

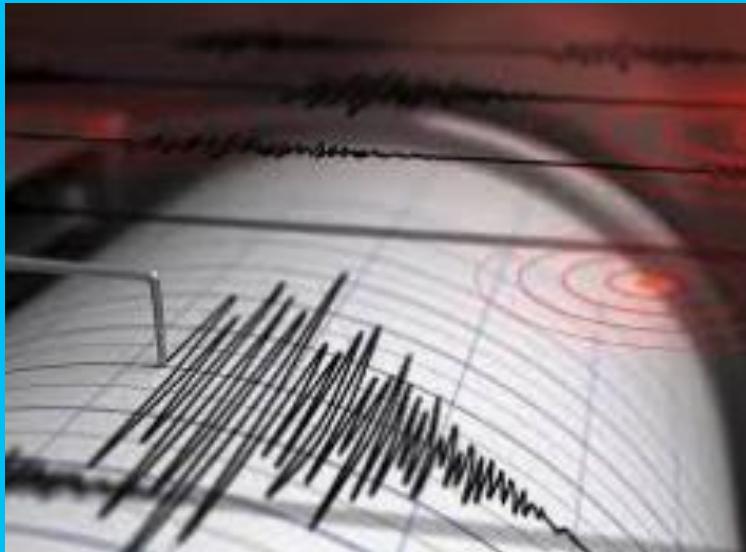
We will begin in just a few minutes...

EMERGENCY OPERATIONS PLANNING (EOP) 101

April 12, 2023



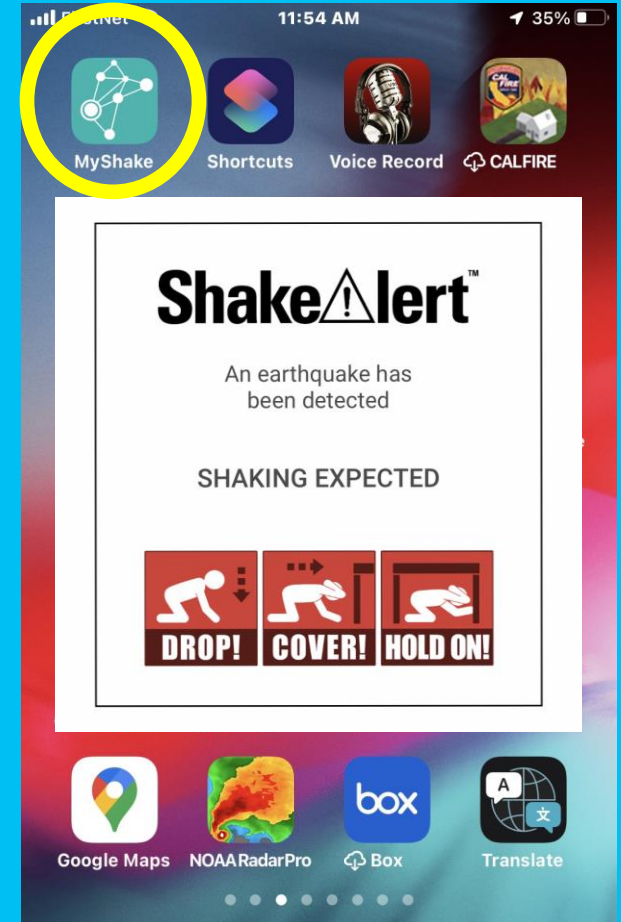
MyShake™ App



iPhone



Android

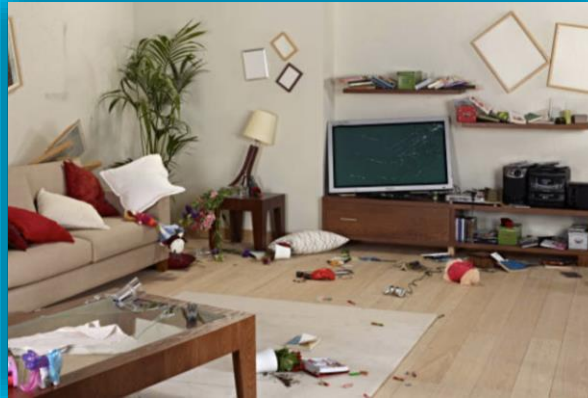




When Seconds Count Earthquake Safety for the Home

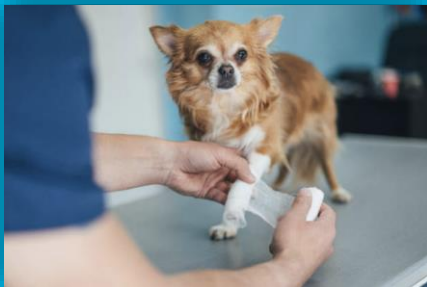
Resources:

www.cadresv.org/earthquake



Request Presentations:
earthquake@cadresv.org

408-577-2175



English | ASL | Spanish | Vietnamese | Korean | Tagalog | Chinese |
Amharic | Hindi | Portuguese | Russian and more!



EMERGENCY OPERATIONS PLANS (EOP) 101

April 12, 2023

Welcome

Welcome and Introductions

- Housekeeping and ACCESS Coordinator for today
- Zoom basics and etiquette

Focus Today

- What is an Emergency Operations Plan (EOP)?
- Why do I need one?
- What is in an EOP?
- How do I create an EOP?



What is an EOP?

- An Emergency Operations Plan (EOP) is a comprehensive, risk-based, all-hazard approach document
- Outlines how an agency or organization will respond to an emergency.
- Is activated on an as-needed basis
- Designed to be used for all types of emergencies

What is an EOP?

- An EOP is a document that identifies:
 - personnel
 - equipment
 - facilities
 - supplies
- other resources available within the organization or by agreement with other organizations



What is an EOP?

- An EOP is a document that:
 - Explains *WHAT* policies you intend to follow to respond to disasters
 - Attachments explain *HOW* you will operationalize the policies
 - Checklists
 - floorplans
 - contact lists
 - Describes how people and property are protected



What is an EOP?

- An EOP is a document that:
 - Identifies the organizations and individuals who have roles/responsible for carrying out specific actions during an emergency
 - Explains the pertinent lines of authority and organizational relationships

What is an EOP?

- Complements and integrates with plans that address other mission areas



What is an EOP?

- The Emergency Operations Plan establishes policies, procedures, and organizational structure for response to emergencies or disasters
- Allows for an organized and systematic approach to
 - Mitigate / Protect against
 - Prevent
 - Respond to
 - Recover from an incident or emergency

Why do I need an EOP?

- Emergencies can happen at any time
- How your organization responds to emergencies can make the difference between a minor inconvenience or a major catastrophe
- Planning in advance **helps ensure that everyone knows what to do when an emergency occurs**



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What could possibly go wrong?

- Natural
 - Earthquake
 - Flood
- Technological
 - HazMat
- Adversarial
 - Terrorism
 - Active shooter



Why do I need an EOP?

- The best way to protect workers is to expect the unexpected
- A carefully developed EOP guides everyone in the workplace when immediate action is necessary
- **Planning in advance helps ensure that everyone knows what to do when an emergency occurs**



Emergency Planning

- The planning process and the resulting relationships are just as important as the resulting document –CPG101 (Community Preparedness Guide)*



Developing and Maintaining Emergency Operations Plans

Comprehensive Preparedness Guide (CPG) 101
Version 2.0

November 2010



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Emergency Planning

- The process of planning is just as important as the resulting document.
- Effective plans convey the goals and objectives of the intended operation and the actions needed to achieve them
- Plans are not scripts followed to the letter
- Plan should be flexible and adaptable to the actual situation



What is in an EOP?

- The EOP consists of:
- The basic plan
- Functional annexes that are
 - Threat specific
 - hazard specific
 - Incident specific
- Allows for an organized and systematic approach to mitigate for, prevent, protect against, respond to, and recover from an incident.

EOP Content

- Introduction/Call to Action by Organization Leader
- Purpose
- Scope
- Concept of Operations
- Planning Assumptions
- Roles
- Responsibilities



EOP Content

- Direction, Control, and Coordination
- Information Collection, Analysis and Dissemination
- Communication and Coordination
- Training & Exercise



EOP Annexes

- Annexes
 - Checklists
 - What to do
 - How to do it
- Hazard-Specific Emergency Procedures
 - Active Shooter/Workplace violence
 - Communication Failure
 - Evacuation
 - Fire



EOP Annexes

- Hazard-Specific Emergency Procedures
 - Flooding
 - Power outage
 - Shelter in place
 - Heat / Cold Mitigation
 - Feeding
 - Building Emergency Plan (if multiple sites)



Appendices

- Any documents not critical to the Emergency Operations Plan may be attached as appendices
- Checklists
- Maps
- Resource lists



EOP Appendices

- Authorities and References
- Acronyms/Glossary
- Contact lists
- Org Chart



EOP Appendices

- Forms
- Templates
- Training and Testing Schedule
- Supply lists



4 Elements of an EOP

- Risk Assessment and Emergency Planning
- Communications Plan
- Policies and Procedures
- Training and Testing

Hazard Specific Annexes

- Certain hazards present a greater risk or vulnerability
- Specific plans for each hazard
 - Fire
 - Severe winter weather /Heat wave
 - Hazardous materials (HazMat) incident



Situational Annexes

- Situational annexes expand on the framework of the Base Plan
- Provide additional guidance for responding to **specific** situations such as
 - Active shooter
 - Evacuations
 - Large-scale special events or situations



How do I create an EOP?

- Create a Disaster Mission Statement
- Form a Collaborative Planning Team
- Understand the situation
- Determine goals and objectives
- Develop the plan
- Prepare, review and approve the plan
- Implement and maintain the plan

Disaster Mission Statement

- A clear, concise and meaningful statement of what your agency's role will be to your clients and community during an emergency



Disaster Mission Statement

- A disaster mission statement will require a group discussion involving your organizational leadership
- It may take more than one meeting to come to agreement



Disaster Mission Statement

- What services **MUST** continue following an emergency?
- What services may be **SUSPENDED** following an emergency?
- How will you support your clients, and will you support some or all your clients?



Disaster Mission Statement

- Will an emergency cause an increase in demand for your services?
- Will you support your neighborhood, community, city or county?

Disaster Mission Statement

- An example from the ABC Food Bank:

“To continue ABC’s mission to alleviate hunger by providing nutritious food and nutrition education to people in need. To recover any or all the Food Banks business units after any type of disruption, disaster or any other break in operations.”

Disaster Mission Statement

- Are you clear on what the food bank does?
- Does it lead back to their everyday mission statement?
- Is it clear what their role would be during and after a disaster?

Disaster Mission Statement

- More examples of Disaster Mission Statements are available on the CADRE Member Resources page
- <http://www.cadresv.org/resources/member-resources-2/>

EOP Development

- Planning is best performed by a team
 - Form a collaborative planning team
 - Identify core team members



EOP Development

- Collaborative Planning Team
 - Sets policy for how to operate during emergencies
 - Creates operational procedures for implementing policies
 - Approves the overall Emergency Plan
 - Conducts regular reviews of the Emergency Plan

EOP Development

- Understand the situation
 - Identify threats and hazards
 - Assess risks



EOP Development

- Risk assessment
 - What could go wrong?
 - How will it impact your organization?
 - Identify areas that pose a threat to property, personnel or productivity

EOP Development

- Determine goals and objectives
 - Determine operational priorities
- Set goals and objectives
 - Goals are broad general statements
 - Objectives are specific and identifiable actions

“You can’t get anywhere if you don’t know where you are going”



EOP Development

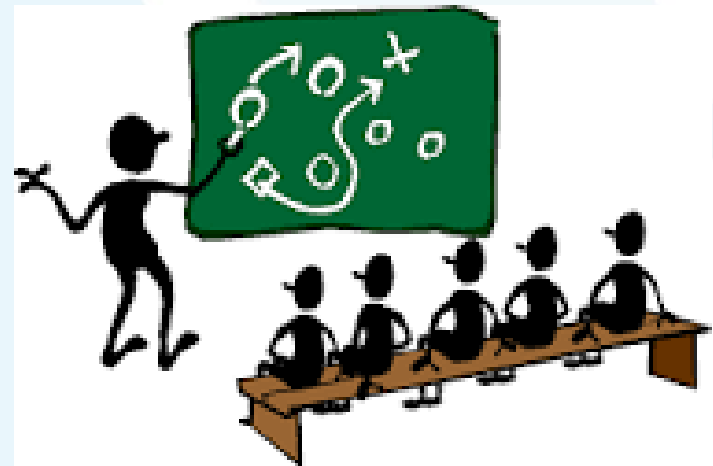
- Develop and analyze courses of action
 - Generate, compare and select possible solutions to achieve the goals and objectives
 - Select courses of action
- Identify resources
 - What do you need?
 - Where do you get it?
- Identify information and intelligence needs

EOP Development

- Prepare the plan
 - Draft the plan
 - Review the plan
- Write the plan
 - Stakeholders review the plan

EOP Development

- Test by exercising
 - ***“You play like you practice”***



EOP Development

- Approve the plan
- Distribute the plan
- Maintain a record of people and organizations that received the plan
- Post the plan on website or some other accessible location

EOP Development

- Plan implementation and maintenance
 - Provide ongoing training
 - Continue to exercise the plan
 - Review, revise and maintain the plan

Training

- Will you offer or facilitate preparedness training for staff and volunteers?
- Will training be required or encouraged?
- Which staff and volunteers will be trained?



Training

- How often will training be provided?
- Will training be held during work hours?
- Who will track the training taken?
- What types of training are needed?
- Identify resources that can provide training and materials



Training

- Examples of Training
 - CPR
 - Basic First Aid
 - Utility control
 - Fire extinguisher use
 - Building damage assessment



Exercises

- Tabletop
 - Test assumptions of who does what



Exercises

- Function based
 - Evacuation
 - Communication
 - Emergency Alert
 - Earthquake



After Action Reports

- Following any incident or exercise
- Analyze how well the plan worked
- Identify area where improvement may be needed

Annual Reviews

- A plan on the shelf does no good
- Review on a regular basis
- Ensure any new risks are addressed
- Continuous improvement is the goal

Continuity of Operations Planning (COOP) 101

Tuesday, May 16, 2023

10:00am-11:30am

SCAN ME



or go to Events @ cadresv.org

10 Second Survey

- ✓ How we get funding to provide training
- ✓ Be added to follow up?
- ✓ Meeting value?



Thank You!



Join the CADRE Network

cadresv.org

