EMERGENCY ACTION PLAN GUIDEBOOK

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Emergency Action Plan Guidebook

- Background
- Purpose
- Overview of Guidebook
- Status and Lessons Learned
Emergency Action Plan Guidebook

Purpose

✓ Provides step by step instructions for developing an emergency action plan
✓ Tailored towards small and medium sized communities or tribes

✓ Recognizes that a lot of information may exist, but is not recorded

✓ Focus is on getting started: this is intended to be a living document.
Emergency Action Plan Guidebook Overview

✅ Recommends an eight-month process for a local team to develop a plan:

✅ Uses minimum acronyms

✅ Each chapter includes:
  
  ✓ “If you only have time to do one thing” suggestion at the beginning of each chapter

  ✓ A checklist at the end of each chapter.
Emergency Action Plan Guidebook Overview

✓ Includes:
  ✓ 21 forms or samples
  ✓ 58 links to other examples, guidebooks, and related articles.

Social Media and Hurricane Sandy: Lessons Learned
https://communities.firstresponder.gov/DHS_VSMWG_Lessons_Learned_Social_Media_and_Hurricane_Sandy_Formatted_June_2013_FINAL.pdf
Emergency Action Plan Guidebook

Chapters

1. Introduction
2. Authority
3. Mutual Aid Agreements
4. Flood Organizations Personnel
5. Contact List
6. Flood Elevations; Mapping and History
7. Tasks and Prioritized Actions
8. Emergency Shelters
9. Evacuation
10. Utilities
11. Critical Facilities
12. Hazardous Materials
13. Communications
14. Training and Exercises
15. Mitigation, Floodplain Management and Insurance: Lessons Learned
Emergency Action Plan Guidebook
Chapter 4: Flood Organization Personnel

- A current phone list is crucial
- The Incident Commander should be determined prior to an event
- Recommended positions for a flood organization
- Emphasizes the importance of having enough staff.
This is a list of all the contacts that may be needed during an event such as Red Cross.

Start with the County’s list if you have nothing.

Other recommended agencies include the National Weather Service, the Corps of Engineers, United States Geological Survey, County and State Emergency Management.
Chapter 6: Flood Elevations, Mapping, and History

- Flood gage stages versus on the ground elevations
- Elevation Datums
- River slope or hydraulic profile
- Topographic mapping and flood inundation maps
- State topography if available
- Description of past floods including high water marks.
River Gage
AHPS Data for NOAA forecast points
Emergency Action Plan Guidebook
Chapter 6: Flood Elevations, Mapping, and History

Mississippi River at St. Paul, MN (STPM5)

☑ Inundation Mapping
St. Paul

Example from MNTopo.
Details may be in one key staff person’s head, but need to be on paper.

Should have a worksheet with details for each task including tools and labor needed and time to complete.

All tasks should roll up into a task summary list by elevation.
Emergency Action Plan Guidebook

- Actions to Date
  - Developed/vetted guidebook template (2014-15)
  - Updated as necessary (Version 4 is current)
  - Presented 28 workshops and lectures
    - Community-based workshops
    - Train the trainer
    - Conference sessions
  - Seven workshops planned for 2020
Emergency Action Plan Guidebook

- How the EAP Guidebook has been used
  - Risk MAP meeting discussion/outreach tool
  - Ice breaker to discuss local FRM issues
  - Very effective to combine with FRM TTX
  - Bring together local/county/state/tribal/federal
  - It is the beginning,
    Not the end!
Lessons Learned

► It is vital to have the County EM involved
► Getting started is the most difficult step
► Communities are limited by human resources
► Follow-up is mandatory
► The best information is usually what the community already knows
► For communities, the person who “thinks” they are in charge may not be the best choice
► Can combine with Table Top Exercises
Questions?

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Emergency Action Plan Guidebook

For more information:

☑ Check out the guidebook at: http://www.mvp.usace.army.mil/ and follow the quick links

☑ Or contact Terry Zien at 651-290-5714

☑ Or Bonnie Greenleaf at 651-290-5476

“By failing to prepare, you are preparing to fail.” - Benjamin Franklin