



9330.1-PR

**Emergency Response Team**

# **Information and Planning Section**

## **Operations Manual**

**Federal Emergency Management Agency**

**July 2000**

FEMA has developed four levels of operational guidance for use by emergency teams and other personnel involved in conducting or supporting disaster operations. This document corresponds to the level highlighted in bold italics.

Level 1	Overview	A brief concept summary of a disaster-related function, team, or capability.
<b>Level 2</b>	<b>SOP or Operations Manual</b>	<b>A complete reference document, detailing the procedures for performing a single function (Standard Operating Procedure), or a number of interdependent functions (Ops Manual).</b>
Level 3	Field Operations Guide (FOG) or Handbook	A durable pocket or desk guide, containing essential nuts-and-bolts information needed to perform specific assignments or functions.
Level 4	Job Aid	A checklist or other aid for job performance or job training.

This document is consistent with and supports the Federal Response Plan (FRP) for implementation of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5121, et seq.



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## FOREWORD

When the Federal government responds to an emergency or disaster situation in support of State and local governments, it does so under the aegis of the Federal Response Plan (FRP). Numerous departments and agencies have specific responsibilities under the FRP; however, any federal organization may be required to support disaster response operations. FEMA is responsible for coordinating the overall disaster response. That response invariably involves multiple departments and agencies employing a broad range of assets and individual statutory authorities that can rapidly and efficiently address critical assistance and support needs.

A full Federal response involves three major organizational components: activation of a Regional Operations Center (ROC), activation of the Emergency Support Team (EST) at FEMA Headquarters, and deployment of a Regional or National Emergency Response Team (ERT) to the disaster area. Integral to each of these components is the Information and Planning Section, which is responsible for the response-wide collection, analysis, and dissemination of accurate and timely information, as well as the coordination of effective long and short-range planning. Through the successful execution of these responsibilities, the Information and Planning Section ensures response activities are -- both laterally and vertically -- unified and synchronized.

The purpose of this Operations Manual is to standardize Information and Planning Section operating procedures. Standardization ensures that information and planning responsibilities, activities, and operating principles are -- at all levels -- consistent, compatible, and mutually understood and supported. This Operations Manual applies only to ERT operations; the procedures for Information and Planning activities at the ROC or on the EST are (or will be) described in separate publications. This Operations Manual supersedes and replaces *Information and Planning Section Standard Operating Procedures*, dated July 1996.

Questions, comments, and suggested improvements related to this document are encouraged. Inquiries, information, and requests for additional copies should be directed in writing to FEMA, Response and Recovery Directorate, Operations and Planning Division, Assessment and Analysis Branch, Room 606, 500 C Street SW, Washington, DC 20472.

  
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