Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans

Summary of Changes

Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans provides guidelines for developing emergency operations plans (EOPs). CPG 101 promotes a common understanding of the fundamentals of community-based, risk-informed planning and decision-making to help planners examine hazards and threats and produce effective EOPs.

What has changed in CPG 101 Version 3?

Version 3 (V3) of CPG 101 updates the guidance in CPG 101 Version 2 to align with current policies, programs and doctrine, including the *National Response Framework, Fourth Edition* (2020); the National Preparedness System and *National Preparedness Goal, Second Edition* (2015); the *National Incident Management System, Third Edition* (2017); the *Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR)—Comprehensive Preparedness Guide 201, Third Edition* (2018) and *Homeland Security Exercises and Evaluation Program (HSEEP)* guide (2020). This version also incorporates lessons learned from the whole community in response to incidents since the publication of CPG 101 V2 in 2010.

CPG 101 V3 highlights the importance of inclusiveness in emergency plans and planning and introduces key concepts of accessibility. CPG 101 V3 also includes new guidance on EOPs and refreshes the six-step planning process to better integrate whole-community partners. CPG V3 describes other emergency management plans and how those plans complement and are supported by EOPs. Finally, CPG 101 V3 provides new content designed to help planners operationalize the guidance and make it more useful for emergency managers.

Alignment with Updated Policies, Programs and Doctrine

- CPG 101 V3 includes information from the latest version of the National Response Framework (NRF). This includes the community lifelines and federal Emergency Support Function (ESF) #14 Cross-sector Business and Infrastructure.
    - In factoring ESF #14 into CPG 101 V3, the planning guidance emphasizes the importance of integrating the private sector into emergency planning activities, recognizing the essential role that the private sector plays in providing commodities (e.g., food, fuel) and critical services (e.g., power, transportation, communications, healthcare).
    - Community lifelines enable the continuous operation of important government and business functions that are essential to human health and safety or economic security. CPG 101 V3 explains how planners can use community lifelines to improve emergency operations planning.
- CPG 101 V3 aligns with the National Preparedness System, illustrating how the various components fit together. CPG 101 V3 also addresses the National Preparedness Goal, describing the five mission areas (i.e., prevention, protection, mitigation, response and recovery) and 32 core capabilities necessary to manage risk and enhance the Nation's security and resilience.

- CPG 101 V3 reflects the latest incident management concepts from the National Incident Management System, including expanded guidance on emergency operation centers and the National Qualification System. which provides foundational guidance on job titles and qualifications.

Inclusiveness and Concepts of Accessibility

- CPG 101 V3 emphasizes inclusiveness and provides guidance on engaging and planning for all members of the community, jurisdiction, or organization.

- The guide lays out specific concepts of accessibility that are essential to emergency operations planning such as self-determination, eliminating one-size-fits-all solutions, equal opportunity, inclusivity, integration, physical access, equal access, effective communication, program modifications and at no cost to the individual.

Additional Guidance on Emergency Operations Plans

- CPG 101 V3 includes expanded guidance on EOP structures, EOP concepts and how EOPs can be supplemented with annexes that provide details on specific emergency response functions, such as emergency sheltering and search and rescue, and/or threats and hazards, such as earthquakes, hazardous materials spills and power failures.

Updated Six-Step Planning Process

- The six-step planning process has been updated to include businesses and infrastructure owners and operators, public sector partners, community-based organizations, and nonprofit sector partners in the planning process.

- CPG 101 V3 introduces a risk-based planning process that reflects the needs of the population and accounts for resources that may be required to assist individuals affected by various disasters and emergencies.

- The chapter on the six-step planning process describes key resources—such as the Resilience Analysis and Planning Tool—that planners can use to inform their analysis and enhance EOPs.

- To help planners understand potential risks and anticipate response and recovery requirements, CPG 101 V3 includes guidance on using the THIRA/SPR processes to analyze threats and hazards and inventory requisite resources.

Integrating EOPs with Other Emergency Plans and Planning

- Emergency preparedness and emergency operations involve several different kinds of plans which are based on different planning processes. CPG 101 V3 describes how various plans, such as hazard mitigation plans, continuity of operations/continuity of government plans and pre-incident recovery plans, relate to EOPs and planning.

FEMA

Expanded Guidance on EOP Implementation

- Recognizing that the value of a jurisdiction's EOP is determined by how consistently and effectively the plan is used, CPG 101 V3 expands guidance on training and exercising the plan.

- CPG 101 V3 specifically explains how the integrated preparedness cycle and improvement planning described in HSEEP can enhance EOP implementation and maintenance.

Planning Checklists

- CPG 101 V3 includes a series of checklists in the chapters focused on writing EOP base plans and annexes. Planning teams can use the checklists to evaluate various topics covered in their EOPs and identify additional issues for consideration.

- CPG 101 V3 resources include a stand-alone supplement that contains all the checklists formatted as separate worksheets.

CPG 101 V3 and Existing EOPs

Many jurisdictions and organizations have developed EOPs using previous versions of CPG-101 or other planning protocols. Publication of CPG 101 V3 does not mean that jurisdictions should revise those plans. Jurisdictions should, however, consider CPG 101 V3 guidance when updating EOPs.