

## RELATED TERMS

- Pre-Plan
- Target Folder
- Template
- Target Hazard Site



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## PRIMARY DISCIPLINES

- Fire
- HazMat
- Law Enforcement
- Emergency Management

# BEST PRACTICE

## Pre-Incident Site Planning: Selecting Sites to Pre-plan

### PURPOSE

Select target hazard sites for pre-plans/target folders.

### SUMMARY

To conserve limited resources, jurisdictions need to prioritize target hazard sites based on threat/vulnerability assessments.

### DESCRIPTION

When considering the broad range of potential terrorist target hazard sites, jurisdictions should give priority to high-risk/high-consequence sites. Fixed sites with large occupancies, symbolic value, and/or where large-scale events take place may require pre-incident plans. As a rule, emergency response departments and the pre-plan team leadership should be included in the permit/license notification process for large-scale events to ensure that appropriate plans exist for these venues. Even small jurisdictions should consider pre-planning activities for local target hazard sites (e.g. a regional high school).

### *Threat Assessments*

Formal threat assessments and vulnerability analyses can help in determining priority sites for terrorist incident pre-planning. A risk assessment from the [Texas Engineering Extension Service \(TEEX\)](#) provides a methodology for ranking target hazard sites based on the site's visibility, criticality, value, population density, accessibility, and presence of hazardous materials. Ultimately, the availability of resources within a jurisdiction may influence how many target hazard sites will receive terrorist incident pre-plans.

### Risk Assessment Resources

- [State Administering Agencies](#) (state liaison between Office for Domestic Preparedness and localities)
- FEMA's [HAZUS tools](#)
- DTRA's [Consequence Assessment Tool Set \(CATS\)](#)

### *Existing Pre-Planning Activities*

Terrorist incident pre-planning should be integrated with other applicable federal, state, and local emergency pre-planning requirements. For example, the federal government mandates emergency plans for facilities with certain quantities of hazardous materials (HazMat) through

The EPCRA requires the creation of State Emergency Resource Commissions (SERCs) and [Local Emergency Planning Committees \(LEPCs\)](#) to oversee EPCRA requirements and planning at the state and local level.

the [Emergency Planning and Community Right-to-Know Act of 1986 \(EPCRA\)](#) (also known as SARA Title III).

The pre-planning mandated by the EPCRA and its related [state laws/regulations](#) requires that planners:

- Identify facilities with HazMat
- Document relevant local emergency equipment/facilities
- Identify on-site coordinators
- Outline notification, response, and evacuation procedures
- Determine areas/populations affected by potential HazMat releases

In addition to HazMat pre-planning, many fire departments conduct fire response pre-planning for high risk and high consequence commercial and residential sites. Pre-fire planning has traditionally focused on collecting information about site construction materials, water supply locations, and building services/infrastructure that impact fire incidents (e.g. sprinkler system shutoffs, elevator locations). This planning information is important but does not adequately cover the breadth of information needed for an effective terrorist incident pre-plan.

Terrorist incident pre-planning builds upon these HazMat and fire pre-planning activities to create plans that are usable across disciplines and applicable across incident types. Integrating terrorist incident pre-planning with existing HazMat and fire pre-planning requirements and processes will reduce unnecessary overlaps in these pre-planning activities. Larger jurisdictions should be aware, however, that it will often be unfeasible to perform comprehensive, strategic pre-plans for every target hazard site. In lieu of comprehensive pre-plans for a large number of sites, jurisdictions can utilize tactical, “quick action” pre-plans.

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**Austin, TX's** Fire Department utilized the [TEEX Risk Assessment](#) for its jurisdiction. After identifying its target hazard sites, Austin Fire completed comprehensive pre-plans for its 20 highest-ranking target hazards.

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**Los Angeles, CA's** Terrorism Early Warning Group (TEW) divides target hazard sites into 3 tiers:

- **Tier 1** (high-threat): TEW builds comprehensive target folders
- **Tier 2** (medium-threat): TEW builds basic target folders
- **Tier 3** (low-threat): TEW does not build a target folder

## IMPLEMENTATION CHALLENGES

- **Unintended Consequences:**
  - Different disciplines often have competing ideas regarding what defines a target hazard site: Fire and EMS typically concentrate on sites that are major life safety hazards (e.g. high rise buildings) while law enforcement typically focuses on critical infrastructure (e.g. bridges and tunnels)
  - Using personnel for threat/vulnerability assessments may divert limited resources away from other critical duties and functions
- **Resource Needs:**
  - Conducting thorough threat assessments is time consuming—jurisdictions can expect to spend several weeks or months gathering and analyzing data for the assessment

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