[INSERT COUNTY NAME] EMERGENCY OPERations plan

BASE PLAN

[INSERT DATE]

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# DISCLAIMER

This template was created by the Indiana Department of Homeland Security (IDHS) to assist Indiana county emergency management agencies (EMAs) and their stakeholders in the development of an Emergency Operations Plan (EOP).

This template provides ***SAMPLE*** language based off the State Emergency Operations Plan, but IDHS has tailored it for a more county-specific approach. Included are charts and diagrams to assist county emergency managers with identifying and documenting their specific needs. This template follows Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 and National Incident Management System (NIMS) guidance.

This template can be scaled up or down and **modified to follow each county’s unique organizational structure, activation protocol, threat and hazard assessments and current capability and capacity gaps.** This template follows all federal, state and Emergency Management Accreditation Program (EMAP) guidance.

IDHS welcomes feedback on this template. The goal is to provide county stakeholders with best practices and the most comprehensive product for county EMAs and stakeholders in their planning initiatives.

***REMOVE THIS PAGE PRIOR TO PUBLISHING THE COUNTY DOCUMENT***

# CONFIDENTIALITY NOTICE

The **[Insert County Name]** Emergency Operations Plan is provided for the sole use of the intended recipient(s). It is not intended for general distribution or to be within the public domain. It contains confidential information, vulnerability assessments, risk, needs and threat assessments of which the public disclosure may threaten public safety by exposing a vulnerability to criminal or terrorist attack. Any unauthorized disclosure or distribution of this plan is prohibited.

***ONLY INSERT THIS STATEMENT IF THE PLAN IS NOT GOING TO BE RELEASED TO THE PUBLIC OR POSTED ON THE COUNTY WEBSITE***

# COUNTY ADOPTION/PROMULGATION

The preservation of life, safety and property is an inherent responsibility of all levels of government. **[Insert County Name]** faces disasters and emergencies which threaten the property, economy, environment and general welfare of its citizens. **[Insert County Name]**‘s elected officials and community leadership is committed to enhancing **[Insert County Name]**’s resiliency by actively collaborating, communicating and coordinating to prevent, protect, mitigate, respond to and recover from such events.

The **[Insert County Name]** Emergency Operations Plan (EOP) **(or CEMP)** establishes a framework of the jurisdiction’s emergency operations policy and guidance for worse-case scenarios. There will be times when normal, day-to-day procedures are not able to provide sufficient disaster response and rapid deployment of extraordinary measures is required to minimize loss of life and property. The EOP considers key actions necessary to meet the challenges of emergency and disaster situations.

To provide for an effective response to emergency situations, **[Insert County Name]** government and public and private-sector stakeholders must plan and prepare together as a whole community. The concept of operations and assignment of responsibilities outlined in this plan shall serve as the basis for the conduct of emergency operations by the **[Insert County Name]**’s emergency responders. It shall be the responsibility of all county agencies, departments and organizations herein referenced to perform their assigned functional tasks and to prepare and maintain standard operating procedures and/or guidelines. All responsible parties shall provide notice of revisions and improvements to the EOP and support it through training and exercises.

This plan is in accordance with existing local statutes, including **(insert any applicable local ordinance or code),** Indiana Code 10-14-3, Emergency Management and Disaster Law and other state and federal laws and supersedes all previous versions. It is also in coordination with the National Response Framework and is National Incident Management System (NIMS) compliant. The plan will be reviewed and updated every **[36]** months, as warranted.

Therefore, by virtue of the authority vested in me as **[Title of Local Elected Official]**, I hereby promulgate the **[Insert County Name]** Emergency Operations Plan. Furthermore, I charge the **[Insert County Name]** Emergency Management Agency Directorwith responsibility for the implementation of this plan under emergency conditions and its ongoing development, as experience and changing conditions require.

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**[Insert Name and Signature of Principle Executive Officer]**  **[Insert Date]**

# RECORD OF CHANGES

| Change # | Change Description | Date Posted | Person(s) Responsible |
| --- | --- | --- | --- |
|  |  |  |  |
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# RECORD OF DISTRIBUTION

| Date | Agency/Department | Method of Delivery |
| --- | --- | --- |
|  | All participating organization heads and representatives. | Via in-person a copy & email for review with subsequent follow-up for an organization head signature. |
|  | All participating organization heads and representatives. | Final signed copy of EOP via email to each organization head and ESF Planning Committee representative. |
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# EXECUTIVE SUMMARY

Protecting the citizens of **[Insert County Name]**, its resources and critical infrastructure is a core responsibility of local government. The mission of **[Insert County Name]** is **[Insert Mission Statement or remove]**. The **[Insert Name of County Emergency Management Agency]** is statutorily responsible for establishing and maintaining an all-hazards emergency management program.

As a part of that responsibility, **[Insert County Name]** is required to develop and maintain the **[Insert County Name]** Emergency Operations Plan (EOP) **(or Comprehensive Emergency Management Plan (CEMP)).** The purpose of the EOP is to define the organizational structure, establish operational concepts, assign responsibilities and outline coordination procedures for achieving the emergency management objectives.

The EOP is established to coordinate **[Insert County Name]**’s government actions during an emergency or disaster event. The **[Insert Appropriate Authority]** or a designee determines the appropriate activation level for the Emergency Operations Center (EOC) based on the severity of incidents and the level of effort required to provide the required support and coordination. According to IC 36-1-3, Indiana is a Home Rule state, and as such, all incidents start and end at the local level under that jurisdictional authority. If an emergency or disaster overwhelms resources and capability of our jurisdiction, the Governor may exercise their authority to use the resources of state government.

The EOP is designed to minimize disruption of local operations through establishing a system of collaboration by all local jurisdiction departments during times of crisis. To achieve this goal, it is imperative that all local departments and agencies and their personnel ensure they are prepared, trained and execute their required roles and responsibilities in accordance with this plan. All jurisdictional departments and agencies are responsible for developing and maintaining up-to-date internal plans and procedures for carrying out assigned emergency functions as outlined in the plan, which includes county departments and agency Continuity of Operations (COOP) plans and a Continuity of Government (COG) plan.

The listed departments and agencies herein agree to support and execute their assigned EOP functional responsibilities. Other agencies or departments may also be called upon to support additional resource needs during activation of the EOP.

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**[Insert Name and Signature of Appropriate Authority]**  **[Insert Date]**

# PLANNING AGENCIES

The primary agency identifies the appropriate support agencies that fall under this plan and collaborates with each entity to determine whether it has the necessary resources, information and capabilities to perform the required tasks and activities within each phase of emergency management, including activations in the **[Insert County Name]** Emergency Operations Center (EOC) and impacted areas. Though an agency may be listed as a primary agency, it does not control or manage those agencies identified as supporting agencies. The agencies listed below are part of the Whole Community Planning Team for this plan.

**PRIMARY AGENCY**

**[Insert Name of County Emergency Management Agency]**

With coordination from local and adjacent county partners and state agencies, **[Insert County Name]** will strive to build, maintain and promote a process of effectively preparing for, protecting against, mitigating against, responding to and recovering from the challenges and demands of hazards which could affect our citizens and community.

**SUPPORTING COUNTY AND LOCAL AGENCIES**

|  |  |
| --- | --- |
| **[Insert name of supporting county agencies]** |  |
|  |  |
|  |  |
|  |  |

**SUPPORTING STATE AGENCIES**

|  |  |
| --- | --- |
| **[Insert name of supporting state agencies]** |  |
|  |  |
|  |  |
|  |  |

**COMMISSIONS, ORGANIZATIONS AND ASSOCIATONS**

|  |  |
| --- | --- |
| **[Insert name of supporting commissions, organizations and/or associations]** |  |
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|  |  |

**FEDERAL ORGANIZATIONS**

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**NON-GOVERNMENTAL ORGANIZATIONS**

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# PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

## PURPOSE

The purpose of the **[Insert County Name]** Emergency Operations Plan (EOP) is to provide a jurisdictional framework for the effective coordination of response and recovery operations before, during and after large-scale or complex disasters or emergency events.

The EOP and its annexes define roles and responsibilities for county emergency management functions, establish the conditions under which county resources are mobilized and describe the organizational concepts and structures used to coordinate actions of county entities, other levels of government, designated private sector partners and non-governmental organizations. The identification and organization of assigned roles among stakeholder entities are based on their unique resources and capabilities for emergency support efforts.

The EOP sets forth guidelines for activating the county Emergency Operations Center (EOC) and increasing activation levels based on the identified or potential needs of an incident. This incorporates the use of Emergency Support Functions (ESF) to apply county resources and describes the responsibilities of various agencies in executing effective response and recovery operations.

## SCOPE

The **[Insert County Name]** Emergency Operations Plan (EOP) describes the interaction of county government with county stakeholders, state government, non-governmental response organizations and other private sector partners, the media and the public in implementing emergency prevention, protection, mitigation, response and recovery functions. The EOP consists of four (4) components:

1. Base Plan – Establishes fundamental policies and assumptions for statewide emergency management; outlines the state’s vulnerabilities to potential hazards; establishes an emergency management concept of operations and outlines federal, state, tribal and local relationships and responsibilities.
2. Emergency Support Function (ESF) Annexes – Identify the primary and supporting agencies for each function and tasks associated to each ESF, including non-governmental and private sector partners. **[Remove if not using the ESF structure]**
3. Support Plans – Describe the framework through which state, local and tribal entities, along with volunteer and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary for efficient and effective incident management.
4. Hazard-Specific Annexes – Address special hazard, threat- or incident-specific considerations and priorities in all phases of emergency management.

The EOP planning process focuses on:

* All-hazards (natural, technological and human-caused hazards)
* All-phases (prevention, protection, mitigation, response and recovery phases).
* All-stakeholders (local, state, tribal, federal government, private sector, volunteers, citizens, community and nongovernmental organization stakeholders- the “Whole Community”).

This document provides structure for implementing county-level policy and operational coordination for incident response. It can be partially or fully implemented in the context of a threat, in anticipation of a major event or in response to a major disaster or incident. Selective implementation allows for a scaled response, delivery of the exact resources needed and a level of coordination appropriate to each incident within the affected geographic area. The EOP Base Plan does not provide specific, detailed operating procedures which exist within each primary and support agency’s doctrine and support annexes.

## SITUATION

### County Profile

**[Insert county information on geography, major waterways, population, economy, travel, etc)**

### Hazard and Threat Summary

**[Insert County Name]** is exposed to many hazards which have the potential of causing casualties, damaging or destroying private or public property and disrupting the county’s economy. In any crisis or emergency, **[Insert County Name]**’s foremost concern is for the protection of human life and property.

Each hazard has an expected frequency or probability, which is simply a calculation of how likely it is to occur in a given time, such as a year. Part of the hazard analysis is based on the worst-case scenario for hazards and their effects. Specific characteristics, such as population distribution, land development, weather patterns and topography all promote unique challenges for managing emergencies and disasters.

Table . HAZARD AND THREAT CATEGORIES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NATURAL HAZARDS** | | | | |
| **BIOLOGICAL** | **GEOPHYSICAL** | **HYDROLOGICAL** | **METEOROLOGICAL** | **ASTRONOMICAL** |
| * Human Disease Outbreak/Epidemic   + Viral Infectious Diseases   + Parasitic Infectious Disease * Insect Infestation * Animal Stampede * Invasive Species | * Earthquake   + Liquefaction * Mass Movement   + Rockfall   + Landslide   + Subsidence | * Flood   + General Flood   + Flash Flood   + Coastal Flood   + Seiche * Ice Jam | * Severe Storm   + Lightning   + Tornado   + Hail   + Derecho * Tropical Cyclone * Extra-Tropical Cyclone * Drought * Wildfire/Land Fire * Extreme Temperature   + Heat/Cold Wave * Extreme Winter Weather   + Blizzard   + Ice Storm | * Space Weather   + Solar Flare   + Geomagnetic Storm   + Electromagnetic Pulse (EMP) |

|  |  |  |
| --- | --- | --- |
| **HUMAN-CAUSED** | | |
| **UNINTENTIONAL** | **INTENTIONAL** | |
| * Chemical Spill\* * Hazardous Material Spill\* * Fire\* * Explosion\* * Structural Collapse * System Error Yielding Failure | * Active Shooter * Armed Assault * Arson\* * Chemical/Biological Attack\* * Civil Unrest/Disobedience * Cyber-Attack | * Electromagnetic Pulse (EMP)\* * Explosives Attack\* * Improvised Nuclear Attack\* |
| **\*** = Also a Technological Hazard | | |

|  |  |
| --- | --- |
| **TECHNOLOGICAL HAZARDS** | |
| **UNINTENTIONAL OR INTENTIONAL** | |
| * Biological Attack * Chemical Attack * Dam Failure * Electromagnetic Pulse (EMP) * Fire * Hazardous Material Release * Industrial Accident * Mine Accident | * Nuclear Terrorist Attack * Pipeline Explosion * Radiological Release * Train Derailment * Transportation Accident * Urban Conflagration * Utility Disruption |

#### Hazard Identification and Risk Assessment

There are several plans and preparedness assessments **[Insert County Name]** uses to identify and evaluate local threats, hazards, risks, capabilities and gaps. The Hazard Identification Risk Assessment (HIRA) is a quantitative process that addresses hazards, threats and risks. The intent of the HIRA is to provide an overview of the countywide threat environment and to identify, analyze and quantify each hazard or threat.

All natural, man-made or technological hazards or threats that present the greatest risk are measured using a Calculated Priority Risk Index (CPRI) formula that measures the probability, magnitude or severity, warning time and duration of the known hazard or threat. The results of the HIRA establish Step 1 of the Threat and Hazard Identification and Risk Assessment (THIRA). Appendix A provides a summary of **[Insert County Name]**’s aggregated HIRA results.

#### Hazard Mitigation

The **[Insert County Name]** Multi-Hazard Mitigation Plan seeks to examine the disasters that have impacted the county, identify high-risk areas of vulnerability and explore emerging threats. The Multi-Hazard Mitigation Plan is developed to guide the county in a risk-based approach to preventing, protecting against, responding to and recovering from disasters that may threaten the county’s citizens, infrastructure and economy. It documents historical disasters, assesses probabilistic disasters through Hazus-MH and GIS analyses and addresses specific strategies to mitigate the potential impacts of these disasters.

### Capability Assessments

The National Preparedness Goal (NPG) identifies 32 core capabilities essential for the execution of the five (5) mission areas of prevention, protection, mitigation, response and recovery. Table 2 provides a detailed list of each of the capabilities based on the five (5) mission areas. It is important to note there are several cross-cutting core capabilities including planning, public information and warning, operational coordination, infrastructure systems, intelligence and information sharing, interdiction and disruption and screening, search and detection as outlined in the table. The most probable hazards and threats identified in the HIRA are used to develop scenarios for the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR). The THIRA/SPR is an interconnected process that assists communities to further evaluate their preparedness. THIRA was developed to help communities assess their risk and set capability targets that reflect their preparedness goals.

Data from the THIRA is used as the foundation for the SPR which is an outcome-based assessment that guides a comparison of capability targets established in the THIRA through an assessment of current capabilities. Communities identify and quantify gaps between current capabilities and capability targets and then identify the relation of the gap to any of the five (5) following areas: Planning, Organization, Equipment, Training and Exercise (POETE). Finally, priority and confidence levels are determined as a plan of action and timeline for closing gaps. These assessments are critical to the state and local communities. They deliver actionable data, providing direction on where the state and communities need to focus efforts and resources to have the biggest impact on achieving specific preparedness goals and addressing the impacts of their most challenging threats, hazards and gaps. A single threat or hazard may challenge multiple core capabilities.

Table . MISSION AREAS AND CORE CAPABILITIES

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CORE CAPABILITIES** | **MISSION AREAS** | | | | | | | |
| **PREVENTION** | **PROTECTION** | | **MITIGATION** | **RESPONSE** | | **RECOVERY** | |
| **Planning** | | | | | | | |
| **Public Information and Warning** | | | | | | | |
| **Operational Coordination** | | | | | | | |
| **Intelligence and Information Sharing** | | **Community Resilience** | | | **Infrastructure Systems** | | |
| **Interdiction and Disruption** | | **Long-Term Vulnerability Reduction** | | | **Critical Transportation** | | **Economic Recovery** |
| **Screening, Search and Detection** | | **Risk and Disaster Resilience Assessment** | | | **Environmental Response/Health and Safety** | | **Health and Social Services** |
| **Forensics and Attribution** | **Access Control and Identify Verification** | **Threats and Hazards Identification** | | | **Fatality Management Services** | | **Housing** |
|  | **Cybersecurity** |  | | | **Fire Management and Suppression** | | **Natural and Cultural Resources** |
| **Risk Management for Protection Programs and Activities** | **Logistics and Supply Chain Management** | |  |
| **Supply Chain Integrity & Security** | **Mass Care Services** | |
| **Physical Protective** | **Mass Search and Rescue Operations** | |
|  | **On-Scene Security, Protection and Law Enforcement** | |
| **Operational Communications** | |
| **Public Health, Healthcare and Emergency Services** | |
| **Situational Assessment** | |

## PLANNING ASSUMPTIONS

For successful preparedness and response operations to take place, the following key assumptions are listed to gauge participation and support provided by **[Insert County Name]** stakeholders and those at the state and federal levels:

* All incidents begin and end locally and are typically managed at the lowest geographic, organizational and jurisdictional level. However, citizens have a personal responsibility to be prepared for the different types of disasters that can occur in their area.
* Government at all levels must continue to function under all threats, emergencies and disaster conditions.
* Residents and communities will compete for scarce resources, and widespread power and communications outages may require the use of alternate methods of providing public information and delivering resources.
* Some emergencies or disasters will occur with little or no advance warning, not allowing sufficient time for appropriate emergency notifications to be sent to residents.
* A given disaster situation may require an evacuation of residents from the immediate area to protect them from further injury or death. A full-scale evacuation of a community is **not** likely. Rather, the residents living in the affected portion of that community will likely be moved.
* Outside assistance will be available through mutual aid agreements with nearby jurisdictions.However, it is likely that outside assistance will not be available for at least 72 hours after the onset of the disaster, emergency or event.
* County residents, businesses and industry will use their own resources and be self-sufficient for at least 72 hours following a significant disaster or event.
* County businesses and industry have internal standard operating procedures for emergency operations including a Continuity of Operations Plan (COOP) that provides for a line of succession for senior management and a means of internal communication.
* **[Insert County Name]** will have fully committed resources or have a unique need prior to the initiation of all requests for state aid. This does not require actual exhaustion of all resources, but it does anticipate full mobilization and commitment to the emergency.
* During adeclared emergency, the county Emergency Operations Center (EOC) functions as the central coordination point for the direction and control of response efforts during disasters or emergencies and is the coordinating point with the State Emergency Operations Center (SEOC).
* If the situation in the countywarrants support from the state, the Governor may declare a state of emergency and the SEOC will be activated at the appropriate level to support a coordinated response.
* Emergency shelters will be activated by the county EMA Director (or designee). Shelters may be operated by Voluntary Organizations Active in Disasters (VOAD) such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care and maintain a registration of those housed in the shelter.
* Critical facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of commercial power or other energy sources.
* State agencies have emergency resources and expertise available, which can be utilized to relieve emergency or disaster related problems that are beyond the capabilities of **[Insert County Name]** government.
* If an incident exceeds the capabilities of both local and state governments, the state will request assistance from other states using the Emergency Management Assistance Compact (EMAC).
* Private and volunteer organizations may provide immediate life sustaining relief to individuals and families when such relief is not normally available from county government resources.
* Subject to the appropriate local and state declarations, the federal government may provide funds and assistance to jurisdictions in Indiana. Federal assistance will be requested when disaster relief requirements exceed Indiana’s capability.
* Planning, training, exercise and evaluation of essential agencies and departments will be an ongoing priority to ensure the effective use of resources and capabilities for response.
* Incidents may attract a sizeable influx of spontaneous volunteers, donations and supplies with limited storage capacity.
* It is prudent and necessary for the county, municipalities, public safety departments and supporting agencies to plan for and to carry out emergency and disaster response and short- term recovery operations utilizing local resources.

# CONCEPT OF OPERATIONS

## GENERAL CONCEPT

This plan is based on the premise that all disasters or emergencies start and end locally. Unless specifically delegated, **[Insert County Name]** retains Incident Command (IC). When requested by local government, the state of Indiana provides state-level support and coordination to the local jurisdiction to include situational awareness and resource mobilization. This gives **[Insert County Name]** access to resources including emergency management and homeland security agencies, police, fire, health departments, incident management teams, specialized teams and the Indiana National Guard (INNG). If the state anticipates its needs may exceed its resources, the Governor can request assistance from other states through the Emergency Management Assistance Compact (EMAC) and/or from the federal government.

## COUNTY OPERATIONAL PRIORITIES DURING RESPONSE AND RECOVERY

1. Life safety and health (highest priority)
2. Incident stabilization
3. Protection of property, economy and the environment
4. Restoration of essential infrastructure, utilities, functions and services
5. Unity of effort and coordination among appropriate stakeholders

## ACTIVATION AUTHORITY

The activation of the **[Insert County Name]** Emergency Operations Plan (EOP) begins with the activation of the Base Plan. The activation of the Base Plan establishes the emergency operations framework and structure needed to deliver coordinated emergency support to local governments. The activation of this framework and structure provides the basis for activating the county Emergency Operations Center (EOC).

The following individuals have the authority to activate the EOP and/or the EOC:

* **[Insert Titles]**

In most cases, the decision to activate will be made through collaboration among **[Insert County Name]** leadership. The following are considerations for activating the county EOC:

* An incident has occurred that has the potential for rapid escalation.
* The incident will be of a long duration and requires sustained coordination.
* Major policy decisions may be required.
* The volume of local requests for assistance is increasing and expected to continue.
* Pre-deployment of assets is occurring in anticipation of the emergency.
* Managing the situation requires urgent, high-level, non-routine coordination among multiple jurisdictions, state departments or other external agencies.
* Activation of the EOC will be advantageous to the successful management of the event.

### Activation of the EOC

The county EMA Director provides leadership and direction of the EOC during the activation period. The EMA Director consults with county leadership regarding the scaling up or down of staffing requirements based on the type, size and complexity of an incident. The EOC may run 24-hour operations any day of the week depending on the needs of the incident. Additional subject matter experts are chosen based on the type of incident. County agencies as well as other organizations (nongovernmental, private sector, state, federal, etc.) may be requested to identify a high-ranking official within the agency or organization that can make decisions and offer resources, as requested. Table 3 outlines the four **(4)** EOC activation levels.

Table . COUNTY EOC ACTIVATION LEVELS **[EDIT AS APPLICABLE]**

| **SEOC RESPONSE ACTIVATION LEVELS** | | | |
| --- | --- | --- | --- |
| **LEVEL** **#** | **NAME OF LEVEL** | **DESCRIPTION** | **EXAMPLE** |
| **IV** | **Daily Operations** | Normal daily operations. | Tornado Watch |
| **An actual or potential for an *incident of state significance* will drive the need for an increase in activation / staffing levels.** | | | |
| **III** | **Active Emergency Conditions** | A situation has or may occur which requires an increase in the activation of the EOC and **support staff**. | Large Tornado  > EF-3 |
| **II** | **Significant Emergency Conditions** | A situation has or may occur which requires an increase in the activation of the EOC and may include **advisory council** and **state** presence. | Major Flooding |
| **I** | **Full Emergency Conditions** | A situation has or may occur which requires an increase in the activation of the EOC and **will likely require state and** **federal assistance**. | Large Earthquake |

Demobilization of the SEOC

Demobilization is the process in which emergency operations are scaled back as the objectives set by leadership are achieved. This usually entails the release of the ESF representation involved in response operations as objectives are accomplished and the need for their participation diminishes. Part of the demobilization process ensures all paperwork, such as personnel evaluations, equipment time records, personnel time records, accident reports and mechanical inspections have been completed and are accurate. Demobilizing the most expensive excess equipment and resources first saves funding.

## EMERGENCY DECLARATION PROCESS

When an incident occurs, the following steps take place:

* **[Insert County Name]** emergency and public works personnel, private sector organizations and other private interest groups provide emergency assistance required to meet immediate human needs and restore essential services vital to public health and safety.
* Preliminary damage and impact information is gathered by **[Insert County Name]** government and emergency officials and conveyed to the Indiana Department of Homeland Security (IDHS). IDHS will work with **[Insert County Name]** and/or regional private sector organizations through the Emergency Support Functions (ESF) for updates on the impacted area.
* The county is encouraged to sign a county disaster declaration and submit through WebEOC.
* If necessary, the Governor declares a state of emergency, which activates the state's emergency plan to address individual and public needs as required, including the use of all state agencies’ resources and the National Guard's military resources.

### Governor’s Declaration of a State of Disaster Emergency

Pursuant to Indiana Code 10-14-3-12, the Governor may declare a disaster emergency by proclamation or executive order when local response capabilities are overwhelmed. The Governor’s declaration of a state level disaster emergency is required for the Governor to request a Presidential major disaster declaration.

### Sequence of Events **[Edit to local protocol]**

1. Disaster event occurs.
2. Notifications are made to appropriate response agencies, disciplines and/or personnel and officials including the **[Insert County EMA Name]** Director.
3. Personnel respond as appropriate based on the type of incident and assess the situation and report back to **[Insert County EMA Name]** Director.
4. The **[Insert County EMA Name]** Director notifies the State Emergency Operations Center (SEOC) of incident and, if needed, requests assistance.
5. The county EOP and county EOC are activated to the extent necessary in accordance with the severity of the incident.
6. If deemed necessary, the State Emergency Operations Center activates.
7. Local Disaster Emergency is declared by local government officials.
8. The State Emergency Operations Plan (EOP) is implemented.
9. State government responds, as necessary.
10. If necessary, the Governor declares a state of disaster emergency and invokes the state’s emergency plan to augment the response to individual and public needs as required, including the use of the National Guard’s military resources.
11. Local Preliminary Damage Assessment(s) (PDAs) are conducted and analyzed.
12. If PDAs show that damage meets certain thresholds, the state requests a Joint Preliminary Damage Assessment (JPDA) by federal, state and local officials.
13. Based upon the results of the JPDA, the Governor may request federal assistance from the President of the United States through the Federal Emergency Management Agency (FEMA).
14. If the JPDA indicates that assistance through a presidential disaster declaration is not likely, the state may still request a disaster declaration from the United States Small Business Administration (SBA) and utilize the State Disaster Relief Fund (SDRF) to provide Individual and/or Public Assistance programs to aid Hoosiers in need.

**NOTE:** The ability to gather damage information may be hindered and delayed due to the nature and severity of the disaster. These delays may also extend the amount of time it takes to determine whether the state is eligible to request a major disaster declaration from the President of the United States.

## inclusion, access and functional needs

**[Insert County Name]** works with public, private and non-profit organizations to build a culture of preparedness and readiness for emergencies and disasters that goes beyond meeting the legal requisites of people with disabilities as defined by the most current version of the Americans with Disabilities Act (ADA) or for individuals with access and functional needs.

**[Insert County Name]** integrates the Federal Emergency Management Agency’s (FEMA)’s access and functional needs guidance, which identifies an individual’s actual needs during an emergency and awareness of not using negative labels such as “handicapped,” “crippled” or “abnormal.”

This planning guidance is inclusive, as it also encompasses people with temporary needs or those who do not identify themselves as having a disability. This includes women who are pregnant, children, older adults, individuals with limited English communication, people with limited transportation access and those with household pets and service animals. Additional awareness that helps ensure inclusive emergency preparedness planning includes addressing the needs of children and adults in areas such as:

**SELF-DETERMINATION** – Individuals with access and functional needs are the most knowledgeable about their own needs.

**NO “ONE-SIZE-FITS-ALL”** – Individuals do not all require the same assistance and do not all have the same needs.

**EQUAL OPPORTUNITY, INTEGRATION AND PHYSICAL ACCESS** – All individuals must have the same opportunities to benefit from emergency programs, services and activities.

**NO CHARGE** – Individuals with access and functional needs may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment.

**EFFECTIVE COMMUNICATION** – Individuals must be given information that is comparable in content and detail to the information given to those without functional needs.

**PROGRAM AND SERVICE MODIFICATIONS** – Individuals must have equal access to emergency programs and services, which may entail modifications to rules, policies, practices and procedures.

**[Insert any additional county data regarding access and functional needs, including countywide Access and Functional Needs Registry information, if available]**

# organization and assignment of responsibilities

## ORGANIZATION

Effective organization and coordination are critical regarding prevention, protection, mitigation, response and recovery planning and actions for emergencies and disasters. Entities with primary and support roles in emergency management must be immediately available and committed to fulfilling their assigned roles and responsibilities to assist **[Insert County Name]** and meet the needs of residents.

This section tasks agencies and departments of **[Insert County Name]**, municipalities, quasi-government agencies and volunteer agencies, with specific emergency functions that may be in addition to their day-to-day responsibilities. Each agency listed is responsible for the development and maintenance of internal Standard Operating Procedures (SOPs), Standard Operating Guides (SOGs), checklists and/or memorandums of understanding to accomplish these responsibilities. Each agency is responsible for ensuring representation in the county Emergency Operations Center (EOC) if requested.

## ASSIGNMENT OF RESPONSIBILITIES [ADD, CHANGE or REMOVE TO COUNTY PROTOCOL]

### Chairperson, County Board of Commissioners

* Serve as the Chair of the **[Insert County Name]** Advisory Council
* Carry out provisions of county statutes and local ordinances relating to emergencies.
* Declare a state of emergency for **[Insert County Name]** and assume direction and control of emergency operations in cooperation with other members of the control group, which may, but all are not required, include the following:
  + Activation of the county Emergency Operations Plan
  + Order an evacuation to include all or portions of the county
  + Restrict the sale of alcohol and or firearms
  + Order a curfew
  + Restrict entry into county
  + Enforce ordinances in effect
  + Ensure adequate planning for hazardous materials events
  + Ensure the line of succession for county departments and agencies
  + Relocate the seat of government if administrative offices become damaged beyond usage
  + Declare a state of emergency in existence for unincorporated areas of the county, if necessary and where applicable, in coordination with municipal officials
  + Implement other measures to protect life and property
  + Coordinate emergency response activities with Chairpersons of adjoining jurisdictions and Mayors in **[Insert County Name]**
  + Direct county personnel to return to work following a disaster or emergency

### **[Insert County Name]** Advisory Council

The **[Insert County Name]** County Emergency Management Advisory Council includes the following members:

* **[Insert County Name]** Board of Commissioner’s representative.
* **[Insert County Name]** Council President or designee.
* **[Insert County Name]** Sheriff.
* City of **[Insert City Name]** Mayor or designee.
* **[Insert other members]**

The members are collectively responsible for:

* Providing prompt decision making
* Ensuring effective unified and collaborative decision making
* Providing strategic direction and policy direction

### County Emergency Operations Center

The county Emergency Operations Center (EOC) is the physical location from which response and recovery activities are coordinated during a major emergency or disaster. The EOC is managed by the **[Insert Agency Name of County EMA]** Director. The key function of the EOC is to ensure that first responders working in the field have the resources (i.e., personnel, tools and equipment) needed to carry out their assignments.

The EOC helps form a common operating picture of the incident and relieves on-scene command of the burden of external coordination and securing and delivery of additional resources. The core functions of the EOC include direction and control, coordination, communication, priority setting, resource management and tracking, information and data collection, analysis and public information dissemination. It allows key decision-makers to operate in one place to coordinate and communicate with support staff. The EOC can be configured to expand or contract as necessary to respond to the different levels of incidents requiring assistance.

When activated, the county EOC does not “take command” of the emergency or disaster. Tactical direction and control rests with the Incident Commander(s) in the field. The EOC does not provide on-scene incident management but can request qualified personnel to augment the Incident Management Team (IMT) through adjacent county mutual aid agreements or augmentation from the state Incident Management Assistance Team (IMAT) through a resource request to the State Emergency Operations Center (SEOC). The county EOC is also the central coordination center for 15 Emergency Support Function (ESF) **[insert other organization format if not using ESFs]** subject matter experts and key organization personnel who facilitate an effective, direct and coordinated response. The EOC manages the county’s response and initial recovery operations. The EOC staff tracks and disseminates late breaking information gathered from its multiple networks of local, state, federal, private sector, volunteer organizations and emergency management agencies across the state.

The EOC is located at **[Insert Location]**. If needed, an alternate EOC will be established at **[Insert Alternate Location]**. The move to the alternate EOC will take place in phases as the situation allows. **[remove paragraph if you do not wish to include the specific addresses in the plan, such as if it will be a public document]** A mobile command center vehicle is also available **[remove if not available in your county]** if both the primary and secondary EOC sites are unavailable and for on-scene operations. The EOC is capable of operating on an intermittent or continuous basis for as long as the situation requires.

During large scale or multiple incidents, the county EOC prioritizes support and resources based on county requirements. If the disaster situation is of such magnitude as to require state and federal assistance; the state, through the State Emergency Operations Center (SEOC) or a Joint Field Office (JFO), will serve as the primary coordinating agency for federal assistance.

The county EOC utilizes a secure internet-based common operating picture called WebEOC that has streamlined both the process of reporting information with the SEOC, as well as the process of sharing real-time information across multiple jurisdictions and levels of government. It is through collaboration and cooperation between local, state and federal partners that ensure a timely response to all-hazard incidents, both natural and man-made.

#### Advisory Council

Emergencies and disasters may require prompt decision making. At times, these decisions require a higher level of both authority and leadership to work through complex governmental issues, state law and jurisdictional impacts. To ensure effective unified and collaborative decision making, the Advisory Council will be utilized. The Advisory Council may vary by incident type and should include subject matter experts to address specific issues concerning the safety and welfare of **[Insert County Name]** residents, property and the environment. The primary responsibilities of the Advisory Council are to provide strategic direction in decision making processes and policy direction. Decisions from the Advisory Council are communicated to the county EMA Director or designee for implementation.

#### Emergency Support Functions **[Edit based on county EOC organization]**

Each Emergency Support Function (ESF) is comprised of a department, agency or organization that has been designated as the primary ESF, along with several support agencies. Primary agencies are designated based on their authorities, resources and capabilities. Support agencies are assigned based on resources or capabilities in each functional area. To the extent possible, resources provided by ESFs are identified consistently within the National Incident Management System (NIMS) resource typing categories. Detailed ESF tasks and responsibilities are identified in separate ESF Annexes.

The county ESFs are identified below. However, additional ESFs or other supporting agencies or organizations could be assigned to address **[Insert County Name]**’s specific emergency management needs.

* ESF #1 – Transportation **(Identify Primary Agency)**
* ESF #2 – Communications **(Identify Primary Agency)**
* ESF #3 – Public Works and Engineering **(Identify Primary Agency)**
* ESF #4 – Firefighting **(Identify Primary Agency)**
* ESF #5 – Information and Planning **(Identify Primary Agency)**
* ESF #6 – Mass Care, Housing and Human Services **(Identify Primary Agency)**
* ESF #7 – Logistics Management and Resource Support **(Identify Primary Agency)**
* ESF #8 – Public Health and Medical Services **(Identify Primary Agency)**
* ESF #9 – Search and Rescue **(Identify Primary Agency)**
* ESF #10 – Oil and Hazardous Materials **(Identify Primary Agency)**
* ESF #11 – Food, Agriculture and Natural Resources **(Identify Primary Agency)**
* ESF #12 – Energy **(Identify Primary Agency)**
* ESF #13 – Public Safety and Security **(Identify Primary Agency)**
* ESF #14 – Cross-Sector Business and Infrastructure **(Identify Primary Agency)**
* ESF #15 – External Affairs **(Identify Primary Agency)**

**EACH ESF HAS A DETAILED ANNEX THAT IS NOT INCLUDED IN THE EOP BASE PLAN.**

### County Manager

* Serve in the **[Insert County Name]** Advisory Council
* Ensure adequate space, facilities and equipment for an EOC
* Direct county agencies to develop and update emergency plans and SOPs to respond to emergencies and disasters
* Support the EMADirector in annual exercises and tests of the emergency plans
* Act as county’s Public Information Officer (PIO) or designate an alternate that is trained in PIO procedures and has a support team in place
* Coordinate emergency response activities with managers of adjoining jurisdictions
* Implement direction, control, coordination and policy-making functions as necessary to provide optimum protection of public health and safety
* Ensure that all county agencies document all expenditures related to the emergency/disaster in accordance with FEMA guidelines
* Determine sheltering or evacuation needs, in coordination with the EMA Director and with the advice of other officials as appropriate
* Issue orders to terminate non-essential functions of county government and re-direct forces to respond to the disaster
* Plan for the activation of damage assessment and recovery functions of local government
* Ensure that people with access and functional needs have been provided assistance, if needed and as possible
* Provide financial and resource support to shelters including pet co-located shelters.
* Develop and issue policies on essential personnel prior to emergency situations
* Direct all county personnel to support emergency operations as assigned, in coordination with the EOC

### Public Information Officer

* Maintain current inventories of public information resources and partners
* Prepare procedures, memorandums of understanding, SOPs and mutual aid agreements to coordinate public information services during disasters
* Develop talking points and pre-scripted messages/media briefs for significant incidents and events in conjunction with the county Manager and the EMA Director
* Coordinate, with the EMA Director’s approval, the release of all media advisories and news releases for county departments during emergency situations
* Provide citizen information and issuance of emergency instructions
* Offer emergency information for non-English speaking and deaf and hard of hearing individuals
* Inform citizens and visitors of evacuation orders, recommended protective actions, flooded areas, impediments to movement and other hazards
* Monitor print and electronic media outlets for accuracy of information and secure correction of misleading information
* Coordinate the access of media representatives to public officials
* Handle media inquiries
* Maintain an activity and phone log
* Provide feedback to EOC staff personnel on citizens’ complaints and concerns
* Maintain up-to-date phone, fax and email contact lists for the release of information to local media contacts
* Provide a schedule for media briefings.

### County EMA Director

* Serve as the Vice-Chair of the **[Insert County Name]** Advisory Council
* Lead the development, maintenance and updating of the county Emergency Operations Plan, standard operating procedures, guidelines, memorandums of understanding, implementing documents and resource manuals used during emergency operations
* Develop, in consultation with all first responder agencies county-wide criteria for the cessation of emergency services when unsafe to operate and maintain and hold calls for service until such time it is again safe to respond
* Perform assigned duties according to county statutes and local ordinances
* Develop and maintain strategic, tactical and continuity, hazard mitigation and recovery plans in accordance with federal and state guidelines
* Conduct Threat and Hazard Identification Risk Assessments and Stakeholder Preparedness Review Reports and submit NIMS and CPG 101 compliance annually.
* Coordinate emergency operations within the county and provide emergency support services to municipalities
* Maintain current notification and recall lists of departmental personnel, as well as key officials with county and city government, public safety departments and other response and recovery partners
* Provide for the training of personnel within the emergency management agency and EOC and assist, as appropriate, with the training of emergency response and recovery partners
* Maintain and update a current list of key resources in the county, including fuel and operational personnel to support response and recovery operations
* Receive and coordinate requests for resources from municipalities and direct resources to areas of greatest need
* Coordinate with private industry for use of privately owned resources
* Coordinate emergency response activities with neighboring jurisdictions
* Forward requests for additional resources to either adjoining jurisdictions or to the Indiana Department of Homeland Security (IDHS) when county resources are unable to meet response or recovery requirements
* Alert and activate county emergency services when informed of an impending emergency or major emergencies which occur
* Serve as a member of the Local Emergency Planning Committee (LEPC) as defined by Superfund Amendments and Reauthorization Act (SARA) Title III planning requirements
* Serve as the principal advisor to the county Advisory Council during emergency operations
* Identify and arrange for suitable shelters for emergencies or disasters in coordination with the county’s **[Insert title of County Department of Social Services]** and voluntary organizations
* Maintain operational readiness of the EOC, access and functional needs shelters and pet co-located shelters, when required
* Ensure that adequate facilities are available for various functions as needed to support disaster operations, e.g., pre-designated Points of Distribution, Disaster Recovery Centers, etc. with appropriate agreements in place
* Maintain administrative records as needed
* Ensure that required documentation is maintained during an emergency period
* Function as an alternate PIO, when needed
* Ensure adequate warnings are disseminated throughout local government, emergency departments and county
* Disseminate public information and conduct education programs relating to disaster recovery procedures, pre-disaster
* Assist with securing Disaster Recovery Center facilities and equipment
* Assist with notification of applicants that may be eligible for Public Assistance and Individual Assistance programs
* Assist the LEPC in planning for hazardous material incidents
* Ensure that the public is educated throughout the year with public awareness programs concerning the various hazards and threats within the county, and the need to be self-sufficient for a period of seven to ten days
* Manage public safety fixed site communications and serves as a liaison in combination with the Communications Manager
* Review written plans submitted annually by various agencies and departments
* Ensure redundant 9-1-1 facilities are regularly tested and operational as needed
* Maintain designated and identified portable generators for emergency operations
* Serve as the lead agency for disaster preparedness planning and funding
* Develop, maintain and update SOPs for each ESF during emergencies
* Ensure that communication procedures are established for the use of logs, messages, forms and message control
* Ensure that contracted public safety departments are instructed annually and prior to predictable disasters on required documentation for possible reimbursement

### County Sheriff

* Serve as a member of the **[Insert County Name]** Advisory Council
* Develop and maintain SOPs to direct and control law enforcement operations during emergencies or disasters
* Provide direction and control for law enforcement, traffic control, evacuations and re- entry
* Identify law enforcement assistance needs and develop necessary mutual aid agreements to support those needs
* Provide security for the EOC, staging areas, shelters, vital facilities and essential equipment locations
* Control ingress and egress into damaged, evacuated and secured areas and facilities
* Direct activities as lead agency for county search and rescue activities
* Relocate and house prisoners when necessary
* Coordinate the need for additional law enforcement support with the Indiana State Police, other state law enforcement agencies, municipal police departments and adjacent jurisdictions
* Develop procedures to ensure that county law enforcement personnel are trained in accordance with Occupational Safety and Health Administration (OSHA) 1910.120 for hazardous material incidents
* Coordinate actions with municipal police departments to ensure continuity of operations throughout the county
* Safeguard staff and prisoners

### County Social Services Director

* Develop, maintain and revise SOPs for **[Insert title of County Department of Social Services]** operations during an emergency or disaster
* Coordinate and supervise emergency shelter openings with county emergency management agency, county health department, county school system and voluntary organizations
* Provide shelter managers, supplies and other support personnel during sheltering periods as required
* Provide a liaison, as necessary, with the local volunteer agencies for the receipt, management and distribution of solicited and unsolicited donated goods following a disaster
* Ensure that adult care homes develop evacuation or in-place care plans and coordinate with social services and emergency services departments

### County Health Department Director

* Develop, maintain and revise SOPs for emergency public health operations during emergencies
* Coordinate healthcare for emergency shelters and mass care facilities with **[Insert title of County Department of Social Services]**, and voluntary organizations
* Provide nurses to staff emergency shelters
* Coordinate with water supply authorities to expedite emergency public water supplies
* Provide health inspections and immunizations to evaluate, detect, prevent or control communicable disease
* Coordinate environmental public health activities for waste disposal, refuse, food safety, water, sanitation, restaurants and vector/vermin control in the county
* Provide inspection of mass care facilities, to ensure proper sanitation practices
* Coordinate with the proper authorities to establish a temporary morgue or if necessary, expand morgue services
* Coordinate with area mental health center to ensure that crisis counselors are available in disaster assistance centers, shelter area, crisis line activities and for support staff
* Coordinate the distribution of exposure limiting drugs, medicines, vaccines or other preventative measures when required
* Coordinate animal control service and facilities and prepare for and staff pet co-located shelters in cooperation with the county EMA Director.
* Provide support for individuals with access and functional needs occupying shelters during an emergency, as needed
* Provide water testing services
* Serve as the lead agency for animal control issues
* Coordinate the efforts of other animal welfare groups and volunteers during times of disasters
* Identify property that could be used to house large animals forced from their regular quarters
* Coordinate emergency vaccination for rabies as required
* Coordinate efforts to re-unite lost pets and owners and outside volunteer agencies
* Advise the EOC, other county and municipal staff on animal protection issues

### General Services Director

* Secure county facilities in preparation for impending emergencies and to minimize damage following a disaster
* Compile report on damages to county owned buildings and deliver to the EOC, county Manager and EMA Director following a disaster
* Coordinate the repair and replacement of county owned vital facilities following a disaster
* Terminate non-essential services and re-deploy personnel and equipment resources to areas of greatest need
* Develop procedures, guidelines or memorandums of understanding with municipalities to utilize excess resources to support recovery operations throughout the county
* Develop, maintain and update SOPs for public works and public buildings functions during emergency periods
* Coordinate the implementation of the debris management and removal plan.
* Coordinate Public Works and Engineering efforts by the EOC when activated
* Provide maintenance support for county vehicles
* Provide maintenance service and distribution of back-up generators as directed by the EOC.
* Coordinate the emergency replacement or repairs of county owned vehicles and equipment following disasters.
* Support emergency vehicle refueling and emergency generator operations as necessary
* Ensure county utility systems are safeguarded to the extent possible

### County Tax Administrator

* Develop, maintain and revise SOPs for county tax operation and record protection during significant incidents or events
* Provide property tax information assistance for county residents
* Lead and coordinate the damage assessment process
* Provide trained Damage Assistant Teams to assist with damage assessment
* Revise property tax records to reflect damage to privately owned property as directed
* Provide clerical and support staff if needed
* Provide GIS information and support as needed

### County Register of Deeds

Develop, maintain and revise SOPs for vital record retention, protection and restoration.

### Superintendent, County Public School System

* Serve as a member of the **[Insert County Name]** Advisory Council
* Develop, maintain and revise SOPs for the safety and protection of students, facility and other personnel during emergency situations
* Coordinate evacuation and transportation operations for students during emergencies
* Provide support personnel, equipment and facilities as necessary (schools, buses, bus drivers, cafeteria personnel and other equipment, etc.)
* Provide school facilities for temporary shelters, as needed and develop a memorandum of understanding for use of facilities
* Assist with the transportation of county residents in a disaster or emergency situation including the elderly, handicapped and medically fragile citizens when requested by the EOC
* Maintain school transportation resources and provide for the refueling of these resources when necessary
* Following an incident or disaster, conduct damage assessments of school properties and report to the EOC or county Manager

### County Transportation System

* Provide transportation assets to medically fragile and other populations during an emergency as directed by the EOC, in combination with the school system
* Provide current resource list to Emergency Services office annually
* Provide vans and drivers to support emergency operations during significant incidents or events.

### County Healthcare Facilities

* Develop, maintain and revise SOPs for mass casualty activities during major emergencies or disasters
* Identify equipment, manpower limitations and develop mutual aid agreements for the procurement of needed resources during emergencies or disasters
* Coordinate with other area hospitals concerning the receipt of mass causalities
* Coordinate, when appropriate with the county Health Director, funeral homes, medical examiners, and other health care professionals
* Support community drills and exercises whenever possible

#### County Home Healthcare

* Staff and manage co-located access and functional needs shelters during an emergency incident or event in coordination with the **[Insert title of County Department of Social Services]**
* Maintain an active public and private partnership between health care agencies, oxygen providers and long-term care facilities
* Assist with review and updates of the access and functional needs guidance annually or as needed
* Assist with the development and implementation of disaster preparedness planning and awareness to those with access and functional needs
* Work in partnership with the **[Insert title of County Department of Social Services]** and Public Health Department on issues pertaining to the access and functional needs registry **(remove if county does not have a registry)**

### County Emergency Medical Services Director

* Develop, maintain and revise SOPs directing the provisions of emergency medical care and mass casualty activities in the county, to include the consideration of potential community isolation and other disaster operations
* Coordinate with and advising the EOC, the EMA Director and all emergency medical agencies in taking actions to reduce injuries and loss of life during disaster operations
* Support the EMA Director and emergency medical agencies in the conducting of disaster drills and exercises

### County Finance Director

* Develop, maintain and review SOPs for county emergency financial record keeping during large scale emergencies or disasters
* Develop and maintain standard operating procedures for emergency purchases and procurement by the EOC and county Manager utilizing budgeted and contingency funds, considering potential outages of computer systems and electrical power
* Assist the Public Buildings Director with documentation of disaster damage to county- owned facilities
* Provide expense information in support of the Governor’s request for a Presidential Declaration of Disaster
* Assist county departments in recording and reporting their emergency expenses
* Ensure contracted public safety departments are invited to any disaster sub-grantee meetings and workshops
* Assist contracted public safety departments in recording and reporting their emergency expenses, allow reimbursable expenses to be filed under the auspices of the county and to distribute these funds upon receipt
* Assist in the establishment and management of post-disaster donated funds
* Coordinate emergency related expenditure procedures with municipal finance officers to ensure that applicable state and federal forms are submitted following a declared disaster

### County and Municipal Fire and EMS Departments

* Develop and maintain standard operating procedures for the coordination of firefighting, rescue, hazardous materials response and emergency medical activities, including operations during disasters and major emergencies
* Assist with the dissemination of warning instructions as warranted
* Coordinate firefighting actions
* Provide for the relocation of firefighting equipment to diverse locations during impending disasters as needed to prevent damage
* Support and participate in disaster drills and exercises at least annually
* Conduct basic search and rescue operations during emergency or disaster situations
* Support the evacuation of facilities housing individuals with access and functional needs
* Provide preliminary, emergency clearing of roadways following a disaster and assisting in the provision of preliminary damage reports to the EOC
* Participate in post-disaster sub-grantee meetings and workshops when state or federal reimbursement is applicable
* Maintain detailed, complete, written documentation of all disaster-related incidents, events and work performed, such as the of ICS 214 forms
* Staff your stations during disasters or as soon as safe to do so, particularly when communications and/or 9-1-1 services are down
* Ensure the capability exists to alert personnel on your primary assigned frequency (talk-a-round mode) in case of central communications system failure
* Serve as a community hub for the distribution of emergency public information when communications are non-functional and a point for the provision of emergency supplies as appropriate
* Outside of municipal limits, implement local command and control within your districts until contact can be made with the EOC, at which time operations should be coordinated with the EOC

### County Planning and Development Director

* Assist the Tax Department with the coordination of county damage assessment teams, assist with conducting field surveys and assist with the training and equipping of these teams
* Assist the Tax Department with the collection of data and the preparation of damage assessment reports and summaries to be submitted to the EOC, county Manager and the Emergency Services Department
* Approve occupancy of damaged and or temporarily repaired structures as possible
* Assist state and/or federal teams with assessments when dispatched to the county
* Prepare procedures, memorandums of understanding and mutual aid agreements as necessary to fulfill responsibilities (i.e., agreements with other agencies to assist with inspections after an emergency incident or event)
* Request, through the EOC, additional inspectors to assist in identification of habitable structures when needed
* Provide citizens with information regarding rebuilding and repairs in cooperation with the Public Information Officer
* Coordinate the maintenance of the county’s Multi-Hazard Mitigation Plan, along with assistance from the EMA Director
* Support the EOC during significant incidents or events with personnel trained in the discipline of disaster incident action planning

### County Senior Center Director

* Provide access to the Senior Center for use as a shelter as determined necessary by the EOC
* Provide support to access and functional needs shelter operations during an emergency
* Assist the coordination of efforts of volunteers recruited to assist in the management and distribution of donated goods, particularly for the elderly
* Advise officials on the needs of the elderly following disasters

### County Information Technology (IT) Director

* Develop SOPs for the use, repair, replacement of or restoration of county IT systems, including websites, Geographic Information System (GIS), email and 9-1-1 data systems, social media and WebEOC
* Oversee management of cybersecurity protocols and backup systems
* Develop a cybersecurity response plan in conjunction with EMA Director and IT staff
* Provide cybersecurity awareness training to all county employees
* Provide GIS specialists during disasters or emergencies
* Provide computer and telecommunications support staff, including around the clock support to the EOC when operational
* Provide real-time support for internet and telephone resources to county temporary field offices
* Assist with the collection and dissemination of situational awareness material
* Assist departments with vital records retention, protection and restoration

### Cooperative Extension Director

* Develop and maintain SOPs for the coordination of animal needs during and following disasters
* Identify facilities that may be used as animal shelters and develop such agreements as necessary to implement
* Provide support to the EOC
* In conjunction with the county Health Director and county PIO, educate citizens on proper food handling procedures and how to decontaminate food and drinking water following a disaster

### County Attorney

Assist with the preparation and review of emergency legal matters and contracts.

### Clerk of Superior Court

* Coordinate and notify judicial officials of potential impacts to the court system and operations
* Coordinate court closures and re-openings as requested by the EOC or county Manager
* Develop, maintain and revise SOPs for vital record retention, protection and restoration

### Mayors

* Participate in the **[Insert County Name]** Advisory Council
* Provide a 24-hour contact or representation at the EOC
* Ensure coordinated policy and public information dissemination in conjunction with the county PIO and county EMA Director.
* Utilize municipal personnel, facilities and equipment resources to support the county EOP, not to conflict with municipal requirements
* Assess the needs of the municipality and request resources through the county EMA Director
* Enforce provisions of local ordinances relating to disasters/emergencies as well as Indiana statutes
* Declare a state of emergency for the municipality in cooperation with the county and other municipalities
* Ensure protection of life and property within the municipality
* Conduct damage assessment surveys utilizing municipal officials within municipal limits and provide training for damage assessment teams on a regular basis
* Coordinate development of internal, interdepartmental and interagency SOPs and memorandums of understanding
* Ensure that drills and emergency exercises are conducted periodically to test the EOP
* Coordinate policy making functions necessary to ensure public health and safety within the municipal borders
* Make available municipal resources, as appropriate, in response to resource requests from other agencies
* Implement emergency policies, procedures and ordinances as appropriate for the governing body

### Local Emergency Planning Committee (LEPC) Chairman

* Carry out the responsibilities for local emergency planning pursuant to SARA Title III and adhere to the policies of the Emergency Response Commission.
* Assess and make recommendations as to the current level of prevention, preparedness and response capabilities of existing programs and procedures
* Ensure the development of plans to protect the public from hazardous substances
* Develop and ensure that procedures for notification are in place and effective in the event of a hazardous materials accident
* Ensure that facility emergency coordinators provide information to the LEPC in a timely manner

### All County Staff

* All department heads and their deputies shall maintain accurate and complete recall rosters, including emergency contacts
* All county employees may be required to support incident operations to ensure an effective response and recovery to any all-hazards incident that occurs in **[Insert County Name]**.
* As soon as safe to do so, all employees not otherwise tasked shall report to work following a disaster in accordance with instructions of the applicable department head, the county Manger or the EOC, which may indicate an alternate work location or assignment
* In the absence of direction or communications, attempt to report to your normal work location for posted instructions or other messages; otherwise report to the nearest fire department and the officer in charge and provide whatever assistance possible until communications are re-established

### County Amateur Radio Operators

* Provide a liaison to the county EOC during emergency activation
* Transmit/receive emergency traffic as necessary during disasters at the direction of the EOC
* Disassemble and relocate radio equipment to alternate locations, if necessary
* Maintain message log for all traffic support post disaster emergency communications requirements
* Provide weather and spotter information to the EOC
* Provide operators in all public shelters, when requested.

### American Red Cross

* Coordinate activities with the county EMA Director, Social Services Director and Public Health Director in providing shelter/mass care services
* Provide support personnel as requested for shelter/mass care operations
* Provide trained and physically capable shelter managers and staff to operate ARC designated shelters, if needed
* Provide training for shelter staff in support of shelter operations
* Cooperate/coordinate with Salvation Army and other agencies in the delivery of mass feeding services

### Salvation Army

* Support feeding of emergency personnel
* Coordinate satellite field feeding operations for the public in coordination with the county EOC
* Provide clothing and related assistance to disaster victims
* Coordinate all disaster response efforts with the county EOC
* Assist with accepting, storing, sorting and distributing donated goods

### Private Sector

The majority of **[Insert County Name]**’s critical infrastructure is owned or managed by private companies. Emergency management’s collaboration with these private sector organizations is essential for effective response and recovery efforts. Private-sector organizations provide critical specific disaster-related service to the county. The county EMA Director has established pre-incident operational agreements and plans to better coordinate resources during incidents.

### Voluntary Organizations

The management of spontaneous volunteers and donations is critical for an efficient and effective response to disasters. While their intentions are good, untrained, unannounced volunteers who show up within hours or days of an event can create havoc for the county EMA if not properly supervised. County Community Organizations Active in Disaster (COADs) and Voluntary Organizations Active in Disaster (VOADs) can provide volunteer management for these unaffiliated volunteers and make the best use of the volunteers’ efforts. Affiliated volunteers are trained and experienced members of COAD/VOAD organizations and coordinate before deploying to respond to the immediate and long-term recovery needs of the survivors and the community. Similarly, spontaneous, unaffiliated volunteers often arrive with unsolicited donations and well-intended individuals ship or drop off unsolicited and often unneeded, items which can pile up quickly and overwhelm the response site. COAD/VOAD members can provide donations management services following an event as well as throughout long-term recovery.

### Individuals and Households

Individuals, families and caregivers should enhance their awareness of risk and threats, develop family emergency plans that include care for pets and companion animals and prepare emergency supply kits. Individuals should be prepared to be self-sufficient for 72 hours following an incident.

# DIRECTION, CONTROL AND COORDINATION

## DIRECTION AND CONTROL

The overall direction and control of county emergency activities is vested with the Chairman of the County Commissioners or alternate within the chain of succession. The **[Insert County EMA Agency Name]** Director carries out the function of disaster coordination at the direction of the County Commissioners. The supporting agencies and their respective responsibilities are identified in the Emergency Support Function (ESF) annexes of this plan.

To conduct effective emergency operations, direction and control functions will operate from the **[Insert County Name]** Emergency Operations Center (EOC). The EOC shall activate as necessary in accordance with EOC Standard Operating Procedures (SOPs) or upon the direction of the Chairman of the Board of Commissioners (their successor), the **[Insert County EM Agency Name]** Director or their deputy.

**[Insert County Name]** uses the National Incident Management System (NIMS) as a standardized approach to incident management and response. NIMS provides a unified approach to incident command, standard command and management structures and an emphasis on preparedness, mutual aid and resource management. NIMS establishes the Incident Command System (ICS) as the organizational structure to be implemented to command and manage incidents, regardless of cause, size or complexity effectively and efficiently. The Incident Commander (IC) will establish on-site management of the emergency or disaster event and coordinate with the county EOC for resource needs.

## COORDINATION

The **[Insert County Name]** Emergency Operations Center (EOC) facilitates the coordination of the county’s response to disasters and emergencies. Although unified coordination is based on the ICS structure, the EOC does not manage on-scene operations. Instead, unified coordination supports on-scene response efforts and conducts support operations that may extend beyond the incident site. Unified coordination must include robust operations, planning, public information and logistics capabilities that integrate local, state and federal and tribal governments, when appropriate, so that all levels of government work together to achieve unity of effort. Coordination with the State Emergency Operations Center (SEOC) is achieved through the Indiana Department of Homeland Security (IDHS) District Liaisons and WebEOC.

# information collection, analysis and dissemination

## INFORMATION COLLECTION

Information collection, analysis and sharing are vital to the successful response to and recovery from any disaster. Essential Elements of Information (EEIs) are crucial information requirements related to an event that are needed by the senior decision makers. EEI’s allow for analysis of all available information together to assist decision makers in reaching logical decisions based on the latest details related to the incident. The types of information needed during an event can change depending on the nature of the emergency. The following are examples of information that may be collected:

### Damage Assessments

* Completed by the **[Insert County Position]**
* Completed within 24 hours after a disaster has taken place

### Incident Action Plans (IAPs)

* Completed by the Planning Section in cooperation with other Emergency Operations Center (EOC) Section Chiefs and the county Emergency Management Agency (EMA) Director
* IAPs should be ready for review at least one (1) hour prior to the beginning of an operational period. Once approved, they should be disseminated to all EOC staff and incident responders.

### Shelter Population

* Completed by ESF-6 (Mass Care) and forwarded to the Operations Section Chief
* This information should be available with real time figures upon request

### Weather Information

* Completed by the Situation Unit Leader and forwarded to the Planning Section Chief
* This information should be available with real time figures upon request

### Law Enforcement Sensitive Information

* Completed by ESF-13 (Safety and Security) and forwarded to the Operations Section Chief
* This information will be made available and disseminated only to those individuals who demonstrate a valid need to know.
* The Law Enforcement Branch, if established, will determine when or if information needs to be disseminated.

## analysis and dissemination

Information may flow into the county EOC through various communication channels and may be from several sources including government agencies at all levels, non-governmental organizations, the private sector, media and the public. EOC staff process incoming information into the following five (5) broad categories for handling:

* Requests for Assistance
* Situation Information
* Offers of Assistance
* Inquiries
* Non-emergency

Key information is shared with local, state and federal partners through various reports and collaboration for situational awareness, decision making purposes and intelligence gathering as appropriate. EOC staff analyze validated data to determine its implications for incident management. After analysis for accuracy and reliability, this information is included in Executive Summaries, Situation Reports and other special bulletins that are disseminated from the EOC to relevant partners. Information sharing to the State Emergency Operations Center (SEOC) occurs through WebEOC and the IDHS District Liaisons.

# COMMUNICATIONS

Effective coordination and efficient usage of all available communications capabilities are critical to ensuring an effective emergency response. **[Insert County Name]** utilizes several forms of primary and alternative communications methods when conducting operations during both daily operations and active emergency situations.

The following is a list of identified potential alternative communications, assuming landline, wireless communication devices and internet are primary sources of communication. Any of these can be primary forms of communication and can be used alone or in conjunction with other communication systems. One, or all, may be operable at any given time within the county.

## COMMUNICATION METHODS [EDIT TO COUNTY CAPABILITIES]

* Data including but not limited to: WebEOC, email, text and social media
* Integrated Public Alert and Warning System (IPAWS)
* Emergency Alert System (EAS)
* Wireless Emergency Alerts (WEA)
* National Oceanic and Atmospheric Administration (NOAA) All-Hazard Weather Radio
* Highway department signage
* Amateur Radio
* Local Emergency Management Agency (EMA) Website
* Non-traditional avenues: Private Sector Partners and Translation Services
* Government Emergency Telecommunications Service (GETS)
* Wireless Priority Service (WPS)
* Project Hoosier SAFE-T Digital 800 MHz Radio System
* Satellite Radio/Phones
* Runners

## COUNTY EOC P.A.C.E. PLAN

Local jurisdictions and other county agencies rely on the EOC for assistance during disasters and planned events in which communications may be disrupted. Therefore, it is imperative that the EOC have effective backup communications procedures in place to maintain interoperability across various jurisdictions and disciplines during these incidents.

P.A.C.E. represents the progression of communications methods, moving from level to level based on failures of the current communication mode. Primary, alternate, contingency and emergency (P.A.C.E.) communications for the county EOC are defined as:

* **Primary** – everyday methods of communication; preferred solutions
* **Alternate** – backup methods and work arounds; almost equivalent solutions
* **Contingency** – fallback methods and other solutions
* **Emergency** – last resort methods of communication

The county EOC has determined its P.A.C.E. communications plan as the following:

Table . EOC COMMUNICATIONS PLAN **[FILL OUT AS APPROPRIATE]**

| **COMMUNICATION METHOD** | **DETAILS** | **P.A.C.E. CATEGORY** |
| --- | --- | --- |
| **E-MAIL** | | |
|  |  | Primary |
|  |  | Alternate |
|  |  | Contingency |
|  |  | Emergency |
| **TELEPHONE** | | |
|  |  | Primary |
|  |  | Alternate |
|  |  | Contingency |
|  |  | Emergency |
| **RADIO** | | |
|  |  | Primary |
|  |  | Alternate |
|  |  | Contingency |
|  |  | Emergency |

## PUBLIC INFORMATION

During an incident or planned event, providing coordinated and timely public information is critical to helping the affected community. Effective and accurate communication to the public about an incident can save lives and property and can help to ensure credibility and public trust. Public information must deliver coordinated, prompt, reliable and actionable information to the whole community using clear, consistent, accessible and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

### Public Alert and Warning **[Edit as Appropriate]**

**[Insert County Name]** provides public alert and warning information through various avenues including:

* **[Insert Mass Notification System, if applicable]** – **[Insert description of system here]**
* **Integrated Public Alert and Warning System (IPAWS)** – An internet-based gateway alerting system that supports the President and other federal, state, tribal, territorial and local officials to provide critical emergency alerts and information to the American public during emergencies. IPAWS messages can be transmitted through various means through radio, television and mobile devices.
* **NOAA Weather Radio/NWS CAP Handler** – The National Oceanic and Atmospheric Administration’s Weather Radio/National Weather Service Common Access Protocol (CAP) Handler System provides audible alerts broadcasted over the NWS All-Hazards Radio System. This system can relay hazardous weather information, as well as non-weather emergency messages (NWEM).
* Social media – **[Insert platforms]**
* Local EMA website
* Local news/radio – **[Insert as applicable]**
* Outdoor warning sirens

# ADMINISTRATION, FINANCE AND LOGISTICS [EDIT TO COUNTY PROTOCOL]

## ADMINISTRATION

Various processes are used to track disaster response and recovery operations in **[Insert County Name]**. WebEOC, HSIN and spreadsheets are examples of systems utilized to document planning, operations, logistics, response and recovery operations for an incident. **[Insert name of system]** is utilized to track personnel, financial and county assets.

## FINANCE

The Finance Section in the Emergency Operations Center (EOC) provides financial management guidance to **[Insert County Name]** and other county agencies to ensure funds are provided and financial operations are conducted in accordance with county policies and procedures during the response and recovery phases of an emergency or disaster.

Depending upon the magnitude and nature of the disaster event, federal assistance and financial support may be made available following an approved Governor’s Emergency or Major Disaster Declaration. This assistance may be through financial reimbursement to the state or local eligible entity or through tasking federal assets to aid. When an event is not large enough for federal support, the State Disaster Relief Fund (SDRF) under Indiana Code 10-14-4 may assist eligible entities with limited response and recovery costs.

### Financial Management Responsibilities

The primary individual charged with the responsibility to collect organize, report and disseminate disaster funds is **[Identify Position Title]**. The **[Identify Position Title]**:

* Serves as the primary advisor to the EMA Director or designee on all financial matters during the response phase.
* Has signatory authority for funds allocated to an emergency or disaster.
* Will work closely with program managers to ensure proper management of funds.

The county EMA Director will act as the primary coordinator for disaster operations and will outline critical resources, equipment and services which may require the expenditure of funds to manage and stabilize emergency situations.

### Financial Management Operations

Timely financial support of response activities is critical to a successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory for generally accepted county financial policies, principles and regulations to be employed to ensure against fraud, waste and abuse and to achieve proper control and use of public funds.

The procurement of resources will be in accordance with the **[Insert applicable county agency]** and statutory requirements for established procedures regarding emergency and nonemergency conditions.

Each county agency or department is responsible for providing its own financial services and support to its response operations in the field, as well as the recording and retention of all financial documentation.

### Financial Records and Supporting Documentation

All county agencies and departments must maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses. Agencies requesting reimbursement from the state must retain records for a minimum of three (3) years.

Agencies and departments requesting reimbursement will maintain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of resources by that agency or department. These documents must be accessible to authorized representatives for the purpose of making audits, excerpts and transcripts.

## LOGISTICS

The county Emergency Operations Center (EOC) acts as the county resource management entity before, during and after emergency events.

The Logistics Section in the EOC is primarily focused on coordinating the acquisition, deployment and distribution of needed resources, supplies, systems and commodities through the establishment of an effective supply chain. The Logistics Section ensures transportation requirements and requests for facilities and support are addressed, including Commodity Points of Distribution and County Logistical Staging Areas.

Additionally, the Logistics Section:

* Coordinates for the procurement of needed resources with the Finance Section.
* Engages with the Operations Section on missions requiring additional assistance through partner agencies, NGOs and the private sector.
* Coordinates mutual aid
* Coordinates requests for state assistance with the county EMA Director

The county EOP includes the county Logistics Annex and multiple appendices which contain detailed information on **[Insert County Name]**’s logistical capabilities.

# PLAN DEVELOPMENT AND MAINTENANCE

The **[Insert County Name]** Emergency Operations Plan (EOP) is developed and maintained by the county Emergency Management Agency (EMA) Director. A hardcopy or electronic version of the full **[Insert Name of County EMA or Homeland Security Office]** county EOP is provided to all county department heads, local municipalities and key stakeholders. Distribution is intentionally limited as this document is designated as For Official Use Only (FOUO) **(If County is limiting public release – if not, remove sentence).**

The EOP Base Plan is made available for public dissemination via the **[Insert location, if published]** county webpage. The annexes are maintained as separate documents intended for use by the signatories/designated coordinating, primary and supporting agencies.

An EOP is a living document that is continuously revised and updated as needed. Revisions are made when there is a change in policy, a need to amend specific action guidance or there are new requirements to meet state or federal standards. The EOP is designed and structured so changes can be made to a specific section or annex.

The EOP shall be reviewed annually for possible revision and updated at least every **[3]** years. The EOP may also be reviewed for necessary changes based upon recommendations of an exercise or actual event After-Action Report/Improvement Plan (AAR/IP) or at the request of a coordinating or primary agency within an annex.

Whenever significant changes are made, they shall be noted in the EOP Record of Changes log maintained at the **[Insert Name of County EMA or Homeland Security Office]** office. All recipients of the EOP via a distribution list shall be provided with a notice of change or copy of change. Any previous editions should be discarded.

# TRAINING, EXERCISE, VALIDATION AND CORRECTIVE ACTION

## TRAINING

**[Insert County Name]** is committed to proactive leadership and sound fiscal practices. The **[Insert Name of County EMA or Homeland Security Office]** emergency management program is comprehensive and emphasizes a whole community inclusion approach to planning and preparedness efforts. For Incident Command System (ICS) training, the county EMA Director coordinates with the Indiana Department of Homeland Security (IDHS) Training Section to schedule training courses to increase the county level of preparedness. All county personnel involved in incidents are strongly encouraged to attend training. Just-In-Time (JIT) training can be provided in group or individual settings based on the need.

The state training calendar and course registration are available on [the Indiana Public Safety Personnel Portal](https://acadisportal.in.gov/AcadisViewer/Login.aspx) also known as Acadis. The Acadis Portal is a training management tool to better serve emergency managers, firefighters, law enforcement, emergency medical services, public works, public health, volunteer organizations, elected and appointed officials and others throughout the state with their training needs. Acadis tracks courses completed and certifications as well as exercises completed utilizing a unique Public Safety Identification (PSID) number for each individual.

## EXERCISE

The **[Insert Name of County Emergency Management Agency]** Director coordinates all local exercise activity and establishes with other district EMA Directors a schedule of district-level exercises that will be supported by the IDHS Exercise staff. IDHS utilizes the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is the national standard for exercise design and implementation. HSEEP incorporates the National Preparedness Goal’s 32 Core Capabilities as a standardized methodology to evaluate and document exercises and develop improvement plans.

Exercise frequency and schedule will be determined at the district Integrated Preparedness Planning Workshop (IPPW). The exercises will be evaluated according to the HSEEP principles. An exercise program enables testing of plans, procedures, protocols, internal coordination and practicing coordination with external response entities. Depending on the scope and scale of the emergency preparedness exercises, they may involve many individuals, both internal and external. The number of personnel involved in the exercise must be sufficient for carrying out those measures required by the incident scenario. Below is a list of discussion-based and operations-based exercise types.

Discussion-Based Exercises

*Seminars:* Orient participants or provide an overview of plans, policies and procedures

*Workshops:* Focus on development of a product by the attendees

*Tabletop exercises:* Assess plans, policies and procedures regarding a hypothetical, simulated emergency

*Games:* Simulation of operations that often involves two or more teams designed to depict an actual or hypothetical situation

Operations-Based Exercises

*Drills:* Test a single operation or function in a single agency or organization

*Functional exercises:* Test individual capabilities, multiple functions or activities within a function; however, movement of personnel and equipment is usually simulated

*Full-scale exercises:* Test many facets of response and recovery and involves multiple agencies and jurisdictions

## VALIDATION

EOP Review

The **[Insert County Name]** Emergency Operations Plan (EOP) will be reviewed for accuracy and effectiveness on the following occasions:

* Annually
* Following execution and/or activation of the EOP during a real-world event
* Upon completion of an exercise of the EOP
* Following a change in local, state or federal guidelines, standard or plans
* At the direction of county leadership

## CORRECTIVE ACTION

The **[Insert County Name]** Corrective Action Program (CAP) shall be executed on exercises and/or real-world incidents or events. Prioritization of corrective actions is important to identify those deficiencies that need corrected as quickly as possible. Significant deficiencies shall be reported to county leadership along with recommendations to correct the deficiency. Leadership is informed until the deficiency is resolved. Tracking the corrective action progress is critical to continued improvement of incident preparedness. Plans, procedures and personnel may need to be updated as lessons are learned from the documentation, an after-action conference and review of best practices.

## AFTER-ACTION REPORT/IMPROVEMENT PLAN

As training, exercise or real-world events occur, it is important to document gaps and successes to improve the plan and readiness for the next similar real-world event. An After-Action Report summarizes key real-world and/or exercise-related evaluation information, including an exercise overview and analysis of objectives and core capabilities. After all IDHS-supported exercises, the IDHS Exercise Section develops an After-Action Report (AAR)/ Improvement Plan (IP) for the county by incorporating information taken from Exercise Evaluation Guides (EEGs), exercise feedback forms and hotwash notes. The county is responsible for the execution of the Improvement Plan.

# authorities and references

Federal, state, tribal and local laws and their implementing regulations, establish legal authority for development and maintenance of emergency management plans. The following authorities directly influence activities involved in an emergency response or in an emergency management operation. All primary and supporting agencies and organizations shall develop and maintain standard operating procedures (SOPs) in an agency Emergency Plan or Continuity of Operations Plan which supports the county Emergency Operations Plan (EOP).

## LOCAL AUTHORITY [add as applicable]

* Local emergency management ordinances
* Local Comprehensive Emergency Management Plans and/or Emergency Operations Plans

## STATE AUTHORITY

* Indiana Code 10-14-3, Emergency Management and Disaster Law
* Indiana Code 10-14-5, Emergency Management Assistance Compact
* Indiana Code 10-19-2, Establishes the Indiana Department of Homeland Security
* Indiana Code 16-19-3, Protecting the Health and Lives of Citizens
* Indiana Code 36-1-3, Home Rule

## FEDERAL AUTHORITY

* 42 United States Code 11001 Et Seq., Superfund Amendment and Reauthorization Act Of 1986, Title III
* 44 Code Federal Regulations. Emergency Management and Assistance, Chapter 1
* Homeland Security Act Of 2002, November 25, 2002
* Occupational Safety and Health Administration (OSHA), Hazardous Waste Operations and Emergency Response (HAZWOPER), 29 CFR 1910.120, 1986
* Presidential Policy Directive 5, February 28, 2003
* Presidential Policy Directive 7, December 17, 2003
* Presidential Policy Directive 8, March 30, 2011
* Presidential Policy Directive 9, January 30, 2004
* Public Health Security and Bioterrorism Preparedness and Response Act, June 12, 2002
* Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 United States Code (USC) 5121 Et Seq., November 23, 1988

## REFERENCES

* National Disaster Recovery Framework, December 2024
* National Incident Management System – Incident Complexity Guide
* National Mitigation Framework, June 2016
* National Preparedness Goal, September 2015
* National Prevention Framework, June 2016
* National Protection Framework, June 2016
* National Response Framework, October 2019
* U.S. Department of Homeland Security, National Incident Management System (NIMS), October 2017

## RELATED PLANS

* **[List approved county plans]**

# Appendix A – HAZARDS AND THREATS FROM HIRA

The Hazard Identification Risk Assessment (HIRA) is an annual quantitative process during which jurisdictions select all natural, human-caused or technological hazards or threats that present the greatest risk to their community. The assessment is embedded in WebEOC and produces a Calculated Priority Risk Index (CPRI) which rates all hazards and threats on a scale from 1.00-4.00, with 4.00 being the most impactful to the county. Table 5 below defines the rating scale

Table . CALCULATED PRIORITY RISK INDEX (CPRI) RATING SCALE

|  |  |
| --- | --- |
| **RISK RATING SCALE** | |
| **RISK RATING** | **CPRI SCORE** |
| **Severe Risk** | **2.91 – 4.00** |
| **High Risk** | **2.51 – 2.90** |
| **Moderate Risk** | **2.00 – 2.50** |
| **Low Risk** | **1.00 – 1.99** |

The formula used to calculate the CPRI is:

Table . COUNTY HAZARD AND THREAT RISK RATINGS **[Insert data from County HIRA]**

|  |  |
| --- | --- |
| **HAZARD AND THREAT RISK RATING – SEVERE RISK (2.91-4.00)** | |
| **Hazard/Threat** | **CPRI Rating** |
|  |  |
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| --- | --- |
| **HAZARD AND THREAT RISK RATING – HIGH RISK (2.51-2.90)** | |
| **Hazard/Threat** | **CPRI Rating** |
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| **HAZARD AND THREAT RISK RATING – MODERATE RISK (2.00-2.50)** | |
| --- | --- |
| **Hazard/Threat** | **CPRI Rating** |
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| --- | --- |
| **HAZARD AND THREAT RISK RATING – LOW RISK (1.00-1.99)** | |
| **Hazard/Threat** | **CPRI Rating** |
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# Appendix B – ESF PRIMARY AND Supporting ENTITIES

Table . ESF PRIMARY AND SUPPORTING COUNTY ENTITIES

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P = Primary ESF Agency**  **S = Supporting ESF Agency**  **Each ESF Annex identifies specific supporting roles and responsibilities.** | **FUNCTION:** | **1. Transportation** | **2. Communications** | **3. Public Works** | **4. Firefighting** | **5. Planning & Info** | **6. Mass Care** | **7. Logistics** | **8. Public Health** | **9. Search & Rescue** | **10. Oil & HAZMAT** | **11. Agriculture** | **12. Energy** | **13. Public Safety** | **14. Cross-Sector Business/ Infra.** | **15. External Affairs** |
| **AGENCY / DEPARTMENT / ORGANIZATION** |  |  | | | | | | | | | | | | | | |
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# Appendix C – COMMUNITY LIFELINES [remove if county is not using lifelines]

Indiana has adopted the Federal Emergency Management Agency’s (FEMA) eight (8) community lifelines into our prevention, protection, mitigation, response and recovery activities. Lifelines are services that enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security.

**Stabilizing community lifelines is the primary effort during response activities.**

**Emergency Support Functions (ESFs) deliver core capabilities to stabilize community lifelines for an effective response.**

The eight (8) community lifelines represent only the most basic services a community relies on and which, when stable, enable all other activity within a community. The lifelines are designed to enable emergency managers, infrastructure owners and operators and other partners to analyze the root cause of an incident impact and then prioritize and deploy resources to effectively stabilize the lifeline. This construct maximizes the effectiveness of a federally supported, state managed and locally executed response.

Similar to the ESFs, other whole community organizations can work together to stabilize lifelines and meet disaster needs. If disrupted, rapid stabilization of community lifelines is essential to restoring a sense of normalcy. Community lifelines are interdependent and vulnerable to cascading failures. Most lifelines also rely on complex supply chains.

Community Lifelines reporting is currently being integrated into the State Emergency Operations Center (SEOC) monitoring and reporting processes. Counties report their individual lifeline statuses to the SEOC. That information is then compiled into a briefing by the SEOC Planning Section and distributed to leadership to aid in decision-making processes.

The community lifelines are comprised of multiple components that encompass infrastructure, assets and services and include essential elements of information to be monitored, as outlined in the ESF annexes.

Table . COMMUNITY LIFELINES AND COMPONENTS

|  |  |  |  |
| --- | --- | --- | --- |
| **All community LifelineS AND COMPONENTS** | | | |
| Multiple components establish the parameters of and key assessment elements for each of the lifelines; component-level analysis is required to determine if each lifeline is stable | | | |
| **SAFETY AND SECURITY** | **FOOD, HYDRATION, SHELTER** | | **HEALTH AND MEDICAL** |
| * Law Enforcement / Security * Fire Services * Search and Rescue * Government Service * Community Safety   Icon  Description automatically generated | * Food * Drinking Water * Shelter * Agriculture   Logo, icon  Description automatically generated | | * Medical Care * Public Health * Patient Movement * Fatality Management * A picture containing text, sign    Description automatically generatedMedical Supply Chain |
| **ENERGY** | **COMMUNICATIONS** | | **TRANSPORTATION** |
| * Power (Grid) * Fuel * Pipeline   Icon  Description automatically generated | * Infrastructure * Responder Communications * Alerts, Warnings, Messages * Financial Services * 911 & Dispatch   A picture containing text, sign, blue  Description automatically generated | | * Highway / Roadway Motor Vehicle * Mass Transit * Railway * Aviation * Icon    Description automatically generatedMaritime |
| **HAZARDOUS MATERIAL** | | **WATER SYSTEMS** | |
| * Icon    Description automatically generatedFacilities * Hazardous Debris * Pollutants * Contaminants | | * A picture containing text, sign, outdoor    Description automatically generatedPotable Water Infrastructure * Wastewater Management | |

Community lifelines can be used by all levels of government and the private sector to facilitate operational coordination and drive an outcome-based response. *Lifelines reporting from the county to state level is currently being implemented through WebEOC. Additional information will be provided in 2025.*

# Appendix D – ACRONYMS [ADD TO AS NEEDED]

|  |  |
| --- | --- |
| **ACRONYM** | **FULL DESCRIPTION** |
| **AAR** | After-Action Report |
| **ADA** | Americans with Disabilities Act |
| **ARC** | American Red Cross |
| **CAP** | Common Access Protocol |
| **CAP** | Corrective Action Plan |
| **CEMP** | Comprehensive Emergency Management Plan |
| **COAD** | Community Organizations Active in Disaster |
| **COG** | Continuity of Government |
| **COOP** | Continuity of Operations |
| **CPG** | Comprehensive Preparedness Guide |
| **CPRI** | Calculated Priority Risk Index |
| **EAS** | Emergency Alert System |
| **EEG** | Exercise Evaluation Guide |
| **EEI** | Essential Element of Information |
| **EMA** | Emergency Management Agency |
| **EMAC** | Emergency Management Assistance Compact |
| **EOC** | Emergency Operations Center |
| **EOP** | Emergency Operations Plan |
| **ESF** | Emergency Support Function |
| **FEMA** | Federal Emergency Management Agency |
| **FOUO** | For Official Use Only |
| **GETS** | Government Emergency Telecommunications Service |
| **GIS** | Geographic Information System |
| **HAZWOPER** | Hazardous Waste Operations and Emergency Response |
| **HIRA** | Hazard Identification Risk Assessment |
| **HSEEP** | Homeland Security Exercise and Evaluation Program |
| **HSIN** | Homeland Security Information Network |
| **IAP** | Incident Action Plan |
| **IC** | Indiana Code |
| **IC** | Incident Command(er) |
| **ICS** | Incident Command System |
| **IDHS** | Indiana Department of Homeland Security |
| **IMAT** | Incident Management Assistance Team |
| **IMT** | Incident Management Team |
| **INNG** | Indiana National Guard |
| **IP** | Improvement Plan |
| **IPAWS** | Integrated Public Alert and Warning System |
| **IPPW** | Integrated Preparedness Planning Workshop |
| **JIT** | Just-In-Time |
| **JPDA** | Joint Preliminary Damage Assessment |
| **LEPC** | Local Emergency Planning Committee |
| **OSHA** | Occupational Safety and Health Administration |
| **NGO** | Non-Governmental Organization |
| **NIMS** | National Incident Management System |
| **NOAA** | National Oceanic and Atmospheric Administration |
| **NPG** | National Preparedness Goal |
| **NWEM** | Non-Weather Emergency Messages |
| **NWS** | National Weather Service |
| **P.A.C.E** | Primary, Alternate, Contingency, Emergency |
| **PDA** | Preliminary Damage Assessment |
| **PIO** | Public Information Officer |
| **POD** | Point of Distribution |
| **POETE** | Planning, Organization, Equipment, Training and Exercise |
| **SARA** | Superfund Amendments and Reauthorization Act |
| **SBA** | United States Small Business Administration |
| **SDRF** | State Disaster Relief Fund |
| **SEOC** | State Emergency Operations Center |
| **SOG** | Standard Operating Guide |
| **SOP** | Standard Operating Procedure |
| **SPR** | Stakeholder Preparedness Review |
| **THIRA** | Threat and Hazard Identification and Risk Assessment |
| **USC** | United States Code |
| **VOAD** | Voluntary Organizations Active in Disasters |
| **WEA** | Wireless Emergency Alerts |
| **WebEOC** | Web Emergency Operations Center |
| **WPS** | Wireless Priority Service |