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.

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

References
Unit Objectives

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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?

- 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?
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.
• 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.
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

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
Potential Pitfalls

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

- 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?
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.
• Important points:
  - Is it functionally possible to do?
  - Will the plan work?
  - Do all the stakeholders know that they are included in the plan and their responsibilities?
  - To expose gaps in plans. (Either you will expose gaps in your plan from your exercises or they will be exposed during a disaster operation.)
  - The repetition in exercises creates ingrained responses.
  - Promotes familiarity within all stakeholders.
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)

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

Summary

1. Describe the planning considerations for annex development.
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## APPENDICES

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LOCAL ANNEX REVIEW TOOL

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

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
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__* SOPs
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## COMPARISON SUMMARY TOOL

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