

Basic Emergency Operations Plan

The basic plan provides an overview of the church's approach to operations before, during, and after an emergency. This section addresses the overarching activities the church undertakes regardless of the function, threat, or hazard. The content in this section provides a solid foundation for the church's operations. The information in this section should not duplicate information contained in other sections of the plan. Almost all the information contained in the basic plan should be able to come from the planning team. If the planning team finds that it must go outside the planning team for a significant amount of information, it may be an indication that the planning team membership needs to be expanded.

Introductory Material

Introductory material can enhance accountability with local emergency management officials and community partners and make a plan easier to use. Typical introductory material includes:

- **Cover Page:** The cover page has the title of the plan. It should include a date and identify the church covered by the plan.
- **Promulgation Document/Signature Page:** This document/page is a signed statement formally recognizing and adopting the plan as the church's plan. It gives both the authority and the responsibility to the church's leadership to perform their tasks before, during, or after an incident, and therefore should be signed by the church's senior leadership.
- **Approval and Implementation Page:** The approval and implementation page introduces the plan, outlines its applicability, and indicates that it supersedes all previous plans. It should include a delegation of authority for specific modifications that can be made to the plan and by whom they can be made without the signature of leadership. It should also include a date and should be signed by the church's senior leadership.
- **Record of Changes:** Each update or change to the plan should be tracked. The record of changes, usually in table format, contains, at a minimum, a change number, the date of the change, the name of the person who made the change, and a summary of the change.
- **Record of Distribution:** The record of distribution, usually in table format, indicates the title and the name of the person receiving the plan, the organization to which the

recipient belongs, the date of delivery, and the number of copies delivered. Other relevant information could be considered. The record of distribution can be used to prove that tasked individuals and organizations have acknowledged their receipt, review, and/or acceptance of the plan.

- **Table of Contents:** The table of contents is a logically ordered and clearly identified layout of the major sections and subsections of the plan that will make finding information within the plan easier.

Purpose and Situation Overview

- **Purpose:** The purpose sets the foundation for the rest of the plan. The basic plan's purpose is a general statement of what the plan is meant to do. The statement should be supported by a brief synopsis of the basic plan and annexes.
- **Situation Overview:** The situation overview is a general discussion of the threats and hazards that will be faced and parties outside the church you will depend on for resources.

Concept of Operations

- Identify those with authority to activate the plan.
- Describe the process by which the church coordinates with all appropriate agencies within the jurisdiction.
- Describe how plans consider the architectural, programmatic, and communication needs of children, the elderly, and individuals with disabilities and others with access and functional needs (including their service animals).
- Identify other response/support agency plans that directly support the implementation of the plan (e.g., city or county EOP).
- Explain that the primary purpose of actions taken before, during, and after an incident is to prevent, protect from, and mitigate the impact on life or property.

Organization and Assignment of Responsibilities

- Describe the roles and responsibilities of each individual/organization that apply during an incident (response), including, but not limited to, church leadership, staff,

lay leadership, congregants, and local departments and agencies (e.g., fire, law enforcement, EMS, emergency management).

- Describe informal and formal agreements in place for the quick activation and sharing of resources during an incident (e.g., evacuation locations to a nearby business' parking lot). Agreements may be between the church and response organizations (e.g., fire, law enforcement, EMS), other churches, organizations, and businesses.

Direction, Control, and Coordination

- Describe the chain of command used by the church.
- Describe the relationship between the church's plan and the broader community's emergency management system.
- Describe who has control of equipment, resources, and supplies needed to support the plan.

Training and Exercises

This section describes the critical training and exercise activities the church will use in support of the plan. This includes the core training objectives and frequency to ensure that stakeholders understand roles, responsibilities, and expectations. This section also establishes the expected frequency of exercises to be conducted by the church. Content may be influenced based on similar requirements at the local level (e.g., the local emergency management agency's exercise schedule). Exercises may range from basic fire and shelter-in-place drills to full-scale community-wide drills.

Administration, Finance, and Logistics

- Identify administrative controls and requirements that will be used to provide resource and expenditure accountability and how the church will maintain accurate logs of key activities.
- Describe how vital records will be preserved. Identify policies for keeping financial records; tracking resource needs; tracking the source and use of resources; and compensating the owners of private property used by the church.

- Identify sources for replacement of assets.
- Provide for a regular cycle of training, evaluating, reviewing, and updating of the plan.
- List laws, statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergencies in the community.
- Include provisions for the succession of decision-making authority and operational control to ensure that critical emergency functions can be performed in the absence of the church's senior leadership.