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# Unit 4: The Base Plan and the Structure of the EOP

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# Unit Objectives

- Identify the parts and the purpose of the Base Plan and the EOP.



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# Definition of an EOP

- How would you define an Emergency Operations Plan?

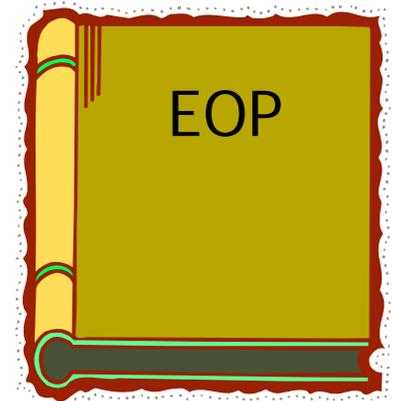
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# Definition of an EOP

- An Emergency Operations Plan is a document describing how citizens, property, and the environment will be protected in a disaster or emergency.

# An EOP Should Be ...

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



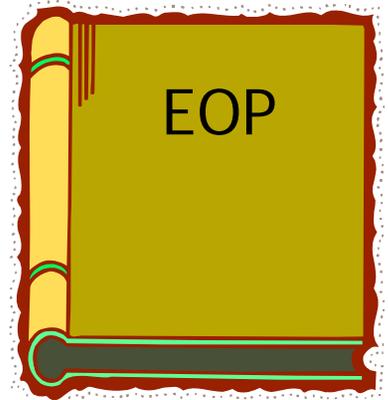
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# Purpose of the EOP

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

# Parts of an EOP

- The Base Plan
- Functional Annexes/Emergency Support Functions
- Hazard-Specific Appendices/Annexes
- Rudi Blaser will present this later



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# 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

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# Base Plan - Introduction

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

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# Base Plan - Purpose

- A broad statement of what the EOP is meant to do
- A synopsis of the EOP, annexes, and appendices
- Usually repeated in other elements

# 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

- Division of local, State, and Federal responsibilities
- When the EOP will be activated and deactivated
- Alert levels
- Sequence of actions before, during, and after an event – the ‘whats’
- 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
- 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).

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Unit 4 described the components of the basic plan and the EOP, and presented the concept of using a common plan format

- Introduction
- Purpose Statement
- Situation and Assumptions
- Concept of Operations
- Organization and Assignment of Responsibilities
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Next: Annexes and Appendices

