

Incident Planning

A Process

Emergency Preparedness Conference
September 8, 2018



Purpose and Agenda

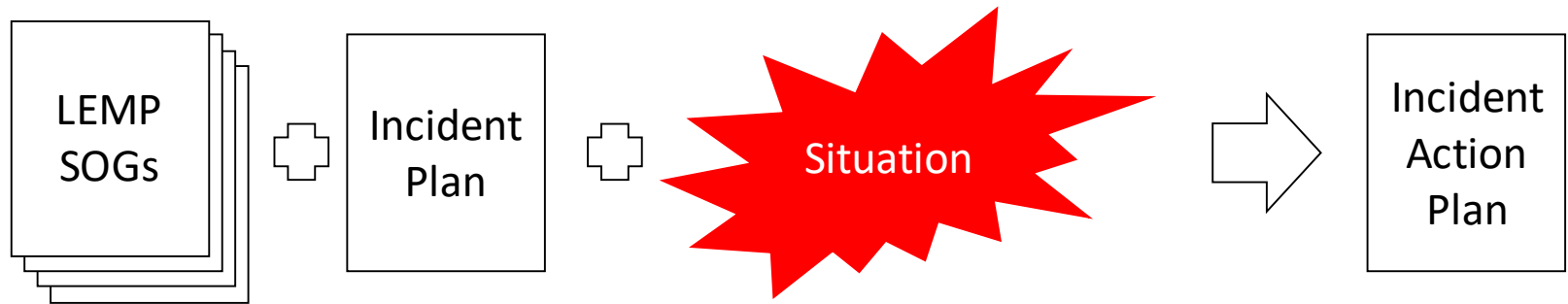
- Purpose: Discuss application of FEMA 6-step planning model for incident planning in Vermont municipalities
- Incident Plans
- FEMA Model
 - Form Team
 - Understand Situation
 - Determine Goals
 - Plan Development
 - Plan Preparation
 - Plan Maintenance
- A Plan Schedule
- Open Discussion

Standard Acronyms

EMD - Emergency Management Director
LEMP - Local Emergency Management Plan
VEM - Vermont Emergency Management

Incident Plans

- An Incident Plan is an action oriented draft plan flexible enough for planning staff to quickly turn it into an Incident Action Plan based on the current situation



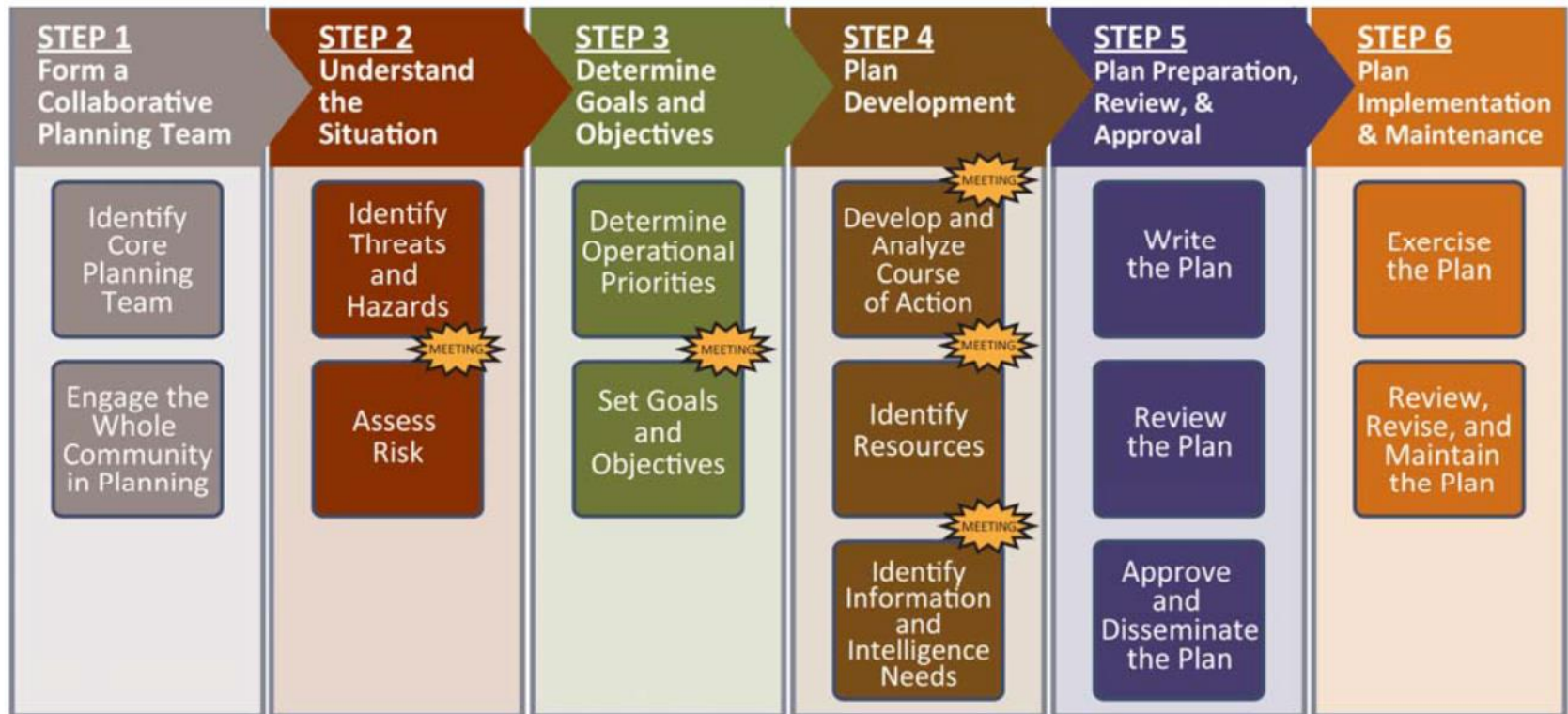
There I was...



Image Source: https://www.army.mil/article/208869/82nd_airborne_division_holds_readiness_exercise

FEMA Model

- *FEMA Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining Emergency Operations Plans, November 2010*



Form Team

- Identify a core planning group



Understand Situation

- Conduct risk analysis - what are the highest risk threats and hazards to the community?

Probability	High				
	Medium				
	Low				
		Low	Medium	High	Biblical
		Consequences			

Potential Events

Summer Fair
 Power Outage
 Major Fire
 Ice Storm
 Major Car Accident
 Major Fire
 HAZMAT Spill
 Flooding
 Bird Flu
 Zombie Apocalypse

Determine Goals

- Identify the incidents the municipality should have plans for



Plan Development

- Planning workshops generate good plans
- Use a format that suits the plan



Plan Preparation

- Incident Plans should be LEMP annexes



Plan Maintenance

- Practice and test the plan with tabletop, functional, and full-scale exercises



This is just an example, not a specific recommendation!

A Plan Schedule

- January-March
 - Form / renew core planning group
 - Update Local Emergency Management Plan (LEMP)
 - Review / identify top hazards and desired plans
- May - Group develops plan 1, EMD drafts plan 1
- June - Group develops plan 2, EMD drafts plan 2
- July - Group develops plan 3, EMD drafts plan 3
- August - Group reviews and updates plans 1-3
- September - EMD briefs Selectboard on plans

- Annually: tabletop exercise to practice and review plans (one a year)

Open Discussion

- Some potential topics...
 - Plan formats
 - Local workshops

