

City of Olathe Emergency Operations Plan (EOP)

EOP REPORT WITH EXECUTIVE SUMMARY

INTRODUCTION:

The purpose of this summary is to provide the City Manager / City Council an outline of the new City Emergency Operations Plan. The new EOP follows guidance from FEMA and is an update of the existing plan that accomplishes two objectives:

- 1) Provide sufficient detail to all staff in an Emergency Support Functions (ESF) role with information to help manage a large-scale disaster within Olathe.
- 2) Provide a detailed guide for staff, from every department and focus area, the critical information needed to effectively operate within the various ESFs to positively mitigate a disaster.

OBJECTIVE:

FEMA mandates that all EOPs be updated at least every five years. 2024 is the year for the City to update its plan.

The new plan provides the “substance” needed to flesh out and improve the previous version. It also includes a section on Long-Term Community Recovery Planning, which outlines the recommended responsibilities that the City Council/City Manager should execute. These responsibilities become active after the emergency relief portion of the disaster has concluded and the first responders have gone home.

The original EOP was a singular, stand-alone document with 326 pages. The new EOP was divided into three primary and comprehensive volumes. The new EOP volumes include:

- 1) EOP Basic Plan (designed for the City’s executive key leaders).
- 2) ESF Workbook (designed for all end users/City staff).
- 3) Department Responsibilities Guide (designed for all end user/City staff).

BACKGROUND:

The new EOP is organized in three books or volumes:

Volume 1: The Basic Plan (120 Pages) gives background information and a general outline of the overall plan.

Volume 2: The ESF Workbook (392 pages) is specific to every ESF and provides detailed plans for each of the 16 functions. Each ESF “chapter” is organized in four sections:

- Snapshot: A summary or snapshot of the ESF concepts to be used.
- Essential Elements of Information (EEI): These are lists of the essential questions to be asked and the tasks and elements of information needed by each ESF. The EEIs form a type of checklist for using the annex to meet the emergency needs and provide situational awareness on high-level critical services.

- Annex: The written plan for the ESF.
- Addendum: Provides additional information and plans to support every ESF. In most cases, these are more detailed plans for the ESF. Example: The Debris Management Plan for ESF 3.

Volume 3: The Department Responsibilities Guide (392 pages) provides detailed checklists of tasks and responsibilities that each ESF should accomplish in order to effectively mitigate the disaster. These also provide guidance for every department and focus area when working to effectively mitigate the disaster.

PROCESS:

The new EOP was created through a process of research from outside sources (e.g., Johnson County EOP, Kansas Division of Emergency Management) and collaboration with all City departments and focus areas. The departments and focus areas prepared their respective plans and coordinated with the Homeland Security and Emergency Management Unit, who consolidated them into the EOP. Individual tasks and responsibilities were also added to the plan by the respective department or focus area's leadership to effectively assist the ESFs in their response.

The basic concepts of the new EOP were tested and validated during the City's most recent Tornado Training Exercise.

RECOMMENDATIONS:

Accept report on the update to the City of Olathe EOP.