



# The Plan Development Process



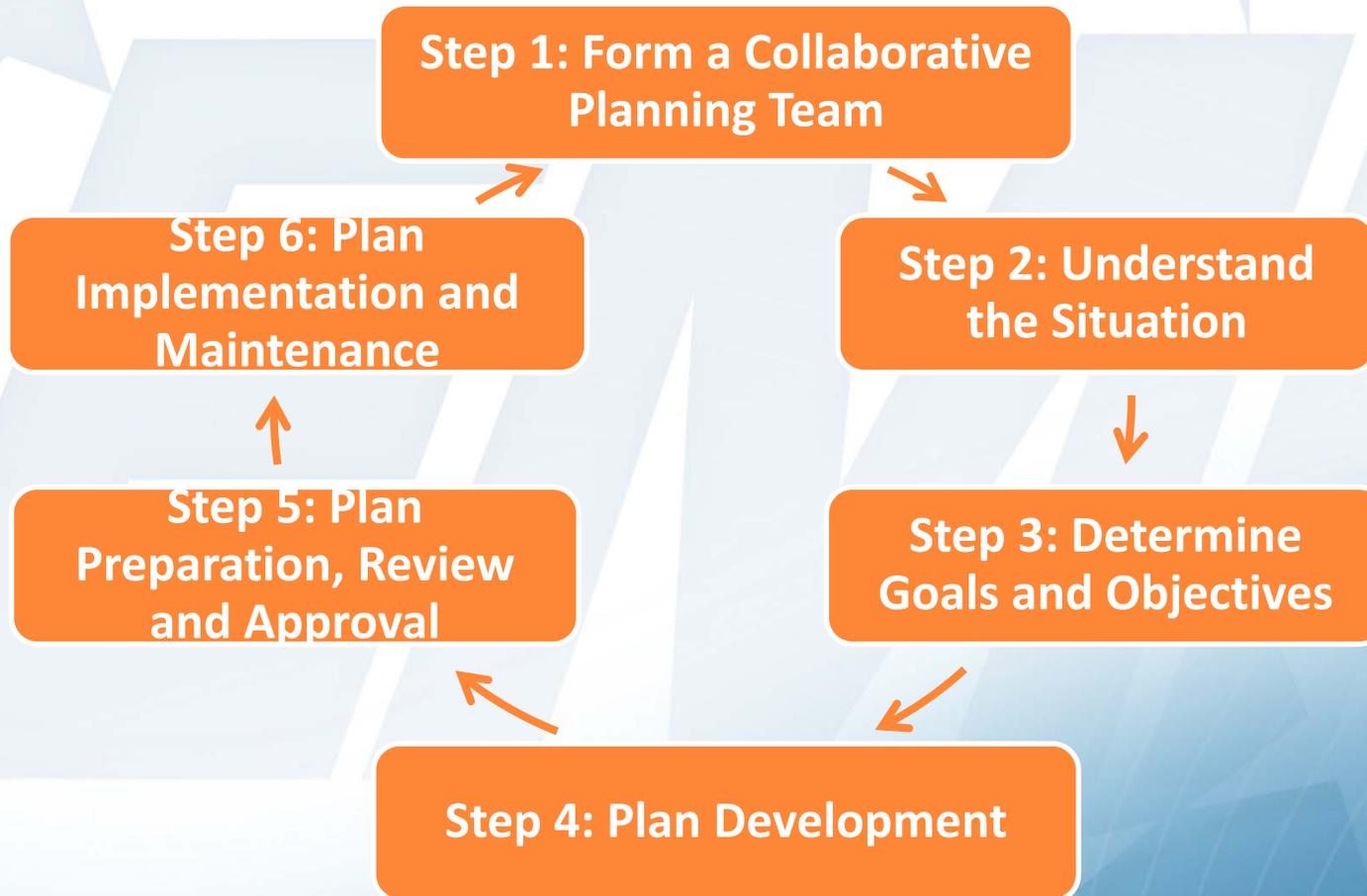
# Objectives

- Discuss the six steps in the plan development process
- Describe the advantages of using a plan development process model
- Apply the plan development model to your planning process





# Plan Development Process Model





# *Whole Community Planning*

*Whole Community* planning is including the following in plan development:

- Civic, Social, faith based, educational, professional, and advocacy organizations
- Immigrant and limited English proficiency constituents
- Voluntary organizations
- Private service providers
- Critical Infrastructure operators
- Local and regional organizations
- Private sector



# The Need for a Planning Process

## Comprehensive Planning Guidance (CPG) 101:

- Guide for tactical, operational, and strategic planning
- Applicable and scalable to:
  - All levels of government
  - Private entities
  - Non-Governmental Organizations
- Captures and codifies current plan development strategies and processes



# Step 1: Form a Collaborative Planning Team

- Expand membership to include the entire community
- Improve trust and cooperation by building relationships
- Improve the planning effort
- Extend relationships to operations





# Building a Collaborative Planning Team

Developing a collaborative planning team requires:

- Time to develop collaborative relationships
- Effort to gain buy-in from all parties

Include opinion leaders on the planning team to enhance the success of the planning effort





# Activity: Building a Collaborative Team

## Instructions:

1. Work in your group.
2. Identify persons/positions/agencies to include on the planning team.
3. List up to three qualities or skills that each entity would bring to the planning process.
4. Select a spokesperson to present your list to the class.

You have 10 minutes to complete this activity.



## Step 2: Understand the Situation

- Use a problem-solving approach that involves:
  - Identifying threats and hazards
  - Assessing risks
- Helps identify vulnerabilities and analyzes the potential consequences of these threats





# Identify Threats and Hazards

Start by gathering and organizing information.

- Analyze hazards faced by the jurisdiction
- Review the jurisdiction's planning framework
- Determine the jurisdiction's resource base
- Examine geographic and topographical characteristics that could affect emergency operations





# Identify Hazards

Identify hazards that can affect your community.

- Natural
- Technological
- Adversarial or Human-caused





# Analyze Hazard Vulnerability

- Profile each hazard
- Develop a community profile
- Compare and prioritize risks
- Test using scenarios





# Create a Hazard Profile

A hazard profile records:

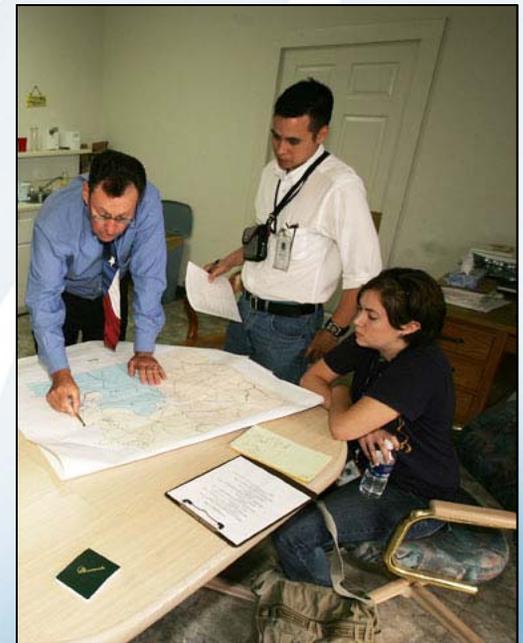
- Frequency
- Magnitude
- Location
- Area
- Duration
- Seasonality
- Speed of onset
- Warning availability





# External Sources of Hazard Information

- State and local hazard mitigation plans
- Resource Typing List
- National Planning Scenarios
- Regional and State fusion centers
- Hazard maps from Federal and State agencies





# Internal Sources of Hazard Information

- Local planning and zoning department
- Local public works or civil engineering department
- Tax assessor
- Building inspection office
- Public
- Libraries
- Local archives





# Activity: Develop an Information List

## Instructions:

1. Work in your group, as assigned by the Instructor.
2. Consider your jurisdiction's existing hazard analysis.
3. Use the worksheet to develop a list of information resources for revising your hazard analysis.
4. Select a spokesperson to present your list.

You have 10 minutes to complete this activity.



# Develop a Community Profile

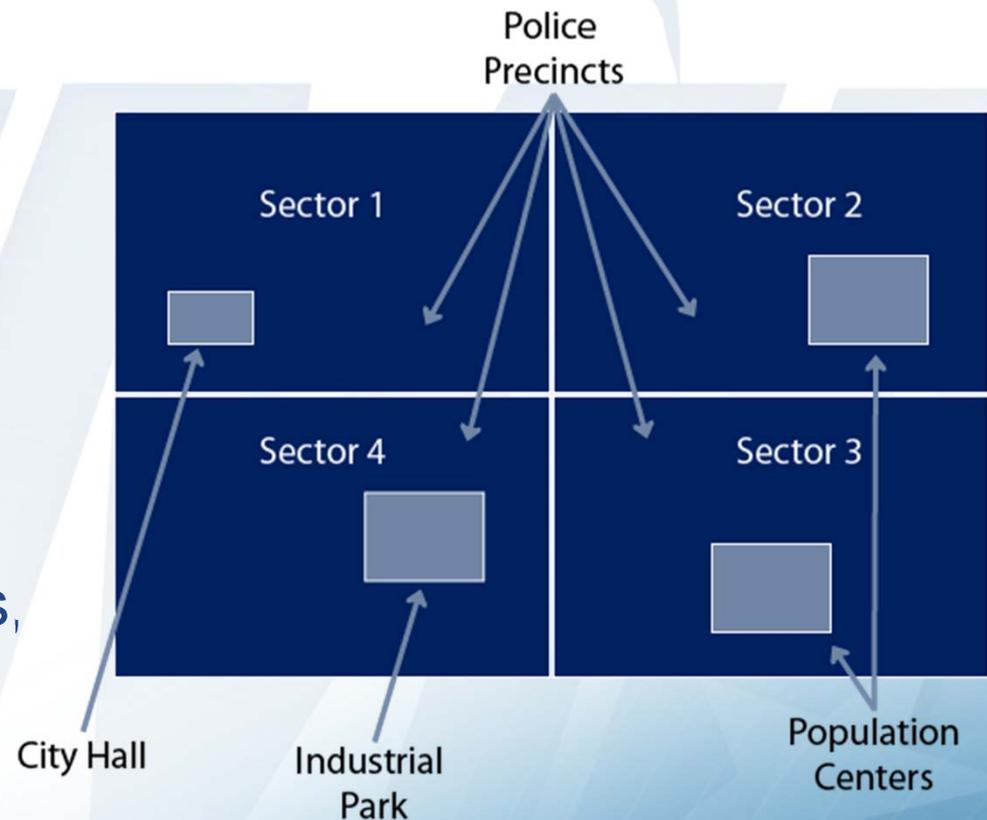
Compare and analyze each hazard to determine:

- The area of the community that is likely to be affected.
- The type(s) of property located in the area.
- The infrastructure in the affected area.
- The demographics of the population in the affected area.
- Agencies that can respond to the affected area.



# Sectoring Your Community

- Geographic boundaries.
- Population centers.
- The location of critical facilities (e.g., fire districts, police precincts).





# Analyze your Information

- Prioritize hazards and threats to determine those requiring special attention.
- Determine what actions must be planned for.
- Decide what resources are likely to be needed.





# Information Types

- Facts (verified pieces of information)
- Assumptions (considered true in the absence of facts)
  - Only used as needed to resolve situation
  - Replaced by facts as they become known

**Research increases the proportion of facts over assumptions!**





# Test Using Scenarios

- Validates or refutes planning assumptions
- Helps the planning team to identify issues:
  - Resource shortages
  - Coordination needs
  - Overall community impact





## Step 3: Determine Goals and Objectives

Base goals and objectives on:

- Needs in responding to and recovering from hazards
- Hazard-, response-, and constraint-generated demands

Restate needs and demands as:

- Operational priorities
- Response goals
- Intermediate objectives



# Operational Priorities, Goals, and Objectives

- Protect the public from hurricane weather and storm surge
- Complete evacuation before arrival of tropical storm (TS) winds
- Complete tourist evacuation 72 hours before arrival of TS winds
- Complete medical evacuations 24 hours before arrival of TS winds



*Example:*

- Operational Priority
- Response Goal
- Intermediate Objective 1
- Intermediate Objective 2



# STEP 4: PLAN DEVELOPMENT

- Write a purpose statement
- Consider how the jurisdiction's Hazard Analysis will be addressed
- Determine the Plan's Primary and Support Agencies
- List the situations that will be addressed by the Plan
- Determine what actions will be taken in response to the situations
- Determine if your jurisdiction has the necessary capabilities, resources, equipment, personnel, expertise and training to take these actions
- Identify gaps and identify how you will fill them
- Assign specific responsibilities to specific support agencies
- Determine the specific resources that will be needed to support the Plan



# PLAN DEVELOPMENT

## Write purpose and scope statements

- What is the intent of the plan and why is this plan being developed?
- Does this plan address/respond to legislative/programmatic requirements?
- How will this plan interact with other plans?
- What will this plan cover and not cover?

## Consider how the jurisdiction's hazard analysis will be addressed

- Which hazards will be addressed?
- How will they be addressed?



# PLAN DEVELOPMENT

Determine the plan's primary and support agencies

- What capabilities and resources are needed?
- Who has these capabilities and resources to take action?
- How do you determine which agency will be the Primary – what about the Support Agencies?

List the situations that will be addressed by the Plan

- What types of incidents related to this function could happen?
- Who/what could be impacted?
- What would the impacts of these situations be?



# PLAN DEVELOPMENT

Determine what Actions will be Taken in Response to the Situations

- What actions are we going to need to take to address the expected impacts?
- What can be done with our jurisdiction-based resources, and what can be done with mutual aid/extra-jurisdictional resources?
- What MOUs and other agreements do we need to enter into to be able to effectively respond?
- Are there unknowns that could affect our response?



# PLAN DEVELOPMENT

Determine if your Jurisdiction has access to the resources, equipment, personnel, expertise and training to take the necessary actions

Identify resource and response gaps and identify how they can best be filled

- Perform a needs analysis and a capabilities audit to determine the specific resources that will be needed to support the Plan
- What are your resource and response gaps?
- How can your fill the gaps (MOUs, acquisition, training, etc.)?



# PLAN DEVELOPMENT

## Assign Specific Roles and Responsibilities to Specific Support Agencies

- Use actions verbs
- Be specific

Provide transportation assistance to home-bound citizens in the Newport neighborhood in evacuation operations.

Assist the county EOC in the development of public information messages in flooding situations.

- Engage support agencies in the process (not only here, but in the previous steps, as well – see next slide)



# Step 5: Plan Preparation, Review and Approval

- How are plan development strategies going to be implemented?
- What are our plan development/writing procedures?
- What plan format are we going to use?
- How will we make sure that our plan is functional, complete and accurate?
- How will the plan be implemented?
- How will we evaluate our plan's effectiveness?
- How will we review, revise, and maintain our plan?



# The Plan Writing Process

- List what you know and don't know
- Gather plan development resources
- Work with primary/key agency representatives to develop a plan outline (purpose, situation, concept of operations)
- Use matrices, other plans, guidance and research as needed to develop plan content
- Engage all support agencies in a plan review and comment process
- Finalize and publish plan





# The Plan Writing Process

- Keep the language simple and clear
- Summarize important information with visual aids
- Avoid jargon, minimize acronyms
- Use short sentences and the active voice – use action verbs
- Provide detail without speculating
- Format the plan for ease of use





# Approving the Plan

- Are the plan's scope and concept of operations sufficient to allow accomplishment of assigned tasks?
- Does the plan identify task assignments and demonstrate effective use of resources?
- Is the plan complete?
- Is the plan consistent with doctrine?





# Disseminating the Plan

- How do you disseminate, distribute, and publicize the plan?
- What are the options?
  - Paper
  - Electronic – CD, online
- Protected documents
- Legal restrictions



## Step 6: Plan Implementation and Maintenance

The tasks involved in Plan Implementation and Maintenance are:

- Train and exercise the plan, and evaluate its effectiveness
- Review, revise, and maintain the plan
- Determine update process
- Determine update schedule





# Criteria for Plan Review

- Adequacy- Consider scope and concept
- Feasibility- Consider available resources
- Acceptability- Consider the needs and demands
- Completeness- Consider the tasks to achieve scope and sequence of the planned response operation
- Functionality- Format, content, length, clarity
- Compliance with guidance





# Review, Revise, and Maintain the Plan

The review, revision, and maintenance process involves:

- Review by key personnel (users)
- Testing and exercising
- Compiling feedback
- Revising the plan





# Review Cycle

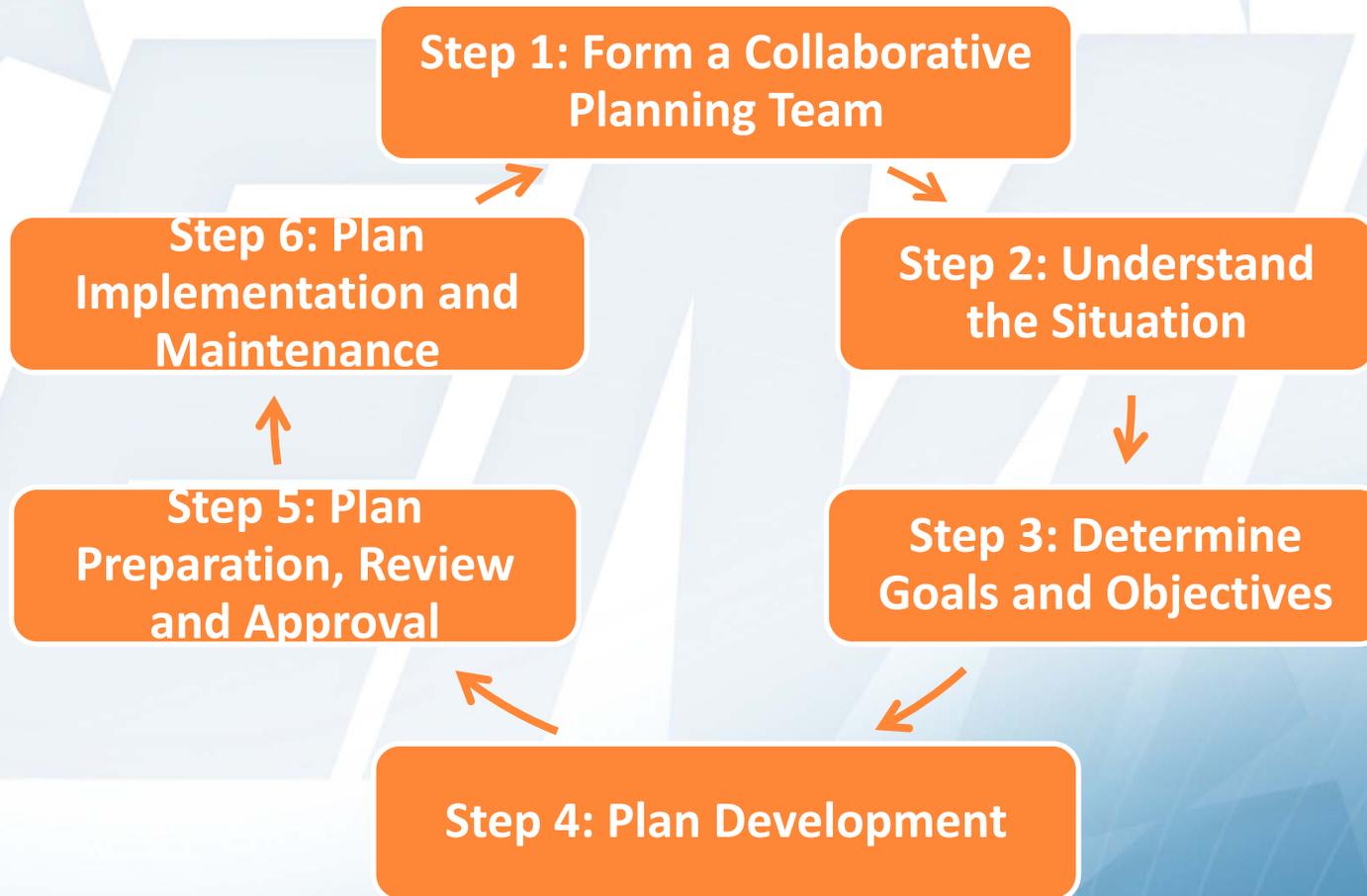
In addition to a regular review cycle, the plan should be updated yearly per ORC, and/or after the following events:

- A change in operational resources
- A formal update of planning guidance or standards
- A change in elected or appointed officials
- A plan activation, major exercise, AAR
- A change in the jurisdiction's demographics or hazard or threat profile
- The enactment of new or amended laws or ordinances





# Plan Development Process Model





# Preparedness Cycle

