EM Plan Review Guide

Contents
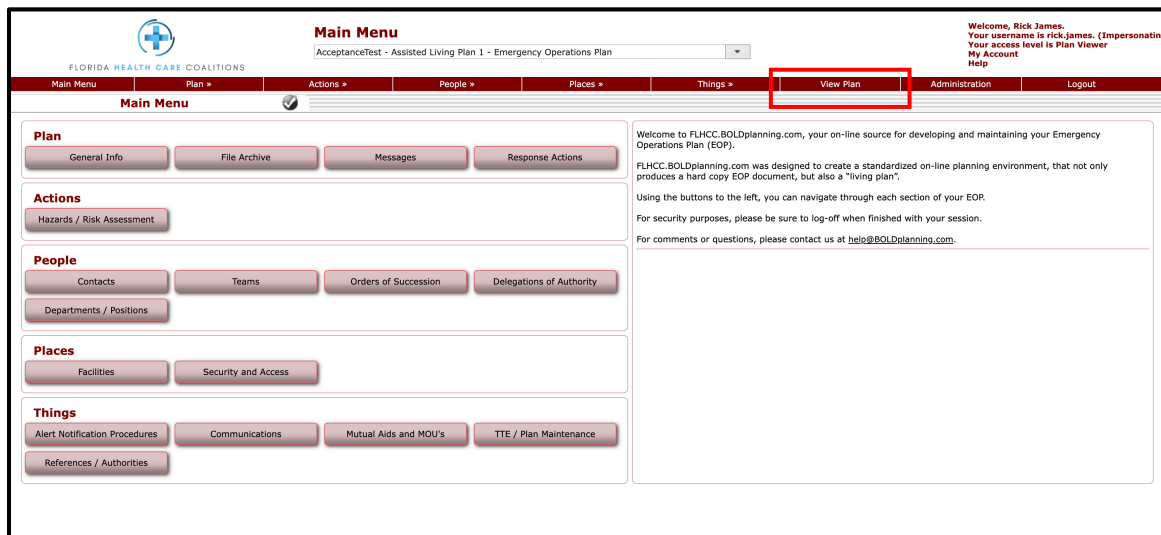
Reviewing Plans

When county emergency management logs in to the platform, they will be taken to the main menu of the respective plan they have access to.
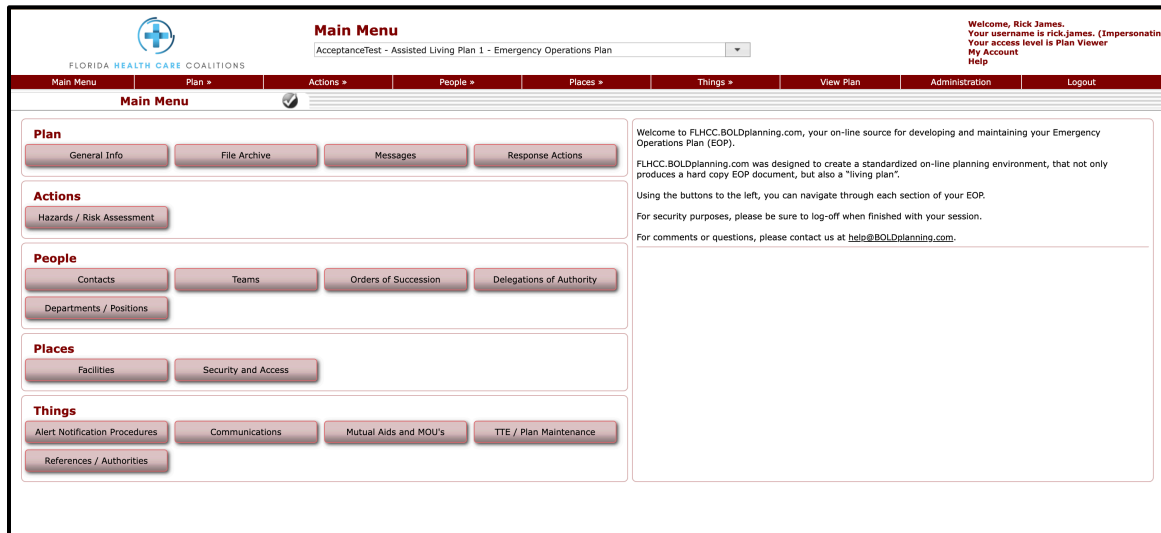
1. To review the plan and give feedback, select 'View Plan.'

2. On the 'View Plan' page, they may use the 'stop lights' on the left-hand side to leave their qualitative and quantitative feedback.

   - Feedback can be given by clicking the 'stop lights.'

Grades Received

Each section can receive an 'incomplete,' 'needs improvement,' or 'excellent.'

- 'Incomplete' – no data has been entered into the section.
- 'Needs Improvement' – data has been entered into the section, but additional information is needed to meet minimum standards.
- 'Excellent' – the data entered in the section has met the minimum standards.

If a plan annex receives an "incomplete" grade, the stoplight on the report for this section will be red. If a section needs improvement, the report will show a yellow light. If the section meets the minimal requirements for satisfactory, the section will show an "excellent" grade which will show a green light.

Incomplete

Needs Improvement

Excellent

There are pre-populated comments for 'Annex' sections. You may use these comments (clicking the + beside the comment), or you can create your own in the open text field.

For future purposes, when leaving comments, make sure to leave the date you are reviewing the plan and your initials. Additional feedback can be left in the same fields over time.

There are not any pre-populated comments for the Base Plan or Facility Evacuation. You will need to add your own to the open text field.

Creating a 'Plan Grades / Report Card'

After reviewing a plan, emergency management may create a 'report card' to distribute out to planners. This report includes each sections grade and feedback/comments (i.e., 'incomplete,' 'needs improvement,' or 'excellent').
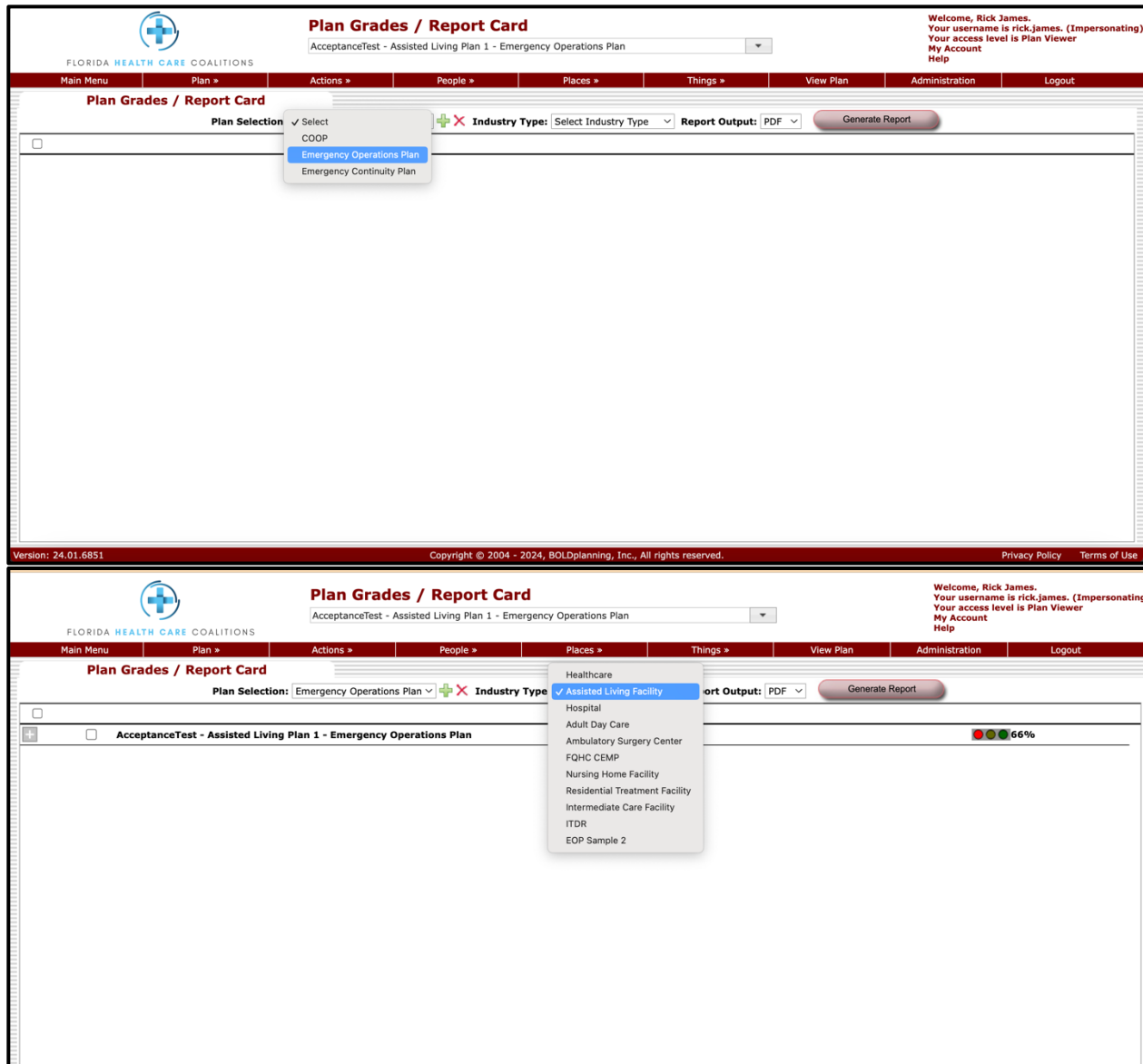
1. To create the report, click on the 'Administration' tab.

2. Click the 'Plan Grades / Report Card' button.

3. Select 'Emergency Operations Plan' for the 'Plan Selection' category, and the facility type for 'Industry Type.'

4. Then select the respective plan you just reviewed. Click 'Generate Report.'

5. After the plan review is complete, please notify the 'main point of contact' for the plan and distribute the 'Report Card', which is identified in the 'General Information' section.