

Tool Kit for Managing the Emergency Consequences of Terrorist Incidents

**INTERIM PLANNING GUIDE FOR
STATE AND LOCAL GOVERNMENTS**



**Federal Emergency Management Agency
July 2002**

TABLE OF CONTENTS

Unit I: Tool Kit Overview and Introduction

Planning Initiative Capability Assessment Survey	I-1
Sample Functional Responsibilities and Capabilities Review	I-12

Unit II: Developing the Situation and Assumptions About a Terrorist Threat

Federal Response Plan: Terrorism Incident Annex: Planning Assumptions	II-1
Interagency Domestic Terrorism: Concept of Operations Plan (CONPLAN).....	II-2

Unit III: Direction and Control for Terrorist Incidents

Functional Responsibilities Checklist.....	III-1
Does the Plan Address Direction and Control?	III-5
Incident Briefing (ICS Form 201).....	III-6
Incident Objectives (ICS Form 202).....	III-12
Organization Assignment List (ICS Form 203).....	III-14
Division Assignment List (ICS Form 204).....	III-16
Incident Organization Chart (ICS Form 207)	III-17
Incident Status Summary (ICS Form 209).....	III-19
Status Change Card (ICS Form 210)	III-20
Check-in List (ICS Form 211)	III-21
Unit Log (ICS Form 214)	III-22
Operational Planning Worksheet (ICS Form 215).....	III-24

Unit IV: Communicating During Terrorist Incidents

Routine and Backup Communications.....	IV-1
Communications Annex Checklist.....	IV-2
Incident Radio Communication Plan (ICS Form 205).....	IV-3
General Message (ICS Form 213)	IV-6
Radio Requirements Worksheet (ICS Form 216)	IV-7
Radio Frequency Assignment Worksheet (ICS Form 217)	IV-8

Unit V: Disseminating Warnings During Terrorist Incidents

Sample Warning “Triggers” Communications Table	V-1
Warning Annex Checklist.....	V-2

Unit VI: Emergency Public Information

Emergency Public Information Checklist.....	VI-1
Key Job Responsibilities of JIC Functions	VI-2
Sample Emergency Alert System Message	VI-4
Sample Public Service Announcement.....	VI-5

Unit VII: Taking Protective Action During a Terrorist Incident

Protective Actions Worksheet.....	VII-1
Protective Actions Planning Questions.....	VII-7

Unit VIII: Planning for Mass Care Following a Terrorist Incident

Mass Care Planning Checklist	VIII-1
Guidelines for Stocking and Supplying Shelters	VIII-3

Unit IX: Planning Health and Medical Needs in a Terrorist Incident

Health and Medical Preparedness Overview	IX-1
Public Health Planning and Policy Development Checklist.....	IX-5
Health and Medical Expert Call-Down List	IX-8
Health Surveillance Checklist.....	IX-9
Fatality Management Checklist	IX-10
Care of Casualties Checklist	IX-12
Diagnosis and Investigation Checklist.....	IX-14
Mass Prophylaxis Checklist.....	IX-16
National Pharmaceutical Stockpile Program.....	IX-17
Health and Medical Coordination Checklist.....	IX-19
Health and Medical Resources Checklist.....	IX-20
Medical Plan (ICS Form 206).....	IX-22

Unit X: Managing Resources in a Terrorist Incident

Resource Management Checklist.....	X-1
Special Federal Resources	X-2
Resource Request Form	X-4
Current/Required Status of Equipment	X-5
Spontaneous Volunteer Skills Inventory.....	X-6
Support Vehicle Inventory (ICS Form 218)	X-7
Samples of Resources Status Cards (ICS Form 219).....	X-8

Unit XI: Roles and Responsibilities in a Terrorist Incident

Law Enforcement: Checklist of Considerations	XI-1
Fire Services: Checklist of Considerations	XI-3
Public Works: Checklist of Considerations	XI-4
Emergency Medical Services: Checklist of Considerations	XI-5
Public Health Services: Checklist of Considerations.....	XI-6
Unified Command Checklist.....	XI-8
Information Officer Checklist.....	XI-13
Safety Officer Checklist.....	XI-17
Liaison Officer Checklist.....	XI-21
Agency Representative Checklist	XI-24

Unit XI: Roles and Responsibilities in a Terrorist Incident (Continued)

Planning Section Chief Checklist	XI-25
Situation Unit Leader Checklist.....	XI-34
Resources Unit Leader Checklist.....	XI-35
Documentation Unit Leader Checklist.....	XI-37
Demobilization Unit Leader Checklist	XI-38
Operations Section Chief Checklist	XI-40
Staging Area Manager Checklist	XI-46
Branch Director (Operations Section) Checklist.....	XI-47
Division/Group Supervisor (Operations Section) Checklist.....	XI-48
Strike Team/Task Force Leader Checklist.....	XI-50
Logistics Section Chief Checklist	XI-51
Logistics Support Branch Director Checklist	XI-56
Ground Support Unit Leader Checklist	XI-57
Food Unit Leader Checklist	XI-58
Communications Unit Leader Checklist	XI-59
Logistics Service Branch Director Checklist	XI-61
Medical Unit Leader Checklist	XI-62
Facilities Unit Leader Checklist.....	XI-63
Supply Unit Leader Checklist	XI-64
Finance/Administration Section Chief Checklist.....	XI-65
Time Unit Leader Checklist.....	XI-69
Cost Unit Leader Checklist.....	XI-70
Compensation/Claims Unit Leader Checklist.....	XI-71
Procurement Unit Leader Checklist.....	XI-73

Appendix A: Biological Agents**Appendix B: Chemical Agents****Appendix C: Radiological Incidents****Appendix D: Cyberterrorism****Appendix E: Agriterrorism**