

# Developing and Maintaining Local Emergency Operations Plans

## Planning Tools

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- The Ohio Revised Code requires local emergency management agencies within the state to develop and maintain an Emergency Operations Plan (EOP) (ORC 5502.26, .27. and .271).
- The Ohio Administrative Code, Rule 4501:3-6-01, requires each EMA to annually review and update its EOP.

A job is easier to do and the product comes out better if you use the proper tools.



- The State of Ohio's Plan Development Guidance supplements the guidance found in FEMA's SLG 101 and CPG 101.
- It was developed by a joint committee of State and local EMA officials.
- The document provides guidance on how an EOP should be developed and evaluated in Ohio.
- Local EMAs and planning entities should use both the federal and state guidance in the development and maintenance of their plans.

Ohio's Plan Development Guidance document was updated in May 2008.

- Hyperlinks to more guidance.
- Target Capability List Links.
- Removed references to procedures.

- Chapter One of the guidance gives an overview of the planning process.
- Provides local planners with guidance on how to develop and format their EOP.
- Includes a hyperlinked reference section to obtain additional planning information.

- Chapter Two of the Guidance contains a comprehensive checklist of essential planning elements, some unique to Ohio programs.
- The Checklist is a “working document” that the local planning team should use to develop a new plan or to evaluate an existing plan.
- It defines “Suggested” and “Recommended” planning elements that should be addressed by each emergency response program.

[http://www.ema.ohio.gov/Documents/pdfs/plan\\_development\\_review\\_guidance.pdf](http://www.ema.ohio.gov/Documents/pdfs/plan_development_review_guidance.pdf)

# Plan Development and Review Guidance Checklist

- Used as a guide to what needs to be in your emergency operations plan.
- Works with all plan formats.
- Used in the annual review process.
- Used to confirm that “standards” elements have been addressed.
- The checklist will indicate what work remains to be addressed.

# Exercise – Using the Checklist to Evaluate an Element of Your Emergency Operations Plan

# Primary Planning Tools

- Comprehensive Planning Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans **(In Update Process)**  
<http://www.fema.gov/about/divisions/cpg.shtm>
- State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning - 1996  
[www.fema.gov/pdf/plan/slg101.pdf](http://www.fema.gov/pdf/plan/slg101.pdf)
- Plan Development and Review Guidance for local Emergency Operations Plans  
[http://www.ema.ohio.gov/Documents/pdfs/plan\\_development\\_review\\_guidance.pdf](http://www.ema.ohio.gov/Documents/pdfs/plan_development_review_guidance.pdf)
- Ohio NIMS Implementation Guidance - Integration of NIMS to Local Emergency Operations Plans  
<http://www.ema.ohio.gov/NimsGuidance.aspx>
- DHS National Planning Scenarios  
[http://www.fema.gov/txt/media/factsheets/2009/npd\\_natl\\_plan\\_scenario.txt](http://www.fema.gov/txt/media/factsheets/2009/npd_natl_plan_scenario.txt)
- DHS Target Capabilities List  
<https://www.llis.dhs.gov/docdetails/details.do?contentID=26724>
- State of Ohio Emergency Operations Plan  
[http://www.ema.ohio.gov/EOP\\_Overview.aspx](http://www.ema.ohio.gov/EOP_Overview.aspx)
- National Response Framework  
<http://www.fema.gov/emergency/nrf/>
- Ohio EMA Website – Guidance  
<http://www.ema.ohio.gov/>

# Other Checklists

- NIMS – <http://www.ema.ohio.gov/NimsGuidance.aspx>
- Other checklists – SNS/TAR  
<http://www.ema.ohio.gov/SNSGuidance.aspx>
- Grant requirements

# Other Plan Development Issues