

Emergency Operations Plan

Use this plan to record the organization, authority and coordination of an emergency response. Complete the base plan first, then repeat the annex and procedure modules for the functions and hazards actually covered. Verify protective actions, access needs and communications locally before approval.

Complete bracketed fields with approved information. Duplicate modules and rows as needed; record the reason for any section marked not applicable.

Document [ID and revision] **Owner** [Role] **Scope** [Organization, site or product]

Effective date [Date] **Approval** [Controlled record] **Next review** [Date or trigger]

Base plan

Introductory material purpose and scope

Plan element	Approved content
Promulgation and implementation	[Authorized statement, approval record and effective version]
Purpose scope and situation	[Jurisdiction or facility, people, hazards and resources]
Planning assumptions	[Conditions relied on and limitations]
Concept of operations	[Activation conditions, levels and response-to-recovery approach]

Organization direction and coordination

Position or function	Primary and supporting duties	Authority succession and coordination
[Incident leadership]	[Direction and decision responsibility]	[Delegation, successor and decision record]
[Response or support function]	[Assigned function and boundaries]	[Coordination mechanism and handoff]

Information and communications

Information need	Collection validation and dissemination	Channel and fallback
[Situation, resource or warning information]	[Source, verifying role, recipients and release authority]	[Verified system and alternate]
[Responder coordination]	[Reporting route and information protection]	[Approved communications reference]

Administration finance and logistics

Requirement	Process and authority	Evidence and controlled reference
[Resource request and assignment]	[Request, prioritization, approval and tracking]	[Resource record]
[Cost or procurement]	[Authority, emergency rule and documentation]	[Financial record]
[Personnel and accessibility support]	[Staffing, welfare and access/functional needs]	[Arrangement and support reference]

Plan development maintenance and authorities

Item	Approved arrangement or source	Review record
[Exercise, update or distribution]	[Role, cycle, change trigger and controlled copies]	[Date, result and action]
[Authority or mutual aid reference]	[Exact title, applicability and version]	[Verified source and reviewer]

Functional annexes

Repeat one annex per function. Add only detail beyond the base plan and cross-reference shared arrangements.

Annex element	Complete for one emergency function
Title purpose and scope	[Function ID, covered need and base-plan section]
Situation and assumptions	[Function-specific conditions and limitations]
Before during and after operations	[Concept of operations by phase; detailed procedure links]
Primary and supporting positions	[Responsibilities and coordination]
Resources facilities and agreements	[Required capability and verified reference]

Hazard threat and incident specific annexes

Hazard annex element	Locally reviewed arrangement
Scope detection and assessment	[Hazard, warning indicators, assessment authority and source]
Warning and protective action	[Criteria, decision authority and approved actions]
Stabilization and recovery	[Sequence, priorities and transition conditions]
Responsibilities and dependencies	[Primary/supporting roles, facilities and agreements]
Related annexes and procedures	[Cross-references without duplicated steps]

Protective action record

Condition or warning	Approved protective action	Access needs and verification
[Exact signal, threshold or hazard condition]	[Action, limits, route or assembly reference]	[Assistance, accountability and responsible role]

Supporting procedures and job aids

Repeatable emergency procedure

Procedure setup		Required arrangement
Task trigger and authority		[Activation condition, performing role and approval]
Resources and precautions		[Equipment, communications and warning before affected step]
Step	Action and responsible position	Completion and handoff
1	[One approved action]	[Observable result and record]
2	[Decision and conditional action]	[Result or escalation]
3	[Account, report or transition]	[Next position and acknowledgement]

Position and phase checklist

Phase or position	Verifiable action	Status and evidence
Alert and activation	[Required assessment or notification]	[Complete, pending or not applicable; time]
Response	[Assigned protective or coordination action]	[Result and outstanding need]
Stabilization	[Readiness or transition check]	[Evidence and authority]
Demobilization and recovery	[Return, accountability and record handoff]	[Decision and retained record]

Appendices

Resource or supporting document	Verified location and capability	Owner and review
[Inventory or mutual aid agreement]	[Quantity, availability, restriction and access reference]	[Verification role and date]
[Alarm, facility or assembly area]	[Exact signal, location and accessibility provision]	[Verified reference]
[Abbreviation or term]	[Expansion and plan-specific meaning]	[Defining source]

Change and distribution record

Revision or controlled copy	Change or recipient	Authorization and acknowledgement
[Version, date or copy ID]	[Change, affected annexes or receiving role]	[Approval and receipt record]

Plan approval check

- ☐ Base plan authority, functional responsibilities and hazard annexes agree.
- ☐ Signals, protective actions, facilities and accessible response arrangements are verified.
- ☐ Procedures and job aids support the annexes without conflicting instructions.

Review role	Decision and date	Approval reference and open actions
[Authorized position]	[Approved or returned]	[Record and exercise follow-up]