.*

\_\_\_\_\_  *Describe/identify the training requirements of emergency response personnel and local officials to prepare for and respond to a disaster (ICS/EOC interface, emergency planning, damage assessment, etc.).*

\_\_\_\_\_  Identify the agencies that will be used to provide/coordinate training.

Comments:

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B. **Exercise Program** – *The methods used to conduct and evaluate an exercise of the plan*

To meet standards, it is recommended that the plan should, at a minimum:

\_\_\_\_\_  Describe the schedule that the jurisdiction has to periodically test its EOP.

\_\_\_\_\_  Based on exercise results, describe the actions and methods the jurisdiction will use to evaluate the preparedness for the identified hazards, including documentations made to improve the local emergency management/response program.

\_\_\_\_\_  *Identify the agencies that will be responsible and the actions they will take to ensure that deficiencies and recommended changes that are discovered through exercises and real events are implemented/accomplished, including ensuring that changes are made to the plan. After-action reports (AAR) and Corrective Action Plan/Improvement Plan (CAP/IP) guidelines and templates are contained in HSEEP Volume III.*

Comments:

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C. **Plan Maintenance** – Identifies the process the jurisdiction uses to regularly review and update the EOP

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed.

\_\_\_\_\_  Outline the process used to annually review and revise the plan, including the roles of support agencies in the process, and the process for annual submittal of the plan to the NV OEM.

Comments:

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**Emergency Operations Plan Development and Review Checklist:  
Functional Annexes (Tactics)**

Annex A. **Direction and Control**

**To meet standards the plan it is recommended it should, at a minimum:**

- \_\_\_\_\_  Identify the primary and secondary sites for the EOC.
  
- \_\_\_\_\_  Identify the agencies and the actions they will take to maintain direction and control.
  
- \_\_\_\_\_  Describe the concept of operations for the EOC; how information will flow from the field; how incident action plans will be developed, how personnel needed will be determined, and determine the capability of the jurisdiction to respond to the emergency.
  
- \_\_\_\_\_  Describe the actions organization of the EOC and the responsibility of the ICS section including Incident Commander, Operations section, Planning Section, Logistics Section, and Administration/Finance Section.

Comments:

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Annex B. **Evacuation.**

**To meet standards the plan it is recommended it should, at a minimum:**

- \_\_\_\_\_  Describe incidents that would necessitate an evacuation and identify who has the authority to initiate an evacuation.

- \_\_\_\_\_  Identify the agencies that would assist in conducting an evacuation (establishing alternate transportation/detour routes, and providing transportation, housing, security, etc.).
  
- \_\_\_\_\_  Describe how and when the public will be notified of evacuations, and what actions they may be advised to follow during an evacuation.
  
- \_\_\_\_\_  Identify the resources that will be used to assist in moving evacuees, including assisting access and functional needs populations, mobility impaired individuals, and institutionalized persons.
  
- \_\_\_\_\_  *Describe the actions that will be taken to care for evacuee's animals/pets/livestock or to instruct evacuees on how to manage the care of their animals/pets/livestock during an evacuation in accordance with NRS414.095.*
  
- \_\_\_\_\_  Describe how agencies will coordinate the decision to return survivors to their homes, including informing survivors about health concerns and actions they should take when returning to homes/businesses.
  
- \_\_\_\_\_  Describe the actions that will be taken if the public refuses to evacuate (forced removal, contact of next of kin, unique marking on home, take no action, etc.).

Comments:

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Annex C. **Communications**

**To meet standards the plan it is recommended it should, at a minimum:**

\_\_\_\_\_  Identify the agencies and the actions they will take to manage interoperable communications between on scene personnel/agencies (radio frequencies/tactical channels, cell phones, CP Liaisons, communications vehicle/van, etc.).

\_\_\_\_\_  Identify the agencies and the actions they will take to identify and overcome communications shortfalls (personnel with incompatible equipment use of ARES/RACES at the CP/off-site locations, CB radios, etc.).

\_\_\_\_\_  Identify the agencies and individual personnel, and the actions they will take to manage communications between on-site and off-site personnel and agencies (shelters, hospitals, EMA, etc.).

\_\_\_\_\_  Describe the actions that 911/Dispatch Centers will take to support/coordinate communications between on-scene personnel/agencies, including alternate methods of service if 911/Dispatch is out of operation (resource mobilization, documentation, backup, etc.).

\_\_\_\_\_  Identify the agencies and the actions they will take to identify and overcome communications shortfalls (personnel with incompatible equipment use of ARES/RACES at the CP/off-site locations, CB radios, etc.).

\_\_\_\_\_  Describe the actions that will take place within the County EOC to support and coordinate communications between on-scene and off-scene personnel and agencies.

Comments:

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Annex D. **Alert and Warning**

**To meet standards, the plan it is recommended it should, at a minimum:**

- \_\_\_\_\_  Identify the agencies that will assist in initiating/disseminating initial notification that an emergency/disaster has occurred (EAS activation, door-to-door, sirens, cable/TV messages, etc.).
  
- \_\_\_\_\_  Identify the agencies that will assist in providing continuous public information about an emergency/disaster (media briefings, press releases, cable interruptions, EAS, etc.).

Comments:

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Annex E. **Shelter and Mass Care**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agencies that will identify, open, and staff emergency shelters, including the temporary use of reception centers while waiting for shelters to officially open.
  
- \_\_\_\_\_  Identify the agencies that will provide short-term lodging and other mass care needs (beds/rest, food/water, crisis counseling, phones, clergy support, etc.).
  
- \_\_\_\_\_  Describe how shelters will coordinate their operations with on-scene and other off-site support agencies.

- \_\_\_\_\_  Describe how shelters will keep evacuees informed about the status of the disaster, including information about actions that shelter residents may need to take when they return home.
  
- \_\_\_\_\_  Identify the agencies that will provide care and support for institutionalized or access and functional needs populations (medical/prescription support, transportation, etc.).
  
- \_\_\_\_\_  *Identify the agencies that will care for pets/animals brought to shelters, including service animals, service in training animals and companion animals in accordance with NRS414.095.*
  
- \_\_\_\_\_  Identify the agencies that will notify and inform the public about the status of injured or missing relatives.
  
- \_\_\_\_\_  Identify the resources that will be used to shelter access and functional needs populations, mobility impaired individuals, and institutionalized persons.
  
- \_\_\_\_\_  Identify the agencies that will inform the public about what actions they will be advised to follow when implementing in-place sheltering and then kept informed throughout the incident, including the termination of in-place sheltering.

Comments:

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Annex F. **Radiological Protection**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify who is responsible for primary responsibility for this function.
- \_\_\_\_\_  Identify the inventory of radiological detection equipment.
- \_\_\_\_\_  Identify the inventory of radiological protective equipment.
- \_\_\_\_\_  Identify the number of personnel who are trained to respond to a radiological emergency.

Comments:

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Annex G. **Police**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe how the jurisdiction will protect life and safety during a disaster.
- \_\_\_\_\_  Describe how the jurisdiction will maintain law and order during a disaster.
- \_\_\_\_\_  Describe how the jurisdiction will provide emergency traffic control and provide escort for emergency responders.
- \_\_\_\_\_  Describe how the jurisdiction will provide crowd control assistance.
- \_\_\_\_\_  Describe how the jurisdiction will assist in warning citizens.

Comments:

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Annex H. **Fire and Rescue**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe how the jurisdiction will function to prevent the loss of life and property from fires or the threat of fires.
  
- \_\_\_\_\_  Describe how the jurisdiction will assist with the warning and evacuation of citizens.
  
- \_\_\_\_\_  Describe how the jurisdiction will assist and cooperate with other counties/cities agencies and departments responding to disasters.

Comments:

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Annex H. **Public Works**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe how the jurisdiction will provide manpower, vehicles, and equipment to maintain the roadways.

- \_\_\_\_\_  Describe how the jurisdiction will provide manpower, vehicles, and equipment to maintain the County/City water system.
- \_\_\_\_\_  Describe how the jurisdiction will provide manpower, vehicles, and equipment to maintain County/town sewer system.
- \_\_\_\_\_  Describe how the jurisdiction will provide manpower, vehicles, and equipment to remove debris.
- \_\_\_\_\_  Describe how the jurisdiction will provide manpower, vehicles, and equipment to assist in evacuation.
- \_\_\_\_\_  Describe how the jurisdiction will provide manpower, vehicles, and equipment to provide emergency power.

Comments:

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Annex J.                      **Emergency Public Information**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe the jurisdictions public information system (PIS), the role of public information officer(s) and describe the how public information releases will be coordinated within a Joint Information Center (JIC), coordinating information between agencies/elected officials, etc.).
- \_\_\_\_\_  Describe how the JIC will work with news media, agencies, elected officials, etc., to ensure that a unified message will be disseminated to the public during and emergency/disaster.

- \_\_\_\_\_  Describe how emergency responders/local officials will work with the media during an emergency (scheduling press briefings, establishing media centers on-scene, controlling access to the scene/responders/victims, etc.).

Comments:

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Annex K. **Resource Management**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  List all the resources available to the jurisdiction during an emergency or disaster situation by type

Comments:

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Annex L. **Mass Casualty**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify and describe the actions that will be taken by Emergency Medical personnel to contain and stabilize a disaster (setup triage, provide initial treatment, conduct/coordinate transport, etc.).

\_\_\_\_\_  Identify the agencies and the actions they will take to manage on-scene functions of mass casualty/fatality events (body identification, expanded mortuary services, notifies next of kin, etc.).

\_\_\_\_\_  Identify and describe the tasks that the coroner will take during an emergency or disaster (victim identification, morgue operations and expansion, mortuary services, DMORT activation, etc.), and how their actions will be coordinated with responders (EMS officer, ICP/EOC, local Hospitals, etc.).

Comments:

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Annex M. **Hazardous Material and Oil Spill Res**

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Define what a level 1 Haz-Mat incident is and how the jurisdiction would respond to it.

\_\_\_\_\_  Define what a level 2 Haz-Mat Emergency is and how the jurisdiction would respond to it.

\_\_\_\_\_  Define what a level 3 Haz-Mat Disaster is and how the jurisdiction would respond to it.

\_\_\_\_\_  Describe how the jurisdiction would identify the hazardous material being released.

\_\_\_\_\_  Describe how the jurisdiction would initially report a Haz-Mat situation.

\_\_\_\_\_  Describe how the jurisdiction would determine the extent of danger to responders and the protective measures the jurisdiction would employ.

\_\_\_\_\_  Describe how the jurisdiction would determine the extent of danger to the public and how they would employ protective measures such as evacuation, shelter in place and how the jurisdiction would go about to inform the public.

\_\_\_\_\_  Describe how the jurisdiction would respond to a hazardous material that threatens water and sewer systems and bodies of water such as lakes and rivers.

\_\_\_\_\_  Describe how the jurisdiction would go about decontaminating persons and items contaminated by hazardous materials.

Comments:

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Annex N. **Transportation**

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Describe how the jurisdiction or agency manages and coordinates activities to support the effort of local agencies.

\_\_\_\_\_  Describe how the jurisdiction or agency establishes transportation priorities for allocating transportation resources and transportation requests.

\_\_\_\_\_  Describe how the jurisdiction or agency will assess the transportation infrastructure and respond to maintaining open road access.

\_\_\_\_\_  Describe how the jurisdiction or agency will coordinate the response of evacuating the population to safety.

Comments:

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**Annex O.     Resource Support**

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify the agencies responsible to maintain emergency response equipment and materials.

\_\_\_\_\_  Identify the agencies responsible for requisitioning needed external resources.

\_\_\_\_\_  Provide a brief summary statement of specialized equipment, facilities, personnel, and emergency response organizations currently available for a response to the defined hazards.

\_\_\_\_\_  Describe the process used to identify private agencies/contractors that will support resource management issues (waste haulers, spill contractors, landfill operators, etc.).

\_\_\_\_\_  Describe how the jurisdiction will coordinate volunteers.

\_\_\_\_\_  Describe how the jurisdiction will coordinate donations.

\_\_\_\_\_  Describe how the jurisdiction will coordinate food, water, and commodity distribution.

Comments:

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**Annex P. Animal and Plant Emergency Services**

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify the agency responsible to coordinate and manage the containment of any communicable disease resulting in an animal and plant emergency.

\_\_\_\_\_  Describe how the jurisdiction will coordinate the quarantine and isolation of livestock.

\_\_\_\_\_  Describe how the jurisdiction will manage the mass culling of suspected infected livestock.

\_\_\_\_\_  Describe how the jurisdiction will coordinate the disposal of animal carcasses.

Comments:

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**Annex Q. Search and Rescue (SAR)**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agencies that would assist in conducting of SAR activities.
  
- \_\_\_\_\_  Describe the actions that will be taken to coordinate internal and external SAR equipment and resources.
  
- \_\_\_\_\_  Describe the actions that will be taken to respond to wilderness SAR, collapsed building SAR, collapsed building SAR, water SAR and underground/mine SAR.

Comments:

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**Annex R.     Energy**

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agency responsible for coordinating the provision of emergency power and fuel to support the immediate response activities as well as providing power and fuel to normalize community functions.
  
- \_\_\_\_\_  Describe how the jurisdiction will coordinate power and fuel resources to meet the response and recovery needs of the community.

Comments:

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**Annex S. Military Support**

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify how the jurisdiction will coordinate military support.

Comments:

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**Emergency Operations Plan Development and Review Checklist:**

**Emergency Support Functions**

**ESF 1. Transportation** – Provides a coordinated response in the management of transportation needs.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe how the jurisdiction or agency manages and coordinates activities to support the effort of local agencies.
  
- \_\_\_\_\_  Describe how the jurisdiction or agency establishes transportation priorities for allocating transportation resources and transportation requests.
  
- \_\_\_\_\_  Describe how the jurisdiction or agency will assess the transportation infrastructure and respond to maintaining open road access.
  
- \_\_\_\_\_  Describe how the jurisdiction or agency will coordinate the response of evacuating the population to safety.

Comments:

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**ESF 2. Communications and Alerting**– Provides reliable, timely, and effective information/warnings to the public at the onset and throughout a disaster and establishes and maintains interoperable communications (part of the Public Information System).

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify the agencies that will assist in initiating/disseminating initial notification that an emergency/disaster has occurred (EAS activation, door-to-door, sirens, cable/TV messages, etc.).

\_\_\_\_\_  Identify the agencies that will assist in providing continuous public information about an emergency/disaster (media briefings, press releases, cable interruptions, EAS, etc.).

\_\_\_\_\_  Identify the agencies and the actions they will take to manage communications between on scene personnel/agencies (radio frequencies/tactical channels, cell phones, CP Liaisons, communications vehicle/van, etc.).

\_\_\_\_\_  Identify the agencies and the actions they will take to identify and overcome communications shortfalls (personnel with incompatible equipment, use of ARES/RACES at the CP/off-site locations, CB radios, etc.).

\_\_\_\_\_  Identify the agencies and individual personnel, and the actions they will take to manage communications between on-site and off-site personnel and agencies (shelters, hospitals, EMA, etc.).

\_\_\_\_\_  Describe the actions that 911/Dispatch Centers will take to support/coordinate communications between on-scene personnel/agencies, including alternate methods of service if 911/Dispatch is out of operation (resource mobilization, documentation, backup, etc.).

\_\_\_\_\_  Describe the actions that will take place within the County EOC to support and coordinate communications between on-scene and off-scene personnel and agencies.

Comments:

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**ESF 3. Public Works and Engineering** – The response needs to identify and coordinate the control of public utilities issues that otherwise can create additional hazards to the local population.

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify the conditions that could result from energy and utility problems that will be created because of identified hazards (downed power lines, wastewater discharges, water system interruption, ruptured underground storage tanks, etc.).

\_\_\_\_\_  Identify the agencies that will identify, prioritize, and coordinate response to energy and utilities problems that could be created as a result of identified hazards (shutoff of gas/electric in flooded areas, restoration of critical systems, controlling underground water/gas main breaks, etc.).

\_\_\_\_\_  Identify the agencies that will identify, prioritize, and coordinate the removal of debris from roadways to ensure access for local responders (snow/debris removal, stream clearance of debris/ice, etc.), including the coordination of road closures and the establishment of alternate access routes.

\_\_\_\_\_  Identify the agencies that will protect affected populations during incidents that could result in periods of extreme temperatures and/or shortages of energy and other utilities. Discuss how the jurisdiction will coordinate with utility-providing entities during utility outages.

Comments:

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**ESF 4. Fire Fighting**– Provides a coordinated response in the management of firefighting.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe how the jurisdiction will function to prevent the loss of life and property from fires or the threat of fires.
  
- \_\_\_\_\_  Describe how the jurisdiction will assist with the warning and evacuation of citizens.
  
- \_\_\_\_\_  Describe how the jurisdiction will assist and cooperate with other counties/cities agencies and departments responding to disasters.

Comments:

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**ESF 5. Emergency Management** – coordinates and analyses data relevant to the jurisdiction’s management of the incident and coordinates the internal and external resources necessary to manage the incident.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe how the jurisdiction activates the EOC and staffs the EOC in accordance with ICS.
  
- \_\_\_\_\_  Describe how the jurisdiction coordinates the internal and external resources necessary to manage the incident.
  
- \_\_\_\_\_  Describe how the jurisdiction collects, verifies, analyzes, and disseminates incident information as needed.

- \_\_\_\_\_  Describe how the jurisdiction coordinates with the on-scene incident commander.
- \_\_\_\_\_  Describe how the jurisdiction coordinates/monitors/oversees public information activities.
- \_\_\_\_\_  Describe how the jurisdiction collects and processes information concerning recovery activities while the response phase of the disaster is on-going.
- \_\_\_\_\_  Describe how the jurisdiction deploys appropriate ESF assets in support of recovery operations.

Comments:

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**ESF 6.      Mass Care and Shelter**– The procedures used to implement sheltering and mass care operations for the evacuees.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agencies that will identify, open, and staff emergency shelters, including the temporary use of reception centers while waiting for shelters to officially open.
- \_\_\_\_\_  Identify the agencies that will provide short-term lodging and other mass care needs (beds/rest, food/water, crisis counseling, phones, clergy support, etc.).
- \_\_\_\_\_  Describe how shelters will coordinate their operations with on-scene and other off-site support agencies.

- \_\_\_\_\_  Describe how shelters will keep evacuees informed about the status of the disaster, including information about actions that shelter residents may need to take when they return home.
  
- \_\_\_\_\_  Identify the agencies that will provide care and support for institutionalized or access and functional needs populations (medical/prescription support, transportation, etc.).
  
- \_\_\_\_\_  Identify the agencies that will care for pets/animals brought to shelters, including service and companion animals.
  
- \_\_\_\_\_  Identify the agencies that will notify and inform the public about the status of injured or missing relatives.
  
- \_\_\_\_\_  Identify the agencies that will inform the public about what actions they will be advised to follow when implementing in-place sheltering and then kept informed throughout the incident, including the termination of in-place sheltering.

Comments:

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**ESF 7. Resource Support** – Provides resource support to the local response and recovery efforts and coordination of unaffiliated volunteers and donations proceeding or following a disaster.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agencies responsible to maintain emergency response equipment and materials.
  
- \_\_\_\_\_  Identify the agencies responsible for requisitioning needed external resources.

\_\_\_\_\_  Provide a brief summary statement of specialized equipment, facilities, personnel, and emergency response organizations currently available for a response to the defined hazards.

\_\_\_\_\_  Describe the process used to identify private agencies/contractors that will support resource management issues (waste haulers, spill contractors, landfill operators, etc.).

\_\_\_\_\_  Describe how the jurisdiction will coordinate volunteers.

\_\_\_\_\_  Describe how the jurisdiction will coordinate donations.

Comments:

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**ESF 8. Public Health and Medical Services** – Provides a coordinated response in the management of transportation needs.

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify and describe the actions that will be taken by Emergency Medical personnel to contain and stabilize a disaster (setup triage, provide initial treatment, conduct/coordinate transport, etc.).

\_\_\_\_\_  Identify the agencies and the actions they will take to manage on-scene functions of mass casualty/fatality events (body identification, expanded mortuary services, notify next of kin, etc.).

\_\_\_\_\_  Identify and describe the tasks that the coroner will take during an emergency or disaster (victim identification, morgue operations and

expansion, mortuary services, DMORT activation, etc.), and how their actions will be coordinated with responders (EMS officer, ICP/EOC, local Hospitals, etc.).

\_\_\_\_\_  Identify the agencies and methods they will use to assess and address public health issues resulting from emergencies and disasters (food/water safety, biological concerns, transportation, etc.) and to prioritize how those issues will be managed, including how these actions are coordinated between the local health authority (LHA) and the local EOC (issue vaccinations, establish quarantines, etc.).

\_\_\_\_\_  Identify the agencies and their methods for providing public health surveillance to assess and address public health issues resulting from emergencies and disasters (sanitarian and epidemiological) operations.

Comments:

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### **ESF 9. Search and Rescue (SAR)**

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify the agencies that would assist in conducting of SAR activities.

\_\_\_\_\_  Describe the actions that will be taken to coordinate internal and external SAR equipment and resources.

\_\_\_\_\_  Describe the actions that will be taken to respond to wilderness SAR, collapsed building SAR, collapsed building SAR, water SAR and underground/mine SAR.

Comments:

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**ESF 10. Hazardous Materials**– Provides a coordinated local response and mitigates potential effects of a hazardous material incident.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Define what a Level 1 Haz-Mat incident is and how the jurisdiction would respond to it.
  
- \_\_\_\_\_  Define what a Level 2 Haz-Mat Emergency is and how the jurisdiction would respond to it.
  
- \_\_\_\_\_  Define what a Level 3 Haz-Mat Disaster is and how the jurisdiction would respond to it.
  
- \_\_\_\_\_  Describe how the jurisdiction would identify the hazardous material being released.
  
- \_\_\_\_\_  Describe how the jurisdiction would initially report a Haz-Mat situation.
  
- \_\_\_\_\_  Describe how the jurisdiction would determine the extent of danger to responders and the protective measures the jurisdiction would employ.
  
- \_\_\_\_\_  Describe how the jurisdiction would determine the extent of danger to the public and how they would employ protective measures such as evacuation, shelter in place and how the jurisdiction would go about to inform the public.

\_\_\_\_\_  Describe how the jurisdiction would respond to a hazardous material that threatens water and sewer systems and bodies of water such as lakes and rivers.

\_\_\_\_\_  Describe how the jurisdiction would go about decontaminating persons and items contaminated by hazardous materials.

Comments:

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**ESF 11.**      **Animal and Plant Emergency Services** – Provides a coordinated response in the management of animal and plant emergencies.

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Identify the agency responsible to coordinate and manage the containment of any communicable disease resulting in an animal and plant emergency.

\_\_\_\_\_  Describe how the jurisdiction will coordinate the quarantine and isolation of livestock.

\_\_\_\_\_  Describe how the jurisdiction will manage the mass culling of suspected infected livestock.

\_\_\_\_\_  Describe how the jurisdiction will coordinate the disposal of animal carcasses.

Comments:

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**ESF 12.**        **Energy** – Provides a coordinated response in the management of energy needs.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Identify the agency responsible for coordinating the provision of emergency power and fuel to support the immediate response activities as well as providing power and fuel to normalize community functions.
  
- \_\_\_\_\_  Describe how the jurisdiction will coordinate power and fuel resources to meet the response and recovery needs of the community,

Comments:

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**ESF 13.**        **Law Enforcement and Security** – Provides police action to minimize the adverse impact upon a disaster area.

**To meet standards, it is recommended that the plan should, at a minimum:**

- \_\_\_\_\_  Describe how the jurisdiction will protect life and safety during a disaster.
  
- \_\_\_\_\_  Describe how the jurisdiction will maintain law and order during a disaster.
  
- \_\_\_\_\_  Describe how the jurisdiction will provide emergency traffic control and provide escort for emergency responders.
  
- \_\_\_\_\_  Describe how the jurisdiction will provide crowd control assistance.

\_\_\_\_\_  Describe how the jurisdiction will assist in warning citizens.

Comments:

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**ESF 14. Public Information** – Establishes uniform policies for the effective development, coordination, and dissemination of information to the public in the event of a disaster as part of the public information system.

**To meet standards, it is recommended that the plan should, at a minimum:**

\_\_\_\_\_  Describe the role of public information officer(s) and describe the how public information releases will be coordinated within a Joint Information Center (JIC), coordinating information between agencies/elected officials, etc.).

\_\_\_\_\_  Describe how the JIC will work with news media, agencies, elected officials, etc., to ensure that a unified message will be disseminated to the public during an emergency/disaster.

\_\_\_\_\_  Describe how emergency responders/local officials will work with the media during an emergency (scheduling press briefings, establishing media centers on-scene, controlling access to the scene/responders/victims, etc.)

Comments:

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## **Annex C: Whole Community Planning and CMIST Resource Tools**

The purpose of this annex is to increase access to resources and tools that facilitate more comprehensive Whole Community Planning and access to CMIST resources. These tools help reduce the impacts of disasters on people with access and functional needs, including people with disabilities as well as other groups disproportionately impacted in emergencies. We can then identify the actual resource needs of the community members rather than labeling people “special needs” or “vulnerable populations”. These efforts reduce the impacts of a disaster or emergency on communities and individuals, and enable an equitable recovery. If we wait and plan for people with disabilities, vulnerable population and those with access and functional needs after we write our plans, we fail.

### **Increase Whole Community Planning and Access to CMIST Resources**

People need access to Communication, Maintaining Health/Medical, Independence, Safety, Support Services, and Transportation (CMIST) resources before, during, and after a disaster or emergency. By planning with community members and organizations to understand their jurisdictions’ s CMIST Resource requirements, state, local and tribal agencies can help reduce the impacts of the disaster on survivors.

#### **Included in the following lifelines:**

- Safety and Security
- Food, Water, Shelter
- Health and Medical
- Energy
- Communications
- Transportation
- Hazardous Material

#### **Corresponding Capabilities:**

- Planning
- Public Information and Warning
- Operational Coordination
- Infrastructure Systems
- Critical Transportation
- Logistics and Supply Chain Management
- Mass Care Services
- Public Health and Social Services
- Housing

## Annexes:

- Emergency Support Function (ESF) Annexes
- Incident Annexes
- Support Annexes
- Administrative Annexes
- Recovery Annexes

## Defining Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Access and Functional Needs Populations (also referred to as underserved, or priority populations) are members of the community who experience physical, mental, or medical care needs. They may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

It is best practice to fully define these populations within the emergency operations plan. Examples of individuals who have Access and Functional Needs include, but are not limited to:

- **Individuals with Limited Mobility:** Individuals who use assistive devices or equipment for walking or mobility, e.g., wheelchairs, walkers, or crutches.
- **Individuals who are Blind:** Individuals who are blind or have low vision, night blindness, color blindness, impaired depth perception, etc.
- **Individuals who are Deaf, Deaf-Blind, Hard of Hearing:** Individuals who are deaf have situational loss of hearing or limited-range hearing.
- **Individuals with Intellectual Disabilities:** An intellectual disability is a disability characterized by significant limitations both in intellectual functioning (e.g., reasoning, learning, problem solving) and in adaptive behavior.
- **Older Adults and Children:** Individuals whose chronological age may impact their physical or cognitive abilities and who may need assistance with daily activities.
- **Individuals who are Limited or Non-English Speaking:** Individuals who have a limited ability or no ability to speak, read, write, or fully understand English.
- **Individuals and Families with Limited Resources:** Individuals who may not have the resources available to meet their own or their family's needs.

- **Individuals Experiencing Homelessness or Transitional Housing:** Includes persons in shelters, on the streets or temporarily housed -- transitional, safe houses for women and minors.
- **Individuals who are Experiencing Domestic Violence:** Individual living with domestic violence or who are domestic violence survivors.
- **Refugee & Immigrant Communities (New Americans):** Persons who may have difficulty accessing information or services due to cultural differences or unfamiliarity, and possibility distrust of governmental systems.
- **Undocumented Persons:** Individuals who do not have the required documentation to be permanent or temporary residents of the United States.
- **Individuals with Mental Illness:** Individuals who have a diagnosed mental health condition as well as those who may have one that is undiagnosed.
- **Individuals Requiring Supervision:** Individuals unable to safely survive independently, attend to personal care or activities of daily living, etc.
- **Individuals with Medical Needs:** Individuals who take medication or need equipment to sustain life or control conditions for quality of life -- i.e., diabetic; weakened immune systems, those who cannot be in/use public accommodations.
- **People Who are Dependent on Drugs or Alcohol:** Includes people who use legal or illegal substances including injectable drugs and who would experience withdrawal.
- **Clients of Criminal Justice System:** Individuals who are currently or have been previously incarcerated, on parole, under house arrest, or who are registered sex offenders. This includes current clients of the juvenile justice system.
- **Emerging or Transient Access and Functional Needs:** needs/conditions due to emergency, temporary conditions—i.e., loss of glasses, broken leg, tourists/visitors needing care.

### **CMIST Functional Needs Assessment**

This Functional Needs Assessment is for emergency planners, managers, and first responders who have a responsibility for meeting the CMIST Resources needed by their populations before, during, and after disaster strikes. The individualized CMIST Functional Needs Assessment will facilitate identifying the individualized functional needs people will require to **Communication**, **Maintain** their health, maintain their **Independence**, support their **Safety**, **Security** and **Self-Determination**, and facilitate accessible **Transportation**.

## How to deploy the Functional Needs Assessment

**Example 1:** Due to flooding, a neighborhood has been identified for prospective evacuation. First Responders are conducting door-to-door warnings and collecting data on the number of individuals in each household who will require evacuation and their needs. By completing a functional needs assessment for each household member, operations and mass care will have a clearer understanding of what resources will be required for evacuation and sheltering and insure there are not gaps.

**Example 2:** Integrated into the Standard Operating Procedures for shelter intake. While conducting an intake interview to determine the functional needs of the population, the Functional Needs Assessment will assist shelter managers in identifying the immediate resources required to assist their population in maintaining their health and independence.

## Communication

1. Do you have access to necessary communication services?
  - a. Yes
  - b. NoIf no, what do you need? \_\_\_\_\_
  
2. Do you require communication accommodation?
  - a. Amplification
  - b. Certified ASL Interpreter
  - c. Certified Language Translators
  - d. Communication Device
  - e. Image Based
  - f. Magnification
  - g. Simple Language
  - h. Other: \_\_\_\_\_
  
3. How do you prefer to receive communication?
  - a. Email
  - b. Face-to-face
  - c. Letter
  - d. Phone
  - e. Text
  - f. Other: \_\_\_\_\_
  
4. Do you require written information in an alternate format?
  - a. Not Applicable
  - b. Audio Recording
  - c. Braille
  - d. Electronic
  - e. High Contrast (What Colors?)
  - f. Image Based
  - g. Large Print (Font Size?)
  - h. Personal Reader
  - i. Plain Language
  - j. Other: \_\_\_\_\_
  
5. Do you require accommodation(s) to receive auditory public service announcements?
  - a. Certified ASL Interpreter
  - b. Certified Language Interpreter
  - c. Captions
  - d. CART Services
  - e. Video/Video Description

- f. Other: \_\_\_\_\_
6. Do you require a device or need access to replaced communication equipment?
- a. Cognition
- i. Apps
  - ii. Color-Coded Notebook
  - iii. Color Highlighters
  - iv. Color Highlighter Tape
  - v. Color Overlays
  - vi. Color Paper
  - vii. Color Post-It Notes
  - viii. Color Sticky Notes
  - ix. Eye Lighter
  - x. Talking Photo Album
  - xi. Text Reader
  - xii. Other: \_\_\_\_\_
- b. Limited English as a Second Language
- i. Apps
  - ii. Color-Coded Notebook
  - iii. Color Highlighters
  - iv. Color Highlighter Tape
  - v. Color Overlays
  - vi. Color Paper
  - vii. Color Post-It Notes
  - viii. Color Sticky Notes
  - ix. Picture Communication Board
  - x. Text Reader
  - xi. Other: \_\_\_\_\_
- c. Hearing
- i. Apps
    - 1. iOS 16 Accessibility Features
      - a. Live Listen
      - b. Mono Audio
      - c. RTT/TTY
      - d. Visible/Vibration Alerts
      - e. Closed Captioning
      - f. Other: \_\_\_\_\_
    - 2. Live Transcriptions
      - a. Otter.ai
      - b. AVA
      - c. Rogervoice
      - d. Other: \_\_\_\_\_

- 3. Telecommunications & Relay Services
  - a. Voxsci
  - b. Hamilton CapTel
  - c. P3 Mobile (VRS)
  - d. Pedius
  - e. Other: \_\_\_\_\_
- 4. Messaging & Communication
  - a. Facetime
  - b. iMessage
  - c. Facebook Messenger
  - d. Facebook Groups
  - e. Other: \_\_\_\_\_
- 5. Signaling & Alerting
  - a. TapTap
  - b. Braci
  - c. Hearing AI
  - d. Other: \_\_\_\_\_
- 6. Emergency Communication
  - a. TapSOS
  - b. Sorenson BuzzCards
  - c. Speak4Me
  - d. ASL Anywhere App
  - e. Other: \_\_\_\_\_
- ii. Alphabet Board
- iii. Amplified Phone
- iv. Captioned Phone
- v. Dry Erase Board
- vi. Microphone
- vii. Notebook Pencil & Pen
- viii. Picture Communication Board
- ix. Pocket Talker
- x. Portable Induction Loop Hearing System
- xi. Text Signing
- xii. TTY
- xiii. TV Amplifier
- xiv. Ubi Duo
- xv. Video Interpreting (VRI)
- xvi. Video Messaging
- xvii. Other: \_\_\_\_\_

d. Mobility

- i. Apps
  - 1. iOS16 Accessibility Features
    - a. Switch Control

- b. Dictation
    - c. Assistive Touch
    - d. Touch Accommodations
    - e. USB Device Support
    - f. Other: \_\_\_\_\_
  - ii. Lap Tray
  - iii. Writing Aids
    - 1. Built-up Grips
    - 2. Pencil Grips
    - 3. Other: \_\_\_\_\_
  - iv. Writing Devices
    - 1. Ergo Pen
    - 2. Ring Pen
    - 3. Steady Write
    - 4. Writing Bird
    - 5. Other: \_\_\_\_\_
  - v. Writing Guides
    - 1. Envelop Guide
    - 2. Signature Guide
    - 3. Other: \_\_\_\_\_
- e. Speech
  - i. Apps: \_\_\_\_\_
  - ii. Communication & Speech Devices
  - iii. Disaster Specific Picture Communication Boards
  - iv. Dry Erase Board
  - v. General Information Picture Communication Board
  - vi. Hands Free Communication Cuff
  - vii. iPad and Communication Software
  - viii. Notebook & Pencil & Pen
  - ix. Talking Photo Album
  - x. Voicette Voice Amplification System
  - xi. Other: \_\_\_\_\_
- f. Vision
  - i. Apps
    - 1. iOS 16 Accessibility Features
      - a. Voice Over
      - b. Zoom
      - c. Magnifier
      - d. Large Text
      - e. Speak Screen
      - f. Braille Reader
      - g. Other: \_\_\_\_\_
    - 2. AI and Remote Vision
      - a. Seeing AI

- b. Envision AI
- c. Aiopoly Vision
- d. TapTapSee
- e. Aira
- f. Be My Eyes
- g. Other: \_\_\_\_\_

3. Magnification

- a. SuperVision+ Magnification
- b. Magnifying Glass with Light
- c. Big Magnify
- d. Other: \_\_\_\_\_

- II. 20/20 Pen
- III. Bright Light
- IV. Dome Magnifier
- V. Eye Lighter
- VI. Handheld Magnifier
- VII. Large Button Phone
- VIII. Lighted Magnifier
- IX. Portable Electronic Magnifier
- X. Screen Reader
- XI. Stand Magnifier
- XII. Tactile Markers
- XIII. Text Reader
- XIV. Other: \_\_\_\_\_

7. Do you have other communication needs?

### Maintaining Health

1. Do you require a special diet?
  - a. Food Allergies \_\_\_\_\_
  - b. Alternate foods \_\_\_\_\_
  - c. Alternate beverages \_\_\_\_\_
  - d. Other: \_\_\_\_\_
  
2. Do you require medical supplies or access to replaced medical supplies and/or equipment for everyday basic care?
  - a. Medication replacement
  - b. Wound management/dressing supplies
  - c. Diabetic management supplies
  - d. Bowel and bladder management supplies
  - e. Oxygen supplies and equipment
  - f. Cognition
    - I. Color coding

- II. Medication reminders
- III. Pill Boxes
- IV. Social stories
- V. Talking blood pressure cuff
- VI. Talking glucometer
- VII. Talking thermometer
- VIII. Other: \_\_\_\_\_
- g. English as a Second Language
  - I. Color coding
  - II. Medical specific picture communication board
  - III. Other: \_\_\_\_\_
- h. Hearing
  - I. Alphabet board
  - II. Medical specific picture communication board
  - III. Visual/Vibration medication reminder
  - IV. Other: \_\_\_\_\_
- i. Mobility
  - I. Bottle cap opener
  - II. Built-up handle
  - III. Cooling clothing
  - IV. Cooling device
  - V. Eye drop cup
  - VI. Heating device
  - VII. Lotion applicator
  - VIII. Nosey cup
  - IX. Pill splitter
  - X. Other: \_\_\_\_\_
- j. Respiratory
  - i. cpap
  - ii. nebulizer
  - iii. Other: \_\_\_\_\_
- k. Speech
  - I. Medical specific picture communication board
  - II. Other: \_\_\_\_\_
- l. Vision
  - I. Eye drop cup
  - II. Magnifying mirror
  - III. Pill boxes
  - IV. Prescription magnifier
  - V. Talking blood pressure cuff
  - VI. Talking glucometer
  - VII. Talking thermometer
  - VIII. Drink thermometer

IX. Other: \_\_\_\_\_

3. Do you require continued or new medical care normally provided in the home?
  - a. Administration of medication
  - b. Storage of medications
  - c. Wound management
  - d. Bowel and bladder management
  - e. Universal precautions/infection prevention and control
  - f. Other: \_\_\_\_\_
  
4. Do you have environmental allergies?  
If yes, please list: \_\_\_\_\_
  
5. Are you pregnant?
  - a. How many months?
  
6. Are you a nursing mother?
  - a. Do you require a private room for breastfeeding?
  
7. Do you have an infant?
  - a. Do you require access to a diaper changing room?
  
8. Do you require access to a quiet/private area?
  
9. Do you require access to a temperature-controlled area?
  - a. Air conditioning
  - b. Heated environment
  - c. Other: \_\_\_\_\_
  
10. Do you require mental health/behavioral health services? \_\_\_\_\_
  
11. Do you require spiritual/faith-based services? \_\_\_\_\_
  
12. Do you have other needs to maintain your health? \_\_\_\_\_

### **Independence**

1. Do you require service animal accommodations?
  - a. Do you require food, water, and supplies for your service animal?
  - b. Do you require housing for your service animal?
  - c. Do you require an exercise area for your service animal?
  - d. Do you require a toileting area and supplies for your service animal?
  - e. Other: \_\_\_\_\_

2. Do you require infant supplies and equipment?
  - a. Do you require diapers?
  - b. Do you require formula?
  - c. Do you require baby food?
  - d. Do you require a crib?
  - e. Other: \_\_\_\_\_
  
3. Do you require a power source for charging assistive technology/devices?
  
4. Do you require access to new or replaced equipment for your independence?
  - a. Cognition
    - I. Color coding
    - II. Image based labels/signage and directions
    - III. Talking photo album
    - IV. Voice cue
    - V. Other: \_\_\_\_\_
  
  - b. English as a Second Language
    - I. Color coding
    - II. Image based labels/signage and directions
    - III. Other: \_\_\_\_\_
  
  - c. Hearing
    - I. Pocket Talker
    - II. Portable Induction Loop Hearing System
    - III. Other: \_\_\_\_\_
  
  - d. Mobility
    - I. Bottle openers
    - II. Dressing aids
    - III. Durable Medical Equipment (DME)
      1. Mobility
        - a. Cane
        - b. Crutches
        - c. Walker
        - d. Manual wheelchair
        - e. Scooter
        - f. Power wheelchair
        - g. Other: \_\_\_\_\_
      2. Hygiene
        - a. Bath bench
        - b. Grab bars

- c. Hand-held shower head
- d. Raised toilet seat
- e. Shower chair
- f. Other: \_\_\_\_\_

3. Sleeping

- a. Accessible cot
  - i. Raised head option
- b. Bariatric cot
- c. Crib with raised head option
- d. Other bed type

- IV. Eating aids
- V. Elastic shoelaces
- VI. Furniture risers
- VII. Grooming aids
- VIII. Hygiene items
- IX. Lap tray
- X. Lift seat
- XI. Mobility aids
- XII. Non-skid shelving paper
- XIII. Reacher
- XIV. Swivel seat
- XV. Writing aids
- XVI. Writing devices
- XVII. Other: \_\_\_\_\_

e. Speech

- I. Alphabet board
- II. Picture communication boards
  - 1. General
  - 2. Medical
- III. Hands-free communication cuff
- IV. Other: \_\_\_\_\_

f. Vision

- I. Braille signage
- II. Liquid level indicator
- III. Mobility guide
- IV. Tactile markers
- V. Talking clock
- VI. Talking watch
- VII. White cane
- VIII. Other: \_\_\_\_\_

5. Do you require Personal Assistance Services to maintain your independence?

6. Do you have other needs to maintain your independence?

### **Safety, Support Services, and Self-Determination**

1. Do you require housing/sheltering?
  - a. Can you stay with family or friends?
  - b. Can you stay in a hotel?
    - i. Does it need to be pet friendly?
  - c. Can you stay in a shelter?
  - d. Other: \_\_\_\_\_
  
2. Do you require shelter for your pets?
  
3. Do you require nutrition service?
  - a. Home meal delivery
  - b. Food bank locations
  - c. USDA food box delivery
  - d. School lunch program
  - e. Soup kitchen locations
  - f. Other: \_\_\_\_\_
  
4. Do you require adult personal assistance services?
  - a. Is there a family member or caregiver to provide the service?
  - b. Is there a qualified volunteer to provide the service?
  - c. Is there an appropriate local support service provider?
  - d. Other: \_\_\_\_\_
  
5. Do you require child personal assistance services?
  - a. Is there a family member or caregiver to provide the service?
  - b. Is there a qualified volunteer to provide the service?
  - c. Is there an appropriate local support service provider?
  - d. Is there a play area, age-appropriate activities, and access to resources?
  - e. Other: \_\_\_\_\_
  
6. Do you require access to new or replaced equipment or services for your safety or to support you?
  - a. Cognition
    - i. Color coding
    - ii. Image based labels/signage/directions
    - iii. Personal assistant service
    - iv. Social stories

- v. Other: \_\_\_\_\_
- b. English as a Second Language
  - i. Color coding
  - ii. Image based labels/signage/directions
  - iii. Personal assistant service
  - iv. Other: \_\_\_\_\_
- c. Hearing
  - i. Accessible alerts, warnings, and updates
  - ii. Personal assistant service
  - iii. Other: \_\_\_\_\_
- d. Mobility
  - i. In-home care
  - ii. Personal assistant service
  - iii. Service animal
  - iv. Other: \_\_\_\_\_
- e. Speech
  - i. Medical specific picture communication board
  - ii. Personal assistant service
  - iii. Other: \_\_\_\_\_
- f. Vision
  - i. Braille labels
  - ii. Mobility guide
  - iii. Personal assistant service
  - iv. Tactile markers
  - v. Other: \_\_\_\_\_

7. Do you have other safety or support needs?

### **Transportation**

1. Do you have your own vehicle?
  - a. Do you require funds/vouchers to purchase fuel?
  - b. Do you require funds/vouchers to purchase repairs?
  - c. Other: \_\_\_\_\_
2. Do you use public transportation?
  - a. Bus
  - b. Light Rail

- c. Paratransit
- d. Taxi
- e. Lyft
- f. Uber
- g. Other: \_\_\_\_\_

- 3. Do you require transportation for non-medical appointments?
- 4. Do you require transportation for medical appointments?
- 5. Do you require an accessible vehicle and qualified driver?
- 6. Do you have other transportation needs?

## CMIST Resources List of Support Services

CMIST Resources					
Resources	Communication	Medical/ Maintaining Health	Independence	Safety/ Support Services	Transportation
Color Coding: Color Coding of Routes and Stops, Color Highlighter Tape, Color Highlighters, Color Overlays, Color Paper, Color Post-It Notes, Color Sticky Notes, Color-Coded Notebook					
Communication Boards: Alphabet Communication Board, General Information Communication Boards, Medical Specific Picture Communication Board, Specific Picture Communication Board, Disaster Specific Communication Boards					
Picture Communication Board: Picture Pain Scale					
Image Based Labels/Signage/Directions/Information					
Sighted Guide (personal)					
Tactile Markers					
Lap Tray					
Portable Induction Loop Hearing System					
Talking Photo Album					
Writing Aids					
Writing Devices					
Audio Information/Messages					
Text Electronic Sign Messages					
Personal Assistant Service					
Bottle Cap Opener: Bottle Opener					

CMIST Resources					
Resources	Communication	Medical/ Maintaining Health	Independence	Safety/ Support Services	Transportation
Voice Cue					
Social Stories					
20/20 Pen					
Accessible Alerts, Warnings, and Updates					
Accessible Routes					
Accessible Vehicles					
Additional Lighting					
Alternate Power Source					
Amplified Phone					
Braille Information					
Braille Pill Boxes					
Braille Signage					
Bright Lighting					
Built-Up Handles					
Caption Phone					
Captioned Meetings- Open/Closed					
Certified ASL Interpreter					
Closed Caption Apps					
Communication Access Realtime Translation (CART)					
Communications Devices and Software					
Community Cultural Navigators/Connectors					
Cooling Devices					
Deaf Interpreter					

**CMIST Resources**

Resources	Communication	Medical/ Maintaining Health	Independence	Safety/ Support Services	Transportation
Deaf Trainer					
Dome Magnifier					
Dressing Aids					
Driver					
Dry Erase Board					
Eating Aids					
Elastic Shoelaces					
Electronic Information					
Envelope Guide					
Extra batteries					
Eye Drop Cup					
Eye Drop Dispenser					
Eye Lighter					
Flexible Schedules					
Furniture Risers					
Grooming Aids					
Hand-Held Magnifier					
Hands Free Communication Cuff					
High Contrast					
Hygiene Items					
iPad and Communication Software					
Large Button Phone					
Large Font/Print Information					
Large Print Address Book					
Lift Seat					
Lighted Magnifier					

**CMIST Resources**

<b>Resources</b>	<b>Communication</b>	<b>Medical/ Maintaining Health</b>	<b>Independence</b>	<b>Safety/ Support Services</b>	<b>Transportation</b>
Liquid Level Indicator					
Long Straws					
Lotion Applicator					
Magnifying Mirror					
Medication Reminders					
Microphone					
Mobility Aids					
N95 Filter Mask					
Non-Skid Shelving Paper					
Nosey Cup					
Notebook and Pen					
Personal Amplification Device - Pocket Talker					
Pill Boxes					
Pill Splitter					
Plain Text					
Pocket Talker					
Portable Electronic Magnifier					
Portable Electronic Message Board					
Prescription Magnifier					
Reacher					
Rechargeable batteries					
Relay Nevada					
Resuscitation Bag					
Screen Reader					
See Thru Face Masks					

CMIST Resources					
Resources	Communication	Medical/ Maintaining Health	Independence	Safety/ Support Services	Transportation
Simple Language					
Speech Apps					
Stand Magnifier					
Suction Grab Bar					
Swivel Seat					
Talking Blood Pressure Cuff					
Talking Clock					
Talking Glucometer					
Talking Thermometer					
Talking Watch					
T-Coil Neckloop					
Text Reader					
Text Signing					
TTY					
TV Amplifier					
Ubi Duo					
Video Description					
Video Messaging					
Video Remote Interpreting (VRI)					
Vision Apps					
Visual Alerts					
Visual/Vibration Medication Reminder					
Voice to Text Software					
Voicette Voice Amplification System					
Website Accessibility					
Writing Guides					