

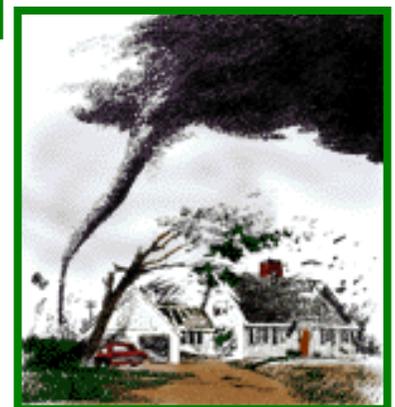


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# Plan Development and Review Guidance for Local Emergency Operations Plans

(Version – January 2015)



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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. **Chapter 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 – Five Key Steps

Developing or revising an Emergency Operations Plan (EOP) includes five key steps that are routinely mentioned in most federal and private planning guides:

1. Organizing a Plan Development Team
2. Completing a Hazard Analysis
3. Conducting a Capability Assessment
4. Reviewing Existing Plans/Procedures
5. 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.

To accomplish the tasks associated with writing the Plan, the jurisdiction should engage in the first 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 should 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.

If a jurisdiction chooses to employ a **Planning Contractor** to “write or prepare” their Emergency Operations Plan and/or associated plans, they should consider working with the contractor to structure their services around facilitating an ongoing, incremental, and integrated plan development process that includes a broad spectrum of agencies and organizations in a Whole Community approach.

The scope of plans that could be addressed in an integrated plan development process could include the jurisdiction’s emergency operations plan, hazard analysis, mitigation plan, terrorism response plan, hazardous materials response plan, radiological incident response plan, agency-based operational plans, emergency resource manual (procedural and resourcing information that is used in the Emergency Operations Center during an emergency response), standard operating procedures and other plans. It is best for a jurisdiction to think of this collection of plans – that is developed and managed by multiple agencies – as an interoperable ‘System of Plans’. The jurisdiction’s system of plans should address the full scope of emergency response functions (General Planning Topics) as they are presented in the State of Ohio’s *Plan Development and Review Guidance Checklist* (Chapter Two of this document).

The list of agencies to be included in an integrated planning process will be determined by a jurisdiction’s situations and needs. In assembling a jurisdiction’s set of “planning partner agencies”, it is important to consider how these agencies offer support to representative populations in disaster and non-disaster situations.

It is important for those who lead and/or facilitate the emergency planning process to develop close relationships with and between agencies that would be involved in an Integrated Planning process. Addressing the emergency response needs of the “whole community” will result in the participation in an integrated planning process of a wider set of agencies than would have been involved in the past. Responding to the full scope of planning needs to address diverse populations will include addressing functional needs populations (those in the community who may need assistance in: carrying-out daily living activities; effectively receiving and transmitting written and oral information and communications; accessing transportation assistance; personal and/or protective supervision; acquisition of medical treatment, maintenance of medication and maintenance/replacement of durable medical equipment), pet support, etc.

The second 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 third 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 fourth 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.

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.

### The “Whole Community” Approach to Plan Development

Jurisdictions are encouraged to adopt a Whole Community approach to plan development that involves as many of the types of agencies in the following list (not all-inclusive or exclusive) as is appropriate to their emergency response needs:

- Local law enforcement and fire response departments
- Executive leadership, government agencies and community councils
- Volunteer organizations (local Voluntary Organizations Active in Disaster, Community Emergency Response Team programs, volunteer centers, Regional and local Animal Response Teams, etc.)
- Faith-based organizations
- Individual citizens
- Community leaders (e.g., representatives from specific segments of the community, including seniors, minority populations, and non-English speakers)
- Disability services providers and advocacy organizations
- School boards and higher education institutions
- Local Cooperative Extension System offices
- Animal control agencies and animal welfare organizations
- Local transportation system operators
- Surplus stores, hardware stores, big-box stores, local retailers
- Supply chain components, such as manufacturers, distributors, suppliers, and logistics providers
- Home care services
- Medical facilities

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- Local planning councils (e.g., Citizen Corps Councils, Local Emergency Planning Committees)
- Chambers of commerce
- Non-profit organizations
- Medical and social advocacy groups
- Media outlets
- Airports and public transportation systems
- Utility providers
- Non-Governmental Organizations (American Red Cross, the Salvation Army, etc.)
- Area Agencies on Aging
- Alcohol and drug addiction support agencies
- Development departments and planning agencies
- Local boards of education
- Health departments
- Medical services providers
- Medical equipment providers
- Pharmaceutical providers
- Job and Family Service agencies
- Independent living assistance agencies
- Health and human services agencies
- Behavioral health agencies
- Developmental disability services providers
- Sight and hearing agencies
- Translation and interpretation service agencies
- English as a second language agencies
- Transportation service providers
- Area transportation service planners

## 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's elements (ESFs, Annexes, Tabs, etc.) should be of uniform structure and 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 Plan Development and Review Checklist

### Notes on General Use

- The Plan Development and Review Guidance Checklist (Chapter Two of this guidance document) is intended to be used as a tool to assist in the ongoing, incremental development, review and update of county EOPs and associated plans.
- The Checklist is not the basis for Ohio EMA's county EOP review process; however, a completed Checklist could provide valuable points of discussion during a plan review.
- The Checklist is comprehensive. It is designed to encompass a broad range of planning considerations and to assist jurisdictions to respond effectively before, during, and after an emergency or disaster.
- Jurisdictions do not need to address all of the Checklist elements in their plans, but they should address the Checklist's planning elements that will allow their EOP and their response resources to effectively respond to their identified hazards.

- The EOP should be in a continuous development process, and the Checklist is a tool that could take several plan development cycles to fully address. (See Ohio EMA’s Local Plan Development Guidance Page for a complete set of plan development guidance tools at <http://www.ema.ohio.gov/LocalEOP.aspx>).
- It is critical that jurisdictions continually engage their local planning partners in the EOP development and update process. Using the Checklist as a plan development guide will ensure that key planning elements are addressed as will assist in the identification of response gaps.

**Checklist Structure and Contents**

Each of the Checklist sections include five components (see Figure 1, below):

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

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

Planning Elements	Plan Location: Section & Page	Comments
<u>Individual Planning Element #1</u>		
<u>Individual Planning Element #2</u>		
<u>Individual Planning Element #3</u>		
<u>Etc.</u>		

Figure 1 – Layout of Checklist, Planning Elements

The **General Planning Topics** are the planning topics that should be included in the jurisdiction’s plans (Base Plan, Communications, Transportation, Warning). The brief statement that follows each general planning topic clarifies the planning topic that should be addressed by the planning team.

For some General Planning Topics, links to **Associated Target Capabilities** (Department of Homeland Security’s Target Capabilities List (TCL) are provided for those that are directly applicable to the planning topic. In some cases, other TCLs that are indirectly related to the planning topic are included because they might contribute to the discussion.

The TCLs should be viewed as additional preparedness planning tools 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 benchmarks for comparison, or a useful starting point for discussion. Note that, while the Target Capabilities have been replaced by the Core Capabilities at the federal level, Ohio still views the TCLs as a valuable plan development resource. The Core Capabilities can be viewed at: (Link)



The lists of **Planning Elements** that are included in the Checklist provide a wide scope of planning elements for the jurisdiction to consider in constructing their plans. These planning elements were generated by a number of agencies that assisted in the development of the Checklist. It is not expected that a jurisdiction will address all of these planning elements in their plans.

A **Plan Location: Section and Page** column is to be used to identify where the given planning element is addressed (which document(s) – EOP, Hazard Analysis, Mitigation Plan, etc.), the specific section, and the specific page). This reference will allow 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 Planning Element is not locally applicable, the jurisdiction should indicate an “NA” in this column to indicate that the elements was considered, and possibly include a short statement in the Comments column to assist future plan developers/reviewers. When completed, the Checklist should be included or 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 could use this column to make recommendations on how to improve a particular function or section of the EOP. Comments that are entered into the Checklist should be those that will assist in future plan development and review. 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 page of the Checklist provides space for discussion.

### **Steps in Using the Checklist in the Plan Development Process**

- Identify an element of the jurisdiction’s plan(s) that needs to be developed or updated.
- Find the Planning Topic within the Checklist that corresponds to/addresses the chosen element.
- Determine which of the Planning Topic’s Planning Elements apply to the jurisdiction’s level of response.
- Work with planning partners to address/update the chosen planning elements.
- Complete the entries in the checklist columns (Plan Location: Section and Page, and Comments).

## Further Support

Ohio EMA recognizes that some Planning Topics relate to plan development and response requirements that were generated by other Ohio laws or national standards. Where this is the case, the Checklist in Chapter Two includes references to specific requirements and/or planning guidance. 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.

## Ohio EMA's County Plan Review Process

The Ohio EMA Plans Section will facilitate an interactive review of each county's Emergency Operations Plan at least once every four years. More frequent reviews will be done by request or if conditions warrant.

Briefly, Ohio EMA's Plan Review process is structured as follows:

- A Plan Review Worksheet is completed by the county and the Ohio EMA Plans Section Planner.
- During an onsite plan review visit, the Plan Review Worksheet is used to facilitate an interactive assessment of the adequacy, feasibility, completeness and structure of the jurisdiction's plan and plan development process.
- As one of the outcomes of the plan review visit, the Ohio EMA Planner and the jurisdiction agree on a plan of action to address selected plan elements.

## 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.

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 any particular format.

As part of the jurisdiction’s planning team’s plan development process, the team should decide which EOP plan format will be most effective for and applicable to their jurisdiction. The jurisdiction’s style of government and the results of their risk assessment may help the team decide which format to use. For example, in larger metropolitan counties that contain several municipalities and have adequate local staff to operationally support all 15 Emergency Support Functions (ESFs), county emergency operations may assume more of a coordination and support role, and an ESF format may be best for their EOP. In smaller counties, with a more limited government structure and staff that performs multiple duties, a county may benefit from using the Functional Annex format for their EOP. In short, “form follows function” in the sense that operational needs should help determine which EOP format a jurisdiction uses. Generally, the Functional Annex or agency/department formats are best to be used by local jurisdictions, while the ESF format tends to be used by larger jurisdictions and state and federal levels of government.

### 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).

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.

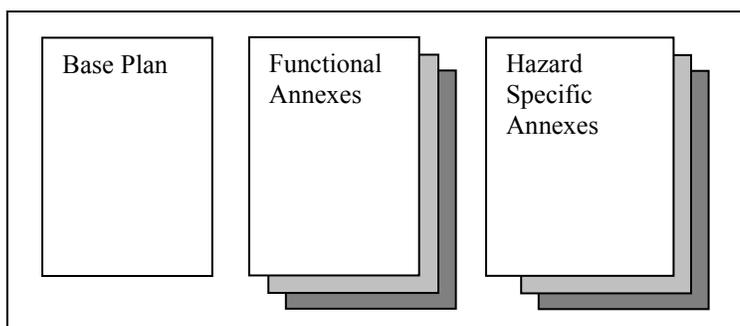


Figure 2 – CPG-101’s EOP Format

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.

- |   |
|---|
| <ol style="list-style-type: none"><li>I. Purpose</li><li>II. Situation &amp; Assumptions</li><li>III. Concept of Operations</li><li>IV. Assignment of Responsibilities</li><li>V. Administration &amp; Logistics</li><li>VI. Plan Development &amp; Maintenance</li><li>VII. Authorities &amp; References</li></ol> |
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Figure 3 – CPG101’s Individual Chapter

## Sample EOP outline using the Functional Annex Format

### I. 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

### II. 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.

- ### III. Hazard-Specific Annexes (Earthquake, Flooding, Dam/Levee Failure, Hazardous Materials, Lethal Chemical Agents & Munitions, Radiological, Terrorism, Tornado – note, this is not a complete list and local team must define them based on their hazard analysis.)

## 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

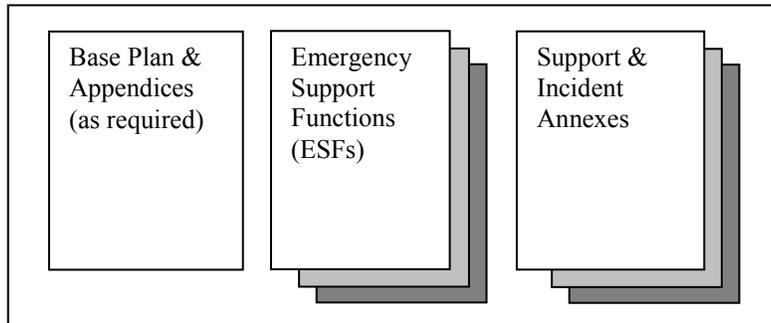


Figure 4 – ESF Format

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.

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. Base 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
- C. ESF #3 - Public Works and Engineering, 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
  - 3. Casualty and fatality management
- I. ESF #9 - Search and Rescue
- J. ESF #10 - Hazardous Materials
- K. ESF #11 – Agriculture and Food
- L. ESF #12 - Energy and Utilities
- 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 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.

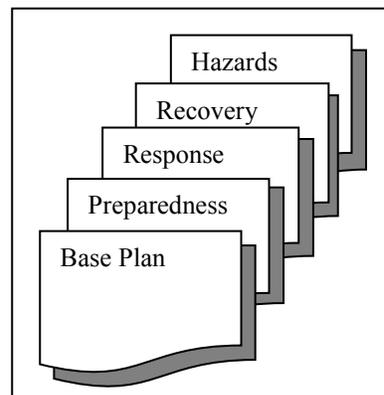


Figure 5 – Emergency Phase Format

## 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.

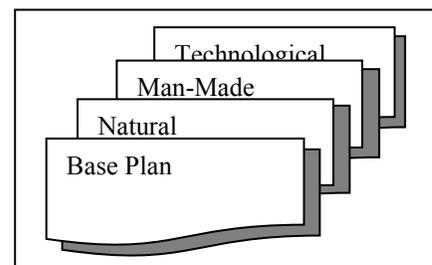


Figure 6 – Disaster-Specific Framework

The **Natural Hazards** chapter will address the unique response and recovery procedures used to respond to flooding, severe weather, dam failures, etc.

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.

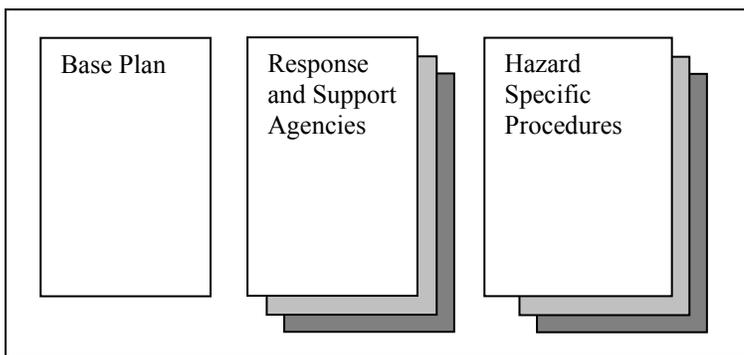


Figure 7 – Agency Format

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\*

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

**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

Planning Elements	Plan Location: Section & Page	Comments
i. <b>Promulgation Statement</b> - recognizing and adopting the plan as the jurisdiction’s all-hazards EOP, formally signed by the jurisdiction’s Chief Elected Official(s).		
ii. <b>Approval and Implementation</b> - 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. <b>Record of Changes</b> – for example, 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. <b>Record of Distribution</b> - table with names, titles, agencies, jurisdictions, and dates of delivery.		
v. <b>Table of Contents</b> - outline the plan’s format, major sections/key elements, chapters, and charts/attachments/ diagrams.		

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

Planning Elements	Plan Location: Section & Page	Comments
i. <b>Purpose</b> - describe the purpose for developing and maintaining the EOP.		
ii. <b>Scope</b> - describe what types of incidents and under what conditions the plan will be activated.		
iii. <b>Situation Overview</b> - describe the steps taken by the jurisdiction to prepare for disasters.		
a) <b>Hazard Analysis Summary</b> - describe the major findings of the jurisdiction’s Hazard Analysis. This discussion can either be included in the jurisdiction’s EOP and/or be in a separate Hazard Analysis document. FEMA guidance on conducting a hazard analysis can be accessed at: <a href="http://ema.ohio.gov/documents/plans/FEMA - Hazard Analysis Worksheet.doc">http://ema.ohio.gov/documents/plans/FEMA - Hazard Analysis Worksheet.doc</a> . Associated Target Capability: <a href="#">Risk Management</a>		
– Identify and describe the actions and agencies that will be involved in using 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. Combine with previous.		
– 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 jurisdiction’s Mitigation Plan where appropriate.		
– Identify and describe the jurisdiction’s history of hazards and the risks (historical frequency, probable risk, national security threat assessment).		
– Include maps that show hazard-related high-risk areas within the jurisdiction (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 (link), Mitigation Plan guidance (link), vulnerability assessment criteria, consequence analysis criteria).		



– Identify and describe unique time variables that influence the jurisdiction’s hazard analysis and pre-planning for emergencies (rush hours, annual festivals, seasonal events, incident onset time, time of day).		
– Describe how critical infrastructure and key resources (CIKR) protection activities have been addressed in the hazard 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 into the hazard analysis.		
b) <b>Capability Assessment</b> - describe the jurisdiction’s capabilities, readiness and limitations to prepare for and respond to the defined hazards. <b>Note:</b> A jurisdiction may choose to discuss the Capability Assessment as part of their hazard-specific annexes. If so,, this section should summarize the jurisdiction’s abilities and limitations, and reference the hazard-specific annexes for more detailed information.		
– Summarize how the jurisdiction’s capability assessment addresses their ability to respond to and recover from emergencies or disasters.		
– Summarize the jurisdiction’s limitations to respond to and recover from emergencies or disasters based on training, equipment, and personnel. (Gaps that exist between the jurisdiction’s capabilities and potential needs. Also address measures taken to resolve these gaps through mutual aid and other sources of assistance.)		
– Describe the methods and agencies involved in developing and updating the jurisdiction’s Capability Assessment.		
c) <b>Mitigation Overview</b> - 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, 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.		
– Identify the agencies and the actions that will be taken to develop mitigation plans, and how the plans will be coordinated with state and federal agencies’ plans.		
iv. <b>Planning Assumptions</b> - In the Base Plan, identify overall planning assumptions (facts that the planning team assumes to be true in order for the elements in the EOP to be valid. Also, identify function-based planning assumptions in specific annexes.		

**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.

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 regarding emergency preparedness, response and or recovery actions, including liability protection that is available to responders.		
Describe the process by which the emergency management agency coordinates with the jurisdiction’s appropriate agencies, boards, or divisions.		
Describe in general terms how plans address the physical, programmatic, and communications needs of children, individuals with disabilities and others with access and functional needs, and 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.**

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, state agencies, federal agencies, regional organizations, volunteer resources, VOADs, and private sector businesses and groups.		
Identify and describe mutual aid agreements that are in place – what response agencies and operations are covered by the agreement, for what goods or services, and what limitations apply. <b>(Note:</b> 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 EOP-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 law 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.**

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 agencies that have tactical and operational control of response assets.		
Discuss the jurisdictional and multi-jurisdictional 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.**

Planning Elements	Plan Location: Section & Page	Comments
Describe critical short- and long-term information collection, dissemination, analysis needs, priorities and operations.		
Describe operations that facilitate collaboration with the general public, including sector-specific watch programs.		
Identify intelligence position (e.g., fusion center liaisons) requirements for the emergency operations center’s (EOC).		
Describe plans for coordination between the EOC 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](#).

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.		
Describe how 24-hour emergency communications are provided and maintained within the jurisdiction.		
In the jurisdiction's Resource Manual and/or SOPs, identify the compatible frequencies/trunking systems used by agencies during a response (including contiguous local, state, and private agencies).		

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

Planning Elements	Plan Location: Section & Page	Comments
<b>Administration</b> - describe the administrative actions used during an emergency operation.		
i. <b>Documentation</b> - 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/summarize the agencies and actions that will be taken to document response and recovery operations (creating historical records, addressing insurance needs, developing mitigation strategies, incident and damage assessment, incident command logs, cost recovery ).		
– 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.		
– In the jurisdiction's Resource Manual, include copies of the reports/forms that are required (e.g., cost recovery, damage assessment, incident critique, historical record).		
ii. <b>After-Action Report (AAR)</b> - actions the jurisdiction takes to review and discuss their response to identify strengths and weaknesses in the emergency management and response program. <u>Associated Target Capabilities:</u> <a href="#">Planning</a>		
– 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 (reviewing actions that were taken, identifying equipment shortcomings, improving operational readiness, highlighting strengths/initiatives, changing plans/procedures, acquiring new or replacing outdated resources, training).		
– 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.		
iii. <b>Financial Management</b> - actions taken by the jurisdiction to recover the costs incurred during the response to a disaster. <u>Associated Target Capabilities:</u> <a href="#">Economic and Community Recovery</a>		
– 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, local officials and the public 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.		
iv. <b>Logistics Management</b> - 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. <u>Associated Target Capabilities:</u> <a href="#">Critical Resource Logistics and Distribution</a>		
– Describe and identify the actions and agencies that will be involved in resource identification, procurement, facility activation, tracking, mobilization, delivery, staging, warehousing, distribution, maintenance, demobilization and recovery.		
– Identify and describe the steps that will be taken to overcome identified resource gaps including identifying resources that are only available from outside the jurisdiction (Hazmat, Water Rescue, & Search and Rescue teams).		
– Provide information about specialized equipment, facilities, personnel, and emergency response organizations currently available to respond to emergency operations, including response to support children, individuals with disabilities, and others with access and functional needs.. <b>Note:</b> 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.).		

**I. Plan Development and Maintenance** - describe the process used to regularly review and update the EOP. Associated Target Capabilities: [Planning](#)

Planning Elements	Plan Location: Section & Page	Comments
Describe the actions the jurisdiction takes to annually review, change and revise the plan, including the role of support agencies in an integrated planning process.		
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.

Planning Elements	Plan Location: Section & Page	Comments
<b>Authorizing Legislation</b> - identify local ordinances/statutes; 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.		
<b>Reference</b> - identify reference materials used to develop the plan, prepare for, or respond to disasters/ emergencies (general planning tools, technical references, computer software).		
<b>Acronyms and Definitions</b> - list and define emergency management acronyms/terms that are used repeatedly in the plan.		
<b>System of Plans</b> - identify other response/support agency plans that directly influence the plan’s ability to legally address emergency management response.		



**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.

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.		
Describe the process for identifying training requirements of emergency response personnel and local officials to prepare for and respond to disasters (i.e. – training “needs assessment).		

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

Planning Elements	Plan Location: Section & Page	Comments
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 can be accessed at: Xxxxx and by 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.).		
Identify and describe the types of activities that will be employed by the jurisdiction to annually exercise and test the Plan (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.		

**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](#)

Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions that will be taken to educate the general public on the hazards and risks faced by the jurisdiction, and how they should prepare for emergencies and what response actions they should take,		
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**

Planning Elements	Plan Location: Section & Page	Comments
<b>i. Initial Notification</b> - process used to recognize that an emergency has occurred and to notify the proper agencies to respond. <u>Associated Target Capabilities:</u> <a href="#">Communications</a> ; <a href="#">Emergency Operations Center Management</a>		
– Identify and describe the actions the jurisdiction will take to coordinate, manage, disseminate and document notifications of response and support agencies (including elected officials, non-governmental agencies, 911 Centers, individual Fire/ Police dispatch offices, call trees) in any incident/emergency.		
– 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 Action Levels where defined by statute, authority, or other guidance (EOC Activation/Incident Severity Levels).		
<b>ii. Incident Assessment</b> - actions followed by those arriving first on-scene to identify risks and impacts. <u>Associated Target Capability:</u> <a href="#">On-site Incident Management</a>		
– 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.).		
<b>Incident Command</b> - 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. <u>Associated Target Capabilities:</u> <a href="#">On-site Incident Management</a>		
– 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, Incident Command Posts, activated EOCs and off-scene agency responders		
– 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).		
<b>iv. Emergency Operations Center (EOC)</b> - describe the process the jurisdiction will use to activate and utilize an EOC to support and coordinate response operations during the disaster. ( <b>Note:</b> EOC functions may be addressed in SOPs, if so it should be referenced in the EOP.) <u>Associated Target Capabilities:</u> <a href="#">Emergency Operations Center Management</a>		
– 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.		
– Make reference to procedures/resource manuals that address 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 share pertinent information between the scene, outside agencies, and the EOC (e.g., damage observations, response priorities, resource needs), including sharing information between neighboring jurisdictions 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.		
Make reference to procedures/resource manuals that address demobilization of the EOC (staff releases, equipment cleanup, documentation).		
– 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).		
– Make reference to procedures/resource manuals that include 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).		
– Make reference to procedures/resource manuals that include specific forms or logs to be used by EOC personnel.		

**B. Continuity of Government/Operations** - 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 operations may be discussed in a separate plan from the EOP – if so, reference that plan. Guidance on constructing a COOP plan can be accessed at: Xxxxx.

Planning Elements	Plan Location: Section & Page	Comments
<b>Make reference to the jurisdiction’s Continuity of Operations Plan that covers the following planning elements:</b>		
– Description of 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.		
– Description of plans for establishing recovery time objectives, recovery point objectives, or recovery priorities for each essential function.		
– Identification of personnel and/or teams needed to perform essential functions.		
– Identification of the order of succession to agency leadership.		
– Identification of the delegations of authority/documents that permit legal authority to make policy decisions in an emergency.		
– Description of the jurisdiction’s provisions for alternate work facilities.		
– Description of the jurisdiction’s plans to protect vital records essential for government functions (tax records, birth/death/marriage certificates, payroll and accounting data).		



– Description of plans for devolution of direction and control.		
– Description of plans for reconstitution of operations.		
– Description of the jurisdiction’s provisions for the conduct of regular tests, training, and exercises of COOP and COG plans.		
– Description of the processes for evaluations, AARs, and lessons learned.		
– Description of the process and criteria for corrective action plans.		

**C. Communications** - the system for providing reliable and effective communications among responders and local government agencies during an emergency. Associated Target Capabilities: [Communications](#).

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, shelters, hospitals, EOC).		
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).		
Make reference to procedures regarding how 911/Dispatch Centers will support/coordinate on-scene communications for personnel/agencies, and alternate service methods if 911/Dispatch is out of operation (resource mobilization, documentation, backup).		
Reference SOPs and/or Resource manual that describes the arrangements that exist to protect emergency circuits with telecommunications service priority for prompt restoration/provisioning.		
Reference SOPs and/or Resource manual that describes and identify the jurisdiction’s interoperable communications plan’s compatible frequencies/trunking systems used by agencies during a response (who can talk to whom, including contiguous local, state, and private agencies). (Ref. SOPs)		
Describe how 24-hour emergency communications are provided and maintained.		

**D. Transportation**

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 method of coordinating the restoration and recovery of the transportation systems and infrastructure.		

**E. Warning** - 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](#)

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).		
Reference SOPs and/or Resource Manual that lists local media contacts and describe their ability to provide warnings.		
Reference SOPs and/or Resource manual that includes pre-scripted EAS messages for identified hazards.		
Describe the jurisdiction’s use of Emergency Condition Levels where defined by statute, authority, or other guidance (Snow Emergency Levels 1-3, Chemical Levels 1-3).		



**F. Emergency Public Information-** system for providing reliable, timely, and effective information to the public throughout disaster response and recovery. Associated Target Capabilities: [Emergency Public Information and Warning](#)

Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the agencies and the actions they will take to provide continuous public information during an emergency/ disaster (media briefings, press releases), secondary effects, and recovery activities.		
Identify and describe the actions the jurisdiction will take to ensure that information that is provided to the public is authentic and valid.		
Identify and describe rumor control plans, programs, and systems.		
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.).		
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).		
Reference SOPs and/or Resource manual that includes 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.		

**G. Population Protection -** 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](#)

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 actions that will be taken to conduct the evacuation 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, unaccompanied minors); and to provide sufficient and timely accessible transportation an security in evacuation areas.		
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. (Combine with previous)		
Identify and describe the actions that will be taken to perform advanced/early evacuation (schools, congregate care centers).		
Identify and describe the actions that will be taken to track unaccompanied minors and to reunite children with their families.		
Describe the plan for receiving those evacuated from neighboring jurisdictions, including household pets and service animals.		
Reference SOPs and/or Resource manual that describes 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.		



Reference SOPs and/or Resource manual that identifies and describes 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.		
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.		
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 (including assisting special/functional needs populations, mobility impaired individuals, and institutionalized persons) and establishing alternate transportation/detour routes, and providing transportation, housing, security, etc.).		
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 individuals with disabilities and others with access and functional needs), including informing evacuees about health concerns and actions they should take when returning to homes/businesses.		
Describe the actions that will be taken if the general public refuses to evacuate.		
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 actions that will be taken to evacuate and transport household pets from their homes and how those pets will be transported to and cared for at a congregate pet shelter (registration, documentation, tracking and reuniting with their owners if they are separated during assisted evacuations)...		
Describe how household pet owners will determine where congregate household pet shelters are located and which shelter to use.		

**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](#)**

Planning Elements	Plan Location: Section & Page	Comments
<b>Shelter Establishment and Setup</b>		
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.		
Describe mutual aid agreements that are in place with other jurisdictions for receiving sheltering assistance, including providing shelters when it is not practical to do so locally.		
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 support these operations and how they will determine when to implement these operations.		
Describe how the jurisdiction will ensure the 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.		
Describe how shelters will coordinate their operations with on-site and off-site support agencies		
Identify and describe the agencies and the actions they will take to inform the public about sheltering-in-place (implementation, updates and termination).		
<b>Sustenance and Feeding</b>		
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 agencies/organizations and methods for providing feeding services both within the shelter facilities and at other identified feeding sites or mobile feeding operations.		
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).		
<b>Functional Needs Sheltering</b> <a href="http://www.ema.ohio.gov/Plans_FunctionalNeedsGuidance.aspx">http://www.ema.ohio.gov/Plans_FunctionalNeedsGuidance.aspx</a>		
Describe the agencies and methods they will use to provide care and support for institutionalized populations, children, individuals with disabilities, and others with access and functional needs, including their caregivers.		
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. <a href="http://www.ada.gov/2010ADAstandards_index.htm">http://www.ada.gov/2010ADAstandards_index.htm</a>		
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.		
Describe the mechanisms or processes for handling and providing services for unaccompanied minors in shelters		
Describe the method to provide guidance on the admission and treatment of service animals.		
<b>Sheltering Safety</b>		
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 how shelters will keep evacuees informed about incident status, including information about actions that shelter residents may need to take when they return home.		
<b>Family Reunification</b>		
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.		
<b>Pet Sheltering</b>		
Identify and describe the agencies and the actions they will take to care for household pets and service animals that are brought to 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.		
Describe the method for household pet registration (including identification of a current rabies vaccination for all animals).		
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 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 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** - 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](#)

Planning Elements	Plan Location: Section & Page	Comments
<b>Public Health</b>		
<b>Public Health Surveillance and Testing</b>		
– Identify and describe the agencies and the actions they will take to provide testing of products for public consumption.		
– 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 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.		
– Identify and describe how response actions are coordinated between the local health department, incident command post/EOC, and supporting agencies for vaccination clinics, points of distribution, establishing quarantine, etc.		
<b>Public Health Systems</b>		
– 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 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 agencies and the actions they will take to test and ensure the safety of potable water, bulk water, and temporary water systems in 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).		
– 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). <b>Note:</b> This information could be maintained as a separate tab in this plan, or in the jurisdiction's Resource Manual.		
<b>Public Health and Functional Needs</b>		
– 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 agencies and the actions they will take to assess and provide behavioral health services for the general public (including individuals with disabilities and others with access and functional needs) impacted by an emergency or disaster.		
<b>Public Health Information</b>		
– Describe the use and coordination of health professionals, incident commanders, and PIOs to issue public health alerts and media releases.		
<b>Medical Services</b>		
Medical/Patient Care/Mass Casualty/Mass Fatality - functions used to provide immediate medical assistance to those directly impacted by the emergency. <u>Associated Target Capabilities: <a href="#">Emergency Triage and Pre-Hospital Treatment</a>; <a href="#">Medical Surge</a>; <a href="#">Medical Supplies Management and Distribution</a>; <a href="#">Fatality Management</a></u>		
<b>Incident Containment, Stabilization and Triage</b>		
– 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 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.		
<b>Mass Casualty and Fatality Incident Support and Coordination</b>		
– 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 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.		
<b>Medical Surge and Resource Management</b>		
– Identify and describe the process for identifying shortfalls in medical supplies and durable medical equipment (backboards, meds, etc.) and then to acquire those additional resources either locally or from external sources.		
– Identify and describe the actions the jurisdiction will take to coordinate the activation of Hospital and EMS CHEMPACKS from the Strategic National Stockpile Program.		



**J. Public Works and Engineering (Critical Infrastructure and Key Resources [CIKR] Restoration)**– 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](#)

Planning Elements	Plan Location: Section & Page	Comments
Reference SOPs and/or Resource manual that identify and describes the actions that will be taken to determine qualified contractors offering recovery/restoration services.		
Reference SOPs and/or Resource manual that identify and describes 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 and vital services (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, U.S., 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, shutoff of gas/electric in flooded areas, restoration of critical systems, controlling underground water/gas main breaks) to include providing temporary water and waste systems until normal operations resume.		
Reference the jurisdiction’s Hazard Analysis that identifies and describes 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 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 coordinate with utility and fuel providers in order to protect affected populations during incidents when there are periods of extreme temperatures and/or shortages of energy and other utilities.		
Describe the jurisdiction’s planned response actions to preserve, conserve, rehabilitate, recover, and restore natural and cultural resources and historic properties.		
<p><b>Debris Management</b> – actions taken to coordinate the clean-up and disposal of debris from a disaster site. Associated Target Capabilities: <a href="#">Environmental Health</a>; <a href="#">Structural Damage Assessment</a>; <a href="#">Economic and Community Recovery</a></p> <p><b>The Ohio EMA Recovery Branch maintains extensive guidance for Debris Management operations on the Ohio EMA website at:</b> <a href="http://www.ema.ohio.gov/Recovery_DebrisInfo.aspx">http://www.ema.ohio.gov/Recovery_DebrisInfo.aspx</a></p> <p><b>The Ohio EMA guidance includes a Debris Plan Review Cross Walk that should be used to determine the correct Planning Elements in a stand-alone Debris Management Plan:</b> <a href="http://www.ema.ohio.gov/Documents/DRB/DEBRIS%20PLAN%20CROSSWALK_20140512.xlsx">http://www.ema.ohio.gov/Documents/DRB/DEBRIS%20PLAN%20CROSSWALK_20140512.xlsx</a></p>		

**K. Damage Assessment-** 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](#)

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.		
Reference SOPs and/or Resource manual that contain damage assessment forms that are used locally (state-adopted or state-recommended emergency management agency's damage and needs assessment form or a county equivalent).		

**L. Firefighting-** 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](#)

Planning Elements	Plan Location: Section & Page	Comments
Describe the actions that will be taken to support the detection and suppression of wildland, rural, and urban fires, either separate from, or resulting from another incident.		

**M. Logistics Management and Resource Support**

Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the actions that will be taken for resource management operations, including the pre-positioning of resources to efficiently and effectively respond to an incident.		
Describe the jurisdiction's plans for establishing logistical staging areas for internal and external response personnel, equipment, and supplies, and points of distribution for the incident support.		
Identify and describe the jurisdiction's role in regional logistics support plans.		
Describe the jurisdiction's strategies for transporting materials through restricted areas, quarantine lines (animal disease), law enforcement checkpoints, and so forth that are agreed upon by all affected parties.		
Describe how incoming equipment and materiel requests will be tracked, recorded, and monitored.		

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

Planning Elements	Plan Location: Section & Page	Comments
Identify the agencies and describe the actions they will take 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 they will take to monitor distress, communications, location of distressed personnel, coordination, and execution of rescue operations including extrication or evacuation.		

**O. Hazardous Materials Response**

Planning Elements	Plan Location: Section & Page	Comments
Describe the actions to prevent, minimize, or mitigate hazardous materials releases.		
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 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.		
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## P. Agriculture and Food

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 for the support of mass care operations.		
Describe the jurisdiction's plans 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 jurisdiction's plans to support operations to ensure the safety and security of the food supply.		
Describe the jurisdiction's plans to locally support National Veterinary Stockpile operations in response to an animal disease outbreak.		
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 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.		

## Q. Energy

Planning Elements	Plan Location: Section & Page	Comments
Describe the process to address significant disruptions in energy supplies, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or international political events.		

## R. Law Enforcement/Public Safety and Security

Planning Elements	Plan Location: Section & Page	Comments
Describe the method by which public safety and security resources will be provided to support incident operations, and identify the actions that will be taken by Law Enforcement personnel to contain and stabilize an incident site (crowd control, hostage negotiation, evacuation support, evidence collection, perimeter control, roadway/detour management).		
Reference SOPs and/or Resource manual that describes the process to determine public safety and security requirements and to determine resource priorities.		
Reference SOPs and/or Resource manual that describes the process to maintain communication with supporting agencies to determine capabilities, assess the availability of resources, and track resources.		

## S. Community Recovery

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 environmental restoration issues.		
Identify and describe the agencies and the actions they will take to identify and address the public's unmet needs during response and recovery operations, including establishing and working with a long-term recovery committee.		

## T. Financial Management

Planning Elements	Plan Location: Section & Page	Comments
Identify and describe the actions that will be taken to ensure that the jurisdiction's financial management and support operations are conducted in accordance with established law, policies, regulations, and standards.		

## U. Mutual Aid/Multi-Jurisdictional Coordination

Planning Elements	Plan Location: Section & Page	Comments
Describe the actions that will be taken by the jurisdiction to establish and execute mutual aid agreements and multijurisdictional coordination in support of incident response.		

## V. Private Sector Coordination (Support Annex F)

Planning Elements	Plan Location: Section & Page	Comments
Describe the actions that will be taken by the jurisdiction to coordinate their response and recovery operations with the private sector (for-profit and not-for-profit) resources that are engaged in incident response and recovery activities.		
Describe the actions that will be taken by the jurisdiction to maintain a shared situational awareness across sectors and between the jurisdiction and the private sector as a whole.		

## W. Volunteer and Donations Management - 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](#)

Planning Elements	Plan Location: Section & Page	Comments
<b>Donations Management</b>		
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 unsolicited 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 receive, manage, and distribute cash contributions.		
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).		



<b>Volunteer Management</b>		
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 handle the spontaneous influx of volunteers at the incident scene (Split this section with subheadings for Volunteer Mgt vs. Donations Mgt.)		
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.		

**X. Worker Safety and Health - actions employed on-scene to ensure responder safety. Associated Target Capabilities: [Responder Health and Safety](#)**

Planning Elements	Plan Location: Section & Page	Comments
Describe the actions to be taken 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, rest/rehabilitation considerations, 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, including providing appropriate personal protective equipment (PPE), for incident responders to operate within a defined exclusion zone (hot or evacuation area, and warm or safety/buffer zone), including operations to account for personnel as they enter and leave a hazard zone.		
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/Terrorism Response- describe the methods to be followed to conduct basic prevention and protection activities.**

Planning Elements	Plan Location: Section & Page	Comments
<b>Prevention Activities</b> - 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).		
<b>Protection Activities</b> - 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.		



**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
<b>Floods</b> - (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/where floods are likely to impact the jurisdiction.		
<b>Severe Storms and Tornadoes</b> - 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
<b>Winter Storms</b> - 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.		
<b>Droughts</b> - 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.		
<b>Earthquakes</b> - 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
<p><b>Radiological</b> - releases that involve radiological materials that are at licensed facilities, or are in transport.</p> <p><u>Associated Target Capabilities:</u> <a href="#">CBRNE Detection</a>; <a href="#">WMD and Hazardous Materials Response and Decontamination</a>.</p> <p>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).</p>		
<p><b>Hazardous Materials</b> - 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.</p> <p><u>Associated Target Capabilities:</u> <a href="#">CBRNE Detection</a>; <a href="#">WMD and Hazardous Materials Response and Decontamination</a>.</p> <p>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.</p>		
<p><b>Biological Emergencies</b> - 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.).</p> <p><u>Associated Target Capabilities:</u> <a href="#">CBRNE Detection</a>; <a href="#">Animal Disease Emergency Support</a>; <a href="#">Epidemiological Surveillance and Investigation</a>; <a href="#">Laboratory Testing</a>; <a href="#">Food and Agriculture Safety and Defense</a></p> <p>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.</p>		
<p><b>Lethal Chemical Agents and Munitions</b> - incidents that deal with lethal chemical agents and/or munitions (sarin, mustard, and VX).</p> <p><u>Associated Target Capabilities:</u> <a href="#">Explosive Device Operations</a>; <a href="#">CBRNE Detection</a>; <a href="#">WMD and Hazardous Materials Response and Decontamination</a></p> <p>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.</p>		



