

State Planning Standards Checklist for the Basic Plan

Jurisdiction(s): Lavaca County, Texas


Plan Date: 05/04/2022 **Date of most recent change, if any:** _____

(The date that appears on the signature page)

Note: The Basic Plan will be considered Deficient if the *italicized* standards are not met.

This Basic Plan shall:	Section/paragraph
PLAN FORMAT	
BP-1. <i>Include an Approval & Implementation Page signed by the chief elected official(s) of the jurisdiction(s) party to the plan.</i>	
BP-2. <i>Include a Record of Changes.</i>	
BP-3. <i>Include a Table of Contents.</i>	
I. AUTHORITY	
BP-4. <i>Identify local, state, and federal legal authorities that establish the legal basis for planning and carrying out emergency responsibilities.</i>	
II. PURPOSE	
BP-5. <i>Include a purpose statement that describes the reason for development of the plan and its annexes and identifies who the plan applies to.</i>	
III. EXPLANATION OF TERMS	
BP-6. <i>Explain and/or define terms, acronyms, and abbreviations used in the document.</i>	
IV. SITUATION & ASSUMPTIONS	
BP-7. <i>Include a situation statement that summarizes the potential hazards facing the jurisdiction(s), including likelihood of occurrence and estimated impact on public health and safety, and property.</i>	
BP-8. <i>Include a list of planning assumptions on which the plan and its annexes are based.</i>	
V. CONCEPT OF OPERATIONS	
BP-9. <i>Describe the jurisdiction's overall approach to emergency management.</i>	
BP-10. <i>Include a statement acknowledging the adoption of the National Incident Management System (NIMS).</i>	
BP-11. <i>Describe its incident command arrangements and the interface between field operations and the Emergency Operating Center.</i>	
BP-12. <i>Outline the process that will be used to obtain state or federal assistance.</i>	
BP-13. <i>Summarize emergency authorities of local officials.</i>	
BP-14. <i>List actions to be taken by local officials during various phases of emergency management.</i>	
VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES	
BP-15. <i>Describe the local emergency organization.</i>	
BP-16. <i>Describe the emergency responsibilities of the chief elected official and other members of the executive staff.</i>	
BP-17. <i>Describe the common emergency management responsibilities of all government departments and agencies.</i>	
BP-18. <i>Outline responsibilities for various emergency service functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.</i>	

BP-19. Outline responsibilities for various emergency support functions, summarize the tasks involved, and indicate by title or position who has primary responsibility for each function.	
BP-20. Outline the emergency services that organized volunteer groups and businesses have agreed to provide.	
VII. DIRECTION & CONTROL	
BP-21. Indicate by title or position who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities.	
BP-22. Describe local emergency facilities and summarize the functions performed by each.	
BP-23. Summarize the line of succession for key personnel.	
VIII. READINESS LEVELS	
BP-24. Explain readiness levels, indicate who determines them, and describe general actions to be taken at various readiness levels.	
IX. ADMINISTRATION & SUPPORT	
BP-25. Outline policies on agreements & contracts and refer to summary of current emergency service agreements and contracts in appendices.	
BP-26. Establish requirements for reports required during emergency operations.	
BP-27. Outline requirements for record-keeping related to emergencies and for preservation of government records.	
BP-28. Describe the policies on training for personnel to ensure compliance with NIMS requirements.	
BP-29. Establish requirements for a post-event review of emergency operations following major emergencies and disasters.	
X. DEVELOPMENT & MAINTENANCE	
BP-30. Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed.	
BP-31. Outline the process and schedule for review and update the plan and its annexes.	
ATTACHMENTS	
BP-32. Include a Distribution List for the plan and its annexes.	
BP-33. Include a list of references pertinent to the plan.	
BP-34. Include a graphic depicting the local emergency organization.	
BP-35. Include a graphic depicting emergency management functional responsibilities.	
BP-36. Include a summary of assignments for developing and maintaining the annexes to the plan.	
BP-37. Include a summary of emergency-related agreements and contracts.	
BP-38. Include a summary of the Incident Command System.	

FOR LOCAL GOVERNMENT USE		Signature	Date
This Checklist Completed By:			05/04/2022

FOR DEM USE	Initials	Date
DEM Regional Liaison Officer Review		
DEM Preparedness Section Processing		