

EMERGENCY MANAGEMENT PLANNING

An *emergency operation plan* (EOP) provides the organizational framework for when and how your district intends to respond in emergency situations. This framework is typically an all hazards approach and designed to be flexible, scalable, and adaptable depending on the severity or impact of the emergency. The plan *Annexes* provides a detailed description or process of how the organization will respond to and manage specific operations or events.

Over the last decade, the availability of resources to assist in emergency planning has grown exponentially. This guide is not intended to be an exhaustive list of all resources. The reader is encouraged to explore a variety of sources to develop a plan that best suits the needs of their entity. A few of the more common resources available online are:



Resources	
US Department of Homeland Security (DHS)	www.dhs.gov
Federal Emergency Management Agency (FEMA)	www.fema.gov
Emergency Management Institute (EMI) Training Resources including Independent Online Learning	https://training.fema.gov/emi.aspx
Oregon OSHA	https://osha.oregon.gov/Pages/topics/emergency-action-plan.aspx
National Fire Protection Administration (NFPA)	https://www.nfpa.org/standard_items/search_results?searchStr=1600
Ready.gov	https://www.ready.gov/program-management
Oregon Department of Emergency Management (OEM)	https://www.oregon.gov/OEM/Pages/default.aspx

Other resources may include industry specific organizations/authorities and professional groups such as the Oregon Emergency Management Association (OEMA) www.oregonemergency.com

Planning Considerations

Contact your local county emergency management official:

https://www.oregon.gov/oem/Documents/locals_list.pdf

These individuals may be an invaluable resource in planning and partnering. Also, review the local jurisdictions emergency plans for insight into the local hazard assessment(s) and response capabilities. Familiarize yourself (and your planning team) with NIMS (National Incident Management System) and the Incident Command System (ICS). EMI online training such as IS-230 the Fundamentals of Emergency Management and IS 700.a, introduction to NIMS may be helpful.

<https://training.fema.gov/is/crslist.aspx>

Plan Guides and Templates

Professional organizations and similar industry entities may be a good resource for identifying sample plans. Also, the following link provides in-depth guidance for plan development.

FEMA Comprehensive Preparedness Guide:

https://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf

Annexes

The two typical categories are functional and hazard specific. The former is usually activity-related such as emergency communication, evacuation, etc. The latter is self-explanatory.

<https://www.ready.gov/business/implementation/emergency>

Continuity of Operations Planning (COOP)

COOP planning is the process of identifying critical functions, their internal and external dependencies, and developing contingency plans for the continuations of those functions during an interruption or disruption.

<https://www.dhs.gov/additional-resources>

<https://www.oregon.gov/oem/emresources/Pages/Toolkits-for-Emergency-Managers.aspx>

Exercises

These activities provide the opportunity to evaluate the plan and develop action steps for plan improvement. There are numerous exercises available online. Use the search functions in any of the organizations noted in this document for examples.

<https://www.ready.gov/business/testing/exercises>

