**Section 305.40 Basic Plan Guidelines**

a) The CEOP should have a foreword that includes:

1) A document signed and dated by the president or most senior level administrator of the higher education institution approving the plan.

2) A register for recording changes and entering change dates.

3) A distribution list of the plan recipients, indicating whether complete plans or specific portions were distributed. Specifically this item should address the method of providing the CEOP to the campus community.

4) A table of contents listing all Sections of the plan.

b) The CEOP should have a Basic Plan Overview detailing the higher education institution's approach to emergency operations, including:

1) A general purpose statement of the CEOP.

2) A list of assumptions used in developing the plan.

3) A concept of operations Section, including, but not limited to, how the higher education institution will implement the concepts and procedures of a recognized incident command system (e.g., NIMS).

4) Identification of the line of succession, by title and position (with up to two alternates), of who will implement the plan, direct emergency response and recovery, and provide leadership, authority and responsibility.

5) A description of the functions and responsibilities assigned to each organization, including private and volunteer organizations or groups, in support of emergency response and recovery operations in the higher education institution. This information may also be exhibited in a chart or matrix designating who has primary and support responsibilities.

6) Maps, or references to maps pertinent to emergency operations planning for the higher education institution and including, but not limited to, locating fixed hazards.

7) An attachment, if applicable, containing written mutual aid agreements, memorandums of understanding (MOUs), and other written agreements affecting the emergency response and recovery functions of the higher education institution.

8) Procedures detailing how the higher education institution will request outside assistance in a disaster, such as assistance from the ESDA or IEMA, or both.

9) Citations to the legal authorities for emergency operations, including, but not limited to, ordinances.

10) Assignment of responsibility for plan maintenance, review, evaluation and updating.