



The basic Emergency Operation Plan (EOP) provides an overview of a jurisdiction's approach to emergency operations. It identifies emergency response policies, describes the response organization, and assigns tasks. Although the basic plan guides the development of the more operationally-oriented annexes, its primary audience consists of the jurisdiction's senior official, his or her staff, agency heads, and the community (as appropriate).

EOPs are plans that define the scope of preparedness and emergency management activities necessary for a jurisdiction. Creating one is a six-step process:

- 1 Form a Collaborative Planning Team**
 - » Identify Core Planning Team
 - » Engage the Whole Community in Planning
- 2 Understand the Situation**
 - » Identify Threats and Hazards
 - » Assess Risk
- 3 Determine Goals and Objectives**
 - » Determine Operational Priorities
 - » Set Goals and Objectives
- 4 Plan Development**
 - » Develop and Analyze Courses of Action
 - » Identify Resources
 - » Identify Information and Intelligence Needs
- 5 Plan Preparation, Review, and Approval**
 - » Write the Plan
 - » Review the Plan
 - » Approve and Disseminate the Plan
- 6 Plan Implementation and Maintenance**
 - » Training
 - » Exercise the Plan
 - » Review, Revise, and Maintain the Plan

More information can be found in the Comprehensive Preparedness Guide 101, online at <https://www.fema.gov/media-library/assets/documents/25975>

Addressing Dams in an EOP

The main concern is to include all essential information and instructions in an EOP. There is no mandate for any particular format. Formatting is acceptable if users understand it, are comfortable with it, and can extract the information they need. When planning for dam incidents and failures, the emergency manager's EOP should consider the following:

Foreseeability

What is the likelihood of the dam experiencing a condition, such as an earthquake or an extreme flood event? How is the dam expected to perform under these conditions?

Degree of Harm

What is the extent of the consequences if the dam fails or has an uncontrolled or excessive controlled release from the reservoir? What is the estimated characteristics of the inundation (e.g. depth, velocity, time to maximum flood, etc.)? What critical infrastructure will be impacted? How many residences and businesses will be inundated? What is the estimated number of fatalities?

Preventability

What preparedness measures are in place (monitoring, early warning systems, evacuation plan)? How often is the dam inspected? Have identified deficiencies been addressed? What actions will the dam owner/operator take during an incident (i.e. Emergency Action Plan)?

Controls

How does the dam owner/operator control the reservoir level? Are the releases controlled or uncontrolled? How will the dam's operational releases impact the population? How will the dam site be accessed during an event such as earthquake or flood?



Emergency Operations Plans

Elements of an Emergency Operations Plan

Introductory Material

Certain items that enhance accountability and ease of use should preface an EOP. Typical introductory material includes a cover page, table of contents, etc.

Purpose, Scope, Situation Overview, and Planning Assumptions

The situation overview characterizes the planning environment and makes it clear why an EOP is necessary.

Concept of Operations (CONOPS)

The CONOPS section is a statement that explains in broad terms the intent with regard to an operation. The CONOPS should describe how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.

Communications

This section describes the communication protocols and coordination procedures used between response organizations during emergencies and disasters.

Direction, Control, and Coordination

This section describes the framework for all direction, control, and coordination activities. It identifies who has tactical and operational control of response assets.

Information Collection, Analysis, & Dissemination

This section describes the critical or essential information common to all operations, including the type and source of information needed, who uses the information, and how it will be shared.

Organization and Assignment of Responsibilities

The basic plan establishes the operational organization that will be relied on to respond to an emergency situation. It also includes a list of the kinds of tasks to be performed, by position and organization.

Administration, Finance, and Logistics

This section covers general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources.

Plan Development and Maintenance

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

Authorities and References

This section provides the legal basis for emergency operations and activities.

More information on Emergency Operations Plans and other dam safety-related topics, check the *Catalog of FEMA Dam Safety Resources* at www.fema.gov/media-library/assets/documents/4603.

Fundamentals of Emergency Planning

- » Planning must be community-based, representing the whole population and its needs.
- » Planning must include participation from all stakeholders in the community.
- » Planning uses a logical and analytical problem-solving process.
- » Planning considers all threats and hazards.
- » Planning should be flexible enough to address both traditional and catastrophic incidents.
- » Plans must clearly identify the mission and supporting goals (with desired results).
- » Planning does not need to start from scratch.
- » Time, uncertainty, risk, and experience all factor into planning.
- » Planning includes senior officials throughout the process to ensure understanding and approval
- » Planning identifies tasks, allocates resources, and establishes accountability.
- » Effective plans tell those with operational responsibilities what to do and why to do it.
- » Plans instruct those outside the jurisdiction how to provide support and what to expect.

All resources are located online in FEMA's Resource and Document Library, www.fema.gov/resource-document-library. Many publications can be ordered from the FEMA Publications Warehouse by calling 1-800-480-2520 (Monday to Friday from 8:00 a.m. to 5:00 p.m. EST) or sending a fax to 1-240-699-0252. You can also email a request to FEMA-Publications-Warehouse@dhs.gov. Please provide the title, FEMA publication number, and the quantity of each publication, along with your name, address, zip code, and daytime telephone number.