

EMERGENCY MANAGEMENT PLANNING

An Emergency Operation Plan (EOP) provides the organization a framework for when and how it intends to respond in emergency situations. This framework is typically an all-hazards approach designed to be flexible, scalable and adaptable depending on the emergency's severity. Annex plans provide a detailed description of how the organization will manage specific operations or events.

Over the last decade, the availability of emergency planning resources has grown exponentially. This guide is not intended to be an exhaustive list. Readers are encouraged to explore a variety of sources to develop a plan that best suits their entity's needs.



A FEW OF THE MORE COMMON RESOURCES AVAILABLE ONLINE ARE:

- US Department of Homeland Security (DHS)
<https://www.dhs.gov/>
- National Fire Protection Administration (NFPA)
<https://www.nfpa.org>
- Federal Emergency Management Agency (FEMA)
<https://www.fema.gov/>
- Readiness and Emergency Management for Schools Technical Assistance Center (REMS TAC)
<https://rems.ed.gov/>
- Emergency Management Institute (EMI) Training Resources, including Independent Online Learning
<https://training.fema.gov/emi.aspx>
- Oregon Department of Emergency Management (OEM)
<https://www.oregon.gov/OEM/Pages/default.aspx>
- Ready.Gov
<https://www.ready.gov/program-management>
- Oregon OSHA
<https://osha.oregon.gov/Pages/topics/emergency-action-plan.aspx>

OTHER RESOURCES MAY INCLUDE industry specific organizations/authorities and professional groups such as the Oregon Emergency management Association (OEMA). <https://oregonemergency.com/>



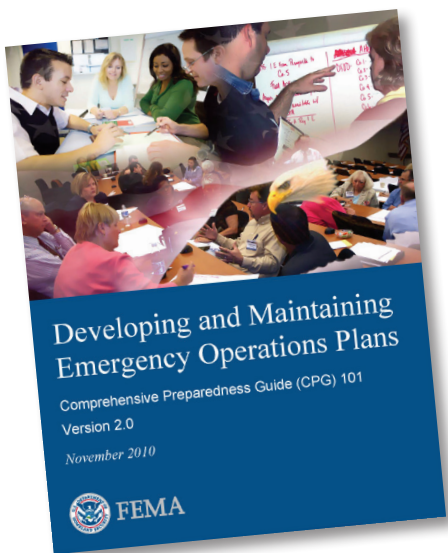
PLANNING CONSIDERATIONS

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 jurisdiction emergency plans for insight into the local hazard assessment(s) and response capabilities. Familiarize yourself (and your planning team) with National Incident Management System (NIMS) and the Incident Command System (ICS). EMI online training such as IS-230.d - Fundamentals of Emergency Management and IS-700.b - An introduction to NIMS may be helpful.

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



PLAN GUIDES AND TEMPLATES

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

FEMA COMPREHENSIVE PLANNING GUIDE:

https://www.fema.gov/media-library-data/20130726-1828-25045-0014/cpg_101_comprehensive_preparedness_guide_developing_and_maintaining_emergency_operations_plans_2010.pdf

REMS TAC PLANNING GUIDES FOR:

- **K-12 Schools:**
https://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf
- **College:**
<https://rems.ed.gov/IHEGuideIntro.aspx>
- **Interactive tools for both:**
https://rems.ed.gov/docs/EOPInteractiveToolsFlyer_508C.pdf

ANNEX PLANS

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>

SCHOOLS AND COLLEGE SPECIFIC

- <https://rems.ed.gov/K12FuncAnnex.aspx>
- <https://rems.ed.gov/K12ThreatAndHSAnnex.aspx>
- <https://rems.ed.gov/REMSPublications.aspx>

CONTINUITY OF OPERATIONS PLANNING (COOP)

COOP is a 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>

SCHOOLS AND COLLEGE SPECIFIC

- https://rems.ed.gov/Resources_EM%20Functions_COOP.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>
- https://rems.ed.gov/Docs/1_IntroductionExercises_508C.pdf



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