

What You Always Wanted To Know About Planning...

But Were Too Afraid To Ask

Plans Section
Idaho Office of Emergency Management




Please write your name and agency in the chat for attendance.

1

Plan? We Don't Need No Stinkin'...

The best thing about not planning is that failure comes as a complete surprise and is not preceded by a period of worry and depression.

John Preston, Boston College



2

Why Plan?



MILITIA AND MILITARY AFFAIRS

CHAPTER 10

STATE DISASTER PREPAREDNESS ACT

46-1009. LOCAL AND INTERGOVERNMENTAL DISASTER AGENCIES AND SERVICES. (1) Each county within this state shall be within the jurisdiction of and served by the office and by a county or intergovernmental agency responsible for disaster preparedness and coordination of response.

(2) Each county shall maintain a disaster agency or participate in an intergovernmental disaster agency which, except as otherwise provided under this act, has jurisdiction over and serves the entire county, or shall have a liaison officer appointed by the county commissioners designated to facilitate the cooperation and protection of that subdivision in the work of disaster prevention, preparedness, response and recovery.

(3) The chairman of the board of county commissioners of each county in the state shall notify the office of the manner in which the county is providing or securing disaster planning and emergency services. The chairman shall identify the person who heads the agency or acts in the capacity of liaison from which the service is obtained, and furnish additional information relating thereto as the office requires.

(4) Each county and/or intergovernmental agency shall prepare and keep current a local or intergovernmental disaster emergency plan for its area.

(5) The county or intergovernmental disaster agency, as the case may be, shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the disaster chain of command.

History:

[46-1009, added 1975, ch. 212, sec. 2, p. 584; am. 2003, ch. 132, sec. 1, p. 385; am. 2004, ch. 373, sec. 2, p. 1115; am. 2005, ch. 27, sec. 3, p. 138; am. 2008, ch. 39, sec. 1, p. 93; am. 2016, ch. 118, sec. 12, p. 338.]

3

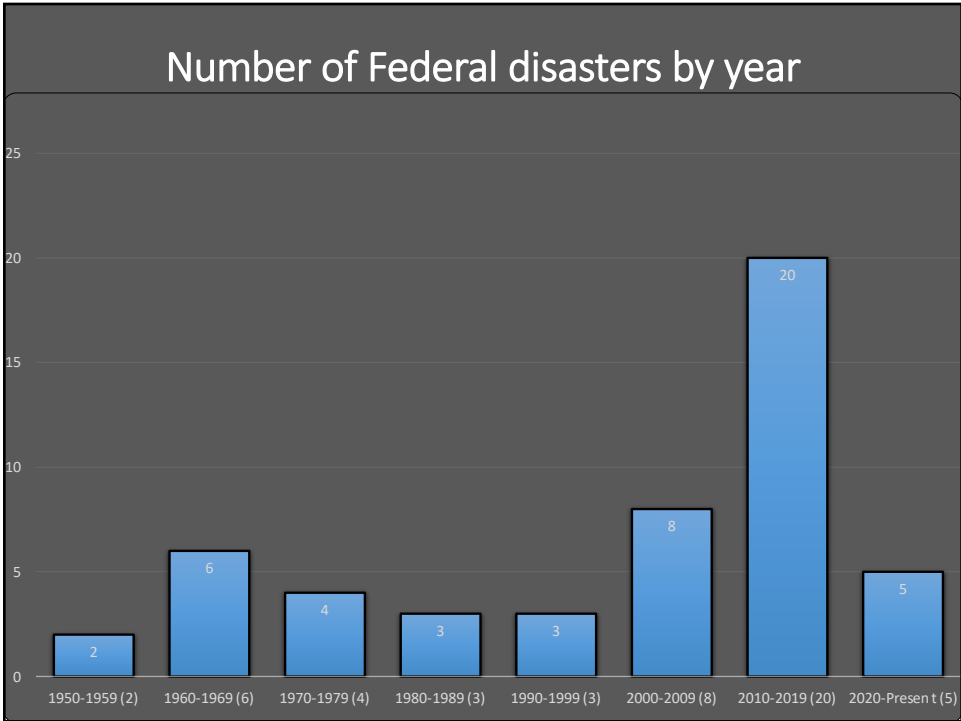
Why Plan? - It Can't Happen Here!



4



5



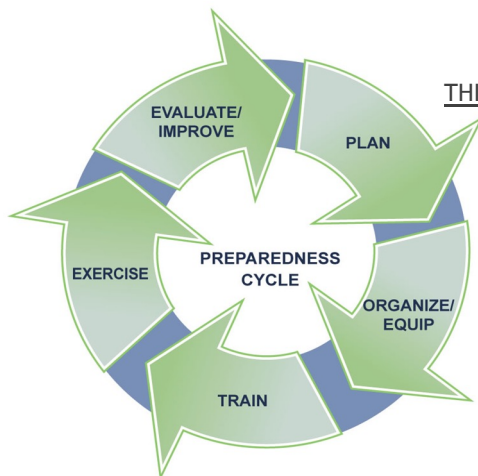
6

It Could Happen To You!



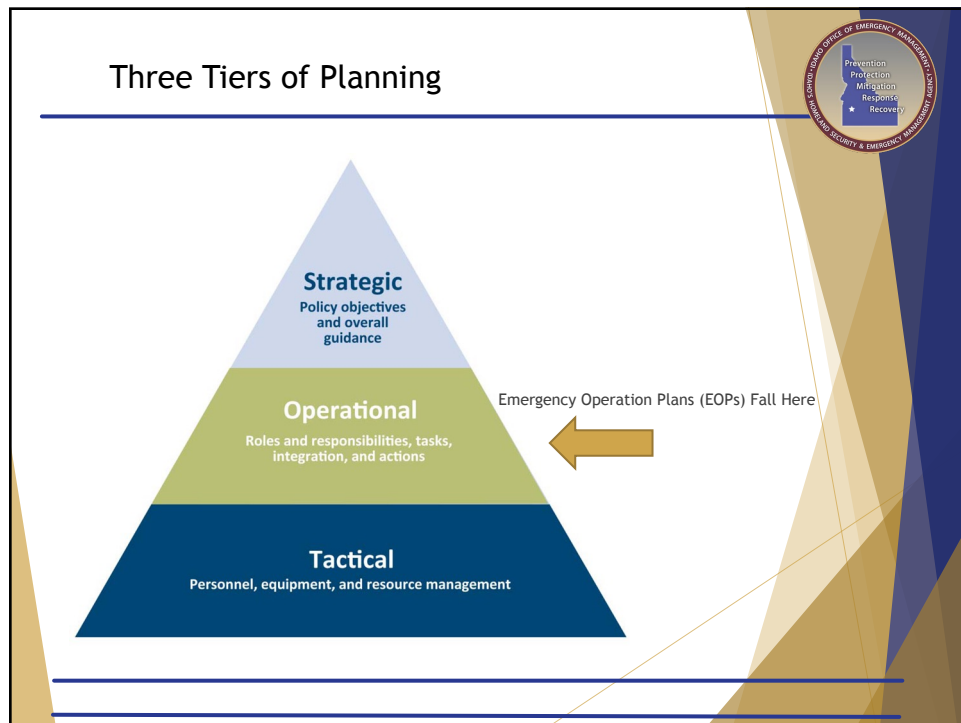
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Preparedness Cycle

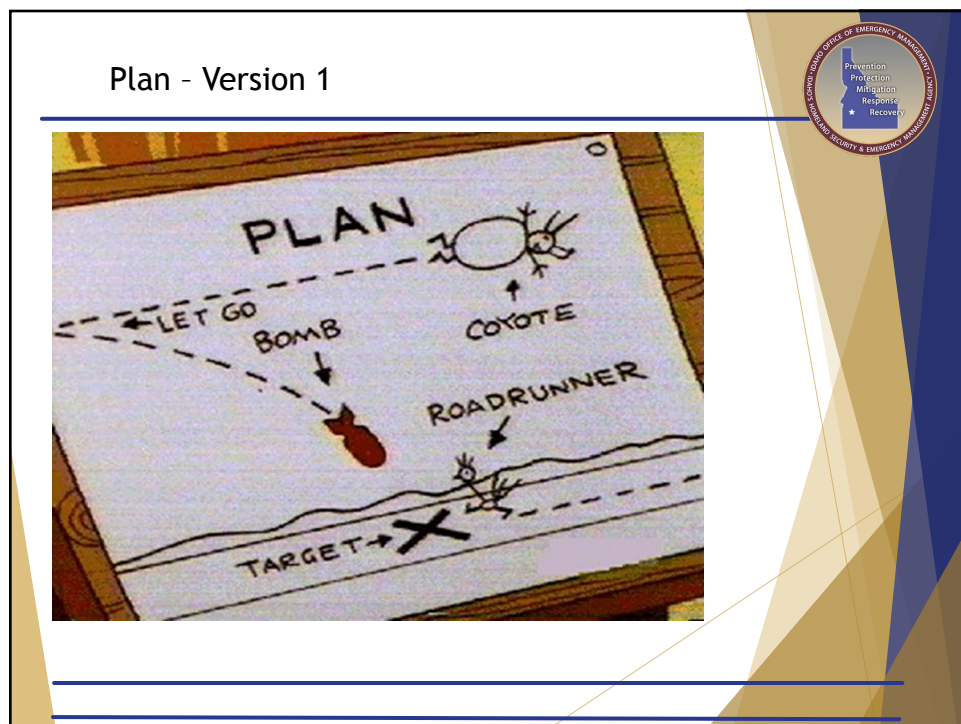


THIS is where we live...

8

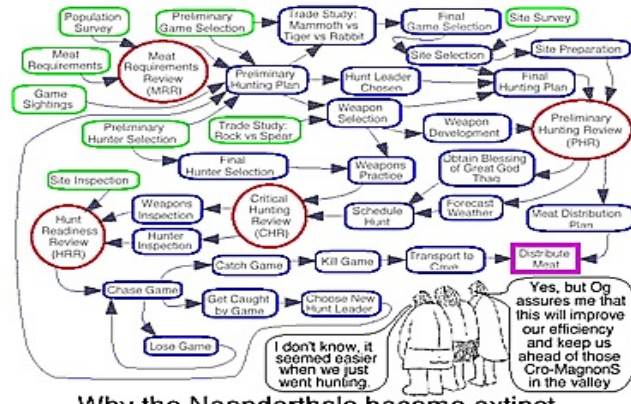


9



10

Plan - Version 2



Why the Neanderthals became extinct.

11

The Big Picture

- The process is as important as the plan
- Community based and representing all stakeholders
- All hazards and threats
- Flexibility in content and format
- You don't need to start from scratch
- Bottom line - it's a process to manage risk

12

What Does an EOP Do?

- Assigns Responsibility For Specific Actions That Exceed The Routine
- Sets Lines Of Authority And Organizational Relationships
- Describes How People And Property Are Protected
- Identifies Personnel, Equipment, Facilities, Supplies And Other Resources Available Within The Jurisdiction Or By Agreement Elsewhere
- Reconciles Requirements With Other Jurisdictions



13

What Does an SOP Do?

- Outlines how an agency, organization, or nongovernmental organization will accomplish responsibilities outlined in the EOP
- Provides checklist of actions for operational personnel to follow
- May provide specific list of resources or contacts for certain activities



14

The Three Formats - Which One's Right?

- **Traditional Functional:**
 - Most Common Especially For Local Jurisdictions
 - Best For Rural Communities With Limited Government Structure
 - Staff That Performs Multiple Duties
- **Emergency support Function (ESF):**
 - Best For Large Metropolitan County With Multiple Municipalities
 - Complex Government Structure
 - Emergency Management Assumes More Of A Coordination And Support Role
- **Agency/Department Focused:**
 - Ideal For Very Small Communities
 - Addresses Agency/Department Tasks In Separate Sections
 - Hazard-Specific Procedures For Individual Agencies



15

Traditional Functional

- **Basic Plan** Contains Overview Of Preparedness And Response Strategies
- **Functional Annexes** Are Individual Chapters That Focus On Missions - Communications, Transportation, Public Health & Medical Services, Firefighting, Public Safety & Security, Search And Rescue, Mutual Aid, Private Sector Coordination, etc.
- **Hazard/Threat/Incident Specific Annexes** Describe Policies, Situation, CONOPS, Responsibilities For Particular Hazards, Threats or Incidents Such As Earthquakes, Floods, Hazmat Events, etc.



16

Emergency Support Function (ESF)



- **Basic Plan** Includes General Concept Of Operations, Organization And Assignment Of Responsibilities, Direction/Control/Coordination, Administration, etc.
- **ESF Annexes** Describe Expected Mission Execution And Identify Task Assigned To Members Of The ESF
- **Support Annexes** Describe The Framework Through Which The Jurisdictions Departments/Agencies, NGOs, VOADs And Private Sector Coordinate And Execute Common Emergency Management Strategies
- **Hazard/Threat/Incident Specific Annexes** Describe Policies, Situation, CONOPS And Responsibilities For Particular Hazards, Threats Or Incidents

17

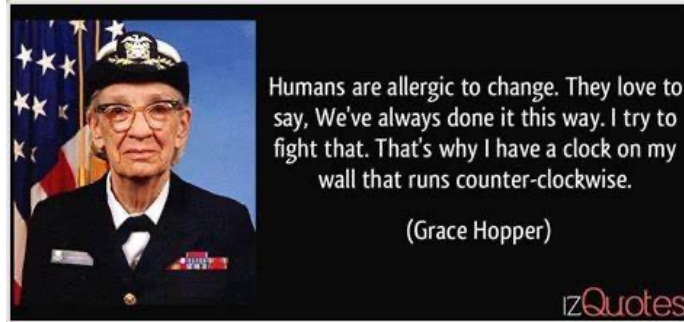
Agency/Department Focused



- **Basic Plan** Provides Overview Of Ability To Prevent, Protect, Respond, Recover From Emergencies And Summarizes Basic Tasks
- **Separate Lead/Support Agency Sections** Discuss Emergency Functions To Be Completed By Individual Departments Or Agencies
- **Hazard-Specific Procedure Sections** Address Unique Department/Agency Preparedness, Response And Recovery Strategies For specific Disaster Types

18

Review, Revise, Rewrite



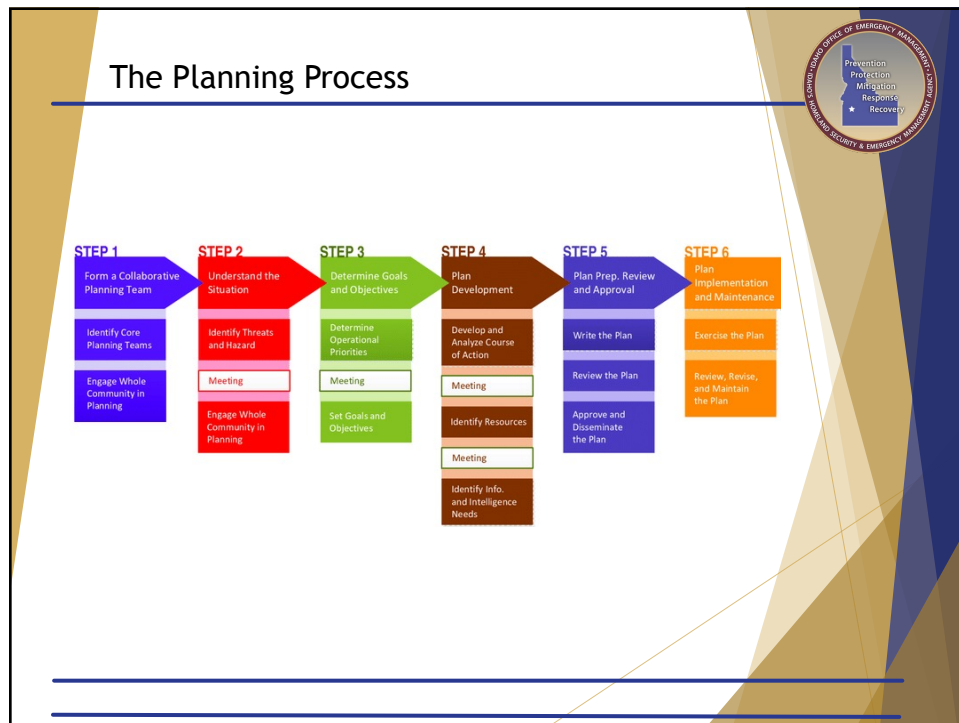
19

Planning Process Steps

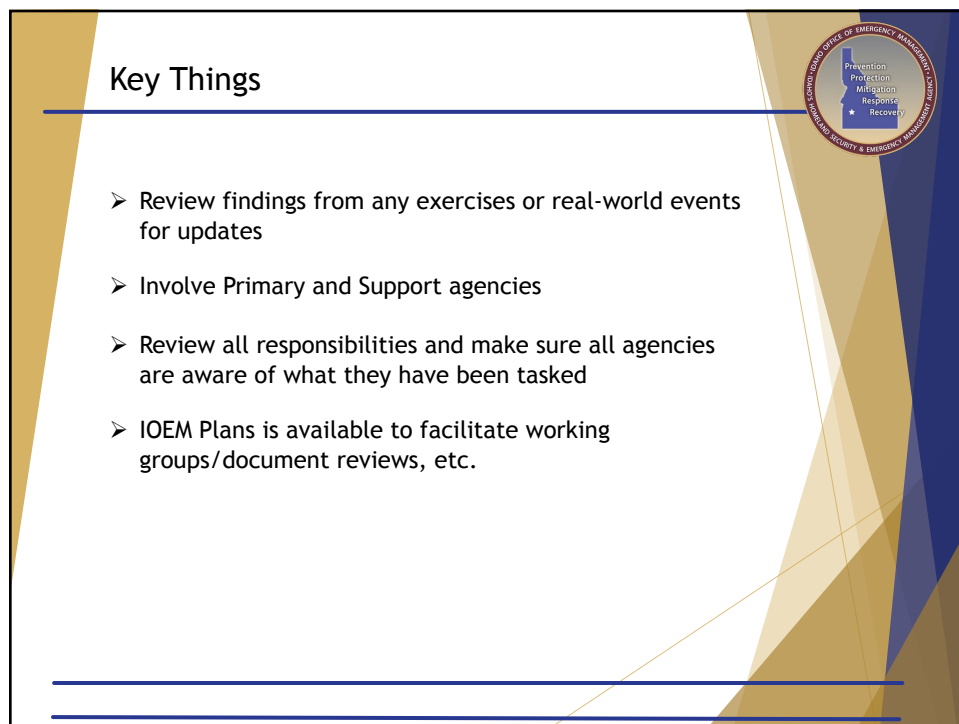
PLANNING PROCESS STEPS

1. Review the hazard vulnerability analysis and update as necessary.
2. Identify local government agencies, volunteer organizations, and businesses and estimate which functions or tasks each might perform during all four phases of emergency management.
3. Obtain support and cooperation from county commissioners, government agencies, and other organizations that will have a role.
4. Conduct an initial interview with each of the agencies, organizations, and businesses that were identified under Step 1. Determine tasks, resources, organizational structure, mutual aid agreements, etc.
5. Write planning draft of the basic plan and functional annexes. Send to Local Emergency Planning Commission or Annex Coordinators for their review.
6. Review planning draft with the Local Emergency Planning Commission or Annex Coordinators.
7. Have each agency write necessary SOPs, resource lists, personnel rosters, and any other necessary supporting documents.
8. Make final changes to the plan and send to the County Commissioners and the Local Emergency Planning Commission or Annex Coordinators.
9. Meet with the County Commissioners and Annex Coordinators to obtain their signature of approval for the emergency operations plan.
10. Print and distribute the emergency operations plan.

20



21



22

Assistance and Tools - IOEM



- Facilitation
- Checklists
- Templates
- Planning Guides
- Gap Analysis
- Reviews

23

County EOP Checklists



County EOP Checklist

Introduction		When EOP activated/deactivated	
Dated title page		EOC structure and organization	
Promulgation document		When EOC activated/deactivated	
Signature page		Alert levels	
Forward (Adoption of NIMS)		Sequence of actions	
Record of changes		Forms to request assistance	
Record of distribution		Responsibilities	
Table of contents		Responsibility by organization and position	
Purpose Statement		Primary and support agencies	
What EOP is meant to do		Maintenance, Training & Exercise	
Synopsis of EOP, annexes, & appendices		Training	
Scope		EOP exercise schedule overview	
Policies		How often, type	
Authorities and References		Revision cycle	
Laws, statutes and ordinances		ESF-Functional annexes	
Executive orders		#1 Transportation	
Regulations		#2 Communications	
Formal agreements		#3 Public Works and Engineering	
Pre-delegation of emergency authorities		#4 Firefighting	
Pertinent reference materials		#5 Emergency Management	
Glossary		#6 Mass care, housing, and human services	
Acronyms		#7 Resource support	
Plan Organization		#8 Public health and medical services	
Plan structure		#9 Urban search and rescue	
Limitations of Plan		#10 Oil and hazardous materials response	
Mutual Aid		#11 Agriculture and natural resources	
Situation & Hazard/Risk Analysis		#12 Energy	
Hazards addressed		#13 Public safety and security	
Relative probability and impact		#14 Long-term community recovery and mitigation	
Areas affected		#15 External affairs	
Vulnerable critical facilities		Support Annexes	
Population distribution		Financial management	
Special population concerns		International coordination	
Inter-jurisdictional relationships		Logistics management	
Special considerations			

24

County EOP Checklists



County EOP Checklist

✓ EOP Information	Page	Comments
*Introduction		
*Dated title page		
*Promulgation document		
*Signature page		
*Forward (Adoption of NIMS/NRP)		
*Record of changes		
*Record of distribution		
*Table of contents		
*Purpose Statement		
What EOP is meant to do		
Synopsis of EOP, annexes, & appendices		
*Scope		
*Policies		
*Administration and Logistics		
*Authorities and References		
Laws, statutes and ordinances		
Executive orders		
Regulations		
Formal agreements		
Pre-delegation of emergency authorities		
Pertinent reference materials		
*Glossary		
*Acronyms		
*Limitations of Plan		
*Mutual Aid		
Plan Organization		
Plan structure		
*Situation & Hazard/Risk Analysis		
Hazards addressed		
Relative probability and impact		

25

County EOP Checklists



EMERGENCY OPERATIONS PLAN
CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
FOREWORD SECTION		
Letter of Approval: Provides evidence of a dated letter of promulgation or resolution from the governing board.		
1. Foreword/Preface/Introduction: This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).		
PART I: BASIC PLAN		
2. Purpose: Describes the EOP purpose (NIMS EOP Element).		
3. Scope: Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).		
4. Organization, Roles and Responsibilities: Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).		
5. Recovery: Does the EOP facilitate response and short-term recovery activities? (NIMS EOP Element).		
6. Situation and Assumptions: Describes the EOP situation and assumptions (NIMS EOP Element).		
7. Concept of Operations: Describes the EOP concept of operations (NIMS EOP Element).		
8. Performance: Does the EOP describe the organization and assignment of responsibilities (NIMS EOP Element)?		
9. Administration and Logistics: Describes the administration and logistics of the EOP (NIMS EOP Element).		
10. Emergency Plan Maintenance and Distribution: Describes EOP development and maintenance (NIMS EOP Element).		
11. Authorities and References: Describes the EOP authorities and references (NIMS EOP Element).		
PART II: FUNCTIONAL ANNEXES		
12. Functional Annexes: Contains functional annexes (NIMS EOP Element).		

26

County EOP Templates and Planning Guides

EMERGENCY OPERATIONS PLAN PLANNING GUIDE TABLE OF CONTENTS

	Page
Foreword.....	i
Record of Changes.....	ii
Distribution List.....	iii
Resources/References.....	iv
Table of Contents.....	v
Chapter One Introduction.....	1
Chapter Two Organization, Assembly, and Coordination of a Plan.....	2
Chapter Three Hazard Identification and Risk Assessment (HIRA) Guidelines.....	8
Chapter Four Preparation of The Basic Plan.....	10
Basic Plan Sample Format.....	12
Emergency Support Agency Matrix.....	17
Chapter Five Preparation of Emergency Support Functions (ESFs).....	18
ESF 1 Transportation.....	19
ESF 2 Communications.....	19
ESF 3 Public Works and Engineering.....	19
ESF 4 Firefighting.....	20
ESF 5 Emergency Management.....	20
ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services.....	20
ESF 7 Resource Support.....	21
ESF 8 Public Health and Medical Services.....	21
ESF 9 Urban Search and Rescue.....	22
ESF 10 Oil and Hazardous Materials Response.....	22
ESF 11 Agriculture and Natural Resources.....	22



27

County EOP Templates and Planning Guides


TABLE OF CONTENTS

Table of Contents.....	ii
I Introduction.....	1
II Completing the Plan.....	3
a. Basic Plan.....	3
b. Functional Checklists.....	4
c. Notification and Resource Manual (NARM).....	4
III Maintaining the Plan.....	6
a. Basic Plan.....	6
b. Functional Checklists.....	6
c. Notification and Resource Manual (NARM).....	7
IV Where to go for Help.....	8
APPENDIX: Hazard Analysis.....	8
Worksheets.....	11



28

County EOP Templates and Planning Guides



Section II - Functional Annexes

These annexes are variations of functional annexes tailored to the EOP format used by the jurisdiction. They focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency. While the basic plan provides broad, overarching information relevant to the EOP as a whole, these annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of a particular emergency operations function. These annexes also establish preparedness targets (e.g., training, exercises, equipment checks and maintenance) that facilitate achieving function-related goals and objectives during emergencies and disasters.

A. Direction, Control, and Coordination

This section describes detailed measures on how the direction, control, and coordination of incident management is to take place.


B. Continuity of Government / Operations

Continuity of government (COG) / continuity of operations (COOP) may have a separate plan from the EOP. If a separate COG / COOP plan is used, it should be identified in the EOP. (1) Describe essential functions, such as providing vital services, exercising civil authority, maintaining the safety and well-being of the populace, and sustaining the industrial/economic base in an emergency. (2) Describe plans for establishing recovery time objectives, recovery point objectives, or recovery priorities for each essential function. (3) Identify personnel and/or teams needed to perform essential functions. (4) Describe orders of succession and delegations of authority. (5) Describe continuity/alternate facilities and continuity communications methods. (6) Describe plans for vital records and human capital management. (7) Describe plans for devolution or direction and control. (8) Describe plans for reconstitution of operations.

C. Communications

(1) Identify and describe the actions that will be taken to manage communications between the on-scene personnel/agencies (e.g., radio frequencies/tactical channels, cell phones, data links, command post liaisons, communications vehicle/van) in order to establish and maintain a common operating picture of the incident. (2) Identify and describe the actions that will be taken to identify and overcome communications shortfalls (e.g., personnel with incompatible equipment) with the use of alternative methods (e.g., Amateur Radio Emergency Services/Radio Amateur Civil Emergency Service at the command post/off-site locations, CB radios). (3) Identify and describe the actions that will be taken to manage communications between the on-scene and off-site personnel/agencies (e.g., shelters, hospitals, emergency management agency). (4) Identify and describe the actions that will be taken by 911/dispatch centers to support/coordinate communications for the on-scene personnel/agencies, including alternate methods of service if 911/dispatch is out of operation (e.g., resource mobilization, documentation, backup). (5) Describe the arrangements that exist to protect emergency circuits with telecommunications service priority for prompt restoration provisioning. (6) Describe how communications are made accessible to individuals with communication disabilities working in

County EOP Templates and Planning Guides



Municipal Emergency Operations Plan **Town**
of **XXX**

MUNICIPAL EMERGENCY OPERATIONS PLAN (M-EOP)

FOR

TOWN OF **Town Name**

XXX County, Idaho

Adopted: Date
Reviewed: Date

County EOP Templates and Planning Guides



INSERT COMMUNITY NAME
SMALL COMMUNITY EMERGENCY RESPONSE PLAN
Year

- Know this information and how your community will use it during an event.
- Practice this plan. For more information, contact IOEM T&E.
- Hang this flipchart on the wall for easy access. Choose several different locations where your team can find it quickly when needed, such as next to fire alarms.
- Update contact information annually, or more often. Provide updates to the SEOC.

For disaster assistance 24 hours a day

Call the Idaho Response Center (IRC)

Phone Number

SMALL COMMUNITY EMERGENCY RESPONSE PLAN

31

CPG 101 v.2 and EOP



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32



Idaho Office of Emergency Management's Annual Preparedness and Cybersecurity Conference
October 11-13, 2022 | Boise, ID

Scan QR Code for info and to register



The poster features a dark maroon header with white text. Below the header is a landscape image of mountains and a valley. A QR code is positioned on the left side of the landscape, and the Idaho Office of Emergency Management logo is on the right. The logo is circular with a gold border and contains the text 'Idaho Office of Emergency Management' and 'Prevention, Protection, Mitigation, Response, Recovery'.