

State Planning Standards Checklist for the Basic Plan

Jurisdiction(s): Burnet County

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

(The date that appears on the signature page)

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

This Basic Plan shall:	Section/paragraph
PLAN FORMAT	
<i>BP-1. Include an Approval & Implementation Page signed by the chief elected official(s) of the jurisdiction(s) party to the plan.</i>	i
<i>BP-2. Include a Record of Changes.</i>	ii
<i>BP-3. Include a Table of Contents.</i>	iii
I. AUTHORITY	
<i>BP-4. Identify local, state, and federal legal authorities that establish the legal basis for planning and carrying out emergency responsibilities.</i>	I.
II. PURPOSE	
<i>BP-5. Include a purpose statement that describes the reason for development of the plan and its annexes and identifies who the plan applies to.</i>	II.
III. EXPLANATION OF TERMS	
<i>BP-6. Explain and/or define terms, acronyms, and abbreviations used in the document.</i>	III.
IV. SITUATION & ASSUMPTIONS	
<i>BP-7. Include a situation statement that summarizes the potential hazards facing the jurisdiction(s), including likelihood of occurrence and estimated impact on public health and safety, and property.</i>	IV.A & Figure 1
<i>BP-8. Include a list of planning assumptions on which the plan and its annexes are based.</i>	IV.B
V. CONCEPT OF OPERATIONS	
<i>BP-9. Describe the jurisdiction's overall approach to emergency management.</i>	V.A – C
<i>BP-10. Include a statement acknowledging the adoption of the National Incident Management System (NIMS).</i>	V.B.8
<i>BP-11. Describe its incident command arrangements and the interface between field operations and the Emergency Operating Center..</i>	V.D - E
<i>BP-12. Outline the process that will be used to obtain state or federal assistance.</i>	V.F
<i>BP-13. Summarize emergency authorities of local officials.</i>	V.G
<i>BP-14. List actions to be taken by local officials during various phases of emergency management.</i>	V.H
VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES	
<i>BP-15. Describe the local emergency organization.</i>	VI.A
<i>BP-16. Describe the emergency responsibilities of the chief elected official and other members of the executive staff.</i>	VI.B.3
<i>BP-17. Describe the common emergency management responsibilities of all government departments and agencies.</i>	VI.B.4
<i>BP-18. Outline responsibilities for various emergency service functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.</i>	VI.B.5

BP-19. Outline responsibilities for various emergency support functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.	VI.B.6
BP-20. Outline the emergency services that organized volunteer groups and businesses have agreed to provide.	VI.B.7
VII. DIRECTION & CONTROL	
BP-21. Indicate by title or position who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities.	VII.A
BP-22. Describe local emergency facilities and summarize the functions performed by each.	VII.B
BP-23. Summarize the line of succession for key personnel.	VII.C
VIII. READINESS LEVELS	
BP-24. Explain readiness levels, indicate who determines them, and describe general actions to be taken at various readiness levels.	VIII
IX. ADMINISTRATION & SUPPORT	
BP-25. Outline policies on agreements & contracts and refer to summary of current emergency service agreements and contracts in appendices.	IX.A
BP-26. Establish requirements for reports required during emergency operations.	IX.B
BP-27. Outline requirements for record-keeping related to emergencies and for preservation of government records.	IX.C
BP-28. Describe the policies on training for personnel to ensure compliance with NIMS requirements.	IX.D
BP-29. Establish requirements for a post-event review of emergency operations following major emergencies and disasters.	IX.F
X. DEVELOPMENT & MAINTENANCE	
BP-30. Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed.	X.A & B
BP-31. Outline the process and schedule for review and update the plan and its annexes.	X.C & D
ATTACHMENTS	
BP-32. Include a Distribution List for the plan and its annexes.	Attachment 1
BP-33. Include a list of references pertinent to the plan.	Attachment 2
BP-34. Include a graphic depicting the local emergency organization.	Attachment 3
BP-35. Include a graphic depicting emergency management functional responsibilities.	Attachment 4
BP-36. Include a summary of assignments for developing and maintaining the annexes to the plan.	Attachment 5
BP-37. Include a summary of emergency-related agreements and contracts.	Attachment 6
BP-38. Include a summary of the Incident Command System.	Attachment 7

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		