



FEMA

NOTES ON THE UPDATE TO COMPREHENSIVE PREPAREDNESS GUIDE 101

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Background: Based on policy direction, lessons learned from the Nationwide Plans Review, and feedback by current users of -101 a number of revisions have been made to both its structure and content.

Structural

- Re-titled document to “Developing and Maintaining Emergency Operations Plans”
- Re-organized and renamed chapters to improve document organization and flow
 - o Preface
 - o Introduction and Overview
 - o 1. The Basics of Planning (formerly Chapter 1 & 2)
 - o 2. Understanding the Planning Environment (formerly Chapter 4)
 - o 3. Format and Function: Identifying the Right Plan for the Job (formerly Chapter 5 & 6)
 - o 4. Writing the Plan (formerly Chapter 3)
 - o Appendix A: Authorities and References
 - o Appendix B: List of Acronyms and Glossary
 - o Appendix C: EOP Development Checklist
 - o Appendix D: Suggested Training (moved from Introduction)
- Moved “Capability Estimate” to Chapter 4 to align with planning process
- Added tracker tag on the bottom of Chapter 4 to aid in using the planning process

Content

- Reduced length of document more than 30% from version 1.0
- Removed “brands” wherever possible to minimize impact of future policy directives.
- Shifted primary focus to EOP development
- Expanded “How to Use This Guide” section to explain the flow of the document and the role of the Appendix C checklist
- Added concept of “community-based planning” –engaging the whole community by using a planning process that both represents the actual population of the community and by involving community leaders in the planning process.
 - o First introduced under *Planning Principles* on page 1-1 and repeated throughout
 - o Expanded discussion on engaging the Whole of Community in planning efforts beginning at page 4-5
- Increased references to planning for functional and access needs, children, and household pets / service animals, to include both examples and breakouts
 - o Edits were done to increase awareness and exposure of topic while maintaining the focus of -101 on the EOP development process
 - o Specific review checklists were provided in Chapter 4, and embedded in Appendix C
- Improved discussion on THIRA
- Deleted Mitigation Appendix as inconsistent with the document