



**Draft EMAP EM OPS 1-20XX  
Emergency Management Operational Standard**

## **Chapter 3: Preparedness and Prevention**

### **3.1: Administration and Finance**

**3.1.1** The Emergency Management Program will implement administrative and financial procedures for use during and after an emergency/disaster.

**3.1.2** The Emergency Management Program will implement administrative and financial procedures to request, receive, manage and apply funds to include delivery of assistance.

**3.1.3** The Emergency Management Program will coordinate financial matters during an emergency/disaster with key decision makers and incident management personnel.

### **3.2: Prevention**

**3.2.1** The Emergency Management Program will implement prevention procedures to monitor identified threats and hazards.

**3.2.2** The Emergency Management Program will implement prevention procedures to adjust the level of prevention activity commensurate with the risk.

**3.2.3** The Emergency Management Program will implement prevention procedures to exchange information among internal and external stakeholders.

**3.2.4** The Emergency Management Program will implement the resource management system to identify, locate, acquire, mobilize, and dispatch resources prior to an emergency/disaster utilizing the Program's resource management operational procedures.

## **Chapter 4: Response and Recovery**

### **4.1: Activation**

**4.1.1** The Emergency Management Program identifies and assigns internal and external agencies, organizations, departments, and emergency personnel with specific areas of responsibility for performing functions in accordance with the Emergency Operations Plan.

**4.1.1.1** The Emergency Management Program will initiate, receive and relay notifications to key decision makers and emergency personnel in accordance with the Program's plan(s) and operational procedures.

**4.1.1.2** The Emergency Management Program will activate the Emergency Operations Center in accordance with the following:

- (1) the Program's incident management system;
- (2) coordination procedures for all personnel with emergency response roles;  
and
- (3) primary and/or alternate facility activation procedures.

**4.1.1.3** The Emergency Management Program will activate the joint information center in accordance with the Program's operational procedures.

**4.1.1.4** The Emergency Management Program will establish a joint information system in accordance with the Program's operational procedures.

**4.1.1.5** The Emergency Management Program will disseminate emergency alerts and warnings to the public impacted by an actual or impending emergency/disaster including vulnerable populations in accordance with the Program's plan(s) and operational procedures.

**4.1.1.6** The Emergency Management Program will initiate system communications for internal and external use in accordance with the Program's plan(s) and operational procedures.

**4.1.1.7** The Emergency Management Program will initiate interoperable communications systems to coordinate response elements.

**4.1.1.8** The Emergency Management Program will initiate the acceptance of donated goods, materials, services, personnel, financial resources, and facilities, whether solicited or unsolicited in accordance with the Emergency Operations Plan.

## **4.2: Response**

**4.2.1** The Emergency Management Program will operate the Emergency Operations Center for the primary and/or alternate facility in accordance with the Program's plan(s) and operational procedures.

**4.2.2** The Emergency Management Program will implement situation analysis and reporting, and incident action planning in accordance with the Emergency Operations Plan and operational procedures.

**4.2.3** The Emergency Management Program will implement the Program's incident management system and demonstrate utilization of modular organization, multi-agency coordination, span of control, and common terminology in accordance with the Program's plan(s) and operational procedures.

**4.2.4** The Emergency Management Program will identify resource needs and shortfalls.

**4.2.4.1** The Emergency Management Program will implement procedures for the identification and location of resource needs.

**4.2.4.2** The Emergency Management Program will implement administrative and financial procedures for the acquisition of resource shortfalls.

**4.2.4.3** The Emergency Management Program will initiate mutual aid agreements, contractual service agreements, memoranda of understanding, or regional or other agreements to fill resource gaps that have been identified in the needs and shortfalls.

- 4.2.4.4** The Emergency Management Program will initiate a mutual aid request higher, lateral and/or subordinate.
- 4.2.5** The Emergency Management Program will implement procedures to mobilize, dispatch and track resources during an emergency/disaster in accordance with the Program's resource management operational procedures.
- 4.2.6** The Emergency Management Program will operate the joint information center and joint information system in accordance with the Program's operational procedures.
- 4.2.6.1** The Emergency Management Program will coordinate with the media in support of the emergency public information function in accordance with the Program's plan(s) and operational procedures.
- 4.2.6.2** The Emergency Management Program designated spokesperson(s) will deliver the Emergency Management Program's message appropriate to the audience and emergency/disaster.
- 4.2.6.3** The Emergency Management Program implements procedures to coordinate and authorize information for release, communicate with at-risk populations, interface with public officials/VIPs, respond to public inquiries, and provide rumor control in accordance with the Program's operational procedures.
- 4.2.6.4** The Emergency Management Program will disseminate information bulletins that contain preparedness measures and protection actions in accordance with the Program's plan(s) and operational procedures.
- 4.2.7** The Emergency Management Program will transition to alternate communication systems when primary systems fail in accordance with the Program's plan(s) and operational procedures.
- 4.2.8** The Emergency Management Program will initiate the management of donated goods, materials, services, personnel, financial resources, and facilities, whether solicited or unsolicited in accordance with the Emergency Operations Plan.
- 4.2.9** The Emergency Management Program personnel will coordinate by implementing their assigned incident management system roles and responsibilities in accordance with the Program's operational procedures.
- 4.2.10** The Emergency Management Program will utilize the logistical support and resource requirements to include communications and notification systems to implement a Continuity of Operations (COOP) Plan to continue and recover an essential program function.
- 4.2.11** The Emergency Management Program will implement the recovery of processes, functions, critical applications, and vital resources and alternate operating capabilities in accordance with a Program's Continuity of Operations (COOP) Plan(s) and procedures.
- 4.2.12** The Emergency Management Program will utilize the logistical support and resource requirements to include communications and notification systems to implement the Continuity of Government (COG) Plan.

**4.2.13** The Emergency Management Program will implement leadership succession, delegate emergency authority and maintain command and control in accordance with the Program's Continuity of Government (COG) Plan and procedures.

**4.2.14** The Emergency Management Program will utilize the logistical support and resource requirements to include communication system(s) to implement the Recovery Plan.

**4.2.15** The Emergency Management Program will initiate the damage assessment function in accordance with the Program's Emergency Operations Plan, Recovery Plan, and operational procedures.

**4.2.16** The Emergency Management Program will implement short-term recovery priorities for critical functions, services/programs, vital resources, facilities, and infrastructure in accordance with the Program's Recovery Plan.

### **4.3: Demobilization**

**4.3.1** The Emergency Management Program will implement procedures to demobilize or recall resources in accordance with the Program's resource management operational procedures.

**4.3.2** The Emergency Management Program will deactivate the Emergency Operations Center in accordance with primary and/or alternate facility procedures.

**4.3.3** The Emergency Management Program will deactivate the joint information center in accordance with the Program's operational procedures.

**4.3.4** The Emergency Management Program will initiate administrative and financial procedures for cost recovery after an emergency/disaster.

**4.3.5** The Emergency Management Program will conduct an exercise debriefing to initiate the evaluation and corrective action process in accordance with the Program's plan(s) and/or procedures.