



Tuolumne County Healthcare Coalition EOP Information & Resource Guide

What is an Emergency Operations Plan (EOP)?

The EOP describes how people and property will be managed in emergencies and disasters, identifies the authority and actions to be taken during an event, and recognizes the personnel available during response efforts.

A completed EOP will have several parts. The sections listed below are the most common parts of a plan. Depending upon the specific needs of your facility, there may be additional parts to your plan.

- **Executive Summary**
 - Your plan's executive summary should include the purpose of the plan, the scope of the plan, the authorities and responsibilities of key personnel, the types of emergencies that the plan addresses, and where the response operations will be managed.
- **Emergency Management Operations**
 - This section of the plan should describe the facility's approach to the core elements of emergency management. Specific sections include: internal command structure, communications, partnerships, and recovery vendors.
- **Emergency Response Procedures**
 - This section should describe how the facility will respond to emergencies. It should detail what actions will be necessary to assess the situation and protect employees, patients, physical resources, and records in the immediate response to an emergency. This section should also include checklists and templates of how to respond to specific emergencies during the preparedness, response, and recovery stages.
- **Supporting Documents**
 - This section should list the documents that will help most immediately during a response, including: emergency contact lists for employees, local partners, & vendors; facility inventory lists; building maps; memorandums of agreement; communications templates; and patient information sheets.

Reference: <http://www.pacercenter.org/media/29523/pacer-mor-758%20emergency%20toolkit%20-%20final.pdf.pdf>

Resources

- **FEMA Training: Planning – Emergency Operations:**
<https://www.firstrespondertraining.gov/frt/npccatalog/EMI#anc-search-results>
- **FEMA – Producing Emergency Plans – A Guide for All-Hazard Emergency Operations Planning:** <https://training.fema.gov/hiedu/docs/cgo/week%20%20-%20producing%20emergency%20plans.pdf>
- **CPCA – Community Clinic & Health Center EOP Template:**
<http://www.cPCA.org/cPCA2013/assets/File/Emergency-Preparedness/Resources/2003-June-Clinic-EOP-Template.pdf>

- **California Hospital Association:** <http://www.calhospitalprepare.org/emergency-operations-plan>
- **Morehouse School of Medicine – Emergency Preparedness Toolkit of Primary Care Providers:** <http://www.pacercenter.org/media/29523/pacer-mor-758%20emergency%20toolkit%20-%20final.pdf.pdf>
- **ASPR TRACIE – Emergency Operations Plans:** <https://asprtracie.hhs.gov/technical-resources/84/emncy-operations-plans-emncy-management-program/1>
- **California Public Health and Medical Emergency Operations Manual:** <https://www.cdph.ca.gov/programs/aids/Documents/FinalEOM712011.pdf>
- **Emergency Operations Plan for Tuolumne County:** <http://www.tuolumnecounty.ca.gov/DocumentCenter/View/6165>