

CHAPTER 7: EMERGENCY MANAGEMENT PLANNING

INTRODUCTION

Present day conditions necessitate emergency planning. After identifying hazards and risks, an agency should prepare an Emergency Operations Plan (EOP) outlining employee procedures to follow before, during, and after an emergency that may involve any identified hazards.

An EOP:

- Provides for health, safety, and welfare of people.
- Provides for business continuity.
- Helps maintain essential services.
- Saves money.
- Provides for a systematic way of responding to an emergency situation.
- Meets legal requirements.

Without an EOP, response to an emergency results in chaos, organizational survival is threatened, and recovery is nearly impossible. All of which may lead to economic disaster.

PLAN DEVELOPMENT

The EOP should be comprehensive. It should cover all aspects of emergency management and all types of emergencies. As recommended by the Federal Emergency Management Agency (FEMA), the EOP should grow out of a planning process conducted by a planning team. This team should include representatives from all divisions/sections of your agency.

It is recommended that your EOP be organized into three basic components. They are:

- *Basic Plan.* Serves as an overview of your agency's approach to emergency management, including broad policies, plans, and procedures.

- *Annexes.* Supports your Basic Plan and is carried out by functional annexes that address specific activities critical to emergency response and recovery.
- *Appendices.* Hazard specific appendices support each functional annex (as necessary) and contain technical information, details, and methods for use in emergency operations.

Furthermore, FEMA recommends four phases of comprehensive emergency management be used in developing your emergency plan. Briefly, they are:

- *Mitigation.* Identifying, eliminating, or reducing a hazard before the disaster occurs.
- *Preparedness.* Training, developing plans, and providing communication and warning systems.
- *Response.* Activities following an emergency or disaster.
- *Recovery.* Short term and long term recovery continues until all systems return to normal.

PLAN CONTENT

Following is a recommended guide for topics that may be included in your emergency plan. It is recognized that each organization is unique and may vary from this guide. This guide is intended to be an aid in developing and maintaining an emergency operations plan.

- Statement of Purpose (provides guidance and prepares employees to respond properly when a disaster strikes).
- Statement of Objective (provide for the safety of employees and the public, and then to restore operations back to normal as quickly as possible).
- Executive Director (powers and duties).
- Succession of Authority.

- Mobilization of Resources.
- Employee Responsibility.
- Division/Section Functional Responsibility.
- Procedures for Communicating with and Instructing Employees.
- List of Essential Classes/Positions.
- Procedures for Recalling Essential Classes/Positions.
- Reporting Locations (Operations Center, Alternative Worksite).
- Resource Inventory (Personal Skills, Equipment, and Supplies).
- Emergency Management (Incident Command System).

- Training and Exercises.
- Vital Records Management
- Evacuation Procedures (Building and Area).
- Recovery and Reconstruction (Damage Assessment, Documentation, and Funding).

The above mentioned items are recommended guidelines only. Each EOP should be developed around your own organization's objectives, mission, and needs.

Recommended documents that provide emergency planning and emergency management guidelines can be found under Reference Books and Periodicals (pages A-19 and A-20) in Appendix A.