State of Tennessee

Basic Emergency Operations Plan (BEOP) Guidance

March 2021

RECORD OF CHANGES

All changes made within the Basic Emergency Operations Plan (BEOP) Guidance are to be tracked and recorded in the below summary table by the TEMA Planning Branch.

	Date	Section of Plan	Summary of Change	Made By
1	10/25/2019	Entire Guidance	Complete Rewrite and Reorganization of the BEOP Guidance	T. Voss
2	03/31/2021	Entire Guidance	Complete final draft with TEMA Director	T. Voss
3				
4				
5				

UPDATE PROCESS

The Basic Emergency Operations Plan (BEOP) Guidance is to be reviewed annually and updated at least once every five (5) years by the TEMA Regional Planning Manager. Updates to this Guidance Document should include input from all TEMA Regional Planners, all TEMA Regional Directors, the TEMA Planning Branch Administrator, and the TEMA Assistant Director of the Preparedness Division. Final approval for Guidance Updates will be granted by the TEMA Assistance Director of the Preparedness Division.

APPROVAL SIGNATURE

On behalf of the Director of TEMA, I approve of this document as the State of Tennessee's official guidance for Basic Emergency Operations Plans (BEOP) effective March 31, 2021.

_____
Patrick Sheehan, TEMA Director

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Josh Wickham, TEMA Planning Branch Administrator, Preparedness Division

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1 – Introduction

1.1 Purpose

The Basic Emergency Operations Plan (BEOP) Guidance, January 2020, acts as the Tennessee Emergency Management Agency's (TEMA) official guidance for the development, review, and approval of local government BEOPs. This guidance serves as the official mechanism for addressing TEMA's requirements for BEOP assistance and reviews under [Tennessee Code Annotated T.C.A. § 58-2-106(b)(2-4)](). This document is written for general use by local government Emergency Management Agencies (EMAs), TEMA employees, and all other relevant stakeholders within Tennessee.

Few challenges are greater than an emergency or disaster that causes significant destruction and harm within a community. No single organization can address the community's needs that arise from an emergency or disaster. Therefore, the effective coordination among numerous governmental agencies and non-governmental partners support the most essential needs within an impacted community. The profession of emergency management creates a coordinated delivery of capabilities and resources amongst varying governmental agencies and non-governmental partners before, during, and after emergency events. To be effective, local EMAs must work with an established network of agencies and partners to develop an emergency operations plan.

An emergency operations plan addresses how the agencies and organizations within an EMA's partnership network will work together to support their community's needs during an emergency event. The plan identifies who can do what capabilities through the assignment of emergency support functions, roles and responsibilities. The plan organizes the emergency support functions into a hierarchical structure, outlines communication and information sharing/documenting processes amongst partners, and describes resource management procedures. The plan also addresses other coordinating processes and procedures that the EMA and partnership network have deemed important to making the emergency support efforts more effective.

While an emergency operations plan focuses on how the EMA's partnership network will work together to help citizens during an emergency event, the plan must also describe processes for requesting and receiving resources from outside partnership networks. This is done by aligning the emergency operations plan to higher-tier emergency operations plans *(such as State and Federal plans)* and nationwide guidelines *(such as the [National Incident Management System: NIMS]() and the [Emergency Management Assistance Compact: EMAC]())*. The alignment of all plans ensures that when the resources from an EMA's partnership network become exhausted or insufficient that there are mutual aid agreements in place for requesting and receiving resources.

Basic Emergency Operations Plans also fall into the TEMA Director's Strategic Plan, as stated in the Emergency Management Strategic Plan 2019-2021,

We envision a future where rains fall and rivers rise and no homes or businesses are flooded, where memories and keepsakes and family wealth are not lost. We envision structures that continue to stand, safely, even when the strongest storms blow and communities recover from the worst disasters. We envision robust infrastructure that survives calamity and is modular and adaptable enough to allow for quick and cost effective repair.

We envision a future where the emergency management community, first responders, public safety forces, public works departments, and all partners in crisis and disaster response, respond with unity of effort; each sharing information and working together across disciplines and across jurisdictional lines, seamlessly to those outside and easily for those inside – bringing to bear the skills and knowledge and expertise and resources they need and an understanding of both their individual role and the larger effort of response. This future is one where they train together, exercise across disciplines and jurisdictions – forging lasting partnerships and stronger competencies – and plan together using the best standards, practices and evidence available.

We envision an emergency management system that is fast – quick to respond and unencumbered by bureaucracy – because processes have been developed, written, and streamlined with teammates and processes that have been, trained and tested under stress.

We envision seamless disaster recovery where federal support is leveraged with state and local resources, donations and services from NGOs and volunteers to help Tennesseans and communities rebuild their homes, businesses and communities stronger.

We envision a future where Tennesseans know that their government – state and local with federal support – and Tennessee's producers, industry, companies, and voluntary organizations are competent and forever endeavoring to improve capabilities and resilience and build a safer, more resilient Tennessee for all.

State Law requires all local government EMAs in Tennessee to have an emergency management/operations plan and for TEMA to conduct periodic reviews of these plans against adopted standards and for consistency with the state government emergency operations plan known as the *Tennessee Emergency Management Plan (TEMP)* (see *1.2 State Requirements* for more details).

1.2 State Requirements

State law has established three (3) BEOP requirements for TEMA to administer:

1) **BEOP Standards**
    Per T.C.A. § 58-2-106(b)(2), TEMA is to develop and adopt BEOP standards for local government emergency management planning efforts and to ensure those standards are consistent with the processes defined in the Tennessee Emergency Management Plan (TEMP).

2) **BEOP Reviews**
    Per T.C.A. § 58-2-106(b)(4), TEMA is to conduct periodic reviews of local government BEOPs to ensure the plans are addressing the adopted standards and are thus consistent with the TEMP.

3) **BEOP Assistance**
    Per T.C.A. § 58-2-106(b)(3), TEMA is to assist local governments in developing and maintaining their BEOPs.

There are reasons why state law emphasizes that BEOPs are consistent with the TEMP, some of the reasons are:

(A) Ensures that there is a process for local governments to request and receive mutual aid and state resources.

(B) Ensures that there is a concurrent process for local governments to receive federal and out-of-state resources through TEMA. State law requires the TEMP to be consistent with federal government emergency operations plans per T.C.A. § 58-2-106(b)(1) and to address processes for requesting/receiving out-of-state resources per T.C.A. § 58-2-403.

Table 1: BEOP Requirements for TEMA per State Law

Legal Reference	BEOP Requirements for TEMA	Section addressing requirements in BEOP Guidance
BEOP Standards Requirements T.C.A. § 58-2-106(b)(2)	"Adopt standards and requirements for county emergency management plans *[e.g. BEOPs]*. The standards and requirements must ensure that county plans are coordinated and consistent with the TEMP. If a municipality elects to establish an emergency management program, it must adopt a city emergency management plan that complies with all standards and requirements applicable to county emergency management plans."	**Section 2 - Plan Standards**
BEOP Review Requirements T.C.A. § 58-2-106(b)(4)	"Periodically review political subdivision emergency management plans *[e.g. BEOPs]* for consistency with the TEMP and standards and requirements adopted under this section."	**Section 3 - Plan Review Schedule** **Section 4 - Plan Review Process**
BEOP Assistance Requirements T.C.A. § 58-2-106(b)(3)	"Assist political subdivisions in preparing and maintaining emergency management plans *[e.g. BEOPs]*."	**Section 5 - Plan Assistance**

Table 1: BEOP Requirements for TEMA per State Law, provides an overview of the legal text for the three (3) BEOP requirements and shows what sections of the *BEOP Guidance* addresses those requirements.

In addition to State law defining TEMA's requirements for BEOPs, the Tennessee Code Annotated defines additional BEOP requirements for local governments within Tennessee. All ninety-five (95) counties within Tennessee are required to develop and maintain a BEOP per T.C.A. § 58-2-110(1)(A) and, for any municipality that elects to establish an emergency management program, to develop a Municipality BEOP that is consistent with the County's BEOP per T.C.A. § 58-2-110(2).

Table 2: BEOP Requirements for Local Government EMAs per State Law

Legal Reference	BEOP Requirements for Local Emergency Management Agencies
County BEOP Requirement T.C.A. § 58-2-110(1)(A)	"…., each county must establish and maintain such as emergency management agency and shall develop a county emergency management plan *[e.g. BEOP]* and program that is coordinated and consistent with the TEMP and program."
Municipality BEOP Requirement *[If and When Applicable]* T.C.A. § 58-2-110(2)	"…. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and regulations applicable to county emergency management agencies. Each municipal emergency management plan *[e.g. BEOP]* must be consistent with and submit to the applicable county emergency management plan."
BEOP Authority T.C.A. § 58-2-110(3)(A)(i)	"In carrying out this chapter, each political subdivision has the power and authority to: …. direct and coordinate the development of emergency management plans *[e.g. BEOP]* and programs in accordance with the policies and plans set by the federal and state emergency management agencies."
BEOP Requirements for Local EMA Directors T.C.A. § 58-2-127(e)(1)	"A local emergency management agency director's responsibilities include, but are not limited to, the following: (1) Coordinate and assist in the revision and update of the local emergency operations plan *[e.g. BEOP]* and field operating guides in conjunction with elected and appointed local government officials and private, volunteer, and civic organizations."

Table 2: BEOP Requirements for Local Government EMAs per State Law, provides an overview of the legal text for local government BEOP requirements.

1.3 Federal Guidance

Comprehensive Preparedness Guide 101

The Federal Emergency Management Agency (FEMA) gives standards and guidelines for how state and local emergency operations plans should be written. Comprehensive Preparedness Guide (CPG) 101 describes the role and purpose of emergency operations plans.

The following excerpt from the CPG 101 Section Local Emergency Operations Plans describes FEMA's concept of emergency operations plans for local governments.

"Local Emergency Operations Plans should largely be consistent with state/territorial/tribal plans. The Emergency Operations Plan addresses several operational response functions and describes how to fulfill its mission of providing resources to satisfy unmet needs. These functions focus on actions, such as direction and control, warning, public notification, and evacuation, that the local government must take during the initial phase of response operations and that fall outside of the state/territorial/tribal response mission."

At a minimum the BEOP describes what the local government will do when conducting emergency operations. The BEOP:

- Identifies the departments and agencies designated to perform response and recovery activities and specifies tasks they must accomplish.
- Outlines the assistance available to local jurisdictions during disaster situations.
- Specifies the direction, control, and communications systems that will be relied upon to alert, notify, recall, and dispatch emergency response personnel.
- Provides coordinating instructions and provisions for implementing Mutual Aid Agreements/Memorandums of Understanding, as applicable
- Describes the logistical support for planned operations.

National Incident Management System

The National Incident Management System (NIMS) is the foundation of the Emergency Operations Plan. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and functional disciplines. It provides a standard for incident management and is often applicable across a spectrum of hazards.

NIMS guides all levels of government, nongovernmental organizations (NGO), and the private sector to work together to prevent, protect, mitigate, respond to, and recover from disasters. NIMS defines operational systems, including the Incident Command System (ICS), Emergency Operations Center (EOC) structures, and Multiagency Coordination Groups (MAC Groups) that guide how all individuals work together during incidents.

Governor Bredesen of Tennessee established and adopted NIMS as the basis for all incident management within the State of Tennessee under Executive Order 23 on June 28, 2005. This Executive Order states that "the National Incident Management System is hereby established as the State standard for incident management" for local and state governments within Tennessee.

Emergency Management Performance Grant

The Emergency Management Performance Grant (EMPG) Program plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation.

Within the Tennessee EMPG program are Emergency Management Accreditation Program (EMAP) standards that an Emergency Management Agency must meet to receive funding.

Two standards within the EMPG Program Worksheet specifically state that a county must review their BEOP, ESFs and Annexes annually and update as required. This review process is separate from the TEMA BEOP Plan Cycle and is the county's responsibility to meet its EMPG requirements.

1.4 BEOP Status Dashboard

The BEOP Status Dashboard is a multi-functional, interactive, online dashboard that provides TEMA, as well as, local governments with situational awareness on BEOP Status and other EMA relevant data. It reflects exactly where the plan is in the review process, when the plan is due, and when the plan expires. The BEOP Dashboard serves as the primary method for tracking, updating and publishing the status of each BEOP in the state. It serves an integral role in the BEOP Review process.
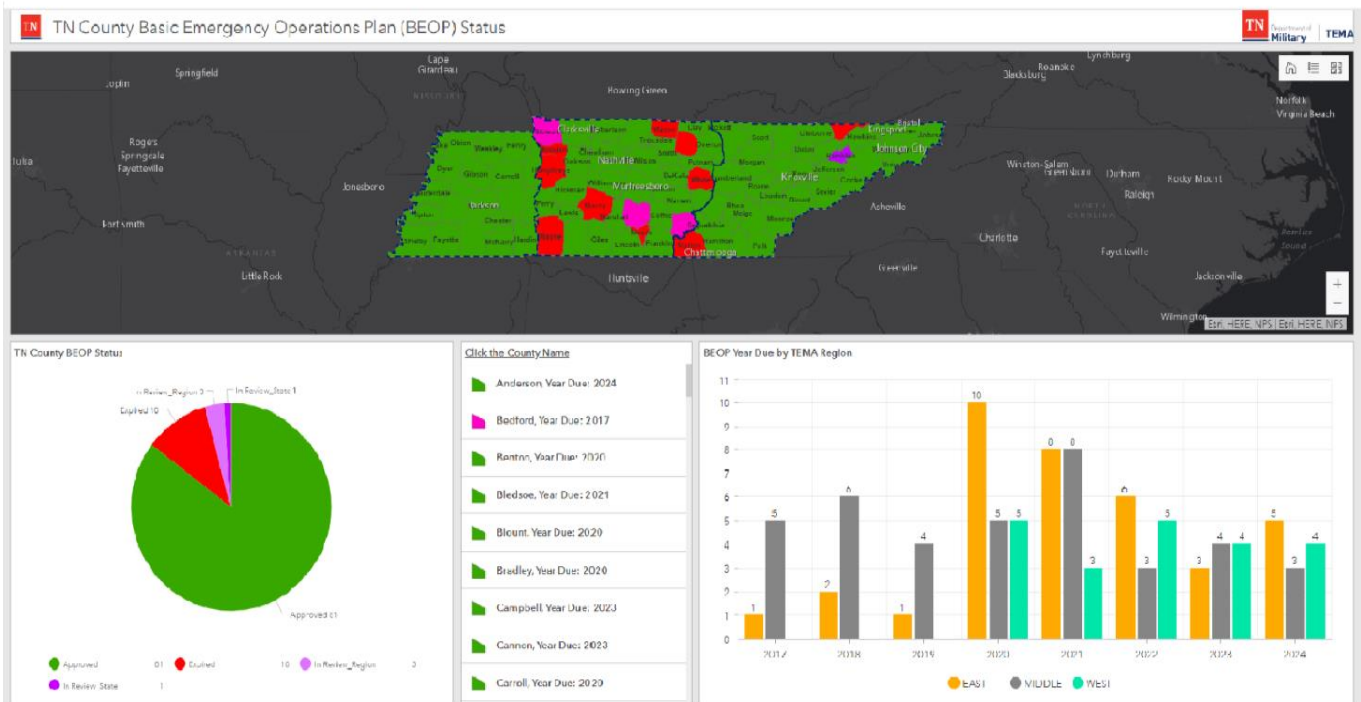
2 – Plan Standards

> **BEOP Standards**
>
> Per T.C.A. § 58-2-106(b)(2), TEMA is to develop and adopt BEOP standards for local government emergency management planning efforts and to ensure those standards are consistent with the processes defined in the Tennessee Emergency Management Plan (TEMP).

2.1 BEOP Crosswalk

The BEOP Crosswalk is a document that lists the standards in which each BEOP must meet to receive an *Approved* status.

Each standard can receive a score of *Not Met*, *Met*, or *Advanced.* The accumulative score of each of these standards will result in the BEOP being *Approved, Not Approved, or Advanced.*

2.2 Not Met/Not Approved Status

If the standard is not met, it is scored with a *Not Met.* This suggests that the section is missing components, is unclear to its readers, or it is not included in the BEOP.

For an overall BEOP score to be determined *Not Approved,* there are significant amount of standards scored *Not Met* resulting in the plan not meeting state-level approval.

> *The county can go through resubmission of the plan and has a 6-month window to correct the standard or standards that received a Not Met score. Once the standard is corrected, the county can resubmit its corrected plan to the Regional Planner for final approval.*

2.3 Met/Approved Status

If the standard is met, it is scored with a *Met.* This indicates that the plan adequately meets the standard. When all standards are scored with a *Met*, this will result in an overall BEOP score of *Approved.*

2.4 Advanced/Advanced Status

If the standard is not only met but reflects a distinctive county standard, it is scored with an *Advanced*. Most *Advanced* scores are achieved by including county specific information so that the BEOP is catered more towards the individual county rather than simply including general concepts.

For an overall BEOP score to be determined *Advanced,* each standard shall include county-specific information so that the BEOP is catered towards the individual county rather than including general concepts. This results in a TEMA Letter of Appreciation from the TEMA Director or TEMA Regional Planning Manager presented at the next Regional Director's Meeting. TEMA will also highlight BEOP's that attain an Advanced score by providing a news release of the achievement.

3 – Plan Review Schedule

> **BEOP Reviews**
>
> Per T.C.A. § 58-2-106(b)(4), TEMA is to conduct periodic reviews of local government BEOPs to ensure the plans are addressing the adopted standards and are thus consistent with the TEMP.

3.1 BEOP Plan Cycle

The BEOP Plan Cycle is centered on submission, review and approval of county BEOPs **every five years**. Once a plan is approved by TEMA and a TEMA Letter of Approval is delivered to the county, the county's BEOP cycle starts over. Deviations to the BEOP Plan Cycle can be made at the discretion of the Regional Planners, with the local government's approval, to maintain the BEOP schedules or if the county wants to submit a BEOP earlier than the due date.

The BEOP Plan Cycle shall be based on the calendar year with December 31st being the final day of submission for a given year. Therefore, January 1st starts a new BEOP Plan Cycle. TEMA encourages counties to submit their plan at their earliest convenience in the year due. TEMA Regional Planners will reach out to all EMAs as needed for the expiration date on BEOP status.

> *For example, if Knox County submitted their BEOP in 2020, then they do not have to submit a revised, updated plan until 2025.*

The purpose of the cycle is it allows counties to revise plans towards the changing communities and to possible new hazards. The updating of plans prevents a county from being caught unprepared during disasters. The current cycle requires submission to TEMA every five years regardless of changes in administration or election patterns.

It is also recommended that plans be examined after any exercise, evaluation, or major incident, particularly when an area or stakeholder has been identified as invalid, regardless of the established BEOP Plan Cycle.

Questions:

Q. My county last completed a BEOP in 2015, which means we do not have to submit one to TEMA again until 2020; however, we had a major incident that led to a reworking of the BEOP in 2017. Should we submit this to TEMA? And if so, would it reset our five-year cycle?

A. Submitting a BEOP before the five year mark **will reset** the BEOP Plan Cycle; thusly, submitting a plan in 2017 instead of in 2020 will then cause the next plan to be due to TEMA in 2022. This is to encourage flexibility and freedom on the county and regional level, so that

local entities and TEMA Regional Planners do not feel limited by the five-year BEOP Plan Cycle.

3.2 BEOP Status Dashboard

The BEOP Status Dashboard shall be updated during each step of the review and approval process. After a plan is approved, the Dashboard will be updated to reflect the new BEOP Plan Cycle by updating the new due date and status of the county's plan.

3.3 Expired Plans Processes

Once a plan has exceeded its BEOP Plan Cycle and a county has failed to properly request for an extension, a series of escalating notifications will take place. At the first of the year, the Regional Director will notify the EMA Director that the BEOP has expired. Within six months of a BEOP expiring, the Regional Director will notify the County Mayor of the expired status. After one year, the TEMA Director will notify the County EMA Director and the County Mayor/Executive of the expired status. The TEMA Director, or designee, has the discretion to notify State Representatives of the expired status. The TEMA Director will also periodically update the Tennessee General Assembly on the status of county BEOPs.

3.4 Extension Process

There is an Extension Process in place for counties that are unable to submit their plan within the BEOP Plan Cycle. The county must submit an official TEMA BEOP Extension Request Form one month before the deadline to the Regional Planner, who will then inform the Regional Planning Manager for final approval. The process is to be done in conjunction with the Regional Staff. The Regional Planning Manager shall provide an Extension Approval Letter to the Regional Planner granting the extension. Both the letter and the form will be added to the county's BEOP folder.

The county shall include a valid justification for the extension on the TEMA BEOP Extension Request Form. Valid justifications include TEMA or county personnel shortages or turnover, disasters in the community, and/or health and family concerns. If a valid justification is not provided, the Regional Planning Manager might not provide an extension to the county.

Once the TEMA BEOP Extension Request is submitted and approved, the county will not have to submit their plan until the following year, the deadline being December 31st of the following year. TEMA encourages counties to submit their plan before the extension deadline. The TEMA Director will be updated from the Regional Planning Manager monthly of BEOP extensions.

Questions:

Q. My county had excessive personnel turnover this year (2019) and I was unable to complete and submit my BEOP within my BEOP Plan Cycle. What do I need to do and when will I need to submit my plan?

A. Request a TEMA BEOP Extension Request from your Regional Planner, fill it out and submit it back to the Regional Planner with a valid justification included in it. Once the Regional Planning Manager has approved the extension, the plan is not due until the following year (2020).

TN Department of **Military** | **TEMA**

Extention Request

This is an official request for a submission extension of the county Basic Emergency Operations Plan (BEOP).

Due to unforeseen complications, the original submission date of [____] cannot be met, and the county is requesting the new date of [____] for submission.

The cause of this request is [BLANK ▼]

Comments: [____]

Thank you for the consideration.

Requester Name: [____]

County Name: [____]

TEMA Regional Approval [No Selection ▼]

Approver Name: [____]

Comments: [____]

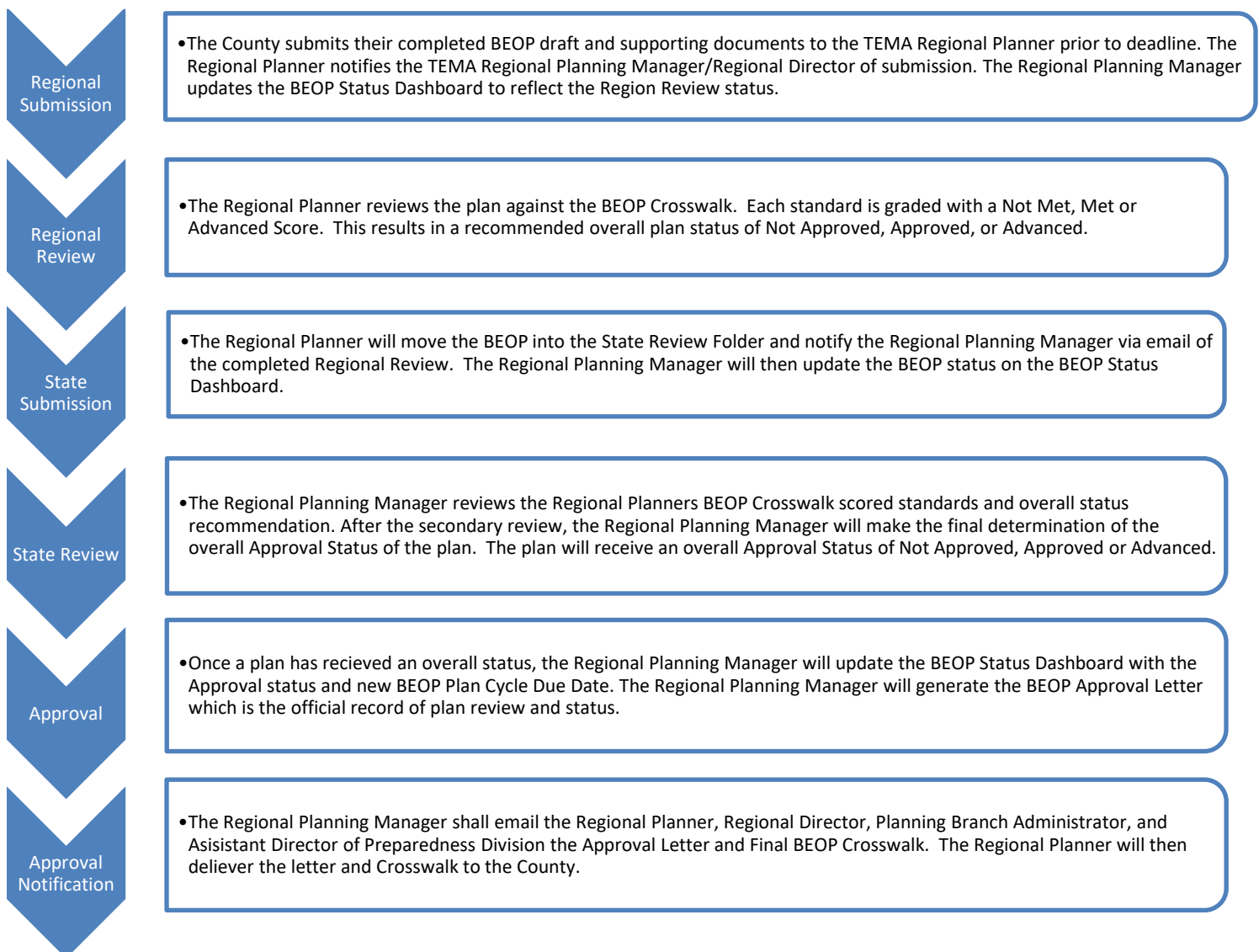TEMA State Approval [No Selection ▼]

Approver Name: [Trip Voss]

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4 – Plan Review Process

> **BEOP Reviews**
>
> Per T.C.A. § 58-2-106(b)(4), TEMA is to conduct periodic reviews of local government BEOPs to ensure the plans are addressing the adopted standards and are thus consistent with the TEMP.

4.1 BEOP Approval Process

Regional Submission
- The County submits their completed BEOP draft and supporting documents to the TEMA Regional Planner prior to deadline. The Regional Planner notifies the TEMA Regional Planning Manager/Regional Director of submission. The Regional Planning Manager updates the BEOP Status Dashboard to reflect the Region Review status.

Regional Review
- The Regional Planner reviews the plan against the BEOP Crosswalk. Each standard is graded with a Not Met, Met or Advanced Score. This results in a recommended overall plan status of Not Approved, Approved, or Advanced.

State Submission
- The Regional Planner will move the BEOP into the State Review Folder and notify the Regional Planning Manager via email of the completed Regional Review. The Regional Planning Manager will then update the BEOP status on the BEOP Status Dashboard.

State Review
- The Regional Planning Manager reviews the Regional Planners BEOP Crosswalk scored standards and overall status recommendation. After the secondary review, the Regional Planning Manager will make the final determination of the overall Approval Status of the plan. The plan will receive an overall Approval Status of Not Approved, Approved or Advanced.

Approval
- Once a plan has recieved an overall status, the Regional Planning Manager will update the BEOP Status Dashboard with the Approval status and new BEOP Plan Cycle Due Date. The Regional Planning Manager will generate the BEOP Approval Letter which is the official record of plan review and status.

Approval Notification
- The Regional Planning Manager shall email the Regional Planner, Regional Director, Planning Branch Administrator, and Asisistant Director of Preparedness Division the Approval Letter and Final BEOP Crosswalk. The Regional Planner will then deliever the letter and Crosswalk to the County.

5 – Plan Assistance

BEOP Assistance

Per T.C.A. § 58-2-106(b)(3), TEMA is to assist local governments in developing and maintaining their BEOPs.

5.1 TEMA Regional Planners

The TEMA Regional Planners are the BEOP technical experts and advisors to the county during the writing and reviewing process. They are the initial phase of the state review process and help guide counties through any revisions needed.

More specifically, the Regional Planners job assignments include:

- Conducting BEOP consultation meetings with County EMAs
- BEOP Template Guidance
- Notification of BEOP due dates and status to TEMA and county staff at Regional Directors Meetings and concurrent communications.
- Responsible for the saving, transferring, and updating BEOPs in the TEMA "T Drive"
- BEOP Initial Review and Overall Approval Recommendation
- Monthly updates to regional revision documents used to maintain status and due dates for all plans on the Dashboard.

5.2 Planning Tools

There are numerous Tools available to help guide TEMA Regional Planners and County EMAs through the BEOP writing and review process. Tools such as the CPG101, the BEOP Crosswalk, and the BEOP Status Dashboard can all be found on the TEMA Website.

The BEOP Template is one of the most important tools TEMA uses in its planning process. It is a standardized, functional template that allows a county to "plug-in" all their specific information into a preset format that reflects the TEMP. This also allows the Regional Planners a standardized way they can review the plan with the BEOP Crosswalk.

5.3 Future Initiatives

Future initiatives include any objectives the TEMA Planning Branch wants to implement at a later date. These objectives include a series of training videos and presentations that will be available on the website and presented at Regional Directors Meetings. These resources will educate on the BEOP itself and the BEOP Template.

These resources and guide should allow the BEOP review process to sustain itself in the absence of the State Planner. Any member of the State Planning Section as assigned should be able to utilize and understand this process.

Appendix 1: Crosswalk Checklist

Base Criteria	Not Met	Met	Advanced	Comments
Introduction				
Cover Page	Not included or unclear	Included with basic information	Included with year, city names, county seal, etc.	
Table of Contents	Not included or unclear	Included with basic information	Interactive table of contents, easy to navigate	
Executive Summary	Not included or unclear	Included with basic information	Tailored specifically for county	
Record of Changes	Not included or unclear	Included with basic information	Updated regularly, lists specific changes	
Distribution List (Include all partners involved in the plan)	Not included or unclear	Included with basic information	Included relevant partners, stakeholders, i.e. whole community	
Letter of Agreement (Minimum Needed is County Executive) and County Executive Letter	Not included or unclear	Included with basic information	Included relevant partners, stakeholders, i.e. whole community	

Hazard Identification, Maps, and Charts	Not included or unclear	Included with basic information	Included county specific hazards, maps, detailed labels	
Definitions/Acronyms	Not included or unclear	Included with basic information	Included extensive list of all acronyms and jargon used	
References	Not included or unclear	Included with basic information	Included complete references for any internal or external sources used	
Basic Plan				
Purpose and Scope	Not included or unclear	Included with basic information	Updated regularly for specific hazards, environments, etc.	
Situations and Assumptions	Not included or unclear	Included with basic information	Included county specifics, references to incidents, etc.	
Concept of Operations	Not included or unclear	Included with basic information	Included county specifics, references to incidents, etc.	
Organization and Responsibilities	Not included or unclear	Included with basic information	Included specific agencies, entities, etc. and updated responsibilities	
Direction and Control	Not included or unclear	Included with basic information	Included specific positions, roles, etc. and updated responsibilities	

Continuity of Government	Not included or unclear	Included with basic information	Included county specifics or references separate existing continuity plan	
Administration and Logistics	Not included or unclear	Included with basic information	Included county specifics, such as locations, roles, dates, actual implementation	
Emergency Support Functions				
Emergency Support Function Concept of Operations	Not included or unclear	Included with basic information	Included additional details regarding scope, method of gathering information, etc.	
Transportation Networking (ESF 1)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Communications Systems (ESF 2)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Warning (ESF 2)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Building Inspection and Condemnation (ESF 3)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Route Clearance and Building Inspection (ESF 3)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	

Debris Removal (ESF 3)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Water and Wastewater Systems (ESF 3)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Firefighting (ESF 4)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Current Information (ESF 5)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Public Information (ESF 5)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Damage Assessment (ESF 5)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Shelter and Mass Care Operations (ESF 6)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Listing of Local Shelters (ESF 6)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Logistics (ESF 7)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Resource Management (ESF 7)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	

Logistical Support (ESF 7)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Vehicle Allocation (ESF 7)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Emergency Medical Services (ESF 8)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Public Health (ESF 8)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Crisis Intervention Support (ESF 8)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Functional Needs Population (ESF 8)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Mass Casualty/Mass Fatality Plan (ESF 8)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Pandemic Influenza Plan (ESF 8)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Search and Rescue (ESF 9)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Environmental Response (ESF 10)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	

Hazardous/Radiological Materials (ESF 10)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Food (ESF 11)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Energy (ESF 12)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Traffic Control (ESF 13)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Security/Crime Control (ESF 13)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Jails (ESF 13)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Evacuation/Movement (ESF 13)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Terrorism/Weapons of Mass Destruction (ESF 13)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Donations (ESF 14)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Volunteers (ESF 14)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	

	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Assistance Programs (ESF 15)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Recovery and Reconstruction (ESF 15)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Animal Care and Housing (ESF 16)	Not included or unclear	Included with basic information	Included specific agencies, locations, tools	
Overall Approval Score				
	Not Met	**Met**	**Advanced**	**Comments**
Introduction	4 or more "not met" scores	Less than 4 "not met" scores	0 "not met" scores and 6 "advanced" scores	
Basic Plan	3 or more "not met" scores	Less than 3 "not met" scores	0 "not met" scores and 5 "advanced" scores	
Emergency Support Functions	3 or more "not met" scores	Less than 3 "not met" scores	0 "not met" scores and 10 "advanced" scores	
Final Status:				