

State Planning Standards Checklist for Annex N, EOC Direction & Control

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	
N-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	
N-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
N-3 Identify acronyms and abbreviations and explain terms used in the annex.	III
IV. Situation & Assumptions	
<i>N-4. Include a situation statement related to the subject of the annex.</i>	IV.A
<i>N-5. Include a list of assumptions used in planning for direction and control during emergency situations.</i>	IV.B
V. Concept of Operations	
<i>N-6. Outline a general concept for emergency operations that includes NIMS concepts.</i>	V.A.
<i>N-7 Describe how incident command operations will be conducted.</i>	V.B
<i>N-8. Describe the functions performed by the EOC and how they will be carried out.</i>	V.C
<i>N-9. Describe the interface between ICS and the EOC</i>	V.D
<i>N-10. Include a list of actions to be taken during various phases of emergency management to ensure adequate direction and control during emergency situations</i>	V.E
VI. Organization & Assignment of Responsibilities	
<i>N-11. Describe the organization that will carry out direction and control of emergency operations.</i>	VI.A
<i>N-12. Include assignments of direction and control tasks to departments, agencies, or individuals by position.</i>	VI.B
VII. Direction & Control	
<i>N-13. Identify by position the individuals who will provide direction and control for emergency operations and supervise emergency facilities.</i>	VII
VIII. Readiness Levels	
<i>N-14. Describe actions relating to the direction and control function to be taken at various readiness levels.</i>	VIII
IX. Administration & Support	
<i>N-15. Describe local emergency facilities and their capabilities.</i>	IX.A
<i>N-16. Explain policies on record keeping during emergency operations.</i>	IX.B
<i>N-17. Outline requirements for reporting during emergency operations</i>	IX.C

X. Annex Development & Maintenance	
N-18. Specify the individual(s), by position, responsible for developing and maintaining the annex.	X.A
N-19. Make reference to the schedule for review and update of annexes contained in the Basic Plan.	X.B
XI. References	
N-20. Identify references pertinent to the content of the annex.	XI
Other	
N-21. Describe or depict the EOC organization	App. 1, Tab A
N-22. Make provision for maintenance of an EOC Staff Roster	App. 1, Tab B
N-23. Include a checklist for activation/deactivation of the EOC	App. 1, Tab C
N-24. Summarize how the EOC operates when activated.	App. 1, Tab D
N-25. Describe the forms used in the EOC to record operational events.	App. 1, Tab E
N-26. Describe the forms used in the EOC for message traffic.	App. 1, Tabs F, G, H
N-27. Describe and provide the format for reports prepared by the EOC during emergency operations.	App. 2 App. 3

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

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