

Sample Emergency Operations Plan

[Insert the Plan's Jurisdiction]

(County, Town, etc.)

Emergency Operations Plan

Signature Page

[Include a sentence here that states these signatures indicate the plan has been formally recognized and adopted as the jurisdiction's all-hazards Emergency Operations Plan. Include a note that it supersedes all previous plans.]

Sample Signature List:

[Your list may vary depending on your jurisdiction, structure, and/or state and county guidelines.]

County/Town Board Chair

Emergency Coordinator

Clerk/Treasurer

Police Chief

Fire Chief

EMERGENCY OPERATIONS CENTER ALERTING LIST [Sample List]

	First Call	Second Call	Third Call
POLICE DEPARTMENT	_____ - Chief	_____ - Officer	_____ - Officer
Office Telephone:			
Home Telephone:			
Cell Phone:			
FIRE DEPARTMENT	_____ - Chief	_____	_____
Office Telephone:			
Home Telephone:			
Cell Phone:			
AMBULANCE	_____	_____	_____
Office Telephone:			
Home Telephone:			
Cell Phone:			
[Jurisdiction] MAIN OFFICE			
Office Telephone:			
Home Telephone:			
Cell Phone:			
UTILITY DEPARTMENT			
Office Telephone:			
Home Telephone:			
Cell Phone:			
STREET DEPARTMENT			
Office Telephone:			
Home Telephone:			
Cell Phone:			
OTHER KEY CONTACTS			
	First Call	Second Call	Third Call
State Police/Highway Patrol			
County Emergency Management			
State Emergency Management			
National Response Center			

A. INTRODUCTION

Purpose and Scope

- Purpose of the plan - What is the purpose of the plan?
- Scope of the plan - What is the jurisdiction covered by the plan?

B. SITUATION OVERVIEW:

Hazard and Threat Analysis (Step 2)

- What are the major threats most likely to impact the area?
- What geographical areas or populations are most likely to suffer?

Resource Analysis (Step 4)

- What resources do you have available to respond, both within the jurisdiction and outside?
- Do you have mutual aid agreements in place for outside assistance?

C. ACTIVATING THE PLAN:

Who has responsibility for activating the plan? Who is the back-up contact if this person is not available?

What is the process for activating the plan?

What is the process for alerting other response and support agencies that directly support the plan? (Both inside and outside the jurisdiction)

D. THE EMERGENCY OPERATIONS PLAN:

What will you do during non-emergency times to prepare for an emergency?

- How will you be sure that the public, especially persons in vulnerable populations, knows about the plan and understands how it will affect them? (Step 6)
- How often will you train to implement the plan and, to implement it under different emergency conditions? (Step 6)

What is covered in your emergency operations plan?

E. DAMAGE ASSESSMENT

How will damage assessments be conducted? Who will help gather information?

What are the critical information needs and collection priorities?

How will these be communicated up the line (community to county to state to federal)?

F. ADMINISTRATION, FINANCE, AND LOGISTICS

How will you document response and recovery efforts? How will these be used to guide future disaster preparation?

How will costs related to recovery be documented?

How will you ensure available funds are provided quickly and in accordance with established law, policies and regulations?

G. PLAN DEVELOPMENT AND MAINTENANCE

How and when will the plan be reviewed and revised? (Step 6)

Emergency Support Functions (ESF)

Transportation (ESF#1)

- How will you assess, monitor, maintain, or restore transportation avenues in an emergency?

Communications (ESF#2)

- How will the responding agencies communicate and coordinate during a disaster?
- How does this plan fit with the regional and national communication systems?
- What has been done to protect existing emergency communications service

Public Works and Engineering (ESF#3) Critical Infrastructure and Key Resources Restoration

- What are the critical locations that need to be cleared of debris immediately in order to respond to the emergency?
- How will you manage debris collection and removal?

Firefighting (ESF#4)

- What is the process for detecting and suppressing large scale fires resulting from or occurring coincidentally with an incident response?
- What cross-jurisdiction agreements exist for working on large fires?

Emergency Management (ESF#5)/ Direction, Control, and Coordination: Emergency Operations Center (EOC)

- Who is in charge of the EOC? (Provide at least two alternates)
- What equipment will be needed to manage the EOC?
- Where will the EOC be located? (Provide at least two alternative sites)

Mass Care, Emergency Assistance, Housing and Human Services (ESF #6)

- How, where, and under what circumstances will shelters be opened?
- What agencies will be responsible for providing essential care (food, water, etc.)?
- What arrangements are in place for household animals that are brought to the shelter?

Logistics Management and Resource Support (ESF #7)

- Who has access and control of response equipment? (Provide at least three alternates)
- How will supplies be staged prior to a disaster?
- How will unsolicited donations and volunteers be managed?

Public Health and Medical Services (ESF #8)

- What agencies and methods will be used to identify public health issues related to a disaster?
- How will potable water be provided?
- How will sewage be handled if systems are inoperable?
- How will food safety issues be addressed?
- How are the needs of vulnerable populations be assessed and addressed?
- What processes or agreements are in place to provide additional medical staff or supply assistance if needed?
- How will mass casualty/fatalities be handled?

- What facilities are available for use as emergency treatment centers? What agreements or processes are in place to access these facilities?

Search and Rescue (ESF #9)

- What are the actions for searching collapsed structures, water searches, and inland searches?
- Who will coordinate these searches?

Oil and Hazardous Materials Response (ESF#10)

- What has been done to prevent, minimize, or mitigate an oil or hazardous materials release?
- What methods are in place to detect contamination, stabilize a release, provide for clean-up and waste disposal?

Agriculture and Natural Resources (ESF #11)

- How will an outbreak of a harmful animal or plant disease be managed?
- How will the needs of farm animals be provided during a disaster?

Energy (ESF #12)

- What is the process for addressing significant disruptions in energy supplies?
- What are the critical assets and infrastructures of the energy system? How are vulnerabilities to those systems monitored and mitigated?

Public Safety and Security (ESF #13)

- How will public safety and security resources be used in an emergency?

Long-Term Community Recovery (ESF #14)

- How will post-incident assessments, plans and activities be coordinated?
- How will special needs populations be incorporated into the recovery strategies?

External Affairs (ESF#15)/Emergency Public Information

- How will communication to the public be managed? What methods will be used to inform individuals with disabilities or limited English proficiency?
- Who will have responsibility for communicating to the public and to the media during an emergency?
- What methods will be used to help the public be informed and prepared for the identified hazards before an emergency occurs?