



Concept of Emergency Action/Operation Planning

Major and catastrophic events such as hurricanes, severe weather, terrorism, and tornadoes can, and do, occur. However, common emergencies such as power outages, hazardous material incidents, fire, evacuations, and emergency medical accidents generate more routine dilemmas. Many organizations currently have Texas Department of State Health Services, local ordinances, or industry standard considerations for wanting or requiring an Emergency Operations Plan. Many others concerned with their professional service-based missions wish to demonstrate preparedness for the community and their occupants. As learned in recent Beaumont history, unprepared organizations can incur serious liability, total loss, and/or have serious setbacks in business and service continuity.

This document will assist in preparing the staff and facility to document key areas of preparedness planning to enhance coordination efforts with the City of Beaumont and Public Safety Departments. It will also provide a one-source template to document some common and recommended issues to address. It will aid in the development of a plan. Much of the information in this document can be adapted to fit the unique needs of your facility. Although some of the recommendations are not statutorily required, your overall objectives should be to minimize injuries and fatalities of staff and clients, minimize damage to your facility and economic loss, as well as facilitate recovery efforts. The tabs and subjects included in the sample template provided are only suggestions for consideration while planning. We have also provided resource materials such as: supplemental forms; templates for specific procedures; an agency and organization resource list; and document folder layout recommendation.

Once you have completed your plan, it should be reviewed and updated on an annual basis at the very minimum. This plan will benefit your employees and management. Additionally, Beaumont Emergency Management, in coordination with public safety departments, has provided an attached checklist of items that are recommended as minimum considerations. Your final Emergency Operations Plan may be submitted for review and/or approval to this office. Each plan submitted with the prescribed documentation on the checklist should be adequate for approval. This approval is for those mandated to have a plan or for those who wish to have an official review of their plan. Presenting the Emergency Operations Plan in the recommended format will facilitate review and standardization.

Your participation is greatly encouraged!

Tim Ocnaschek
Emergency Management Coordinator
City of Beaumont
409-980-7280

Emergency Operations Plan Checklist

Initial	Tab/Section	Title	Content/Comments
	Cover Page	Cover Page	May use facility emblem etc on notebook or binder cover
	Table of Contents	Table of Contents	Use commensurate tabs with extra documentation or template plans in appropriate sections. Additional tabs and plans can be included after the standard ones
	Mission purpose statement	Mission	Give synopsis of business purpose a. type of facility- i.e. daycare, group home, healthcare facility, type firm/clinic, school b. average occupancy c. capacity d. capabilities
	Introduction	Introduction	May include the provided concept of EOP template provided, OR May include the provided sample introduction, OR Should include some overview of the reason for the manual
	Tab 1	Emergency Contacts	Note: Recommend three minimum with 24/7 contact information for each (normally include Owner or Highest Ranking Manager; Maintenance Supervisor; ranking supervisor, etc- “keyholders” with complete access) Add position; name; work, home, cell phone #s; email address for each May include External contacts such as 911; non emergency police (880-3865), fire (880-3901) and emergency management (980-7280); Poison Control (800-764-7661); Infectious diseases in Beaumont should be addressed to the Epidemiology Division of the Beaumont Public Health Department @ 409-654-3623 during work and after hours and/or faxed to 409-835-2545; Emergency contractors (i.e. electrical, plumbing, HVAC repair, transportation, contract ambulance); Hospital addresses and Emergency Room phone #s (Sample overview included in Sample EOP)
	Tab 2	Direction and Control	Document an organization chart or hierarchy, chain of command, decision process, who can mandate an evacuation, etc.
	Tab 3	Facility Layout	This may be as simple as a floorplan, fire evacuation plan, copy of schematics, etc showing room and hall configurations, exits, stairways, May include roof access, backup power locations, parking areas, ingress/egress routes, hardened room/shelter areas, or specialty issues
	Tab 4	Fire	A copy of your fire policy should be included. At minimum, a fire plan approved by the <u>Fire Marshal</u> is needed. (Sample overview included in Sample EOP)
	Tab 5	Bomb Threat	Provide overview of concept & responsibilities of occupants including staff. (Sample overview included in Sample EOP)
	Tab 6	Evacuation	Provide Overview a. On-Site: note assembly area outside building (may include evacuation routes, or evacuation route plan- sample attached) b. Off-Site: note the facility or location your occupants will be transferred/transported to in an emergency; provide route plan; who is responsible; need an in-city and out-of-city option for hurricane

			<p>evacuation;</p> <p>c. Checklist of evacuation issues for staff review; may include who is responsible for each</p> <p>d. Logistical needs list of checklist for evacuation (Sample overview included in Sample EOP)</p>
	Tab 7	Shelter Coordination	<p>Provide something to show coordination for a place to move occupants to in an evacuation emergency. (Common documentation forms include: memorandum of understanding; letter of agreement; contract; email)</p> <p>All facilities may benefit by including copies of emergency contracts/leases or contracts for emergency services, electrical, plumbing, HVAC repair, etc</p>
	Tab 8	Transportation	<p>Include type (if owned), name and contact information for key transportation assets applicable to facility such as: Ambulance contractor; Leased bus, van, etc; Facility vehicles (These are assets identified to evacuate your occupants)</p> <p>NOTE: Facilities required by regulation must show similar documentation for transportation coordination for evacuees and/or ambulance contract as applicable; however, all facilities may benefit from this formal coordination</p>
	Tab 9	Shelter In Place	<p>Provide overview of concept & responsibilities of occupants including staff, related logistics, emergency supplies, etc.</p>
	Tab 10	Health and Medical	<p>Document licensing commensurate with the type of facility</p> <p>Provide reporting procedures for infectious diseases http://www.dshs.state.tx.us/idcu/investigation/forms/101A.pdf)</p>
	Tab 11	Chemical Spill	<p>This is for on-site incidents/accidents.</p> <p>Provide overview of concept & responsibilities of occupants including staff. (Sample overview included in Sample EOP)</p>
	Tab 12	Active Shooter	<p>Provide overview of concept & responsibilities of occupants including staff.</p>
	Tab 13	Severe Weather	<p>Provide overview of concept & responsibilities of occupants including staff. (Sample overview included in Sample EOP)</p>
	Additional Tabs as needed		<p>This will allow the facility to include additional items specific to your mission without affecting the standardization and quick reference benefits of the template provided.</p> <p>Examples include: power loss or extended power loss (sample attached); Employee Emergency Evacuation Training documentation (sample attached); Critical Operations or Essential Employee designations (sample attached); Medical Emergency (sample attached);</p>
	Resource List	Resource List	<p>Some websites with great situational, planning, and training information may benefit the organization/facility</p> <p>May include: www.Ready.gov; www.TexasPrepares.org ; www.beaumonttexas.gov ; www.setinfo.org ; http://training.fema.gov/IS/crslist.asp ; http://www.txdps.state.tx.us/dem/index.htm ; http://www.ready.gov/america/downloads/cost.pdf ; http://www.floodsmart.gov/floodsmart/ http://www.ready.gov/america/getakit/index.html</p>

			http://www.dshs.state.tx.us/idcu/investigation/forms/101A.pdf http://www.dshs.state.tx.us/idcu/investigation/conditions/contacts/Jefferson.asp
--	--	--	--