

State Planning Standards Checklist for the Basic Plan

Jurisdiction(s): Burnet County

Plan Date: June 01, 2022 **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> | 06/01/2022 |

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