

State Planning Standards Checklist for Annex T, Donations Management

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	
T-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	
T-2. Include a purpose statement that describes the reason for development of the annex.	II.
III. Explanation of Terms	
T-3. Explain acronyms and define terms used in the annex.	III.
IV. Situation & Assumptions	
<i>T-4. Include a situation statement related to the subject of the annex or refer to the general situation information contained in the Basic Plan.</i>	IV.A
<i>T-5. Include a list of assumptions used in planning for donations management operations during emergency situations.</i>	IV.B
V. Concept of Operations	
<i>T-6. State the objectives of the local donations management program.</i>	V.A.
<i>T-7. Outline the local concept of operations for managing donations in the aftermath of a disaster.</i>	V.B
<i>T-8. Describe the organizational elements of the local donations management program.</i>	V.C.1
<i>T-9. Describe the operational units of the local donations management program and their function</i>	V.C.2
<i>T-10. Include a list of actions by phases of emergency management to be taken to ensure effective donations management during emergency situations.</i>	V.D
VI. Organization & Assignment of Responsibilities	
<i>T-11. Indicate how the donations management function will be organized.</i>	VI.A
<i>T-12. Include a listing of the responsibilities for donations management tasks assigned to individuals, departments, operating units, and other groups.</i>	VI.B
VII. Direction & Control	
<i>T-13. Describe how the donations management program will be directed and coordinated.</i>	VII.A-B
VIII. Readiness Levels	
<i>T-14. Describe actions to be taken at various readiness levels.</i>	VIII

IX. Administration & Support	
<i>T-15. Establish reporting requirements for the donations Management program.</i>	IX.A
<i>T-16. Establish policies on record keeping for the donations management program.</i>	IX.B
<i>T-17. Outline training and exercise requirements relating to the donations management program.</i>	IX.E-F
X. Annex Development & Maintenance	
T-18. Specify the individual(s) by position responsible for developing and maintaining the annex.	X.A
T-19. Make reference to the schedule for review and update of annexes contained in Section X of the Basic Plan	X.B
XI. References	
T-20. List references pertinent to the content of the annex.	XI
Other	
<i>T-21. Include a sample Donation Needs List and Record of Donation Offer.</i>	Appendices 1-2
<i>T-22. Include a Donations Management Operations Guide that:</i>	Appendix 4
<i>A. Identifies the Donations Coordinator, Donations Steering Group members, and Key Donations Management Personnel.</i>	Tabs A, B, C
<i>B. Makes provisions for identifying key donations management operating units and their responsibilities, identifying suitable facilities and required equipment for each unit, and describing how units will operate.</i>	Remaining tabs
<i>(This Guide is maintained separately from this annex as it contains information that changes frequently.)</i>	

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		