

# Previstar's *Implements*

## PUTTING THE STANDARD BACK IN SOPS/SOGS

### *THE STANTARD OPERATIONAL PROCEDURES & GUIDANCE MODULE*

Developing and updating SOPs and SOGs is an ever changing and continuous process that could happen after every incident, event, training, and exercise. Unfortunately, keeping SOP/SOGs current can be difficult due to evolving operational needs including resources, personnel (including contact information), and critical facilities. As there are no specific standards for development and maintainance of SOP/SOGs, a single agency could use multiple formats and styles creating potential confusion and time delays in the activation of SOP/SOGs during an incident or event.

That's where CEMPlanner's **Standard Operating Procedure/Guidance** Module comes in! Its four component structure provides a simple, uniformed process to develop and maintain the implicit items needed in an SOP/SOG.



#### Why use the SOP/SOG Module?

- Uniformity – Follow a simple, standardized, step-by-step process using common terminology and positions
- *Incident/ Event Management* –Immediately access any pre-planned SOP/SOGs online or print them as MS Word Reports for onsite distribution from the web based SOP/SOG database.
- *Resource Planning* – Identify the exact resource requirements and plan for possible shortfalls in the context of a specific tactical need.
- *Keep information current*– All Information updated in CEMPlanner (e.g. contact phone number, resource inventory) is updated automatically in associated SOP/SOGs.

#### How to use SOP/SOGs

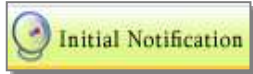
Select *Development Review & Approval* then select *Standard Operating Procedure/Guidance*

##### → Standard Operating Procedures



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## COMPONENTS DEFINED



Systematically plan out notification messages for various customizable roles (functional and/or organizational) during identified emergency phases of your SOP/SOG. When assigning a notification message to a functional position, you can then link the responsible personnel and their contact information. Finally, if desired, you can integrate to 3<sup>rd</sup> party notification systems to truly make your plans come to life!

A screenshot of the "Notification Details" window. It shows fields for "Subject" (Activation of Resource Management Staff to Base), "Notification Order" (1), and "Message" (The Resource Management SOP has been activated. Please report to the base no later than one hour from receipt of this message). Below these fields is a button "Add/Remove Functional Positions & Contacts" and a table of functional positions and contacts.

The Mission/Task component allows you to set your task lists and is designed very similar to the Notification component. Here, the tactical actions of your SOP/SOG are defined. Tasks can be categorized by incident phase, priority, time due, and task order. They can have attachments, such as inventories, diagrams, photos, etc. Similar to notifications, tasks can also be assigned to functional positions that are then linked to specific personnel (from the CEMPlanner Global Contact list).

A screenshot of the "Notification Details" window, which is used for configuring tasks. It shows empty fields for "Subject", "Notification Order", and "Message". Below these fields is a button "Add/Remove Functional Positions & Contacts" and a table of functional positions and contacts.

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Resource Need allows you to plan for specific resources required to implement the SOP/SOG. Resource needs are automatically compared with available inventory (located in the CEMPlanner **Resource Plan** module) and will automatically display possible resource shortfalls. If a shortage is identified, the user will be prompted to identify a shortfall resolution.

Resource Need Details

Resource Need :

Equipment :

Generators :

Resource Type :

Additional Capabilities :

Resource Required :  each

Resource Available :

Shortfall :

Shortfall Resolution :

Scope of work :



Incident Facilities are locations which may be needed in order to implement the SOP/SOG (e.g. shelters, PODS, casualty collection points, bases, etc.). In this section you can identify the need, review the facilities inventory and choose facilities which may be suitable for the specific SOP/SOG. Once an incident has occurred, the user can quickly reference the list of possible locations for use in the specific incident.

SOP/SOG Details : Resource Management

Initial Notification :  :  :  :  :

Resource Need :

Incident Facilities :

4 Previous | Next 5

Add/Remove Incident Facilities

Search :

| Base            |   | Possible Facility Locations |                                |
|-----------------|---|-----------------------------|--------------------------------|
| Number Required | 1 | Facility Name               | 123 Youngville, Anytown, 79532 |
|                 |   | Address                     | 420-528-1600 ext. 2345         |
|                 |   | Daytime Phone               |                                |
|                 |   | After hours Phone           |                                |

Showing 1 to 5 of 5 records