

LOCAL ANNEX REVIEW TOOL

ANNEX CHECKLIST AND ANALYSIS:

Annex for the Local Jurisdiction of _____

Annex was last revised on _____

Checklist Overview of annex – check that standard components are in place:

- Purpose
- Situation
- Assumptions
- Concept of operation
- Assessment of roles and responsibilities
- Direction and control
- Administration and logistics
- Annex development
- Appendices and attachments
 - * SOPs
 - * Forms
 - * Contact lists
 - * Organizational charts

(Note: some documents are referenced only)

Analysis:

Identify and analyze key concepts and roles. Provide short concise analysis for each question.

Who is the lead agency?

Who are the support agencies?

Are the State and Regional VOADs featured as prominent players? How?

To what extent are the Voluntary Organizations identified and involved in the annex?

Are other local agencies involved in the annex? How?

Are media relations and public information functions addressed? How effectively? Are there sample press releases?

Is there a policy for working with social media?

Are facilities (collection centers, distribution centers, phone banks, etc.) identified and a process for acquiring them explained?

Are transport, trucking, and access control points addressed adequately in the annex?

Does the annex identify an information management system with support agencies/staff?

Is the concept of operations for planning for spontaneous volunteers adequate? How? Are volunteer reception/coordination centers mentioned?

What is the policy on cash donations?

Are the VDCT members identified and the role of the VDCT clearly explained?

How are needs for donations identified?

What is the policy on distributing unsolicited and undesignated goods to voluntary organizations? Which voluntary organizations are included?

Does the annex address how to support donations operations in other localities, in order to prevent the collection of unsolicited goods?

COMPARISON SUMMARY TOOL Appendix B

| STRENGTHS | GAPS |
|-----------------------|-----------------------|
| <u>LOCAL ANNEX A:</u> | <u>LOCAL ANNEX A:</u> |
| <u>LOCAL ANNEX B:</u> | <u>LOCAL ANNEX B:</u> |

| STRENGTHS | GAPS |
|-----------|------|
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