



Hamilton County Local Emergency Operations Plan Template Overview

This document is meant to provide you with a brief overview of the emergency operations plan (EOP), describe how Hamilton County Emergency Management & Homeland Security Agency (EMHSA) can support you as you complete your local EOP, explain how to use the Hamilton County Local EOP Template and outline the different sections of an EOP.

What is an Emergency Operations Plan (EOP)?

The EOP is a plan that defines the scope of preparedness and emergency management activities needed for your jurisdiction. Specifically, it

- Explains how all actions will be coordinated
- Assigns responsibility to organizations and individuals for carrying out specific actions during an emergency that go beyond their routine responsibilities
- Sets forth 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 with other jurisdictions

Why have an EOP?

It is the role of local government to protect its residents. Identifying who does what during an emergency and having a framework before an emergency occurs allows for a more effective and coordinated response and short term recovery effort. Having this more effective and coordinated effort will protect your citizens. Additionally, its importance is recognized by the state which is why every jurisdiction in Ohio is required by law to have an emergency operations plan.

Hamilton County EMHSA and your jurisdiction's planning

As you move forward with developing or updating your EOP, Hamilton County EMHSA can support you in your efforts.

Hamilton County EMHSA will provide the local jurisdiction:

- A template to guide your planning efforts
- Technical assistance by answering questions, attending local planning meetings as desired, and review completed plans as requested

Hamilton County EMHSA requests that your jurisdiction:

- Sends in your local adopted plan with the completed signature page
- Sends in your local resolution adopting NIMS
- Provide contact information as requested for local points of contact

How to use the template?

The Local EOP Template provides you with formatting, language and an existing framework. The template was designed to include emergency management best practices and concepts outlined in national guidance. The template was also developed to be consistent with the Hamilton County Emergency Operations Plan.

The template was built to streamline the planning process and highlight key areas that need to be addressed at the local level. While main language is present, the plan is meant to be a guide for the local planning team to use throughout the process of plan development. *The most important part of planning is the discussions and relationships that come out of the process.* The template should be used to explain how your response will be coordinated, to identify who would be involved in response and recovery efforts and their role, to get input from these partners, and to highlight the importance of developing supporting documents. As the draft plan is being developed, it should be customized to fit your jurisdiction. This is done by identifying who would perform those roles in your jurisdiction, including local data and procedures in your plan, and using appropriate local maps, definitions, and acronyms throughout the plan.



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EOP Sections:

The Emergency Operations Plan has two main parts, the basic plan and the supporting annexes. The basic plan should provide an overview of your approach to emergency response and operations. It explains the policies, organization, and tasks that should be involved in response to an emergency. The annexes 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 operation function. Below is a breakdown of the basic plan and functional annexes.

Basic Plan:

Approval & Implementation Page: The approval and implementation page introduces the plan, outlines its applicability, indicates that it supersedes all previous plans, and identifies who can modify the plan. The document also allows your administrator to show support for the plan.

Promulgation: Promulgation is the process that officially announces/declares a plan (or law). The promulgation document gives the plan official status. It gives both the authority and the responsibility to organizations to perform their tasks including preparedness activities such as plan maintenance, training and exercises.

Record of Changes: The record of changes section tracks updates and changes to the plan. Tracking plan updates shows the progress of your jurisdiction's emergency management framework and can show that lessons learned from exercises/events are incorporated for improvement.

Record of Distribution: The record of distribution tracks who the plan is disseminated to. It can be used to show that tasked organizations are aware and acknowledge their responsibilities.

Purpose: The basic plan's purpose is a general statement of what the EOP is meant to do.

Scope: The scope explains who the plan affects and when the plan is used.

Situational Overview: The situation section characterizes the "planning environment," making it clear why an EOP is necessary. This section should summarize hazards faced by the jurisdiction. The 2016 Hamilton County Threat and Hazard list is a good reference; however, your area may rank hazards differently.

Planning Assumptions: The planning assumptions is a list of what the planning team assumes to be facts to make it possible to execute the EOP.

Concept of Operations: The concept of operations section is designed to give the overall picture of the response. The audience for the basic plan needs to be able to visualize the sequence and scope of the planned emergency response. Ideally, it also offers clear methodology to realize the goals and objectives to execute the plan. Topics that may be discussed include overall plan priorities, your local emergency operations center, declaring a state of emergency, alerting and notifying the public and partners, requesting assistance, and the whole community.

Organization and Assignment of Responsibilities: The basic plan establishes the operational organization that will be relied on to respond to an emergency situation. It includes a list of the kinds of tasks to be performed, by position and organization, without all of the procedural details included in functional annexes. Including a table that identifies a local representative who will coordinate each function will help summarize and illustrate who may be involved in the overall response effort.



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Direction and Control: This section describes the framework for all direction, control, and coordination activities. In this section, you will likely be explaining NIMS and how NIMS, your local EOC, and the county EOC interface.

Administration, Finance, and Logistics: This section covers general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. It includes information such as how actions and costs will be documented as well as how resources will be managed.

Plan Maintenance: This section discusses the overall approach to planning and the assignment of plan development and maintenance responsibilities.

Authorities & References: This section provides the legal basis for emergency operations and activities. It lists laws, statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergencies at all levels of government. While the federal, state, and county authorities and reference will likely not change, it is crucial to identify all local authorities and references that are specific to your jurisdiction.

Attachments: Separate documents that support the basic plan. These may include a sample emergency proclamation, Terms and Acronyms, and a Threat and Hazard Listing.

Functional Annexes:

These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency.

The Transportation Function: The transportation function assesses damage to, restores, and maintains land, air and water transportation routes during emergencies in coordination with governmental and private organizations as required. In addition, this function coordinates available resources for transportation activities including transportation routes and potential staging area. This function also identifies evacuation and reentry routes in coordination with the incident commander.

The Communications Function: The communication function assesses damage to communication infrastructure, maintains communication capabilities with response partners, provides technical assistance for communications in the local EOC, and liaises with communication/telecommunication agencies.

The Engineering and Public Works Function: The engineering and public works function supports conducting damage assessments by providing personnel to conduct damage assessment to the private sector and conducting damage assessment to the public sector including local government buildings and certain private nonprofits. Damage Assessments will be coordinated through the local damage assessment coordinator with the recovery function. This function also manages debris removal. This function inspects and repairs or demolishes public structures including dikes, dams and levees.

The Fire and EMS Function: This function maintains an overall picture of fire and emergency medical services activities related to the event for your jurisdictions. Additionally, this function manages and coordinates firefighting activities by mobilizing resources of multiple firefighting agencies. This function will likely be a direct link from the emergency operations center to the incident command post. In addition, this function may offer guidance and technical expertise about firefighting and medical emergency actions.

The Information and Planning Function: This function collects, processes, and analyzes information related to the disaster event, so it can be disseminated to emergency partners. This information is disseminated through displays, briefings, incident action plans, and situation reports which may include utilizing WebEOC. Additionally, this function uses this information to support the identification of overall priorities for local-level emergency activities.



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The Mass Care Function: This function addresses, coordinates, and reports on emergency mass care activities of local-level organizations responsible for sheltering, feeding, counseling, providing first aid, and related social services and welfare activities required to assist the survivors of an emergency. This function identifies unmet needs within the community and maintains the overall picture of mass care activities within the jurisdiction. In addition, this function provides a list of possible shelter locations when requested and coordinates support shelter operations.

The Resource Support Function: This function provides logistical and resource support to local agencies and departments involved in the disaster response and recovery. This support includes locating, procuring, and issuing resources including equipment, supplies, and services required by responders and disaster survivors.

The Health and Medical Function: This function coordinates with support agencies to address health and medical activities at the local-level and maintain an accurate overview of health and medical activities. Some of the health and medical issues include the assessment of health/medical needs, health surveillance and epidemiological investigation, prevention and control practice, mass prophylaxis/vaccination, health/medical equipment and supplies, patient evacuation, public information, worker health and safety, environmental concerns (e.g. drinking water and waste management), fatality management, and emergency medical services.

The Search and Rescue Function: This function coordinates and supports search and rescue operations within your jurisdiction. The fire department will coordinate rescue activities and provide information to the local EOC and Hamilton County ESF#9.

The Hazardous Materials Function: Hazardous Materials response is coordinated at the county level through the Local Emergency Planning Committee. More information about agencies involves, responsibilities and policies is found in the Hamilton County Hazardous Materials and Emergency Operations Plan. Therefore, local jurisdictions do not need a separate annex devoted to this topic.

The Animals and Agriculture Function: This function coordinates information and support for the assessment, response and recovery operations that may impact the animal or farm communities in your jurisdiction. This includes protecting domesticated and wild animal resources, public health, the public food supply and the environment as well as the humane care and treatment of animals in disasters.

The Energy Function: This function coordinates emergency utility services by contacting energy utilities and related governmental and private organizations for information. This information includes the assessment of damage to the utility and response and recovery operations related to fuel shortages, power outages, transmission/distribution problems, and capacity shortages that may impact your jurisdiction during a disaster.

The Law Enforcement Function: This function coordinates law enforcement activities and shares this information with emergency partners. Some law enforcement activities include: maintaining law and order within legal authority, assisting with the dissemination of alerts, warnings and notifications, staffing roadblocks, traffic control points and other sites as required, supporting communications, sharing information with the EOC such as casualty and damage observations, and maintain logs, records and reports essential to government operations.

The Disaster Recovery Function: This function coordinates needs assessments, damage assessments and information gathering to apply disaster recovery funds and develop disaster-specific recovery plans.

The Public Information Function: This function organizes the necessary for the development, distribution and coordination of information to the public in the event of an emergency that requires local assessment, response, and recovery activities.