

Strategic Administrative Plan: Sample Outline

I. Introduction

- Organizational mission, vision, and overall objectives
- Description of the purpose of the organization's emergency management program
- Identification of the priority hazards, threats and events that threaten the organization
- Explanation of any assumptions bearing on organizational performance during emergencies
- List of overall emergency management goals
- General description of the process the organization will use to accomplish these goals and objectives, including committees and sub-committees, steps, timeframes, and budget.

II. Program management goals and objectives

- Statement of overall emergency management goals and supporting objectives
- Explanation of the metrics that will be used to monitor progress.

III. Program management process

- Explanation of the major steps or sequences for program development, maintenance and evaluation
- Identification of personnel involved in the EM committee and their roles and responsibilities
- Description of the EM committee decision-making process for selecting priority projects and establishing mitigation and preparedness work plans and project level objectives.

IV. Work plans and project level implementation activities. For each work plan, include a:

- Description of the major project, the problems they address, performance objective(s) and the current status of the projects
- Listing of strategies for accomplishing the work plan objective(s), including who is responsible, time and budgetary issues.

V. Appendices

- Overall program timelines
- Project level work plans where indicated.