



# EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

**Jurisdiction Name:** \_\_\_\_\_

**Name of Submitter:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Reviewing Agency:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

**Name of Reviewer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Purpose:** This emergency plan review crosswalk is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This crosswalk serves as general guidance for Emergency Operations Plan (EOP) review and may not be "all inclusive".

**NIMS  
Requirement  
for EOPs:**

Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should predesignate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols.  
(<http://www.fema.gov/nimcast>)

**Instructions:** For each element described below, please enter the location in the plan where the element is described (page number, chapter, section, paragraph, etc.). If this element is not applicable to your plan, list it as such. If the element is contained in another document, list the name of the document as appropriate. If the element is in multiple sections or on multiple pages, please so indicate. A completed copy of this crosswalk should accompany each local EOP submitted to the OES regional office for review.

**Note:** Each element is identified as a SEMS EOP Element or a NIMS EOP Element. *NIMS EOP Elements are indicated in Italics.*

## EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<b>FOREWORD SECTION</b>		
<b>1. Foreword/Preface/Introduction:</b> Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). <i>This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).</i>		
<b>2. Plan Concurrence:</b> Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).		
<b>3. Letter of Approval:</b> Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).		
<b>PART I: BASIC PLAN</b>		
<b>4. Table of Contents:</b> Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).		
<b>5. Purpose:</b> <i>Describes the EOP purpose (NIMS EOP Element).</i>		
<b>6. Scope:</b> <i>Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).</i>		
<b>7. Authorities and References:</b> <i>Describes the EOP authorities and references (NIMS EOP Element).</i> Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).		
<b>8. Situation and Assumptions:</b> <i>Describes the EOP situation and assumptions (NIMS EOP Element).</i> Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).		
<b>9. Organization, Roles and Responsibilities:</b> <i>Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).</i>		
<b>10. Standardized Emergency Management System (SEMS) based Emergency Organization:</b> Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration) (SEMS EOP Element).		
<b>11. Emergency Operations Center Organization</b> Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).		
<b>12. Involvement of special districts, private and non-profit agencies.</b> Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).		
<b>13. Essential Facilities-Primary and Alternate EOC.</b> Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).		

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<b>14. Essential Facilities-Activation/Deactivation of EOC.</b> Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).		
<b>15. Essential Facilities-Alternate Government Facilities.</b> Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).		
<b>16. Essential Facilities-Americans with Disabilities Act.</b> Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).		
<b>17. Continuity of Government.</b> Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).		
<b>18. Vital Record Retention.</b> Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).		
<b>19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element).</b> Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).		
<b>20. Notification and Mobilization.</b> Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).		
<b>21. SEMS Coordination Levels.</b> Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).		
<b>22. Incident Command System (ICS).</b> Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). <i>Pre-designates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).</i>		
<b>23. Field/EOC Communications and Coordination.</b> Indicates how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).		
<b>24. Field/EOC Direction and Control Interface.</b> Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).		
<b>25. Field coordination with Department Operations Centers (DOCs) and EOCs.</b> Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).		
<b>26. Mutual Aid.</b> Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).		

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<b>27. Emergency Declarations.</b> Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).		
<b>28. Public Information:</b> <i>Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element).</i> (Gov. Code Sec. 8560)		
<b>29. Recovery Overview.</b> Includes a general recovery concept of operations (SEMS EOP Element).		
<b>30. Recovery Organization.</b> Provides a description of the recovery organization along with a diagram (SEMS EOP Element).		
<b>31. Recovery Damage Assessment.</b> Describes the damage assessment organization and responsibilities (SEMS EOP Element).		
<b>32. Recovery Documentation.</b> Describes the documentation process (SEMS EOP Element).		
<b>33. Recovery After-action Reports.</b> Includes the OES After-Action Questionnaire (SEMS EOP Element).		
<b>34. Recovery Disaster Assistance.</b> Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).		
<b>35. Administration and Logistics.</b> <i>Describes the administration and logistics of the EOP (NIMS EOP Element).</i>		
<b>36. Emergency Plan Maintenance and Distribution.</b> <i>Describes EOP development and maintenance (NIMS EOP Element).</i> Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).		
<b>37. Standard Operating Procedures (SOP) Development.</b> Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).		
<b>38. Training and Exercises.</b> Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).		
<b>PART II: FUNCTIONAL ANNEXES</b>		
<b>39. Functional Annexes.</b> <i>Contains functional annexes (NIMS EOP Element).</i> Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.		
<b>40. Management Section.</b> Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> <li>Overall EOC management</li> <li>Public Information assignment</li> <li>Identification of a media center</li> <li>Rumor control</li> <li>Public inquires</li> <li>Provision for public safety communications and policy</li> <li>Identification of a Safety Officer</li> <li>Facility security</li> <li>Agency liaison</li> <li>State/federal field activity coordination</li> </ul>		

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<p><b>41. Operations Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>General warning</li> <li>Special population warning</li> <li>Authority to activate Emergency Alert System</li> <li>Inmate evacuation</li> <li>Traffic direction and control</li> <li>Debris removal</li> <li>Evacuation</li> <li>Evacuation and care for pets and livestock</li> <li>Access control</li> <li>Hazardous materials management</li> <li>Coroner operations</li> <li>Emergency medical care</li> <li>Transportation management</li> <li>Crisis counseling for emergency responders</li> <li>Urban search and rescue</li> <li>Disease prevention and control</li> <li>Utility restoration</li> <li>Flood operations</li> <li>Initial damage assessments</li> <li>Safety assessments</li> <li>Shelter and feeding operations</li> <li>Emergency food and water distribution</li> </ul>		
<p><b>42. Planning/Intelligence Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>Situation status</li> <li>Situation analysis</li> <li>Information display</li> <li>Documentation</li> <li>Advance planning</li> <li>Technical services</li> <li>Action planning</li> <li>Demobilization</li> </ul>		
<p><b>43. Logistics Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>Field incident support</li> <li>Communications support</li> <li>Transportation support</li> <li>Personnel</li> <li>Supply and procurement</li> <li>Resource tracking</li> <li>Sanitation services</li> <li>Computer support</li> </ul>		

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<p><b>44. Finance/Administration Section.</b> Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> <li>Fiscal management</li> <li>Time-keeping</li> <li>Purchasing</li> <li>Compensation and claims</li> <li>Cost recovery</li> <li>Travel request, forms, claims</li> </ul>		
<b>PART III: APPENDICES</b>		
<b>45. Appendices.</b> <i>Contains hazard-specific appendices (NIMS EOP Element).</i>		
<b>46. Hazardous Materials.</b> Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).		
<b>47. Dams.</b> If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).		
<b>48. Other Hazards Specific to the Jurisdiction.</b> The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).		
<b>49. Glossary of Terms.</b> <i>Contains a glossary of terms (NIMS EOP Element).</i> Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).		
<b>50. Resources.</b> Identifies sources for materials and supplies internally and externally (SEMS EOP Element).		
<b>51. Contact List.</b> Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).		
<b>52. Supporting Documentation.</b> Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).		