



**STATE EMERGENCY RESPONSE TEAM**

**INFORMATION & PLANNING/ESF 5  
FUTURE PLANNING UNIT STANDARD OPERATING  
GUIDE AND JOB AIDS**

Revised October, 2015

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## Overall Responsibilities:

1. Develop EOC Action Plans and facilitate action planning meetings.
2. Development of any plans involving potential response and recovery related issues likely to occur beyond the next operational period, generally beyond 48 hours.
3. Review all available status reports, EOC Action Plans, Incident Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic SERT objectives.
4. Provide periodic briefings for the SERT Chief and General Staff addressing future planning issues.
5. Provide planning support for the SEOC action, strategic, transition and/or demobilization planning processes.

### I. Preparing for an EOC Action Plan Meeting

Note that the EOC Action Plan consists of two components, the EOC Action Plan form and the Organization Assignment List. Examples of both forms are at the end of this SOG in the Job Aids section. **Both forms can be expanded or contracted as needed.**

#### Checklist for Preparing the EOC Action Plan

1. Access the electronic version of the EOC Action Plan template. It can be found on the shared network drive, or obtain the template from the Planning Section Chief (PSC) or Future Planning Unit Leader.
2. Obtain objectives from SERT Chief or PSC; some objectives may need to be revised slightly to be worded properly.
3. Populate the EOC Action Plan template with the mission/priority, area(s) of operation, SERT activation level, objectives, situation summary, weather forecast, and status of the six standing orders.
4. Distribute populated EOC Action Plan template to Branch Directors, Section Chiefs, Recovery, ESF 13, ESF 14, and ESF 18 ECOs to complete for their respective areas.
5. Receive completed forms from those mentioned in step 4 at least 1 hour prior to the planning meeting.

6. Compile and quality check all submitted tasks ensuring to remove all duplications.
  - Pay close attention to the tasks that are submitted for inclusion into the plan. Having a well-developed document will help others understand the plan of action. If it appears that a particular branch, section or ESF may be struggling with wording or developing tasks, it is the responsibility of the Future Planning Unit to reach out to them.
7. If necessary, obtain a projector or large monitor to help facilitate the planning meeting.
8. Invite all Section Chiefs and Branch Directors that have been activated for the event
  - Infrastructure Branch
  - Human Services Branch
  - Emergency Services Branch
  - Logistics Section
  - Recovery
  - Operations Section
  - Planning Section
  - ESF 14
  - ESF 18
  - Others as directed by the PSC
9. Set up meeting room according to the setup page (diagram included in job aid section).

## **II. Conducting an EOC Action Plan meeting:**

Note: The PSC or Deputy PSC usually facilitates this meeting; however, the Future Planning Unit Leader may be required to facilitate this meeting if the situation is warranted.

### **Checklist for Conducting the Planning Meeting**

1. Bring meeting to order.
2. State the rules of the meeting:
  - Silence all devices
  - Stick to the subject at hand (*sidebar conversations need to be taken out of the room*)
  - Maximum duration of meeting: 30 minutes
3. Announce which operational period for which the EOC Action Plan meeting is being conducted.

4. Give a brief situation update and, if applicable, an intelligence forecast.
5. Brief the standing orders and operating objectives
6. Brief the potential limiting factors and check to see if there are any additional factors.
7. Have the group review tasks for each section/branch/ESF to see if there are any changes, additions, or deletions.
8. Before ending the meeting, ensure that Operations is in agreement with the plan and that Logistics can support it.

### **III. Finalizing an EOC Action Plan (after the meeting)**

#### **Checklist**

1. Perform a quality control check of the written document.
2. Present a copy of the Action Plan to the PSC.
3. Have the PSC review the Action Plan with the Operations Section Chief.
4. After the review is concluded, the Action Plan will be presented to the SERT Chief for approval.
5. Once approved, the Action Plan is ready to be published to EM Constellation.
6. Print a final copy of the Action Plan and post it in the situation books (located at the front of the EOC) for the PSC and SERT Chief.
7. Save the final document on the J-drive in both Word and pdf formats
  - Save as: EOC Action Plan\_#\_EventName\_mmddyyyy
  - **NOTE:** When creating the pdf, do not save the document with a “#” (pound sign) in the name
8. Post the pdf version of the Action Plan in the “Information” tab in EM Constellation. Use the same naming convention as the one for the document (see previous step).
9. Check to make sure the document uploaded properly

### **IV. Job Aids**

- A. EOC Action Plan template
- B. Informational presentation (“A Guide to the SERT/SEOC Action Plan”)

**Event Name**  
**EOC Action Plan #XX**  
**Operational Period: XXXXhrs mm-dd-yyyy to XXXXhrs mm-dd-yyyy**

**Mission/Priority:**  
**Area(s) of Operation:**

<b>SERT Activation Level:</b> Indicate Level by Number and Color (Level 3-Green Cell, Level 2-Yellow Cell, Level 1-Red Cell)	
<b>Situation:</b>	The SITUATION section should contain a brief narrative of the event w/key points that put the Objectives/Tasks in context to the event for which the IAP is being developed.
<b>Weather Forecast for Operating Period</b>	The weather forecast is for the operating period for which the IAP is being developed. It should be brief, but contain key items related to the incident/event or needed to assist w/planning response (all hazards).
<b>Standing Orders:</b> Pending – Red In-Progress – Yellow Complete – Green N/A - Gray	1. Establish communication with impacted areas. <span style="float: right; background-color: green; color: white; padding: 2px;">Complete</span>
	2. Search, Secure, Stabilize. <span style="float: right; background-color: yellow; color: black; padding: 2px;">In Progress</span>
	3. Meet basic human needs of survivors. <span style="float: right; background-color: yellow; color: black; padding: 2px;">In Progress</span>
	4. Restore critical infrastructure. <span style="float: right; background-color: yellow; color: black; padding: 2px;">In Progress</span>
	5. Open schools & businesses. <span style="float: right; background-color: red; color: white; padding: 2px;">Pending</span>
	6. Begin the recovery. <span style="float: right; background-color: red; color: white; padding: 2px;">Pending</span>
<b>General Operating Objectives:</b>	<p>SAMPLES Below: Objectives should be clear, and concise. If possible, objectives should be limited to no more than 5 per planning cycle; however, there may be instances where more objectives are warranted.</p> <ol style="list-style-type: none"> <li>1. Prepare to support county evacuations</li> <li>2. Prepare to support county sheltering operations</li> </ol>
<b>Potential Limiting Factors:</b>	<p>SAMPLES Below: Limiting factors are key issues that may hinder response to the event or successful completion of Objectives/tasks.</p> <ol style="list-style-type: none"> <li>1. Weekend Operational Period</li> <li>2. Uncertainty of storm track and intensity</li> <li>3. Rural populations</li> </ol>









**ESF 18 – Business, Industry, and Economic Stabilization**

<b>Standing Orders Supported:</b>		<b>Objectives Supported:</b>	
<i>Tasks:</i>	<i>Responsibility</i>	<i>Status</i> <i>(New, In Progress, or Complete)</i>	

**Recovery**

<b>Standing Orders Supported:</b>		<b>Objectives Supported:</b>	
<i>Tasks:</i>	<i>Responsibility</i>	<i>Status</i> <i>(New, In Progress, or Complete)</i>	

SAMPLE

## SERT/SEOC ORGANIZATION ASSIGNMENT LIST

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>	
SCO		Chief	
Deputy		Deputy	
SERT Chief		OPS Support	
Deputy		<b>Branch</b>	Emergency Services
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
		Branch Planner	
		ESF 4/9	
<b>4. Agency/Organization Representatives:</b>		ESF 8	
Legal		ESF 10	
ESF 18		ESF 13	
FEMA Liaison		ESF 16	
<b>5. Planning Section:</b>		<b>Branch</b>	Human Services
Chief		Branch Director	
Deputy		Deputy	
Situation Unit		Branch Planner	
Reconnaissance		ESF 6	
Documentation Unit		ESF 11	
Future Planning Unit		ESF 15	
Tech. Services/GIS		ESF 17	
Meteorology		<b>Branch</b>	Infrastructure
<b>6. Logistics Section:</b>		Branch Director	
Chief		Deputy	
Deputy		Branch Planner	
<b>Branch</b>	Mutual Aid	ESF 1/3	
Director		ESF 2	
Deputy		ESF 12	
<b>Branch</b>	State Logistics Response Center	<b>Branch</b>	Air Operations
Director		Branch Director	
Deputy		Deputy	
<b>Branch</b>	Direct Services	<b>8. Recovery Section:</b>	
Director		Chief	
Deputy		Deputy	
<b>Branch</b>	Support Services	Recovery Desk	
Director		<b>9. Finance &amp; Administration Section:</b>	
Deputy		Administrator	
<b>Branch</b>	IT / Communications	Section Chief	
Director			
Support			