

City of Dover 2024 EOP Update

City of Dover, Delaware

EMERGENCY PLANNING



PROJECT DETAILS

DIFFICULTY: Medium

COST: \$40,000

TIMEFRAME: 6 Months

DELIVERABLES: An Emergency Operations Plan update for the City of Dover, Delaware, supplemented by 15 ESFs and 8 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 Dover Emergency Management Department to prepare an update to their Emergency Operations Plan (EOP) Update for the City and 20 City Departments. The EOP was supplemented by 15 Emergency Support Functions (ESFs) and 8 Hazard Specific Annexes (HSAs).

PROJECT SUMMARY

Vision Planning and Consulting worked with the City of Dover, its offices, and the City's 20 departments to update the previous 2020 Emergency Operations Base Plan and its accompanying 15 ESF Annexes and 8 HSAs.

VPC made extensive efforts to involve all 20 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 Plan's 15 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 8 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 Dover. 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 how their office and department responsibilities fit in with those at the state and federal level.

This was the first time VPC worked with the City of Dover on the update of their EOP. But despite this new relationship, VPC staff were able to build a strong a lasting relationship with the City.

The final deliverable for this project is a comprehensive EOP with: 1) Emergency Support Functions delineating department roles and responsibilities for each of the 15 support capabilities, and 2) eight (8) Hazard Specific Annexes reflecting what to do before, during, and after each specific hazard event.