

Unit 8: Local Plans

Introduction

In this unit, we will discuss some planning terminology and considerations. Finally, you'll use a review tool to evaluate your local jurisdiction's Volunteer and Donations Management Annex, part of your local Emergency Operations Plan (EOP).

Objectives

At the conclusion of this unit, you will be able to:

1. Describe the planning considerations for annex development.
 2. Determine who needs to be involved in annex development.
 3. Explain the components of an annex to the local Emergency Operations Plan (EOP).
 4. Evaluate and compare annexes for key principles and strategies.
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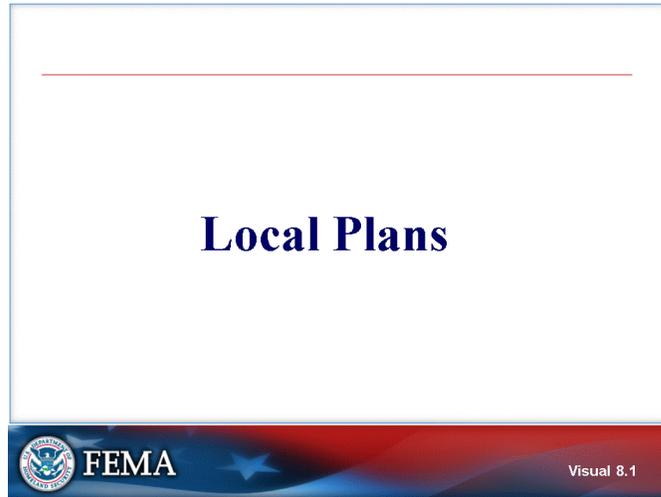
Scope

- Planning Terminology and Considerations
 - Evaluating Local Annexes: An Activity
-

References

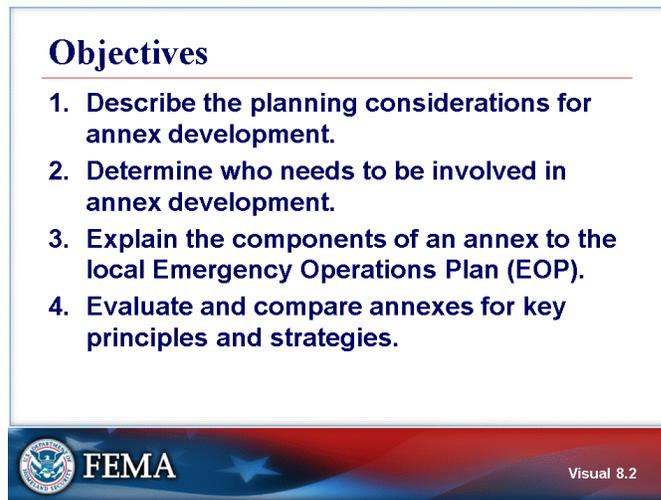
- National Response Framework, National Disaster Recovery Framework, Lessons Learned Information Sharing Website.

Visual 8.1



Unit Objectives

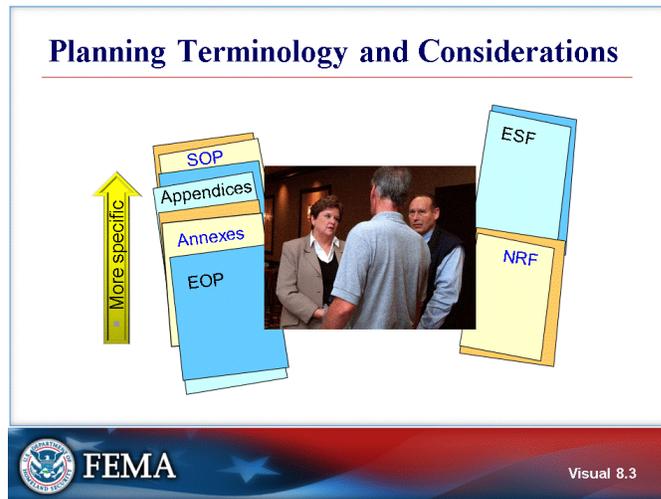
Visual 8.2



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Planning Terminology and Considerations

Visual 8.3



Visual 8.4

Planning Considerations

- Why is an annex needed, who will develop it, and why is it important to get a team involved?
- What voluntary organizations should be involved in the process?
- Have lessons learned from previous exercises or operations been addressed?

FEMA

Visual 8.4

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- What voluntary organizations should be involved in the process?
- Have lessons learned from previous exercises or operations been addressed?



- No matter what title is used for the document itself, your jurisdiction needs to develop a written strategy for volunteer and donations management in a disaster.
- Since volunteer and donations is a complicated function, it requires a comprehensive plan of action.
- The annex, if done well, will serve as the blueprint for an effective volunteer/donations operation.
- Ideally, a joint government–voluntary organization team should be involved from the start in writing the annex. This approach will lead to a better sense of ownership and will be more sustainable and effective.
- FEMA’s Learning Resource Center (LRC) at the Emergency Management Institute (EMI) maintains a repository of after-action reports for volunteer and donations management. Contact the LRC at <https://www.usfa.fema.gov/data/library/> for additional information.
- <http://www.llis.gov> is also a good resource for information useful in planning.
- Call and talk with other Local Volunteer and Donations Coordinators to get feedback on whether your plan will work as well as it would appear to on paper and discuss it with your State Volunteer and Donations Coordinator.

Visual 8.5

Planning Considerations (Continued)

- How will your annex interface with State, regional, and other local annexes?
- Are the assumptions sound and understandable?
- Is there commitment regarding roles and responsibilities?

The diagram illustrates the relationship between different levels of planning. At the top is the 'Federal' level, represented by a government building icon. Below it is the 'State Plan or Annex', represented by a state capitol building icon. At the bottom are 'Local Plans', represented by smaller building icons. Arrows indicate the flow of information and coordination: a double-headed arrow connects the Federal level to the State Plan or Annex; a double-headed arrow connects the State Plan or Annex to the Local Plans; and double-headed arrows connect the Local Plans to each other.

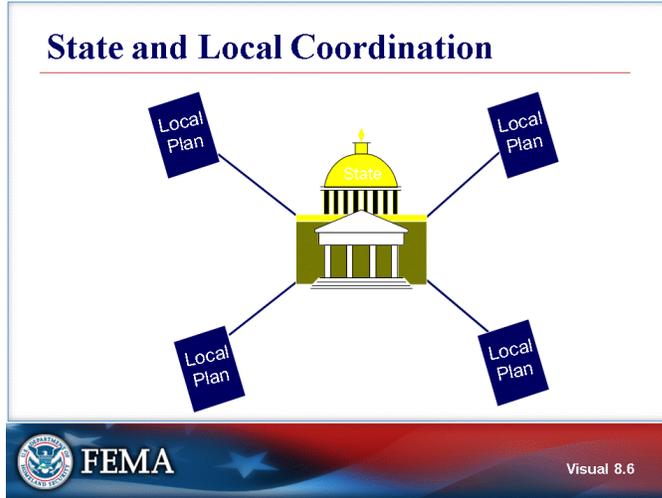
FEMA

Visual 8.5



- In the National Capital Region, for example, the District of Columbia, Maryland, and Virginia each have their annexes for volunteer and donations management, but there is also a regional annex developed by the Washington Council of Governments of which the three States are members. The specific local annexes should be in sync with the regional annex for volunteer and donations management.
- Does the annex spell out mutual aid support for neighboring jurisdictions?
- Are the assumptions sound and clear? Are they confused with facts?
 - An underlying assumption is important to an annex because it spells out some basic underlying factors which serve to anticipate certain activities. For example, a good assumption is that in a disaster, unsolicited donated goods and volunteer services will come into the area.
- Also, unsolicited donations and volunteer services could severely affect the local jurisdiction and local recovery efforts if not well managed.
- It is important that there is a good understanding of the level of commitment an organization will have when it is listed in the roles and responsibilities section. When the disaster occurs, it should be clear that each supporting organization or agency will respond as it has committed to in the annex. Exercising the plan with all stakeholders will help clarify responsibilities.

Visual 8.6



There may be a need to include linkages to county/local volunteer/ donations annexes for readers to gain a broader picture of what role the county may play and how the local jurisdictions will support the county.

Visual 8.7

Structural Components of an Annex

An example of a format for an Annex:
Primary agency: _____
Supporting agencies: _____

- I. Introduction/Purpose/Scope
- II. Policies
- III. Situation/Assumptions
- IV. Concept of Operations

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Visual 8.8

Structural Components of an Annex (Continued)

An example of a format for an Annex:
Primary agency: _____
Supporting agencies: _____

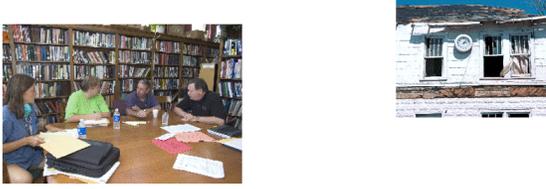
- V. Responsibilities
- VI. Resource Requirements
- VII. References
- VIII. Terms and Definitions

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Visual 8.9

Potential Pitfalls

- What are some potential pitfalls in developing and maintaining a Volunteer and Donations Management Annex?
- How can we overcome them?



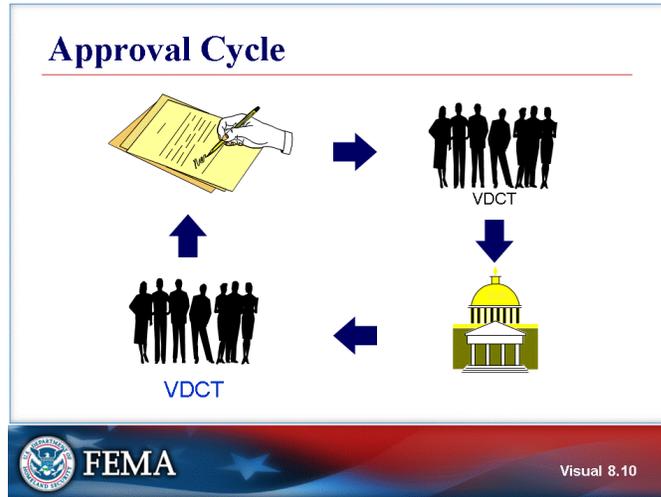
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Visual 8.9



- The first pitfall we all see is an inadequate time to develop a plan.
 - This may be true because the priority given to the project is lower than it should be.
- Lack of funding and/or staff support.
 - By both government and voluntary organizations involved in the planning process.
- Local jurisdiction thinks that the State will take care of all donations/volunteer management issues.
- Challenges of agreement on roles and responsibilities of stakeholders.
 - How soon are they going to activate and assume responsibility for their role?
 - What assets are they going to bring to the table?

Visual 8.10



- It is critical the content of the annex be as current and complete as possible as it may not be sent through the approval process very often.
- Everyone has worked together to get the plan in writing.
- Work through your chain of command to go to the Local Emergency Director, to other local groups, and on to the county commissioner (or other local official) for his/her approval, as needed.
- After that official approves, it is routed to the VDCT.
 - This cycle may be repeated several times before the elected official will sign. Usually your Local Emergency Director will have a good idea of what the official will sign.
- Don't be afraid to put innovative ideas in your plan, as long as they make sense.
- Remember, this is a living document. There will be changes in the future.



Evaluating Local Annexes: An Activity

Visual 8.12

Comparing and Contrasting Local Annexes

- Individually (15 minutes)
 - Review the annex using the Checklist and Comparison Summary Tool.
- Group discussion (15 minutes)
 - Capture planning shortfalls and planning strengths on the easel.
- Report Out (10 minutes per group)



Visual 8.12

Directions:

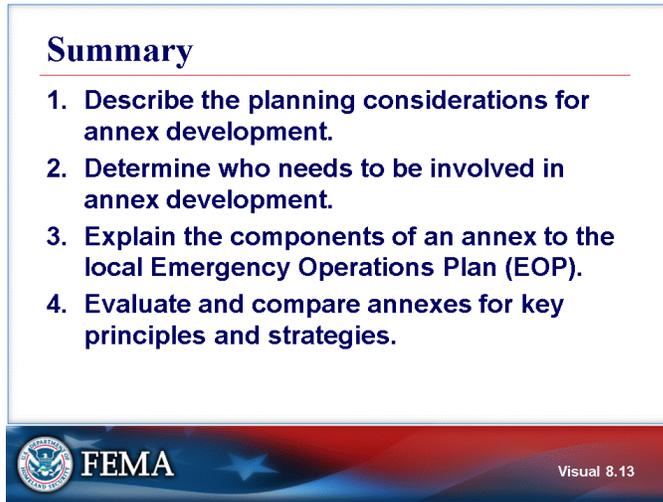
The instructor will separate you into groups.



- Working in your small group, analyze your local plan. Then, using information from class, compare your plan with other plans to assess how to improve your own.
- Appendices A and B are the Checklist and Comparison Summary Tool to use in the initial individual review.
- Compare what you have learned from the analysis. List the key points from the comparisons that you would like to include into your plan. Capture on the easel chart.
- Discuss and capture on easel chart: “Where do we go from here?” What are the next steps the participants should do after leaving the class?
- Each group will report on its findings.

Unit Summary

Visual 8.13

A slide titled "Summary" with a red and blue gradient background at the bottom. The slide contains a list of four numbered items. The FEMA logo is visible in the bottom left corner of the slide, and the text "Visual 8.13" is in the bottom right corner.

Summary

1. Describe the planning considerations for annex development.
2. Determine who needs to be involved in annex development.
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APPENDICES

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LOCAL ANNEX REVIEW TOOL

Appendix A

ANNEX CHECKLIST AND ANALYSIS:**Annex for the Local Jurisdiction of _____****Annex was last revised on _____****Checklist***Overview of annex – check that standard components are in place:*

- Purpose
- Situation
- Assumptions
- Concept of operation
- Assessment of roles and responsibilities
- Direction and control
- Administration and logistics
- Annex development
- Appendices and attachments
- * SOPs
- * Forms
- * Contact lists
- * Organizational charts

*(Note: some documents are referenced only)***Analysis:*****Identify and analyze key concepts and roles. Provide short concise analysis for each question.***

Who is the lead agency? _____

Who are the support agencies? _____

Are the State and Regional VOADs featured as prominent players? How?

To what extent are the Voluntary Organizations identified and involved in the annex?

Are other local agencies involved in the annex? How?

Are media relations and public information functions addressed? How effectively? Are there sample press releases?

Is there a policy for working with social media?

Are facilities (collection centers, distribution centers, phone banks, etc.) identified and a process for acquiring them explained?

Are transport, trucking, and access control points addressed adequately in the annex?

Does the annex identify an information management system with support agencies/staff?

Is the concept of operations for planning for spontaneous volunteers adequate? How? Are volunteer reception/coordination centers mentioned?

What is the policy on cash donations?

Are the VDCT members identified and the role of the VDCT clearly explained?

How are needs for donations identified?

What is the policy on distributing unsolicited and undesignated goods to voluntary organizations? Which voluntary organizations are included?

Does the annex address how to support donations operations in other localities, in order to prevent the collection of unsolicited goods?

LOCAL ANNEX REVIEW TOOL

Appendix A

ANNEX CHECKLIST AND ANALYSIS:**Annex for the Local Jurisdiction of _____****Annex was last revised on _____****Checklist***Overview of annex – check that standard components are in place:*

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COMPARISON SUMMARY TOOL

Appendix B

STRENGTHS	GAPS
<u>LOCAL ANNEX A:</u>	<u>LOCAL ANNEX A:</u>
<u>LOCAL ANNEX B:</u>	<u>LOCAL ANNEX B:</u>

SIMILARITIES	DIFFERENCES
<u>LOCAL ANNEX A:</u>	<u>LOCAL ANNEX A:</u>
<u>LOCAL ANNEX B:</u>	<u>LOCAL ANNEX B:</u>