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Plan Development and Review Guidance for Local Emergency Operations Plans (PDRG)



Department of
Public Safety

Introduction

The **Ohio Revised Code** requires local emergency management agencies within the state of Ohio to develop and maintain an Emergency Operations Plan (EOP) ([ORC - 5502.26](#), [.27](#), and [.271](#)). The Ohio Administrative Code, Rule [4501:3-6-01](#), requires each county Emergency Management Agency (EMA) to annually review and update its EOP.

This guidance document was prepared to assist local jurisdictions in the development and maintenance of their local EOPs, to outline the emergency planning process, and to set a standard for planning elements that should be addressed in a local jurisdiction's EOP. This guidance supplements the guidance found in FEMA's [Comprehensive Preparedness Guide 101 \(CPG 101\)](#), *Developing and Maintaining Emergency Operations Plans, Version 2.0*, November 2010. Local Emergency Management Agencies should use both documents for guidance in the development and subsequent revisions of their EOP. This guidance document provides an overview of the EOP development and formatting process, and includes links to additional plan development and preparedness planning guidance.

[Presidential Policy Directive 8](#) sets the platform for the [National Preparedness Goal \(NPG\)](#), by identifying [32 Core Capabilities \(CC\)](#). The NPG grouped the capabilities into five mission areas: Prevention, Protection, Mitigation, Response, and Recovery. Some Core Capabilities span across several mission areas while others pertain to only one. The Core Capabilities serve as tools for structuring and supporting plan development and implementation, enacting preparedness and response activities, and for improving national resilience. Each community can contribute to the fulfillment of the National Preparedness Goal by addressing and individually preparing for the Jurisdiction's identified risks. The Ohio Emergency Management Agency (Ohio EMA) is not recommending that local Emergency Operations Plans be designed around the Core Capabilities, however, the capabilities should be incorporated into EOPs, where appropriate.

An integrated local planning and plan development and review process should include inputs from the community's public- and private-sector response organizations, support agencies, and service agencies that may be active during an emergency or disaster response. The community's chief elected officials should be included throughout the entire process as well. In addition, each jurisdiction should consult with legal counsel to review public record requirements and restrictions regarding the development, publication and distribution of their EOP.

The value of an emergency operations plan is not measured just by the words that end up in the plan, but rather by the plan development process that created it.

The Planning Process – Six Key Steps



There are many ways to produce an EOP. The following are the recommended steps found in CPG 101 for the planning process. These steps are flexible, allowing communities to adapt them to varying characteristics and situations.

1. Form a Collaborative Planning Team
2. Understand the Situation
3. Determine Goals and Objectives
4. Plan Development
5. Plan Preparation, Review, & Approval
6. Plan Implementation & Maintenance

Step 1

The first step in the EOP Plan Development Process is **Forming a Collaborative Planning Team**. Past experience demonstrates that operational planning is best performed in a team setting. Evidence from previous case studies and research point out that the common thread found in successful operations is that participating organizations understand and embrace their roles, and that they understand and accept the roles of other departments and agencies that make up the planning team. The planning team’s work will also promote inter-agency collaboration, build relationships that increase creativity and innovation during the planning process, and translate to better incident response by establishing an incident response system that is based on a mutual understanding of the various roles of response agencies. It is expected that as a plan is developed and revised, planning team members should solicit and receive feedback from personnel in their respective agencies/departments.

Some jurisdictions may choose to hire a plan development contractor to develop their Emergency Operations Plan and/or associated plans. These jurisdictions should consider working with the contractor to structure their contracted services around facilitating an ongoing, incremental, and integrated plan development process that includes the full spectrum of Whole Community partner agencies and organizations. FEMA defines the “Whole Community” as all agencies, organizations and individuals who have a shared responsibility for ensuring that a jurisdiction’s entire population is adequately and responsibly served during emergency response, recovery and preparedness operations. By working together, the Whole Community can help keep the nation safe from harm, and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics. or information on the Whole Community approach to plan development can be found on page 8 of this document.

The list of plan development partner agencies to be included in an integrated planning process will be determined by a jurisdiction’s situations and needs. In assembling a jurisdiction’s set of plan development partner agencies, it is important to consider how these agencies will offer support to the jurisdiction and to representative populations in incident response and recovery.

It is important for those who lead and/or facilitate the emergency planning process to develop close relationships with and between agencies that would be involved in an Integrated Planning

process. Addressing the emergency response needs of the Whole Community will encourage participation of agencies that might not have been involved in the past.

While the EOP sets out how a jurisdiction structures and conducts emergency response and recovery operations, a jurisdiction's response will be more effective if the EOP is interopeably integrated with plans that are developed by the EOP's support agencies that address how the EOP's assignments of responsibility will be carried out. Working with other agencies in an integrated planning process will lead to an interoperable 'System of Plans.'

Step 2

Assessing the potential

hazards a jurisdiction is susceptible to will enable planners to effectively **Understand the Situation**, which is Step 2 in the planning process, and to conduct a threat and hazard analysis. Identifying potential risks and developing subsequent operational plans based on those risks will bring specificity to the planning process.

The hazard analysis process involves three steps:

- Step 1 Using the historical record, modeling tools, and knowledge of the jurisdiction's changing geography and demographics to identify the threats and hazards that are likely to occur in or impact the jurisdiction.
- Step 2 Determining the impact if an incident occurs based on the jurisdiction's vulnerability in key areas: topography, sensitive populations, natural and cultural areas, critical infrastructure assets, economic factors, and other conditions which could affect the jurisdiction's susceptibility to hazards and ability to recover.
- Step 3 Estimating the overall risk and frequency for each hazard

There are a number of guides available that provide information on how to complete a hazard analysis. One source is Chapter 4 of [CPG-101, and CPG 201](#). Whether hazard analysis results are defined in a qualitative or a quantitative manner depends on the hazard analysis model that is used. In either case, a jurisdiction needs to prepare a separate, formal hazard analysis document and summarize the results of the analysis in the EOP. It is important to remember there will always be a potential for new risks, which makes it crucial to regularly update the jurisdiction's hazard analysis and to maintain an all-hazards approach to planning.

Ohio EMA's Planning, Training & Exercise (PTE) Branch, along with the Mitigation Branch, can provide access to a number of hazard analysis guidance tools that can be used to complete a hazard analysis. The PTE Branch also maintains the state-level hazard analysis, and can provide guidance on how it is conducted.

Step 3

Determining Goals and Objectives is the third step in the planning process. In this step, the planning team uses the information derived from the hazard and risk analyses and engages senior officials and to assist in the process of establishing how the hazards and threats could impact the jurisdiction and to define successful incident recovery outcomes. The goals that are developed are broad, general statements that help identify major elements that must be developed (e.g. the jurisdiction should have a training program). Objectives are specific,

measurable statements of action that are to be carried out (e.g., the jurisdiction will provide six courses in the current year).

Step 4

Once the goals and objectives have been identified, the planning team can move onto Step 4, **Plan Development**. In this step, planners should generate, compare, and select multiple solutions to achieve the previously-determined goals and objectives. To achieve this step, planners will develop “courses of action” which can be developed utilizing the following guidelines:

- Establish the timeline
- Depict the scenario
- Select courses of action
- Identify and depict decision points
- Identify and depict operational tasks

A jurisdiction’s plan’s functional elements (Functional Annexes, Support Functions, etc.) should be developed “iteratively”, that is, an element’s sections should build on each other. Functional elements should include a Purpose Statement that defines the plan’s intent; a Situation section that states what risks and hazards the element is intended to address; a Concept of Operations section that states what actions will be taken to address the expected situations; and an Assignment of Responsibilities section that assigns specific responsibilities to specific agencies for carrying out those actions.

County-level emergency operations plans should not assign responsibilities to State and federal agencies; rather, the roles of State and federal agencies should be addressed in the Concepts of Operations section. Functional elements should also address Administration and Logistics, and Authorities and References.

It is important to identify resources that will be necessary to effectively carry out operational responses, regardless of resource availability. After all necessary response resources have been identified, the planning team can determine shortfalls and resource gaps, and develop a list of resource needs. A Capability Assessment of the jurisdiction’s ability to take a course of action is critical to this effort. The results of the Capability Assessment will be used to identify the jurisdiction’s response and recovery strengths, response and recovery gaps, and help to determine how the jurisdiction will respond to and overcome these gaps. In addition, the Capability Assessment should identify resource acquisition needs, training needs, procedure needs, education needs, and address other identified gaps and limitations of the jurisdiction. Another important effort during this step involves compiling a “list” of information and intelligence needs for each of the response participants.

Step 5

Step 5, **Plan Preparation, Review, and Approval** interprets the results of the Courses of Action development into development of the EOP. CPG 101 contains simple writing plans that will help ensure that readers and users are able to understand the EOP’s content. Before finalizing the plan, the jurisdiction must ensure that the plan is adequate, feasible, acceptable, complete, and compliant. Decision-makers directly involved with the planning process can employ these criteria, along with their understanding of plan requirements, to determine the plan’s effectiveness and efficiency.

Incorporating the needs of specialized populations such as children, individuals with access and functional needs, and household pets and/or service animals is critical to each component of the planning process.

Local agencies and organizations should be encouraged to review, update, and develop their procedures/guidelines to ensure that they are able to effectively carry out their assignments of responsibility. Based on federal guidance, Ohio EMA recommends that a corresponding standard operating procedure/guideline should be developed for every assignment of responsibility in an EOP.

Step 6

The final Step in the EOP development process is **Plan Implementation and Maintenance**. After the plan has been developed, the jurisdiction's emergency response managers will be required to organize and arrange for training emergency response personnel on organization-specific procedures.

Once personnel have been trained, it will be beneficial to utilize a combination of exercise events to evaluate the plan's and the training's effectiveness. According to [Ohio Revised Code 5502.27](#), the regional Emergency Management authority must prepare and conduct an annual exercise of the jurisdiction's EOP. This exercise should be designed to allow local officials to test their plan and to determine if their training, procedures and resources are adequate to respond to an emergency. Ultimately, the true test of any plan is its activation during an actual emergency or disaster. The activation will demonstrate the effectiveness of a jurisdiction's preparedness, and will identify where local readiness planning needs to be improved.

Following an exercise or the activation of a the plan, the jurisdiction needs to engage in an After-Action Reporting process to identify the lessons that were learned. A plan needs to define how exercises and incident critiques will be integrated into the EOP revision process as well as into the overall emergency preparedness program.

As a jurisdiction changes, so will the impact of incidents on the jurisdiction, which can change how a jurisdiction responds to incidents. Each of the plan's elements should include an ongoing review process that brings officials together to review and evaluate its content. As previously mentioned, Ohio law states that counties are required to annually review and update their EOPs. Regularly reviewing a plan will also keep the plan fresh in the minds of local agencies and elected officials.

A jurisdiction should also consider having their plan periodically evaluated by an outside entity. An outside evaluator can be from a neighboring county, from a response agency, or from the Ohio EMA. According to [Ohio Administrative Code 4501:3-6-01](#), Ohio EMA is required to conduct a comprehensive county emergency operations plans review once every four years.

The “Whole Community” Approach to Plan Development

Jurisdictions are encouraged to adopt a Whole Community approach to plan development that involves as many of the types of agencies as possible from the following list (not all-inclusive or exclusive) as is appropriate to their emergency response needs:

- Local law enforcement and fire response departments**
- Executive leadership, government agencies and community councils**
- Volunteer organizations (local Voluntary Organizations Active in Disaster, Community Emergency Response Team programs, volunteer centers, Regional and local Animal Response Teams, etc.)**
- Faith-based organizations**
- Individual citizens**
- Community leaders (e.g., representatives from specific segments of the community, including seniors, minority populations, and non-English speakers)**
- Disability services providers and advocacy organizations**
- School boards and higher education institutions**
- Local Cooperative Extension System offices**
- Animal control agencies and animal welfare organizations**
- Local transportation system operators**
- Surplus stores, hardware stores, big-box stores, local retailers**
- Supply chain components, such as manufacturers, distributors, suppliers, and logistics providers**
- Home care services**
- Medical facilities**
- Local planning councils (e.g., Citizen Corps Councils, Local Emergency Planning Committees)**
- Chambers of commerce**
- Non-profit organizations**
- Medical and social advocacy groups**
- Media outlets**
- Airports and public transportation systems**
- Utility providers**
- Non-Governmental Organizations (American Red Cross, the Salvation Army, etc.)**
- Area Agencies on Aging**
- Alcohol and drug addiction support agencies**
- Development departments and planning agencies**
- Local boards of education**
- Health departments**
- Medical services providers**
- Medical equipment providers**
- Pharmaceutical providers**
- Job and Family Service agencies**
- Independent living assistance agencies**
- Health and human services agencies**
- Behavioral health agencies**
- Developmental disability services providers**
- Sight and hearing agencies**
- Translation and interpretation service agencies**
- English as a second language agencies**
- Transportation service providers**
- Area transportation service planners**

Choosing a Plan Format

To being drafting their plan, the Team will need to determine which plan format they will use. As stated in FEMA’s CPG 101, “...an EOP’s format is ‘good’ only if the EOP’s users understand it, are comfortable with it, and can use it to extract the information they need.”

This section contains various plan formats that a jurisdiction could use for its EOP. These plan format options are based in part on how other counties have developed their plans, as well as existing state and federal planning guidance. The format outlines that are presented in this guidance are only samples, and are included here to give planners an idea on where to begin.

As part of the jurisdiction’s planning team’s plan development process, the team should decide which EOP plan format will be most effective for, and applicable to their jurisdiction. The jurisdiction’s style of government and the results of their risk assessment may help the team decide which format to use. For example, in larger metropolitan counties that contain several municipalities and have adequate local staff to operationally support all 15 Emergency Support Functions (ESFs), county emergency operations may assume more of a coordination and support role, and an ESF format may be best for their EOP. For most counties throughout the state, with a more limited government structure and staff that performs multiple duties, Ohio EMA recommends using the Functional Annex format for their EOPs.

In short, “form follows function” in the sense that operational needs should help determine which EOP format a jurisdiction uses. Generally, the Functional Annex or agency/department formats are best to be used by local jurisdictions, while the ESF format is best used by larger jurisdictions and state and federal levels of government.

Below are basic descriptions and elements that are found in the common EOP Plan Formats: Functional, Emergency Support Function, and Agency/Department-focused. Further descriptions and additional format options can be found in CPG 101.

Functional Annex Format

The Functional Annex Format is the standard EOP framework that is presented in FEMA’s CPG 101 guidance. This format is organized on three key sections: the Basic Plan, a set of Functional Annexes, and hazard specific Annexes (Figure 2 and sample format, below).

In the Functional Annex Format, the **Basic Plan** provides an overview of the jurisdiction’s

preparedness and response actions. It defines the local hazards, outlines agency roles and responsibilities, and explains how the plan is maintained.

The **Functional Annexes** are individual plan elements chapters that focus on specific response and recovery functions, such as communications and damage assessment. The Annexes are chosen to respond to the functional responses that will be most often carried out at the local jurisdiction level. The

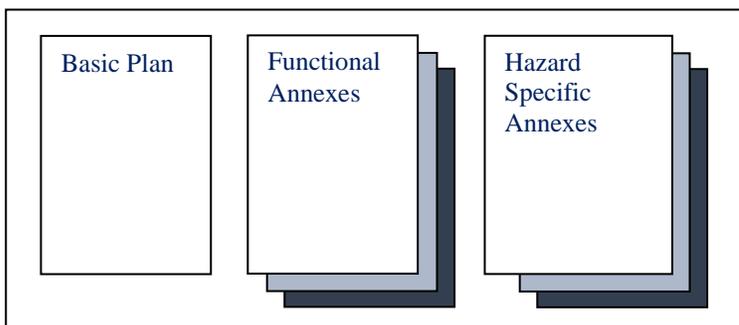


Figure 2 – CPG-101’s EOP Format

Annexes clearly define the actions, roles, policies and concerns of that function. They discuss how tasks are managed before, during and after an incident, and identify the key agencies that will implement and respond to that function.

The **Hazard Specific Annexes** are used to define and organize explain hazard-specific actions and tasks. For example, a Hazard Specific Annex for terrorism incident response would discuss how local law enforcement's command posts will coordinate response functions with the FBI's on-scene operations center during a response. The Hazard Specific Annexes should not repeat actions, in detail, that are already outlined in the Basic Plan or in other Annexes.

The Functional Annex Format, and the Emergency Support Function format, employ a specific plan outline to define the functions within each chapter (Figure 3). This additional formatting makes the plan easy to read and use, since the information is laid out the same in each chapter. It creates the potential to repeat some information in many sections when one piece of information is relevant to multiple chapters of the plan. It also requires accurate reference to other chapters in order clarify the coordination needed between multiple functions. For more information on this plan outlining system, review CPG -101.

- | | |
|------------------------------------|----------------|
| I. Purpose | also

to |
| II. Situation & Assumptions | |
| III. Concept of Operations | |
| IV. Assignment of Responsibilities | |
| V. Administration & Logistics | |
| VI. Plan Development & Maintenance | |
| VII. Authorities & References | |

Figure 3 – CPG101's Individual Chapter

Sample EOP outline using the Functional Annex Format

I. Basic Plan

- A. Promulgation Document / Signature Page
- B. Table of Contents
- C. Purpose
- D. Situations & Assumptions
 - 1. Hazard Analysis Summary
 - 2. Capability Assessment
 - 3. Mitigation Overview
- E. Concept of Operations
- F. Assignment of Responsibilities
- G. Administration & Logistics
 - 1. Continuity of Government
 - 2. Incident Critique
 - 3. Documentation
 - 4. Cost Recovery
 - 5. Training and Exercise Program
 - 6. Public Education
- H. Plan Development & Maintenance
 - 1. Plan Maintenance
 - 2. Plan Changes & Distribution
 - 3. Exercise Program
- I. Authorities & References

II Functional Annexes

- J. Direction & Control
 - 1. Incident Assessment
 - 2. Damage Assessment
 - 3. Incident Command
 - 4. Incident Scene Operations
 - 5. Emergency Operations Center
- K. Communications
- L. Warning (Initial Notification)
- M. Emergency Public Information
- N. Evacuation
- O. Mass Care and Sheltering
- P. Health and Medical
 - 1. Emergency Medical
 - 2. Public Health
 - 3. Response Personnel Safety
- Q. Resource Management
 - 1. Donations Management
 - 2. Infrastructure / Public Works
 - 3. Debris Management

II. Hazard-Specific Annexes

(Earthquake, Flooding, Dam/Levee Failure, Hazardous Materials, Lethal Chemical Agents & Munitions, Radiological, Terrorism, Tornado – note, this is not a complete list and local team must define them based on their hazard analysis.)

Emergency Support Function (ESF) Format

The Emergency Support Function framework is the outline used in the National Response Framework (NRF) and Ohio's Emergency Operations Plan (Figure 4 and sample outline, below). The Emergency Support function was developed to structure EOPs that are focused on supporting the response operations of jurisdictions that are component parts of their larger jurisdiction (eg. states to federal, and counties to states). It begins with a **Basic Plan**, includes individual **Emergency Support Functions (ESF)**, then attaches separate **Support** or **Incident Annexes** as required.

As is the case in the Functional Annex Format, as previously discussed, the **Basic Plan** provides an overview of the jurisdiction's response system; and it discusses the jurisdiction's hazards, capabilities, needs, and response organizations. It also briefly reviews assigned tasks under each emergency phase, and identifies which agencies have the lead for a given ESF and their sub-

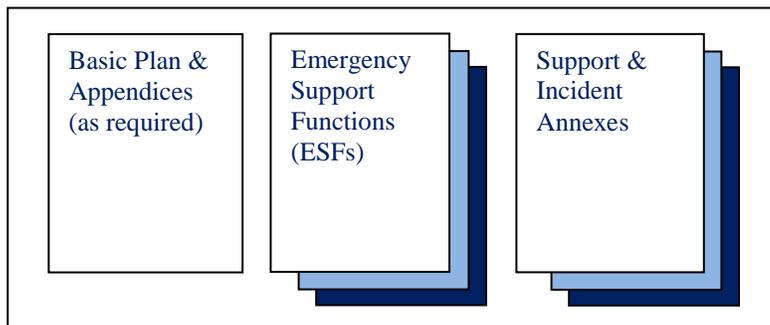


Figure 4 – ESF Format

plans. The Basic Plan then outlines the **ESFs** that could be activated in incident response. Each ESF has a designated Primary Agency that is responsible for coordinating and reporting on missions that are associated with that function. ESFs also have Support Agencies that have specific resources and capabilities that they bring to a functional response

The Federal and State of Ohio EOP's ESFs include transportation,

communications and information management, public works and engineering, firefighting, information and planning, mass care, logistic and resource support, health and medical services, search and rescue, oil, gas and hazardous materials, agriculture, energy, law enforcement, recovery and mitigation, and emergency public information.

In this format, the EOP includes **Support Annexes** to describe missions, policies, and concepts of operations of activities that are associated with emergency response (e.g. recovery, community relations, legal affairs, donations management, financial management and public/media affairs) **Incident Annexes** are used to describe the responsibilities and actions associated with specific complex incidents (e.g. mass casualties, drought, terrorism response).

Sample EOP outline using the ESF Format

1. Basic Plan

- a. Table of Contents
- b. Promulgation Statement/Purpose
- c. Assignment of Responsibilities
- d. Continuity of Government
- e. Hazard Analysis
- f. Capability Assessment

2. Emergency Support Function Annexes

- a. ESF #1 - Transportation
- b. ESF #2 - Communications
- c. ESF #3 - Public Works and Engineering
- d. ESF #4 - Firefighting
- e. ESF #5 - Information and Planning
 - i. Situational Assessment
 - ii. Emergency Operations Center
 - iii. Documentation
 - iv. Incident Action Planning
- f. ESF #6 - Mass Care
 - i. Sheltering & Mass Care
- g. ESF #7 - Resource Support
 - i. Donations Management
- h. ESF #8 - Health and Medical Services
 - i. Emergency Medical Services
 - ii. Public Health
 - iii. Casualty (injuries) and fatality (deaths) management
- i. ESF #9 - Search and Rescue
- j. ESF #10 - Hazardous Materials
- k. ESF #11 - Agriculture
- l. ESF #10 - Hazardous Materials
- m. ESF #11 - Agriculture
- n. ESF #12 - Energy and Utilities
- o. ESF #13 - Law Enforcement
- p. ESF #14 - Recovery and Mitigation
- q. ESF #15 - Emergency Public Information

3. Support Annexes

- a. Recovery Function Annex
- b. Community Relations
 - i. Public Education
- c. Financial Management
 - i. Cost Recovery

4. Incident Annexes

- a. Terrorism
- b. Drought
- c. Nuclear Power Plants
- d. Other

5. Appendices

- a. Plan Maintenance
- b. Exercise Program
- c. Training and Exercise Program
- d. Mitigation Program

Agency-Specific Format

The Agency-Specific Format organizes an EOP by addressing the tasks and responsibilities that each response agency will carry out. This format's main body is therefore divided into separate sections for each response and support agency that has an incident response role. These sections will likely include, but are not limited to local response and response agencies, such as: fire, law enforcement, human services, public works, media, and/or private organizations. Overall, this format option is organized into three sections (Figure 7): **Basic Plan**, individual **Response and Support Agency** sections, and **Hazard Specific Responses**.

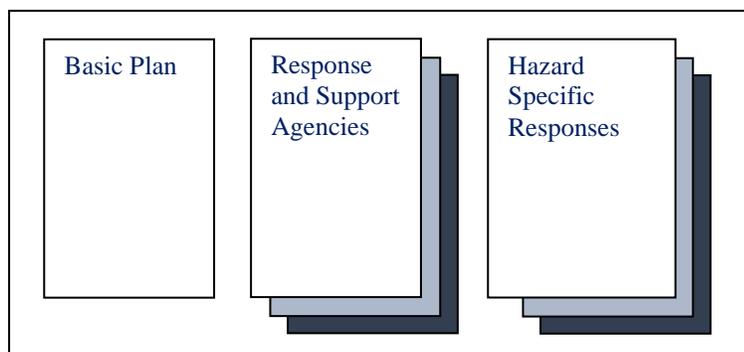


Figure 7 – Agency Format

The **Basic Plan** provides an overview of the jurisdiction's incident response capabilities, including general overview statements, as well as comprehensive lists of agencies and their roles and responsibilities. It also summarizes the basic tasks that are engaged in to prepare for a disaster, and defines how the plan is developed and

maintained.

The individual **Response and Support Agency** sections define and discuss the incident response functions that are completed by individual agencies. Each individual agency section should refer to other agency sections, as necessary, in order to understand how interagency response is coordinated between agencies.

The **Hazard-Specific Responses** section addresses the unique preparedness, response and recovery operations that are related to each agency for a specific hazard response. The hazard-specific responses can immediately follow each agency section, or can be attached as a separate element to the plan. For example, the fire department section could address unique river rescue response operations.

This format allows the plan user to review only those response operations specific to their agency without having to review other agencies' response tasks. The individual sections will still reference the unique relationships that need to exist with the other agencies during an incident response, but will not contain details specific to other agencies' response. If needed, the plan user can refer to other agencies' sections and review their response operations to understand the jurisdiction's larger incident response operations. Additionally, the level of detail provided in each section could vary depending on the needs of specific agencies. Agencies with detailed Standard Operating Procedures (SOP) that retail how they will carry out their assignments of responsibilities may not need much information in their portion of the plan, while others may need more detailed procedure-like details in the EOP.

Emergency Operations Planning and Plan Development Standards

Section Two of this guidance document includes the **Plan Development and Review Checklist** and **Core Capability Guidance** in the form of a **Core Capability Guidance Document** and a **Core Capabilities Checklist**.

The **Plan Development and Review Checklist** is an accounting of plan implementation elements that the state of Ohio has recommends to be included in a jurisdiction's EOP. The Checklist is a tool that should be used during both the plan development process and during the plan review process. While the Checklist is intended to include a comprehensive list of required response elements, individual jurisdictions must determine if there are elements beyond the Checklist's Standard that should be addressed to ensure their ability to respond to their own unique list of expected hazards.

There is a role for local EMAs to play in coordinating the application of separate support agencies' SOPs. Local EMAs should work with support agencies to ensure that their individual SOPs will be interoperable with the SOPs of other support agencies.

The **Core Capability Guidance Document** is not directly included in this document, but can be accessed via the Ohio EMA website, The Guidance provides access to tools for a jurisdiction to assess and develop plans, resources and capabilities, according to, and in response to the expectations of FEMA's five Mission Areas and 32 Core Capabilities.

Using the Ohio Plan Development and Review Checklist

Notes on General Use

- A.** The Plan Development and Review Guidance Checklist is intended to be used as a tool to assist in the ongoing development and incremental review and update of county EOPs and associated plans. The Checklist is available from the Ohio Emergency Management Agency.
- B.** The EOP should not be formatted based on the Core Capabilities; the Capabilities should be incorporated into the existing EOP if their elements have not previously been addressed. References to the Core Capabilities have been included in the Checklist to illustrate where they could be included into the EOP.
- C.** The Checklist is comprehensive. It is designed to encompass a broad range of planning considerations and to assist jurisdictions to respond effectively before, during, and after an emergency or disaster.
- D.** Jurisdictions do not need to address all of the Checklist elements in their plans, but they should address the Checklist's planning elements that will allow their EOP and their response resources to effectively respond to any hazard.
- E.** It is critical that jurisdictions continually engage their local planning partners in the EOP development and update process. Using the Checklist as a plan development guide will ensure that key planning elements are addressed, and will assist in the identification of response gaps.

Ohio EMA's County Plan Review Process

The Ohio EMA Plans, Training, & Exercise Branch will facilitate an interactive review of each county's Emergency Operations Plan at least once every four years. More frequent reviews will be done by request, or if conditions warrant.

Briefly, Ohio EMA's Plan Review process is structured as follows:

- Ohio EMA will determine which county EOPs need to be reviewed in the current year.
- Ohio EMA will contact county EMA directors to confirm, coordinate, and discuss the review. Ohio EMA will then obtain the latest version of their local EOP for review and provide the local EMA with a self-assessment.
- The local EMA director will complete the self-assessment of their local EOP and submit results back to Ohio EMA. The self-assessment is comprised of implementation and planning questions toward EOP development. These results will be used by Ohio EMA for the local EOP review process.
- Ohio EMA staff will complete a Plan Review Worksheet that addresses EOP content and assesses the adequacy, feasibility, completeness and structure of the jurisdiction's plan and plan development process.
- Once the plan review worksheet is completed, Ohio EMA staff will schedule a conference call to discuss the Plan Review Worksheet and previously submitted self-assessment. The conference call will discuss how the EOP can be improved, share ideas, and distribute resources based upon the self-assessment and completed Plan Review Worksheet.
- County EMA Directors will be sent the completed Plan Review Worksheet and approval letter from Ohio EMA.

All county EMA directors may request technical assistance with Ohio EMA at any point of time, regardless of when they have an EOP review scheduled per Ohio Administrative Code.

Links to Plan Development and Preparedness Planning Tools

A list of links on the Ohio EMA website will direct you to [Local Emergency Operations Plan Development](#) tools. Ohio EMA staff are available to provide support and input on plan development. All questions, comments, and concerns regarding a county's EOP will be facilitated through the Ohio EMA County EOP Review Coordinator.