

Emergency Operations Plan Guide

For Local Health Departments



September 2023

Overview

Emergency preparedness is essential to an effective incident response. To ensure the public health department's response during an incident is not impeded by disorganization, departments develop plans and train staff according to those plans. Public health professionals rely on emergency preparedness plans as roadmaps during emergencies. One key plan is the Emergency Operations Plan (EOP). An Emergency Operations Plan (EOP) outlines how an agency or facility will respond to a disaster, emergency or hazard. The Emergency Operations Plan (EOP) can be viewed as a roadmap for an emergency.

Writing an EOP Base Plan

The Emergency Operations Plan describes how an agency or facility will respond to a disaster or hazard. FEMA's CPG 101 course outlines the following elements of an EOP for agencies:

- **Introduction:** Includes the table of contents, executive summary, record of changes and community lifelines.
- **Purpose, Scope, Situation Overview and Planning Assumptions:** Establishes the EOP's objectives, scope, population demographics and geographic conditions and plan limitations.
- **Concept of Operations (CONOPS):** Provides a summary of the EOP's intent and outlines the framework for the planned emergency response (what should happen, when and who provides direction).
- **Direction, Organization and Coordination:** Discusses the jurisdiction's chosen emergency management organization, the operational organization that responds to the emergency and who has tactical and operational control over response assets.
- **Assignment of Responsibilities:** Provides an overview of the organizations' key responsibilities during the emergency response, including support functions and non-governmental organizations (NGOs).
- **Plan Development and Maintenance:** Describes the jurisdiction's planning process and the allocation the plan's review and maintenance responsibilities.
- **Authorities and References:** Lists the legal authorities and referenced documentation supporting the emergency operations and activities discussed in the plan.
- **Annexes:** Highlights specific support, functional, emergency phase, agency information, direction, documentation, Partnership MOU, current plans or SOPs to the EOP.



Steps in the Planning Process*

- **Step 1** — Form a Collaborative Planning Team
- **Step 2** — Understand the Situation
- **Step 3** — Determine Goals & Objectives
- **Step 4** — Develop the Plan
- **Step 5** — Prepare & Preview the Plan
- **Step 6** — Implement & Maintain the Plan



*Written by FEMA CPG 101

Community Partners

- EMAs / EMS
- Hospitals
- Long-term Care (LTC) Facilities
- Faith-based and Community Organizations
- Environmental Health Partners

Planning Considerations

- [Local Elected & Appointed Officials Guide](#)
- [Distribution Management Plans](#)
- [Evacuation & Shelter-in-Place](#)
- [Engaging Faith-based & Community Organizations](#)
- [Disaster Housing](#)
- [Supply Chain Resilience Guide](#)
- [Complex Coordinated Terrorist Attacks](#)
- [Hazardous Materials Incidents](#)
- [Disaster Financial Management Guide](#)
- [Healthcare Facilities & Power Outages](#)

EOP Resources

- [Local Public Health Emergency Preparedness Coordinators](#)
- [Indiana State Department of Homeland Security EOP](#)
- [FEMA's Planning Guide Resource Page](#)
- [Presidential Policy Directive 8—National Preparedness \(PPD-8\)](#)
- [FEMA's Comprehensive Preparedness Guide \(CPG\) 101](#)

For additional information on Emergency Preparedness:
[in.gov/health/emergency-preparedness](https://www.in.gov/health/emergency-preparedness)

