

Chapter 5

Functional Annex Content

Content

Annexes are the parts of the EOP that begin to provide specific information and direction. Annexes should focus on operations: what the function is and who is responsible for carrying it out. While the Basic Plan provides information relevant to the EOP as a whole, annexes should emphasize responsibilities, tasks, and operational actions that pertain to the function being covered. Annexes should cover, in general terms, the activities to be performed by anyone with a responsibility under the function. An annex should identify actions that not only ensure effective response but also aid in preparing for emergencies and disasters.

Annexes should clearly define and describe the policies, processes, roles, and responsibilities inherent in the various functions before, during, and after any emergency period. To ensure adequate planning for all appropriate contingencies, it may be necessary to spend time projecting the consequences of various emergencies. This should not be restricted to those hazards found to be most threatening during the hazard analysis. For example, airplane crashes, while infrequent, can occur almost anywhere with little or no warning. The term "generic" has been used to describe these functional annexes that are generally applicable to all hazards. The generic annexes are critically important parts of the plan, since they must enable the jurisdiction to cope with any unforeseen emergency.

In general, the organization of the annexes parallels that of the Basic Plan. Specific sections can be developed to expand upon--but not to repeat--information contained in the Basic Plan.

Functions To Include as Annexes

One of the more important things to be done early in the planning process is to select the functions that will be the subjects of separate annexes. These choices are influenced by such factors as the organizational structures of the State and local governments, the capabilities of the jurisdiction's emergency services agencies, and the established policy or intentions with respect to the concept of operations. No single listing of functional annexes, therefore, can be prescribed for all jurisdictions.

The following list of functional annexes addresses core functions that warrant attention and may require that specific actions be taken during emergency response operations:

- Direction and Control
- Communications
- Warning
- Emergency Public Information
- Evacuation
- Mass Care
- Health and Medical Services
- Resource Management

The fact that several functions are not included in the list does not mean that they are regarded as less important than the ones that are included. Each jurisdiction's planning team should assess its own need for functional annexes. Additional or different functional annexes should be prepared at the discretion of the planning team. Typical candidate annexes include: damage assessment, search and rescue, emergency services, aviation operations, and radiological protection, among others. The primary concern is that all important activities be covered properly in the plan. The location or categorization of these activities is of secondary importance, though a State should strive for consistency among its jurisdictions to facilitate coordination.

Description of Core Functions

The following attachments provide a brief description of each of the eight functional annexes listed above. They also outline the types of operational activity on which each annex should focus and, for consistency, follow the same general format as recommended for the Basic Plan. **These functions are not prescribed, and the attachments are not sample annexes.**