

Developing and Maintaining Local Emergency Operations Plans

How do I make sure my
plan is a good plan?

Brad Schwartz, State EOP Planner

A job is easier
if you use the
proper tools.



SLG-101 and CPG-101 and the State Planning Guidance

- State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning - 1996
<http://www.fema.gov/plan/gaheop.shtm>
- Comprehensive Planning Guide (CPG) 101: Producing Emergency Plans – A Guide for All-Hazards Emergency Operations Planning for State, Territorial, Local and Tribal Governments
<http://www.fema.gov/about/divisions/cpg.shtm>
- Plan Development and Review Guidance for local Emergency Operations Plans
http://www.ema.ohio.gov/Documents/pdfs/plan_development_review_guidance.pdf

- The State of Ohio's Plan Development Guidance supplements the guidance found in FEMA's SLG 101 and CPG 101.
- The State Plan Development Guidance was originally created by a joint committee of State and local EMA officials. They also clarified the EOP development and evaluation process in Ohio.
- Local EMAs and planning entities should use both the federal and state guidance in the development and maintenance of their plans.

In May 2008, Ohio EMA updated Ohio's Plan Development Guidance.

- Hyperlinks to more guidance.

- Target Capability Lists.

http://www.iaem.com/committees/GovernmentAffairs/documents/TargetCapabilitiesUserGuide_17February2009.pdf

- Removing references to procedures.

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

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

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

http://www.ema.ohio.gov/Documents/pdfs/plan_development_review_guidance.pdf

The Plan Development and Review Guidance Checklist - "The Crosswalk"

- Should be used as a guide to what needs to be covered in your emergency operations plan.
- Serves as a checklist, no matter what plan format you choose.
- Used in the annual review process.

The Checklist

- Once the entire plan is developed or reviewed, the checklist should be used again to confirm that each “standards” element has been addressed, and that the plan is ready for distribution and use.
- The checklist will also indicate what work remains to be addressed within the EOP.

Other Checklists

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

The Planning Process

Developing or revising an emergency plan includes five key tasks – don't shortchange the process:

- Complete a Hazard Analysis
- Conduct a Capability Assessment
- Review Existing Plans/Procedures
- Organize a Planning Team
- Revise your Plan



Choose a Plan Format

In order to begin drafting the plan, the planning team needs to determine what format or outline the plan will have.

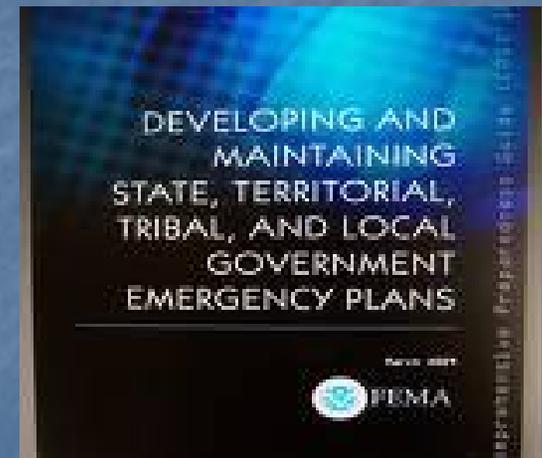
“...an EOP’s format is ‘good’ only if the EOP’s users understand it, are comfortable with it, and can use it to extract the information they need.”



FEMA's SLG101 Format

This is the format found in FEMA's State and Local Guide 101, titled, "Guide for All-Hazard Emergency Operations Planning."

Three key sections to the structure of an EOP using this format: **Base Plan**, functional **Annexes**, and hazard-specific **Appendices**



Make sure your **Base Plan** provides the planholder an **overview** of the preparedness and response **procedures** for the area,

and that it **defines local hazards**, outlines agency **roles and responsibilities**, and explains **how the plan is kept current**,

and that it contains a **Table of Contents** and a **Promulgation Document** signed by the chief elected officer(s).



Make sure your **Annexes/ESFs** focus on specific response and recovery functions,
and that they **clearly define the tasks, roles and policies** of a specific function,
and that they **discuss how tasks are managed** before, during and after a disaster,
and that they **identify the key agencies** to implement a specific function.

Use **Appendices/Annexes** to explain hazard-specific procedures.

They should **define actions that are unique** to a particular disaster.

Appendices **should not repeat actions** that are already outlined in the host Annex/ESF.

SLG-101 Plan Elements Outline

Use a Common Outline

- Purpose
- Situations & Assumptions
- Concept of Operations
- Assignment of Responsibilities
- Administration & Logistics
- Plan Development & Maintenance
- Authorities & References



Emergency Support Functions (ESF) Format

The Emergency Support Function format is the outline used in the National Response Framework and in Ohio's Emergency Operations Plan.

It begins with a **Base Plan**, addresses individual **Emergency Support Functions (ESFs)**, then attaches separate **Support** or **Incident Annexes** as required, and includes unique Tabs and Attachments that support individual ESFs.

The ESF format is not suggested for use at the county/local level.



- Each ESF has a designated primary agency, responsible for coordinating and reporting activities under the ESF and arranging support as needed.
- Key secondary agencies and the support they provide are also defined for each ESF.
- The National Response Framework and the State of Ohio EOP includes the following ESFs: Transportation, Communications, Public Works and Engineering, Firefighting, Information and Planning, Mass Care, Resource Support, Health and Medical Services, Search and Rescue, Hazardous Materials, Food, Energy, Law Enforcement, Recovery and Emergency Public Information.



Emergency Phase Format

This format is organized into five chapters:

Base Plan, Preparedness, Response, Recovery, and Hazard Specific Procedures sections.

Disaster-Specific Format

The Disaster Format addresses procedures in terms of the various disasters that will likely impact the county and how the local community will respond to those events.

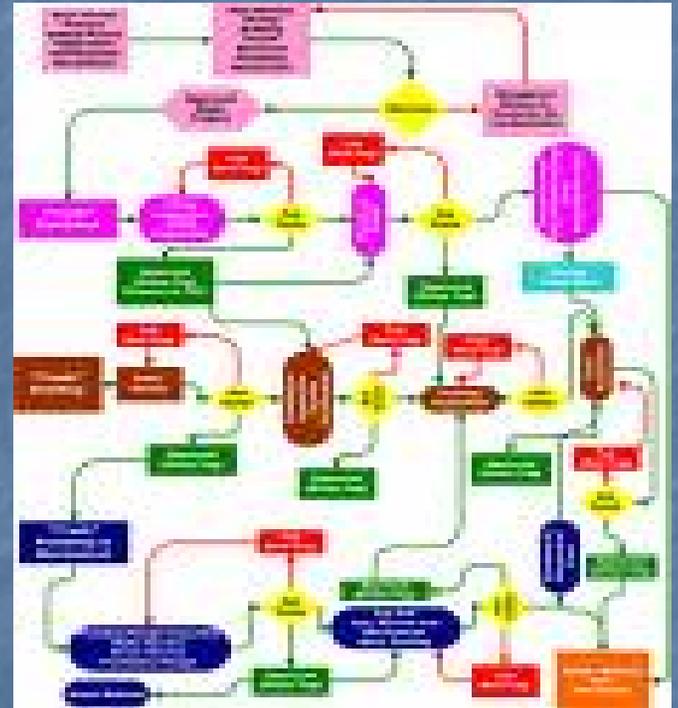
This format contains a Base Plan and then is divided into the three disaster chapters: Natural Hazards, Man-Made Disasters, and Technological Hazards.

Agency-Specific Format

- The Agency-Specific Format addresses response procedures by separately addressing the tasks that each individual agency will implement during a response and has a role during a disaster.
- These can include agencies such as Fire, Law Enforcement, Human Services, Public Works, Media, and/or Private Organizations.
- This format is organized into three sections: a **Base Plan**, individual **Response and Support Agency** sections, and agency-based **Hazard-Specific Procedures**.

PROCESS

- What is going to be your process for updating your jurisdiction's Emergency Operations Plan?
- How often will you update your EOP?



The Update Team

- Who will update your plan?
- Who/what agencies will be included in the EOP planning team?



RESOURCES

What resources
will you use in
the EOP
planning/update
process?



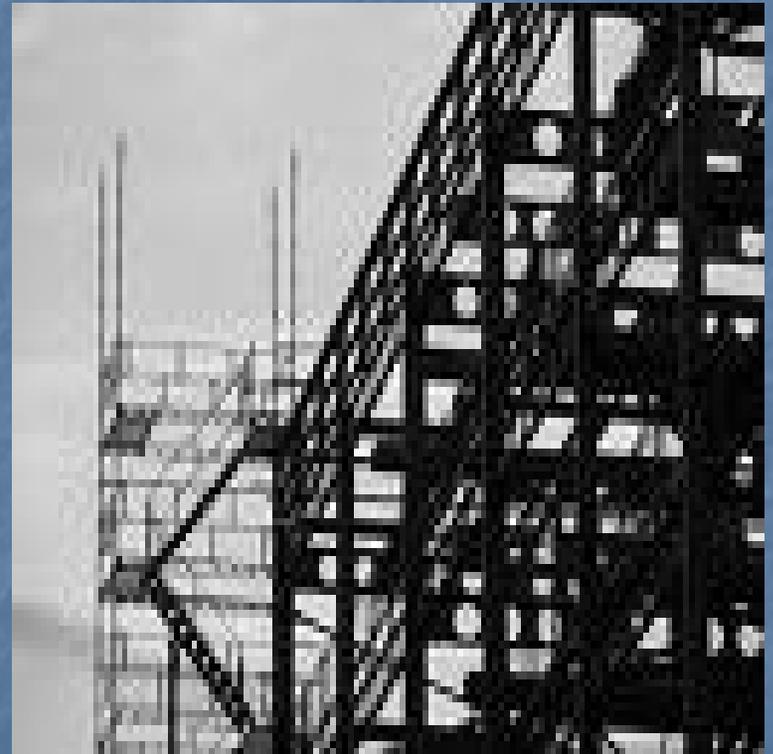
QUALITY

How do you tell
if your EOP is a
good plan?



Plan Content and Structure

- What will be included in your EOP?
- What will be your EOP's structure?



NIMS

How will you
make sure your
EOP is NIMS-
compliant?



FORMAT

How will you
choose the
plan format for
your EOP?



Other Planning Elements

- Maintenance, updates – schedule, responding to need, cooperation, buy-in, exercising the plan
- Managing SOPs – who creates them, where they are housed, format, use
- The resource manual – contents, ownership, use
- MOUs – format, how to generate, use
- NIMS - <http://www.ema.ohio.gov/NimsGuidance.aspx>
- Functionality – length, format, content

Further Resources

Information related to this course is available on the Ohio EMA Website



Visit Website

Next Steps

- What are you going to do after taking this course?
- What changes are you going to make in your plan development and update processes?
- Share two examples

Are there any
final questions?

