

# City of Wilmington 2024 Emergency Operations Plan Update

The City of Wilmington, Delaware

EMERGENCY PLANNING



## PROJECT DETAILS

**DIFFICULTY:** Medium

**COST:** \$35,900

**TIMEFRAME:** Five (5) Months

**DELIVERABLES:** An Emergency Operations Plan update for the City of Wilmington, Delaware, supplemented by 16 ESFs and 11 HSAs.

### CORE COMPETENCIES:

- Plan Preparation
- Plan Integration
- Operational Responsibilities Development
- Project Management
- Meeting Coordination and Facilitation

## PROJECT TEAM

Vision Planning and Consulting

### CLIENT CONTACT

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## PROJECT OVERVIEW

Vision Planning and Consulting (VPC) was contracted by the City of Wilmington, DE to prepare an Emergency Operations Plan (EOP) Update for the City and 17 City Departments. The EOP was supplemented by 16 Emergency Support Functions (ESFs) and 11 Hazard Specific Annexes (HSAs).

### PROJECT SUMMARY

Vision Planning and Consulting worked with the City of Wilmington, its offices, and the City's 17 departments to update the City's 2020 Emergency Operations Base Plan and its accompanying 16 ESF Annexes and 11 HSAs.

During the previous EOP update by VPC in 2020, a new Infectious Disease HSA was developed to incorporate the emerging threat of SARS-CoV-2, more commonly known as Covid-19. In addition to completing the reviews EOP and Infectious Disease HSA, VPC also A COVID-19 Impact Study and Action Plan. Four years later, VPC revisited this annex with what had been learned from the Impact study, and to align the city's response with new best practices to better refine and focus 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. City offices and Departments were also invited to review the 11 HSAs in order to ensure accuracy and provide valuable first-hand insight into the systems in place to prevent or respond to hazards, as well as the steps taken by the city following an incident.

In addition to updating the plan VPC worked to develop an ESF Crosswalk for the City of Wilmington. This table served to better integrate the City's EOP with the State EOP and FEMA ESFs and Lifelines. This provided a visual diagram for the City so that, in the event of a large scale emergency or catastrophe which requires the involvement of state and/or federal assets, City staff would have a clear understanding of where how their office and department responsibilities fit in with those at the state and federal level.