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Plan Development and Review Guidance for Local Emergency Operations Plans

(Version – September 2014)

OHIO DEPARTMENT OF PUBLIC SAFETY
EDUCATION • SERVICE • PROTECTION

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Introduction

The Ohio Revised Code requires local emergency management agencies within the state of Ohio 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 county emergency management agency (EMA) to annually review and update its EOP.

This guidance was prepared to assist in the development and maintenance of local EOPs, to outline the planning process, and to set a standard for planning elements that should be addressed in a local jurisdiction's EOP. This guidance supplements the guidance found in FEMA's Comprehensive Preparedness Guide 101 (CPG 101), *Developing and Maintaining Emergency Operations Plans*, *Version 2.0*, November 2010. Local EMAs should use both documents for guidance in the development and subsequent revisions of their EOP.

Chapter One of this guidance document provides an overview of the EOP development and formatting process, and includes a link to plan development and preparedness planning guidance. Two of this guidance document is the State of Ohio's *Emergency Operations Plan Development and Review Checklist* (Checklist), a comprehensive checklist tool that sets the standard for essential planning elements, some unique to Ohio programs, that are recommended to be included in an EOP. The Checklist is the primary tool that a local planning team should use to develop an EOP and to review and/or evaluate an existing EOP.

The local EOP development and review process should include the community's public- and private-sector response organizations, support agencies and service agencies that may be active during an emergency or disaster in order to foster an integrated planning process. The community's chief elected officials should be included in the entire process, not only at the approval stage. In addition, each jurisdiction should consult with legal counsel to review public record requirements and restrictions regarding the publication and distribution of their EOP.

The ultimate goal of the EOP development and update process is that the local EOP reflects the wealth of experience and knowledge, and the scope of response capabilities available in the local community and throughout the state.

The Planning Process

Developing or revising an Emergency Operations Plan (EOP) includes five key tasks that are routinely mentioned in most federal and private planning guides: Organizing a Plan Development Team, Completing a Hazard Analysis, Conducting a Capability Assessment, Reviewing Existing Plans/Procedures, and Writing/Updating/Revising the Plan.

Although the actual writing of a plan does not begin until a few developmental steps are completed, it is important to capture inputs that will be used in the plan writing step while these previous steps are being completed. The first step, **Completing a Hazard Analysis**, is the critical step in the plan development process. A community cannot effectively plan emergency response actions without a clear understanding of the hazards that may impact them.

The hazard analysis, also called a hazard assessment, involves three basic steps:

1. Identifying what hazards may occur and how they will impact the jurisdiction.
2. Determining which of the jurisdiction's geographic areas, sensitive populations, environmental areas, infrastructure, and other assets are potentially vulnerable to hazards, and how much damage could be expected to occur to them.
3. Estimating how likely or frequently each hazard could be expected to occur.

There are a number of guides available that provide information on how to complete a hazard analysis, such as Chapter 4 of CPG-101. Whether hazard analysis results are defined in a qualitative or a quantitative manner depends on the hazard analysis model that is used. In either case, a jurisdiction needs to prepare a separate, formal hazard analysis document and summarize the results of the analysis in the EOP.

The Ohio Emergency Management Agency's (Ohio EMA) Mitigation Branch provides a number of hazard analysis guidance tools that can be used to complete a hazard analysis. The Branch also maintains the state hazard analysis and has guidance on how it conducted and maintains the State-level Plan. The Ohio EMA Field Operations, Training and Exercise (FOT&E) Branch provides guidance that can be used to complete hazard analyses for chemical hazards. These tools can help to define disasters' impacts on a jurisdiction.

When the hazard analysis is complete, the jurisdiction's key response and governmental agencies should use the results of the analysis to engage in the second step, **Conducting a Capability Assessment**. In the Capability Assessment, these agencies will work together to determine how prepared their jurisdiction is to respond to the hazards that were identified in the hazard analysis. The results of the capability assessment will be used to identify the response and recovery strengths, to identify response and recovery gaps that exist, and to determine how the jurisdiction will respond to and overcome these gaps. The Capability Assessment should also identify resource acquisition needs, training needs, procedure needs, education needs, and should address other identified gaps and limitations of the jurisdiction.

The third step, **Reviewing Existing Plans and Procedures**, is the natural continuation of the hazard analysis and capability assessment. After the completion of the first two analyses, responders and planners will know the hazards that can impact their jurisdiction will they will have assessed their ability to respond to them. The jurisdiction will also have reviewed their procedures for responding to emergencies and disasters. In this step, the jurisdiction's Team will prioritize and delegate the work needed to develop and/or update the jurisdiction's EOP and response organizations' operational plans and procedures.

The EOP should note, where possible, agencies that have fully-developed operational plans and procedures that reflect their EOP-assigned responsibilities. Reviewing existing plans and procedures will help ensure the creation of an interoperable system of plans that will facilitate interaction and cooperation between response agencies.

The National Incident Management System (NIMS) requires that a corresponding standard operating procedure/guideline be developed for every assignment of responsibility in an EOP. Local agencies and organizations should be encouraged to review, update and develop their procedures/guidelines to ensure that they are able to effectively respond to their assignments of responsibility.

To accomplish the tasks associated with writing the Plan, the jurisdiction should engage in the fourth step of **Organizing a Plan Development Team** and engaging them in an Integrated Planning Process. As the National Response Team guidance states, “Experience shows that plans are not used if they are prepared by only one person or one agency.” In order to effectively accomplish the task of preparing an Emergency Operations Plan, a jurisdiction must use the experience and knowledge of each response and support group that may be activated during an emergency. Local officials must also ensure that the Plan Development Team is comprised of personnel who will dedicate time and will actively participate in the plan development process. As a plan is written and revised, team members should solicit and receive feedback from personnel in their respective agencies/departments. The real value of an emergency operations program and a plan is not measured by the words that end up on paper, but rather by the planning process that created them.

After completing the first four steps, the jurisdiction should now be ready to begin the final step of **Writing/Updating/Revising the Plan**. We encourage jurisdictions to address EOP elements incrementally, and not attempt to write/update their entire EOP in one effort. This can best be accomplished by developing a prioritized EOP update schedule that addresses no more than one-third of the Plan in any one year. .

Once the plan is written, the next step will be to regularly **Revise the Plan**. As a community changes, so will the way in which disasters may impact an area and how a jurisdiction will respond to emergencies and disasters. To prevent the jurisdiction from being unprepared, plans must continually be implemented, exercised and evaluated. Each plan should include an ongoing review process that brings officials together to read, review and evaluate its content. Ohio law states that counties are required to annually review and update their plan. Regularly reviewing a plan will also keep the plan fresh in the minds of local agencies and elected officials.

A jurisdiction should also consider having their plan periodically evaluated by an outside entity. An outside evaluator can be from a neighboring county, from a response agency, or from the Ohio EMA. Third-party reviews can provide an objective critique that can identify issues that may have been overlooked.

Another process used to keep the plan current is to routinely exercise the plan. In Ohio, county EMAs must annually exercise their EOPs. This function allows local officials to test their plan and determine if their training, procedures and resources are adequate to respond to an emergency. Ultimately, the true test of any plan is its activation during an actual emergency or disaster. The activation will demonstrate the effectiveness of a jurisdiction’s preparedness and will identify where local readiness planning can be improved. A community needs to come together in an After-Action Reporting process following an emergency and identify the lessons to be learned by the event. A plan needs to define how exercises and incident critiques will be integrated into the EOP revision process as well as into the overall emergency preparedness program.

Planning Standards

Chapter Two of this guidance, the Plan Development and Review Guidance Checklist (Checklist), contains a checklist of planning elements that are recommended to be included in a jurisdiction's EOP. The Checklist should be used during both the plan development process and during the plan review process. The Checklist recognizes that there are unique tasks for specific hazards and unique planning requirements for those incidents. The Checklist provides a list of minimum standards, but recognizes that the elements that are contained in the Checklist might not be the only issues a community should address. The jurisdiction must determine if there are elements beyond the Checklist's Standard that should be addressed to ensure their ability to respond to their unique list of hazards.

A plan must include:

1. A list of the **Primary and Support Agencies** that have specific Assignments of Responsibility for carrying out missions under the plan.
2. A **Purpose Statement** that defines why the plan has been written and what it is intended to accomplish.
3. A statement that identifies the plan's **Scope of Operations** – the capacity and the limitations of the plan.
4. A **Situation and Assumptions Section** that provides an accounting of the types of incidents that the plan could be used to address, and a discussion of assumptions of supporting elements that need to be in place for the Plan to be considered to be valid.
5. A well-defined and detailed **Concept of Operations Section** – a list of tasks that may be undertaken in response to the Plan's identified Situation Statements. The Concept of Operations should highlight the critical tasks that must be accomplished. To aid in the development of the Concept of Operations Section, some sections of the Checklist include links to the U.S. Department of Homeland Security's (DHS) Target Capabilities List. The information provided in these links will help determine a list of critical tasks for each planning topic.
6. A well-defined list of specific **Assignments of Responsibility** by Support Agencies to the plan. These Assignments of Responsibility must respond directly to the Plan's Concepts of Operations, in that there should be one-or-more assignments of responsibility for every operational concept.
7. The Assignments of Responsibility can then translated into **Standard Operating Procedures** that are maintained under separate cover by the support agencies that have responsibility for carrying out those tasks. Here again, the Target Capabilities List can serve as a tool for agencies and organizations to focus on critical tasks for which corresponding standard operating procedures must be developed.

The amount of detail included in the Plan will depend on the Plan's target audience and their need to know each of the plan's functions. Some agencies will need to have their assignments of responsibility spelled out in great detail, while others may only need an overview of a function and its responsibilities. The planning team will need to work closely with support agencies to determine how much detail is needed.

Standard Operating Procedures (SOP) should not be included in the jurisdiction's EOP. SOPs that are related to Emergency Operations Center (EOC) operations (contact lists, EOC procedures, resource lists, etc.) should be maintained by the Local EMA and should be housed under separate cover from the EOP, most often in a **Resource Manual**. The EOP could also contain a list/description of SOPs that support the plan.

There is a role for local EMAs to play in coordinating the application of separate agency SOPs. A local EMA should work with support agencies to ensure that their individual SOPs will correspond to the SOPs of other support agencies. For the example, the EOP might specify in the medical or rescue section how SOPs and response protocols will be coordinated during a response, such as; the first EMS unit on-scene will orchestrate all triage functions using their SOPs. As the planning team addresses the issue of coordinating SOPs, they might discover that they can combine some of their separate SOPs into a jurisdiction-wide SOP.

Using the Checklist

To better understand the Checklist, the Team should note that the Checklist is broken down into five elements (Figure 1):

1. **General Planning Topics**
2. **Associated Target Capabilities** (where applicable)
3. **Standard Minimum Planning Elements**
4. **Plan Location: Section and Page References Column** (for each planning element)
5. **Comments Column**

The **General Planning Topics** are the planning topics that should be addressed in an EOP. These topics are presented in format to make it easier to identify and subsequently ensure the team has addressed the common planning topics. A brief statement follows each general planning topic and is used to clarify what the issue should be addressed by the team.

For some General Planning Topics, links to **Associated Target Capabilities** are provided for those Target Capabilities from the DHS Target Capabilities List (TCL) which are directly applicable to the planning topic. If there are other Target Capabilities that may be useful to review because they are indirectly related to the planning topic, these are included in this section as well.

The TCL should be viewed as an additional preparedness planning tool that can serve multiple purposes. Most users are familiar with the target capabilities through exercises under the Homeland Security Exercise Evaluation Program (HSEEP), where they are used to design, conduct and evaluate exercises. The target capabilities can also be applied to the development and maintenance of plans and procedures. In evaluating existing plans and procedures, or in an initial meeting with planning partners to develop a new plan, the target capabilities may provide a benchmark for comparison, or a useful starting point for discussion.

A. General Planning Topic - Associated Target Capabilities (Link)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Individual Planning Element #1		
Individual Planning Element #2		
Individual Planning Element #3		
Etc.		

Figure 1 – Layout of Checklist, Planning Elements

A set of **Standard Minimum Planning Elements** are listed for each General Planning Topic. To meet the standard, each of these elements should be thoroughly addressed. A **Plan Location: Section and Page** column is located to the right of the planning element. This column is to be used to identify in which document(s) (EOP, Hazard Analysis, Mitigation Plan, etc.), the specific section, and the specific page where the given planning element is addressed. This reference allows a user/reviewer/updater to quickly locate information related to the element. It also allows outside reviewers to find the element in the jurisdiction's plan regardless of which plan format the jurisdiction has chosen to use.

In some cases, a planning element may be addressed in more than one plan, section or page. There should be ample space in the column to list two-or-three location references. If there are more references than that, it may indicate that the plan is continuously repeating the topic, and thus the Team may wish to consolidate this material. If a recommended element is not locally applicable, the reference line can state that it is not applicable (N/A), and provide a brief reason for its omission. This may be a reminder for future Team members and reviewers; and users will know that the issue was reviewed and not simply overlooked. When completed, the Checklist should be included/referenced in the EOP's Base Plan. Future plan reviewers and first-time plan readers will be able to quickly use the Checklist to locate a specific item in the plan without searching through the entire EOP.

Finally, a **Comment** column is provided for use during the plan development or review process to make notes about a given planning element or the entire planning topic. The planning team may use the space to note that further work is needed for a particular topic or that they need to contact another agency for more input. When the plan is evaluated locally, the evaluator should use the lines to make recommendations on how to improve a particular function or section of the EOP. The planning team can then use those recommendations to complete its annual review and to make changes to the plan as needed. If the Team or an evaluator needs to make additional comments, the last section of the Checklist includes a page for those comments.

Overall, the Checklist should be used to ensure that the planning team has considered the full spectrum of issues that could arise before, during and after an emergency/disaster. The planning elements listed in the checklist should generate thought, discussion, and involvement among the community's response and planning agencies. It should also identify areas in which the local emergency program can be improved beyond the simple writing of the EOP.

Further Support

Ohio EMA recognizes that some planning elements have requirements that were generated by other Ohio laws or national standards. To help, Chapter Two includes those specific requirements or provides a reference to a specific planning guide. For example, Local Emergency Planning Committees (LEPC) have specific requirements to develop chemical response plans. Their planning requirements are identified and specifically referenced in the Checklist's discussion. In addition, Chapter One's Section 3, below, contains a link to plan development and preparedness planning links on Ohio EMA's Plans Branch Home Page. Please note that since plan development guidance is continuously created and/or revised, the linked materials will be routinely updated. The Checklist, itself, contains hyperlinks to reference materials that relate to a specific planning element. If a jurisdiction has a valuable source of information, or discovers additional guidance that is not included in the linked guidance materials, they should contact Ohio EMA so that it can be included in this document and shared with other Teams.

As Teams use the Checklist, there will likely be questions about the planning process and the guidance. Teams should contact their assigned Ohio EMA Field Liaison (Liaison) for assistance beyond this document. Liaisons, in conjunction with the assigned Ohio EMA planner, will address questions concerning the planning and emergency preparedness process. If the Team has a question about a specific issue that is managed by another section within Ohio EMA, another state agency, or the federal government, contact a Liaison, who will coordinate resources to provide a response from the appropriate source.

Choosing a Plan Format

To begin drafting their plan, the Team will need to determine which plan format they will use. As stated in FEMA's CPG 101, ***"…an EOP's format is 'good' only if the EOP's users understand it, are comfortable with it, and can use it to extract the information they need."***

This section contains various plan formats that a jurisdiction could use for its EOP. These plan format options are based in part on how other counties have developed their plans, as well as existing state and federal planning guidance. The formats outlines that are presented in this guidance are samples only, and are included here to give planners an idea on where to begin. As each plan format is discussed, the section will show how the Checklist's planning elements could be addressed for that framework.

As the Team begins to develop its Plan, they must decide which format will be most effective and will be easiest to use by their local agencies and responders. The Team may also modify any of these frameworks to better address their local procedures, resources and capabilities.

Functional Annex Format

The Functional Annex Format is the EOP framework that is presented in FEMA's CPG 101 guidance. This format is organized on three key sections: the Base Plan, a set of Functional Annexes, and hazard specific Annexes (Figure 2).

Although the National Response Framework (NRF) calls for continuity and interoperability between emergency operations plans at all levels of government, there is **no requirement for local emergency management agencies to adopt the Emergency Support Function format**, outlined below. The Functional Annex Format is the recommended format for county and local jurisdiction emergency operations plans because its format mirrors the emergency response activities that take place at the local level.

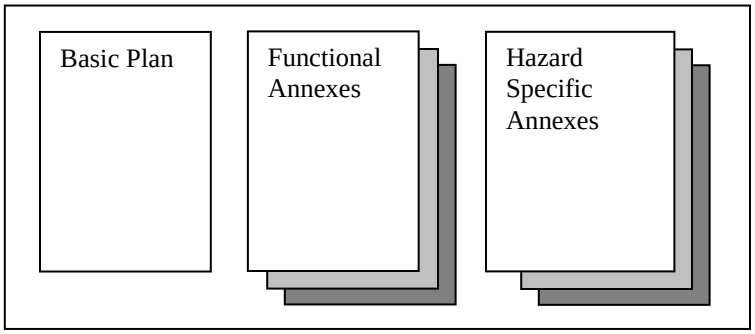

Figure 2 – CPG-101's EOP Format

In the Functional Annex Format, the **Base Plan** provides the plan user an overview of the jurisdiction's preparedness and response actions. It defines the local hazards, outlines agency roles and responsibilities, and explains how the plan is kept current. The Base Plan contains a Table of Contents and a Promulgation Document that is signed by the jurisdiction's Chief Elected Officer.

The **Functional Annexes** are individual chapters that focus on specific response and recovery functions, such as communications and damage assessment. The Annexes clearly define the actions, roles, policies and concerns of that function. They discuss how tasks are managed before, during and after the disaster, and identify the key agencies that will implement that function

The **Hazard Specific Annexes** are used to explain hazard-specific actions and tasks. They explain the actions that are unique to a particular disaster. For example, a Hazard Specific Annex for terrorism would discuss how local law enforcement's command posts will coordinate response functions with the FBI's on-scene operations center during a response. The Hazard Specific Annexes should not repeat actions that are already outlined in the Base Plan or in other Annexes.

The Functional Annex Format also uses a specific outline to define the functions within each chapter (Figure 3). This additional formatting makes the plan easy to read and use, since the information is laid out the same in each chapter. It also creates the potential to repeat some information in many sections when one piece of information is relevant to multiple chapters of the plan. It will also require accurate reference to other chapters in order to clarify the coordination needed between multiple functions. For more information on this individual chapter formatting, review CPG -101.

I. Purpose
II. Situation & Assumptions
III. Concept of Operations
IV. Assignment of Responsibilities
V. Administration & Logistics
VI. Plan Development & Maintenance
VII. Authorities & References

Figure 3 – CPG101's Individual Chapter Structure

Sample EOP outline using the **Functional Annex Format**

Support Annexes

A. Recovery Function Annex
   1. Damage Assessment
B. Community Relations
   1. Public Education
C. Legal Affairs
D. Donations Management
E. Financial Management
   1. Cost Recovery
F. Logistics Management
G. Public/Media Affairs
   1. Public Notification & Warning

II. Base Plan

A. Promulgation Document / Signature Page
B. Table of Contents
C. Purpose
D. Situations & Assumptions
   1. Hazard Analysis Summary
   2. Capability Assessment
   3. Mitigation Overview
E. Concept of Operations
F. Assignment of Responsibilities
G. Administration & Logistics
   1. Continuity of Government
   2. Incident Critique
   3. Documentation
   4. Cost Recovery
   5. Training Program
   6. Public Education
H. Plan Development & Maintenance
   1. Plan Maintenance
   2. Plan Changes & Distribution
   3. Exercise Program
I. Authorities & References

III. Functional Annexes

A. Direction & Control
   1. Incident Assessment
   2. Damage Assessment
   3. Incident Command
   4. Incident Scene Operations
   5. Emergency Operations Center
B. Communications
C. Warning (Initial Notification)
D. Emergency Public Information
E. Evacuation
   1. Sheltering
F. Mass Care
G. Health and Medical
   1. Emergency Medical
   2. Public Health
   3. Response Personnel Safety
H. Resource Management
I. Donations Management *
J. Infrastructure / Public Works *
K. Debris Management *

*** Note**: These sections are not specifically in the CPG-101, they are topics that are relevant to Ohio emergency management programs and should be addressed in the plan.

IV. Hazard-Specific Annexes (Note, this is not a complete list and local team must define them based on their hazard analysis.)

A. Earthquake
B. Flood / Dam Failure
C. Hazardous Materials
D. Hurricane
E. Lethal Chemical Agents & Munitions
F. Radiological
G. Terrorism
H. Tornado

Emergency Support Function (ESF) Format

The Emergency Support Function framework is the outline used in the National Response Framework (NRF) and Ohio's Emergency Operations Plan (Figure 4). It begins with a **Base Plan**, addresses individual **Emergency Support Functions (ESF)**, then attaches separate **Support** or **Incident Annexes** as required.

In this format, the **Base Plan** provides an overview of the local response system. It briefly explains the local hazards, capabilities, needs, and response organization. It reviews the tasks under each emergency phase and identifies which agencies have the lead for a given ESF. The Base Plan then outlines the **ESFs** that are activated locally during a disaster. Each ESF has a designated Primary Agency that is responsible for coordinating and reporting on missions that are associated with that function. Support Agencies and what resources and capabilities they provide are defined in each ESF. Federal and state of Ohio ESFs include transportation; communications; public works and engineering; firefighting; information and planning; mass care; resource support; health and medical services; search and rescue; hazardous materials; food and agriculture; energy; law enforcement; community recovery and mitigation; and emergency public information.

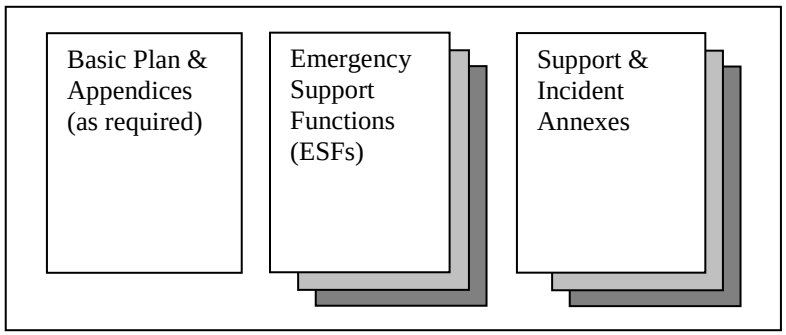

Figure 4 – ESF Format

The EOP uses **Support Annexes** to describe the mission, policies and concept of operations of related activities that are implemented during disaster operations. These Annexes vary, but can include recovery, community relations, legal affairs, donations management, financial management, logistics/resource management, and public/media affairs. **Incident Annexes** are used to describe the responsibilities and actions for specific events that are found in one-or-more plans, and pre-planning has coordinated those functions with the rest of the EOP. For example, many communities have a separate Mass Casualty Incident Annex that may require coordination with the Firefighting, Search and Rescue, and Health and Medical ESFs. As another example, a Mass Casualty plan can be included in with the EOP, or it can be included as a separate Incident Annex.

Sample EOP outline using the **ESF Format**

I. Basic Plan
- A. Table of Contents
- B. Promulgation Statement/Purpose
- C. Assignment of Responsibilities
- D. Continuity of Government
- E. Hazard Analysis
- F. Capability Assessment

II. Emergency Support Function Annexes
- A. ESF #1 - Transportation
- B. ESF #2 - Communications
  1. Initial Notification
  2. Communications
- C. ESF #3 - Public Works and Engineering
  1. Infrastructure & Public Works
  2. Debris Management
- D. ESF #4 - Firefighting
- E. ESF #5 - Information and Planning
  1. Incident Command/Assessment
  2. Emergency Operations Center
  3. Documentation
  4. Incident Critique
- F. ESF #6 - Mass Care
  1. Evacuation
  2. Sheltering & Mass Care
- G. ESF #7 - Resource Support
- H. ESF #8 - Health and Medical Services
  1. Emergency Medical Services
  2. Public Health
- I. ESF #9 - Search and Rescue
- J. ESF #10 - Hazardous Materials
- K. ESF #11 - Food
- L. ESF #12 - Energy
  1. Infrastructure & Public Works
- M. ESF #13 - Law Enforcement
- N. ESF #14 - Community Recovery and Mitigation
- O. ESF #15 - Emergency Public Information

III. Support Annexes
- A. Recovery Function Annex
  1. Damage Assessment
- B. Community Relations
  1. Public Education
- C. Legal Affairs
- D. Donations Management
- E. Financial Management
  1. Cost Recovery
- F. Logistics Management
- G. Public/Media Affairs
  1. Public Notification & Warning

IV. Incident Annexes
- A. Terrorism
- B. Drought
- C. Nuclear Power Plants
- D. (other hazard or local response plans as required)

V. Appendices
- A. Plan Maintenance
- B. Exercise Program
- C. Training Program
- D. Mitigation Program

Emergency Phase Format

The Emergency Phase format is based on the common emergency management phases that occur over the lifespan of a disaster. The format is organized into five chapters (Figure 5): a **Base Plan**, followed by **Preparedness**, **Response**, **Recovery**, and **Hazard Specific Procedures** sections. The **Base Plan** provides the simple overview of the county's ability to respond to disasters. This includes a general purpose statement and a list of agency roles and responsibilities. It defines how the plan is developed and maintained. The **Preparedness** section briefly identifies those actions taken in advance of a disaster. These steps should ensure response and recovery procedures have been fully developed and evaluated. This section will include a

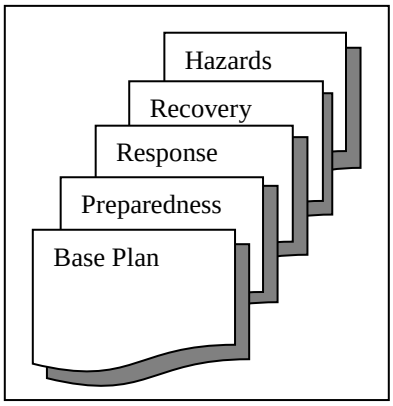

Figure 5 – Emergency Phase Format

synopsis of the local hazard analysis and capability assessments. It will briefly identify how training and exercises are used to prepare personnel for disasters. It will also address how resources are procured and ready for activation prior to a disaster.

The **Response** section contains the specific methods and procedures used to respond to a disaster. Its contents are organized by those common response functions that are implemented during any given disaster. This includes but is not limited to direction and control, communications, and medical procedures. This section needs to identify, coordinate, and reference existing department SOPs that are utilized in this emergency phase. The **Recovery** section addresses the specific methods and procedures implemented once the immediate disaster has passed.

This format allows each plan holder to read and see the whole picture as it relates to each emergency phase. Each section or chapter would explain the coordination involved between response and support agencies as they implement their procedures. These agencies will see how their procedures impact the tasks of other agencies and it should help to avoid duplicating response procedures. Overall, the Response and Recovery sections will be the most used sections of the plan. The procedures should be as detailed as needed so that each response agency can understand and operate efficiently within the overall response mechanism. The local planning team will need to identify what additional response and recovery functions should be added based on local abilities.

Disaster-Specific Framework

The Disaster-Specific format addresses procedures in terms of the disasters that will likely impact the county and how the local community will respond to those events. The format contains a **Base Plan** and three disaster chapters (Figure 6): **Natural Hazards**, **Man-Made Disasters**, and **Technological Hazards**. The first chapter, the **Base Plan**, addresses the basic ability of the county to prepare for, respond to, and recover from disasters. This includes a general-purpose statement and lists each agency role during disasters to include hazard specific responsibilities. It then summarizes the results of the county's hazard analysis and capabilities assessment. It concludes with a discussion of training, exercises, and plan maintenance. Next, the individual hazard chapters will outline the unique procedures to manage each disaster from start to finish. The **Natural Hazards** chapter will address the unique response and recovery procedures used to respond to flooding, severe weather, dam failures, etc.

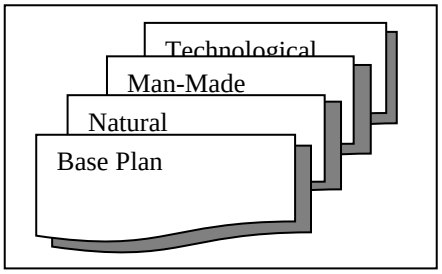

Figure 6 – Disaster-Specific Framework

The **Man-Made** chapter will address the unique procedures that are used to manage events such as terrorist events as well as riot and civil disturbance (protests) scenarios. Finally, the **Technological** chapter addresses the specific procedures implemented to manage chemical, radiological, and biological incidents regardless of the cause. This should include releases from fixed facilities as well as from transportation related incidents.

Agency-Specific Framework

The Agency Format addresses response procedures by separately addressing the tasks that each individual agency will implement during a response. The format's main body is therefore divided into separate sections for each response and support agency that has a role during a disaster. These sections will likely include, but are not limited to, agencies such as: fire, law enforcement, human services, public works, media, and/or private organizations. Overall, this format option will be organized into three sections (Figure 7): **Base Plan**, individual **Response and Support Agency** sections, and **Hazard Specific Procedures** for the individual agencies.

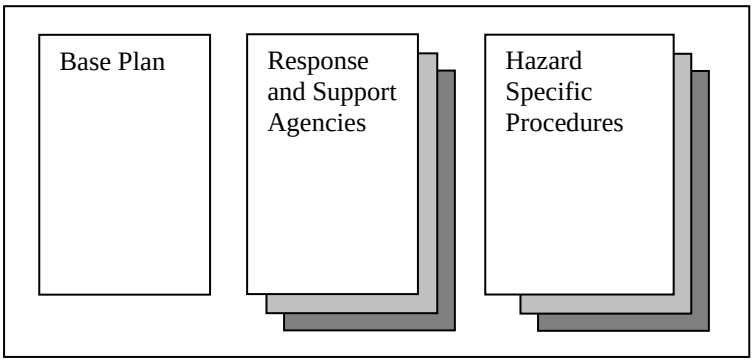

Figure 7 – Agency Format

The **Base Plan** provides a simple overview of the county's ability to respond to disasters. This includes a general-purpose statement as well as a comprehensive list of agencies and their roles and responsibilities. It summarizes the basic tasks taken to prepare for a disaster, and defines how the plan is developed and maintained.

The individual **Response and Support Agency** sections will separate and discuss the emergency functions completed by individual agencies. Each individual agency section will still need to refer to other agency sections in order to understand how to coordinate their respective agency procedures.

The **Hazard Specific Procedures** section is used to address the unique preparedness, response and recovery procedures germane to each agency for specific disaster. The hazard specific procedures can immediately follow each agency section or be attached as a separate chapter to the plan. For example, the fire department section could address their unique river rescue protocols.

This format allows the plan user to review only those procedures specific to their agency without having to review everyone else's response tasks. The individual sections will still reference the unique relationships that need to exist with the other agencies during a disaster, but will not contain detailed procedures that another agency completes. If needed, the plan user can go to the other agency's section and review their procedures to understand the bigger picture. Also, the level of detail provided in each section would vary depending on the needs of those agencies. Agencies with detailed SOPs may not need much information in their portion of the plan while others may need more detailed procedures in the EOP.

Links to Plan Development and Preparedness Planning Tools

A list of internet links to plan development and preparedness planning tools can be accessed at the Ohio EMA Plans Branch webpage under the Local Emergency Operations Plan Development heading at: http://www.ema.ohio.gov/LocalEOP.aspx. This linked information will provide access to some of the best information on plan development and preparedness planning guidance.

Emergency Operations Plan Development & Review Checklist*

Base Plan - Provides an overview of the jurisdiction's emergency management program and the ability to prepare for, respond to, and recover from disasters and emergencies.

A. Introductory Material

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
i. Promulgation Statement - recognizing and adopting the plan as the jurisdiction's all-hazards EOP, formally signed by the jurisdiction's Chief Elected Official(s). Must be updated each time a new Chief Elected Official takes office.		
ii. Approval and Implementation - introduce the plan; outline its applicability, address supersession of all previous plans. Include delegation of authority to modify plan without senior official's signature. Include date and signature of Chief Elected Official.		
iii. Record of Changes - a table that accounts for changes to the plan, including change numbers, dates of changes, person who made change, and a summary of changes made.		
iv. Record of Distribution- table with names, titles, agencies, jurisdictions, and dates of delivery.		
v. Table of Contents - outline the plan's format, major sections/key elements, chapters, and charts/attachments/ diagrams.		
vi. Completed Plan Development and Review Checklist that reflects current plan content and location information.		

B. Purpose, Situation Overview, and Assumptions - This explains the plan's intent, who it involves, and why it was developed.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
i. Purpose- describes the purpose for developing and maintaining the EOP.		
ii. Scope- describes what types of incidents and under what conditions the plan will be activated.		
iii. Situation Overview- describes the steps taken by the jurisdiction to prepare for disasters.		
a) Hazard Analysis Summary- describes the major findings of the jurisdiction's Hazard Analysis. Associated Target Capability: Risk Management		
– Identify and describe the hazards (natural, technological, public health and man-made) that pose a unique risk to the jurisdiction and that would create a need to activate this plan.		
– Identify and describe the probable high risk areas (population, infrastructure, environmental) that are likely to be impacted by the defined hazards. Reference the Mitigation Plan where appropriate.		
– Identify and describe the hazards that have occurred in the jurisdiction in the past and the likelihood that they will continue to occur (historical frequency, probable risk, national security threat assessment).		
– Include maps that show high-risk areas within the jurisdiction that are likely to be impacted by identified hazards (residential/ commercial areas within defined floodplains, earthquake fault zones, vulnerable zones for hazardous material facilities/routes, areas within ingestion zones for nuclear power plants, etc.).		
– Identify and describe the assumptions made and the methods used to complete the jurisdiction's Hazard Analysis, including what tools or methodologies were used to complete the analysis (Ohio's Hazard Analysis and Risk Assessment manual, Mitigation Plan guidance, vulnerability assessment criteria, consequence analysis criteria).		

*A Microsoft Word (.doc) version of this *EOP Checklist* is available on the Ohio EMA website (http://ema.ohio.gov).

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
– Identify and describe unique time variables that could influence the hazard analysis and pre-planning for emergencies (rush hours, annual festivals, seasonal events, incident onset time, time of day).		
– Describe how the intelligence from threat analyses via state/local fusion centers, joint terrorism task forces, national intelligence organizations, etc. has been incorporated into the hazard analysis.		
– Describe how critical infrastructure and key resources (CIKR) protection activities have been incorporated into the vulnerability and impact analysis.		
– Describe how agricultural security; food supply security; cyber security; chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) incidents; and pandemics (those located/originating in the jurisdiction, as well as a nonlocal, nationwide, or global incident) have been assessed and incorporated.		
b) Capability Assessment- describes the jurisdiction's capabilities, readiness and limitations to prepare for and respond to the defined hazards. **Note:** A jurisdiction may choose to discuss the Capability Assessment as part of the hazard-specific annexes. In that case, this section should summarize the jurisdiction's abilities and limitations, and reference the hazard-specific annexes for more detailed information.		
– Summarize the jurisdiction's ability to respond to and recover from emergencies or disasters based on the jurisdiction's capability assessment.		
– Summarize the jurisdiction's limitations to respond to and recover from emergencies or disasters based on training, equipment, and personnel. (Summarize the gaps that exist between the jurisdiction's capabilities and potential needs. Include the measures taken to resolve these gaps through mutual aid and other sources of assistance.)		
– Describe the methods and agencies involved in developing the jurisdiction's Capability Assessment, including a description of the process and a schedule for conducting and updating the assessment.		
c) Mitigation Overview- actions taken to minimize impacts likely to be created by an emergency.		
– Provide a brief overview of the mitigation programs used, in advance of and ongoing, to reduce the chance that a defined hazard will impact the community (move homes/businesses out of floodplain, establish and enforce zoning/building codes, etc.), to include short and long-term strategies.		
– Identify and describe the actions that will be taken to educate and involve the public in mitigation programs (building safe rooms/homes, home relocation, streambed cleaning, etc.).		
– Identify the agencies and the actions taken to develop mitigation plans, and how plans will be coordinated with state and federal agencies' plans.		
iv. Planning Assumptions- identify what the planning team assumes to be facts for planning purposes in order to make it possible to execute the EOP.		

C. Concept of Operations - Explains the decision maker's or leader's intent with regard to an operation, and how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe who has the authority to activate the plan.		
Describe the process, forms and individuals involved in issuing a declaration of emergency and how the declaration will be coordinated with neighboring jurisdictions and the state.		
Describe how legal questions/issues will be resolved as a result of preparedness, response, or recovery actions, including what liability protection is available to responders.		
Describe the process by which the emergency management agency coordinates with the jurisdiction's appropriate agencies, boards, or divisions.		
Describe how plans take into account the essential needs of children.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe how plans take into account the physical, programmatic, and communications needs of individuals with disabilities and others with access and functional needs.		
Describe how plans take into account the essential needs of household pets and service animals.		
Identify other response/support agency plans that directly support the implementation of this plan (e.g., hospital, school emergency, facility plans).		

D. Organization and Assignment of Responsibilities - Overview of the key functions that local agencies will accomplish to support local operations during an emergency.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Outline the responsibilities assigned to each organization that has an emergency response and/or recovery assignment of responsibility in the plan. Include elected officials, local departments and agencies (fire, law enforcement, EMS, public health, EMA, social services, animal control, etc.), state agencies (ODOT, SHP, EPA, DOH, etc.), federal agencies, regional organizations, volunteer resources (CERT, MRC), VOADs, and private sector businesses and groups.		
Identify and describe mutual aid agreements that are in place. Identify and briefly summarize who is covered by the agreement, for what goods or services, and what limitations apply if any. **(Notes:** The actual agreements should not be included in the plan. Mutual aid may be addressed separately in each section of the EOP if it helps to better explain how a mutual aid agreement directly supports a specific function.)		
Identify and describe how all tasked agencies maintain current notification rosters, standard operating procedures, and checklists for all assignments of responsibility in the plan.		
Include a matrix that lists primary and support roles for all tasked agencies by Functional Annex/ESF/Appendix.		
Describe how prevention roles and responsibilities will be addressed, including linkages with fusion centers.		
Describe how roles and responsibilities for CIKR protection and restoration are managed within the jurisdiction.		
Describe how roles and responsibilities will be determined for unaffiliated volunteers and these individuals will be incorporated into emergency response operations.		
Describe how the jurisdiction maintains a current list of available NIMS-typed resources and credentialed personnel.		
Describe the jurisdiction's policies regarding public safety enforcement actions required to maintain public order during a crisis response, including teams of enforcement officers needed to handle persons who are disrupting the public order, violating laws, requiring quarantine, etc.		

E. Direction, Control, and Coordination - describes the framework for all direction, control, and coordination activities.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify the agencies/positions/titles that will command incidents and have overall responsibility to coordinate response operations (Fire Service for chemical, Law Enforcement for riot, Mayor/Manager for natural hazard, etc.).		
Identify who has tactical and operational control of response assets.		
Discuss the jurisdiction's coordination systems and processes used during an emergency.		
Discuss multijurisdictional coordination systems and processes used during an emergency.		

F. Information Collection, Analysis, and Dissemination – describes the required critical or essential information common to all operation identified during the planning process.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe critical information needs and collection priorities.		
Describe information dissemination methods (e.g., verbal, electronic, graphics) and protocols.		
Describe long-term information collection, analysis, and dissemination strategies.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe collaboration with the general public, to include sector-specific watch programs.		
Identify intelligence position (e.g., fusion center liaisons) requirements for the emergency operations center's (EOC) Planning Section.		
Describe plans for coordination between the Planning Section and the jurisdiction's fusion center.		

G. **Communications -** the system for providing reliable and effective communications among responders and local government agencies during an emergency. Associated Target Capabilities: Communications.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the framework for providing communications support and how the jurisdiction's communications network integrates with the regional or national disaster communications network.		
Identify and summarize interoperable communications plans.		
Identify the compatible frequencies/trunking systems used by agencies during a response (who can talk to whom, including contiguous local, state, and private agencies).		
Describe how 24-hour emergency communications are provided and maintained within the jurisdiction.		

H. **Administration, Finance, and Logistics -** describe administrative, finance, and logistic actions during an emergency.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Administration- describe the administrative actions used during an emergency operation.		
i. Documentation- the actions the jurisdiction uses to document the response and recovery from a disaster. Note: This information can also be discussed for each emergency response function or for specific hazards.		
– Describe the process and agencies that will document the actions taken during response and recovery operations (incident and damage assessment, incident command logs, cost recovery).		
– Describe/summarize the reasons for documenting the actions taken during both the response and recovery phases of the disaster (creating historical records, recovering costs, addressing insurance needs, developing mitigation strategies).		
– Include copies of the reports/forms that are required (e.g., cost recovery, damage assessment, incident critique, historical record).		
– Describe the agencies and methods used to create a permanent historical incident record (after-action report) and include information about how actions taken, resources expended, economic and human impacts, and lessons learned from an incident will be recorded.		
ii. After-Action Report (AAR) - actions the jurisdiction takes to review and discuss their response to identify strengths and weaknesses in the emergency management and response program. Associated Target Capabilities: Planning		
– Describe the actions that will be taken by the jurisdiction to review actions taken, identify equipment shortcomings, improve operational readiness, highlight strengths/ initiatives, etc.		
– Identify and describe the agencies and the actions they will take to organize and conduct AARs, how recommendations will be documented and how they will be used to improve local readiness (changing plans/procedures, acquiring new or replacing outdated resources, training).		
– Describe the links and connections between the processes used to critique the response to an emergency/disaster and the processes used to document recommendations for the jurisdiction's exercise program.		
– Describe how the jurisdiction will ensure that deficiencies and recommendations identified in the AAR are corrected or completed.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Finance- describe finance actions used by the jurisdiction to recover the costs incurred during the response to a disaster. Associated Target Capabilities: Economic and Community Recovery		
– Describe/identify the various programs that allow the jurisdictions and the response/support agencies to recover costs (Small Business Administration, FEMA Public Assistance Program).		
– Describe the actions that will be taken to document costs incurred during response and recovery operations (personnel overtime, equipment used/expended, contracts initiated).		
– Describe the methods of pre- and post-state or federal declaration funding for the jurisdiction's household pets and service animals preparedness and emergency response program, including how to capture eligible costs for reimbursement by the Public Assistance Program, eligible donations for volunteer labor and resources, and eligible donations for mutual aid resources (as defined in Disaster Assistance Policy [DAP] 9523.19).		
– Identify and describe the agencies and the actions/programs that will be used to assist survivors in recovering and rebuilding (ARC, VOAD, SBA, FEMA Individual and Household Program, unemployment, worker's compensation).		
– Identify and describe the agencies and the actions they will take to educate responders and local officials about the cost recovery process.		
– Describe the impact and role that insurance has in recovering costs (self-insured, participation in the National Flood Insurance Program (NFIP), homeowner policies, etc.).		
– Identify and describe the actions that will be taken to identify and address the general public's "unmet needs" during the disaster.		
Logistics- describe the logistics and resource management mechanism used to identify and acquire resources in advance of and during emergency operations, especially to overcome gaps identified in the capability assessment. Associated Target Capabilities: Critical Resource Logistics and Distribution		
– Describe and identify the actions and agencies that will be involved in the following resource issues: identification, procurement, facility activation, tracking, mobilization, delivery, staging, warehousing, distribution, maintenance, demobilization, and recovery.		
– Identify and describe the actions and agencies that will be involved in using the existing hazard analysis and capability assessment to identify what resources are needed for a response, including using past incident AARs to identify/procure additional resources.		
– Identify and describe the steps that will be taken to overcome identified resource gaps, to include identifying resources that are only available from outside the jurisdiction (Hazmat, Water Rescue, & Search and Rescue teams).		
– Provide a brief summary statement of specialized equipment, facilities, personnel, and emergency response organizations currently available to respond. **Note:** A separate resource manual should be used to list the types of resources available, amounts on-hand, locations maintained, and any restrictions on their use. Whenever possible, these resources should be typed based on FEMA resource-typing standards.		
– Describe the process used to identify private agencies/contractors that will support resource management issues (waste haulers, spill contractors, landfill operators, etc.).		
– Provide information about specialized equipment, facilities, personnel, and emergency response organizations currently available to support children, individuals with disabilities, and others with access and functional needs.		

I. Plan Development and Maintenance - describe the process used to regularly review and update the EOP. Associated Target Capabilities: Planning

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the process used to annually review and revise the plan, including the role of support agencies in the process.		
Describe the process used to make needed changes (administration/procedures, newly-added resources/training, revised telephone contacts).		
Describe the responsibility of each organization/agency (governmental, nongovernmental, and private sector) to review and submit changes to its respective portion(s) of the plan.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Summarize the process used to submit the plan for review, coordination, and/or evaluation by other jurisdictions/ organizations.		
Describe how the plan is coordinated with other jurisdictions' plans (local political subdivisions who develop their own EOPs as per OAC 4501:3-6-01, and adjoining jurisdictions).		
Describe/identify how and where the plan is made available to the public.		

J. **Authorities and References –** This section provides the legal basis for emergency operations and activities.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Authorizing Legislation- identify local ordinances/statues; state laws, revised codes, administrative codes, Attorney General opinions; and federal laws, regulations, and standards that specifically apply to the development and implementation of the plan, emergency management, and homeland security.		
Reference- identify reference materials used to develop the plan, prepare for, or respond to disasters/ emergencies (general planning tools, technical references, computer software).		
Acronyms and Definitions- list and define emergency management acronyms/terms that are used repeatedly in the plan.		
System of Plans- identify other response/support agency plans that directly support the implementation of the plan (Hospital, School Emergency, Facility plans, etc.).		

K. **Training Program -** process used by the jurisdiction to provide or develop training programs and other types of educational programs for emergency responders, medical personnel, and local government officials.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the actions that will be taken to ensure that the jurisdiction meets National Incident Management System (NIMS) training requirements.		
Identify and describe the training requirements of emergency response personnel and local officials to prepare for and respond to disasters (ICS/EOC interface, emergency planning, damage assessment, etc.).		
Identify and describe the agencies that will be used to provide/coordinate training, to include refresher training.		
Identify and describe the sources/agencies that will be used to provide emergency preparedness training (Ohio EMA, SFM Fire Academy/Outreach programs, FEMA EMI, Universities, etc.).		
Summarize the methods that the jurisdiction will use to evaluate their ability to respond to emergencies and disasters (orientation seminars, exercises, etc.) based on training.		

L. **Exercise Program -** methods and agencies used to conduct an exercise and evaluation of the plan.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the schedule that the jurisdiction has established to annually exercise and test the EOP.		
Based on exercise results, describe the actions and methods the jurisdiction will use to evaluate preparedness for identified hazards, including recommendations made to improve (training, resources, procedures, exercise design).		
Identify and describe the actions the jurisdiction will take and identify the agencies and tools that will be used to develop and conduct the exercise(s). (Note: Guidance in exercise design and conduct is available by contacting the Ohio EMA Exercise Staff or consulting Homeland Security Exercise and Evaluation Program (HSEEP) Volume II.)		
Describe how the jurisdiction will incorporate exercise requirements of other laws/committees into the exercise program. (ARC, Hospital, LEPC, State, Terrorism, etc.).		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the types of exercise activities that will be employed in the jurisdiction (Seminars, Workshops, Tabletop Exercises, Drills, Functional Exercises, Full-Scale Exercises), including how actual events may be used in lieu of exercises. Refer to HSEEP Volume I for exercise definitions.		
Identify the agencies that will be responsible and the actions they will take to ensure that deficiencies and recommended changes that are discovered through exercises are implemented/accomplished, including ensuring that changes are made to the plan. After-Action Reporting and Corrective Action Plan/Improvement Plan guidelines and templates are contained in HSEEP Volume III.		

M. Public Education Program - how educational tools are used in the jurisdiction to teach the public about disasters and what actions to take when an emergency occurs. Associated Target Capabilities: Emergency Public Information and Warning; Community Preparedness and Participation

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions that will be taken to explain the hazards and risks faced by the jurisdiction (Hazmat/Risk Communication).		
Identify and describe local programs and agencies that are used to educate the public about how to prepare for emergencies and what response actions to take (pamphlets, school outreach, local fairs, winter/flood safety week, etc.).		
Identify and describe the agencies and the actions that will be taken to prepare/ distribute emergency management information to targeted groups and locations within the jurisdiction (general public, special locations, special needs/functional needs populations, etc.).		

Functional Annexes - Annexes that contain detailed descriptions of the methods agencies follow for critical operational functions during emergency operations. These core functional annexes should be included in the EOP and can be organized in a functional annex format or an emergency support function (ESF) annex format, depending on the preference of the jurisdiction.

A. Direction, Control, and Coordination/Emergency Management (ESF-5 and Base Plan)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
i. Initial Notification- process used to recognize that an emergency has occurred and to notify the proper agencies to respond. Associated Target Capabilities: Communications; Emergency Operations Center Management		
– Identify and describe the agencies and the actions that will be taken to receive and document the initial notification of an incident/emergency.		
– Identify and describe the agencies and the actions that will be taken to coordinate, manage, and disseminate notifications effectively to response and support agencies (911 Centers, individual Fire/ Police dispatch offices, call trees) in any incident/emergency.		
– Describe the notification process for alerting elected officials and non-governmental partners of an event.		
– Identify and describe the agencies and actions that will be taken to notify and coordinate with adjacent jurisdiction(s) about an event that may also pose a risk to them (flash flood, chemical release, terrorism).		
– Describe the jurisdiction's use of Emergency Condition/Action Levels in the initial notification process where defined by statute, authority, or other guidance (Snow Emergency Levels 1-3, Chemical Levels 1-3, Crisis Action Stages 1-4).		
ii. Incident Assessment- actions followed by those arriving first on-scene to identify the risks. Associated Target Capability: On-site Incident Management		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
– Describe the actions that will be taken by first response agencies to gather essential information and assess immediate risks posed by the emergency/disaster.		
– Describe how the initial assessment will be shared to make protective action decisions and establish response priorities, to include the need to declare a state of emergency.		
– Identify and describe the agencies and the actions that will be taken to monitor, communicate and record immediate and future effects of an emergency/disaster (Record of Significant Events, Incident Action Plan, etc.).		
iii. Incident Command- discuss the jurisdiction's implementation of the Incident Command System (ICS) and how response operations are managed during an emergency or disaster. This may also be referred to as an Incident Management System or Unified Command System. Associated Target Capabilities: On-site Incident Management		
– Identify the agencies/positions/titles that will command incidents and have overall responsibility to coordinate response operations (Fire Service for chemical, Law Enforcement for riot, Mayor/Manager for natural hazard, etc.), including how they will share command if the incident crosses multiple jurisdictional boundaries.		
– Describe the actions that will be used to implement ICS (first arriving unit) and coordinate response operations, including identifying key positions used to staff the ICS (Operations, Agency Liaisons, Safety).		
– Indicate who is responsible for establishing an Incident Command Post, where it may be located (chief's car, command bus, nearest enclosed structure), and how it will be identified during the emergency (green light, flag).		
– Describe how/when the Incident Commander (IC) will request the activation of the EOC.		
– Describe the actions that will be taken to coordinate activities between the ICP and an activated EOC.		
– Describe the actions that will be taken to coordinate direct communications between on-scene responders; also include off-scene agencies that have a response role (Hospital, ARC, Health Department).		
– Describe the actions the IC will take to secure additional resources/support when local assets are exhausted or become limited (mutual aid agreements, IMAC, private assets, EMAC, state, federal).		
– Describe the actions that will be taken by the IC to coordinate and integrate the unplanned arrival of individuals and volunteer groups into the response system and clarify their limits on liability protection.		
iv. Emergency Operations Center (EOC) - describe the process the jurisdiction will use to activate and utilize an EOC to support and coordinate response operations during the disaster. (**Note:** EOC functions may be addressed in SOPs, if so it should be referenced in the EOP.) Associated Target Capabilities: Emergency Operations Center Management		
– Describe the purpose and functions of an EOC during an emergency or declared disaster.		
– Describe and identify under what conditions the jurisdiction will activate a primary and/or alternate EOC and who makes this determination.		
– Identify primary and alternate sites that will likely be used as an EOC for the jurisdiction (city hall, fire department, emergency management agency, dedicated facility).		
– Describe the process that will be used to activate the primary or alternate EOC (staff notification, equipment setup), including the process for moving from one EOC to another.		
– Identify who is in charge of the EOC (emergency management agency director, senior official, fire/police chief, department/agency director), and describe how operations will be managed in the EOC.		
– Describe and identify the EOC staff and equipment requirements necessary for an EOC (first response liaisons, elected or appointed officials, support agencies, communications, administrative support).		
– Identify and describe the actions that will be taken to gather and share pertinent information between the scene, outside agencies, and the EOC (e.g., damage observations, response priorities, resource needs), including sharing information between neighboring and state EOCs.		
– Describe the EOC's ability to manage an emergency response that lasts longer than 24 hours (staffing needs, shift changes, resource needs, feeding, alternate power).		
– Identify and describe the actions that will be taken to transition from response to recovery operations.		
– Describe the process used to deactivate/close the EOC (staff releases, equipment cleanup, documentation).		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
– Identify the lead official and at least two alternates responsible for staffing each key position at the primary EOC, as well as the alternates (if different) to be consistent with NIMS.		
– Identify and describe the actions that will be taken to routinely brief senior officials not present in the EOC on the emergency situation (commissioner, administrative judge, mayor, city council, trustees, governor) and to authorize emergency actions (declare an emergency, request state and federal assistance, purchase resources).		
– Identify and describe the actions that will be taken to manage public information.		
– Provide a diagram of the primary and alternate EOCs (locations, floor plans, displays) and identify and describe the critical communications equipment available/needed (phone numbers, radio frequencies, faxes).		
– Provide copies of specific forms or logs to be used by EOC personnel.		

B. Continuity of Government/Operations (Support Annex A) - Continuity of Operations Planning (COOP) ensures and documents how continuity of government (COG) of each branch of government is implemented during emergencies, including vital government functions, essential responsibilities, and planning for the incapacitation of executive leadership. Note: COOP may have a separate plan from the EOP, if so, reference this plan.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the jurisdiction's essential governmental (functions that cannot be interrupted for more than 12 hours), and describe the plans that the jurisdiction has in place to maintain these identified essential functions.		
Describe plans for establishing recovery time objectives, recovery point objectives, or recovery priorities for each essential function.		
Identify personnel and/or teams needed to perform essential functions.		
Identify the order of succession to agency leadership.		
Identify the delegations of authority/documents that permit legal authority to make policy decisions in an emergency.		
Describe the jurisdiction's provisions for alternate work facilities.		
Describe the jurisdiction's provisions of back-up and interoperable communications.		
Describe the jurisdiction's plans to protect vital records essential for government functions (tax records, birth/death/marriage certificates, payroll and accounting data).		
Describe plans for devolution or direction and control.		
Describe plans for reconstitution of operations.		
Describe the jurisdiction's provisions for the conduct of regular tests, training, and exercises of COOP and COG plans.		
Describe the processes for evaluations, AARs, and lessons learned.		
Describe the process and criteria for corrective action plans.		

C. Communications (ESF-2 and Base Plan) - the system for providing reliable and effective communications among responders and local government agencies during an emergency. Associated Target Capabilities: Communications.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify the agencies and the actions they will take to manage communications between on-scene personnel/agencies (radio frequencies/tactical channels, cell phones, data links, Command Post Liaisons, communications vehicle/van).		
Identify the agencies and the actions they will take to identify and overcome communications shortfalls (personnel with incompatible equipment) with the use of ARES/RACES at the command post/off-site locations, CB radios).		
Identify the agencies, individual personnel, and the actions they will take to manage communications between on-site and off-site personnel and agencies (shelters, hospitals, EMA).		
Describe the actions that 911/Dispatch Centers will take to support/coordinate on-scene communications for personnel/agencies, and alternate service methods if 911/Dispatch is out of operation (resource mobilization, documentation, backup).		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the arrangements that exist to protect emergency circuits with telecommunications service priority for prompt restoration/provisioning.		
Describe how communications are made accessible to individuals with communication disabilities working in emergency operations, in accordance with the Americans with Disabilities Act.		
Describe the actions that will take place in the EOC to support and coordinate communications between on-scene and off-scene personnel and agencies.		
Identify and describe the actions that will be taken to notify neighboring jurisdictions when an incident occurs.		
Describe and identify the interoperable communications plan compatible frequencies/trunking systems used by agencies during a response (who can talk to whom, including contiguous local, state, and private agencies).		
Describe how 24-hour emergency communications are provided and maintained.		

D. Transportation (ESF-1)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe/identify the process for monitoring and reporting the status of, and damage to, the transportation system and infrastructure as a result of an incident.		
Describe alternative transportation solutions that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.		
Describe the methods by which appropriate aviation, maritime, surface, railroad, and pipeline incident management measures will be implemented.		
Describe the method of coordinating the restoration and recovery of the transportation systems and infrastructure.		

E. **Warning (Support Annex B) -** system for providing reliable, timely, and effective warnings to the public at the onset of a disaster. Associated Target Capabilities: Emergency Public Information and Warning

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions they will take to initiate/ disseminate the initial notification that a disaster or threat is imminent or has occurred (EAS activation, door-to-door, sirens, cable/TV messages).		
Identify and describe the agencies and the actions they will take to provide continuous warning information about an emergency/disaster (media briefings, press releases, cable interruptions, EAS, text messages, door-to door warnings).		
Identify and describe the agencies and the actions they will take to alert and inform special/functional populations (schools, hospitals, public venues, hearing/visually impaired, non-English speaking, elderly, handicapped).		
List local media contacts and describe their abilities to provide warnings.		
Include pre-scripted EAS messages for identified hazards.		
Describe the jurisdiction's use of Emergency Condition Levels (ECL) in the public notification process (snow emergencies, hazmat incidents, nuclear power plant events, etc.).		

F. **External Affairs/Emergency Public Information (ESF-15) -** system for providing reliable, timely, and effective information to the public throughout the response and recovery of a disaster. Associated Target Capabilities: Emergency Public Information and Warning

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions they will take to provide continuous public information about an emergency/ disaster (media briefings, press releases), secondary effects, and recovery activities.		
Identify and describe the actions that will be taken to ensure that information provided by all sources includes the content necessary to enable reviewers to determine its authenticity and potential validity.		
Identify and describe plans, programs, and systems to control rumors by correcting misinformation rapidly.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions they will take to inform special/functional populations (schools, hospitals, hearing/visually impaired, non-English speaking, elderly, handicapped).		
Describe the role of public information officer(s) (PIOs) and describe how public information releases will be coordinated within a Joint Information Center (JIC), working with media at the scene, and coordinating information between agencies/elected officials, etc.). Releases should also include pet evacuations and sheltering information.		
Describe how emergency responders/local officials will use and work with the media during an emergency (scheduling press briefings, establishing media centers on-scene, controlling access to the scene/ responders/victims).		
Include prepared public instructions for identified hazards, including materials for managers of congregate care facilities, such as childcare centers, group homes, assisted living centers, and nursing homes.		
Identify the agencies and systems that will be used and will assist in managing rumor control on- and off-scene (monitoring AM/FM radio and television broadcasts).		
Describe how public statements on shelter capacity and availability will be updated as people/animals are coming to shelters.		

G. Population Protection (Support Annex C) - procedures used to implement and coordinate an evacuation or shelter-in-place order. Associated Target Capabilities: Citizen Evacuation and Shelter-in-Place; Emergency Public Information and Warning

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions they will take to coordinate and support evacuations and sheltering-in-place for all segments of the population, including children, individuals with disabilities, and others with access and functional needs.		
Describe the conditions under which in-place and non-congregate sheltering (e.g. trailer, hotel) will be used (snow emergencies, chemical incidents, pandemics, etc.) and identify which agencies will determine when to implement these operations.		
Identify and describe the agencies and the actions they will take to inform the public about in-place sheltering (directions to public to implement, updates, and termination).		
Describe the protocols and criteria used to decide when to recommend evacuation or sheltering-in-place.		
Describe incidents that would necessitate an evacuation or shelter-in-place and identify who has the authority to initiate an evacuation.		
Identify and describe the actions that will be taken to conduct the evacuation (e.g., of high-density areas, neighborhoods, high-rise buildings, subways, airports, schools, special events venues, areas with a high concentration of children and individuals with disabilities) and to provide security for the evacuation area.		
Identify and describe the actions that will be taken to perform advanced/early evacuation, which is often necessary to accommodate children and others with mobility issues.		
Identify and describe the actions that will be taken to provide safe evacuation/transportation assistance to unaccompanied minors.		
Identify and describe the actions that will be taken to track unaccompanied minors and to reunite children with their families.		
Identify and describe the actions that will be taken to protect target at-risk groups and/or facilities (racial, ethnic, religious) in the event of a terrorism alert.		
Describe the plan for receiving those evacuated as a result of hazards in neighboring jurisdictions, including household pets and service animals.		
Describe the methods used to keep children and others with disabilities with their caregivers, mobility devices, other durable medical equipment, and/or service animals during an evacuation.		
Identify and describe the actions that will be taken to exchange registration and tracking information between and among the evacuating jurisdiction, the receiving jurisdiction(s), and the jurisdictions that evacuees will pass through.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the coordination strategies for managing and possibly relocating incarcerated persons during a crisis response.		
Describe how and when the public will be notified of evacuations (including individuals with sensory disabilities and those with limited English proficiency), and what actions they may be advised to follow during an evacuation. Shelter-in-place, throughout the incident, and upon the decision to terminate the evacuation/shelter-in-place order.		
Describe the protocols and criteria the jurisdiction will use to recommend termination of sheltering-in-place.		
Identify the actions and agencies that would assist in conducting an evacuation and moving evacuees (establishing alternate transportation/detour routes, and providing transportation, housing, security, etc.). Include actions to assist those with disabilities or with access and functional needs.		
Identify the resources that will be used to assist in moving evacuees, including assisting special/functional needs populations, mobility impaired individuals, and institutionalized persons.		
Describe the actions that will be taken to care for evacuee's animals/pets/livestock or to instruct evacuees on how to manage the care of their animals/pets/livestock during an evacuation and in returning home when permitted. Include shelter-in-place actions.		
Describe how agencies will coordinate the decision to return evacuees to their homes, including informing evacuees about health concerns and actions they should take when returning to homes/businesses.		
Identify and describe the actions that will be taken to identify and assist the return of evacuees to their homes/communities, including individuals with disabilities and others with access and functional needs.		
Describe the actions that will be taken if the general public refuses to evacuate (forced removal, contact of next of kin, unique marking on home, take no action).		
Identify and describe the actions that will be taken when the general public refuses to evacuate (e.g., implement forced removal, contact next of kin, place unique markings on homes, take no action).		
Identify and describe the actions that will be taken to ensure the availability of sufficient and timely accessible transportation to evacuate children and other individuals with access and functional needs whose families do not have their own transportation resources.		
Describe the means and methods by which evacuation transportation requests from schools, individuals with disabilities, and others with access and functional needs are collected and consolidated.		
Describe how incoming transportation requests will be tracked, recorded, and monitored as they are fulfilled.		
Describe how accessible transportation resources (including para-transit service vehicles, school buses, municipal surface transit vehicles, drivers, and/or trained attendants) that can provide needed services during an evacuation are identified.		
Describe the evacuation and transportation of household pets from their homes or by their owners or those household pets rescued by responders to congregate household pet shelters.		
Describe how household pet owners will determine where congregate household pet shelters are located and which shelter to use.		
Describe how household pets that are provided with evacuation assistance are registered, documented, tracked, and reunited with their owners if they are separated during assisted evacuations.		

H. Mass Care, Emergency Assistance, Housing, and Human Services (ESF-6) - procedures used to implement sheltering and mass care operations for the evacuees. TANF and non-TANF Disaster Assistance programs may be triggered by a Governor's Declaration. Associated Target Capabilities: Mass Care; Citizen Evacuation and Shelter-in-Place; Emergency Public Information and Warning

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions they will take to identify, open, and staff emergency shelters, including the temporary use of reception centers while waiting for shelters to officially open.		
Identify and describe the agencies and the actions they will take to provide short-term lodging and other mass care needs (beds/cots, food/water, crisis counseling, phones, clergy support, household pets/service animals support).		
Describe the partnership between the jurisdiction's emergency management agency, the animal control authority, the mass care provider(s), and the owner of each proposed congregate household pet sheltering facility.		
Describe the agencies and methods they will use to provide care and support for institutionalized populations (long-term care and assisted living facilities, group homes), individuals with disabilities, and others with access and functional needs (medical and prescription support, personal assistance services, durable medical equipment, consumable medical supplies, transportation [including accessible transportation], foreign language interpreters), including their caregivers.		
Describe how the jurisdiction will ensure physical and programmatic accessibility of shelter facilities, effective communication using multiple methods, full access to emergency services, and reasonable modification of programs or policies where needed.		
Identify and describe the actions that will be taken to ensure that the Americans with Disabilities Act Accessibility Guidelines govern shelter site selection and operation.		
Describe the method for ensuring adequate shelter space allocation is provided for children, as well as individuals with disabilities and others with access and functional needs who may need additional space for assistive devices (e.g., wheelchairs, walkers).		
Identify and describe the actions that will be taken to provide alternate shelter accommodations for evacuees from domestic violence shelters.		
Describe how shelters will coordinate their operations with on-scene and other off-site support agencies (expected numbers evacuated, emergency medical support).		
Describe how shelters will keep evacuees informed about the status of the disaster, including information about actions that shelter residents may need to take when they return home.		
Describe the method by which necessary developmentally appropriate supplies (diapers, formula, age appropriate foods), staff, medicines, durable medical equipment, and supplies that would be needed during an emergency for children with disabilities and other special health care needs will be addressed.		
Identify and describe the agencies and the actions they will take to care for household pets and service animals brought to shelters.		
Identify and describe the agencies and the actions they will take to notify and inform the public about the status of injured or missing relatives.		
Identify and describe the agencies and the actions they will take to identify, screen, and handle evacuees exposed to hazards from a disaster (infectious waste, polluted floodwaters, chemical hazards) and to keep the shelter free of contamination.		
Describe the conditions under which in-place and non-congregate sheltering (e.g. trailer, hotel) will be used (snow emergencies, chemical incidents, pandemics, etc.) and identify which agencies will determine when to implement these operations.		
Identify and describe the agencies and the actions they will take to support in-place and non-congregate sheltering.		
Identify and describe the agencies and the actions they will take to inform the public about in-place sheltering (directions to public to implement, updates, and termination).		
Describe arrangements that are in place with other jurisdictions for receiving their assistance in sheltering, including providing shelters when it is not practical locally (if there are no available shelters or staff support).		
Describe the agencies/organizations and methods for providing feeding services both within the shelter facilities and at other identified feeding sites or mobile feeding operations.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the plans, methods, and agencies/organizations responsible for the distribution of emergency relief items (e.g., hygiene kits, cleanup items, infant care supplies).		
Describe the mechanisms or processes for handling and providing services for unaccompanied minors in shelters		
Describe the provisions for the sheltering of unclaimed animals that cannot be immediately transferred to an animal control shelter or when non-eligible animals are brought to a shelter.		
Identify and describe the actions that will be taken to segregate or seize household pets showing signs of abuse.		
Describe the method for household pet registration (including identification of a current rabies vaccination for all animals).		
Describe the method to provide guidance to human shelter operators on the admission and treatment of service animals.		
Describe the criteria that can be used to expeditiously identify congregate household pet shelters and alternate facilities.		
Describe the method for utility provisions, such as running water, adequate lighting, proper ventilation, electricity, and backup power, at congregate household pet shelters.		
Identify and describe the actions that will be taken to address the risk of injury by an aggressive or frightened animal, the possibility of disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter.		
Identify and describe the actions that will be taken for pre-disaster inspections and development of agreements for each congregate household pet facility.		
Describe the method of care and maintenance of each facility while in use as a shelter.		
Describe the method for identifying equipment and supplies that may be needed to operate each congregate household pet shelter, as well as supplies that household pet owners may bring with them to the congregate shelter.		
Describe the method for security of congregate household pet facilities (perimeter controls/security personnel.		
Describe the method for providing for the housing of a variety of household pet species (size of crate/cage, temperature control, appropriate lighting).		
Describe the method for providing for the separation of household pets based on appropriate criteria and requirements.		
Describe the method for providing for the setup and maintenance of household pet confinement areas (crates, cages, pens) for safety, cleanliness, and control of noise level, as well as a household pet first aid area inside each shelter.		
Describe the method for control of fleas, ticks, and other pests at each congregate household pet shelter.		
Describe the criteria for designating and safely segregating aggressive animals.		
Describe the method for segregation of household pets to prevent the transmission of disease.		
Identify and describe the actions that will be taken for the relocation of a household pet due to illness, injury, or aggression to an alternate facility (veterinary clinic, animal control shelter).		
Describe the method for providing controlled areas (indoor or outdoor) for exercising household pets.		
Describe the method for household pet waste and dead animal disposal.		
Describe the method for the reunion of rescued animals with their owners.		
Identify and describe the actions that will be taken to address the long-term care, permanent relocation, or disposal of unclaimed pets.		

I. Public Health and Medical Services (ESF-8) - actions that will be taken to provide for the public's general health as a result of the emergency. Associated Target Capabilities: Food and Agriculture Safety and Defense; Epidemiological Surveillance and Investigation; Laboratory Testing; Environmental Health; Isolation and Quarantine; Emergency Public Information and Warning; Medical Surge; Medical Supplies Management and Distribution; Mass Prophylaxis; Fatality Management

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Public Health		
– Identify and describe the agencies and the actions they will take to maintain and provide public health surveillance systems to assess and address public health issues, including early detection, reporting, mitigation, and evaluation of expected and unexpected public health conditions.		
– Identify and describe the agencies and the actions they will take to assess and address public health issues resulting from emergencies and disasters (food/water safety, biological concerns, transportation, security, crowd control, etc.) and to prioritize how those issues will be managed, including how these actions are coordinated between the local health department, incident command post/EOC, and supporting agencies for vaccination clinics, points of distribution, establish quarantine, etc.		
– Identify and describe the agencies and the actions they will take to provide potable water, bulk water, and temporary water systems to the jurisdiction when water systems are not functioning (private sources, boil orders, use private wells).		
– Describe the agencies and methods they will use to provide alternate sources for human waste disposal (arrange portable latrines, encourage sharing with those who have their own septic systems).		
– Identify the lead agency for providing health and medical support to individuals with disabilities and others with access and functional needs.		
– Describe the mechanisms or processes to effectively identify children and families who will need additional assistance, as well as individuals with disabilities and others with access and functional needs, with their specific health-related needs in advance of, during, and following an emergency.		
– Identify and describe the actions that will be taken to secure medical records to enable children with disabilities and/or other special health care needs, as well as individuals with disabilities and others with access and functional needs, to receive health care and sustained rehabilitation during an emergency.		
– Identify and describe the agencies and the actions they will take to assess and provide mental health services for the general public (including individuals with disabilities and others with access and functional needs) impacted by an emergency or disaster.		
– Identify and describe the agencies and the actions they will take to assess and provide vector control services (insect & rodent controls, biological wastes/contamination, use of pesticides).		
– Identify and describe the actions that will be taken to assess and provide food production and agricultural safety services (e.g., conducting a coordinated investigation of food and agricultural events or agricultural or animal disease outbreaks).		
– Identify and describe the agencies and the actions they will take to provide environmental sampling, analysis, testing, and confirmation of lab specimens.		
– Identify and describe the agencies and the actions they will take to provide testing of products for public consumption.		
– Describe the use and coordination of health professionals, incident commanders, and PIOs to issue public health alerts and media releases.		
– Identify and describe the actions that will be taken to initiate, maintain, and demobilize medical surge capacity, including mutual aid agreements for medical facilities and equipment.		
– Identify and describe the actions that will be taken to assess and provide animal care services (remove and dispose of carcasses, rescue/recover displaced household pets/livestock, provide emergency veterinary care, treat endangered wildlife). Include agencies, veterinarians, animal hospitals, the Humane Society, and the Ohio Dept. of Natural Resources.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
– Describe the public health actions related to isolation and quarantine operations and identify the agencies that would have responsibilities for those actions.		
– Identify and describe the agencies and the actions they will take to identify and respond to gravesites/cemeteries that are impacted by the disaster (recover and replace unearthed/ floating/missing coffins, review records to confirm identification, manage closed/historical gravesites).		
– Describe the use and coordination of health professionals from outside agencies to support local response needs (poison control centers, ODH, CDC, Funeral Director's Assoc., MRC).		
– Identify potential sources for medical and general health supplies that will be needed during a disaster (medical equipment, pharmaceutical supplies, labs, toxicologists). **Note:** This information could be maintained as a separate tab in this plan, or in the jurisdiction's Resource Manual.		
Medical/Patient Care/Mass Casualty/Mass Fatality- functions used to provide immediate medical assistance to those directly impacted by the emergency. Associated Target Capabilities: Emergency Triage and Pre-Hospital Treatment; Medical Surge; Medical Supplies Management and Distribution; Fatality Management		
– Identify and describe the actions that will be taken by emergency medical personnel to contain and stabilize a disaster (setup triage, provide initial treatment, conduct/coordinate transport).		
– Identify and describe the actions that will be taken to track patients from the incident scene through their courses of care.		
– Describe how emergency system patient transport and tracking systems are interoperable with national and U.S. Department of Defense systems.		
– Identify and describe the actions that will be taken to coordinate with private agencies to support on-scene medical operations (life-flight, private EMS) including the actions to stage and integrating assets at the scene.		
– Identify the agencies and the actions that will be taken to manage on-scene functions of mass casualty/fatality events (body identification, expanded mortuary services, notify next of kin).		
Identify and describe the agencies and the actions they will take to provide assistance and support for mass casualty and mass fatality incidents (not on-scene).		
– Identify and describe the process for identifying shortfalls in medical supplies (backboards, meds, etc.) and then to acquire those additional resources either locally or from external sources.		
– Identify and describe the process for identifying shortfalls in durable medical equipment.		
– Identify and describe the actions that will take place to activate Hospital and EMS CHEMPACKS from the Strategic National Stockpile Program in the event of a nerve agent or organophosphate poisoning of at least 50 victims.		
– Identify and describe the actions that hospitals, within or outside the jurisdiction, will take to assist medical operations with on-scene personnel (prioritize patient arrival, divert patients to other sites when full/less capable, conduct decontamination operations, provide triage team support).		
– Identify and describe the actions that will be taken to decontaminate patients, individuals with access and functional needs, children, and household pets and service animals for exposure to chemical, biological, nuclear, and radiological hazards both at the scene of the incident and at treatment facilities.		
– Identify and describe the tasks that the coroner/medical examiner will take during an emergency or disaster (victim identification, morgue operations and expansion, mortuary services, DMORT activation), and how they will be coordinated with responders (EMS officer, ICP/EOC, local hospitals).		
– Describe plans for recovering human remains, transferring them to the mortuary facility, establishing a family assistance center, assisting with personal effects recovery, conducting autopsies, identifying victims, and returning remains to the victims' families for final disposition.		
– Describe the actions that health department personnel will take to support on-scene medical and local hospital operations in obtaining additional resources when local supplies are likely to be exhausted.		

J. Critical Infrastructure and Key Resources (CIKR) Restoration/Public Works and Engineering (ESF-3) – actions used to identify and coordinate the repair/replace/restore public works, utilities, facilities, roads, bridges, and critical infrastructure issues that otherwise can create additional hazards to the local population. Associated Target Capabilities: Restoration of Lifelines; Critical Infrastructure Protection

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the actions that will be taken to determine qualified contractors offering recovery/restoration services.		
Identify and describe the actions that will be taken to coordinate credentialing protocols so personnel have access to critical sites following an incident.		
Identify the agencies and the actions they will take to identify, prioritize, and coordinate the work to repair/restore public facilities (utilities, government buildings, parks, etc.).		
Identify the actions that will be taken by support agencies to assist in the stabilization of an emergency or disaster site (public works to support heavy equipment rescue needs, engineer's office to control or provide access to/from the immediate area, etc.).		
Identify the agencies and the actions they will take to identify, prioritize, and coordinate the work to repair/restore local roads, bridges, and culverts (along city, county, township, state, US, interstate routes).		
Identify the agencies and the actions that will be taken to repair/restore local water and waste systems (water/waste treatment plants, sewer/water lines, public/private wells) to include providing temporary water and waste systems until normal operations resume.		
Identify the agencies and the actions they will take to prioritize and coordinate the repair/restoration of vital services (gas, electric, phone) to include conducting safety inspections before the general public is allowed to return to the impacted area.		
Identify the agencies and the actions they will take to incorporate and coordinate assistance from state, federal, and private organizations (Ohio Department of Development Building Inspectors/ Contractors, Ohio Historical Preservation office, Federal Highway Administration, private contractors).		
Identify and describe the likely types of energy and utility problems that will be created as a result of identified hazards (downed power lines, wastewater discharges, ruptured underground storage tanks).		
Identify and describe the agencies and the actions they will take to identify, prioritize, and coordinate energy and utilities problems that will result from the disaster (shutoff of gas/electric in flooded areas, restoration of critical systems, controlling underground water/gas main breaks).		
Identify and describe the agencies and the actions they will take to identify, prioritize, and coordinate the removal of debris from roadways to ensure access for local responders (snow/debris removal, stream clearance of debris/ice), including the coordination of road closures and the establishment of alternate access routes.		
Identify and describe the agencies and the actions they will take to protect affected populations during incidents when there are periods of extreme temperatures and/or shortages of energy and other utilities, and discuss how the jurisdiction will coordinate with utility-providing entities during outages.		
Describe the methods by which the reestablishment of critical human services for children and their families, as well as individuals with disabilities and others with access and functional needs, will be accomplished.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Debris Management- actions taken to coordinate the clean-up and disposal of debris from a disaster site. **Note:** Ohio EMA has specific planning guidance and crosswalk which should be used to develop a separate Debris Management Plan. These elements are a minimum requirement if such a plan has not been developed yet. Associated Target Capabilities: Environmental Health; Structural Damage Assessment; Economic and Community Recovery		
– Identify the agencies and the actions they will take to coordinate the debris collection and removal process (gather and recycle materials, establish temporary storage sites, sort/haul debris).		
– Identify the agencies and the actions they will take to communicate debris management instructions to the general public (separating/sorting debris, scheduled pickup times, drop-off sites for different materials), including actions to issue updated information.		
– Identify the agencies and the actions they will take to ensure the safety of those involved in debris operations and how their actions are compliant with applicable federal, state and local safety standards. (See Debris Management Crosswalk).		
– Identify the agencies and the actions they will take to assess and resolve potential health-related debris management issues (mosquito/fly infestation, hazardous and infectious waste).		
– Identify critical locations (water and wastewater facilities) that need to be cleared of debris immediately to provide effective emergency services.		
– Identify the agencies and the actions they will take to address environmental requirements for managing solid waste, hazardous waste, construction and demolition debris, infectious waste and radiological waste.		
– Identify the agencies and the actions they will take to handle and process unique debris types, including final landfill sites for specific categories, such as white metals (household appliances), woody/agricultural debris, tires, vehicles, mobile homes, food, dead animals, and human remains.		
– Identify the agencies and the actions they will take to inspect and dispose of contaminated food supplies (from restaurants, grocery stores).		
– Identify the agencies that will provide technical assistance for the debris removal process (Ohio EPA, U.S. EPA, Ohio Dept. of Health, Ohio Dept. of Agriculture, Solid Waste Management Districts, local and surrounding county health departments).		
– Identify the agencies (local building inspectors, private contractors, Department of Commerce inspectors, etc.) and the actions they will take to condemn, demolish, and dispose of structures that present a public safety hazard.		
– Identify potential Debris Management Sites (DMS) or Temporary Debris Storage and Reduction Sites (TDSR), disposal facilities, and plans for staffing, operating, managing and monitoring.		
– Identify the agencies and the actions they will take to clear, collect, dispose and recycle, reduce (grind, chip, incinerate, etc.) debris.		
– Identify the agencies and the actions they will take to obtain regulatory permits and other authorizations for debris operations.		
– Identify the agencies and the actions they will take for contracting and procurement of debris management resources.		
– Describe the authority and actions for private property debris removal.		

K. Damage Assessment (ESF-3 or ESF-5) - actions to be taken to determine the extent of damage caused by the disaster to private and public property and facilities. Associated Target Capabilities: Structural Damage Assessment

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify the agencies and the actions they will take to conduct and coordinate damage assessments on private property (homeowners, businesses, renters).		
Identify the agencies and the actions they will take to coordinate damage assessments on public property (government, private, non-profit).		
Identify the agencies and the actions they will take to collect, organize, and report initial damage assessment information within the first 12 to 36 hours of the disaster/ emergency.		
Identify and describe the actions they will take to request supplemental state/federal assistance.		
Include copies of the damage assessment forms used locally (state-adopted or state-recommended emergency management agency's damage and needs assessment form or a county equivalent). **Note:** These may be attached as a tab to the plan.		

L. Firefighting (ESF-4) - actions used by jurisdiction personnel to implement the immediate life safety procedures and to stabilize the actual scene of the emergency so that recovery operations can proceed. Associated Target Capabilities: On-site Incident Management; Emergency Public Safety and Security Response

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the process used to detect and suppress wildland, rural, and urban fires, either separate from, or resulting from another incident.		
Describe existing interstate and intrastate firefighting assistance agreements.		
Describe the methods by which situation and damage assessment information will be transmitted through established channels.		

M. **Logistics Management and Resources Support (ESF-7)**

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the actions that will be taken for resource management in accordance with the NIMS resource typing and include the pre-positioning of resources to efficiently and effectively respond to an incident.		
Describe the process used to identify, deploy, use, support, dismiss, and demobilize affiliated and spontaneous unaffiliated volunteers.		
Describe the process used to manage unsolicited donations.		
Describe plans for establishing logistical staging areas for internal and external response personnel, equipment, and supplies.		
Describe plans for establishing points of distribution across the jurisdiction.		
Describe plans for providing support for a larger, regional incident.		
Describe strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and so forth that are agreed upon by all affected parties.		

N. Search and Rescue (ESF-9) - actions used by jurisdiction personnel to implement the immediate life safety and lifesaving procedures. Associated Target Capabilities: Search and Rescue

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify the agencies and describe the actions that will be taken to conduct and implement specific search and rescue operations such as: structural collapse (urban), confined space, heavy equipment, river rescue, dive teams, waterborne, inland/wilderness, aeronautical.		
Identify the agencies and describe the actions that will be taken to monitor distress, communications, location of distressed personnel, coordination, and execution of rescue operations including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress.		

O. Oil and Hazardous Materials Response (ESF-10)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the actions to prevent, minimize, or mitigate an oil or hazardous materials release.		
Describe the methods to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring).		
Describe the methods to stabilize a release and prevent the spread of contamination.		
Identify the functions related to establishing formal exclusion zones to protect the public (Hot or Evacuation Area, and Warm or Safety/Buffer zones).		
Describe the options for environmental cleanup and waste disposition; implementation of environmental cleanup; and storage, treatment, and disposal of oil and hazardous materials.		

P. Agriculture and Natural Resources (ESF-11)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the process to determine nutrition assistance needs, obtain appropriate food supplies, and arrange for delivery of the supplies.		
Describe the plan to respond to animal and plant diseases and pests, including an outbreak of a highly contagious or economically devastating animal/zoonotic disease or an outbreak of a harmful or economically significant plant pest or disease.		
Describe the methods to ensure the safety and security of the food supply.		
Describe the response actions to preserve, conserve, rehabilitate, recover, and restore natural and cultural resources and historic properties.		

Q. Energy (ESF-12)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the process to address significant disruptions in energy supplies for any reason, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or international political events.		
Describe the process to address the impact that damage to an energy system in one geographic region may have on energy supplies, systems, and components in other regions relying on the same system.		
Describe/identify the energy-centric critical assets and infrastructures, as well as the method to monitor those resources to identify and mitigate vulnerabilities to energy facilities.		

R. Public Safety and Security (ESF-13)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify the actions that will be taken by Law Enforcement personnel to contain and stabilize a disaster (crowd control, hostage negotiation, evacuate areas, collect evidence).		
Describe the method by which public safety and security resources will be provided to support incident operations, including threat or pre-incident and post-incident situations.		
Describe the process to determine public safety and security requirements and to determine resource priorities.		
Describe the process to maintain communication with supporting agencies to determine capabilities, assess the availability of resources, and track resources.		

S. Long-Term Community Recovery (ESF-14)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the coordination mechanisms and requirements for establishing or calling upon an existing Long Term Recovery Committee.		
Describe the methods of identifying long-term recovery needs of disaster survivors and local governments, to include special needs populations and incorporating these needs into recovery strategies.		
Describe the methods of identifying housing needs and resources for disaster survivors.		
Describe the methods of identifying long-term environmental restoration issues.		
Identify and describe the actions that will be taken to identify and address the general public's "unmet needs" during the disaster.		

T. Financial Management (Support Annex D and Base Plan)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the actions that will be taken to ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established law, policies, regulations, and standards.		

U. Mutual Aid/Multi-Jurisdictional Coordination (Support Annex E and Base Plan)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the processes to establish and execute mutual aid agreements and multijurisdictional coordination in support of incident response.		

V. Private Sector Coordination (Support Annex F)

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the processes to ensure effective coordination and integration with the private sector, both for-profit and not-for-profit, engaged in incident response and recovery activities.		
Describe the processes to ensure a shared situational awareness across sectors and between the jurisdiction and the private sector as a whole.		

W. Volunteer and Donations Management (Support Annex G) - actions for coordinating, collecting, and distributing goods and monetary donations following an emergency. Associated Target Capabilities: Volunteer Management and Donations; Community Preparedness and Participation; Emergency Public Information and Warning

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the method by which unaffiliated volunteers and unaffiliated organizations (non-VOAD) will be managed and their resources applied to incident response and recovery activities (for example, establishing a Volunteer Reception Center)		
Identify and describe the agencies and actions they will take to establish and staff donation management functions (activation, recordkeeping, cost documentation, reporting, set up toll-free hotlines, create databases, appoint a donations liaison/office, use support organizations).		
Identify and describe the agencies and actions they will take to verify and/or vet voluntary organizations and/or organizations operating relief funds.		
Identify and describe the agencies and actions they will take to collect, sort, manage, and distribute in-kind and un-solicited contributions, including methods for disposing of or refusing goods that are not acceptable.		
Identify and describe the agencies and actions they will take to coordinate donation management issues with neighboring districts and the state's donations management system.		
Identify and describe the agencies and processes used to tell the general public about the donations program (instructions on items to bring and not bring, scheduled drop-off sites and times, the way to send monies), including a process for issuing routine updates.		
Identify and describe the agencies and actions they will take to handle the spontaneous influx of volunteers at the incident scene		
Identify and describe the agencies and actions they will take to receive, manage, and distribute cash contributions.		
Identify and describe the agencies and the actions they will take to coordinate the provision of services related to unmet needs during response and recovery operations (e.g. long-term recovery committee).		
Identify and describe the agencies and the actions they will take to establish and manage a Volunteer Reception Center (VRC), including the identification of VRC sites and facilities.		
Identify and describe the agencies and the actions they will take to manage the demobilization of donations management operations following an emergency or disaster.		
Pre-identify sites that will likely be used to sort and manage in-kind contributions (private warehouses, government facilities).		

X. Worker Safety and Health (Support Annex H) - actions employed on-scene to ensure responder safety. Associated Target Capabilities: Responder Health and Safety

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Describe the processes to ensure response and recovery worker safety and health during incident response and recovery and the purpose of appointing a safety officer (brief personnel on existing hazards, halt operations that are unsafe, monitor and manage responder stay-times, etc.).		
Identify and describe the agencies and the actions they will take to recognize and provide rest/rehabilitation for responders (heat stress, fluid retention, mental fatigue and backup personnel, etc.)		
Identify and describe the agencies/resources and the actions they will take to establish an accountability system for on-scene personnel who are operating in/around the immediate hazard area.		
Describe/identify the safety actions that are in-place to operate within a defined exclusion zone (hot or evacuation area, and warm or safety/buffer zone) to include accounting for personnel as they enter and leave the hazard zones.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions they will take to setup and/or provide decontamination at the scene of any emergency (contamination by floodwaters or other infectious hazards, for example).		
Identify and describe the agencies and the actions they will take to provide mental health support to responders during and after an incident.		

Y. Prevention and Protection (Support Annex I) - describe the methods to be followed to conduct basic prevention and protection activities.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Prevention Activities - This process is used to identify prevention activities designed to reduce the risk of terrorism.		
– Describe the process for managing and ensuring operational and threat awareness among government organizations and sectors.		
– Describe the process for sharing information between the fusion center(s) and the EOC(s).		
– Describe the integration of prevention activities in support of response and recovery operations.		
Protection Activities - This process is used to identify protection activities designed to reduce the risk of terrorism.		
– Describe the process for managing the CIKR identification and protection efforts involving all threats and hazards.		
– Describe the integration of protection activities in support of response and recovery operations.		

Hazard-Specific Planning - These are emergency planning and response considerations that apply to a specific hazard. Some hazards have unique planning requirements that are required and/or recommended to be discussed by specific state and federal laws. Other hazards require more detailed planning specific to that hazard. The planning team should review planning requirements for each of the jurisdiction's identified hazards and determine how the EOP can best address and meet the planning needs.

Natural Hazards - These are events created by nature and are typically weather-related. This is not an exhaustive list of natural hazards. A hazard analysis should be conducted for the jurisdiction that identifies what natural hazards could require the activation of the EOP. In this section, the jurisdiction should account for where the plan identifies/discusses specific concerns, capabilities, training, procedures, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from the natural hazards that are listed below. Account for where in the plan the hazard-unique actions and methods that the jurisdiction will use to prepare for and respond to the individual natural hazards are addressed.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Floods - (flash floods, inundation floods, floods resulting from dam failures or ice jams, etc.). Include a discussion of 100-year and common floodplains, etc., and how floods are likely to impact the jurisdiction.		
Severe Storms and Tornadoes - Include a hazard analysis summary that discusses where/how tornadoes are likely to impact the jurisdiction, historical/seasonal trends, damage levels eF0-eF5, etc. Identify/discuss the jurisdiction's specific concerns, capabilities, training, procedures, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from severe storms and tornadoes.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Winter Storms - Address the hazard-unique actions and methods that the jurisdiction will use to prepare for and respond to winter storm emergencies/disasters. Discuss how the jurisdiction will mitigate against, prepare for, respond to, and recover from winter storms, blizzards, ice jams, ice storms, etc. Include a hazard analysis summary that discusses where/how winter storms are likely to impact the jurisdiction.		
Droughts - Discuss how the jurisdiction will mitigate against, prepare for, respond to, and recover from droughts, including water conservation, public water outages, wildfire issues, etc. Include a hazard analysis summary that discusses where/how droughts are likely to impact the jurisdiction.		
Earthquakes - Discuss how the jurisdiction will mitigate against, prepare for, respond to, and recover from earthquakes. Include a hazard analysis summary that discusses where/how earthquakes are likely to impact the jurisdiction.		

Technological Hazards - These are incidents that involve materials created by man and pose a hazard to the general public and environment. The jurisdiction should consider those events that could be caused accidentally (mechanical failure, human mistake, etc.), could be the result of another hazard (flood, storm, etc.), or could be caused intentionally. Account for where in the plan the hazard-unique actions and methods that the jurisdiction will use to prepare for and respond to the technological hazards are addressed.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Radiological - releases that involve radiological materials that are at licensed facilities, or are in transport. Associated Target Capabilities: CBRNE Detection; WMD and Hazardous Materials Response and Decontamination. Identify/discuss the jurisdiction's specific concerns, capabilities, training, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from radiological hazards. Include a hazard analysis summary that discusses where/how radiological materials are likely to impact the jurisdiction to include incidents at fixed facilities, along transportation routes, or as fallout from a nuclear weapon. If applicable, describe procedures that address the requirements of FEMA's/NRC's NUREG 0654 and the Code of Federal Regulations Chapter 44, Section 350, as it applies to the jurisdiction's planning for incidents involving regulated Nuclear Power Plants (Davis Besse NPS, Perry NPP, and Beaver Valley NPS).		
Hazardous Materials - hazardous material releases that are manufactured, stored, or used at fixed facilities, or that are in transport within the jurisdiction (if not addressed in a functional annex, such as ESF-10). This may include materials that exhibit incendiary or explosive properties when released. Associated Target Capabilities: CBRNE Detection; WMD and Hazardous Materials Response and Decontamination. Note: ORC 3750.04 requires each LEPC to develop a Chemical Emergency Preparedness and Response Plan that this topic. ORC 5502.38 requires that the local EMA shall incorporate the LEPC's plan into the EMA's planning and preparedness activities. Specific planning criteria established by Ohio's State Emergency Response Commission (SERC) must be reviewed and addressed in order to develop the LEPC Plan. Describe how the Local Emergency Planning Committee's (LEPC) "Stand-Alone" Plan is coordinated with the jurisdiction's EOP. Describe the actions that the planning team used to adhere to the SERC (State Emergency Response Commission) criteria in the development of the EOP.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Biological Emergencies - Address the hazard-unique actions and methods that the jurisdiction will use to prepare for and respond to incidents that are biological in nature (viruses, bacteria, infectious wastes, epidemics, etc.). Associated Target Capabilities: CBRNE Detection; Animal Disease Emergency Support; Epidemiological Surveillance and Investigation; Laboratory Testing; Food and Agriculture Safety and Defense - Identify/discuss the jurisdiction's specific concerns, capabilities, training, procedures, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from epidemic diseases and biological incidents (West Nile Virus, Hoof and Mouth, Small Pox, etc.). Include a hazard analysis summary that discusses where/how biological incidents are likely to impact the community.		
Lethal Chemical Agents and Munitions - incidents that deal with lethal chemical agents and/or munitions (sarin, mustard, and VX). Associated Target Capabilities: Explosive Device Operations; CBRNE Detection; WMD and Hazardous Materials Response and Decontamination Identify/discuss the jurisdiction's specific concerns, capabilities, training, procedures, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from lethal chemical agents and/or munitions (sarin, mustard, and VX). Include a hazard analysis summary that discusses where/how chemical agent incidents are likely to impact the community.		

Man-Made Hazards - These are incidents that are created by man, either intentionally or accidentally. This is not an exhaustive list of man-made hazards. A hazard analysis should be conducted to identify what man-made incidents could require activation of the EOP.

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Terrorism - Because of the complexities of terrorism-related events (criminal intent and investigation, protection of evidence, interaction with federal partners during the response phase, possible contamination, etc.) this checklist is being provided as a starting point. Associated Target Capabilities: Intelligence and Information Sharing and Dissemination; Information Gathering and Recognition of Indicators and Warnings; Intelligence Analysis and Production; Counter-Terror Investigation and Law Enforcement; Critical Infrastructure Protection; Food and Agriculture Safety and Defense; Epidemiological Surveillance and Investigation; Laboratory Testing; Explosive Device Operations; CBRNE Detection; WMD and Hazardous Materials Response and Decontamination		
Identify and describe as part of the jurisdiction's Hazard Analysis or other relevant Plan(s), terrorism hazards and terrorism events to potential targets, critical infrastructures, key industries, etc.		
Identify and describe as part of the jurisdiction's Hazard Analysis or other relevant Plan(s), the impacts of terrorism hazards and events that may confront the jurisdiction.		
Identify the agencies and the actions they will take for direction and control during a local terrorism threat/event response.		
Identify and describe the actions to be taken within the jurisdiction at each level of terrorism threat/event response (minimal threat, potential threat, credible threat, WMD incident).		
Identify and describe mutual aid and related resource support efforts that will/can be applied by the jurisdiction in a terrorism threat/event response.		
Identify and describe the communications and notification systems among local, state, and federal sources that may be employed in a terrorist threat/event response.		

Standard Minimum Planning Elements	Plan Location: Section & Page	Comments
Identify the agencies and the actions that they will take to warn and inform local officials of terrorism threats/events.		
Identify the agencies and the actions that they will take to warn and inform the general public of terrorism threats/events.		
Identify and describe the actions that will be taken to decontaminate buildings and other sites that have been adversely impacted by terrorism prior to their reoccupation.		
Identify and describe the actions that will be taken to preserve evidence and provide site security.		
Identify and describe the actions that will be taken to provide communications and information security.		
Identify and describe the actions that will be taken to decontaminate farms and cropland that have been adversely impacted prior to their re-use.		
Identify and describe the actions that will be taken to temporarily relocate and shelter people prior to the decontamination of affected areas and to relocate people for an extended period.		
Civil Unrest - Address the hazard-unique actions and methods that the jurisdiction will use to prepare for and respond to civil unrest incidents. Associated Target Capabilities: Emergency Public Safety and Security Response		
Identify/discuss the jurisdiction's specific concerns, capabilities, training, procedures, agencies, and resources that will be used to mitigate against, prepare for, respond to, and recover from civil unrest emergencies (riots, school shootings, etc.).		
Additional Hazards (as applicable) - This section is to be used to account for actions that will be taken to prepare for and respond to other hazards that have been identified in the jurisdiction's hazard analysis (mass casualty, airline/plane crash, train crash/derailment, school emergencies, etc.).		

Notes and Additional Recommendations/Actions

Additional comments to help clarify particular planning needs/recommendations that were not mentioned in the above sections.