

State Planning Standards Checklist for Annex B, Communications

Jurisdiction(s): Burnet County

Annex Date: June 01, 2017 **Date of most recent change, if any:** N/A

(The date which appears on the signature page)

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
B-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	I.
II. Purpose	
B-2. Include a purpose statement that describes the reason for development of the annex.	II.
III. Explanation of Terms	
B-3. Explain and/or define terms and acronyms used in the annex.	III.
IV. Situation & Assumptions	
<i>B-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>B-5. Include a list of assumptions used in planning for communications during emergency situations.</i>	IV.B
V. Concept of Operations	
<i>B-6. Include a description of the communications network.</i>	V.A.1-4
<i>B-7. Include a list of actions, by phases of emergency management, to be taken to ensure adequate communications during emergency situations.</i>	V.B.1-4
VI. Organization & Assignment of Responsibilities	
<i>B-8. Identify, by position/title, the individual who has the responsibility of organizing and coordinating the communications system.</i>	VI.A.2
<i>B-9. Include a listing by position/title of communications responsibilities.</i>	VI.B.1-4
VII. Direction & Control	
<i>B-10. Identify by position the individual who will oversee the provision of communications services during emergency situations.</i>	VII.A
<i>B-11. List existing communications systems.</i>	VII.C.1-2
VIII. Readiness Levels	
<i>B-12. Describe actions to be taken at various readiness levels.</i>	VIII.A-D
IX. Administration & Support	
<i>B-13. Include a reference to facilities and equipment.</i>	IX.A
B-14. Include policies on maintenance and presentation of records, security, training, and support.	IX.B,C, E, F
<i>B-15. Include a list of actions to be taken to protect communications equipment.</i>	IX.D
X. Annex Development & Maintenance	
B-16. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A

XI. References	
B-17. Identify references pertinent to the content of the annex.	XI.
Other	
B-18. List pertinent annex communications support documents.	XI.
B-19. Include a diagram and/or table detailing the communications network.	B-1-1 & B-1-2 (Appendix 1)

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By	<i>Jimmy L. Barho</i>	06/01/2017

FOR DEM USE	Initials	Date
DEM District Coordinator Review		
DEM Preparedness Section Processing		