

Unit 2: The Planning Process

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NIMS, ICS and Your EOP

Recent Changes to Emergency Planning Requirements

Response to requirement for coordinated national approach to planning and incident management:

- **HSPD-5. Required DHS to establish a National Response Plan and National Incident Management System.**
- **HSPD-8. Required the development of a National Preparedness Goal.**



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NIMS

The National Incident Management System:

- Provides a consistent framework for incident management at all levels.
- Provides a foundation for incident management for all types of incidents.
- Requires the use of ICS on all domestic incidents.



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NIMS (1 of 2)

Institutionalization of NIMS takes place at the policy level by which they:

- **Adopt ICS as the official incident response system.**
- **Direct that ICS is used in response operations.**



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NIMS (2 of 2)

Institutionalization of NIMS takes place at the organizational/operational level through:

- **Integrating ICS into system-wide emergency operations policies, plans, and procedures.**
- **Providing ICS training.**
- **Conducting exercises for responders at all levels.**



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NIMS Components

Six major components:

- **Command and Management**
- **Preparedness**
- **Resource Management**
- **Communications and Information Management**
- **Supporting Technologies**
- **Ongoing Management and Maintenance**



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The NRF

- Builds on what works from previous plans and incident responses.
- Forges new approaches and mechanisms to address today's threats.
- Addresses the complete spectrum of incident management activities.
- Uses NIMS to establish a framework for coordination.



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The NRF Replaces. . .

- The Federal Response Plan (FRP).
- The U.S. Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN).
- The Federal Radiological Emergency Response Plan (FRERP).
- The Initial National Response Plan (INRP).
- The National Response Plan (NRP)



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Benefits of the NRF

The NRF fully integrates emergency response and law enforcement elements into a single national strategy.



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What These Changes Mean To You

Your jurisdiction must:

- **Use ICS to manage all incidents.**
- **Integrate all response agencies and entities into a single, seamless system.**
- **Develop and implement a public information system.**
- **Identify and type all resources.**
- **Ensure that all personnel are trained.**
- **Ensure communications interoperability and redundancy.**



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Unit Objectives

- Explain how recent changes to emergency planning requirements affect their jurisdictions' planning efforts. (NIMS, ICS, NRF)
- Describe the key steps in the emergency planning process.
- Identify who should be involved in emergency planning.
- Describe where they fit into the emergency planning process.



Emergency Planning

- A continuous cycle that occurs throughout the five phases of the emergency management cycle.
- Results in the development of an EOP.



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Question

What is an EOP and what does it do?



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Five Steps of Emergency Planning

1. Analyzing hazards
2. Assess your Capabilities
3. Developing the plan
 - a) Review Existing Plans and Procedures
 - b) Organize the Planning Team
4. Testing the plan
5. Maintaining the plan



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Question

Why is emergency planning a team effort?



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Question

What other agencies and individuals potentially have a role to play in emergency planning?



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Individuals/Organizations

- Chief Elected Official (CEO) or designee
- Fire Chief or designee
- Police Chief or designee
- Public Works Director or designee
- EMS Director or designee
- Hazardous Materials Coordinator
- Mutual Aid Partners
- Health Department Director or designee
- DOT Director or designee
- Department of Agriculture Director or designee
- Tax Assessor
- Building Inspector
- School Superintendent or designee
- Voluntary Agency Directors
- Air/Seaport Managers
- Representatives from local industry
- Radio Amateur Civil Emergency Services (RACES) Coordinator
- Social Services Agency Representatives
- Veterinarians/Animal Shelter Representative



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Question

What can you do to ensure that everyone who should participate does?



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Getting the Team Together

- **Plan ahead.**
- **Provide information about team expectations.**
- **Ask the CEO to sign the meeting announcement.**
- **Allow flexibility in scheduling after the first meeting.**



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Question

What does it mean to collaborate?



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Collaboration

- **The process in which people work together as a team on a common mission.**
- **Requires:**
 - **Shared decision making.**
 - **Shared resources, information, and tasks.**
 - **Respect for individual team members.**



Question

What obstacles to collaboration have you experienced or would you expect in collaborating with others?



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Obstacles to Collaboration

Differences among agencies in:

- Terminology.
- Experience.
- Mission.
- Culture.



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Question

What might help to smooth the way towards collaboration in the face of these differences?



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Question

Why make the effort to collaborate? What are the benefits?



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Benefits of Collaboration

- **Eliminates duplication of services, resulting in a more efficient response.**
- **Expands resource availability through sharing.**
- **Enhances problem solving through cross-pollination of ideas.**



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Stages of Team Formation

1. Forming
2. Storming
3. Norming
4. Performing
5. Adjourning



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Question

How will the planning team stay focused on its task through these stages?



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Team Roles

- Task master
- Innovator
- Organizer
- Evaluator
- Finisher



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Question

What are some characteristics of a team that you were involved in that was productive?



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Characteristics of an Effective Team

- Commitment to a **COMMON GOAL**
- A **LEADER** who provides direction and guidance
- Open **COMMUNICATION** (willingness to both speak up and to listen)
- Constructive conflict resolution
- Mutual **TRUST**
- **RESPECT** for each individual's contributions



ACTIVITY: ORGANIZATIONAL AND INDIVIDUAL ROLES

Discuss the questions below with your table group.

You will have 5-10 minutes to complete this activity.

Select a spokesperson to report your group's responses to the class. Be prepared to participate in a class discussion about your group's responses.

Questions:

- 1. What is your organization's role in emergency response?**
- 2. What are your emergency management responsibilities?**
- 3. What other expertise do you have that could be useful to the emergency planning process (e.g., group facilitation skills, knowledge of building methods and materials, ability to simplify complex information so that it is readily understandable by a layperson)? Think expansively.**
- 4. What do your knowledge, skills, and abilities contribute to the emergency planning process?**



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Unit Summary

In Unit 2, we looked at the:

- Four steps in the emergency planning process.
- Composition of the emergency planning team.

Next Unit: Hazard Analysis



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