

MDH All-Hazards Response & Recovery Plan
ANNEX TEMPLATE INSTRUCTIONS
February 2007

NOTE: There will be no need to supply a list of terms for a glossary or a list of acronyms for each annex. The All-Hazards Planner (AHP) will provide the master glossary and acronym lists; authors of annexes will notify the AHP of any missing words, acronyms or abbreviations from that list.

Title Page

Section: Click on the shaded area to reveal the drop down menu. Select from the drop down menu the section under which your annex is located. The section will be one of the following: Operations, Planning, Logistics, or Finance & Administration.

Title of Annex: Click on the shaded area to reveal the drop down menu. Select from the drop down menu the appropriate title of your annex. Annexes are listed in alphabetical order. You have three drop down menus from which to find and select your annex title. All-Hazards Planner will delete other boxes when completed Annex is turned in.

Table of Contents

TOC for each annex will be completed by OEP staff when the annexes are completed.

I. Introduction

Purpose: Click in the shaded area to add text. State the purpose of this annex. State the mission or “product” of the annex. Answer the questions, “Who is the customer?” and, “Why is this annex important?” Maintain length of Purpose between one and four paragraphs.

Scope: Click in the shaded area to add text. Describe the breadth of this annex. List the areas this annex covers geographically and functionally. List the core functional areas this annex covers and the range of operation. List any areas this annex does NOT cover. Maintain length of Scope between one and four paragraphs.

A. Lead Division, Section, Unit or Office: Click on the shaded area to reveal the drop down menu. Select from the drop down menu the Division, Section, Unit or Office that has primary responsibility for this annex.

B. Internal Support Division(s), or Office(s): Select from the drop down menu the internal MDH Divisions or Offices that provide *the most critical support* in carrying out the duties associated with this annex. All-Hazards Planner will delete all boxes not used when annex is completed and turned in.

C. External Support: Click in the shaded area to add text. Identify and list partners that may provide *the most critical support* to MDH in carrying out the duties associated with this annex. Use the full, official name of the partner. Use the bullet point format as indicated in the example below:

- American Red Cross

- MN National Guard
- MN Homeland Security and Emergency Management Division

D. Annex Interfaces: Click on the box next to each annex title to indicate which annexes interface (require coordination and input) with the Key Activities carried out under this annex. Select as many as appropriate. AHP will delete annexes not checked when annex is completed and returned.

II. Organizational Structure

A. Annex Command Structure: Click on the shaded area to add text. Briefly describe the command structure of this annex in two to three sentences. A visual representation of the Annex Command Structure is provided in Attachment E.

B. Staff Requirements: Click on the shaded area to add text. List all the job roles necessary to fulfill the function of this annex. No descriptions are necessary; just list the title of each job role. The job action sheet section will cover each role in depth.

C. Notification Structure: Click on the shaded area to add text. Describe the call-out structure for this annex. Describe how this functional annex would be notified for activation and by whom. Maintain the narrative description between two and four paragraphs. (Use the command structure of this annex as a guide.) A template for a visual representation of the notification is provided for in Attachment F.

III. Key Activities

Click on the shaded area to add text. List the key activities this annex addresses at each stage of an incident (preparedness, response, recovery). Maintain the length of the Key Activities section between two and four pages. Activities should be presented under the following sub-headings (A, B, C below). Activities should be listed in a bulleted format. (Use same bullet style as indicated on page 2, section 1, item C.)

DO NOT INCLUDE STANDARD OPERATING PROCEDURES/ GUIDELINES (SOPs/ SOGs, i.e., lab procedures, epi investigation, checklists, job tools, etc.) There is an “Attachment” Section where these will be listed.

A. Preparedness / Pre-Incident Actions: Click on the shaded area to add text. Describe the actions that have been undertaken before an incident occurs. This includes preparedness efforts already undertaken or that are already in place. (e.g., Identify staff, Train staff, Compile resources, Prepare handouts, etc.)

B. Response / Incident Actions: Click on the shaded area to add text. Describe the actions to be taken when a response to an incident is required. Give a general summary by hitting the highlights of what functions this annex will perform. The job actions sheets will go in to more specific detail.

C. Recovery / Post-Incident Actions: Click on the shaded area to add text. Describe actions that will be undertaken after responding to an incident. Focus primarily on those actions that will help the community return to normal. (e.g., Institute follow-up protocols, Participate in public forums hosted by the affected community, Provide technical guidance to locals to help strengthen their mitigation practices, etc.)

Attachments

A. Job Action Sheets:

Authors must submit one completed job action sheet (JAS) for each job role that will be needed in a response to accomplish the tasks of the annex. If you have more than four job roles to list on JAS, contact Janice Maine for help in adding more blank job action sheets. Any blank/unused JAS will be deleted by Janice.

Staff Position Title: Erase the words, “Staff Position Title.” Enter the name of the job role for this position. Use ICS terminology. Contact All-Hazards Planner for help with this. Ext 5715.

Reports to: Provide the Staff Position Title that this position reports to.

Who Reports to you: Provide all Staff Position Titles that report to this position.

Responsibilities: Provide a very brief description of responsibilities. Begin each statement with an action verb.

Minimum Required Qualifications: Provide a bulleted list of the minimum qualifications to adequately perform this position. Please include specific experience, education, training, and licensures that are required only to complete the specific tasks that are included below.

Activation Phase: Steps taken to get your operations up and running: Please use action statements. Begin each statement with an action verb. You may add more rows, if necessary, by clicking outside the end of a row and then hitting enter. Copy and paste a shaded box for the new row.

Incident Phase: Response actions that are part of this position’s responsibilities during an incident (Operational Phase): List the response actions that are part of this staff position’s responsibilities during an incident. Please use action statements to detail specific tasks. Begin each statement with an action verb. If there are intra-office SOGs the staff person is to follow, state specifically where the staff person can access a copy of the SOG on the job action sheet.

Post-Incident Phase: Responsibilities of this position after the occurrence of an incident (Demobilization phase): List the actions that are part of this staff position’s responsibilities after an incident. Include actions to help return the community impacted by an incident to normal. Begin each statement with an action verb. If there are intra-office SOGs the staff person is to follow, state specifically where the staff person can access a copy of the SOG on the job action sheet.

B. Resource Section: Leave blank. This is just a cover page for the section.

B-1) SOGs: Click on the shaded areas to fill in the appropriate boxes in the grid with the title, date created or last updated, and select the location (Division, Section, Office or Unit) of where the internal SOGs are housed. Enter date using the following format: MM-DD-YYYY. Select from the drop down menu the Division, Section, Unit or Office that houses the SOG.

B-2) Policies: List any policies that help determine and guide present and future actions that may be undertaken in light of an all-hazards response. Enter the information

requested in the grid. Responsible Manager; include the title of the position and the Division or Section name that is responsible for implementing the policy. Enter date using the following format: MM-DD-YYYY.

B-3) Web Links/ Web addresses: In the grid provided, list the title of the web link (such as Federal Emergency Management Administration) with the corresponding specific web address (http://www.fema.gov/pdf/emergency/nims/nims_doc_full.pdf) where a specific resource is available that is pertinent to your annex.

C. Local and Regional Partner Roles and Responsibilities: Fill in the charts with the appropriate information regarding what MDH provides to local and regional partners to help them understand and fulfill their roles and responsibilities regarding the content of this annex.

Essential Activity: List the function designated to the responsible party (Local or Regional). Examples of a function may be Communication, Education, Lab testing, Drinking Water Safety, Reporting, Mass dispensing, etc.

Role and Responsibility: Briefly state what is expected of the responsible party. Begin the statement with an action verb. This can be as short as one sentence.

Coordinating Entity: List the Primary and Contributor coordinating entities related to this function/essential activity. The Primary Coordinating entity is defined as the person(s) or group(s) responsible for assuring the completion of the assigned role. The Contributor Coordinating entities are person(s) or group(s) responsible for assisting the primary coordinating entity to assure a comprehensive approach in completing the assigned role.

Explanation: Provide any additional information that may be needed to help clarify the roles and responsibilities.

D. Local and Regional Guidance Documents: Click on the shaded areas to fill in the appropriate boxes with the title, date created or last updated and select the location (Division, Section, Office or Unit) of where the guidance document(s) are housed. Enter the date using the following format: MM-DD-YYYY. Select from the drop down menu the Division, Section, Unit or Office that houses the guidance document.

TO COMPLETE THE LAST TWO ATTACHMENTS: You will need to download the document titled, “Annex Attachments E & F” located on the Workspace where the annex template and instructions are also located. Due to a technological glitch, Microsoft Word does not allow any editing of the “drawing” functions in a locked document. “Attachments E & F” is a Word document without any locked features so you are able to add boxes and lines to complete the org charts (in Attachment E) and notification/calling tree (in Attachment F). Please follow the instructions below to complete Attachments E & F in this separate document. When both are completed (the annex and Attachments E & F), send them to Janice Maine/All-Hazards Planner and I will insert them in the actual annex you developed.

E. Annex Command Structure:

Provide a visual representation of the overall command structure and team organization that will be implemented when this annex is activated. Use the organizational chart template provided to depict the annex command structure that will be followed when this annex is activated.

IMPORTANT: Select the section (Operations, Planning, Logistics, or Finance/Administration) that is appropriate for your annex. Fill out only **ONE** of the Annex Command Structure templates provided. Type in the appropriate Group Supervisor Name (Operations only) or Unit Name (Logistics, Planning or Finance/Administration) for your annex. Next, type in the appropriate corresponding Team Name for your annex. If you have an annex command structure that goes deeper, or into more detail than what is provided, you can attach more subordinate lines and boxes to the already existing chart. Use appropriate ICS titles (Strike Team, Task Force, etc.)

Strike Team: set number of resources of the same kind and type (e.g., 10 pharmacists or 8 epidemiologists).

Task Force: a combination of mixed resources (e.g., one group of 5 vaccinators, 5 screeners and 5 educators).

If you already have a command or organizational chart developed for your annex, you can paste it into this document and it will be inserted into the appropriate page in your annex.

F. Notification Structure:

Provide the “calling tree” (notification) structure that will be used in this annex to contact the necessary people needed to perform the tasks identified in this annex.

If your area does not have a calling structure, use the template provided. Be sure to use **titles** (job titles) in your callout structure—do not enter names of individuals or phone numbers. Place your cursor inside a box and click to highlight the box to add text in it. Any boxes left unused will be deleted by the All-Hazards Planner.

If you have questions or need help with any part of your annex development, contact the All-Hazards Planner, Janice Maine at 651-201-5715 or by email at: Janice.Maine@state.mn.us

You may email your completed annex and the completed document, “Attachments E & F” to Janice Maine within 2 months of beginning your annex. Annexes are due April 23.

A review schedule will be developed for authors and contributors to review interfacing annexes.

Thank you for your time and effort in creating the annexes for the
MDH All-Hazards Response & Recovery Plan!
Your hard work is GREATLY appreciated!