

2020 City of Wilmington Emergency

Operations Plan Update

DISASTER MANAGEMENT

The City of Wilmington, Delaware



CORE COMPETENCIES

- Project Management
- Meeting Coordination and Facilitation
- Inter-Departmental Coordination
- Project Management
- Operations Strategy Development
- Report Preparation

PROJECT SUMMARY

Vision Planning and Consulting (VPC) prepared an Emergency Operations Plan (EOP) Update for the City of Wilmington, Delaware, and its 17 City Departments. The EOP was supplemented by 16 ESFs and 11 HSAs. This project was completed concurrently with the City of Wilmington Continuity of Operations Plan (COOP) development process to maximize departmental participation and to optimize efficiency.

PROJECT DETAILS

VPC reorganized the City's EOP structure to match the FEMA Emergency Support Function (ESF) framework and provided a more efficient way to track roles and responsibilities during an emergency activation event. The 2015 Plan was organized by department; however, it is not necessary that every department be activated for every emergency. By organizing the 2020 EOP around support function capabilities (transportation, communications, mass care, etc.), the City will be better able to plan responses and track resources.

The Plan's Hazard Specific Annexes (HSAs) were revised to reflect the natural hazards identified in the City's 2015 Hazard Mitigation Plan, as well as annexes for terrorism and radiological events or incidents.

A new Infections Disease HSA was developed to incorporate the emerging threat of SARS-CoV-2, more commonly known as Covid-19. This new annex provided content such as: descriptions of additional pandemic threats including measles or influenza; the Pandemic Planning Continuum; what to do before, during, and after a pandemic declaration; and roles and responsibilities for City departments during a declared pandemic.

VPC made extensive efforts to involve all 17 departments within the City and under the Office of the Mayor, in the Plan Update process. City departments were involved via questionnaires, worksheets, phone calls and email, and through departmental work sessions. VPC developed questionnaires that were tailored to each department, to work in tandem with the data gathering component of the concurrent Continuity of Operations Planning process for the City.

VPC held a one-day, City-wide workshop to bring City offices and Departments together to review their respective roles and responsibilities in each of the Plans 16 ESFs Annexes. Departments were provided the opportunity to edit all roles and to add new roles, based on department reorganization, new capabilities, and new or updated legal requirements.

The final deliverable is a comprehensive Emergency Operations Plan with: 1) Emergency Support Functions delineating department roles and responsibilities for each of the sixteen (16) support functions, and 2) eleven (11) Hazard Specific Annexes reflecting what to do before, during, and after each specific hazard event.