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EM3: Emergency Operations Plan  
Category: Emergency Management  
Last Revised: Apr 4, 2023

**Operating Standard:**

Each university unit offering or hosting youth programs shall maintain a current Emergency Operations Plan (EOP) that aligns with standards set by the OSU Emergency Management Office ([emergency.oregonstate.edu](https://emergency.oregonstate.edu)) and incorporates planning elements provided by OSU Youth Protection.

Such plans should include, at minimum, the following key components:

- [Current Program Information Sheet](#)
- [Communication Plan](#)
- [Medical Emergency](#)
- [Evacuation](#)
- [Lockdown / Shelter-in-Place](#)
- [Missing or Kidnapped Child](#)
- [Family Reunification](#)

**Evidence or Documentation:**

- Copy of program's or sponsoring unit's Emergency Operations Plan
- Record of changes, plan distribution list and training documentation

**Applies to:**

- OSU units offering or hosting youth programs

**Related Information:**

- [College/Department EOP Template](#) – OSU Emergency Management

**Self-Assessment:**

Does the unit or program maintain a current Emergency Operations Plan that has been reviewed by OSU Emergency Management and which incorporates planning elements from OSU Youth Protection?

YES    NO

Does the unit maintain a record of changes to the plan, a plan distribution list, and training documentation related to the Emergency Operations Plan?

YES    NO