

Individual Action Workbook

Activity 2.1 – Types of Plans

Instructions:

Total Activity Time: 30 minutes

- 20 minutes: individual working in IAW
 - 10 minutes: class debriefing time
1. Identify three plans you create in your jurisdictions that fall into each category (strategic, operational, and tactical).
 2. Record your answers below.
 3. Be prepared to share your answers with the class.
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1. Identify three plans you create in your jurisdiction that fall into each category listed below:

Strategic:

Operational:

Tactical:

Activity 2.2 – Plan Integration

Instructions:

Total Activity Time: 20 minutes

- 10 minutes: individual working in IAW
 - 5 minutes: discuss within table groups
 - 15 minutes: class debriefing time
1. Working individually, complete the Activity 2.2 Worksheet.
 2. Once you have completed the worksheet, discuss the answers within your table groups.
 3. Make sure for Question #3, you record any potential solutions your table group provides.
 4. Share some of the discussion in the class debrief.

Activity 2.2 Worksheet

Activity Questions

1.	With what other entities do you coordinate plans, vertically and horizontally?
2.	How have you made it happen?
3.	How have you made it happen?
4.	How has your jurisdiction benefited from this type of coordination?

Activity 3.1 – THIRA in My Community

Instructions:

Total Activity Time: 15 minutes

- 10 minutes: individual working in IAW
- 5 minutes: class debriefing time

Working individually...

1. Using one of the risks of greatest concern, you have identified for your community/jurisdiction, complete the Activity 3.1 Worksheet (next page).
2. Share some of your answers in the class debrief.

Activity 3.1 Worksheet

1. What is one risk of greatest concern that has been identified for your community/jurisdiction?
2. Which core capability is this risk relevant to?
3. Describe factors that would make having to deal with this risk more challenging.
4. Identify (at least two) capability targets for this risk.
5. Identify resource requirements.
6. What resources do you have?
7. How are you filling or planning to fill the resource gaps (e.g., grant funding, MAA, etc.)?

Activity 4.2 – Your Planning Team

Instructions:

Total Activity Time: 15 minutes

- 10 minutes: individual working in IAW
- 5 minutes: class debriefing time

Working individually...

1. Complete Activity 4.2 Worksheet.
2. Share your answers with the class.

Activity 4.2 Worksheet

1. Who does your planning team currently consist of?
2. What other organizations, populations, or interest groups in the community should be included on the planning team?
3. What will it take to get the identified additional members to be interested and involved?
4. How will you get the message out about the planning team?
5. Do you have mechanisms to include those entities that are not part of your core planning team?

Activity 4.3 Jurisdiction Profile

Instructions:

Total Activity Time: 30 minutes

- 15 minutes: individual working in IAW
- 15 minutes: class debriefing time

Working individually...

1. Answer the following questions on the 4.3 Worksheet on the next page.
2. Share your answers with the class.

Activity 4.3 Worksheet

1. Does your jurisdiction have a completed Jurisdiction Profile?
2. Who is responsible for maintaining/updating it?
3. What resources were used to develop the Jurisdiction Profile, and what resources do you continue to use in maintaining/updating it?
4. What are some specific challenges that arise in planning due to the:
 - a. Demographics in your jurisdiction?
 - b. Geographic/topographic characteristics impacting the threats/hazards to your jurisdiction?
 - c. Infrastructure within your jurisdiction?
 - d. Your jurisdiction's current resource base?
 - e. Current capability levels relative to the capability targets identified in THIRA (or resource levels required as identified through other threat and hazard identification and risk analysis processes)?
5. How have you addressed these challenges?

Activity 4.4 – Goals and Objectives

Instructions:

Total Activity Time: 15 minutes

- 10 minutes: individual working in IAW
- 5 minutes: class debriefing time

Working individually...

1. Using the risk and capability targets you identified in Activity 3.1, complete the Activity 4.4 Worksheet on the next page.
2. Share your answers with the class.

Activity 4.4 Worksheet

1. What risk of greatest concern did you address in Activity 3.1?

2. What capability targets did you identify?

3. For one of the capability targets, write:
 - a. Goal:

 - b. Objective:

Activity 4.6 – Your EOP

Instructions:

Total Activity Time: 15 minutes

- 10 minutes: individual working in IAW
- 5 minutes: class debriefing time

Working individually...

1. Complete the Activity 4.6 Worksheet on the next page.
2. Share your answers with the class.

Activity 4.6 Worksheet

1. Have you reviewed your EOP?
2. Are copies of the EOP available at the EOC?
3. What annexes do you have?
4. What job aids have been developed?
5. How often is the EOP updated?
6. Who is responsible for updating the EOP?
7. When was the EOP last exercised?

Activity 5.2 – IAW Summary Activity

Instructions:

Total Activity Time: 30 minutes

- 15 minutes: individual working in IAW
- 15 minutes: class debriefing time

Complete the activities below.

1. Take a few minutes and review your Individual Action Workbook, the answers you provided, and the learning you participated in.
2. Review the following Action Plan Job Aid.
3. Share:
 - a. One interesting skill or fact you learned in this class
 - b. One thing you are going to do differently after learning information from this course.
 - c. One “To-Do” you will implement when you return to your jurisdiction

Action Plan Job Aid

This course presents basic information about emergency operations planning. It is only the beginning. Most of what happens in emergency operations planning needs to take place in the home jurisdiction, where you can involve a wide array of stakeholders and tap into the resources of the whole community.

After the training, you will need to take additional steps to build on and apply the content covered in this training and prepare to use it in the local planning process. Use this form to create an Individual Action Plan that identifies specific action steps you can take to prepare for your role in emergency operations planning.

The following are some questions you should be considering when you return to your jurisdictions regarding the planning process.

STEP 1: FORM A COLLABORATIVE PLANNING TEAM

What steps will you take after the training toward forming a planning team that will develop and/or review and update the emergency operations plan? Questions include:

- **Actions to identify organizations, populations, or interest groups in the community that should be included on the team.**
 - How will you identify them?
 - Where will you start?
 - Whom will you contact?

- **Actions to organize the team.**
 - What will it take to get the identified members interested and involved?
 - How will you get the message out?
 - Who can help?
- **Actions to prepare for planning meetings.**
 - What needs to happen?
 - How far in advance of the first meeting does this need to happen?
 - Who can help?

STEP 2: UNDERSTAND THE SITUATION

What steps will you take after the training to compile and analyze information about threats, hazards, and your jurisdiction in preparation for updating your EOP?

In planning your action steps, consider the following questions:

- How can you use information from THIRA to increase your understanding of the situation?
- When was the threat/hazard analysis last updated?
- How will you obtain updated information on threats/hazards?
- When was your jurisdiction profile last updated?
- How can you determine what has changed since that time?
- How will you obtain updated information about the jurisdiction?

STEP 3: DEVELOP GOALS AND OBJECTIVES

What steps will you take after the training to develop (or update) goals and objectives for your EOP?

In planning your next steps, consider the following questions:

- How will you combine capability targets with threat/hazard identification and updated understanding of your jurisdiction's situation to create goals and objectives?
- Are additional resources needed to complete this task?
- Who can help?

STEP 4: DEVELOP THE PLAN

What steps will you take after the training to develop (or update) your jurisdiction's EOP?

In planning your next steps, consider the following questions:

- How will you determine the plan structure?
- If you have an existing EOP, how will you determine what aspects of the plan need to be updated?

- Did your threat and hazard identification and risk assessment process suggest the need for additional annexes to the plan? If so, what needs to be added?
- How will you determine if the implementing instructions in your plan contain up-to-date information?

STEP 5: PREPARE AND REVIEW THE PLAN

What steps will you take after the training to get the plan written, reviewed, and approved?

In planning your next steps, consider the following questions:

- Who should be on the writing team?
- Do you have a schedule and a means of tracking progress?
- Who should review the plan to ensure that it meets the needs of the whole community?
- Who has authority to approve the plan?

STEP 6: IMPLEMENT AND MAINTAIN THE PLAN

What steps will you take after the training to implement and maintain your plan?

In planning your next steps, consider the following questions:

- What kinds of training will be needed to implement the plan?
- Who should be trained?
- What types of exercises will be used to test the plan?
- Does your jurisdiction have a process in place for evaluation, compiling feedback, improvement planning, and monitoring the outcomes?
- How often will your plan be reviewed and updated?