EPP TEMPLATE 1: Forming the Team

|  |  |
| --- | --- |
| **Instructions** | Determine and assign staff to serve on the Local Emergency Preparedness Team; (EPT) |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Staff** | **Assigned Responsibility** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief First Last | Chief Probation Officer | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | Firstlast@gmail.com | 1 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

EPP TEMPLATE 2: ALERT AND NOTIFICATION

|  |  |
| --- | --- |
| **Instructions** | Create an alert and notification system providing response directions to employees and external stakeholders regarding acquisition of future information. The systems may include an emergency telephone notification system; public announcement system; broadcast email; automated telephone messaging; call trees; in person contacts; or use of contracted alert and notification services. |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Responsible** | **Alternate Responsible Persons** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief First Last | Next identified person (Chief Deputy Probation Officer or other) | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | firstlast@gmail.com | 1 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

EPP TEMPLATE 3: Order of Succession

|  |  |
| --- | --- |
| **Instructions** | Identify the chain of command for probation district decisions including in the event the Chief Probation Officer is unavailable or unable to make decisions. |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Responsible** | **Alternate Responsible Persons** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief Deputy or other Designee | Identified Coordinator or Supervisor | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | Firstlast@gmail.com | 2 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

EPP TEMPLATE 4: Delegation of Authority

|  |  |
| --- | --- |
| **Instructions** | Identify the chain of command for probation district administrative approval and procurement/purchase authority including in the event the Chief Probation Officer is unavailable or unable to make decisions.  |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Responsible** | **Alternate Responsible Persons** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief Deputy or other Designee | Identified Coordinator or Supervisor | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | Firstlast@gmail.com | 2 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

EPP TEMPLATE 5: Alternative Facilities or Operational Strategies

|  |  |
| --- | --- |
| **Instructions** | Identify alternative facilities and/or operational strategies and create a plan to ensure confidential files not already included in electronic files are secure and protected. |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Responsible** | **Alternate Responsible Persons** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief First Last | Next identified person (Chief Deputy Probation Officer or other) | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | firstlast@gmail.com | 1 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Example: The paper files not currently maintained in electronic form are located in the officer manager’s office (dead files) and within each satellite office . Each filing cabinet is secured on a nightly basis (locked). In the event of an emergency, files can be transported to the local police station (alternative operational location) for use and safekeeping

EPP TEMPLATE 6: Communications

|  |  |
| --- | --- |
| **Instructions** | Insert details about the specific means to alert and notify staff that the Emergency Preparedness Plan (EPP) was activated. Name the person(s) responsible for initiating the alert and notification process and the processes used. In addition to the template, include a narrative description of the alert and notification process steps. If more than one probation office has an alert and notification system, each probation office should complete a template for inclusion in the final probation plan. |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Responsible** | **Alternate Responsible Persons** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief First Last | Next identified person (Chief Deputy Probation Officer or other) | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | firstlast@gmail.com | 1 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Example: The alert and notification process utilized will include a combination of phone calls, emails, and text messages to each district staff member. The Chief will ensure a response has been received from each staff member related to receipt of information to ensure complete distribution of the activation of the emergency preparedness plan, district-wide.

EPP TEMPLATE 7: Interoperable Communication

|  |  |
| --- | --- |
| **Instructions** | In the event communication and/or dissemination of information is required what are the local communication methods that will be used in order of priority: i.e. cell phones, e-mail, social media, TV, etc.  |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Responsible** | **Alternate Responsible Persons** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief First Last | Next identified person (Chief Deputy Probation Officer or other) | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | firstlast@gmail.com | 1 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Example: In order to disseminate information, we will utilize cell phones, email, as well as radio alerts and local news alerts to notify those we serve about operational changes (closings). The drug testing call in line will be utilized to provide all clients with ongoing updates related to operations and office functioning, as well as other instructions. Signage has been created to post in each office and satellite area, notifying clients of this service and notification process. We have also shared this information with Courts, providers, law enforcement, and other partners to ensure they know how to access this information, as well. The main phone number will also contain a recorded voice mail directing callers and detailing operational changes.

EPP TEMPLATE 8: Records Safety and Security

|  |  |
| --- | --- |
| **Instructions** | Create a plan to ensure confidential files not already included in electronic files are secure and protected |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Responsible** | **Alternate Responsible Persons** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief First Last | Next identified person (Chief Deputy Probation Officer or other) | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | firstlast@gmail.com | 1 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Example: The paper files not currently maintained in electronic form are located in the officer manager’s office (dead files) and within each satellite office. Each filing cabinet is secured on a nightly basis (locked) and three management team members have keys.

EPP TEMPLATE 9: Managing Mission Essential Functions

|  |  |
| --- | --- |
| **Instructions** | Assess the needs and expectations of mission essential functions including but not necessarily limited to juvenile intake, presentence/predisposition investigations and other reports, supervision of probationers, preadjudicated youth and problem solving court participants. Identify and develop operational strategies to accomplish these mission essential functions. |

## [Insert Probation Office]

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Responsible** | **Alternate Responsible Persons** | **Telephone Messaging/ Office** | **Telephone Messaging/remote phone numbers** | **Email Broadcast/ Office** | **Email Broadcast/ Remote Addresses** | **Call Tree** | **Combination** |
| Chief First Last | Next identified person (Chief Deputy Probation Officer or other) | 123.123.1234 | 234.234.2345 | First.last@nebraska.gov | firstlast@gmail.com | 1 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Example: Juvenile intake will be completed per standard policy. Our on-call system will remain intact and we have alternates assigned, as well as supervisors assigned. In the event that an intake is not able to be completed face to face, we will make arrangements to complete the interview via video conferencing or telephone. All staff have been assigned laptops and forms can be filled electronically, as well as signed, and emailed to law enforcement centers, shelters, detention centers, and