

The Emergency Operations Plan

Primary Reference

- *Emergency Management Principles and Practices for Healthcare Systems*, The Institute for Crisis, Disaster and Risk Management (ICDRM) at the George Washington University (GWU) for the Veterans Health Administration, Department of Veterans Affairs (VA), Washington, DC, June, 2006. Available at www.va.gov/emshg

Lesson Objectives

- Identify the purpose and uses of an Emergency Operations Plan (EOP).
- Explain the format of an EOP.
- Describe one approach for incorporating the Incident Command System (ICS) into the EOP.

Purpose and Uses of an Emergency Operations Plan (EOP)

- Written record of the emergency operations planning process.
- Establishes the incident management structure and coordination processes.
- Basis for education, training and exercises.
- Describes how the organization intends to behave during emergencies.

Emergency Operations Planning

The EOP:

- Groups areas of responsibility and assigns organizational units.
- Establishes command, control and coordination relationships.
- Describes strategies for response and recovery activities.
- Addresses all hazards.

Plan Format

Is The Plan's Format Important?

Yes!

The plan's format should be designed to align with the emergency plans of other organizations or levels of government that the health care facility may provide support to, or request support from...

Common Terminology

Standard Organization

yields

A More Coordinated
Inter-Agency Effort

Remember, Disaster Response Is Multi-Organizational In Nature!

All-Hazards Plan Format

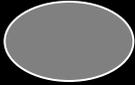
- Hazard-specific emergency plans (e.g. earthquake plan) resulted in too many plans.
- Practitioners realized what disaster researchers had been saying all along (e.g. there are similar demands created by different events).
- Organization by generic emergency function (e.g., Federal Response Plan, 1992).

Sample EOP Structure

- Basic Plan
- Functional Annexes:
 - Management
 - Planning
 - Logistics
 - Finance
 - Operations:
 - Business Continuity
 - Equipment, Plant & Utilities
 - Safety & Security
 - Health & Medical
- Incident-specific Guidance

Use ICS as the basis for the functional annexes.

Converting to EOP/ICS Functions

Activities	Mgmt.	Plan.	Logs	Fin.	Opts.
Triage					
Labor Pool					
Communications					
Liaison					
Assessment					
Security					
Backup Utilities					
Cost Accounting					

EOP Development Process

Through a task group under the Emergency Management Committee:

- Align Operating Unit/Department role under appropriate ICS functional area.
- Determine “lead” Operating Unit/Department.
- Accomplish detailed planning activities.

Determine “Lead” Department/Service/Position

- Establish “Lead” Designations:
 - Management Director’s Office
 - Planning EPC
 - Logistics Acquisition
 - Finance Fiscal
 - Operations Associate Director ?
 - Business Continuity IRM
 - Equip., Plant & Utilities Engineering
 - Safety & Security Police & Security
 - Health & Medical Chief of Staff

“Lead Agent” Responsibilities

- Coordinate detailed planning activities.
- Participate in training & exercises.
- Implement, manage/coordinate response and recovery activities.
- Determine weaknesses and take corrective actions.

Detailed Planning Activities

- Review/revise “Key Activities.”
- Review/revise Standard Operating Procedures.
- Refine ICS Position Descriptions.
- Create other necessary checklists (e.g. notification lists, equipment lists, etc.).

Discussion Question:

- *NIMS requires the integration of ICS into the organization's plans and procedures, what are some of your experiences in carrying this out?*

Questions?