



# Plan Structure and Components

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# Objectives

- Describe the component parts of an EOP
- Describe alternate formats for the EOP
- Describe Functional annexes and hazard-specific appendices
- Describe types of implementing instructions

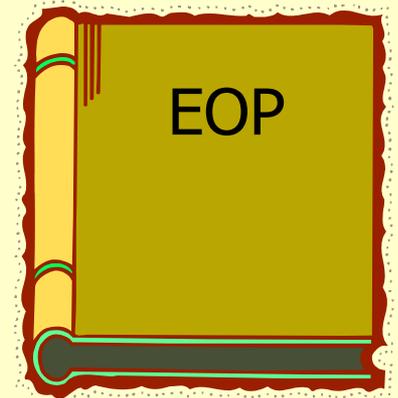
# Emergency Operations Plan (EOP)

An EOP should:

- Provide an overview of the community's emergency response organization and policies.
- Provide a general understanding of the community's approach to emergency response.

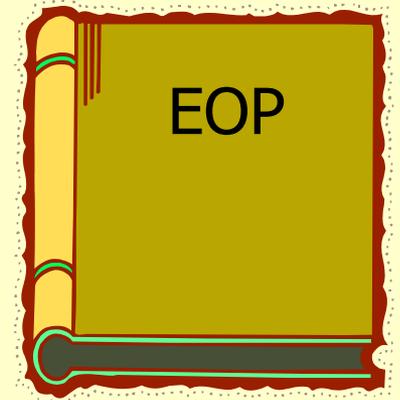
# An EOP Should Be ...

- Comprehensive
- All-hazards
- Flexible
- Scalable
- Risk-based



# Parts of an EOP

- The Base/Basic Plan
- Functions
- Hazard-Specific Considerations



# Plan Formats

- Functional Annex
- Emergency Support Function (ESF)
- Agency-based
- Emergency Phase-based
- Hazard-based

# Common Structure of EOP Elements

- Introduction
- Purpose Statement
- Situation and Assumptions
- Concept of Operations
- Organization and Assignment of Responsibilities
- Administration and Logistics
- Plan Development and Maintenance
- Authorities and References

Others not always included:

- Information Collection and Dissemination
- Communications

# Other sections

These sections are not always included as subheadings because they often have an annex dedicated to them:

- Information Collection and Dissemination
  - ◆ Common Operating Picture
  - ◆ Information flow and sharing
- Communications
  - ◆ Protocols and coordination for communication between agencies and levels of government

# Base/Basic Plan - Introduction

- Promulgation Document
- Signature Page
- Dated title page and record of changes
- Record of Distribution
- Table of Contents

# Base/Basic Plan - Purpose

- A broad statement of what the EOP is meant to do
- A synopsis of the EOP and its components

# Situation and Assumptions

The Situation includes:

- ◆ Hazards addressed by the plan.
- ◆ Relative probability and impact.
- ◆ Areas likely to be affected.
- ◆ Vulnerable critical facilities.
- ◆ Population distribution.
- ◆ Special populations.
- ◆ Inter-jurisdictional relationships.
- ◆ Maps.

# Assumptions

What is assumed to be true in order for the Plan to be valid, for example:

- The identified hazards will occur.
- Individuals and organizations are familiar with the EOP and will execute their assigned responsibilities.
- If needed, assistance will be available.
- Executing the EOP will save lives and reduce damage.

# Concept of Operations

- Sequence of actions before, during, and after an event – the 'whats'
- Division of local, State, and Federal responsibilities
- When the EOP or its components will be activated and deactivated
- Alert levels, trigger points, decision points
- Requesting assistance – mutual aid

# Organization & Assignment of Responsibilities

- Lists areas of responsibility assigned by organization and position.
- Identifies responsibilities and specifies which organizations have primary responsibility and which have supportive roles.
- Primary, Lead and Support Agencies

# Administration and Logistics

- Assumed resource needs for high-risk hazards
- Resource availability and procurement issues
- Mutual aid agreements
- Policies on augmenting response staff with public employees and volunteers
- A statement that addresses liability issues
- Resource management policies (acquisition, tracking, and financial recordkeeping)

# Plan Development and Maintenance

- Describe the jurisdiction's planning process
- Identify the planning group participants
- Assign plan development responsibilities
- Describe the revision cycle (training, exercising, review of lessons learned, revision)

# Authorities and References

## Citations

- The legal bases for emergency operations, including:
  - ◆ Laws, statutes, and ordinances.
  - ◆ Executive orders.
  - ◆ Regulations.
  - ◆ Formal agreements.
  - ◆ Pre-delegation of emergency authorities.
- Pertinent reference materials (including related plans of other levels of government).

# Annexes and Appendices

- An **annex** explains how the community will carry out a broad function—such as warning—in an emergency.
- An **appendix** is a supplement to an annex that adds information about how to carry out the function in the face of a specific hazard.

# Eight Core Functional Annexes

- Direction and Control
- Communications
- Warning
- Emergency Public Information
- Evacuation
- Mass Care
- Health and Medical
- Resource Management

# Annex Structure

## Look Familiar? ...

- Purpose
- Situation and Assumptions
- Concept of Operations
- Organization and Assignment of Responsibilities
- Administration and Logistics
- Plan Development and Maintenance
- Authorities and References

# Activity 1

- Illustrate your understanding of the component parts of an annex by noting one or two items that might appear in each section of an **Evacuation** annex.
- Focus on these sections:
  - ◆ Situation and Assumptions
  - ◆ Concept of Operations
  - ◆ Assignment of Responsibilities
  - ◆ Administration and Logistics

# Hazard-Specific Appendices

Topics that need to be addressed include:

- Special planning requirements.
- Priorities identified through hazard analysis.
- Unique characteristics of the hazard requiring special attention.
- Special regulatory considerations.

# Appendix Structure

- Should reflect any Annex sections that are applicable (i.e. – Situation and Assumptions, Concept of Operations, etc.)
- Support Documents

# Support Documents

■ Usually called “Tabs” or “Attachments”

- ◆ Maps
- ◆ Charts
- ◆ Tables
- ◆ Forms



# Implementing Instructions

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- What are implementing instructions and what are some examples?

# What NIMS says about SOPs (p38)

Each organization covered by the EOP should develop procedures that translate the tasking to that organization into specific action-oriented checklists for use during incident management operations, including...

Procedures are documented and implemented with checklists; resource listings; maps, charts, and other pertinent data; mechanisms for notifying staff; processes for obtaining and using equipment, supplies, and vehicles; methods of obtaining mutual aid; mechanisms for reporting information to organizational work centers and EOCs...

# Implementing Instructions

- ◆ Overviews
- ◆ SOPs (also known as SOG)
- ◆ Job Aids
- ◆ Checklists
- ◆ Information cards
- ◆ Recordkeeping and combination forms
- ◆ Maps

# Overviews

- Concept summaries of an incident-related function or team
- Examples might include:
  - ◆ EOC layout
  - ◆ Description of section responsibilities in an EOC
  - ◆ Qualifications, operational considerations and potential missions of a team or task force
- Bridge between functional annex and task/position-specific procedures

# Standard Operating Procedures

- ◆ Provide step-by-step instructions for carrying out specific responsibilities.
- ◆ Describe who, what, where, when, and how.
- ◆ Are appropriate for:
  - Complex tasks requiring step-by-step instructions.
  - Tasks for which standards must be specified.

# Standard Operating Procedure Development

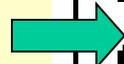
- ◆ Develop a task list.
- ◆ Determine who, what, where, when, and how. Who includes:
  - Who performs the activity.
  - To whom he or she reports.
  - With whom he or she coordinates.
- ◆ Identify the steps for each task.
- ◆ Identify the standards for task completion.
- ◆ Test the procedures.

Used on the job for:

- ◆Complex tasks.
- ◆Critical tasks.
- ◆Tasks infrequently done.
- ◆Procedures/Personnel that change often.

# Job Aids

Title/Purpose



Materials Illustrated



Clearly illustrates how to perform each step and in sequence



Desired Result



# Checklists

- ◆ A list of tasks, steps, features, content, etc., to be checked off as completed.
- ◆ Useful for:
  - Tasks made up of multiple steps that must be completed in sequence.
  - When it is necessary to document completion of steps.

# Information Cards

- ◆ Reference lists
- ◆ Diagrams
- ◆ Labeled instructions
- ◆ Charts
- ◆ Tables
- ◆ Matrices



- ◆ Recordkeeping forms for calculations and observations (e.g., damage assessment)
- ◆ Combination forms that serve multiple functions (e.g., checklists with recordkeeping sections)

## ■ Preliminary Damage Assessment

**PRELIMINARY DAMAGE ASSESSMENT**

STATE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_ REGION: \_\_\_\_\_

TYPE OF INCIDENT: \_\_\_\_\_ DATE OF PDA: \_\_\_\_\_

PDA TEAM: \_\_\_\_\_

		Single Family	Multi-Family	Mobile Homes	Total Homes Surveyed	% Owner	% Insurance	% Low Income	% Inaccessible
Affected	Owner								
	Renter								
Minor	Owner								
	Renter								
Major	Owner								
	Renter								
Destroyed	Owner								
	Renter								
<b>TOTAL</b>									
<b>ROADS/BRIDGES</b>		# OF HOUSEHOLDS AFFECTED				# OF BRIDGES			
<b>BUSINESSES</b>		# OF BUSINESSES AFFECTED							

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

- ◆ Transportation routes
- ◆ Evacuation routes
- ◆ Staging areas
- ◆ Locations of resources and personnel
- ◆ Specific hazards
- ◆ Locations of key facilities

# Effective Implementing Instructions

## ■ Should be:

- ◆ Appropriate for the use and the audience.
- ◆ Complete.
- ◆ Clear, concise, and easy to use.
- ◆ Sufficiently detailed.
- ◆ Up-to-date.
- ◆ Sufficient in scope.
- ◆ Identified in the EOP.

# Question

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- Do any of you use implementing instructions in your job?

# Summary

- The EOP and its component parts
- EOP formats
- Functional annexes that explain how to carry out a broad function in an emergency.
- Hazard-specific appendices—supplements to an annex that explains how to carry out the function in the face of a specific hazard.
- Types of implementing instructions

# Activity 2

- Split up the questions regarding the Jefferson County Alabama with a partner or two.
- Answer the questions by locating information in the sample plan.
- Report back to the group.