# State Emergency Management Planning Activities

Emergency Management Division
Washington Military Department

**Background**

The Analysis and Plans Section coordinates the major state emergency management planning activities that provide the framework for mitigation, preparedness, response, and recovery actions for all hazards experienced in Washington State. Comprehensive plan reviews are performed.

**Comprehensive Emergency Management Planning Guide**

The *Comprehensive Emergency Management Planning Guide* provides state agencies, local jurisdictions, private organizations, businesses, and other emergency managers a blueprint to assist in the preparation of their CEMP and HIVA. The Guide provides the format, detailed explanations, and examples from the CEMP and HIVA.

**State Comprehensive Emergency Management Plan**

The CEMP establishes state policies for the management of emergencies and disasters and is activated by the Governor. The CEMP states the emergency management mission in Washington; details the policies, governing authorities, and concept of operations; identifies mitigation, preparedness, response, and recovery activities; and describes state agency responsibilities for emergency management. Responsibilities are further delineated in federal and state Emergency Support Functions (ESFs). The state CEMP serves as a model for emergency managers at all levels in developing and coordinating their own plans.

**Emergency Planning Course**

The Emergency Planning Course provides instruction on the process of developing, coordinating, and maintaining a Comprehensive Emergency Management Plan; developing related plans and HIVA documents. The participants receive a combination of lecture and practical exercises.

The course includes the need for and how to obtain executive support. Three days are spent with lectures, discussions and practical exercises in coordinating a Basic Plan, ESF, and Standard Operating Procedures (SOPs). The course brings together the Planning Guide, HIVA, and CEMP to assist emergency managers in preparing their own plans.

| | |
|---|---|
| **Supporting Plans** | Event specific response plans, contingency plans, consequence management plans, and recovery plans may be developed to support and amplify ESFs contained in the CEMP. These plans usually deal with specific hazards such as terrorism, chemical, radiological, biological, fire mobilization, hazardous materials, and special local hazards. |
| **Standard Operating Procedures** | SOPs are task-oriented instructions that stand-alone or supplement plans. They are a step-by-step checklist on what to do when something happens. They can be simple or as complicated as a several hundred page manual instructing operators on how to activate a nuclear reactor. |
| **Local Comprehensive Emergency Management Plan** | Each Washington county and incorporated city is required to develop a comprehensive emergency management plan according to the Revised Code of Washington 38.52.070. The plan has a written basic section, ESFs, procedures, and checklists which address all emergencies and disasters to which a county or city is vulnerable. The plan follows the format found in Washington Administrative Code 118-30. A county or city submits their plan to the Emergency Management Division for review and evaluation for acceptance with code criteria. |
| **Plan Review** | State agency and local jurisdiction technical assistance and plan review is provided to ensure plans provide for the protection of citizens, property, and environment and preserves the economy. The CEMP Planning Guide is used as a checklist. Local CEMPs must specify the use of the Incident Command System operations RCW 38.52.070. |
| **Contact** | For additional information contact Andy Bohlander, Emergency Management Planner, at (253) 512-7056, or e-mail a.bohlander@emd.wa.gov. |